

A meeting of the **OVERVIEW AND SCRUTINY PANEL (SERVICE SUPPORT)** will be held in **COUNCIL CHAMBER, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **TUESDAY, 9 DECEMBER 2008 at 7:30 PM** and you are requested to attend for the transaction of the following business:-

**PLEASE NOTE THAT THERE WILL BE A BRIEFING FOR ALL
PANEL MEMBERS AT 7PM.**

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting held on 11th November 2008.

**Mrs C Bulman
388234**

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 below.

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

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

4. DEVELOPMENT OF OPTIONS FOR THE DEVELOPMENT MANAGEMENT DPD (Pages 13 - 14)

To consider a report by the Head of Planning Services.

**C Bond
388435**

(A copy of the report – Development Management DPD: Development of Options 2009 is enclosed with Members' copies only).

5. URBAN DESIGN FRAMEWORK - LAND AROUND BUTTSGROVE WAY, THE WHADDONS AND SUFFOLK HOUSE, HUNTINGDON (Pages 15 - 16)

To consider a report by the Head of Planning Services.

**M Huntington
388404**

(A copy of the Urban Design Framework is enclosed with Members' copies only).

6. MONITORING OF SECTION 106 AGREEMENTS (PLANNING OBLIGATIONS) (Pages 17 - 32)

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

**R Fuller
388463**

7. PERFORMANCE MONITORING (Pages 33 - 44)

To consider a report by the Director of Central Services outlining performance information on "Growing Success" – the Council's Corporate Plan.

**H Thackray
388035**

8. WORKPLAN STUDIES (Pages 45 - 50)

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

**Mrs C Bulman
388234**

9. OVERVIEW AND SCRUTINY PANEL (SERVICE SUPPORT)
(Pages 51 - 58)

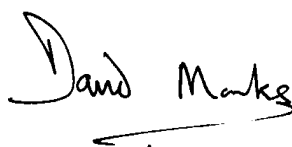
To consider a report by the Head of Administration on decisions taken by the Panel.

**Mrs C Bulman
388234**

10. SCRUTINY (Pages 59 - 70)

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

Dated this 28 day of November 2008



Chief Executive

Notes

1. *A personal interest exists where a decision on a matter would affect to a greater extent than other people in the District –*

(a) *the well-being, financial position, employment or business of the Councillor, their family or any person with whom they had a close association;*

(b) *a body employing those persons, any firm in which they are a partner and any company of which they are directors;*

- (c) *any corporate body in which those persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or*
 - (d) *the Councillor's registerable financial and other interests.*
2. *A personal interest becomes a prejudicial interest where a member of the public (who has knowledge of the circumstances) would reasonably regard the Member's personal interest as being so significant that it is likely to prejudice the Councillor's judgement of the public interest.*

Please contact Mrs C Bulman, Democratic Services Officer, Tel No 01480 388234/e-mail: Claire.Bulman@huntsdc.gov.uk if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.

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

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

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

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

Emergency Procedure

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

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Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (SERVICE SUPPORT) held in the Council Chamber, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Tuesday, 11 November 2008.

PRESENT: Councillor J A Gray – Chairman.

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

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors P H Dakers and A N Gilbert.

IN ATTENDANCE: Councillors P L E Bucknell

Councillors Mrs M Banerjee, E R Butler, S J Criswell, P G Mitchell and J S Watt (Overview & Scrutiny Panel, Service Delivery for Minute 48 only)

45. SUPPORTING LOCAL RETAILERS

The Chairman reported that in accordance with Article 16 of the Access to Information Rules contained in the Council's Constitution, he had given consent for an item relating to a proposal to introduce a car parking voucher scheme in long-stay car parks on Saturdays to be submitted as an item of urgency to the meeting of the Cabinet held on 6th November 2008. Members were reminded that Article 16 required the Chairman to report upon his actions to the next ensuing meeting of the Panel.

46. MINUTES

The Minutes of the meeting of the Panel held on 14th October 2008 were approved as a correct record and signed by the Chairman.

47. MEMBERS' INTERESTS

No declarations were received.

48. GREAT FEN PROJECT

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

(Councillors Mrs M Banerjee, E R Butler, S J Criswell, P G Mitchell

and J S Watt, Members of the Overview and Scrutiny Panel (Service Delivery) were also in attendance for this item).

The Panel received a presentation by Mr C Gerrard, Project Manager of the Great Fen Project (copies of the slides are appended in the Minute Book) outlining the scope of the project, its background, management arrangements and recent developments. A copy of a report to be submitted to the Cabinet meeting on 20th November 2008 outlining a proposal for future governance arrangements was also circulated for comment.

In considering the content of the presentation and the Cabinet report, Members expressed some reservations about the way in which the project was progressing. Specifically comments were made in relation to the perceived acceleration of the development of the project which, while welcome in itself, might have adverse short term implications for some of the local people most directly affected. Comments were also made about the loss of arable land in the current climate of global food shortages and the need for improved communication with local communities in close proximity to the project.

The Panel also discussed the proposed future creation of a Visitors Centre for the project and in doing so commented on the need to improve accessibility to Woodwalton and Holme Fen, especially car parking at an early opportunity. However it was accepted by Members that accessibility, together with the proposed location of the Visitors' Centre were likely to form part of the Great Fen Masterplan which was expected to be published in Spring 2009. Following questions about the financial viability of the Centre, the longer term management of the project and the source of any subsidy potentially required, Members were informed that financial contributions would be obtained from a number of sources. Members also were informed by the Project Manager that the success of the project should not be perceived purely in economic terms and that the environmental and social benefits to the District also needed to be taken into consideration.

In response to a specific question concerning proposals to convert land used for arable crops into grazing which would generate methane production, the Project Manager explained that it was anticipated that the Great Fen Project would reduce CO² gas emissions and would become a future net sequester for green house gases.

Members also emphasised the important role that the District Council played in the Great Fen Partnership as the only democratically elected body of the various partners who could represent local people and the local economy. A need was highlighted to improve communication with all Members concerning the project as a whole given its significance and importance.

Having concluded that the District Council could best influence and guide the project in the interests of the local area and its residents by continuing involvement in the Project Steering Group, the Panel

RESOLVED

- (a) that the proposed principle of entering into a Collaborative Agreement in respect of the Great Fen Project for a five-year fixed term on a renewable basis be supported; and
- (b) that the detailed content of the agreement be the subject of a future report to the Overview and Scrutiny Panel (Service Support).

49. LOCAL GOVERNMENT ACT 2000: FORWARD PLAN

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

50. GYPSY & TRAVELLER SITES DEVELOPMENT PLAN DOCUMENT: INITIAL ISSUES CONSULTATION DOCUMENT: PRINCIPLES & PROCESSES

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

With the assistance of a joint report by the Heads of Planning and Housing Services (a copy of which is appended in the Minute Book) the Panel considered the content of a proposed consultation document which had been designed to invite public views on the issues which would help guide the preparation of the Development Plan Document (DPD) for Gypsy and Traveller sites within the District.

Having been acquainted with the background to the creation of the DPD, together with the requirements for site identification in Huntingdonshire in the Regional Spatial Strategy, Members were informed that the consultation document was the first public step in the preparation of the DPD.

In discussing the process, the Panel recognised the potentially contentious nature of the issue, especially once the process moved on to site identification. Members therefore acknowledged the need for a robust basis for the site selection exercise and the importance of generating interest and comment at this stage of the process. Specific questions were raised concerning the availability of consultation responses, the method of engaging with the gypsy and traveller community, the options available for the acquisition and allocation of appropriate land and the role which District Council Members could play in the process. Concerns also were raised about the implications for Huntingdonshire residents of potential sites selected by neighbouring authorities near to the District's boundary.

Having regard to the possibility of sites being chosen in the more rural areas in the District, the Panel suggested that the proposed 6 weeks consultation period might be too short for some of the smaller parishes to respond. As the scope to extend the deadline for

comment was constrained by the need for early approval of the DPD, the Panel asked officers to alert town and parish councils and Members of the District Council to the forthcoming publication of the document and its significance. Officers also were requested to consider the possibility of convening a limited number of workshops for interested town and parish councils. Whereupon, it was

RESOLVED

that the Cabinet be recommended to endorse the recommendations within the report as submitted.

51. COMMUNITY ENGAGEMENT AND NEIGHBOURHOOD PANELS

By way of a joint report by the Heads of Administration, Environmental and Community Health Services and Policy & Strategic Services (a copy of which is appended in the Minute Book) the Panel was updated with the latest developments on neighbourhood engagement arising from the Government's White Paper – Communities in Control: Real Power, Real People.

The Head of Administration reported that in view of the significant number of such policy initiatives and the need to ensure a co-ordinated approach in considering the implications for both the District Council and the communities of Huntingdonshire, it had been proposed that the Democratic Structure Working Party should be invited to undertake a detailed consideration of the issues as part of its review of the Council's democratic arrangements.

Attention also was drawn by a Member to the need to address the implications of the Sustainable Communities Act 2007 and it was explained that this would be incorporated into the discussions of the working party. Members also expressed concern regarding the operation of the current Safer Neighbourhood Panels and urged the working party to consider these and other related issues in a timely manner.

Having been advised of the comments of the Overview and Scrutiny Panel (Service Delivery) which also had considered the report, Members

RESOLVED

that the suggested process for the consideration and development of community engagement initiatives by the Democratic Structure Working Party be endorsed.

52. HOME WORKING - PILOT SCHEME

With the assistance of a report by the Head of Policy and Strategic Services (a copy of which is appended in the Minute Book) the Panel was acquainted with the outcome of a pilot scheme under which five employees had worked full-time from home over the preceding year.

Having noted the positive benefits demonstrated by the pilot, the

potential savings in office accommodation costs and the intention to roll-out full-time home working to other employees where appropriate, the Panel

RESOLVED

that the contents of the report be welcomed and efforts to expand the pilot be encouraged.

53. WORKPLAN STUDIES

The Panel considered and noted a report by the Head of Administration (a copy of which is appended in the Minute Book) reviewing the Panel's programme of studies. In doing so, Councillor Ms S L Kemp reported on the investigations being undertaken by the working group reviewing the social consequences of alcohol abuse. It was reported that the Section 106 Working Group had not met since the previous meeting of the Panel.

Attention was drawn to a briefing note which had been circulated to Members of the Panel with regard to Treasury Management. Members concluded from the information provided that this would not be an appropriate study area, but suggested that the Council's future borrowing requirements might be a potential area of investigation in the new Municipal Year.

54. OVERVIEW AND SCRUTINY PANEL (SERVICE SUPPORT)

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

In referring to the recent study of HGV parking, the Panel were advised that a meeting of the Freight Quality Partnership had recently been held and details of their discussions would be circulated once the Minutes were available.

The Chairman reported that he had received a response from Councillor P L E Bucknell in reply to his letter concerning problems with commuter parking in the Longsands Area of St. Neots. It was reported that further information would be available in the New Year when investigations had been undertaken by the County Council.

55. SCRUTINY

The Panel considered and noted the latest edition of the Council's Decision Digest, summarising the Council's decisions since the previous meeting.

Chairman

FORWARD PLAN OF KEY DECISIONS

Prepared by Councillor I C Bates
Date of Publication: Miss Effe Chrisostomou
 14 November 2008
For Period: 1 December 2008 to 31 March 2009

Membership of the Cabinet is as follows:-

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

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

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

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

Roy Reeves
Head of Administration

Notes:- (i) Additions/significant changes from the previous Forward 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
Quarterly Performance Report***	Cabinet	18 Dec 2008	Growing Success Growing Success	Ian Leatherbarrow, Head of Policy and Strategic Services Tel No 01480 388005 or email Ian.L Leatherbarrow@huntsdc.gov.uk	N/A	A Hansard	Service Delivery and 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
Customer Service Development in St. Ives and St. Neots	Cabinet	18 Dec 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 Urban Design Framework for South of High Street, Ramsey	Cabinet	18 Dec 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
Asset Management Plan	Cabinet	18 Dec 2008	Previous Cabinet Reports	Keith Phillips, Estates Manager and Property Manager Tel No. 01480 388260 or email Keith.Phillips@huntsdc.gov.uk		A Hansard	Service Support
To adopt Somersham Conservation Area Boundary Changes and Character Statement	Cabinet	18 Dec 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
Development Control Policies Preferred Options	Cabinet	18 Dec 2008	Issues and Options Report and Summary of Representations	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email - Richard.Probyn@huntsdc.gov.uk	Approve for Consultation	P L E Bucknell	Service Support
To adopt Urban Design Framework for land at The Whaddons, Mayfield Drive, Huntingdon	Cabinet	18 Dec 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
Amendments to Disabled Facilities Grant Legislation	Cabinet	18 Dec 2008	The Disabled Facilities Grants (Maximum Amounts and Additional Purposes) (England) Order 2008 (S12008/1189). The Housing Renewal Grants (Amendment) (England) Regulations 2008 (S12008/1190). Housing Strategy 2006-11. Housing Grants Construction and Regeneration Act 1996	Jo Emmerton, Housing Strategy Manager Tel No. 01480 388203 or email - Jo.Emmerton@huntsdc.gov.uk		Mrs D C Reynolds	Service Delivery
ICT Strategy	Cabinet	18 Dec 2008	ICT Strategy	Andrew Howes, IMD Operations Manager Tel No. 01480 388190 or email - Andrew.Howes@huntsdc.gov.uk		L M Simpson	Service Delivery
Web Strategy	Cabinet	18 Dec 2008	Web Strategy	John Taylor, IMD Development Manager Tel No. 01480 388119 or email - John.Taylor@huntsdc.gov.uk		L M Simpson	Service Delivery
New Accommodation - Building A - Options Review***	Cabinet	29 Jan 2009	Building A - Options Review	Richard Preston, New Accommodation Project Co-ordinator Tel No 01480 388340 or email Richard.Preston@huntsdc.gov.uk	To be informed by option selection.	M Simpson	Corporate Strategic Framework
Budget and MTP	Cabinet	29 Jan 2009	Draft MTP - 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) – 27th January 2009	T V Rogers	Overview and Scrutiny (CSF)

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
Treasury Management Strategy and Prudential Indicators	Cabinet	29 Jan 2009	Previous year's Strategy	Steve Couper, Head of Financial Services Tel No. 01480 388103 or email Steve.Couper@huntsdc.gov.uk		T V Rogers	Overview and Scrutiny (CSF)
Parish Plans and Local Plan Policy	Cabinet	29 Jan 2009	Previous Report to Cabinet in 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
Proposals for Riverside Park	Cabinet	19 Feb 2009	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 other key stakeholders	P L E Bucknell & Others	Service Support
To adopt Houghton and Wyton Conservation Area Boundary Changes and Character Statement	Cabinet	19 Feb 2009	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
Huntingdon West Area Action Plan Preferred Options	Cabinet	19 Feb 2009	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

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
Older Persons Housing Strategy Update	Cabinet	12 Mar 2009	Housing Strategy 2006-11. Ageing Well, Housing, Health and Social Care Strategy for Older People. Lifetime Homes, Lifetime Neighbourhoods. A National Strategy for Housing in an Ageing Society, CLG, DWP, and DH, March 2008	Jo Emmerton, Housing Strategy Manager Tel No. 01480 388203 or email - Jo.Emmerton@huntsdc.gov.uk		Mrs D C Reynolds	Service Delivery

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

9 DECEMBER 2008

**DEVELOPMENT OF OPTIONS FOR THE
DEVELOPMENT MANAGEMENT DPD
(Report by HEAD OF PLANNING SERVICES)**

1 INTRODUCTION

- 1.1 The Council consulted on Issues and Options for the Development Control Policies DPD during May, June and July 2007 in conjunction with those for the Core Strategy to give stakeholders an initial picture of how the two documents would interrelate. Since then the Core Strategy has been given precedence leading to its submission in July 2008. With this in place the framework is now available in which to generate reasonable options for the Development Management DPD. The representations made on the Issues and Options Document have been taken into account in preparation of the attached document.

2 IMPACT OF NEW REGULATIONS

- 2.1 The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 came into force in June altering the procedures for public participation in the preparation of DPDs. The former Regulation 25 and 26 stages, commonly referred to as Issues and Options and Preferred Options, have been amalgamated into a single phase of ongoing public engagement in the development of any DPD. This amended Regulation 25 stage may encompass a variety of activities resulting in iterative changes to the proposed content of the DPD with no set time periods for consultation. This is expected to be the main phase of consultation and engagement where stakeholders are involved in the evolution of the DPD.
- 2.2 Submission arrangements have also been changed. Once the local authority is satisfied that there has been adequate public engagement in preparation of the DPD a Proposed Submission Document may be published with a formal consultation period of at least six weeks. Representations are invited on this which are intended to focus on issues of soundness, with the presumption that issues of content have been resolved through public participation under the amended Regulation 25 stage. Once the representations have been reviewed and summarised all documentation should be formally submitted to the Secretary of State for examination.

3 CONTENT OF THE DEVELOPMENT OF OPTIONS REPORT

- 3.1 The draft document sets out the Council's detailed policies for managing development in Huntingdonshire, complementing the strategic framework established in the Core Strategy. In many instances it also sets out reasonable alternatives on how the draft policies might be taken forwards.
- 3.2 At present the draft document contains policies promoting sustainable development, housing, prosperous communities and protecting and enhancing the environment. Through this document stakeholders will be invited to engage further with the Council on the range of policies proposed and their specific content.
- 3.3 Many of the draft policies have evolved from those in the Huntingdonshire Interim Planning Policy Statement (2007). The draft policies reflect the representations received during the Issues and Options consultation and the Initial Sustainability Appraisal. They have also been updated to reflect changes in national guidance.

4 NEXT STEPS

- 4.1 The Development Management DPD: Development of Options document and its accompanying sustainability report will be presented to Cabinet on 18 December. Further public engagement will take place from January 2009 with a wide range of stakeholders. The proposed submission DPD will not be published until after the Inspector's report into the Core Strategy has been received.

5 RECOMMENDATION

- 5.1 Members are recommended to note the contents of this report and forward any comments on the accompanying document to Cabinet.

BACKGROUND INFORMATION

Submission Core Strategy 2008
Development Control Policies DPD Issues and Options Report 2007
Strategic Housing Land Availability Study
Employment Land Review
Huntingdonshire Retail Study Update 2007
Huntingdonshire Strategic Flood Risk Assessment
Green Infrastructure Strategy – Cambridgeshire Horizons

Contact Officer: Clare Bond, Planning Policy Team Leader
☎ 01480 388435

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

9TH DECEMBER 2008

**URBAN DESIGN FRAMEWORK
LAND AROUND BUTTSGROVE WAY, THE WHADDONS AND SUFFOLK
HOUSE, HUNTINGDON
(Report by HEAD OF PLANNING SERVICES)**

1. INTRODUCTION

- 1.1 This urban design framework examines the redevelopment opportunities in this part of Huntingdon. It presents the planning policy context for the redevelopment of this site.
- 1.2 The Planning Portfolio Holder has approved the document for consultation purposes. Once representations have been considered and reported to Cabinet, it is intended to approve the document as planning guidance to be used as a material planning consideration when determining any planning application.

2. BACKGROUND

- 2.1 Parts of the site are currently used as bungalows for elderly residents, part are used as flats, some areas are used as open space and some areas are used as garage courts.
- 2.2 The owners of some of the bungalows, Luminus, have indicated their intention to redevelop these buildings for new dwellings, the mix of which is yet to be determined.
- 2.3 The Council have taken the opportunity to widen the context and look at how the wider area can have environmental improvements.
- 2.4 The Council has a land ownership interest, as it owns areas of open space covered within the boundaries of the framework document.

3.0 THE URBAN DESIGN FRAMEWORK

- 3.1 The purpose of this document is to ensure that a well planned and appropriate development can take place on site, something which contributes to improving the built environment of the town.
- 3.2 The urban design framework sets design parameters for the successful development of the site, ensuring that future proposals achieve imaginative and distinctive solutions. Indicative layouts are shown that illustrate what could be achieved.
- 3.3 A period of public consultation has been undertaken, and expires on 9th December 2008. This has included consultation with neighbours,

four public exhibitions held in Trinity Free Church over the last four weeks, a presentation to the Town Council in October, and discussion with other relevant bodies such as the Highway Authority and Police Architectural Liaison Officer. The document was also discussed at Development Control Panel on 17th November 2008.

- 3.4 Comments made by residents and others will be collated, and presented with suggested changes, in a report to Cabinet on 17th December 2008.

4. CONCLUSION

- 4.1 Production of an urban design framework is best practice and will help to secure the most appropriate form of development over this site. Any comments or changes as a result of any consultation will be brought back to Cabinet before it is adopted.

5. RECOMMENDATION

- 5.1 That the Overview and Scrutiny panel endorses the contents of the Urban Design Framework, subject to comments received through the public consultation exercise, and recommends to Cabinet that it is approved as informal planning guidance.

BACKGROUND INFORMATION

Huntingdonshire Design Guide SPG October 2007
Huntingdonshire Landscape & Townscape Assessment SPG October 2007
Oxmoor Action Plan 2003

Contact Officer: Mike Huntington
 **01480 388404**

OVERVIEW & SCRUTINY PANEL
(SERVICE SUPPORT)

9 DECEMBER 2008

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

1. INTRODUCTION

1.1 The purpose of this report is to provide the Panel with an update on the receipt of S106 monies and their allocation to and expenditure on specific schemes. The report also provides an overview of future benefits from developments that have commenced but where trigger points for collection of the monies have not been reached and future potential benefits from developments which have not yet commenced.

1.2 As requested by the Panel, a copy of this report has been made available to all Members of the Council.

2. BACKGROUND INFORMATION

2.1 The report has four appendices: Appendix A: Section 106 Account (covering the period 12 August to 4 November 2008), Appendix B: Future benefits by location (development commenced) and Appendix C: Future potential benefits by location (development not commenced).

Appendix D details S106 contributions attached to planning permissions that have expired.

2.2 **Appendix A** comprises 5 tables:

- **Table 1. Schemes in place**

These are developments where monies have been received and there is a specific scheme in place.

The drop in house sales means that in many cases it has not been possible to invoice for contributions related to occupancy. This is a situation that will likely persist for the foreseeable future.

- **Table 2. Maintenance**

These are developments where monies have been received and where part of the account is ring-fenced for future maintenance of play equipment and open space. Monies will be spent in accordance with approved maintenance schedules.

- **Table 3. Unallocated**

These are developments where monies have been received for a general purpose but where a specific scheme is being developed. The decrease since the last quarter is due to spend.

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

This table shows the actual spending or transfers of money in the last quarter in addition to those sums moved to maintenance accounts.

- **Table 5. Non-monetary benefits received**

This has been included at the request of Members at the Panel in December 2007, and details non-monetary benefits recorded as received in the last quarter.

- 2.3. Appendices B and C are produced as an 'early warning' for council services and others to highlight potential income and help in the earlier development of schemes.

- 3. RECOMMENDATION**

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

Contact Officer: Rachel Fuller, Policy Officer
☎ (01480) 388463

Appendix A - Section 106 Account

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

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

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

Table 3. Unallocated: money received which has yet to be allocated to a specific scheme.

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

Table 5. Non-monetary benefits recorded as received in the last quarter.

Summary

	This quarter	Previous quarter
Schemes in place (Table 1)	£695,644	£544,495
Maintenance (Table 2)	£10,114	£11,575
Unallocated (Table 3)	£95,103	£101,843
TOTAL	£800,861	£657,913

Spent since the last quarter (Table 4)	£229,683	£143,214
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(Note: This schedule was created 7 November 2008)

Table 1: Schemes in place

ID	Date Received	Amount	Location	What the money will be spent on	When it is planned to spend the money	Service responsible	Expiry Date (if any)
25	03/11/1997	27,614	Huntingdon	Coneygear Park Project Play Equipment	2008	Operations	
56	08/02/2000	26,032	St Ives	Provision and/or maintenance of recreation facilities	November 2008	Operations	
66	28/08/2002	20,922	Eynesbury	Coneygear Park/Henbrook Park: provision and/or maintenance of open space and play equipment	2008	Operations	
75	09/05/2007	44,067	Huntingdon	Off-site Facilities Contribution: provision and/or maintenance of public open space and/or recreational facilities	2008	Operations	
87	30/07/2007	17,854	Huntingdon	Second half of Sustainable Transport Contribution		Transport	
103	16/06/2005	54,155	Eynesbury	On-site Facilities Contribution: to be spent on Local Play Area on site (Countryside projects)	2008	Operations	16/06/2010
103	16/06/2005	179,936	Eynesbury	Playing field contribution	2008	Leisure	16/06/2010
199	27/11/2003	14,614	Godmanchester	Off-site Facilities Contribution: St. Judith's Field Skateboard Ramp	2007/2008	Operations	
206	17/07/2007	8,575	Yaxley	Off site recreation Facilities Contribution	2008	Operations	
215	23/10/2006	12,137	Huntingdon/Godmanchester	Off-site Facilities Contribution: for the provision of public open space, recreation and leisure facilities including youth shelter (please also see Table 4)	2008/2009	Godmanchester Town Council spending plan outstanding at November 08	
228	21/07/2008	36,383	Burleigh Road, St Ives	Off-site Facilities Contribution		Operations	20/07/2013
237	08/08/2008	155,212	Cambridge Road, St Neots	Sports Facility Contribution		Leisure	

247	30/01/2007	15,581	Huntingdon	Play Area Contribution: Proposal for spend at Hinchingsbrooke Park awaiting approval	2008/2009	Operations
244	19/04/2005	£29,500	Godmanchester	Skate Park contribution	2009	Operations
248	27/07/2007	6,704	Brampton	Open Space Contribution	2008 transfer to Parish Council will take place on signature of second indemnity, November	Operations
257	31/01/2007	17,127	Somersham	Play Area Contribution: allocated to the redevelopment of the skate park in Somersham	2008/2009 on receipt of Parish Council plan	Operations
266	03/04/2008	29,231	Huntingdon	Public Open Space contribution		Operations
Total		695,644				
Last quarter		544,495				

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Table 2: Maintenance

ID	Date Received	Amount £	Location	What the money has to be spent on	Service responsible
103	06/12/2006	6,127	Eynesbury	Play Area Maintenance	Operations
181	15/06/2006	3,987	St Ives	Open Space Maintenance	Operations
Total		10,114			
Last quarter		11,575			

Table 3. Unallocated

ID	Date Received	Amount £	Location	What the money can be spent on	Service responsible	Expiry Date (if any)
69	07/09/2005	22,489.02	St Ives	Recreation and Leisure Facilities Contribution off-site within St Ives. HDC undertaking project to develop play provision North East of St Ives.	Operations	7/09/2010
93	21/12/2006	11,160.93	Farcet	Off-site facilities contribution: provision and maintenance of children's and youth/adult open space and play equipment. Farcet Parish Council/Operations Division developing a scheme.	Operations	21/12/2016
113	21/11/2007	11,587	Brampton	Off-site Facilities Contribution: leisure and recreation facilities including open space and play equipment	Operations	
216	08/03/2007	11,032	St Neots	Off-site Facilities Contribution: provision of children or adult/youth open space and play equipment. Operations working on spending scheme with St Neots TC.	Operations	
224	18/10/2007	17,307	Ramsey	Off-site facilities: Opens space, recreation and leisure facilities. Awaiting spending scheme from Ramsey TC.	Operations	
229	28/01/08	9,304	St Neots	Leisure and Recreation facilities compensation sum	Operations	28/01/2013
229	28/01/08	12,223	St Neots	Leisure and Recreation facilities	Operations	28/01/2013
Total		95,103				
Last quarter		101,843				

Table 4. Money spent or transferred in the last quarter

ID	Date received	Amount £	Address	Spend type	Division
3	20/01/2007	5,290	St Ives	Hill Rise Park Project Play Equipment and Maintenance	Operations
75	02/06/2004	2,787	Huntingdon	Bus shelter	Transport
95	28/08/2002	7,695	Alconbury Weston	Transport Contribution: bus shelter contribution	Transport
103	16/06/2005	179,936	Eynesbury	Leisure facilities at St Neots Community College	Leisure
235	23/10/2007	11,002	Colne	Off-site facilities: Provision and/or maintenance of children's equipped area or other recreational facilities. Parish Council scheme being assessed by Operations team.	Operations
248	27/07/2007	22,973	Brampton	Open Space Contribution	Operations
	Total	229,683			
	Last quarter	143,214			

Table 5. Non-monetary benefits recorded as received in the last quarter

33	Land (At Audley Close)	Off Caxton Road	Great Gransden	1.5	Transfer of POS to Council or its nominee	£0.00	Completed	20/10/2008
92	Hinchingbrooke Hospital	Hinchingbrooke Park Road	Huntingdon	Sch 4 Part 1	CCC shall apply the Sustainable Transport Contribution towards projects that satisfy the Criteria	£0.00	Completed	29/10/2008
92	Hinchingbrooke Hospital	Hinchingbrooke Park Road	Huntingdon	Sch 5 Part 1	To use reasonable endeavours to comply with the Green Transport Plan	£0.00	Completed	29/10/2008
201	Land South Of	Colmworth Brook And Vulcan Way	Eaton Socon	1.1	Submitted local infrastructure improvements	£0.00	Completed	24/10/2008
201	Land South Of	Colmworth Brook And Vulcan Way	Eaton Socon	1.2	Owner to pay all approvals in Stage 2 Safety Audit and approvals by the County Council Signals team	£0.00	Completed	24/10/2008
201	Land South Of	Colmworth Brook And Vulcan Way	Eaton Socon	1.3	Owner to pay costs of carrying out local infrastructure improvements, including construction costs, a fee of 5% of estimated construction costs, promotion of highway orders, costs arising from stage 3 safety audits.	£0.00	Completed	24/10/2008
201	Land South Of	Colmworth Brook And Vulcan Way	Eaton Socon		Council to provide a detailed breakdown of the costs in 1.2 and 1.3 to the owner	£0.00	Completed	24/10/2008
201	Land South Of	Colmworth Brook And Vulcan Way	Eaton Socon	1.5	Any under or over payment to be paid to owner	£0.00	Completed	24/10/2008
201	Land South Of	Colmworth Brook And Vulcan Way	Eaton Socon		Amounts paid in 1.2 and 1.3 to be used only for Local Infrastructure Improvements. Minimising of costs, safety and good design for improvements and consideration given to reasonable requests made by owner.	£0.00	Completed	24/10/2008
201	Land South Of	Colmworth Brook And Vulcan Way	Eaton Socon		Money to be returned to owner if sum not used with 5 years	£0.00	Completed	24/10/2008
234		Moorhouse Drive	Huntingdon	1	Submission & approval of Affordable Housing Scheme	£0.00	Completed	30/10/2008
237	Land north of	Cambridge Road	St Neots	2.1	Produce a draft Railway Station Strategy	£0.00	Completed	30/10/2008
237	Land north of	Cambridge Road	St Neots	6.1	Transfer of Primary School Site	£0.00	Completed	30/10/2008
218	Land at	Parkway	Huntingdon	2.1	Open space and play equipment plan to be submitted and approved by Head of Planning	£0.00	Completed	05/11/2008
267		Princes Street	Huntingdon	1.1	Affordable Housing Scheme of 35 units to be provided and approved by the Head of Housing	£0.00	Completed	02/10/2008
275		New Road	Offord Cluny	1	Affordable Housing site transferred to the social landlord	£0.00	Completed	01/10/2008
275		New Road	Offord Cluny	6	Affordable Housing is of standard acceptable to the Council	£0.00	Completed	04/11/2008

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

Spend Area	ID	Address (Line 2)	Spend Type	Clause Amount	Spending Department
Bury	82	Bury Road	Open Space Maintenance	£8,000	Operations
Eynesbury	103	Barford Road	On-site Facilities Contribution	£10,000	Operations
Fenstanton	173	Headlands	Open Space Maintenance	£5,679	Operations
Godmanchester	199	Roman Way	Open Space Contribution	£4,500	Operations
	244	London Road	Play Area Contribution	£8,000	Operations
	261	Wigmore Farm Silver Street	Play Area Maintenance	£25,000	Operations
			Education contribution 1.part	£128,000	CCC Education
			Education contribution 2.part	£128,000	CCC Education
			On-site Facilities Maintenance	£31,125	Operations
			Open Space Contribution	£75,500	Operations
			Play Area Maintenance	£8,000	Operations
			Primary Health Care Contribution	£12,000	Operations
			Transport Contribution 1.part	£39,770	CCC
			Transport Contribution 2.part	£82,000	CCC Transportation
			Recreation Facilities Contribution	£82,000	CCC Transportation
Houghton & Wylton	256	Thicket Road	Recreation Facilities Contribution	£16,000	Operations
Huntingdon	75	Kings Ripton Road	On-site Facilities Maintenance	£19,000	Operations
	186	Hinchingbrooke Park Road	Open Space Maintenance	£6,120	Operations
	218	Parkway	On-site Facilities Maintenance	£27,000	Operations
			Open Space Maintenance	£37,000	Operations
			Highways Contribution	£190,000	CCC Transportation
			Open Space Maintenance	£36,000	Operations
	220	Ullswater and Handscroft Lane	Play Area Maintenance	£9,500	Operations
			Education Contribution	£120,000	CCC Education
			Off-site Facilities Maintenance	£5,000	Operations
			Play Area Contribution	£36,000	Operations
			Play Area Maintenance	£9,500	Operations
	260	St Peter's Road	Cycle Paths	£98,000	CCC Transportation
	267	Princes Street	On-site Facilities Contribution	£52,000	Operations
	269	Sapley Road	Education Contribution	£11,760	CCC Education
	244	London Road	Open Space Contribution	£22,060	Operations
Huntingdonshire	244	London Road	Transport Contribution	£62,000	CCC Transportation
	256	Thicket Road	Affordable Housing Contribution	£142,791	Housing
Kimbolton & Stonely	268	Constable Leys	Education Contribution	£26,000	CCC Education
			Open Space Maintenance	£14,000	Operations

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

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

Spend Area	ID	Address (Line 2)	Spend Type	Clause Amount	Spending Department
Little Paxton	223	Mill Lane	Education Contribution	£246,000	CCC Education
				£200,000	CCC Education
				£200,000	CCC Education
St Ives	264	East Street	Open Space Maintenance	£36,000	Operations
			Play Area Maintenance	£24,500	Operations
			Primary Health Care Contribution	£66,000	Primary Care Trust
				£66,000	Primary Care Trust
				£68,000	Primary Care Trust
St Neots	223	Mill Lane	Recreation Facilities Maintenance	£2,000	Operations
			Education Contribution	£33,400	CCC Education
			Play Equipment Contribution	£22,000	Operations
			Transport Contribution 1.part	£221,500	CCC Transportation
			Transport Contribution 2.part	£221,500	CCC Transportation
			Amenity Strip Maintenance	£7,200	Operations
			Play Area Maintenance	£8,000	Operations
			Education Contribution	£40,000	CCC Education
			Off-site Facilities Contribution	£29,000	Operations
			Transport Contribution	£42,840	CCC Transportation
Cambridge Road	236	516 Great North Road	Education Contribution	£12,000	CCC Education
			Off-site Facilities Contribution	£6,000	Operations
				£14,000	Operations
			Transport Contribution	£6,000	CCC Transportation
			Education Contribution	£100,000	CCC Education
				£625,000	CCC Education
				£625,000	CCC Education
				£625,000	CCC Education
				£1,100,000	CCC Education
				£1,100,000	CCC Education
Cambridge Road	237	Cambridge Road	Transport Contribution	£70,000	CCC Education
			Education Contribution	£50,000	CCC Education
			On-site Facilities Contribution	£300,000	Community Initiatives
Cambridge Road	237	Cambridge Road	Community Initiatives	£10,000	Community Initiatives
			Play Area Contribution	£120,000	Operations
				£78,000	Operations
				£46,800	Operations
				£17,000	Operations

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

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

Spend Area	ID	Address (Line 2)	Spend Type	Clause Amount	Spending Department
			Transport Contribution	£515,000	CCC Transportation
				£36,000	CCC Transportation
				£2,010,000	CCC Transportation
				£100,000	CCC Transportation
				£100,000	CCC Transportation
				£50,000	CCC Transportation
				£630,000	CCC Transportation
				£22,560	CCC Transport
Warboys	273	Colmworth Business Park	Transport Contribution	£1,043	Operations
	174	Popes Lane	Open Space Maintenance	£15,000	Trust Fund
	210	off High Fen Straight Drove	Environmental conservation contribution		
	217	Poplar Farm	Open Space Maintenance	£1,206	Operations
Yaxley	187	Broadway	Open Space Maintenance	£54,000	Operations
	212	Broadway	Highways Contribution	£97,000	CCC Highways
			Open Space Contribution	£22,100	Operations
			Play Area Maintenance	£29,000	Operations
	252	Church Street	Education Contribution	£264,000	CCC Education
				£264,000	CCC Education
			Off-site Facilities Contribution	£13,000	Operations
			On-site Facilities Maintenance	£36,000	Operations
				£8,300	Operations
				£25,000	Operations
			Transport Contribution	£175,000	CCC Transportation
Grand Total				£12,494,254	

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

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Appendix C - Future Potential S106 Benefits Listed by Location - developments not commenced

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

Location	ID	Address	Spend Type	Amount Expected (£)	Service Responsible
Abbotsley	200	Rectory Road	Education Contribution	£21,000	CCC Education
Bluntisham	200	Rectory Road	Off-site Facilities Contribution	£13,100	Operations
Colne	203	East Street	Education Contribution	£24,000	CCC Education
Hemingford Grey	262	London Road	Recreation Facilities Contribution	£13,000	Operations
			Off-site Facilities Contribution	£6,500	Operations
			Play Area Contribution	£8,000	Operations
Huntingdon	113	32 High Street	Play Area Maintenance	£16,000	Operations
	230	Thames Road	Education Contribution	£14,000	CCC Education
Little Paxton			Off-site Facilities Contribution	£11,040	Operations
				£48,600	Operations
			Open Space Maintenance	£40,170	Operations
			Play Area Maintenance	£6,180	Operations
			Education Contribution	£14,000	CCC Education
Ramsey	233	Bus Depot Site 15 Stukeley Rd	Transport Contribution	£13,750	CCC Transportation
	251	Lancaster House	Transport Contribution	£40,000	CCC Transportation
	265	Brampton Road	Transport Contribution	£4,450	CCC Education
	222	Bydand Lane & rear of Park Crescent	Education Contribution	£16,100	Operations
			Off-site Facilities Contribution	£14,000	Huntingdonshire PCT
Sawtry	226	Bury Road	Primary Health Care Contribution	£13,400	Operations
	243	117A Heme Road	Off-site Facilities Contribution	£7,000	HDC Transportation
			Transport Contribution	£74,520	Housing
St Ives			Affordable Housing Contribution	£1,750	CCC Education
			Education Contribution	£15,450	Operations
			Recreation Facilities Contribution	£6,000	CCC Transportation
			Transport Contribution	£16,700	Operations
			Play Area Contribution	£60,000	Leisure
Sawtry	180	Gidding Road	Off-site Facilities Contribution	£72,000	Operations
	239	Houghton Grange	Play Area Contribution	£23,000	Operations
			Play Area Maintenance	£18,126	Policy and Str. Services
			Primary Health Care Contribution		
			Transport Contribution	£59,396	CCC Transportation
Sawtry				£44,547	CCC Transportation
				£44,547	CCC Transportation
				£10,000	CCC Transportation
				£65,000	HDC Transportation

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

Appendix C - Future Potential S106 Benefits Listed by Location - developments not commenced

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

Location	ID	Address	Spend Type	Amount Expected (£)	Service Responsible
St Neots	242	Houghton Road	Play Area Contribution	£80,000	Operations
			Play Area Maintenance	£25,000	Operations
			Primary Health Care Contribution	£21,952	Policy and Str. Services
	254	Orchard House Houghton Road	Transport Contribution	£84,360	CCC Transportation
				£63,270	CCC Transportation
				£63,270	CCC Transportation
				£10,000	CCC Transportation
				£30,000	CCC Transportation
				£50,000	CCC Transportation
	Yaxley	238	15 Church View	Play Area Maintenance	£72,000
Primary Health Care Contribution				£19,132	Policy and Str. Services
270		Kings Lane	Transport Contribution	£184,184	CCC Transportation
				£160,000	CCC Transportation
				£80,352	CCC Transportation
195		Broadway	Education Contribution	£14,000	CCC Education
			Off-site Facilities Contribution	£30,750	Operations
			Transport Contribution	£60,000	CCC Transportation
			Education Contribution	£20,040	CCC Education
			On-site Facilities Contribution	£867	Operations
221	west of 3 London Road	On-site Facilities Maintenance	£15,450	Operations	
		Transport Contribution	£6,180	Operations	
			£12,000	HDC Transportation	
Grand Total			Education Contribution	£14,000	CCC Education
				£2,030,133	

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

APPENDIX D

This report details S106 benefits attached to planning permissions that have expired.

ID no	Location	Address	Amount	Contribution type	Destination
209	St Ives	Meadow Lane: Erection of offices	35,000	Controlled Pedestrian Crossing	CCC Transport
			20,000	Open Space Maintenance	Operations

7 November 2008

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**OVERVIEW & SCRUTINY
SERVICE DELIVERY PANEL**

2nd December 2008

**OVERVIEW & SCRUTINY
SERVICE SUPPORT PANEL**

9th December 2008

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

1. INTRODUCTION

- 1.1 The purpose of this report is to present to Members performance management information on "Growing Success" – the Council's Corporate Plan

2. BACKGROUND INFORMATION

- 2.1 In September 2008 the Council adopted an updated Plan which includes 37 short, medium and long term objectives to help achieve aims and ambitions for Huntingdonshire's communities and the Council itself. In addition the Council have identified a smaller number (8) of objectives which were considered to be a priority for the immediate future.

3. PERFORMANCE MANAGEMENT

- 3.1 Progress against all 37 objectives are reported to Chief Officer Management Team quarterly on a service basis. A progress report from each Division includes performance data in the form of achievement against a target for each of the objectives that those services contribute towards. This is supported by narrative on achievements, other issues or risks and budgeting information. In addition, a working group jointly appointed by the Panels continues to meet quarterly to monitor progress in the achievement of the Plan and to consider development issues.
- 3.2 Members of the Overview & Scrutiny Panels have an important role in the Council's Performance Management Framework and the process of regular review of performance data has been established. In adopting the updated version of Growing Success, and in particular in prioritising objectives, it was intended that Members should concentrate their monitoring on a small number of objectives to enable them to adopt a strategic overview while building confidence that the Council priorities are being achieved.
- 3.3 Members of the Panels will also find broader performance information of help to them in undertaking their review and scrutiny functions. This information can be provided on a regular or ad-hoc basis.
- 3.4 The priority objectives have been allocated between Panels as follows:

Service Support	Service Delivery
To promote development opportunities in and around the market towns	To help mitigate and adapt to climate change
Effective Partnership	To enable the provision of affordable housing
To be an employer people want to work for	To achieve a low level of homelessness
Maximise business and income opportunities including external funding and grants	To promote active lifestyles

4. PERFORMANCE MONITORING

4.1 The following performance data is appended for consideration:

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

Annex B - Performance data from services which contribute to the Council objectives. For each measure there is a target, actual performance against target, forecast performance for the next period and a comments field. The data is colour coded as follows:

- green – achieving target or above;
- amber – between target and an “intervention level (the level at which performance is considered to be unacceptable and action is required);
- red – the intervention level or below; and
- grey - data not available

5. RECOMMENDATION

5.1 Members are recommended to;

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

BACKGROUND INFORMATION

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

Growing Success: Corporate Plan

Contact Officer:

Howard Thackray, Policy & Research Manager



01480 388035

Objective		Comments from appropriate Head of Service
To help mitigate and adapt to climate change	Achievements:	Energy efficiency - Local energy efficiency events/promotions ongoing Renewable energy, HDC Solar grants scheme uptake encouraging (circa 20 installed) Travel and emissions to air - St Ives Outdoor Centre: new cycleway in progress. Island Common cycleway in progress with completion December 2008. Yaxley cycleway and Sallowbush to Oxmoor Lane cycleway works are due to start on site in February 2009 Adapting to climate change - Development of Countywide approach to reporting on NI 188 (Adaptation to Climate Change)
	Issues:	Develop further and convene Environment Forum
	Risks:	Closer integration of key findings of the Carbon appraisal of the Cambridge sub region LTDP and HDC LIF are critical to the delivery of long term carbon reduction measures to meet targets for: energy saving, combating climate change and meeting government targets NI 186 and 188 Ongoing lack of guidance from DEFRA means potential failure to report on NI 187 (fuel poverty).
To promote active lifestyles	Achievements:	Leisure - Swimming, despite the closure in St Neots, exceeds target (53%). Active card holder numbers remain on target and over 61,000 now hold Leisure cards. Leisure Development - Health Walks programme has proved increasingly popular with throughput 52% up on last year, school activities (festivals, clubs and events) are up 20% on last year. Overall throughput in Leisure Development activities as a whole are up 6% on last year and participants are up 23%
	Issues:	Leisure - An 18,000 admissions increase (2%) from last year but a 15,000 shortfall (2%) on half-year target. The extended closure of St Neots Pool (estimated 10,000 visits lost), and the delayed opening of the new facilities at Huntingdon have both contributed to this position Leisure Development Issues over the last few months have included staff turnover, recruitment difficulties, balancing new projects with existing programmes, and delays in lottery funded programmes due to external factors
	Risks:	Leisure - There is concern over effect of credit squeeze with a recent increased number of cancellations of Direct Debit for both swimming lessons and for Impressions/Advantage membership Leisure Development - The longevity of funding streams.
To achieve a low level of homelessness	Achievements:	<ul style="list-style-type: none"> • 75 households were prevented from becoming homeless in Q2 of the year, compared to 33 in the same period last year. • 55 households were accepted as homelessness in Q2 compared to 34 in the same period last year. • A reduction in the number of households in temporary accommodation, from 81 households at the start of the quarter to 77 at the end. • Huntingdon Law Centre has been commissioned to provide a County Court Advice and Support

		<p>Desk for mortgage repossession hearings.</p> <ul style="list-style-type: none"> •
	Issues:	<ul style="list-style-type: none"> • Review of the Register's new priority 'banding' system to ensure that it does not have an impact on the prevention of homelessness or restrict homeless households from moving on from temporary accommodation. To feed into a full review of Home-Link that will be carried out within 12 months of it being launched. This review will be carried out sub regionally. • RSL progressing the search to acquire a move on property to enable the provision of 'crash pad' emergency bed provision for young people at Paines Mill Foyer in St Neots (LAA Reward Grant funding). • Supporting Kings Ripton Court in Huntingdon with a second bid for Housing Corporation capital funding to provide 4 emergency units for young people and improved training facilities • Assess options for remodelling of Coneygear Court to provide self contained units rather than shared facilities. • Assess the options for providing a supported lodgings scheme for young people threatened with homelessness
	Risks:	<ul style="list-style-type: none"> • National and/or local economic factors could increase demand. • Not delivering increased emergency accommodation facilities at Paines Mill Foyer and Kings Ripton Court in accordance with LAA reward grant. • RSL not successful in Housing Corporation bid to redevelop its homelessness hostel.
To enable the provision of affordable housing	Achievements:	<ul style="list-style-type: none"> • Secured £60k Housing Corporation Grant for two units at Whitwell Farm, Offord Cluny (total for year to date £1,178,000) • 50 affordable homes were completed (Total for the year to date 80 +14 Homebuy)
	Issues:	<ul style="list-style-type: none"> • Complete village needs survey for Needingworth (delayed from last quarter because the Rural Housing Enabler was not in post)
	Risks:	<p>Availability of Housing Corporation funding via the bidding process Potential impacts of a prolonged downturn in the housing/development market on the delivery of affordable housing</p>

Community/Council Aim: A Clean, Green and Attractive place
Objective: To help mitigate and adapt to climate change

Division: Planning

Divisional Objective: To encourage sustainable forms of development

Key activity(s) only to deliver service objective	Key Measure	Target:	Actual	Forecast	Comments:	
Include sustainable policies within LDF (to set a sustainable policy framework)	Core Strategy – Adherence to LDF timetable, on target to be adopted by August 2009 (1=Yes, 0=No)	1	1	1	Examination in public expected March 09	QRT

Division: Environmental Management

Divisional Objective: To Lower Carbon Emissions

Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Comments:	
Complete an annual review & update of Growing Awareness a plan for our environment & ensure that the MTP funding is committed by the Council to deliver on going carbon dioxide reduction	Year 1 actions identified in Environment Strategy on target (1=Yes, 0=No)	1	1	1	Work to tie in Environment Strategy indicators with corporate and service plan indicators underway. Review of year 1 progress to be complete by September 2009.	QRT
Identify areas of joint working with stakeholders to help deliver aims of Growing Awareness.	HSP Environment Forum to meet at least twice annually (1=Yes, 0 = No)	1	1	1	Head of Environmental Management considering most appropriate format for reconvening the Environment forum during the current Financial Year.	QRT
Identify opportunities to reduce CO2 emissions from the Council's own operations	Production of HDC Carbon Management Plan by 31st March 2009 (on target 1=Yes, 0 = No)	1	1	1	Draft Carbon Management Plan to be prepared by 1st December 2008, presentation of 'the case for action' to COMT after this date, plan then finalised by 31st March 2009	QRT
	On target (1=Yes, 0=No) to achieve a 6% carbon saving from council estate.(cumulative quarterly measure)	1	1	1	Baseline CO2 production for 2007 has been established, Carbon Management Plan to be in place by 31st March 2009, will include a target for reducing the Council's Carbon emissions by 30% over five years, with year on year reductions identified	QRT
Oversee the implementation of the Environment Strategy projects	% of Environment Strategy Year 1 projects on target	75	77	75	Year one funded Environment Strategy Projects seven out of nine on track.	QRT
Promote energy efficiency and use of renewable energy to householders	Number of tonnes of CO2 saved through installation of energy efficiency measures and renewables in domestic properties (cumulative quarterly measure)				Target still to be agreed will report indicator from third quarter 08/09.	QRT
Promote Energy Efficiency to householders through the Warmer Homes For Life Scheme	% of applications for loft and Cavity Wall Insulation received under the scheme replied to within 5 working days	95	86	95	System now in place to ensure turnaround of applications within target timescale	QRT
Retro fit project - procurement of Housing stock	Retro fit project - procurement of Housing stock by March 09 (on	1	1	1	Short list of 6 potential	QRT

	target 1 = Yes, 0 = No)				properties has now been reduced to three possibilities (two of which will be purchased). Two bedroom 1970s semi-detached, Chalet Bungalow (1970s), Victorian Solid wall property. Planning to work in partnership with the Buildings Research Establishment (BRE) to deliver the project, tender currently being finalised.	
Undertake risk-based assessment of current vulnerabilities to weather and climate changes and identify adaptation responses	Local risk based assessment complete by Sept 09 to achieve level 1 of NI188 on target (1=Yes, 0 = No)	1	1	1	Plan to prepare a Local Climate Impact Assessment (LCLIP) showing the local impacts of severe weather incidents in the district over the last five years. This study will then inform the preparation of a local risk based assessment of council services, enabling compliance with the indicator.	QRT
Update existing and extend Travel Plans to all of the Council's employment sites and implement to achieve a modal shift away from single occupant car use	% of council employees travelling alone to work by car (previously 65%)	65			Annual measure data to follow	YRL

Community/Council Aim: Healthy Living

Objective: To Promote healthy lifestyle choices

Division: Leisure

Divisional Objective: To Increase participation in healthy physical activities

Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Comments:	
Maintain and improve standard of facilities and match facility provision with usage demand.	Number of admissions/participants in activities provided or promoted by the Council (1.75m per annum) cumulative quarterly target)	887,774	872,809		Admissions lower than expected over Summer holidays. Also late opening of new development at HLC, pool one month closed at SNLC, Astro pitch closed 6 weeks at SNLC.	QRT
Promotion and marketing of available activities	Number of active card holders by March 08	18,587	18,455			QRT

Division: Lifestyles

Divisional Objective: To promote healthy lifestyle choices

Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Comments:	
Provide a range of accessible leisure opportunities such as: a Holiday Activity Programme for <17 yrs (SCS measure)	Total throughput of school, outreach and holiday activity Programmes (cumulative quarterly target)	1,675	2,949			QRT
Provide and facilitate arts activities directly and in partnership	Throughput of people (target 8500 per ann) experiencing arts interventions as a result of Arts Service and Partner activities during 2008/09 (cumulative quarterly target)	6750	6993			QRT

Provide targeted schemes to enable vulnerable people to participate in physical leisure activities (inc Exercise Referral, Community Sports and Recreation Project, Community Sports Network and Active Life scheme.) (SCS measure 2.1.5)	Throughput on identified schemes (cumulative quarterly target)	7,750	8,929			QRT
Provide under-represented groups with the opportunity to participate in sport and active recreation (SCS measure)	Total throughput of activity programme for disabled participants and under-represented groups (cumulative quarterly target)	700	858			QRT
Support vulnerable people to be more active, Cardiac Rehabilitation programme and Health walks	Total throughput of the Cardiac Rehabilitation programme and Health walks in Huntingdonshire (cumulative quarterly target)	3600	4,688			QRT

Community/Council Aim: Housing that meets the local need

Objective: To achieve a low level of homelessness

Division: Housing

Divisional Objective: To achieve a low level of homelessness

Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Comments:	
By helping to prevent people from becoming homeless by housing homeless people where appropriate	Numbers of households (135) prevented from becoming homeless each year to 2009 (cumulative quarterly target)	115	129		Achieving target will depend on external factors for the rest of the year (i.e. mortgage repossession rates). Having achieved 129 against a notional target for Q2 of 115, we are on track to achieve this target.	QRT
	(NI 156) No. of households living in temporary accommodation (cumulative quarterly target)	76	77	64	Achieving target will depend on external factors for the rest of the year (i.e. mortgage repossession rates)	

Community/Council Aim: Developing communities sustainably

Objective: To enable the provision of affordable housing

Division: Housing

Divisional Objective: To enable the provision of affordable housing

Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Comments:	
By maximising the land available for new affordable housing. By working in partnership with Housing Associations to bid for external funding. By making a financial contribution to pay for affordable homes to be built	(NI 155) Number of new affordable homes built by March 2009 (cumulative quarterly target)		64	286	The Countywide NI155 target is presently being disaggregated to district Council level (the target is set as a County target). 286 homes are projected for the district by the end of the financial year 2008/2009	QRT

Division: Planning

Divisional Objective: Maximise provision of affordable housing on relevant development sites

Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Comments:	
Develop Core Strategy and Development Control Policies DPD (to set policy framework)/Adopt Planning Obligations SPD (to set specific targets and thresholds)/Negotiate S106 Agreements (to deliver	% of housing completions on qualifying sites that are affordable (in CSR)	40			Annual measure data to follow	YRL
	% of housing completions on qualifying sites that are affordable (out of CSR)	29			Annual measure data to follow	YRL

required amounts of affordable housing)	% of affordable housing (commitments) on qualifying sites	40	29		<p>**Two of the qualifying sites are the allocation at East of the Railway St Neots, which is coming forward in several parcels over a period of time, and therefore difficult to monitor in quarters – some parcels have 100% affordable and others 0%. Another site had the affordable element agreed at outline stage which pre-dated PPS3 and would have been based on the then target of 29%</p> <p>***Only one qualifying site outside CSR, which had no affordable element as it was agreed the developer will instead provide a library and community meeting rooms (Ramsey Grand)</p>	QRT
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Objective		
To promote development opportunities in and around the market towns	Achievements:	Creative Exchange centre opens in November, (contributes towards employment and job growth in St Neots).
	Issues:	Development of Northern Gate (Ramsey Enterprise Centre)) may be affected by the economic climate and reduction in external funding
	Risks:	Contract being negotiated with NWES to manage the Creative Enterprise centre possible risk that year 1 external funding partner targets may not be met.
Effective Partnership	Achievements:	Sustainable Community Strategy and LAA: action/delivery plan phase under way LPSA – funding approved, money to be released quarterly linked to outcomes
	Issues:	SCS - Review underway on governance issues of Strategic Partnerships including implementation of Cambridgeshire Together and LAA structures Need to ensure/co-ordinate
	Risks:	HDC approach and further performance management development needed.
To be an employer people want to work for	Achievements:	Successful appointment to Training Advisor and Training Support Officer posts. Roll out of H & S Strategy & Action Plan under way. Programme agreed for review of People Strategy.
	Issues:	Resources needed to continue operational improvements including policy review and implementation of HR & Payroll systems may not be available. May need support to undertake strategic review of HR.
	Risks:	Vacancies may impact on achievement of improvement programme.
Maximise business and income opportunities including external funding and grants	Achievements:	External Funding: review of strategy approved to maximise funding for Council underway.
	Issues:	Clear external funding action plans need to be identified at service level
	Risks:	Failure to achieve external funding means projects may not be able to proceed

Community/Council Aim: Developing communities sustainably						
Objective: To promote development opportunities in and around the market towns						
Division: Planning						
Divisional Objective: To promote development opportunities in and around the market towns						
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Comments:	
Develop strategic policy to promote well being of our market towns	Adoption of Core Strategy on target to be adopted by August 2009 (1=Yes, 0=No)	1	1		Examination in public expected March 09	QRT
Division: Policy and Strategic Services						
Divisional Objective: To promote development opportunities in and around the market towns						
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Comments:	
Implementation of the projects (that contribute market town development) in the Local Economy strategy	% of LES actions/milestones on track	90	100	100	Projects include , development of local supply chains, promotion of creative industry, digital needs of businesses and visitor promotion	QRT
Community/Council Aim: To improve our systems and practices						
Objective: Effective Partnerships						
Division: Policy and Strategic Services						
Divisional Objective: Develop and adopt a sustainable community strategy						
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Comments:	
Develop and refine SCS action plans by March 09	on target (1=Yes, =No)	1	1	1		QRT
Deliver and measure performance against action plans for 09/10	% of SCS themed group action plans on target to be delivered in 2009/10	70			Will be available to measure from April 2009	QRT
Divisional Objective: Effective Partnership framework						
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Comments:	
Develop, implement and monitor strategic/operational partnership review programme	Partnership review programme on target (1=yes, 0=No)	1	1	1	Review programme of Strategic partnerships agreed. Database of Operational/strategic partnerships being developed. Following evaluation of these a review programme will be created. Review of Governance arrangements on HSP completed. Governance review of CT (LAA Board) being implemented.	QRT

Community/Council Aim: To learn and develop						
Objective: To be and Employer People Wish to Work For						
Division: HR						
Divisional Objective: To attract and retain staff						
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Comments:	
Policies and procedures that keep up to date with modern working patterns	Review programme on target for adoption by Dec 2008 (1 = Yes, 0 = No)	1	1			YRL
Recruitment package	% of posts filled within one round of recruitment	90	93			QRT
	% of filled posts (for permanent staff) at anyone time	97	99.3			
To ensure a culture in which staff are able to work to their full potential	Biennial staff survey – % level of satisfaction	80			Next survey due Autumn 2009, (71% Autumn 2007)	
Community/Council Aim: To maintain sound finances						
Objective: Maximise business and income opportunities including external funding and grants						
Division: Leisure						
Divisional Objective: Maximise leisure centre income						
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Comments:	
Maximise leisure centre income	Actual income received compared to budget (cumulative quarterly target)	£2,384,000	£2,240,000		Late opening of new facilities at HLC (additional building works) and loss of swimming income at St Neots.	QRT
Maintain expenditure within budget	Actual expenditure compared to budget cumulative quarterly target	£3,407,000	£2,824,000			QRT
Division: Policy and Strategic Services						
Divisional Objective: To be aware of appropriate funding opportunities and communicate to the appropriate service						
Key Activity(s) only to deliver service objective:	Key Measure:	Target:	Actual	Forecast	Comments:	
Co ordinate and maintain a system of internal control via funding Database, liaise with appropriate officers, provide funding advice and assistance in compilation of bids, as required	% of bids which attract funding,(year to date)	70	76		21 bids submitted of which 16 were successful	QRT
	External Funding strategy on target to be completed by March 2009 (1=Yes, 0=No)	1	1			QRT

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Agenda Item 8

OVERVIEW AND SCRUTINY PANEL (SERVICE SUPPORT)

9th DECEMBER 2008

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

1. INTRODUCTION

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

2. STUDIES

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

2.2 Studies are allocated according to the current Executive responsibilities. These were advised in agreement with the Panel Chairmen with effect from September 2008.

Service Delivery:

Customer Services &
Information Technology
Leisure
Housing & Public Health
Operational & Countryside Services

Service Support:

Finance & Environment
Resources & Policy
Planning Strategy /Transportation
Special Advisor to the Cabinet

2.3 Ongoing studies have been allocated between the Panels accordingly –

STUDY	PANEL	STATUS
Cleaning Regimes in Town Centres	Service Delivery	Study concluded. Cabinet has endorsed in principle, the Panel's recommendations.
Process and Procedures involved with the adoption of roads and sewers.	Service Delivery	Investigations ongoing. Information being sought from the County Council and Anglian Water. Further meeting to be arranged.
The Processes involved in Applying for Community Grant Aid and the Effectiveness of Grant Schemes.	Service Delivery	Panel has considered the Working Group's final report. Due to appear before the Cabinet at a future meeting.
Disability Access	Service Delivery	Completion of study anticipated by the end of 2008 /early 2009.
Section 106	Service Support	Update to be provided to December meeting.
Social Consequences of Alcohol Abuse	Service Support	Further meeting held on 24 th November 2008. Final report to be prepared for January meeting.

Maximising Council Income	Service Support	First meeting to be held on 1 st December following the completion to two internal audits on Income Generation and Discretionary Service Charges. Update to be provided at December meeting.
Impact of New A14 in terms of air quality and noise pollution.	Service Delivery	Preliminary advice received from the District Council's Environmental and Community Health Services Division. Matter to be discussed at Panel's December meeting.

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

Review of the incentives of the Council's Travel Plan.	Service Support
The Council's Future Borrowing Arrangements.	Service Support

3. RECOMMENDATION

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

Contact Officer: Mrs Claire Bulman - ☎ (01480) 388234.

BACKGROUND DOCUMENTS

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

AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	Social Consequences of Alcohol Abuse
Appointing Panel	Overview and Scrutiny (Service Support)
Members Assigned (including date Working Group appointed)	Councillors J T Bell, P M D Godfrey and Ms S L Kemp. Appointed 9 th September 2008.
Possible Co-Options to the Group	N/A
Interests Declared	Ms S L Kemp as a patron of licensed premises in St Ives and Huntingdon Town Centre
Rapporteur	Councillor Ms S L Kemp
Officer Support	Mr Roy Reeves, Head of Administration Mrs Claire Bulman, Democratic Services Officer Dr Sue Lammin, Head of Environmental and Community Health Services Ms C Walters, Team Leader, Community Safety
Purpose of Study / Objective (specify exactly what the study should achieve)	To investigate the impact of excessive alcohol consumption on levels of Anti Social Behaviour and Alcohol Related Crime within the District.
Rationale (key issues and/or reason for conducting a study)	To respond to Members concerns about the social consequences of alcohol abuse
Terms of Reference	
Links to Council Policies/Strategies	Links to Community Aim: Safe, Vibrant and Inclusive Communities: To prevent crime and anti-social behaviour

ACTION BY WORKING GROUP	
Methodology / Approach (what types of enquiries will be used to gather evidence)	Information from Head of Environmental and Community Health Services / HCSP Interviews / Information from Partner organisations / relevant agencies Reviews undertaken by other authorities Collation of Statistical Evidence
External/Specialist Support	N/A
Existing Documentation	Huntingdonshire Community Safety Partnership: Community Safety Plan 2008 -2011 Local Authority Profile of Alcohol Related Harm Hospital Admissions for alcohol related harm Bassetlaw District Council: Review of Alcohol Related Anti Social Behaviour Draft Cambridgeshire Alcohol Harm Reduction Strategy 2008 -2011 Presentation Slides from Presentation to all Members Alcohol Harm Reduction Newsletter: East of England

Evidence to be Obtained (e.g. witnesses, documents, site visits, consultation, research, etc)	Interview Chairman of HCSP and representatives of Cambridgeshire Constabulary Briefing Paper by Community Safety Team Leader Information on new Nightwatch scheme Allocation of LPSA Reward Monies. Statistics from NHS Cambridgeshire, Cambridgeshire Constabulary National Statistics Statistics / Information from Head of Environmental and Community Services
Reference Sites	www.huntsdc.gov.uk www.cambsdaat.org
Investigations	As outlined in evidence to be obtained
Witnesses	Dr S Lammin, Chairman of HCSP C Waters, Community Safety Team Leader Cambridgeshire Constabulary
Site Visits (if necessary) (where and when)	None currently identified.
Meetings of the Working Group	14 th October 2008 3 rd November 2008 24 th November 2008
Costs (resource requirements, additional expenditure, time)	Officer time – both to provide support and conduct research
Possible Barriers to the Study (potential weaknesses)	None currently identified
Projected Timescale (Start and end times)	Start: September 2008 End: November 2008

AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	Section 106 Working Group
Appointing Panel	Overview and Scrutiny (Service Support) Panel
Members Assigned (including date Working Group appointed)	Councillors P J Downes, D Harty, M F Newman and R G Tuplin Appointed by Panel on 12 th February 2008.
Possible Co-Options to the Group	Councillor T D Sanderson Appointed by Panel on 8 th April 2008.
Interests Declared	Councillors P J Downes and D Harty as members of Cambridgeshire County Council.
Rapporteur	Councillor D Harty
Officer Support	Mr Roy Reeves – Head of Administration, HDC Mrs Claire Bulman – Democratic Services, HDC Mr Steve Ingram – Head of Planning Services, HDC Mr A Moffatt – Development Control Manager Mr Robert Ward – Head of Operations Mr Steve Plant – Head of Housing Mr Colin Meadowcroft – Head of Legal Mr Ian Leatherbarrow – Head of Policy & Strategic Services
Purpose of Study / Objective (specify exactly what the study should achieve)	To investigate the Section 106 process adopted by the Council including the relationship with other infrastructure partners and make recommendations if improvements are thought to be necessary.
Rationale (key issues and/or reason for conducting a study)	Arising from Members concerns relating to S106 monitoring reports and the study by the Cycling Working Group which found it difficult to create an audit trail of money spent by different authorities.
Terms of Reference	
Links to Council Policies/Strategies	Links to Council Aim – to improve our systems and practices.

ACTION BY WORKING GROUP	
Methodology / Approach (what types of enquiries will be used to gather evidence)	Information from Heads of Service, Partner Organisations and other Members of the Council.
External/Specialist Support	N/A
Existing Documentation	<ul style="list-style-type: none"> ◆ Current / Previous quarterly monitoring reports ◆ Report of the Cycling Working Group ~ Feb 2008 ◆ Details of Reviews undertaken by Cardiff, Stoke on Trent, Bradford

<p>Evidence to be Obtained (e.g. witnesses, documents, site visits, consultation, research, etc)</p>	<p>Most of the evidence will be obtained by the Democratic Services Team together with information from Environmental & Community Services Directorate, Legal Department and Policy Division.</p> <p>Written Evidence provided as follows:-</p> <ul style="list-style-type: none"> ◆ Affordable Housing and Section 106 Agreements (Paper by Housing Division) ◆ Existing s106 Obligation Process – Presentation by Development Control Manager ◆ Response to Group’s questions by Head of Planning Services ◆ Briefing Paper by Cambridgeshire County Council – Section 106 process ◆ Notes of working group meetings held on 20th May, 3rd July, 21st July and 28th August 2008. ◆ Information from Head of Financial Services
<p>Reference Sites</p>	<p>None at present.</p>
<p>Investigations</p>	<p>Initially discussions arranged with Heads of Planning Services, Operations, Housing Services and Legal. Representatives from Fire & Rescue, Constabulary and PCT also attended.</p> <p>Demonstration of current Section 106 database.</p> <p>Further meeting with Head of Planning Services and Development Control Manager to review issues identified from previous discussions.</p> <p>Further held on 7th October 2008 to summarise current position. Final report currently being compiled.</p>
<p>Witnesses</p>	<p>As above.</p>
<p>Site Visits (if necessary) (where and when)</p>	<p>N/A at current time.</p>
<p>Meetings of the Working Group</p>	<p>20th May 2008. 3rd July 2008 21st July 2008 28th August 2008 7th October 2008</p>
<p>Costs (resource requirements, additional expenditure, time)</p>	<p>Officer time ~ both to provide support and to conduct research.</p> <p>No other external costs identified to date.</p>
<p>Possible Barriers to the Study (potential weaknesses)</p>	<p>None identified.</p>
<p>Projected Timescale (Start and end times)</p>	<p>Start ~ 12th February 2008 Finish – December 2008</p>

OVERVIEW & SCRUTINY PANEL (SERVICE SUPPORT)

9TH DECEMBER 2008

PROGRESS TO DATE (Report by the Head of Administration)

1. INTRODUCTION

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

2. PROGRESS REPORT


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

3. CONCLUSION

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

BACKGROUND INFORMATION

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

Contact Officer: Mrs C Bulman –Democratic Services Officer
 (01480) 388234

Panel Date	<u>Decision</u>	<u>Action</u>	<u>Response</u>	<u>Date</u>
	HEAVY GOODS VEHICLE PARKING IN THE DISTRICT			
10/06/08	Endorsed the Working Group's report and recommendations for submission of the Cabinet.	Recommendations endorsed by the Cabinet at their meeting on 26 th June 2008.	Agreed with Chairman / Vice Chairman that issue be taken forward by the Freight Quality Partnership.	
09/09/08	Head of Administration was asked to establish the current position with regard to the Panel's recommendations following their referral to the Freight Quality Partnership.	Email sent to Team Leader for Transportation.	Matter included for discussion on agenda for LAA Reference Group. Freight Quality Partnership has now met – awaiting copy of Minutes before reporting back to Panel.	
	PETITION BY ST AUDREY LANE AREA RESIDENTS, ST IVES			
08/07/08	Representatives from Anglian Water in attendance at Panel's July meeting. Requested that an update be provided in 6 months time and that residents be informed of the outcome of their investigations.	Email requesting update sent – 21/10/08	CCTV survey of St Audrey Lane and Pig Lane Surface Water sewer completed. Funding now available to Jet Sewer – will be carried out shortly.	
	PETITION TO CONTROL COMMUTER PARKING IN THE LONGSANDS AREA OF STNEOTS			
14/10/08	Chairman to write to the Chairman of Huntingdonshire Traffic Management Area Joint Committee outlining the Panel's concerns and requesting that the matter be progressed at the earliest opportunity.	Letter sent 21/10/08	Response received. Further information to be received in New Year once investigation report from Cambridgeshire County Council received.	
	A representative from First Capital Connect to be invited to attend a future meeting to discuss their expansion plans for the car parks at Huntingdon and St Neots.	Letter sent 21/10/08	Representatives to attend a Panel meeting in the New Year.	Jan 2008

Panel Date	<u>Decision</u>	<u>Action</u>	<u>Response</u>	<u>Date</u>
12/02/08	<p>CYCLING IN HUNTINGDONSHIRE</p> <p>Endorsed the Working Group's report and recommendations for submission of the Cabinet and requested that the study recommendations be placed on the progress report for future monitoring.</p> <p><i>[Recommendations are appended to this report].</i></p>	<p>Considered by the Cabinet at their meeting on 12th February 2008. Cabinet noted the recommendations and requested a further report by officers addressing the wider issue of Section 106 funding and partnership working. Agreed that discussions should be held with Cambridgeshire County Council regarding their offer to update the Huntingdonshire Cycling Strategy and the issue of partnership working on cycling provision.</p>	<p>Report updating the Panel on the current position the review of the Cycling Strategy and the provision for funding for Huntingdonshire in the LTP included on Agenda for the meeting for June 08 meeting.</p>	June 08
10/06/08	<p>Asked the Transportation Team Leader to email all Members of the Council asking about any specific issues with regard to cycle routes in their wards. Requested sight of the draft report on the prioritisation of cycle schemes before any consideration by the AJC.</p>	<p>Since the June Panel meeting, it has come to light that the list of potential cycle routes have already been scored and prioritised. A report will be considered by the AJC at their meeting on 7th July 2008, seeking ratification of the cycle routes as scored. Requests have been made for reviews to be undertaken annually, with the first review with Members to start in the autumn.</p>	<p>Priority List endorsed by the AJC. District Council members will be contacted before the next review in Summer 2009 to ask about specific issues within their ward.</p>	
09/09/08	<p>MAXIMISING COUNCIL INCOME</p> <p>Appointed Councillors P J Downes, L W McGuire and R J West to a Working Group for the purpose of undertaking the above review.</p>	<p>Internal Audit Service currently undertaking reviews of income generation and discretionary service charges. Working Group awaiting outcome of these reviews as a start to their study. First meeting to be held on 1st December 2008.</p>	<p>Update to be provided to Panel meeting.</p>	

Panel Date	<u>Decision</u>	<u>Action</u>	<u>Response</u>	<u>Date</u>
14/05/08	CORPORATE PLAN – GROWING SUCCESS Councillors M G Baker, J A Gray and R G Tuplin appointed to Corporate Plan Working Group.	Quarterly reports submitted to Overview & Scrutiny.	Next meeting 27th November 2008. Item No. 8 refers.	Nov / Dec 08
15/01/08	LOCAL AREA AGREEMENTS Minutes of future meetings of the Cambridgeshire Together Local Accountability Committee should be circulated to all Panel Members.	Meeting held on 22 nd October 2008. Minutes circulated to all Members for information.		
14/05/08	Councillor J A Gray appointed to Joint Accountability Committee. Substitute members to be appointed in consultation with Head of Administration.			
14/10/08	REVIEW OF LOCAL PROCUREMENT Agreed to hold further meeting with business representatives in the New Year.	Meeting to be held on 12 th March 2008 at 4pm.		Mar 09
08/07/08	LICENSING ACT – IMPACT ON NIGHTTIME ECONOMY Head of Administration to prepare a scoping report for a future meeting.	Report submitted to September 2008 meeting.		
09/09/08	Agreed to establish a working group comprising Councillors J T Bell, P M D Godfrey and Ms S L Kemp to undertake a review of the problems of alcohol abuse and its social consequences. Working Group asked to establish why the Local Strategic Partnership had not signed up to the recent countywide Alcohol Strategy.	First meeting held on 14 th October 2008. Further meetings held on 3 rd and 24 th November 2008. Working Group currently compiling final report.		

Panel Date	<u>Decision</u>	<u>Action</u>	<u>Response</u>	<u>Date</u>
	MONITORING OF SECTION 106 AGREEMENTS			
14/04/05	Quarterly reports to be submitted to the Panel.	Next report due December 2008.	Item No.7 refers	Dec 08
12/02/08	Agreed to establish a working Group comprising Councillors P J Downes, D Harty, M F Newman and R G Tuplin to investigate the current Section 106 Agreement Mechanism for the negotiation of agreements and the distribution of money received.	Final report currently being compiled. Further meeting to be held with Working Group Chairman on 4 th December 2008.		
	GREAT FEN PROJECT			
08/07/08	Director of Environmental & Community Services to make presentation to future meeting. All Scrutiny Members to be invited.	Comments submitted to Cabinet meeting on 20 th November 2008.		Nov 08
11/11/08	Report on the content of the collaboration agreement to be submitted to a future Panel meeting before its consideration by Cabinet.			

Panel Date	<u>Decision</u>	<u>Action</u>	<u>Response</u>	<u>Date</u>
	FORWARD PLAN			
08/04/08	Development Control Policies Preferred Options Requested that report should be considered at a future meeting of the Panel.	Item No.4 refers.		Dec 08
09/10/07	Huntingdon West Area Action Plan Requested that the report should be considered at a future meeting of the Panel.			Feb 09
13/11/07	Parish Plans and Local Plan Policy Circulate report when this becomes available.			Jan 09
08/07/08	Proposals for Huntingdon Riverside Park Requested that report should be considered at a future meeting of the Panel.			Feb 09
08/07/08	Developer Contributions SPD Requested that report should be considered at a future meeting of the Panel.			
14/10/08	Response to Highways Agency pre-consultation on side road orders: A14 improvements. Requested that report should be considered at a future meeting of the Panel			Mar 09

RECOMMENDATIONS ARISING FROM CYCLING IN HUNTINGDONSHIRE

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

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Decision Digest

Edition 89

Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 1st to 28th November 2008.

APPOINTMENT OF CORPORATE DIRECTOR, CENTRAL SERVICES

Having interviewed the short-listed candidates for the post, the Appointments Panel has appointed Mr I Leatherbarrow as Director of Central Services with effect from 10th November 2008.

GYPSY AND TRAVELLER SITES, DEVELOPMENT PLAN DOCUMENT: INITIAL ISSUES CONSULTATION DOCUMENT: PRINCIPLES AND PROCESSES

A proposed consultation document to help guide the preparation of the Development Plan Document for Gypsy and Traveller sites has been endorsed by the Overview & Scrutiny Panel (Service Support) prior to its consideration by Cabinet.

The Panel has recognised the potentially contentious nature of the issues, especially once the process moves on to site identification, and therefore appreciates the need for a robust basis for the site selection exercise and the importance of generating interest and comment at this stage of the process. The Panel has raised a number of questions concerning the availability of consultation responses, the method of engaging with the gypsy

and traveller community, the options available for the acquisition and allocation of appropriate land and the role which District Council Members play in the process. Concerns also have been expressed about the implications for Huntingdonshire residents of potential site selections by neighbouring authorities near to the District's boundary.

Having regard to the possibility of sites being chosen in the more rural areas in the District, the Panel has suggested that the 6 weeks consultation period may be too short for some of the smaller parish councils to respond. As the scope to extend the deadline for comment is constrained by the need for early approval of the DPD, the Panel has asked officers to alert town and parish councils and Members of the District Council of the forthcoming publication of the document and its significance. Officers have also been asked to consider the possibility of convening a limited number of workshops for interested town and parish councils.

Having been advised of the Panel's views, the Cabinet has approved the document for public consultation and has supported a decision to hold an explanatory workshop on the consultation process to which

Members of the District, Town and Parish Councils will be invited.

COMMUNITY ENGAGEMENT AND NEIGHBOURHOOD PANELS

The Overview and Scrutiny Panels have been updated with the latest developments in respect of local and national initiatives arising from the Government's White Paper – Communities in Control: Real Power, Real People.

The Service Delivery Panel has discussed a series of models through which community engagement might be achieved. Following extensive discussion on the Neighbourhood Panel's powers, size, training and membership, the Panel has expressed some concern over the financial and other resource implications that the proposal might have for the District. Members concurred with the view that any new Neighbourhood Panels should not have Executive decision-making powers and concluded that new arrangements should be kept as simple as possible.

In view of the significant number of policy initiatives currently and the need to ensure a co-ordinated approach in considering the implications for both the District Council and the communities in Huntingdonshire, the Panels have endorsed a suggestion that the consideration and development of community engagement initiatives should be dealt with by the Democratic Structure Working Party.

HOME WORKING: PILOT SCHEME

The Overview and Scrutiny Panel (Service Support) has been acquainted with the outcome of a pilot scheme which has enabled five District Council employees to work full-time at home over the preceding year.

Having noted the positive benefits demonstrated by the pilot, the potential savings in office accommodation costs and the intention to roll out full-time working to other employees where appropriate, the Panel has welcomed the home working initiative and agreed that efforts to expand the pilot should be encouraged.

GREAT FEN PROJECT GOVERNANCE

Following extensive discussions with the Executive Councillor for Planning Strategy and Transportation, the Director of Environmental and Community Services and the Project Manager of the Great Fen Project, the Overview and Scrutiny Panel (Service Support) has expressed its support for a recommendation to Cabinet to enter into a Collaboration Agreement in respect of the Great Fen Project for a five-year fixed term on a renewable basis. The Panel concluded that the District Council could best influence and guide the project in the interests of the local area and its residents through its continuing involvement in the Project Steering Group.

Nevertheless, the Panel has expressed some reservations about the way in which the project is developing and has made its views known to the Cabinet. These can be summarised as relating to –

- ◆ the implications for some of the local people most directly affected;
- ◆ the loss of arable land in the current climate of global food shortages;
- ◆ improved communications with local communities in close proximity to the project;
- ◆ the economic and employment forecasts given the investment made by EEDA to-date;
- ◆ the future financial viability of the visitors' centre and the long-term management of the land and the source of any subsidy required;
- ◆ improved accessibility to Woodwalton Fen and Holme Fen especially car parking;
- ◆ the role of the District Council in the Great Fen Partnership as the democratic representative of local people and the local economy; and
- ◆ communication with Members on the project as a whole, given its significance and importance.

The Panel recognised that some of the above are likely to be addressed in the Master Plan, shortly to be published by the Project and also has asked that a report on the content of the collaboration agreement be submitted to a future

Panel meeting before its consideration by Cabinet.

Having been advised of the Panel's views, the Cabinet has approved arrangements for the Council to enter into a Collaboration Agreement for a renewable five-year fixed term. The Cabinet also requested that the final draft agreement be considered by the Panel prior to its consideration by Cabinet.

REVIEW OF POLICY TO LIMIT HACKNEY CARRIAGE LICENCES

The Licensing and Protection Panel has agreed that consultation should be undertaken to consider the delimitation of licensed hackney carriage numbers in Huntingdonshire.

The Council is now in a minority of authorities that restrict the issue of hackney carriage licences on the basis that there is no significant unmet demand in the area. In response to an Office of Fair Trading recommendation that local authorities should not retain the powers to restrict numbers, the Government has agreed that it is wrong in principle to restrict entry to the market for those who meet the relevant criteria but they have left this at the discretion of local authorities. As another survey to gauge unmet demand is now due at an estimated cost of £20,000, if the present restriction of 44 licences is to be maintained, the Licensing and Protection Panel feels it is an appropriate time to consider delimitation and at the same time new licences to be issued for wheelchair accessible vehicles only.

The Licensing and Protection Panel will be considering the matter further in light of the replies to the consultation exercise.

LICENSING OF HACKNEY CARRIAGES, PRIVATE HIRE VEHICLES AND PRIVATE HIRE OPERATORS

The Licensing and Protection Panel has approved, subject to any minor amendments, revised and updated licence conditions relating to hackney carriages, private hire vehicles and private hire operators. Revisions to the conditions pertaining to licensed drivers are in the process of being prepared but will require amendment to the current hackney carriage byelaws.

HACKNEY CARRIAGE FARES

The Licensing and Protection Panel has approved a revised table of hackney carriage fares to be advertised to come into effect from 12th January 2009. The fares were last reviewed in October 2007 and a new tariff is being proposed to address concerns raised by the taxi trade over the cost of short journeys and recent increases in fuel costs.

ALCOHOL ENTERTAINMENT AND LATE NIGHT REFRESHMENT LICENSING

The Licensing Committee has received an overview of the scale of the impact of the Licensing Act within the District, following the compilation of statistical information for the Department of Culture, Media and Sport on the number of licences and certificates in force in the District and the number of

applications received in 2007/2008. Over 50% of the licences issued by the Council for alcohol consumption on the premises permitted live music, contrary to suggestions nationally that live music venues had decreased in numbers as a result of the Act. The number of personal licences administered by the Council rose by 18% in 2007/08 but as such licences have nationwide validity, this does not present an accurate reflection of personal licence holders currently authorising sales of alcohol in the District. The Licensing Committee also has been updated on the national statistics recently published by the DCMS which showed that the number of premises licences have increased by 6% in the year to 31st March 2008 and the number of personal licences by 19%.

ALCOHOL DISORDER ZONES

The Licensing Committee has received a report on the powers available to the Council to designate Alcohol Disorder Zones. The use of such measures is intended to be a last resort when problems relating to alcohol consumption were incapable of being attributed to an individual licensed premises and can not be dealt with by any other means. The Panel has noted that ADZs can be used only to address alcohol related nuisance for disorder issues and cannot be applied to problems caused by late night food outlets or litter.

BUDGET AND MEDIUM TERM PLAN 2009/2014 DRAFT PROPOSALS

The Overview and Scrutiny Panel (Corporate and Strategic

Framework) has considered and endorsed the draft budget and Medium Term Plan (MTP) for the Council as the basis for the production of the 2009/2010 budget, the revised MTP for 2013/2014 and the financial strategy to 2023/2024. In doing so, the Panel has welcomed the greater involvement of Executive Councillors in the budget setting process and recognise the difficulties created by the current economic climate.

Although the Panel had no specific issues which it wished to bring to the attention of the Cabinet with regard to the proposals, the Panel raised a number of questions relating to the need for Council borrowing to fund capital projects for 2009/2010, the likely impact of a reduction in income achieved from National Non-Domestic Rates, the proportion of District Council expenditure between the market towns and villages and extent of Council expenditure on housing services.

HOUSING STRATEGY FOR THE CAMBRIDGE SUB-REGION

The Overview and Scrutiny Panel (Service Delivery) has been acquainted with details of the Housing Strategy for the Cambridge Sub-Region. The document sets out how the District Council would work in partnership on housing issues that extend across local authority boundaries, which comprise seven local authority areas within the region. The Strategy is important because it enables funding for housing purposes to be made at a regional level.

The Panel has discussed the impact of the current economic downturn in terms of the achievement of the Action Plan. Although noting that the downturn has produced positive effects in terms of delivering social housing, Members have registered their concern at the level of the demand for advice for those residents experiencing difficulties in making mortgage repayments.

At a subsequent meeting of the Cabinet, Executive Members approved the content of the Strategy whilst expressing caution over the achievement of its objectives given the current climate in the housing market.

OCCUPATIONAL THERAPY ASSESSMENTS

The Overview and Scrutiny Panel (Service Delivery) has received an update on the latest position with regards to the length of time taken by Occupational Therapists to conduct assessments of need for home adaptations across the District. It was noted that significant reductions in waiting time have been achieved over the previous six months period. The financial implications for the Council of expediting the process has also been discussed.

GRANT AID

The final report of the Grant Aid Working Group has been submitted to the Overview and Scrutiny Panel (Service Delivery).

The Working Group has been tasked with investigating all grant aid schemes offered by the Council,

including the criteria of each scheme, how they relate to the Council's corporate priorities, the methods adopted to publicise availability of grant funding, the application process, Officer / Member involvement in the approval process and the level of external funding brought into the District. It is hoped that the Working Group's recommendations will streamline and promote the current grant aid process.

The Panel has commended the Working Group for their efforts and has endorsed their findings for submission to the Cabinet after a review of the Council's service level agreements with Voluntary Sector Organisations has been undertaken.

LEISURE CENTRES – RE-STRUCTURING

The Employment Panel has been informed of the results of the staff consultation and evaluation of posts involved in the proposed changes to the management structure within the Leisure Centres.

Having noted the views of Employees Side representatives who had expressed some concerns about the financial implications of the proposals for a number of the employees affected, the Panel endorsed the proposed re-structure for implementation by 1st April 2009.

ARRANGEMENTS FOR THE INTRODUCTION OF A REVIEW SCHEDULE FOR ADOPTED POLICIES AND PROCEDURES

Over a number of years, Human Resources (HR) policies and procedures have been introduced as a result of business need or in response to legislative requirements.

To facilitate an increasingly proactive approach to the HR service, the Employment Panel has agreed a three year rolling programme for the review of all policies and procedures to ensure that they reflect current best practice, comply with legislative requirements and reflect the needs of the Council. In endorsing the proposed review schedule, the Panel has noted that there are currently just over 50 policies and procedures, although it is anticipated that some will be consolidated as the review programme progresses.

STAFF ATTENDANCE

The Employment Panel has endorsed a revised Attendance Policy for the Council which has been designed to reflect national provisions and to provide a measure of clarity across the District Council for managers and employees.

The Panel has been pleased to note that employee absence rates for the District Council compare favourably to both the public sector and national averages reported by the Chartered Institute of Personnel Development.

COMMUNITIES IN CONTROL: REAL PEOPLE, REAL POWER: CODES OF CONDUCT FOR LOCAL AUTHORITY MEMBERS

AND EMPLOYEES – A CONSULTATION

Following the receipt of a recent consultation paper by the Department of Communities and Local Government seeking views on the proposed introduction of a model code of conduct for local government employees, the Panel has authorised the Director of Central Services in consultation with the Chairman and a representative of the Employees Side to agree the content of the Council's response.

REQUESTS TO FILL VACANT POSTS

The Employment Panel has considered the circumstances applicable to a number of vacancies across the Council's Directorates and has authorised the HR Manager to recruit the following posts, together with any subsequent posts vacated as a result of internal promotion:-

- ◆ Auditor; and
- ◆ Environmental Health Officer.

In respect of the post of Head of Policy and Strategic Services, the Panel has agreed to defer its consideration to a future meeting.

SICKNESS PAY

Having been apprised of the circumstances applicable to a member of staff on long-term sick leave, the Employment Panel has endorsed a decision taken by the appropriate Head of Service to grant an extension of full pay to the employee pending determination of

their application for ill-health retirement.

Subject to such decisions being reported to its next ensuing meeting, the Panel also has authorised the Director of Central Services after consultation with the Chairman of the Panel, to determine variations to the national terms and conditions for sickness pay where they cannot be determined by the Panel within the relevant timescale.

FINANCIAL MONITORING

The Head of Financial Services has drawn to the Cabinet's attention variations to the approved Capital Programme and spending variations in the revenue budget for the current year. At the same time, the Cabinet has approved the commencement of the Medium Term Plan Schemes for the St. Ivo Leisure Centre – Football Improvements, Huntingdon West Development, St. Neots Green Corridor and Sustainable Homes Retro-Fit Scheme. The latter is subject to the Executive Councillor for Finance and Environment being consulted on the scheme's timing in relation to the situation within the housing market.

CAMBRIDGESHIRE AND PETERBOROUGH JOINT MUNICIPAL WASTE STRATEGY

The Cabinet has approved the content of the revised Cambridgeshire and Peterborough Joint Municipal Waste Strategy. The Strategy has retained the original principles of the first Strategy published in 2003 and has addressed the following key themes, associated objectives and actions:-

- ◆ underlining strategic principles for the waste strategy;
- ◆ joint working;
- ◆ climate change;
- ◆ protection of the environment;
- ◆ waste prevention and re-use;
- ◆ recycling and composting;
- ◆ management of residual waste;
- ◆ wider waste roles; and
- ◆ stakeholder engagement.

Whilst discussing recycling levels, the Cabinet has congratulated residents for their continuing efforts in recycling which has resulted in the strategy target for 2010/2011 of 55-60% already being achieved.

ENHANCED CLEANSING SERVICES

The Cabinet has considered further reports by the Overview and Scrutiny Panel (Service Delivery) regarding the use of alcohol disorder zones and the introduction of additional cleansing services in the town centres on Sunday mornings to deal with the effects of the Saturday night time economy.

In discussing their recommendations, the Cabinet still consider that the Panel has failed to explain sufficiently the scope for any re-distribution of cleansing services in the Operations Division, the precise extent of the streets to be cleaned and whether financial contributions might be forthcoming from the Town Councils towards an enhanced service. Nevertheless in

expressing its support for an improvement to the appearance of town centres, the Cabinet has agreed to accept in principle, the introduction of cleansing services on Sundays in the market towns across the District. At the same time, the Cabinet has requested that financial contributions towards the cost of implementing additional cleansing be sought from the relevant town councils and that the Head of Operations looking into and report back to the Cabinet on the feasibility of re-scheduling cleansing rotas within existing resources.

In considering the circumstances in which Alcohol Disorder Zones (ADZs) could be introduced in the District, and in noting that ADZs are intended as a short-term, last resort measure to address a high level of alcohol-related nuisance and disorder, circumstances which are not applicable in the District, the Cabinet has recognised that their use is inappropriate to deal with the problem of litter.

SUPPORTING LOCAL RETAILERS

The introduction of a car parking voucher scheme aimed at supporting local retailers by increasing the number of people who choose to shop in Huntingdon, St. Neots and St. Ives during the present economic climate has been endorsed by the Cabinet. The voucher, printed in the Winter edition of Districtwide, can be used to park free of charge for up to 4 hours in any long stay car park on Saturdays in December or January.

DECENT HOMES FOR VULNERABLE PEOPLE IN THE PRIVATE SECTOR

The Council has been successful in obtaining a grant of £163,400 from EERA's Housing and Sustainable Communities Panel to help improve "non-decent homes" in the private sector. In 2007 a similar grant was received and its use was reserved for thermal efficiency improvements. Despite targeted publicity the take-up of this grant was lower than anticipated. Having been made aware that the demand for grants was expected to increase due to rises in fuel costs and the expansion of the scope of the grant criteria, the Cabinet has agreed to use the 2008/09 award in the current year for decent homes for vulnerable people – to rectify category 1 hazards and thermal efficiency improvements and that the 2006/07 and 2007/08 award be rephased for the same purpose with £75,000 of it being used in the current year to assist in funding the Sustainable Homes Retro-Fit Scheme. As part of this process, the Cabinet has requested that a review of the programme be undertaken once the basis and likelihood of the allocation of grant in future years is known.

FREE SWIMMING FOR THE OVER-60'S AND UNDER 17'S

A proposal to introduce free swimming for the Over-60's has been given the go ahead by Cabinet. Members were advised that the proposal was one of two Government incentives, the other being free swimming for Under 17's. Having considered the benefits and risks associated with each incentive,

along with the funding allocation being offered by the Department for Culture, Media and Sport, the Cabinet has recognised that free swimming for the Over 60's could be both cost-effective and manageable given the numbers likely to take-up the offer. However, it was felt that free swimming for Under 17's could have a significant impact upon admissions and the reimbursement offered was not commensurate with the costs involved in providing the extra staff required for the anticipated demand. The decision has received the support of the District's five Leisure Centres Management Committees.

URBAN DESIGN FRAMEWORK: LAND AROUND BUTTSGROVE WAY, THE WHADDONS AND SUFFOLK HOUSE, HUNTINGDON

The Development Control Panel has commended the content of the Urban Design Framework prepared to guide development of an area comprising 3.5 acres around Buttsgrove Way, the Whaddons and Suffolk House, Huntingdon. The areas are currently made up of 1960s/70s bungalows and a seven storey block of flats. The Cabinet has been recommended to adopt the brief as Informal Planning & Design Guidance,.

APPLICATION FOR DISPENSATION – HEMINGFORD ABBOTS PARISH COUNCIL

At a special meeting, the Standards Committee has granted a dispensation to 7 members of Hemingford Abbots Parish Council for the period ending 30th April 2012 to enable them to speak and vote on

business relating to the Hemingford
Abbots Playing Fields Charity.

Even page

Odd page