

A meeting of the **CABINET** will be held in **THE AQUARIUS ROOM, ST IVO LEISURE CENTRE, WESTWOOD ROAD, ST IVES** on **THURSDAY, 21 JANUARY 2010** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

## **APOLOGIES**

  
**Contact  
(01480)**

**1. MINUTES** (Pages 1 - 4)

To approve as a correct record the Minutes of the Cabinet held on 17 December 2009.

**Mrs H Taylor  
388008**

**2. MEMBERS' INTERESTS**

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

**3. CAPITAL PROGRAMME MONITORING - 2009/10** (Pages 5 - 8)

To consider a report by the Head of Financial Services on progress of the 2009/10 programme.

**S Couper  
388103**

**4. FINANCIAL MONITORING - REVENUE BUDGET** (Pages 9 - 16)

To consider a report by the Head of Financial Services outlining spending variations.

**S Couper  
388103**

**5. ASSET MANAGEMENT PLAN** (Pages 17 - 26)

To consider a report by the Estates and Property Manager regarding the Council's Asset Management Plan.

**K Phillips  
388260**

**6. IMPROVEMENTS TO KERBSIDE RECYCLING SERVICES**  
(Pages 27 - 34)

To receive a report by the Head of Operations on proposed improvements to kerbside recycling services.

**R Ward  
388635**

**7. DEVELOPMENT BRIEF OLD FIRE STATION, ST. NEOTS**  
(Pages 35 - 44)

With the assistance of a report by the Head of Planning Services to consider the draft Development Brief for the Old Fire Station, St Neots.

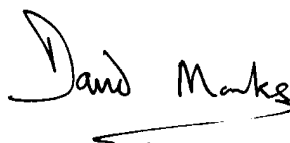
**R Probyn  
388430**

**8. SAPLEY EAST - PROPERTY TRANSACTIONS (Pages 45 - 50)**

To consider a report by the Heads of Law, Property & Governance and Financial Services seeking approval to property transactions in accordance with the approved Masterplan for Sapley East.

**K Phillips  
388260**

Dated this 22 day of January 2010



Chief Executive

**Notes**

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

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

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

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

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

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

***Emergency Procedure***

*In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.*

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## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the Wren Room, the Countryside Centre, Hinchingsbrooke Country Park, Huntingdon on Thursday, 17 December 2009.

PRESENT: Councillor I C Bates – Chairman.

Councillors K J Churchill, D B Dew, J A Gray, A Hansard, C R Hyams, Mrs D C Reynolds, T V Rogers and L M Simpson.

### **69. MINUTES**

The Minutes of the meeting of the Cabinet held on 19th November 2009 were approved as a correct record and signed by the Chairman.

### **70. MEMBERS' INTERESTS**

Councillor I C Bates and K J Churchill declared personal interests in Minute Nos. 75 and 76 by virtue of their membership of Cambridgeshire County Council.

### **71. LOCAL GOVERNMENT FINANCE ACT 1988 - PUBLICATION OF RURAL SETTLEMENT LIST**

The Cabinet considered a report by the Head of Customer Services (a copy of which is appended in the Minute Book) on the boundaries of rural settlements for the purposes of the Local Government and Rating Act 1997.

In considering an amended draft rural settlement list for Huntingdonshire, Members were advised that changes had been necessary as a result of the growth and expansion experienced in some rural areas and specifically the Huntingdonshire (Parishes) Order 2009. Whereupon, it was

RESOLVED

that the revised rural settlement list, as appended to the report now submitted, be approved and made available for inspection as required.

### **72. TREASURY MANAGEMENT INVESTMENT PERFORMANCE**

A report by the Head of Financial Services was submitted (a copy of which is appended in the Minute Book) which reviewed the respective levels of performance achieved during the period April to September 2009 by external fund managers in the matter of the investment of the Council's capital receipts.

RESOLVED

that the contents of the report be noted.

**73. PERFORMANCE MONITORING**

The Cabinet received and noted a report by the Head of People, Performance and Partnerships (a copy of which is appended in the Minute Book) which reviewed the Council's performance against targets within the Corporate Plan - "Growing Success". The report which included data and narrative on the achievement against targets for each of the Council's priority objectives had been considered also by the Overview and Scrutiny Panels whose comments were relayed to the Cabinet.

**74. ST. NEOTS HEALTH CHECK**

With the aid of a report by the Head of Planning Services (a copy of which is appended in the Minute Book) the Cabinet were acquainted with the purpose and process of the St. Neots Health Check undertaken by his division. The Health Check had explored St. Neots holistically and identified what could be done to improve the town in line with its predicted growth. The consultation process undertaken had created a vision for the whole of St. Neots and in noting that plans would be developed to achieve this and provide the evidence for future funding bids, the Cabinet

RESOLVED

that the work undertaken to date to produce the St. Neots Health Check be noted.

**75. REVIEW OF PARTICIPATORY BUDGETING PILOT PROJECTS UNDERTAKEN IN HUNTINGDONSHIRE AND RECOMMENDATIONS FOR FURTHER DEVELOPMENT**

By way of a report by the Head of Environmental and Community Health Services (a copy of which is appended in the Minute Book) the Cabinet were acquainted with the findings of two participatory budgeting pilots undertaken in the Huntingdon North and Eynesbury Wards.

Members were reminded that the Government's recent community empowerment directions included encouragement that authorities should undertake some form of participatory budgeting by 2012. The approach is believed to give people more of a direct stake in local governance and increase levels of civic and community participation and action. The events had been successful in distributing a total of £120,000 of funding from the County and District Councils and Luminus Homes Group to community based agencies and statutory services offering community services. Having considered the potential for expanding participatory budgeting in the future and in particular issues relating to the role of the Neighbourhood Forums/Panels and the financial implications for the authority, the Cabinet

RESOLVED

(a) that the contents of the report now submitted be noted;

- (b) that further evaluation of the effectiveness of the two participatory budget initiatives be undertaken to include a breakdown of the costs involved, with a view to a report being considered at a future meeting; and
- (c) that officers be requested to investigate with partners the level of funding they are prepared to commit to participatory budgeting and into what areas they feel it should be allocated.

**76. SHAPING PLACES, SHAPING SERVICES CAMBRIDGESHIRE COUNTY COUNCIL'S APPROACH TO COMMUNITY ENGAGEMENT: CONSULTATION DOCUMENT**

By way of a report by the Heads of Democratic and Central Services, Environmental and Community Health Services and People, Performance & Partnership Services (a copy of which is appended in the Minute Book) the Cabinet were acquainted with the content of Cambridgeshire County Council's Community Engagement Strategy - "Shaping Places, Shaping Services", along and a draft action plan.

The Cabinet were advised that the strategy aimed to increase the potential for local people to influence the development of their communities and the services provided. Having discussed the implications for the District, the Cabinet

**RESOLVED**

that the contents of the report be noted and the Council's response to the Cambridgeshire County Council's Community Engagement Strategy, outlined in paragraph 3 of the report now submitted, be endorsed.

**77. AGEING WELL IN HUNTINGDONSHIRE - OLDER PEOPLES' HOUSING STRATEGY**

By way of a report by the Head of Housing Services (a copy of which is appended in the Minute Book) the Cabinet were acquainted with the contents of the draft Older People's Housing Strategy - "Ageing Well in Huntingdonshire Housing and Healthy Ageing for Older People", together with an associated action plan.

Having been informed that the strategy has been produced to examine the issues and identify the housing and related services that the District Council and Partners would need to deliver to support NHS Cambridgeshire in promoting healthy ageing and to improve the quality of life for older people the Cabinet

**RESOLVED**

that the older people's housing strategy "Ageing Well in Huntingdonshire" together with the associated action plan be approved.

**78. DRAFT SIDE ROAD ORDERS FOR THE A14 ELLINGTON TO FEN DITTON IMPROVEMENT SCHEME**

By means of a report by the Head of Planning Services (a copy of which is appended in the Minute Book) the Cabinet were acquainted with a proposed response to the draft side road orders for the A14 Ellington to Fen Ditton Improvements scheme published by the Highways Agency.

In reviewing the issues involved, Members supported the overall principle of the proposed enhancement however, comments were made in relation to the predicted pattern of increase and decrease in traffic in and around Huntingdon town centre and the proposed new interchanges at Brampton and Fen Drayton, possible flood risks, the impact on adjoining villages and the level of mitigation for issues such as noise and landscape. Given that the scheme and the Council's response would be considered further at a special meeting of the Council on 22<sup>nd</sup> December 2009, the Cabinet

**RESOLVED**

that the contents of the report be noted.

**79. PAXTON PITS NATURE RESERVE EDUCATION CENTRE**

Consideration was given to a report by the Head of Operations (a copy of which is appended in the Minute Book) outlining a scheme to provide an education centre at Paxton Pits Nature Reserve. The scheme would provide a class room and office for use by educational groups and local schools.

Members were advised that funding of £280,000 for the scheme had been secured by the Wildlife Trust from the aggregate levy sustainability fund. The Countryside Services had obtained match funding of £70,000 from the Housing Growth Fund and further £4,000 donated by the Friends of Paxton Pits. Having noted that the building would be owned by the District Council and leased to the Wildlife Trust for a period of 30 years, the Cabinet

**RESOLVED**

that the contents of the report be noted.

Chairman



# Agenda Item 3

AGENDA ITEM NO.

CABINET

21 JANUARY 2010

## CAPITAL PROGRAMME MONITORING 2009/10 BUDGET (Report by the Head of Financial Services)

### 1. PURPOSE

1.1 This report highlights the variations from the 2009/10 Capital Programme approved in February 2009 including any member or officer decisions already taken in accordance with the Code of Financial Management.

### 2 MONITORING INFORMATION

2.1 The Budget approved in February 2009 and subsequent adjustments are shown below:-

Capital Programme	2009/10 Capital Expenditure		
	Gross Budget	External Contributions	Net Budget
	£000	£000	£000
<b>Approved Budget (February 2009)</b>	<b>23,187</b>	<b>5,391</b>	<b>17,796</b>
Deferral of contributions and expenditure from 2008/09	2,154	3,244	-1,090
	<b>25,341</b>	<b>8,635</b>	<b>16,706</b>
<b>Cost Variations Annex A</b>	<b>-1,411</b>	<b>14</b>	<b>-1,425</b>
<b>Capital / Revenue Variations Annex A</b>	<b>-13</b>	<b>0</b>	<b>-13</b>
<b>Timing Changes to 2010/11 Annex B</b>	<b>-4,285</b>	<b>-2,669</b>	<b>-1,616</b>
<b>Current Forecast</b>	<b>19,632</b>	<b>5,980</b>	<b>13,652</b>

2.2 The revenue impact of the above variations is to reduce the net revenue expenditure by £2k in 2009/10 with more significant reductions in succeeding years, as shown below. These adjustments will be incorporated in the final Budget/MTP report in the new year.

Revenue Impact	2009/2010	2010/2011	2011/2012	2012/2013
	£000	£000	£000	£000
Cost Variations 2009/10	-11	-93	-125	-134
Capital /Revenue Transfers	13	-1	-1	-1
Timing Changes 2008/09 to 2009/10	8			
Timing Changes 2009/10 to 2010/11	-12	-50		
Revenue/Capital Transfers	13	-1	-1	-1
<b>TOTAL FORECAST VARIATION</b>	<b>-2</b>	<b>-144</b>	<b>-126</b>	<b>-135</b>

*Based on indicative assumptions for asset lives and interest rates.*

### **3 RECOMMENDATIONS**

- 3.1** It is **RECOMMENDED** that Cabinet note the variations contained in this report.

#### **BACKGROUND PAPERS**

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

**Contact Officer – Steve Couper ☎ 01480 388103**

## ANNEX A

Cost Variations	2009/10 Capital Expenditure		
	Gross Budget	External Contributions	Net Budget
	£000	£000	£000
<b>COST VARIATIONS</b>			
Small Scale Environmental Improvements	7	0	7
St Neots Green Corridor (HGF)	250	250	0
Play Equipment & Safety Surface Renewal	55	55	0
Huntingdon Skateboard Park	67	67	0
Community Facilities Grants	30	12	18
Huntingdon West Development (HGF)	-700	-700	0
VAT Partial Exemption	-18	0	-18
GIS/LLPG	-25	0	-25
Housing Repairs Assistance Private Sector Grants	-80	0	-80
Disabled Facilities Grants	-202	100	-302
Social Housing Grant	-426	138	-564
Stray Dog – Kennels	-15	0	-15
New Public Conveniences	-112	0	-112
Decent Homes Works	0	92	-92
Huntingdon Leisure Centre Car Park Extension	-15	0	-15
St Neots Leisure Centre Development	400	0	400
Huntingdon Riverside Improvements	-500	0	-500
Document Centre Replacement Equipment	-43	0	-43
Business Systems	-77	0	-77
Wireless Working (Benefits)	-33	0	-33
Building Control Public Access	-18	0	-18
VOIP Data Switches	18	0	18
Railway Station Improvements	-9	0	-9
E- Marketplace (New scheme – Invest to Save)	26	0	26
Replacement Scanning Equipment (Customer Services)	9	0	9
	<b>-1,411</b>	<b>14</b>	<b>-1,425</b>
<b>CAPITAL/REVENUE VARIATIONS</b>			
Parks R & R Rev/Cap	60	0	60
Wheeled Bins R & R Rev/Cap	13	0	13
Listed Buildings Rev/Cap	7	0	7
IMD Projects Cap/Rev	-89	0	-89
Centenary House Cap/Rev	-64	0	-64
Desktop Replacements Rev/Cap	272	0	272
Staff recharges Rev/Cap	40	0	40
Capital Salaries overheads Cap/Rev	-232	0	-232
Community Facilities Grants Cap/Rev	-20	0	-20
	<b>-13</b>	<b>0</b>	<b>-13</b>

<b>New item this time</b>
<b>Adjusted value this time</b>
No change from previous report

## ANNEX B

	2009/10 Capital Expenditure		
	Gross Budget	External Contributions	Net Budget
	£000	£000	£000
<b>TIMING VARIATIONS TO 2010/11</b>			
Social Housing Grant	-46	0	-46
St Ivo L C - Outdoor Energy Generation	-127	0	-127
Ramsey Transport Strategy	-40	0	-40
<b>Sustainable Homes - Retrofit</b>	<b>-120</b>	<b>0</b>	<b>-120</b>
<b>General Leisure Centres Future Maintenance</b>	<b>-183</b>	<b>-672</b>	<b>489</b>
<b>New Industrial Units</b>	<b>-638</b>	<b>0</b>	<b>-638</b>
St Ives Town Centre Environmental Improvemts – Ph 2	-375	0	-375
New Public Conveniences	-100	0	-100
Mobile Home Park	0	-168	168
Ramsey Community Information Centre - Refurbishment	-11	0	-11
St Ivo L C – Rifle Range to Redevelopment	-539	0	-539
St Ivo L C – Fitness Equipment to Redevelopment	-206	0	-206
Ramsey L C – Fitness Equipment	-190	0	-190
Leisure Centre – CCTV Improvements	-10	0	-10
Headquarters Improvements	491	0	491
Printing Equipment	-230	0	-230
Multi-Functional Devices	-31	0	-31
Corporate EDM	-61	0	-61
Customer First/Working Smarter	-102	0	-102
Server Virtualisation and Network Storage	-55	0	-55
VOIP Telephony for Leisure Centres	-45	0	-45
Ramsey Rural Renewal	-43	0	-43
Huntingdon Marina Improvements	-62	0	-62
Heart Of Oxmoor	0	-1,829	1,829
Local Transport Plan	-66	0	-66
Huntingdon Bus Station	-890	0	-890
St Neots Cambridge Road Car Park	-80	0	-80
Accessibility Improvements/Signs	-18	0	-18
Safe Cycle Routes	-288	0	-288
St Neots Transport Strategy	-80	0	-80
St Ives Transport Strategy	-140	0	-140
	<b>-4,285</b>	<b>-2,669</b>	<b>-1,616</b>

<b>New item this time</b>
<b>Adjusted value this time</b>
No change from previous report

## FINANCIAL MONITORING – REVENUE BUDGET (Report by the Head of Financial Services)

### 1. 2009/10 budget as at December 2009

- 1.1 Cabinet received a report on 22 October 2009 which gave a forecast of the revenue outturn of £22.9M, a reduction of £0.5M on the budget for 2009/10. This report updates that forecast.
- 1.2 It is now expected that the outturn will be £22.2M, a reduction in the budget deficit of £1.2M, £2.6M will still need to be taken from reserves. The variations are summarised in Annex A with the significant changes being:
- **Housing and Planning Grant (-£579k)**  
The Government has indicated that the Council will receive a grant of £720k of which £141k will be allocated to the savings contingency for general grant income.
  - **Provision for accrued leave (-£150k)**  
In the October Cabinet report an item of £150k was included as an estimate of leave and flexitime earned but not taken at the year end, as required by the new IFRS (International Financial Reporting Standards) rules. A draft regulation from the DCLG has now been received that would allow Authorities to reverse this adjustment “below the line” so that it has no impact on reserves or Council Tax.
  - **VAT partial exemption (-£130)**  
Whilst the ending of the 2 year VAT partial exemption holiday was adjusted in the MTP it has emerged that the revenue element was overstated. Thus there will be a saving which will largely continue into future years.
  - **ICT savings (-£112k)**  
These are due to ongoing investigations into ways of working more efficiently and the deferral of some expenditure.
  - **Insurance premiums (-£81k)**  
The October variations showed an extra cost (£44k) due to increased insurance premiums on certain policies. The total saving from the last full retendering was £125k, which is shown below to arrive at the net saving of £81k shown in the annex.
  - **Other expenditure**  
There are a variety of increases in spending which are identified in Annex A including offices costs (£67k), Centenary House rental (£64k) and an increase in bad debt provision due to an increase in outstanding debts (£37k)
- 1.3 COMT are conscious of the level of savings that will be necessary in future years and that if these are to be achieved efficiently there may be one-off costs to allow them to be achieved. As reserves fall it will be

more difficult to make such “invest to save” decisions. It will therefore be proposed as part of the final budget paper that the reduction in the use of reserves this year (currently forecast at £1.2M) be used to create a reserve to help fund the achievement of savings.

## **2. Amounts collected and debts written off**

2.1 The position as at 31 December 2009 is shown in Annex B

## **3. Recommendation**

It is recommended that Cabinet note the forecast spending variations and the position on debts collected and written off.

### **ACCESS TO INFORMATION ACT 1985**

#### **Source Documents:**

1. Cabinet and Council Reports
2. Budgetary control files.

**Contact Officers:** Eleanor Smith, Accountancy Manager (01480 388157)  
Steve Couper, Head of Financial Services (01480 388103)

## ANNEX A

REVENUE BUDGETARY CONTROL		Original Budget £000	Cabinet 22-Oct £000	Latest forecast £000
	Approved budget	23,378	23,378	23,378
	Additional schemes brought forward		24	24
	Additional schemes carried forward		-24	-24
		<b>23,378</b>	<b>23,378</b>	<b>23,378</b>
<b>Capital</b>	Recharge of revenue to capital including salaries		-120	-132
	Change in accounting rule for recharging to capital		189	232
	Desktop replacements - transfer to capital		-272	-272
<b>Interest</b>	Lower cost of borrowing		-576	-569
	Investment interest - lower interest rates		104	104
<b>Leisure</b>	Rephasing of LC target		166	153
	St Ivo LC fitness equipment		43	0
	St Ivo LC conversion of rifle range		39	39
	St Ivo outdoor energy generation		0	12
	St Ivo football improvements		0	16
	St Neots LC redevelopment		30	30
	Ramsey LC fitness equipment		22	0
<b>Income</b>	Land charges income		40	55
	Development control fees		50	0
	Car park income		110	85
	Glass recycling income		25	25
	Industrial rents		120	110
	Web advertising income		30	30
	Staff restaurant income		0	20
<b>ICT</b>	ICT Savings		-44	-112
	VOIP data switches		-18	-18
	Business systems		25	25
	Corporate EDM		26	26
	Server virtualisation and network storage		33	33
<b>Other</b>	Central Services staff saving		-80	-80
	NNDR hardship grants		25	25
	CAB grant		20	20
	Insurance costs		44	-81
	Concessionary fares		355	365
	Housing advice and homelessness		70	70
	Recycling gate fees		-12	-12
	Car parking strategy		-50	-65
	CCTV reorganisation		-33	-33
	Refuse vehicle maintenance		-60	-60
	Delayed A14 Inquiry		-149	-149
	Housing benefits		-62	-62
	Working Smarter		42	42
	Regional spatial strategy		40	40

	Customer First		30	30
	Audit fees		25	25
	Headquarters hoarding		20	20
	Community facilities grants		20	20
	Taxi survey		-20	-20
	eMarketplace		0	13
	Recycling credits		0	35
	District Wide		0	17
	Offices electricity		0	30
	Offices NNDR		0	37
	Centenary House rental		0	64
	Diesel		0	15
	Other variations		-32	69
<b>Technical</b>	Pay award		-170	-170
	VAT reclaim with interest		-780	-680
	Proposed use of Planning Delivery Grant		-70	-70
	Provision for accruing leave in 2009/10		150	0
	Turnover allowance not achieved		150	150
	VAT partial exemption		0	-130
	Increase in bad debt provision		0	37
<b>Grants</b>	Housing and planning delivery grant		0	-579
			<b>-505</b>	<b>-1177</b>
<b>Total</b>			<b>23,378</b>	<b>22,873</b>
				<b>22,201</b>
<b>FINANCED BY:</b>				
	<b>Government support</b>		<b>-12,572</b>	<b>-12,572</b>
	<b>Collection fund adjustment</b>		<b>-27</b>	<b>-27</b>
	<b>Council tax</b>		<b>-7,021</b>	<b>-7,021</b>
	<b>Reserves</b>			
	Use of delayed projects reserve		-250	-250
	Contribution to delayed projects reserve		250	250
	General reserves		-3,758	-2,581
	<b>Total Reserves</b>		<b>3,758</b>	<b>-2,581</b>
<b>Total</b>			<b>-23,378</b>	<b>-22,873</b>
				<b>-22,201</b>

<b>CONTINGENCIES INCLUDED IN THE BUDGET</b>				
	Budget	Estimated	Variation	
	£000	outturn	£000	
	£000	£000	£000	
Turnover	-400	-250	150	The estimated outturn is that not all of the contingency will be met from staff savings; £242k has been identified from grants
Spending adjustments	-242	-242	0	
Transfer of revenue to capital including employees	-100	-140	-40	
Other	65	65	0	
	<b>-677</b>	<b>-567</b>	<b>110</b>	



**AMOUNTS COLLECTED AND DEBTS WRITTEN OFF (TO FOLLOW)****Collected**

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

	<b>April to Sept 2009</b>	<b>Sept to Dec 2009</b>	<b>Total</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Type of Debt</b>			
Council Tax			
NNDR			
Sundry Debtors			
Excess Charges			

**Amounts written off**

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

	<b>Up to £5k</b>			<b>Over £5k</b>			<b>TOTAL</b>
	April to Sept 2009	Sept to Dec 2009	Total	April to Sept 2009	Sept to Dec 2009	Total	Total
	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
<b>Type of Debt</b>							
Council Tax							
NNDR							
Sundry Debtors							
Excess Charges							

A larger than normal number of company liquidations has been experienced and this has led to an increase in the value of NNDR debts being written off.

**Authority to write off debts**

The Head of Customer Services is authorised to write-off debts of up to £5,000, or more after consultation with the Executive Councillor for Finance, if she is satisfied that the debts are irrecoverable or cannot be recovered without incurring disproportionate costs. The Head of Financial Services deputises in her absence.

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**FINANCIAL MONITORING – REVENUE BUDGET  
(Report by the Head of Financial Services)**

Item to follow:

**ANNEX B**

**AMOUNTS COLLECTED AND DEBTS WRITTEN OFF**

**Collected**

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

	April to Sept 2009	Sept to Dec 2009	Total
	£000	£000	£000
<b>Type of Debt</b>			
Council Tax	44,976	21,887	66,863
NNDR	32,684	14,625	47,309
Sundry Debtors	3,421	1,154	4,575
Excess Charges	83	43	126

**Amounts written off**

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

	Up to £5k			Over £5k			TOTAL
	April to Sept 2009	Sept to Dec 2009	Total	April to Sept 2009	Sept to Dec 2009	Total	Total
	£000	£000	£000	£000	£000	£000	£000
<b>Type of Debt</b>							
Council Tax	85.2	48.4	133.6	4.7	0.0	4.7	138.3
NNDR	34.9	21.6	56.5	115.3	43.0	158.3	214.8
Sundry Debtors	22.5	11.1	33.6	0.0	0.0	0.0	33.6
Excess Charges	5.2	8.5	13.7	0.0	0.0	0.0	13.7

A larger than normal number of company liquidations has been experienced and this has led to an increase in the value of NNDR debts being written off.

**Authority to write off debts**

The Head of Customer Services is authorised to write-off debts of up to £5,000, or more after consultation with the Executive Councillor for Finance, if she is satisfied that the debts are irrecoverable or cannot be recovered without incurring disproportionate costs. The Head of Financial Services deputises in her absence.

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## CABINET MEETING

21st January 2010

### ASSET MANAGEMENT PLAN

(Report by the Head of Law, Property and Governance)

#### 1. INTRODUCTION

The purpose of this report is to update Cabinet on the National Performance Indicators in respect of the Council's property portfolio for 2008/09. In addition related asset management issues are also drawn to the attention of Cabinet.

#### 2. BACKGROUND

2.1 Information on property performance indicators, now called Performance Management Indicators (PMIs), has been produced on a regular basis after they were first introduced in 2002. These are summarised in Appendix A together with a brief commentary including, where appropriate, comparison with other authorities using information from the IPF Asset Management Network (IPF). Section 3 highlights the main elements of these indicators.

2.2 Asset management is considered a key area of the use of resources assessment, although the external review of asset management was not required for 2008/09.

2.3 A summary of the Quirk report (May 2007) concerning the community ownership of assets was presented at the last annual report to Cabinet. There are several initiatives currently in discussion and a more detailed update will be provided next year. One scheme that was completed during the year was the new synthetic pitch in St Neots, provided as part of a section 106 agreement, and then leased to the local football club to manage.

#### 3. OUTCOMES

3.1 The main changes between 2008 and 2009 and principal highlights are set out below. More detailed comments on the indicators are contained in appendix A.

- There has been a substantial increase from 15% to 47% in the number of operational properties in category A – good (PMI 1A)
- There has been a reduction from 54% to 43% in the essential category of the required maintenance for operational property (PMI 1B ii)
- The percentage of urgent repairs at 3% compares favourably with the national average of 12% (PMI 1B ii)
- Planned repairs increased from 38% to 42% (a rise of 10%) although this is below the IPF average of 56% (PMI 1D iii).

- Energy and water costs are above the IPF averages (PMI 2).
- The suitability of operational property in the top categories (95%) compares favourably with IPF average of 81% (PMI 3).
- The number of accessibility surveys has risen to 31% of all operational properties but is still below the national average (PMI 4).
- Capital schemes are generally managed well in terms of time and costs compared to national averages (PMI 7).
- PMIs 5 and 6 are relative new indicators which will be used in future analyses.

#### **4. ASSET MANAGEMENT DEVELOPMENTS**

##### 4.1 Achievements during 2008/09 have included:

- Opening of Block D, Pathfinder House
- Completion of the Creative Exchange and transfer of management to NWES
- Extension to the café including improved kitchen facilities at Hinchingsbrooke Country Park
- Internal remodelling of Huntingdon Leisure Centre – new gym, spa, soft play, reception, changing rooms and car park at a total cost of £1.5m.
- Major improvements at the St Neots Leisure Centre including a new reception area at a cost of £300k
- Transfer of new synthetic sports pitch by the developers of Loves Farm and subsequent lease to St Neots Town FC including community use.
- Planning consent obtained for starter units scheme in St Ives on the site of a former depot.

4.2 Registration of all land and property with the Land Registry is now virtually complete despite delays at the Land Registry. A new corporate database is being developed to contain all information relating to property ownership and asset management.

#### **5. CONCLUSION**

5.1 Continued improvements over the last year clearly demonstrates the Council's commitment to provide and maintain buildings in a fit and proper manner for the effective delivery of services.

5.2 The overall level of expenditure on repairs has generally been maintained and there is a gradual improvement in the percentage of planned maintenance rather than reactive repairs.

#### **6. RECOMMENDATION**

It is recommended that the report be received and the information in Appendix A be approved.

**BACKGROUND INFORMATION**

Estates Asset Management files. Report to Cabinet 29<sup>th</sup> January 2009

**Contact Officer:** K Phillips, Estates and Property Manager ☎ (01480) 388260

**APPENDIX A**

**HUNTINGDONSHIRE DISTRICT COUNCIL**

**PROPERTY PERFORMANCE INDICATORS 2009**

**PMI 1 CONDITION AND REQUIRED MAINTENANCE**

1A. % of gross internal floor space in condition categories A-D

	<b>Operational</b>		<b>Non- operational</b>		<b>Total*</b>
	<b>31.3.09</b>	<b>31.3.08</b>	<b>31.3.09</b>	<b>31.3.08</b>	<b>31.3.09</b>
A. Good	47	15	19	22	37
B. Satisfactory	52	81	81	77	62
C. Poor	1	4	0	0	1
D. Bad	0	0	0	1	0

\* this combines the floor areas for both operational and non-operational property

	<b>2009</b>	<b>2008</b>
Operational Gross Internal Area (sq metres)	27,878	27,770
Non-Operational Gross Internal Area (sq metres)	15,400	14,839

1B. Required maintenance by cost

(i) Total cost in priority levels 1-3:

£4,037,000 (31.3.09)

£3,988,000 (31.3.08)

The 2008/09 figure comprises:

- 1. Urgent                    £113,000
- 2. Essential                £1,698,000
- 3. Desirable                £2,226,000

(ii) As a % in priority Levels 1-3:

	<b>Operational</b>		<b>Non-Operational</b>	
	<b>31.3.09</b>	<b>31.3.08</b>	<b>31.3.09</b>	<b>31.3.08</b>
1. Urgent	3	2	2	5
2. Essential (2 years)	43	54	37	37
3. Desirable (3-5 years)	54	44	61	58
	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>



	2008/09	2007/08
iii) Overall costs per square metre	£93	£94
1C. Annual % change to total maintenance:	-3%	+36%
	<b>2008/09</b>	<b>2007/08</b>
1D. (i) Total spend on maintenance:	£392,000	£415,000
(ii) Total spend on maintenance per sq metre:	£9.06	£9.73
(iii) Percentage of total maintenance: planned	42%	38%
responsive	58%	62%

#### Comments on PMI 1 - Condition and Required Maintenance

1. The purpose of this indicator is to measure the condition of assets, changes in condition and the spend on maintenance. It applies to all property where the Council has a repairing obligation.
2. In PMI 1A there has been a substantial improvement in operational properties over the previous year with an increase in category A (good) to 47% while category B is at 52%. These compare favourably with IPF averages of 16% (A) and 60% (B). The changes mainly reflect the relocation to Block D Pathfinder House.
3. Approximately 70 % of the required maintenance by cost ( PMI 1B (i) ) relates to the leisure centre with 12% to non operational properties. With regard to the overall costs per sq metre (PMI B (iii) ) the figure of £93 compares favourably with the IPF average of £104.
4. With regard to PMI 1B (ii) the percentage for urgent repairs (3%) is well below the IPF average of 12% while the figures for essential work are similar at around 43%.
5. Information in PMI 1D relates to the total expenditure on maintenance and the split between planned and responsive repairs. The planned percentage is below the IPF average of 56%. Under best practice the aim is to move towards a higher percentage spend on planned repairs.

## PMI 2 ENVIRONMENTAL PROPERTY ISSUES

		<b>2009</b>	<b>2008</b>
2A	Energy costs per square metre	£23.41	£18.38
	Energy consumption kwh per square metre	417	353
2B	Water costs per square metre	£3.17	£3.20
	Water consumption by volume m3 per square m	*	*
2C	CO2 emissions in tonnes per square metre	0.12	0.097

\* information has been collected on individual properties

### Comments on PMI 2 A, B and C – Environmental Property Issues

- 1 These figures apply to all operational buildings which includes 7 leisure buildings with 5 swimming pools. Not surprisingly, therefore, energy costs are above the IPF average of £9.60 and water costs are above the IPF average of £1.69 per square metre. CO<sub>2</sub> emissions have increased and are above the IPF average of 0.07.
- 2 Part of the reason for the increase in energy consumption over the previous year has been the difficulty in assessing usage for some buildings. Hopefully the measures in place will assist with producing accurate figures for future analysis.
- 3 The purpose of these indicators is to encourage the efficient use of assets and to measure year on year improvements in energy efficiency. With the refurbishment of buildings generally and the move to new offices it is expected that energy usage will fall. In addition a campaign for reducing carbon emissions will commence in 2010.

## PMI 3 SUITABILITY SURVEYS –OPERATIONAL PROPERTY

		<b>2009</b>	<b>2008</b>
3A	% of the portfolio by GIA :	100	100
3B	Number of properties :	37	39
3C	% graded satisfactory or above :	95%	95%

### Comments on PMI 3 A and B – Suitability Surveys

- 1 These surveys are required for all operational properties in order to determine whether buildings are fit for purpose. The assessments are based on systems adopted by other local authorities and include the following criteria – location, accessibility, environment, health and safety, fixtures and fittings and image. The outcome of the annual desktop review is summarised below:

Score out of 30	2009	2008
1-6 Unsuitable	0	0
7-12 Poor	2	2
13-18 Satisfactory	11	11
19-24 Good	24	24
25-30 Very Good	3	2
Total	40	39

- The assessments have been carried out for all Council operational properties and compare favourably with the IPF average of approximately 75% of buildings. The two buildings rated poor are the public conveniences in South Street, St Neots and the Octagon storage depot in St Ives. Reviews will be carried out annually in order to reflect improvements undertaken during the year.

#### **PMI 4 BUILDING ACCESSIBILITY SURVEYS –OPERATIONAL PROPERTY**

Access audit undertaken:	<b>2009</b>	<b>2008</b>
4A % of the portfolio by GIA :	31%	15%
4B Number of properties :	12	9
Accessibility plan in place		
4C % of portfolio :	31%	15%
4D Number of properties :	12	9

#### Comments on PMI 4 A, B, C and D – Building Accessibility Surveys

- These are required for all operational properties and the surveys have to be carried out by a competent person. An access audit is defined as “an examination of a building, its facilities or services reported on against predetermined criteria to assess its ease of use by disabled people”. After the audit an accessibility plan is drawn up to identify the actions necessary.
- While progress continues to be made, the percentage of properties with an access audit is below the IPF average of 87%. The Facilities Manager will be undertaking further assessments during the current year.

## **PM1 5 SUFFICIENCY (CAPACITY AND UTILISATION) –OFFICES**

	<b>2008/09</b>	<b>2007/08</b>
For financial year ending 31 <sup>st</sup> March.		
5A.1 (a) Operational office property as a percentage of the total portfolio	28%	29%
(b) Office space per head of population (per square metre)	0.045	0.048
5A.2 Office space as a % of total floor space in operational buildings	80%	80%
5A.3 (a) Number of offices shared with other public agencies	2	1
(b) Percentage of office buildings shared	20%	11%
5B.1 Average floor space per office staff	Not assessed	
5B.2 Average floor space per workstation	Not assessed	
5B.3 Annual property cost per workstation	Not assessed	

### Comments on PMI 5 A and B – Sufficiency (capacity and utilisation) Office Portfolio

- 1 The purpose of this indicator introduced in 2007 is to measure the capacity and utilisation of the office portfolio.
- 2 Information has been provided for PMI 5A but not yet for PMI 5B in view of the continuing changes in office accommodation. It is intended to refine these in due course so that more accurate information will be available once the new office project is completed.

<b>PM1 6 SPEND ON PROPERTY</b>	<b>2008/09</b>	<b>2007/08</b>
6A Gross property costs of operational estate as a percentage of the gross revenue budget	3.2%	3.5%
6B Gross property costs per square metre for operational property	£78	£83

### Comments on PMI 6 A and B – Spend and Property

- 1 This indicator aims to measure the overall property costs and changes in costs over time.

- 2 The percentage figure is well below the IPF average of 6.5%. As with PMI 5B, a more accurate assessment will be possible when the office moves have been completed.

<b>PM1 7 TIME AND COST PREDICTABILITY</b>		<b>2008/09</b>	<b>2007/08</b>
7A	Time predictability, design	75%	72%
7B	Time predictability, post contract	75%	86%
7C	Cost predictability, design	87%	100%
7D	Cost predictability, post contract	87%	100%

#### Comments on PMI 7 A, B, C and D – Time and Cost Predictability

1. There were 8 applicable schemes in 2008/09 (7 schemes in 2007/08)
2. This indicator relates to all projects over £50k. The Council's performance compares favourably with the IPF averages of 64% (7A), 31% (7B), 66% (7C) and 66% (7D). This confirms that building contracts are generally managed within acceptable time and cost limits. One scheme that did create problems in all the categories was in fact managed by external architects.



**OVERVIEW & SCRUTINY PANEL  
(SOCIAL WELL-BEING)**

**5<sup>TH</sup> JANUARY 2010**

**CABINET**

**21<sup>ST</sup> JANUARY 2010**

**IMPROVEMENTS TO KERBSIDE RECYCLING SERVICES  
(Report by the Head of Operations)**

**1. PURPOSE OF REPORT**

- 1.1 To seek approval to widen the range of materials collected through the current kerbside recycling service, by introducing the collection of glass bottles and containers.

**2. BACKGROUND**

- 2.1 Our existing kerbside recycling service provides for the collection and recycling of a wide range of materials; but excludes glass, which we collect through a network of 'bring sites' located across the district.
- 2.2 The reason why glass is not collected through the kerbside scheme has been a combination of the high costs associated with sorting and separating glass from other materials, coupled to the lower value of co-mingled material containing glass.
- 2.3 When this matter was last considered by members three years ago, the potential additional revenue costs of introducing such a service was in excess of £100k per annum, even after closing down the existing 'bring sites' to keep costs to a minimum. Following discussion, members decided not to proceed at that time.

**3. INFORMATION**

- 3.1 Until relatively recently, adding glass to the other materials collected through the kerbside recycling service presented the material processors with a significant technical problem in separating out the broken glass from the mixed material. It also substantially reduced the value of the separated materials being sent on for reprocessing. As a result of this, the cost of processing material containing glass was much higher. The reduced value of the material was not a reflection of the use to which the material would be put, but simple economics for the reprocessors
- 3.2 As the volume of materials recycled in the U.K. has risen in recent years, it has created a stable supply of source material for materials recycling facilities (MRF's). As a result, there has been significant investment in the sector both regionally and nationally. In parallel,

reprocessing companies have developed better ways of cleaning source materials that have some contamination.

- 3.3 At HDC we have had a reprocessing contract for the past 5 years jointly with Fenland DC which has operated very successfully. When the world economy turned down in 2008, the cost of processing to both councils rose significantly, adding £140k per annum to our costs. That contract was due to finish in December 2009, so in early 2009, working jointly with two of our partners in the County Wide Joint Waste Partnership (Fenland DC and Cambridge City), we commissioned the Eastern Shires Purchasing Organisation (ESPO), to undertake a competitive tendering exercise to 'test' the market. Joining with both Fenland and Cambridge City, enabled us to offer an annual supply of material for reprocessing of some 30,000 tonnes ( HDC's individual tonnage is 12,000 tonnes) .making it a very large contract, that attracted interest from a wide range of bidders. Bidders were required to provide prices for processing material both with and without glass included.
- 3.4 The outcome of the joint procurement process is that we have secured reprocessing prices for material containing glass, that are lower than those we previously paid for material without glass, so there will now be no 'additional cost' for material containing glass collected through the current kerbside service. In addition to allowing us to improve the service, the new contractual arrangements may deliver a net revenue saving to the council of up to £300k per annum against current reprocessing cost.

#### **4. MINI RECYCLING CENTRES (BRING SITES)**

- 4.1 It has been this Council's policy to encourage Towns Parishes and Community groups to make sites available for use as 'bring sites' for recycling for the past 15 years. Initially, these sites were the only method of recycling in the district so to encourage the development of the site network, (over 100 across the district), which was essential to 'kick start' recycling within the district. Those who offered sites free of rent as locations, were rewarded by being paid the 'recycling credits' that we receive for the materials collected from them. Whilst a majority of sites generate relatively very small sums for their providers, some generate sums that are now quite large and the site providers have become reliant upon that income over a period of several years to assist them in providing additional local facilities and services. When introduced, 'Bring Sites' provided for the collection of paper, glass, cans and some plastics. As the kerbside collection service has developed in recent years, this range of materials has been gradually reduced, with most sites now only providing for the collection of paper and glass.
- 4.2 At present, the Council pays all of the income received in the form of recycling credits for the material collected to the site providers. The revenue cost of operating, maintaining and collecting the material from the sites is in excess of £100k per annum which is funded from Council



Tax receipts. When the 'Bring Sites' were the only method of recycling, that cost was the net cost of all recycling across the district.

- 4.3 As recycling services have been developed and expanded in recent years to meet mandatory government and EU recycling targets, the cost of waste and recycling services in the district has risen from £1.3 million in 2000, to £3.2 million today. The amount of material collected through the 'Bring Site' system now represents a very small fraction of the material collected for recycling and the unit cost of collection is very high by comparison with kerbside collection costs. In the long term, this ongoing net revenue cost cannot be justified.
- 4.4 It is not possible to predict with any accuracy, how much of a reduction there will be in the use of current bring sites for glass as a result of introducing kerbside glass recycling, but recognising the impact that any reduction could have on local communities, it is proposed that during the first year of the extended kerbside service, recycling credits continue to be paid at the current level, whilst officers commence discussions with processors of other recyclable materials, (books, textiles, toys, batteries etc.) to secure arrangements to introduce new banks for a different range of recyclable materials to replace the current glass and paper banks. These new banks would be provided by external contractors or third sector organisations, who would be responsible for providing and maintaining the banks, emptying them and reprocessing the collected materials. Maintenance of the sites would remain with the Council as now.
- 4.5 As part of the process of introducing new materials to 'Bring Sites' and removing the existing glass and paper banks, it is proposed that we enter into discussions with site providers to develop a new mechanism for the continued payment of recycling credits that rewards successful recycling, whilst ensuring that the cost of operating the sites does not fall on the taxpayer. It is hoped that the new arrangements can be put in place for April 2011, but that timescale will be dependant on the success of the new kerbside glass collection arrangements.

## 5. OPERATIONAL CONSIDERATIONS

- 5.1 There are a number of operational considerations that could have an impact on the cost of extending the kerbside collection service to include glass.
- 5.2 When glass is collected it will break when compacted in our collection vehicles. This glass will act as an abrasive material and will over time, increase the wear rate of the floors of the vehicles, adding to whole life vehicle costs. A contingency provision of £24k will be necessary to meet these costs which are likely to occur during year 3 or 4 of the vehicle life. This cost can be met from the revenue savings delivered through the new material processing contract.
- 5.3 It is probable that requests for additional blue recycling bins will increase as a result of the need to store glass between collections. Our current policy is to provide additional blue bins on request, however the costs of doing so are very high as the numbers of bins in use across the district continue to rise (approx 186,000 at present). Given current financial constraints, members may wish to consider whether a notional charge should in future be levied for the provision of these **additional** blue bins. It is difficult to estimate the precise requirement for additional bins, but based on experience to date, it is probable that up to 1000 requests will be received. It is not recommended that bins be 'sold' to residents, as by retaining ownership, the council has the future flexibility to adapt and change collection systems as the need arises or new technology emerges. Should members wish to introduce a charge for providing additional bins, then a one off payment of £20 may be appropriate. **(option1)**
- 5.4 If the current policy of providing additional bins on request at no charge continues, then provision will need to be made to meet the cost of the purchase **and delivery** which is estimated at £25k. **(option2)** This cost will need to be met from savings through the new materials processing contract.

## 6. INTRODUCTION OF KERBSIDE GLASS COLLECTIONS – TIMING

- 6.1 It will be necessary to provide wide publicity and information to the media, local Parish and Town Councils, as well as all residents about the proposed improvement to the service. This will be done through District Wide, Press Releases, The Councils web site and possibly bin hangers. Coupled to this, it will be necessary to update current information literature to reflect the change. The estimated cost of the above will be circa £12k., depending on the range of information channels utilised. To ensure there is sufficient time to do this in a co-ordinated way. It is recommended that the improved service be commenced on **Monday 29<sup>th</sup> March 2010.**

## 7. FINANCIAL IMPLICATIONS

ITEM	FINANCIAL PROVISION REQUIRED	SOURCE
Additional wear to collection vehicles	£24k revenue	Savings from new materials processing contract
Provision of additional wheeled bins  <b>Option 1</b>  <b>Option2</b>	£5k revenue  £18.5k capital £6.5k revenue	Paragraphs 5.3 and 5.4 set out options, to be met from savings from new materials processing contract.
Publicity and information	£12k	Savings for new materials processing contract

## 8. RECOMMENDATION

8.1 Cabinet are requested to approve:-

- a) The expansion of the current kerbside dry recycling service to include glass commencing on 29<sup>th</sup> March 2010.
- b) The continued payment of recycling credits at current rates per tonne to the providers of bring sites during the financial year 2010/2011.
- c) A phased removal of existing recycling banks from bring sites and a change to the types of materials collected, to include materials not currently recycled through the kerbside service, using third party providers from either the private sector, or the third sector. With the aim of introducing this by April 2011.
- d) The future payment (from April 2011) of recycling credits on the basis of an equitable division which ensures that the full costs of managing and operating Bring Sites is met from the income received.
- e) Provision of additional funding associated with the introduction of the improved service as set out in paragraph 7 of this report.

## BACKGROUND INFORMATION

Contract Documentation – Joint procurement of materials recycling arrangements by Hunts, Fenland and Cambridge City councils.

**Contact Officer:** **Robert Ward**  
**Head of Operations**  
**☎ 01480 388635**

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**IMPROVEMENTS TO KERBSIDE RECYCLING SERVICES  
(Report by the Overview and Scrutiny Panel (Social Well-Being))**

**1. INTRODUCTION**

- 1.1 At its meeting on 5<sup>th</sup> January 2010, the Overview and Scrutiny Panel (Social Well-Being) considered a report by the Head of Operations on Improvements to Kerbside Recycling Services. This report contains a summary of the Panel's discussions.

**2. COMMENTS**

- 2.1 The Panel has been informed of the background to the proposal to include glass in the material collected through the kerbside recycling service. Having been acquainted with the latest position regarding the Council's waste collection contract, it has been that advances in technology now mean that it is possible to extract glass from waste collected at the kerbside. Changes in market conditions had prompted investment in the technology. This, coupled with the fact that the Council's waste processing contract was due to expire in December 2009, meant that it was timely for the Council to investigate the possibility to extending its service to include glass recycling.
- 2.2 The Panel has received details of the financial implications of the proposal and Members were encouraged to note that the new contractual arrangements could potentially deliver net revenue savings of up to £300,000 per annum. The contract would include a mechanism to protect the Council from significant changes in gate fee charges. In these circumstances the Panel has expressed support for the proposals. The Executive Councillor for Operational and Countryside Services has stated that he aims to ensure that the Council continues to recycle more than many other local authorities. The proposal should make this possible.
- 2.3 Members questioned the projected level of additional blue bins that would be required and have commented that, if glass collections are introduced, in addition to the points made in the report, there is likely to be significant demand for blue bins from those existing residents who currently use green recycling boxes. With regard to the issue of charging for blue bins, whilst Members did not support charging for additional bins where residents already have a blue bin, they were in favour of charging developers for the provision of blue bins in new developments.
- 2.4 Discussion has taken place on the future operation of the mini recycling centres across the District and the proposal, in conjunction with third sector organisations, for the existing glass banks to be replaced by facilities for recycling other items such as clothes, toys batteries, etc. A proportion of the recycling credits received for the materials recycled through the new arrangements will continue to be paid to the Parish Council that owns the land on which the facilities are located. The remainder of the recycling credits will be retained by the Council to cover its costs for maintaining the sites.

2.5 Finally, the Panel has discussed the health and safety and practical implications of introducing kerbside glass collections, particularly for the elderly, and has considered the impact of the proposals on the general repair and replacement costs associated with the Council's vehicles.

### **3. CONCLUSION**

3.1 The Cabinet is invited to consider the comments of the Overview and Scrutiny Panel (Social Well-Being) as part of its deliberations on the report by the Head of Housing Services.

**Contact Officer: Miss H Ali, Democratic Services Officer**  
**☎ 01480 388006**

**CABINET**

**20<sup>TH</sup> JANUARY 2010**

## **EMERGING DEVELOPMENT / PLANNING BRIEF**

### **OLD FIRE STATION AND DEPOT SITE, HUNTINGDON STREET, ST NEOTS (Report by HEAD OF PLANNING SERVICES)**

#### **1. INTRODUCTION**

- 1.1 The purpose of this report is to consider the draft Planning Brief to guide the redevelopment of Old Fire Station and Depot, off Huntingdon Street, St Neots, and to discuss the comments made by others. It presents the planning policy context for the potential redevelopment of this area for uses appropriate to the town centre.
- 1.2 Development Management Panel was asked to consider the draft brief and make relevant comments on 16<sup>th</sup> November, and the brief was exhibited at St Neots library from 26<sup>th</sup> November to 23<sup>rd</sup> December 2009. Once representations have been considered and reported to Cabinet, it is intended to approve the document as planning guidance to accompany sales particulars when marketing the land.

#### **2. BACKGROUND**

- 2.1 Now that the old fire station has been demolished and the household waste depot has been relocated, an opportunity has arisen to consider other possible uses for this site.
- 2.2 Cabinet resolved in its meeting of 23<sup>rd</sup> July 2009 to prepare a planning brief to aid with the marketing and disposal of the leasehold of the site.
- 2.3 It is important that we should not just look at the old fire station and depot sites in isolation, but should also look at the car park and the Shady Walk recreation ground as well, so as to make the most efficient use of this location.
- 2.4 It is considered that the site would be appropriate for a variety of town centre uses, possibly incorporating new community and leisure facilities.

#### **3.0 THE PLANNING BRIEF**

- 3.1 The purpose of this planning brief is to ensure that all of the aspirations for this area can be brought together to create well planned, designed and appropriate development on site.

- 3.2 Particularly important is ensuring that any potential development can be satisfactorily accommodated on the site, bearing in mind the constraints on this site; proximity to listed buildings / conservation area / important trees / relationships with neighbours.
- 3.3 The planning brief sets design parameters for the successful development of the site. Indicative layouts are shown that illustrate what could be achieved, and also highlights potential constraints.

#### **4. CONCLUSION**

- 4.1 Production of a planning brief is best practice and will help to secure the most appropriate form of development over this site.

#### **5. RECOMMENDATION**

- 5.1 That Cabinet notes the comments from the consultation and endorses the responses.
- 5.2 Delegates to the Head of Planning Services after consultation with the Executive Member for Planning Strategy the making of the necessary revisions and minor amendments to the Brief and that the revised document be approved to accompany any sales particulars for the site.

#### **BACKGROUND INFORMATION**

Huntingdonshire Core Strategy 2009  
St Neots Town Centre Vision 2004

**Contact Officer: Mike Huntington**  
 **01480 388404**



**Annex 1**

**ST NEOTS Old Fire Station / Household Waste site Planning Brief:**

**Summary of Written Comments**

The table below details the comments received in general letters and from comments or attachments from the public questionnaires.

Action Code:

- 1 Action Taken
- 2 Not within remit of SPD
- 3 No action required

37

<b>Comment by:</b>	<b>Nature of Comment</b>	<b>Action</b>	<b>Response</b>
<b>Residents (28 in total)</b>	Do not waste this opportunity to get leisure facilities into the town centre, what about a cinema.	3	Noted
	Site would seem ideal for a much needed cinema. No need for a super surgery here in this location.	3	Noted
	Do not put a cinema here, it should be based out of town.	3	A more sustainable location would be within the town centre
	This is an ideal site for a cinema, close to extra parking and other facilities.	3	Noted
	Room for a long awaited cinema.	3	Noted

Comment by:	Nature of Comment	Action	Response
	Need for a cinema, so that people of St Neots do not need to travel.	3	Noted
	Need more recreational facilities.	3	Noted
	Vitality and viability of town centre would be met if a cinema were to be located here. Would be sustainable and would be in accordance with the Core Strategy, PPS6 and PPS13.	3	Noted
	A cinema and other facilities would enhance the vitality and viability of the town centre.	3	Noted
	This should be a cinema.	3	Noted
	Cinema	3	Noted
	Site should be used for a leisure centre and shops.	3	Noted
	Could use a larger car park for the surgery.	3	Noted
	Let us have a surgery.	3	Noted
	A town this size should have a cinema. There is some anti social behaviour in the existing car park. Would like to see the car park locked at night.	3	Noted

Comment by:	Nature of Comment	Action	Response
	Would be pleased to see a cinema.	3	Noted
	An ideal site for a cinema.	3	Noted
	Central site for a cinema.	3	Noted
	The strategy seems sensible. However traffic congestion is a problem. Perhaps a more sensible use should be made of the recreation ground as it is not well used.	3	Noted
	Could be used for alternative retail facilities. Could maybe wait until the Winteringham Park's development principles are more robust.	3	Noted
	Concern over impact on Blaines Court residents.	3	Noted
	Plans look promising, but concerns over access from Huntingdon Street. Also designate the building as a cinema, rather than as 'potential larger scale building'.	3	Noted
	Site seems suited to a long awaited and much needed cinema.	3	Noted
	St Neots deserves its cinema.	3	Noted
	With children, this site would be best used in providing an amenity for children and families, such as a cinema, leisure complex or both.	3	Noted

Comment by:	Nature of Comment	Action	Response
	<p>Children need to go to Bedford or Huntingdon.</p> <p>St Neots could do with a cinema and other facilities to encourage families into town.</p> <p>Make the site into something that can be used by the people, ie a cinema or such like</p> <p>Suggestion for this site is to construct a cinema. A 3 screen cinema with bar restaurant and space for car parking.</p>	<p>3</p> <p>3</p> <p>3</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>



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**DEVELOPMENT BRIEF OLD FIRE STATION, ST NEOTS  
(Report of the Overview and Scrutiny Panel (Environmental Well-Being))**

**1. INTRODUCTION**

- 1.1 At its meeting on 8<sup>th</sup> December 2009, the Overview and Scrutiny Panel (Environmental Well-Being) considered a report by the Head of Planning Services on the redevelopment opportunities of land in and around the old fire station and depot, Huntingdon Street, St Neots.

**2. DELIBERATIONS**

- 2.1 The Panel acknowledged the lack of leisure infrastructure within St Neots and agreed that this could potentially offer a key site for leisure development. Members were assured that this site would be developed in a manner appropriate to its town centre location.
- 2.2 The Panel was informed that there were complications over access rights within the site which it was hoped would be resolved before the site was marketed.

**3. CONCLUSION**

- 3.1 The Cabinet is invited to note that the Overview and Scrutiny Panel (Environmental Well-Being) has no specific comments on the development brief for the old fire station, St Neots to bring to its attention.

**Contact officer: Mrs J Walker, Trainee Democratic Services Officer  
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**CABINET MEETING**

**21 JANUARY 2010**

## **SAPLEY EAST – PROPERTY TRANSACTIONS**

(Report by the Heads of Law, Property and Governance and Financial Services)

### **1. PURPOSE**

- 1.1 To seek approval to property transactions in accordance with the approved Masterplan for Sapley East.

### **2. BACKGROUND**

- 2.1 A report on the outcome of public consultations on various options for the development of land east of Sapley Square was considered by Cabinet in April 2009. The proposals were approved including the preferred option and the confirmation of the Masterplan document as informal planning guidance. A copy of the plan is attached at Annex A.
- 2.2 Key elements include:
  - The relocation of the faith buildings (Kingdom Hall and the Medway Christian Centre)
  - Developing a Community Enterprise Centre (CEC)
  - Developing a green swathe across the site
  - Developing/supporting market and social housing
  - Redevelopment of parts of the Luminus site
  - Obtaining the Public House site
- 2.3 The Council has agreed that any income from its land interests in the area will be reinvested in the Oxmoor.
- 2.4 Part of the Council's freehold land on which it is planned to locate the CEC contains an option agreement in favour of Luminus which will need to be renegotiated. Luminus have been fully involved in the consultation and subsequent CEC discussions.

### **3. PROPOSALS**

#### **3.1 CEC**

The Council's partner, Hunts Forum, has submitted a bid for grant funding towards the scheme. A decision is expected in March and if successful there will be a year to spend the money. The CEC would comprise the Learning Centre (relocated from St Barnabas), a furniture and chain-store returns recycling initiative promoted by Luminus and meeting rooms/offices for community organisations.

There will be a need for some matched funding which will include the land value and possibly some S106 contributions and part of the rental stream converted to a loan.

Assuming the grant application is successful, it is proposed to grant Hunts Forum a long lease of the land required at a peppercorn rent. Hunts Forum will be responsible for managing the CEC on similar lines to the Maple Centre. Rent and other income generated will offset the expected expenditure and any surplus set partly aside for long term maintenance.

### **3.2 Kingdom Hall**

The Jehovah's Witnesses are keen to relocate and the Town Council have agreed, in principle, to returning some of the land leased to them adjacent to the Medway Centre so that the new Kingdom Hall site has less requirement for developable land.

Negotiation will be required with the Jehovah's Witnesses over any financial adjustment between the value of their existing property and the proposed freehold site.

### **3.3 Medway Christian Centre**

As yet there has been no proposal acceptable to both parties.

### **3.4 Residential development**

The land adjoining the CEC has been earmarked for new housing and this will be sold/developed to maximise the capital receipt.

## **4. IMPLICATIONS**

- 4.1 Many of the elements will require planning approval and any sums negotiated are likely to be subject to successfully obtaining these approvals.
- 4.2 Over the course of the development of Sapley East, the objective is to ensure that there is no net cost to the council. Receipts from land sales and grant funding are aimed to recoup other expenditure. There are likely to be some phasing issues and the draft MTP already includes a small provision for upfront expenditure incurred on surveys, other preparatory work, legal costs etc. which will be recovered from land sales.

## **5. RISKS**

- 5.1 there are three main risks:
  - Grant funding for the CEC is not forthcoming or is insufficient for the scheme. In this case alternatives sources would be investigated or the scale of the building reduced. The Council could consider covering part of the cost from estimated land sales or from borrowing if an adequate rate of return were likely.
  - The faith buildings decide not to relocate. Much of the project can still proceed.
  - Land sales do not achieve sufficient capital receipts to fund all of the proposals. Options include waiting for prices to improve and identifying ways to achieve the key elements at less cost.

## **6. CONCLUSION**

- 6.1 Delivering the Masterplan would be a major achievement and will be dependent on successful financial negotiations on a range of aspects.
- 6.2 For these negotiations to be successful they will require delegated approval involving the relevant Executive Councillors.

## **7. RECOMMENDATION**

- 7.1 Cabinet is recommended to authorise the Director of Central Services to approve terms for the land and related transactions required to achieve the Sapley East Masterplan following consultation with the Executive Councillors for Resources and Policy and Finance.

## **BACKGROUND INFORMATION**

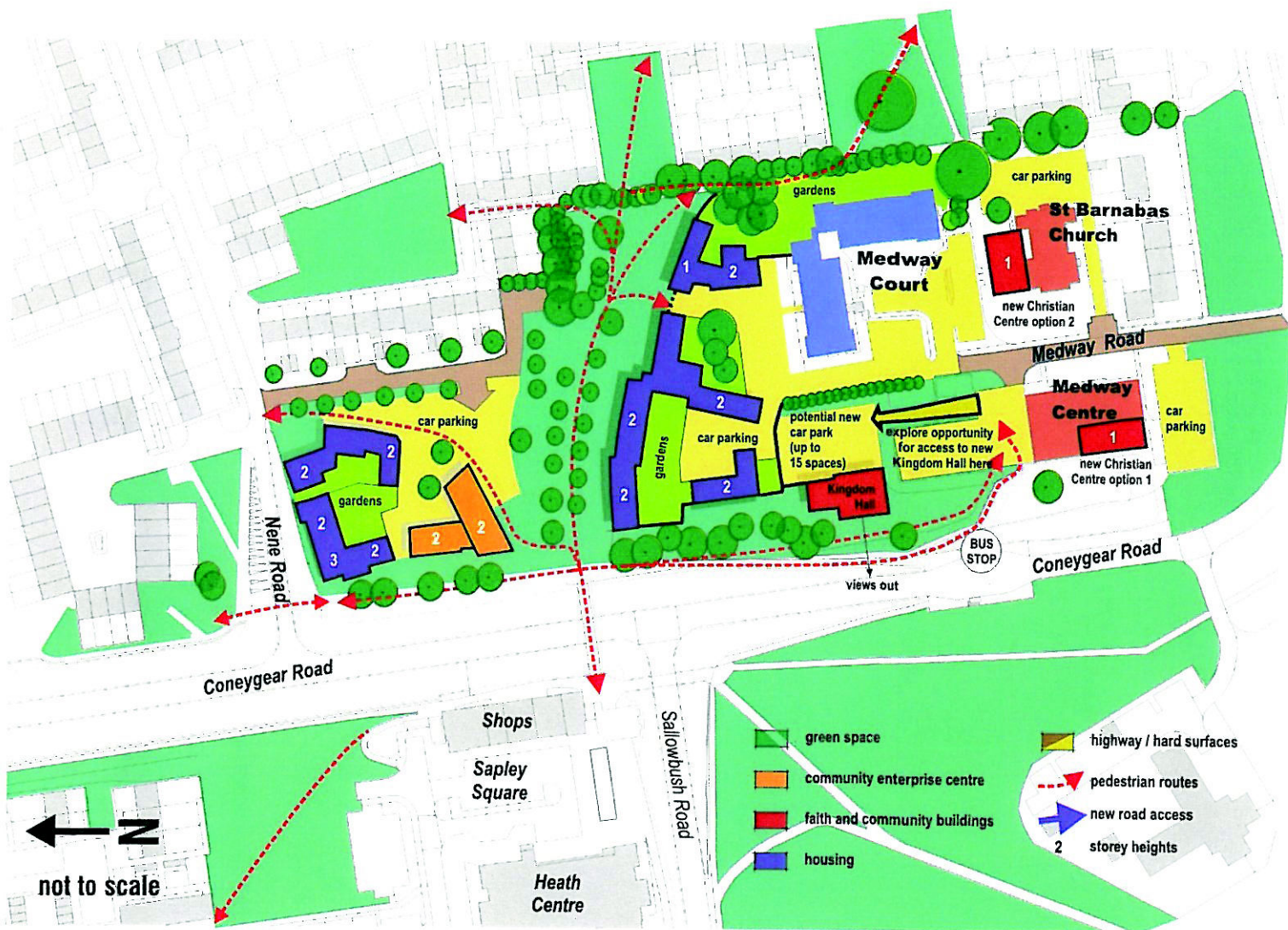
Oxmoor Action Plan  
Cabinet Report 23<sup>rd</sup> April 2009

### **Contact Officers:**

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# ANNEX A



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