

A meeting of the **OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING)** will be held in **THE WREN ROOM, COUNTRYSIDE CENTRE, HINCHINGBROOKE COUNTRY PARK** on **TUESDAY, 14 JULY 2009** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 4)

To approve as a correct record the Minutes of the meeting of the Panel held on 9th June 2009.

**Mrs J Walker
387049**

2. MEMBERS' INTERESTS

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

3. LOCAL GOVERNMENT ACT 2000: FORWARD PLAN (Pages 5 - 10)

A copy of the current Forward Plan is attached, which was published on 12th June 2009. Members are invited to note the plan and comment as appropriate on any items contained therein.

**Mrs H Taylor
388008**

4. GREAT FEN COLLABORATION AGREEMENT (Pages 11 - 38)

To receive a report by the Director of Environmental and Community Services on the Great Fen Collaboration Agreement.

**Mr M Sharp
388301**

5. SCRUTINY OF HUNTINGDONSHIRE STRATEGIC PARTNERSHIP
(Pages 39 - 80)

To consider a report by the Head of Democratic and Central Services updating Members on scrutiny of Huntingdonshire Strategic Partnership.

**Mr A Roberts
388015**

6. ADOPTION OF ROADS AND SEWERS (Pages 81 - 92)

To consider the report of the Adoption of Roads and Sewers Working Group.

**Miss H Ali
388006**

7. WORK PLAN STUDIES (Pages 93 - 112)

To consider, with the aid of a report by the Head of Democratic and Central Services, the current programme of overview and scrutiny studies.

**Mrs J Walker
387049**

8. **OVERVIEW AND SCRUTINY PANEL PROGRESS** (Pages 113 - 122)

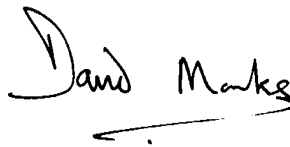
To consider a report by the Head of Democratic and Central Services on the Panel's programme of studies.

**Mrs J Walker
387049**

9. **SCRUTINY** (Pages 123 - 130)

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

Dated this 6 day of July 2009



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 J Walker, Trainee Democratic Services Officer, Tel: (01480) 387049, email: jessica.walker@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.

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Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) held in Wren Room, Countryside Centre, Hinchingsbrooke Country Park on Tuesday, 9 June 2009.

PRESENT: Councillor P M D Godfrey – Chairman.

Councillors M G Baker, K M Baker, Mrs M Banerjee, P J Downes, P Godley, D Harty, Ms S L Kemp, M F Newman and J S Watt.

IN ATTENDANCE: Councillors D B Dew, J A Gray and A Hansard.

8. CHAIRMAN'S WELCOME

The Chairman welcomed Members to the first monthly meeting of the Environmental Well-Being Panel.

9. MINUTES

The Minutes of the meeting of the Panel held on 13th May 2009 were approved as a correct record and signed by the Chairman.

10. MEMBERS' INTERESTS

Councillors P J Downes and D Harty declared a personal interest in Minute No. 13 as Members of Cambridgeshire County Council.

11. 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.

In so doing, the Panel was advised that the Countywide Integrated Development Programme and Tariff was still being developed, but that it was hoped that the report would be available for the Panel to scrutinise in September.

In reply to a question, the Head of Planning Services reported that the A14 Statutory Orders consultation was delayed and that an announcement on the publication of the Order was anticipated in the near future.

The Panel requested sight of the Site Options Gypsy and Travellers Development Plan Document, which it was hoped would be available for the Panel to scrutinise in October.

**12. REGIONAL SPATIAL STRATEGY SINGLE ISSUE REVIEW
ACCOMMODATION FOR GYPSY AND TRAVELLERS AND
TRAVELLING SHOWPEOPLE IN THE EAST OF ENGLAND**

(Councillor D Dew, Executive Councillor for Planning Strategy and Transport was in attendance for this Item).

Following an introduction by the Executive Councillor for Planning Strategy and Transport the Panel considered a joint report by the Heads of Planning and Housing Services (a copy of which is appended in the Minute Book) summarising the Council's response to the Government's proposed changes to the draft policy put forward by the East of England Regional Assembly (EERA), for Gypsy and Traveller Accommodation. The Panel also received a copy of the letter from the Planning Policy Manager to Go-East, outlining the comments of the District Council on the proposed changes to the draft policy in the East of England Plan.

The Panel was advised that the Cambridgeshire Gypsy and Traveller Accommodation Assessment had been acknowledged as national best practice and the evidence had not been challenged by EERA. However the proposed change now required provision of 25 pitches at the upper limit of the range suggested by the Cambridgeshire GTAA as a minimum.

The Panel was informed of the concerns with regard to a proposed change to introduce County requirements for transit pitches and provision for travelling show people by 2011, as the requirements had been introduced at a late stage in the process on the basis of limited evidence which had not been subject to full participation and scrutiny. In response to questions, the Head of Planning Services acknowledged that transit sites would have to be managed to prevent them from becoming occupied as permanent sites and that the late addition of the requirement for transit and travelling show people provision might delay the adoption of the Plan which would affect the Council's ability to resist unsuitable sites for which planning permission was sought.

It was reported that the District Council's comments had been sent to EERA before the closing date with a final announcement anticipated later in the year. The Head of Planning Services undertook to report back to the Panel once EERA's response had been received.

13. PERFORMANCE MONITORING

(Councillor A Hansard, Executive Councillor for Resources and Policy was in attendance for this Item).

The Executive Councillor for Resources and Policy introduced a report by the Head of People, Performance and Partnerships (a copy of which is appended in the Minute Book) on the performance of the authority against the priority objectives for environmental well-being identified in 'Growing Success', the Council's Corporate Plan. The report had already been presented to a recent meeting of the Corporate Plan Working Group which comprised the Chairmen and Vice-Chairmen of the Overview and Scrutiny Panels.

In noting that all of the well-being targets had been met or exceeded the Panel questioned whether targets were sufficiently stretching. Having regard to the absence in the report of performance measures for the current year, the Panel requested a report to its next meeting on how performance targets were set against achievement of corporate plan objectives.

RESOLVED

that the report be endorsed for submission to the Cabinet.

14. CARBON MANAGEMENT PLAN

(Councillor J A Gray, Executive Councillor for Environment and Information Technology, was in attendance for this Item).

The Executive Councillor for Environment and Information Technology introduced a report by the Head of Environmental Management (a copy of which is appended in the Minute Book) on the adoption by the Council of a Carbon Management Plan. The Panel was advised that the Plan proposed an aspirational target of reducing carbon dioxide emissions by the Council of 30% over the next five years. In order to achieve this, a series of projects had been identified with short pay-back periods that would enable the Council to make energy and efficiency savings. Further projects were required however, if the target was to be achieved.

Having regard to the relative pay back periods of the various proposals, Members questioned the reason why the planned wind power project in St. Ivo Leisure Centre, was proceeding as the pay back period was twice as long as other schemes. It was reported, however that 50% of the funding for the proposed wind turbine already had been secured and it was hoped that further grants also could be obtained.

Details were presented of the funding opportunities available to implement the first tranche of projects, savings from which could be re-invested into the next stage of projects.

The Panel was informed that behavioural change was important if the savings identified were to be achieved. In that respect the Panel suggested that incentives could be offered to encourage employees to car share, and the importance of the green force scheme to promote 'green' awareness across the Council was recognised. Having regard to staff travel accounting for 6% of the Council's baseline CO² emissions, the Panel was informed that this did not include travel by Members and it was suggested that this be included in the statistics in future.

The Panel acknowledged that the Council's carbon emissions could be affected by external decisions beyond the Council's control and that there could be conflicts between the achievement of differing targets, where a saving in one service might increase carbon emissions elsewhere.

Members welcomed the financial savings that could be achieved by the measures proposed but queried whether these had been included in the financial forecast for the Council's future budget that had been

prepared by the Head of Financial Services. Finally it was noted that progress towards achievement of the Carbon Management Plan targets would be included in future performance monitoring reports.

RESOLVED

that the Cabinet be advised of the Panel's views on the proposed Carbon Management Plan.

15. OVERVIEW AND SCRUTINY - REMITS AND STUDIES

With the assistance of a report by the Head of Democratic and Central Services (a copy of which is appended in the Minute Book) the Panel considered its role and remit and the future programme of studies.

In response to a question, the Panel was advised that the Section 106 Working Group would be considering the implications of the Community Infrastructure Levy when guidelines on its introduction became available.

Having noted that there were no other outstanding studies, it was suggested that possible subjects for investigation were the planning process for the determination of planning applications, planning enforcement and waste disposal arrangements. Under the circumstances the Head of Democratic and Central Services was asked to submit proposals for studies on the subjects identified for the next meeting. An update also was requested by Members on the present position with regard to cycling provision in Huntingdonshire following an earlier investigation commissioned by the Service Support Panel.

16. SCRUTINY

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

In response to a request for further information on implications for overview and scrutiny of the Local Government and Public Involvement in Health Act 2007. Members were informed that an update would be provided at the next meeting of the Panel.

Having regard to the Huntingdon West Area Action Plan, Members were informed that the outcome of the public consultation would be presented to a future meeting of the Panel.

Chairman

FORWARD PLAN OF KEY DECISIONS

Prepared by Councillor I C Bates
Date of Publication: 12th June 2009
For Period: 1 July 2009 to 31 October 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 with Special Responsibility for HQ/Accommodation	45 Devoke Close Stukeley Meadows Huntingdon Cambs PE29 6XE Tel: 01480 388946 E-mail: Mike.Simpson@huntsdc.gov.uk
Councillor K J Churchill	- Executive Councillor for Housing and Public Health	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 Planning Strategy and Transport	4 Weir Road Hemingford Grey Huntingdon PE28 9EH Tel: 01480 469814 E-mail: Douglas.Dew@huntsdc.gov.uk
Councillor J A Gray	- Executive Councillor for Environment and Information Technology	Shufflewick Cottage Station Row Tilbrook PE28 0JY Tel: 01480 861941 E-mail: JG@novae.com

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

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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
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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
New Headquarters - Delivery and Operational Review***	Cabinet	23 Jul 2009	None	Richard Preston, New Accommodation Project Co-ordinator Tel No. 01480 388340 or email Richard.Preston@huntsdc.gov.uk	None.	L M Simpson	Corporate and Strategic Framework
Former Fire Station and Waste Recycling Site, Huntingdon Street, St. Neots***	Cabinet	23 Jul 2009	Development Brief - May 06	Keith Phillips, Estates and Property Manager Tel No. 01480 388260 or email Keith.Phillips@huntsdc.gov.uk	Not Applicable.	A Hansard	Environmental Well-being
Covert Surveillance Policy Review	Cabinet	23 Jul 2009	Existing Policy Legislation	Wayland Smalley, Solicitor Tel No 01480 388022 or email Wayland.Smalley@huntsdc.gov.uk	Internal Steering Group	A Hansard	Environmental Well-being
Land Adjacent to - the Grand Cinema, Ramsey	Cabinet	23 Jul 2009	Report to Cabinet - 7th June 2007	Keith Phillips, Estates and Property Manager Tel No 01480 388260 or email Keith.Phillips@huntsdc.gov.uk		A Hansard	Environmental Well-being
Great Fen Collaboration Agreement	Cabinet	23 Jul 2009	None	Malcolm Sharp, Director of Operational Services Tel No 01480 388301 email - Malcolm.Sharp@huntsdc.gov.uk		D B Dew	Environmental Well-being
Leisure Centres - Performance Monitoring Report	Cabinet	23 Jul 2009	None.	Simon Bell, General Manager, Leisure Centres Tel No 01480 388049 or email Simon.Bell@huntsdc.gov.uk		Mrs D C Reynolds	Social Well-being

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
Financial Strategy***	Cabinet	17 Sep 2009	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 (Economic Well-being) - 10th September 2009.	T V Rogers	Economic Well-being
New Industrial Units, Caxton Road, St. Ives	Cabinet	17 Sep 2009	None.	Keith Phillips, Estates and Property Manager Tel No 01480 388260 email - Keith.Phillips@huntsdc.gov.uk	Not applicable	A Hansard	Environmental Well-being
A14 Statutory Orders Consultations	Cabinet	17 Sep 2009	None.	Richard Probyn, Planning Policy Manager Tel No 01480 388430 or email Richard.Probyn@huntsdc.gov.uk	Endorse HDC's position on the orders	D B Dew	Environmental Well-being
County Wide and Integrated Development Programme and Tariff	Cabinet	17 Sep 2009	Local Investment Framework	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email Richard.Probyn@huntsdc.gov.uk	Approve for consultation	D B Dew	Environmental Well-being
Development Management Submission Document	Cabinet	17 Sep 2009	Preferred Option Document	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email Richard.Probyn@huntsdc.gov.uk	Approve for public consultation	D B Dew	Environmental Well-being
St. Ivo Leisure Centre - Proposal for Development	Cabinet	17 Sep 2009	None	Simon Bell, General Manager, Leisure Centres Tel No. 01480 388049 or email Simon.Bell@huntsdc.gov.uk		Mrs D C Reynolds	Social Well-being
Great Fen Masterplan	Cabinet	17 Sep 2009	None	Malcolm Sharp, Director of Operational Services Tel No 01480 388301 or email Malcolm.Sharp@huntsdc.gov.uk	Consultation process in preparation.	D B Dew	Environmental Well-being

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
Draft Planning Contributions Supplementary Planning Document	Cabinet	17 Sep 2009	Huntingdonshire Development Plans	Richard Probyn, Planning Policy Manager Tel No 01480 388430 or email Richard.Probyn@huntsdc.gov.uk	Approve for Consultation	D B Dew	Environmental Well-being
Site Options Gypsy and Travellers Development Plan Document	Cabinet	22 Oct 2009	Issues and Options Paper	Richard Probyn, Planning Policy Manager Tel No. 01480 388430 or email Richard.Probyn@huntsdc.gov.uk	Approve for public consultation	D B Dew	Environmental Well-being

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**OVERVIEW & SCRUTINY (ENV.
WELL BEING)**

14TH JULY 2009

CABINET

23RD JULY 2009

**GREAT FEN PROJECT GOVERNANCE
(Report by Director of Environmental and Community Services)**

1. INTRODUCTION

1.1 At its meeting on 20th November 2008, Cabinet received a report concerning the emerging future governance arrangements of the Great Fen Project, of which the Council is one of five Partners. Cabinet resolved:

- (a) that arrangements for the District Council to enter into a Collaboration Agreement in respect of the Great Fen Project for a renewable five year fixed term be approved; and
- (b) that the detailed content of the Draft Agreement be the subject of a future report to the Overview and Scrutiny Panel (Service Support) prior to its submission to Cabinet.

A copy of the previous Cabinet Report is attached as Appendix 1.

1.2 Representatives of each of the five Partners have now constructed a Draft Agreement with the assistance of legal advice, which can be recommended to the various constituent bodies and this is attached as Appendix 2.

2. PROPOSALS

2.1 Whilst the term for the Agreement is intended to be for five years (see para. 12.3), provision is made for earlier termination, if appropriate.

2.2 The Agreement sets out the operational arrangements of the Steering Committee and any Working Groups and also mandates the Steering Committee to constitute a forum to formally engage with stakeholders and interested parties in an advisory capacity.

2.3 The Council currently contributes £10K p.a. towards the salary costs of the Project Manager, plus ad hoc amounts towards specific items. The Agreement proposes that the project management costs including the employment of the Project Manager should be shared between four of the parties (see Section 8). It proposes an annual contribution of £20K. The Middle Level Commission as the fifth party would forgo voting rights as set out in Section 8. The Council's existing contribution has been funded from the Housing and Planning Delivery Grant. Whilst it is anticipated that when the latest settlement in respect of this grant is announced (for the current year), this could continue to be the funding mechanism; it will otherwise need to be contained within existing budgets.

2.4 Each party will be entitled to appoint 2 members to the Steering Committee, although only one will hold voting rights. This was intended to allow parties to appoint both an Executive or Board Member (in our case an Executive Councillor) and supporting Senior Officers.

3. RECOMMENDATION(S)

- i) That Overview & Scrutiny (Environmental Well Being) comment on the provisions of the proposed Collaboration Agreement.
- ii) That Cabinet endorse the Collaboration Agreement in the light of (i) above.

BACKGROUND INFORMATION

- 1. Great Fen Project Governance – Report to Cabinet – 20th November 2008 (attached as Appendix 1)
- 2. Draft Collaboration Agreement

Contact Officer: Malcolm Sharp, Director of Environmental & Community Services
☎ 01480 388301

CABINET

20TH NOVEMBER 2008

GREAT FEN PROJECT GOVERNANCE
(Report by Director of Environmental & Community Services)

1. INTRODUCTION

- 1.1 This report concerns the emerging future governance arrangements of the Great Fen Project of which the Council is one of five Partners.
- 1.2 The Project Steering Group has recognised the need for a more robust form of Governance, given the stage the Project has now reached. Accordingly, it has instructed lawyers to draw up a draft Collaboration Agreement.

2. BACKGROUND

- 2.1 The Great Fen Project is one of the most significant habitat restoration projects ever undertaken in Britain by the acquisition and restoration of land adjacent to two existing National Nature Reserves, Holme Fen and Woodwalton Fen. Connecting these two reserves will create a haven for wildlife and biodiversity. The Project, however, is by no means exclusively about wildlife/biodiversity as it will create a massive green space for people, opening up new opportunities for recreation, education, health benefits and business. Sustainable agriculture will also remain an important aspect; although over the life of the project the intensive arable activity will decrease, replaced in part by grazing and other economic activity.
- 2.2 The Great Fen Vision is:
- “A restored fenland landscape providing a variety of habitats for people and wildlife, now and in the future”.
- 2.3 The Great Fen Project Aims as stated in its Strategy and Action Plan are to:
- ✚ Help safeguard two very important National Nature Reserves. These are legally protected sites, one of which is of international importance for its wetland habitats and species.
 - ✚ Create over 3,000 hectares (over 4200 football pitches) of new wildlife habitat, making a major contribution to local and national targets set out in the UK Biodiversity Action Plan.
 - ✚ Contribute to diversification in the local economy, creating opportunities for new jobs and income streams.
 - ✚ Enhance flood protection in the Middle Level drainage system.
 - ✚ Create access for a wide range of users in an area largely devoid of public footpaths and the associated health benefits.

- ✚ Become a significant tourist destination.
- ✚ Contribute to important Government Public Service Agreement targets.

2.4 The Project is currently governed under the terms of a Memorandum of Agreement (MoA) between the five partners: The Environment Agency, Natural England, The Wildlife Trust for Bedfordshire, Cambridgeshire, Northamptonshire and Peterborough, The Middle Level Commissioners and the Council. Agreement to the MoA was first approved by Cabinet in June 2002 and updated in July 2006 and September 2007.

2.5 The Project aims and objectives fit closely with those of the Council, particularly:

- ✚ Provision of strategic open space (related to the growth agenda and access to the countryside).
- ✚ Diversification of the economy, especially in NW Huntingdonshire.
- ✚ Promotion of healthy lifestyle choices.
- ✚ Conservation and enhanced local heritage.
- ✚ Protection and improvement of wildlife habitats.
- ✚ Adaptation and mitigation in the face of climate change.

The Project aligns with the Council's key strategies, including:

- ✚ Sustainable Community Strategy
- ✚ (Planning) Core Strategy
- ✚ Local Economic Strategy
- ✚ Environment Strategy

2.6 With regard to 'spatial planning' the significance of the Project has been highlighted and given statutory force by inclusion in the now adopted Regional Spatial Strategy (RSS). The RSS is part of the local 'Development Plan', a legal entity and as a result the Council's Local Development Framework must be consistent with that Strategy to be judged 'sound' at subsequent Examinations.

2.7 The Great Fen Project is also recognised in the Green Infrastructure Strategy for the Cambridge Sub Region whereby within this District it is linked with other areas including Paxton Pits and areas around Grafham Water into an extensive network of strategic green space.

2.8 The Project is funded from a variety of sources including private donations and contributions from Partners. Significant resources have been provided from public sources including Growth Area Funds (CLG), Economic Development (EEDA) and more recently the Heritage Lottery Fund in recognition of the national importance of the Project. In total some £15.6m has been raised.

2.9 The significant grant from the Heritage Lottery Fund has meant that the Project Partners now control 56% of the Project area, (although some is subject to long-term agricultural tenancies), and have entered into commitments with the Fund in terms of areas of land to be restored and other outcomes associated with education and community involvement. The focus of the Project is increasingly on delivery of the objectives listed above, rather than land acquisition.

- 2.10 Whilst the Memorandum of Agreement has served the Project well in its formative stages, in light of the above the stage has been reached where this needs to be strengthened.

3. PROPOSED FORM OF GOVERNANCE

- 3.1 Following professional advice, the Steering Group has concluded that a Collaboration Agreement should be drawn up to enable implementation by the Partners for the next financial year 2009/10.

- 3.2 It is anticipated that the Collaboration Agreement will be for a fixed term with options to renew and will define the relationship between the Partners. The current Memorandum of Agreement simply relies on a three month notice of withdrawal.

- 3.3 The Collaboration Agreement would set out what the Project is seeking to achieve. Other matters that it is anticipated will be included relate to:

- ✚ The operation of the Steering Group (or whatever body supersedes it) and its sub groups , these are likely to include a Land Management Group and a group concerned with Visitors, Access, Economic Development and Education/Community Matters.

- ✚ The role of the Project Manager and any other seconded staff.

- ✚ Services and contributions provided by Partners in cash or kind.

- 3.4 The Collaboration Agreement is a co-operation arrangement, no trading takes place and were this to be a requirement in the future, an alternative arrangement would be required as the Project continues to mature, between all or some of the Partners.

- 3.5 The commitments in relation to the Heritage Lottery Funding run for 5 years. Furthermore, it is anticipated that it is over this same period that some of the wider objectives of the Project can be progressed, for example, significant visitor facilities, access and economic development. A Project of this scale necessarily requires some continuity and stability. A five year term would appear realistically to be the minimum period for any Agreement.

4. RECOMMENDATION

- i) That the principle of entering into a Collaboration Agreement in respect of the Great Fen Project for a five year fixed term, renewable, be approved.
- ii) That the detailed content of the Agreement be the subject of a future report.

Contact Officer: Malcolm Sharp, Director of Environmental & Community Services

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ENVIRONMENT AGENCY (1)

HUNTINGDONSHIRE DISTRICT COUNCIL (2)

THE MIDDLE LEVEL COMMISSIONERS (3)

NATURAL ENGLAND (4)

AND

THE WILDLIFE TRUST FOR BEDFORDSHIRE, CAMBRIDGESHIRE, NORTHAMPTON
AND PETERBOROUGH (5)

COLLABORATION AGREEMENT

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THIS AGREEMENT is made on 2009

BETWEEN:

- (1) Environment Agency, [a public body created by statute], having its administrative offices at Rio House, Waterside Drive, Aztec, West Almondsbury, Bristol, BS32 4UD;
- (2) Huntingdonshire District Council, [a non-metropolitan district local government authority in England], having its administrative offices at Pathfinder House, St Mary's Street, Huntingdon, Cambridgeshire, PE29 3TN;
- (3) The Middle Level Commissioners, [a public body created by statute], having its administrative offices at Middle Level Offices, Dartford Road, March, Cambridgeshire, PE15 8AF;
- (4) Natural England, [a non-departmental public body created by statute], having its administrative offices at 1 High Street, East Parade, Sheffield, S1 2ET; and
- (5) The Wildlife Trust for Bedfordshire, Cambridgeshire, Northamptonshire and Peterborough, a registered charity and company limited by guarantee, having its registered offices at The Manor House, Broad Street, Great Cambourne, Cambridge, CB23 6DH (charity number 1000412) (company number 02534145) (the "**Trust**").

The above are referred to in this Agreement collectively as the "**Parties**" or individually as a "**Party**".

RECITALS

- (A) The Parties entered into a Memorandum of Agreement dated 27 March 2007 (the "**Memorandum**"). This Agreement substitutes the Memorandum in its entirety.
- (B) The Parties wish to continue to work together to manage the Great Fen Project as described in the attached Schedule 1 to this Agreement (the "**Project**")¹. [This needs to be seen and agreed]
- (C) The Parties wish to enter into this Agreement to regulate their respective responsibilities towards the management of the Project.

IT HAS BEEN AGREED AS FOLLOWS:

1. **INTERPRETATION**

In this Agreement, a reference to:

- 1.1 "**New IP Rights**" means any Intellectual Property Rights created in the course of the Project's development or in furtherance of the Project;
 - 1.2 "**Intellectual Property Rights**" means patents, patentable inventions, trade marks, logos, trade names, service marks, registered and unregistered designs, copyrights, domain names, database rights and confidential information including know-how and trade
-

secrets and any rights therein, in each case whether registered or not, and including pending applications for registration of such rights, the right to apply for registration or extension of such rights, rights in goodwill and the right to bring an action for passing off or unfair competition;

- 1.3 a person includes a reference to a corporation, body corporate, association or partnership;
- 1.4 the singular includes the plural and vice versa;
- 1.5 a clause, unless the context otherwise requires, is a reference to a clause of this Agreement; and
- 1.6 "Affiliate" with reference to any Party, means a person which, directly or indirectly, controls or is controlled by or is under common control with such person. For this purpose, "control" means the power to direct the management and policies of such person, directly or indirectly, whether through the ownership of voting securities, by contract or otherwise; and
- 1.7 the Schedules form part of this Agreement and shall have the same force and effect as if set out in the body of this Agreement and references to this Agreement include the Schedules.

2. **TERMINATION OF THE MEMORANDUM**

With effect from the date of this Agreement, the Memorandum be and is hereby terminated.

3. **SCOPE OF AGREEMENT**

- 3.1 The Parties wish to continue to work together to develop, promote, manage and secure funding for the Project as described in Schedule 1 to this Agreement and on the terms set out herein.
- 3.2 The Parties, in consideration of developing, promoting, managing and funding the Project, will exercise good faith and mutual co-operation towards each other in relation to the Project and shall work diligently and use reasonable efforts to achieve the Project.

4. **STEERING COMMITTEE**

- 4.1 The Parties shall appoint a steering committee to supervise and manage the Project and to co-ordinate the activities of the Parties and the Project Manager with respect to all matters relating to the Project (the "**Steering Committee**").
- 4.2 The Parties agree to be bound by the decisions of the Steering Committee on the terms set out herein in so far as those decisions relate to the Great Fen Project.
- 4.3 The Steering Committee shall meet at least six times annually (each a "**Steering Committee Meeting**").
- 4.4 The Parties agree to make available at their own expense the services of individuals to represent a Party on the Steering Committee and to perform the services required by the Steering Committee in furtherance of the Project.

- 4.5 Each Party will appoint two representatives (the "**Representative**" or "**Representatives**") to the Steering Committee, who (so far as it is reasonably practicable) shall each be authorised to bind the Party appointing such Representative in relation to matters concerning the Project and who shall, subject to this clause 4.5 and clauses 4.6 and 4.7, attend all Steering Committee Meetings. A Party may, from time to time, substitute either or both of its Representatives by written notice delivered to all other Parties.
- 4.6 Each Party hereby appoints the individuals named respectively in Schedule 2 as their first Representatives to the Steering Committee. If a Representative is unavailable to attend a Steering Committee Meeting, he may appoint an alternate to attend in his place by notice delivered to all other Parties in advance of such meeting. Such alternate shall have the same rights and powers as the Representative who has appointed him.
- 4.7 Attendance at Steering Committee Meetings may be in person or by telephone or similar form of communications equipment if all persons participating in the meeting are able to hear and speak to each other throughout the meeting. A person participating in this way is deemed to be present in person at the meeting and is counted in a quorum and entitled to vote. All business transacted in this way is deemed to be validly and effectively transacted at a meeting of the Steering Committee. The meeting is deemed to take place where the largest group of those participating is assembled or, if there is no such group, where the Chair of the meeting then is.
- 4.8 Steering Committee Meetings shall be properly convened and held at such times as may be determined by the Steering Committee and in any event not less than six times annually at such place as the Steering Committee may from time to time determine. No Steering Committee Meeting shall normally be convened on less than twenty eight days' notice, but extraordinary Steering Committee Meetings may be convened by giving not less than 48 hours' notice if the interests of the Project would in the opinion of a Representative be likely to be adversely affected to a material extent if the matters to be addressed at such Steering Committee Meeting were not dealt with as a matter of urgency.
- 4.9 Each notice convening a Steering Committee Meeting shall contain an agenda specifying in reasonable detail all the matters to be discussed at the meeting and shall, where appropriate, be accompanied by any relevant paper for discussion at the meeting.
- 4.10 No business shall be transacted at any Steering Committee Meeting unless a quorum is present. Subject to clauses 4.6 and 4.7, a quorum shall be present where each Party is represented at the commencement of and throughout such Steering Committee Meeting.
- 4.11 If a quorum is not present within half an hour from the time appointed for the meeting, or if during the meeting a quorum ceases to be present, the meeting shall stand adjourned to the same day seven days later at the same time and place unless otherwise agreed by the Steering Committee. If at an adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the meeting shall stand adjourned to the same day seven days later at the same time and place unless otherwise agreed by the Steering Committee. If a quorum is not present at a meeting within 3 months of the date of the first adjourned meeting this Agreement shall terminate in accordance with the

provisions of clause 12.3. Notice of a meeting adjourned for absence of a quorum shall be given to all Representatives.

- 4.12 The Representatives shall as soon as reasonably practicable following the date of this Agreement appoint from amongst their number a Representative who shall act as Chair of the activities of the Steering Committee (the "**Chair**") or unanimously elect a Chair who is not a representative. The Representatives shall from then on appoint a Chair each year on the anniversary of the Chair's first appointment until termination of this Agreement.
- 4.13 The Steering Committee shall, from time to time, appoint an individual of its choosing for the purpose of administering the Steering Committee (the "**Project Secretary**"). The Project Secretary may be appointed from among the Representatives.
- 4.14 The Project Secretary shall:
 - 4.14.1 take and keep minutes of all decisions made at each Steering Committee Meeting and, after each meeting, promptly provide copies of such minutes to all Parties; and
 - 4.14.2 perform the matters assigned to him or her by the Steering Committee from time to time.

5. **DECISIONS OF THE STEERING COMMITTEE**

- 5.1 Except as expressly contemplated to the contrary in this Agreement, decisions taken by the Steering Committee will be taken on the basis of each Party having one vote notwithstanding the number of Representatives present at a Steering Committee Meeting in respect of a Party.
- 5.2 Subject to clauses 5.4 below, all decisions of the Steering Committee put to the vote shall be approved if supported unanimously by the Parties present at the meeting.
- 5.3 The scope of this Agreement and the authority conferred on the Steering Committee by this Agreement shall not extend to any decision relating to the acquisition (by way of freehold, leasehold or otherwise) or disposal (by way of sale, transfer, assignment, lease, tenancy, charge, mortgage or holding on trust) of land by a Party.
- 5.4 The Middle Level Commissioners shall not be entitled to vote on any proposed resolution or decision of the Steering Committee where such resolution or decision would result directly in expenditure being incurred by a Party in relation to the Project.

6. **WORKING GROUP FORMATION**

- 6.1 The Steering Committee shall be entitled to appoint a working group or groups consisting of one or more Parties and may delegate any aspect of the Project to any such working group provided that the constitution of any such working group shall include the Project Manager or his designated representative. Any such delegation may be made subject to any conditions the Steering Committee may impose. A working group shall otherwise co-ordinate its affairs in such manner as it thinks fit, save that it shall have no authority to commit any Party or the Steering Committee to enter into any legal

commitment and/or incur any cost expense or liability on its behalf without the express prior unanimous approval of the Steering Committee.

- 6.2 Any working group formed under clause 6.1 will regularly report back to the Steering Committee or at such intervals as the Steering Committee may direct.
- 6.3 The Steering Committee will constitute a forum to engage with stakeholders and interested parties in an advisory capacity.

7. **PROJECT MANAGER**

- 7.1 At the date of the agreement the Trust employs a Project Manager to manage the project (“the Project Manager”). For the avoidance of doubt the Trust is the employer of the Project Manager and is responsible for his/hers day to day management, health and safety, any insurance that is legally required, and ensuring payment of the Project Manager’s salary, expenses, costs, disbursements, income or other taxes, pensions, national insurance contributions and dues of any kind arising out of the employment or other engagement of the Project Manager.
- 7.2 The Steering Group may elect that a Party employ the Project Manager upon the same terms as clause 7.1 above and 7.5 below.
- 7.3 Entirely at its own discretion the employing organisation shall be entitled to replace the Project Manager at any time during the term of this Agreement so long as it bears any additional Project Management Costs or Project Costs and/or Obligation (detailed in clause 8 below) that the replacement of the Project Manager causes unless otherwise agreed by Steering Committee.
- 7.4 The Steering Committee will procure that Project Manager shall:
 - 7.4.1 lead the day to day management of the Project, including but not limited to the financial management of the Project;
 - 7.4.2 deliver to the Steering Committee, at such intervals as the Steering Committee may determine, such financial or management accounting information relating to the affairs of the Project as the Steering Committee may require; and
 - 7.4.3 such other information or reports as the Steering Committee may request from time to time.
- 7.5 The Trust (or such other party in accordance with Clause 7.2) shall procure that the Project Manager performs the matters assigned to him by the Steering Committee from time to time.
- 7.6 The Project Manager shall report regularly to the Steering Committee with updates on the Project at such times and in such manner as the Steering Committee may decide from time to time.

- 7.7 The Project Manager shall have no authority to commit any Party to enter into any legal commitment on his/her behalf without the express unanimous approval of the Steering Committee.

8. **PROJECT MANAGEMENT COSTS**

- 8.1 Subject to clause 8.5 and 8.8, all costs, fees and expenses properly incurred in accordance with the terms of this Agreement by the Steering Committee, or any of its member organisations, or any working group (including, without limitation, the Project Manager's salary, and all costs, fees and expenses related to any independent provider of professional or other services to the Steering Committee or any working group, but specifically excluding any payment for personal injury, unfair dismissal, wrongful dismissal or any claim relating to discrimination of any kind and any claim relating to the Project Manager terms of employment) in connection with the management of the Project ("**Project Management Costs**") will be shared equally by the Parties (other than the Middle Level Commission).

- 8.2 Each Party (other than the Middle Level Commissioners) hereby agrees, by way of an initial contribution towards the Project Management Costs, to commit £20,000 each, which amount shall be paid within 28 days of the date of this Agreement to the Trust and held on trust by it for the sole purpose of such contribution being applied to discharge the Project Management Costs.

- 8.3 In the event of the cessation of the employment of the Project Manager necessitating a payment by the Trust over and above a final salary payment (the "Severance Package") then if such cessation is as a result of the termination of this Agreement (howsoever determined) or as a result of any decision of the Steering Committee then the costs of the Severance package will be regarded as Project

Management Costs with (in the case of a Project Manager who was an employee of the Trust prior to 1st April 2001) a contribution from the Trust commensurate with its legal obligations as an employer for the period prior to 1st April 2001.

- 8.4 Within 30 days of the commencement of each financial year, each shall contribute £20,000, or such other amount as the Steering Committee may unanimously agree from time to time, towards Project Management Costs, which amount shall be paid to the Trust and held by it on the basis stated in clause 8.2. For the purposes of this clause 8.4 and 8.4, unanimity shall be construed to exclude the Middle Level Commissioners who shall not be entitled to exercise any vote in relation to the matters contemplated by this clause 8.4.

- 8.5 All Project Management Costs shall be subject to an annual budget which shall require the approval of the Steering Committee in accordance with clause 4.

- 8.6 The Parties acknowledge that in addition to the contributions contemplated in clauses 8.2 and 8.4, further funds may be necessary from time to time to fund Project costs and each Party may commit and pay such further funds from time to time as the Steering Committee may unanimously agree and as may be required to discharge the additional Project costs.

- 8.7 None of the Parties, Representatives, the Steering Committee or any working group formed shall bind or otherwise commit the credit or capital of another Party or otherwise be obliged to provide security or guarantees in relation to the Project (including Project costs).
- 8.8 The Middle Level Commissioners shall be under no obligation to make any contribution towards the Project Management Costs as contemplated in this clause 8.8.
- 8.9 In the event that unanimity of the Steering Committee cannot be obtained as to decisions in relation to Clauses 8.3 and 8.4 then this Agreement shall automatically terminate.
- 8.10 In the event that the Trust, with the prior unanimous approval of the Steering Committee, enters into a contract, agreement or ongoing obligation for the furtherance of the Project (an "Obligation") and where ongoing costs of such Obligation are being borne as part of the Project Management Costs, then:
- 8.10.1 the other Parties (other than the Middle Level Commissioners) covenant with the Trust to indemnify it against any ongoing liability in such Obligation; and
- 8.10.2 such indemnity shall continue, following the termination of this Agreement
- in each case, any contribution required under this clause shall be borne by the relevant Party in the same shares as their initial contribution to the Project Management Costs for such Obligation.
- 8.10 The Trust shall keep and maintain full and accurate records and all receipts showing how the Parties' contributions to the Project have been paid on the Project Management Costs describing such items in sufficient detail to enable the Parties to identify them.
- 8.11 Where any item referred to in clause 8.10 is purchased partly with the Parties' contributions and partly with money from other sources, the records shall clearly indicate the proportion of the purchase price of that item which is attributable to the Parties' Contributions.
- 8.12 The Trust shall preserve all the records referred to in this clause 8.10 & 8.11 for until such time as the all of the Parties notify the Trust that such records (or any of them) can be destroyed, or for five years after the agreement comes to an end.

9. **PROVISION OF SERVICES**

- 9.1 The Parties acknowledge that their respective participation in the Project arises from the unique contribution a Party is able to make to facilitate successful delivery of the Project.
- 9.2 Subject to a Party's statutory duties and due process, each of the Parties accordingly agree in good faith to contribute or procure the contribution of such services or assistance that are within its power or control as may be necessary or desirable to promote the success of the Project and, if requested by the Steering Committee, to bring to bear such powers and authority as may be reasonable to promote the success of the Project.

- 9.3 No Party shall be obliged to second personnel to the Project other than on terms as may be agreed by a seconding Party and the Party requesting the support of a secondee.

10. FULL DISCLOSURE

Each Party intends, in good faith, to disclose to the other, information it may have which is material in connection with the Project, but no Party shall be responsible to the other, whether through negligence or for any other reason of any nature whatsoever, except fraud, for any failure to disclose any such information, or for any mistake, misrepresentation or omission in such information.

11. NEW PARTIES

- 11.1 Subject to the prior unanimous approval of the Steering Committee, the Parties may include additional third parties in the co-ordination of the Project under the terms herein ("**New Parties**").
- 11.2 The Steering Committee will procure that any New Party undertakes in writing in an addendum to the Agreement to be bound by the terms of this Agreement to the same extent as the Parties hereto and meet the associated legal costs

12. TERMINATION

- 12.1 The Parties may, by a vote of the Steering Committee in accordance with clause 5.2, terminate the involvement of any Party in this Agreement where such Party is in material or continuous breach of any of the provisions of this Agreement by giving 28 days' prior written notice to such Party. For the purposes of this clause 12.1, the Party being the subject of a vote (the "**Breaching Party**") contemplated by this clause shall not be entitled to vote on any such decision and the requirements of clause 5.2 shall be construed so as to exclude the Breaching Party.
- 12.2 The Parties may by a unanimous vote of the Steering Committee terminate this Agreement.
- 12.3 This Agreement shall terminate upon the date which is the earlier of:
- 12.3.1 termination of this Agreement by all Parties in accordance with Clause 12.2;
 - 12.3.2 the expiry of 5 years from the date of this Agreement (or such longer period as may be determined by the unanimous agreement of the Steering Committee).
 - 12.3.3 termination of this Agreement in accordance with Clause 4.11.
 - 12.3.4 a lack of a unanimous decision in accordance with Clause 8.8.
- 12.4 Save and except as otherwise provided herein, the provisions of Clauses 10, 13, 14, and 17 to 23 shall survive the termination of this Agreement, provided, however, that termination hereunder shall not relieve any Party of liabilities accrued under this Agreement prior to the date of termination, including any liability pursuant to Clause 8.9.
- 12.5 On termination of the Agreement, a statement shall be drawn up of the remaining funds held by the Trust pursuant to this Agreement, together with any outstanding liability of

the Trust in relation to the Project Management Costs and once such statement has been agreed between the Parties, the Trust shall reimburse the remaining monies to the contributing Parties, pro rata to their initial contributions.

- 12.6 Without prejudice to the rights and obligations of the other Parties to each other under this Agreement which shall continue, any Party (“the Withdrawing Party”) may withdraw from this Agreement by giving 3 months’ notice of termination to the Steering Committee together with a full explanation for the reasons for the termination. The remaining Parties will consider the impact of the withdrawal of the Withdrawing Party and decide upon appropriate action to maintain implementation of the Project. The remaining Parties will not be required to take on the responsibility or financial liability of the Withdrawing Party however should the remaining Parties choose to increase their contribution, financial or otherwise, then this will be reflected in an Addendum to the Agreement, signed by all the remaining Parties.

For the avoidance of doubt:

- 12.6.1 the provisions of clause 12.4 will apply to the Withdrawing Party as if the agreement had been terminated in accordance with clause 12.3; and
- 12.6.2 the Withdrawing Party will not be entitled to a return of any contribution made in accordance with clause 8 for the financial year in which they serve notice of their withdrawal.

13. **PUBLICITY**

- 13.1 Each Party agrees to be bound by a press and publicity protocol determined by the Steering Committee from time to time relating to the Project, the terms of this Agreement or activities under this Agreement, including the progress of the Project and any discussions with the other Parties, or others in connection with the Project. The Steering Committee may review the press and publicity protocol from time to time but shall do so at least annually.
- 13.2 Nothing in this Agreement shall restrict a Party from making any statement of disclosure that may be required by law or any applicable regulatory authority or stock exchange, or as may be required for tax or accounting purposes, provided that, such Party shall notify the other Parties in advance about the nature, content and timing of the disclosure.

14. **CONFIDENTIALITY**

14.1 **General**

Subject to clause 14.2, each Party shall treat as strictly confidential all information received or obtained as a result of entering into or performing this Agreement which relates to:

- 14.1.1 the provisions of this Agreement;
- 14.1.2 the negotiations relating to this Agreement (or any other document referred to herein);
- 14.1.3 the subject matter of this Agreement (or any other document referred to herein);
or
- 14.1.4 the other Parties.

14.2 PERMITTED DISCLOSURES

A Party may disclose information which would otherwise be confidential if and to the extent that it is:

- 14.2.1 required by the law of any relevant jurisdiction;
- 14.2.2 required by any securities exchange or regulatory or governmental body to which a Party (or any of its Affiliates) is subject or submits, wherever situated, whether or not the requirement for information has the force of law;
- 14.2.3 disclosed on a strictly confidential basis to the professional legal advisers, auditors and bankers of that Party including without limitation their agents and professional advisers;
- 14.2.4 disclosed on a strictly confidential basis to elected members, Board Members or officers of that Party or to elected members/officers of its Affiliates;
- 14.2.5 the information has come into the public domain through no fault of that Party;
- 14.2.6 the other Parties have given their prior written approval to the disclosure, such approval not to be unreasonably withheld or delayed;
- 14.2.7 required to enable that Party to enforce its rights under this Agreement; or
- 14.2.8 required to enable the registration of any interest in land at the Land Registry, provided that exempt information applications shall be made wherever practicable.

15. INTELLECTUAL PROPERTY

- 15.1 The Parties own the New IP Rights jointly in equal shares.
- 15.2 The Parties as joint owners shall:
 - 15.2.1 each be free to use of any New IP Rights for its statutory, teaching, research or other business purposes and shall be permitted to develop them further for such purposes, which shall not include commercial purposes, and to sub-licence them to others on a non-exclusive basis for those purposes. Any use or sub-licensing of the New IP Rights by the owning Parties for commercial purposes shall be subject to the separate agreement between the owning Parties which if

agreed shall be on fair, reasonable and non-discriminatory terms and subject to reasonable revenue sharing arrangements;

- 15.2.2 agree between them whether applications for protection of Intellectual Property Rights shall be filed and the sharing between them of the costs of the processing of all applications for such protection for the New IP Rights; and
- 15.2.3 share between them all income generated from the commercial exploitation of the New IP Rights, after deduction of any costs incurred for protection or use of the New IP Rights in equal shares.
- 15.3 The Parties shall do all things reasonably necessary to vest ownership of the New IP Rights in the owners in the manner set out in this clause 15.
- 15.4 All Intellectual Property Rights which a Party introduces to or utilises in connection with the Project for the purposes of the Project whether such Intellectual Property Rights owned by or licensed to that Party (“**Background Rights**”) will remain the property of the owner of those rights. Each Party grants to each other Party subject to clause 15.6 a perpetual, royalty-free and charge-free (except where it is not able to do so and makes such declaration in accordance with clause 15.5, worldwide non-exclusive and non-transferable licence to use such Background Rights only insofar as is necessary for the purposes of the Project, the carrying out of this Agreement, and the use of the New IP Rights in accordance with this clause 15.
- 15.5 Without prejudice to the generality of clause 15.4, a Party may charge a reasonable royalty and/or impose restrictions for use of Background Rights only where that Party is itself subject to such obligations to a third party and only where the Parties have agreed in writing in advance of provision of those Background Rights a fair, reasonable and non-discriminatory fee for the use of them.
- 15.6 At the termination of this Agreement or should the relevant party withdraw from this Agreement each Party shall return all property in which Background Rights subsist to the Party introducing them to the Project. No such property or copies of it shall be retained other than where ongoing possession is required in order to use the New IP Rights as permitted by this Agreement.
- 15.7 Each Party warrants to each other Party and will warrant at the time of each such provision that to the best of its knowledge, information and belief at the time of provision none of the Intellectual Property Rights, the Background Rights and New IP Rights provided by that Party will be in breach of any third party’s Intellectual Property

Rights and it shall indemnify the other Parties against any loss, liability or costs arising from third party claims in respect of any such breach whether actual or alleged.

15.8 The Parties shall procure from its employees, agents and contractors that the other Parties have the benefit of the licence in respect of all relevant Intellectual Property Rights in accordance with this Condition 15.

15.9 For the avoidance of doubt no steps taken to protect the New IP Rights shall amend a Party's rights to use the same as set out in this Agreement.

16. **THIRD PARTY RIGHTS**

A person who is not a Party to this Agreement has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Agreement.

17. **RELATIONSHIP OF PARTIES**

17.1 Except to the extent expressly stated to the contrary, no Party to this Agreement is (and this Agreement shall not constitute any Party) the partner or agent of any other, and no Party is authorised to bind any other Party or incur liabilities on its behalf.

17.2 This Agreement is not intended to and shall not be construed as creating any joint venture, partnership or other form of business association between the Parties nor shall anything in this Agreement be construed as providing for the share of profits or losses arising out of the efforts of the Parties.

18. **NO CONSEQUENTIAL LOSS**

No Party shall be liable to any other for any loss of profits, loss of goodwill or any other indirect, consequential or special loss or damage of any nature whatsoever and each Party hereby releases the others from any such liability.

19. **NO CONFLICTS**

19.1 The Parties acknowledge that:

19.1.1 Clifford Chance LLP has advised the Trust in connection with the drafting, negotiation and preparation of this Agreement;

19.1.2 Clifford Chance LLP and the individual lawyers involved in connection with the drafting, negotiation and preparation of this Agreement shall remain free to act in relation to the Project and on behalf of any project vehicle established in connection with the Project notwithstanding such involvement; and

19.1.3 Clifford Chance LLP is under no obligation to disclose to any Party any confidential information obtained from or disclosed by the Trust in connection with the drafting, negotiation or preparation of this Agreement.

20. **GENERAL**

- 20.1 This Agreement constitutes the entire agreement between the Parties concerning the subject matter of this Agreement and supersedes any previous agreement between or representation by any Party to another concerning the subject matter.
- 20.2 Each Party warrants and represents to the other Parties that it has the necessary capacity and authority to enter into this Agreement.
- 20.3 No variation of any of the terms of this Agreement shall be effective unless it is made or confirmed in writing and signed by or on behalf of each of the Parties.
- 20.4 No delay or forbearance of any Party in exercising any right under this Agreement shall affect the ability of that Party subsequently to exercise the right or to pursue any remedy, nor shall that delay or forbearance constitute a waiver of any other right.
- 20.5 This Agreement may be executed in any number of counterparts, each of which is an original and all of which together evidence the same agreement.

21. **NOTICES**

- 21.1 Any notice to be given under this Agreement shall be in English and made in writing.
- 21.2 A notice may be delivered personally to a Party's Representative, sent by pre-paid letter or delivered by courier, as per the relevant contact details in Schedule 2, or as per any contact details notified to the Parties from time to time in writing and any such notice should be marked for the personal attention of the Party's Representative.
- 21.3 A notice shall be deemed to have been received:
 - 21.3.1 if personally delivered, or delivered by courier, at the time of delivery to the recipient;
 - 21.3.2 if mailed, three working days, after the envelope containing the notice was delivered into the custody of the postal authorities;

except where, in the case of personal delivery or courier delivery, delivery occurs after 4 p.m. on a working day or on a day which is not a working day in the place of receipt, service shall be deemed to occur at 9 a.m. on the next following working day in that place, and for this purpose "working day" means a day on which the banks in that place are open for business in the ordinary course, other than Saturdays and Sundays.

22. **ASSIGNMENT**

No Party may assign any part of its rights or obligations under this Agreement.

23. **GOVERNING LAW AND JURISDICTION**

- 23.1 This Agreement shall be governed by and interpreted according to the laws of England and Wales.
- 23.2 The courts of England shall have exclusive jurisdiction to hear and determine any suit, action or proceedings, and to settle any disputes, which may arise out of or in connection

with this Agreement (respectively, "**Proceedings**" and "**Disputes**") and, for such purposes, each Party irrevocably submits to the jurisdiction of the courts of England.

23.3 Each Party irrevocably waives any objection which it might at any time have to the courts of England being nominated as the forum to hear and determine any Proceedings and to settle any Disputes and agrees not to claim that the courts of England are not a convenient or appropriate forum.

24. THE PARTIES' STATUTORY ROLE

24.1 Nothing in this Agreement shall prejudice or affect the Environment Agency's and/or Natural England's and/or Huntingdonshire District Council's exercise of its functions, duties, powers, rights, jurisdictions and obligations conferred, arising or imposed under any legislative provision, enactment, byelaw or regulation whatsoever.

24.2 Nothing in this Agreement shall operate as a statutory approval consent or licence from the Environment Agency and/or Natural England as may be required to effect the terms of this Agreement or achieve the objectives of the Project.

25. AUDIT

25.1 For the purposes of the relevant Party's audit only the Trust shall permit the Parties, the National Audit Office and/or anyone acting on behalf of any of them to have access at reasonable times to and take such copies as they think fit of any of the Trust's documents (whether in written or electronic format) (including, without limitation, accounts) that relate to the Project save where the documents are exchanges between the Trust and its professional advisers.

IN WITNESS WHEREOF, the Parties have entered into this Agreement on the date first written above.

EXECUTED by the Parties

Signed by [*insert name*])
a duly authorised)
representative of/for and)
on behalf of The Environment Agency:)

_____ Signature

Signed by [*insert name*])
a duly authorised)
representative of/for and)
on behalf of Huntingdonshire District Council:)

_____ Signature

Signed by [*insert name*])
a duly authorised)
representative of/for and)
on behalf of The Middle Level Commissioners:)

_____ Signature

Signed by [*insert name*])
a duly authorised)
representative of/for and)
on behalf of Natural England:)

_____ Signature

Signed by [*insert name*])
a duly authorised)
representative of/for and)
on behalf of The Wildlife Trust for)
Bedfordshire, Cambridgeshire, Northampton)
and Peterborough:)

_____ Signature

SCHEDULE 1

The Great Fen Project

The Great Fen Project was initiated in 2001 to reverse the historic loss of wildlife habitat in the Fens and particularly to halt the deterioration of the Woodwalton Fen National Nature Reserve (NNR) due to flooding and Holme Fen NNR due to over drainage. Detailed research concluded that acquiring and restoring a 3,700 ha wildlife habitat was most environmentally resilient and sustainable way of protecting the fragile wetland flora and fauna within these reserves and creating an inspirational place to visit.

The Great Fen Project will also create major access and tourism opportunities that will stimulate diversification in the economy, benefiting the communities in and around the project area.

The Project encompasses an area of 3700 hectares to the east of the East Coast mainline railway, south of Peterborough (outlined on accompanying map). It lies entirely within the district of Huntingdonshire in Cambridgeshire. Within the core project area there are two National Nature Reserves. Woodwalton Fen and Holme Fen NNRs contain many species and habitats of conservation interest. Both are protected under UK legislation as Sites of Special Scientific interest. Woodwalton Fen is also recognised as internationally important for wildlife.

The Fens have been comprehensively drained and are now dominated by arable agriculture. Farming remains an important sector in the Cambridgeshire rural economy but the almost wholesale conversion of the fens to agriculture has created issues that need addressing. Over 99% of the original fen wetland habitats have been lost and remaining sites are small and in danger of long term decline due to a range of factors such as,

- immediate external impacts e.g. drainage and chemical spray drift,
- management of water levels for farming,
- habitat fragmentation which limits the mobility of wide-ranging species and threatens genetic integrity
- Effects of climate change which may cause changes to habitats and species which are unlikely to sustain their present levels in small and fragmented sites.

Woodwalton Fen is used as a flood storage facility for the Middle Level system. The occasional flooding it receives is now thought to be having a long-term detrimental impact on the site and must therefore be addressed. Conversely, Holme Fen is very dry because drains that serve farmland to the west flow through the reserve to a drainage pump in the east. Consequently the most south-easterly raised bog in England at Holme Fen is drying out and in danger of eradication.

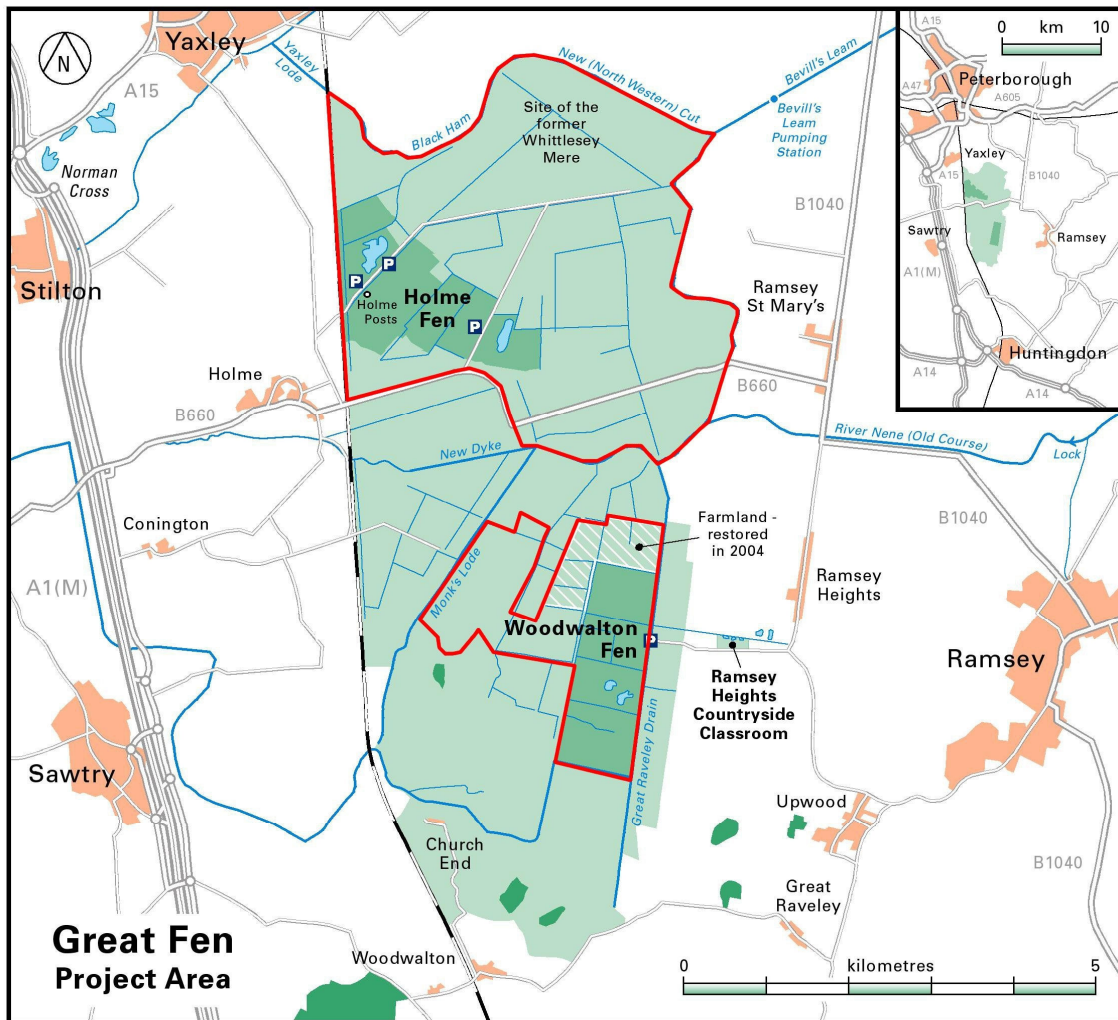
Small sites that are widely separated from comparable neighbours cannot conserve species and habitats as well as larger sites can. There is general agreement that climate change will exacerbate this problem, as species may need to adapt to changes by moving to areas of suitable climate to survive.

In addition to wildlife impacts, the fens landscape provides little opportunity for outdoor recreation and access via footpaths is more limited here than elsewhere. The number of people living in the area is increasing year on year, placing more pressure on existing facilities.

Peterborough continues to expand, including a new township at Hampton, bringing the city to the doorstep of the Great Fen project area and in Huntingdonshire developments at Yaxley and Huntingdon are also close by. The Great Fen Project will address these issues by enlarging and connecting the nature reserves, restoring habitats and creating new access to the countryside for all to enjoy.

It will also be an important stepping stone to enable linkages to other initiatives in the area such as the South Peterborough Green Parks. Together these will form one of the most important integrated landscape-scale initiatives anywhere in Europe.

Arable farming relies on the fertile, peaty soils found in the Fens for growing profitable crops such as sugar beet and potatoes. This type of farming depletes the peat resource and once the peat has been completely lost only combinable crops (such as wheat and barley) will be able to be grown. Current estimates suggest much of the peat in the Great Fen area could be exhausted within 100 years. The Great Fen Project will halt this depletion and offers the opportunity for sustainable social and economic development, combining nature conservation, public access and potential economic activities such as reed cutting or livestock management. Beyond the boundaries of the Great Fen there will be opportunities to meet the needs of the project and its visitors, extending the economic benefits across a wider area.



SCHEDULE 2

Party Contact Details and Steering Committee Representatives

Party	Steering Committee Representatives	Address	Telephone / Facsimile	E-mail Address
The Environment Agency	[name 1] and [name 2]	[Rio House, Waterside Drive, Aztec, West Almondsbury, Bristol, BS32 4UD]	Tel: [•] Fax: [•]	[•]
Huntingdonshire District Council	[name 1] and [name 2]	[Pathfinder House, St Mary's Street, Huntingdon, Cambridgeshire, PE29 3TN]	Tel: [•] Fax: [•]	[•]
The Middle Level Commissioners	[name 1] and [name 2]	[Middle Level Offices, Dartford Road, March, Cambridgeshire, PE15 8AF]	Tel: [•] Fax: [•]	[•]
Natural England	[name 1] and [name 2]	[1 High Street, East Parade, Sheffield, S1 2ET]	Tel: [•] Fax: [•]	[•]
The Trust	[Nicholas Hammond] and [name 2]	[The Manor House, Broad Street, Great Cambourne, Cambridge, CB23 6DH]	Tel: [•] Fax: [•]	[•]

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OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING)

14TH JULY 2009

SCRUTINY OF PARTNERSHIPS (Report by the Head of Democratic and Central Services)

1. INTRODUCTION

- 1.1 The purpose of this report is to provide the Panel with background information on the areas that fall within its responsibility before it commences scrutiny of Huntingdonshire Strategic Partnership.

2. HUNTINGDONSHIRE STRATEGIC PARTNERSHIP

- 2.1 The Panel was advised at the last meeting that the Local Government and Public Involvement in Health Act 2007 Act has introduced requirements for local authorities to scrutinise strategic partnership working. In Huntingdonshire the structure that appears at Appendix A has been adopted by the Huntingdonshire Strategic Partnership. The Strategic Partnership itself is to be held to account through the full Council. Following completion of the Democratic Structure Review each of the three new Scrutiny Panels has been given responsibility for scrutinising the Strategic Partnership's thematic groups. The Environmental Well-Being Panel will scrutinise the Environment and the Growth and Infrastructure thematic groups of the Strategic Partnership.

- 2.2 By way of background the Huntingdonshire Sustainable Community Strategy 2008 – 2028 is reproduced at Appendix B. This document contains outcomes and objectives that it is intended the thematic groups will work towards achieving. Each strategic theme has its own delivery plan. These identify measures and targets.

- 2.3 The precise mechanism through which scrutiny of the thematic groups will take place has yet to be finalised. It is suggested that a joint event involving representatives of Overview and Scrutiny and of the Strategic Partnership is held in order for both parties to understand each other better and to devise a way of working together. The delivery plans and progress towards their achievement will be a good starting point for scrutiny. These could form part of the discussions at the joint event.

- 2.4 In addition, Scrutiny Officers from all local authorities in Cambridgeshire have been planning a County-wide conference specifically on scrutiny of partnerships. This will be held on 7th September 2009. Further details appear at Appendix C. It will cover national developments in partnership scrutiny, the local picture and aims to identify issues that will form the basis of scrutiny subjects for all of the local authorities involved. The number of places available will be limited and will be allocated on a first come, first served basis.

3. CONCLUSION

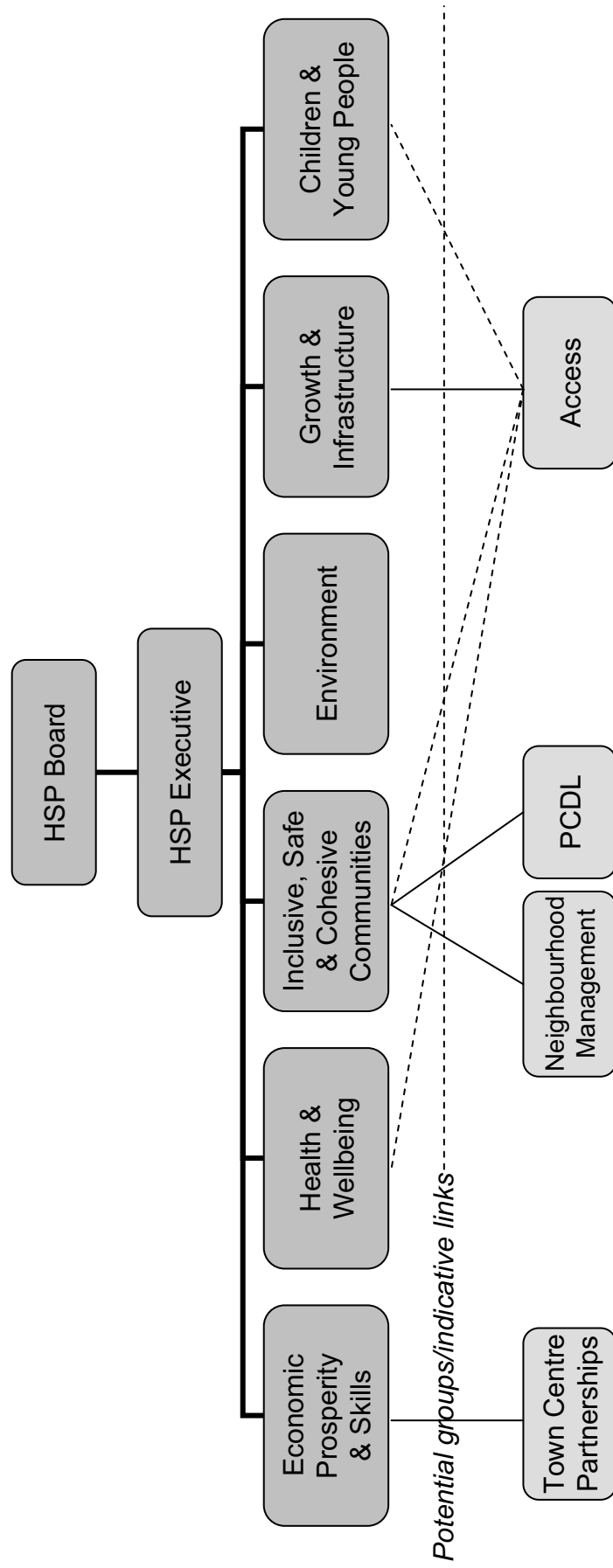
- 3.1 Scrutiny of the Strategic Partnership is one of the new roles that the Scrutiny Panels are taking on in the current Municipal Year. Members are invited to consider the attached documents as they relate to their remit and to discuss potential subjects and mechanisms through which scrutiny might proceed.

BACKGROUND PAPERS

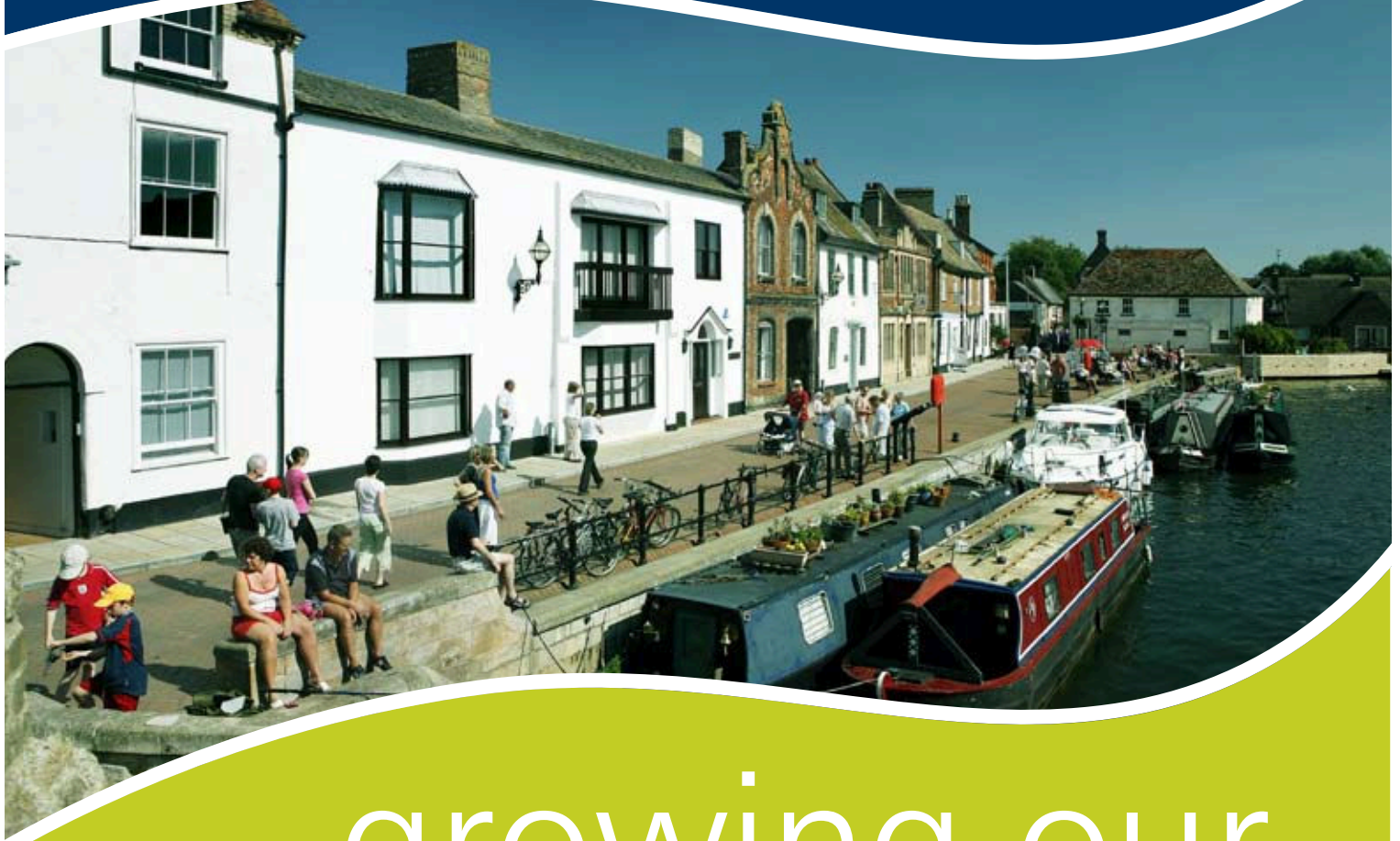
Huntingdonshire Sustainable Community Strategy 2008 – 2028.

Contact Officer: A Roberts (01480) 388015

HSP Structure



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growing our communities

HUNTINGDONSHIRE SUSTAINABLE COMMUNITY STRATEGY 2008 - 2028



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What is the Huntingdonshire Strategic Partnership?	Page 6
What is a Sustainable Community Strategy?	Page 8
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Strategic themes, outcomes and objectives	
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● Environment	Page 23
● Children and young people	Page 25
● Inclusive, safe and cohesive communities	Page 27
● Economic prosperity and skills	Page 29
Implementing and reviewing the Sustainable Community Strategy	Page 32

For a full list of partners involved in the Sustainable Community Strategy, please see back page.



Introduction

I am delighted to present our Sustainable Community Strategy to you on behalf of the Huntingdonshire Strategic Partnership.

The strategy has been developed through a partnership of senior representatives from organisations including Cambridgeshire County Council, Huntingdonshire District Council, NHS Cambridgeshire, Cambridgeshire Police, town and parish councils, local businesses, the voluntary sector and Huntingdonshire Regional College. These agencies provide important services to the public such as health care, community safety, transport, education, environmental protection, leisure, economic development and planning.

The strategy is based on what people who live and work in the district have told us is important to them, both now and in the future. It sets out a shared long term vision for Huntingdonshire for the next 20 years (2008 - 2028).

By working together to deliver the ambitions outlined in the strategy, we will aim to make a real difference to the lives of people who live and work in Huntingdonshire.

Our aim is:

- to ensure Huntingdonshire is a place where current and future generations have a good quality of life;
- to enable people to make the most of opportunities that come from living in a growing and developing district;
- to ensure people enjoy the benefits of continued economic success; and
- to provide access to suitable homes, jobs, shops, services and things to do.

Councillor I Bates
Chairman of Huntingdonshire Strategic Partnership
Leader of Huntingdonshire District Council



What is the Huntingdonshire Strategic Partnership?



The Huntingdonshire Strategic Partnership is one of five local strategic partnerships across Cambridgeshire. The partnership involves representatives from Cambridgeshire County Council, Huntingdonshire District Council, NHS Cambridgeshire, Cambridgeshire Police, town and parish councils, the Environment Agency, Huntingdonshire Regional College, local businesses, the voluntary and community sector.

All of these organisations have teamed up to work together more effectively to improve the quality of life for the people of Huntingdonshire. They do this by combining their activities to make the best use of resources and sharing knowledge and expertise. Their vision will be delivered through the Sustainable Community Strategy.



What is a Sustainable Community Strategy?

Huntingdonshire's Sustainable Community Strategy shows how we will build a better future for Huntingdonshire. It reflects key district, regional and sub-regional strategies, specifically the Local Development Framework which will be the delivery mechanism for the spatial elements of the strategy. The complete list of documents that underpin the strategy can be found on the Huntingdonshire District Council website at huntingdonshire.gov.uk under the Huntingdonshire Strategic Partnership section.

It is based on a collective understanding of the current and future needs of Huntingdonshire, public consultation and the aspirations and priorities of those who live and work in the district.

The strategy is organised under six strategic themes:

- Growth and infrastructure
- Health and wellbeing
- Inclusive, safe and cohesive communities
- Economic prosperity and skills
- Environment
- Children and young people

For each theme, a series of outcomes (what we want to achieve) and objectives (how we will go about achieving the outcomes) have been identified. These outcomes and objectives will enable the partnership to address common priorities, set clear goals and share responsibility.

Each of the strategic themes has a five year delivery plan which will detail how the outcomes and objectives will be achieved. The delivery plans will have annual targets that will be reviewed each year.



What does Huntingdonshire look like today?

Huntingdonshire is a large district characterised by four market towns which act as service centres for surrounding villages. The district's towns, villages and countryside offer diverse and attractive environments in which to live and work, each having their own distinctive character.

The population is currently around 166,000 people, with approximately half living in the four market towns of Huntingdon, St Neots, St Ives and Ramsey and the remainder in almost 100 villages. A number of large villages – key settlements - act as local service centres for surrounding areas, and there are also numerous smaller villages and hamlets.

The southern part of the district, including the towns of Huntingdon, St Neots and St Ives fall within the Cambridge sub-region and looks to Cambridge for many of the higher order services, while the northern part of the district is influenced by Peterborough.

The district has experienced considerable pressures for growth. Since the 1960s there has been rapid and extensive building of new houses. While the local economy has developed, the number of jobs has not matched population growth associated with new houses. As a result there is a net out-commuting pattern. Similarly the development of facilities, services and local infrastructure has been outstripped by population growth.

The district lies within the London/Stansted/ Cambridge/Peterborough growth area within the East of England Region. New development will generate additional demands on the district's physical and social infrastructure. A key challenge will be timely provision of adequate and appropriate new infrastructure to meet these demands. This is essential to create balanced, sustainable communities.



Sustainable communities in Huntingdonshire

What is a sustainable community?

Sustainable communities are places where people want to live, work and spend time, now and in the future. They meet the diverse needs of existing and future residents, and provide a good quality of life.

Eight key components of a sustainable community are:

- active, inclusive and safe
- well run
- environmentally sensitive
- well designed and built
- well connected
- thriving
- well served
- fair for everyone

The extent to which Huntingdonshire meets these key components is shown in the following pages.



Active, inclusive and safe

Fair, tolerant and cohesive with a strong local culture and other shared community activities

Perceptions of community identity and belonging in Huntingdonshire are generally high. However, perceptions of strong community identity and belonging tend to be higher in communities where there is good access to facilities and services. Rural areas and the more deprived communities are more likely to feel a lower sense of identity and belonging.

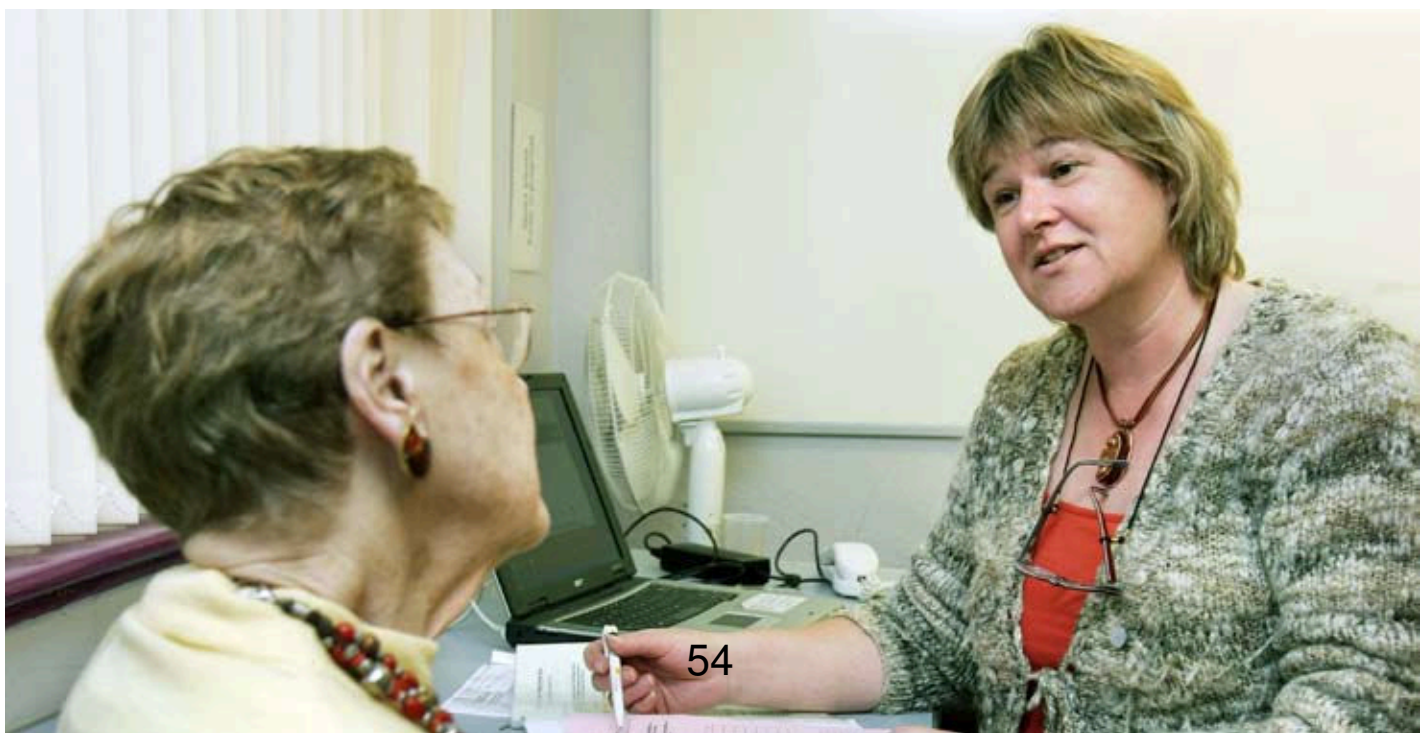
Huntingdonshire is generally a safe place with a low level of crime. However, there are some communities where crime and anti-social behaviour is relatively high.



Well run

With effective and inclusive participation, representation and leadership

There are some well established consultation and participation activities across Huntingdonshire, both seeking general perception views and service specific. However, there is not always a consistent approach and there is a need to establish effective feedback mechanisms. Working closely with the three tiers of local government, engaging communities and neighbourhoods and listening and communicating with residents will increase involvement in decision making and ensure that their views are used to improve services and inform the development of policies.



Environmentally sensitive

Providing places for people to live that are considerate of the environment

Huntingdonshire is at the heart of the East of England Growth Agenda and, as a result, we need to ensure that the development of places for people to live, work and visit enhances, rather than degrades our environment.

On a global scale there has been a growing realisation that the way we currently live our lives is unsustainable. In other words we are living beyond our means. Perhaps the greatest threat to our environment is that of climate change.

In order to address this global issue, we must act locally. Work is underway in Huntingdonshire to reduce emissions of carbon and other greenhouse gases and develop a long-term strategy to adapt to the climate change already taking place. As one of the lowest lying and driest parts of the country, the local consequences are likely to include increased risk of flooding and further stress to water resources.

Addressing the imbalance between our use of natural resources in building the new homes and services we require and the resulting waste produced, is a key challenge where progress is already being made. The protection and enhancement of Huntingdonshire's valuable natural environment and the maintenance of local distinctiveness are also vital to the development of a truly sustainable Huntingdonshire.

Well designed and built

Featuring quality built and natural environment

Huntingdonshire has a good built environment with a mix of quality historic and modern buildings. However a proportion of the housing stock does not meet modern standards for energy efficiency. Job growth has not matched housing and population growth and in addition there is a lack of affordable housing. The natural environment is varied and valued by local residents.



Well connected

With good transport services and communication linking people to jobs, schools, health and other services

Access to market towns and other service centres has relied on a high dependency on cars throughout Huntingdonshire's communities which in turn has contributed to congested main roads at peak times. The need for improvements in transport services, communication links and access to services has been accepted.

Thriving

With a flourishing, diverse local economy

Huntingdonshire has a strong and diverse local economy. To maintain this, jobs need to match the level of growth and skills for the future, particularly in key sectors, need to be achieved. The vibrancy of our town centres needs to match the demand of growth.

Well served

With public, private, community and voluntary services that are appropriate to people's needs and accessible to all

Huntingdonshire has an extensive range of public, private, community and voluntary organisations providing valued and essential services in many communities. Residents have high perceptions of local services - 84% of residents stated that they were satisfied with their local area as a place to live (residents survey 2008).

Fair for everyone

Now and in the future

Not everyone in Huntingdonshire has equal access to services or information. Huntingdonshire is made up of many different groups of people who have different needs and aspirations. It comprises many different communities; some of these communities represent a geographical location and others a shared interest of need. To make progress, resources must be targeted to meet the greatest need.





A vision for



Huntingdonshire



The Huntingdonshire Strategic Partnership is working together to achieve a long term vision for Huntingdonshire as a place where current and future generations have a good quality of life and can:

- make the most of opportunities that come from living in a growing and developing district;
- enjoy the benefits of continued economic success;
- access suitable homes, jobs, services, shops, culture and leisure opportunities;
- realise their full potential;
- maintain the special character of our market towns, villages and countryside; and
- live in an environment that is safe and protected from the effects of climate change and where valuable natural resources are used wisely.



Strategic themes, outcomes and objectives

Growth and infrastructure

New development will place additional demands on the district's physical and social infrastructure. Dealing positively with this growth will help to deliver sustainable communities. It is essential that growth is appropriately directed and opportunities are maximised. A key challenge for Huntingdonshire will be to ensure that the infrastructure, transport network and community/leisure facilities in new or expanded communities meet demand and that the growth in jobs matches new housing and addresses previous imbalances. In order to deliver sustainable communities it is also important that growth in housing maximises the opportunities for affordable homes.

What we want to achieve:

- Sustainable patterns of growth and development
- Sufficient housing to meet future needs
- Appropriate business infrastructure to support sustainable growth of the economy and reduce out-commuting
- An upgraded and managed transport network, including public transport to service existing and growing communities effectively and safely
- Enhanced market town centres that serve their surrounding area
- Appropriate flood risk management, sustainable water supply and sufficient provision of utilities, including the development of local renewable sources of energy
- Improved health, education/learning, training, community and leisure infrastructure and local and strategic open space through the appropriate provision of facilities to meet current and future needs
- New and upgraded homes and other buildings which are well designed, well maintained and contribute to lowering carbon emissions

How we will achieve this:

Sustainable patterns of growth and development

- Ensure appropriate policies and plans are in place to meet the infrastructure needs
- Ensure effective and realistic delivery plans are in place

Sufficient housing to meet future needs

- Ensure an appropriate supply of new housing to at least meet RSS targets
- Increase supply of affordable housing (including key worker)
- To reduce the occurrence of homelessness
- Provide accommodation for gypsies and travellers as required by the emerging policy in the Regional Spatial Strategy

Appropriate business infrastructure to support sustainable growth of the economy and reduce out-commuting

- Ensure land, premises and infrastructure are available for the development of key sectors to support economic growth, including:
 - High value manufacturing
 - Environmental, science and technologies
 - High tech industries such as telecommunications
 - Creative industries

An upgraded and managed transport network, including public transport to service existing and growing communities effectively and safely

- Enhanced strategic highway capacity and safety
- Improved public transport
- Enhanced physical integration of bus/train/taxi/cycle/ pedestrian services (including provision for people with mobility issues)
- Increased cycle and footway networks (particularly to key services in towns and villages)
- Develop improved access to services and facilities by community-based transport

Enhanced market town centres that serve their surrounding area

- Appropriate re-developed and new floor space to enable an improved mix of retail, leisure, commercial, cultural and public facilities
- Enhanced public realm
- Appropriate level of managed car parking

“We are very proud of the Reserve; it is a wonderful asset to the district, very popular with residents and visitors alike”

(Executive Councillor for Operational and Countryside Services, Colin Hyams)

Appropriate flood risk management, sustainable water supply and sufficient provision of utilities including the development of local renewable sources of energy

- Appropriate flood risk management measures in place
- Develop capacity for renewable energy
- Sustainable water supply
- Develop utility provision including ICT (Broadband capacity)

Improved health, education/learning, training, community and leisure infrastructure and local and strategic open space through the appropriate provision of facilities to meet current and future needs

Provide appropriate:-

- cultural, leisure and community infrastructure
- local green, recreational and open space
- networked strategic green open space
- health and social care infrastructure
- life-long education/learning and training facilities



New and upgraded homes and other buildings which are well designed, well maintained and contribute to lowering carbon emissions

- Ensure the building of new homes and commercial/public premises comply to zero carbon standards by 2016 and Lifetime Home Standards
- Improve energy and water efficiency of existing homes, commercial and public buildings
- Ensure design and location of public and community services as far as possible reduce carbon emissions
- Well maintained/decent homes
- Conserved heritage assets

"The Oxmoor Action Plan has transformed community space, and more importantly, resident's perceptions of where they live. This has given a very clear message to residents about the commitment our organisations have to working alongside the community to improve the area"
(Diane Lane, Neighbourhood Manager, Cambridgeshire County Council)

Oxmoor regeneration project

The new heart for Oxmoor plan established a new Oak Tree Centre, the result of a unique partnership between the district council, the Primary Care Trust and the doctors at the Acorn surgery, which the new health centre replaces.

Part of the scheme is a neighbourhood centre with smart new shops and community facilities. The scheme also includes 300 family homes; a mixture of low cost ownership and affordable rented housing. Improved green open spaces, including the Coneygear community park and environmental improvements, provide a cleaner, safer and greener environment for people to enjoy.



Paxton Pits Nature Reserve expansion

Paxton Pits Nature Reserve, which is managed by Huntingdonshire District Council, is set to more than triple in size. This will make the site one of Cambridgeshire's largest nature reserves. The nature reserve currently covers 192 acres and will expand to over 700 acres through the phased release of quarried land over the next 10 years. It currently attracts over 120,000 visitors per year, a figure that is expected to rise with the expansion.

Health and wellbeing

Promoting health and wellbeing, protecting health and intervening to improve health and high quality health care are key to maintaining sustainable communities. To achieve this, the partnership will need to address health inequalities, intervene to alter situations with negative health impacts, promote healthy lifestyles, ensure well maintained (decent) homes and provide/promote opportunities for active leisure and cultural activities.

What we want to achieve:

- Appropriate culture and leisure opportunities
- Reduced health inequalities
- Individuals choose healthy lifestyles
- Reduced accidents
- Increased opportunities for vulnerable people to live independently

How we will achieve this:

Appropriate culture and leisure opportunities

- Develop culture and leisure opportunities
- Provide accessible opportunities - things to do, particularly children and young people and those with disabilities
- Address play needs as identified in the Play Strategy
- Address culture needs as identified in the Cultural Strategy
- Promote awareness of active leisure activities
- Improve access to the countryside and green space
- Provide arts and entertainment including performance exhibition spaces
- Enhance access to heritage
- Provide good quality and quantity of leisure services including modernisation
- Ensure sufficient quality and quantity of indoor and outdoor sporting infrastructure

Disability Sports Programme

The Disability Sports Programme aims to increase the number of disabled people participating in sport and active recreation. Activities include holiday programmes, multi sport clubs, school events and festivals. The activities are delivered by the district council's leisure development team in partnership with the Hunts Disability Sports Forum, leisure centres, schools, and voluntary sports clubs.

Reduced health inequalities

- Narrow the gap of inequalities between areas in the district

Individuals choose healthy lifestyles

- Reduce the number of people who smoke
- Tackle obesity – improve nutrition and physical exercise in children and adults
- Promote active and healthy lifestyles
- Improve sexual health
- Promote mental health well being
- Reduce teenage conceptions

“The day was great fun and really made people feel included and accepted. Unfortunately the rain did cut the day short, but well done to everyone involved for organising such a great event.” (Outdoor festival July 08)

Reduced accidents

- Reduce workplace accidents
- Prevent falls by older people
- Prompt and efficient disabled facilities grants/adaptations

Increased opportunities for vulnerable people to live independently

- Promote the independence of older people
- Increase provision for homeless and young people
- Support the housing needs of other vulnerable groups where appropriate

"I thoroughly enjoy the walks and have regained a fitness level I thought I'd lost forever. As I don't feel comfortable walking alone, I sincerely hope the group walking continues."
(Annual Survey 2008)

Health Walks

Huntingdonshire Health Walks aims to increase the number of people walking across the district both independently and as part of the led walks programme. Approximately 40 walks per week are

delivered across Huntingdon, St Ives, Ramsey, St Neots and Yaxley. The programme is delivered by volunteers, managed by the district council's leisure development team and in partnership with NHS Cambridgeshire.



Environment

To effectively mitigate climate change, we must reduce emissions of carbon dioxide and other greenhouse gases. To achieve this we must influence the way energy is used and produced in the district. By focusing our efforts on vulnerable groups we help protect them from the impacts of fuel poverty. We must also focus on developing a more balanced transport system, with an emphasis on reducing travel demand and increasing sustainable modes of travel.

As climate change is inevitable, we need to consider how we can adapt to climate change by planning for changes in average weather and preparing for more extremes of weather. It is important that we make the most efficient use of natural resources such as water to prevent shortages and look at the environmental impact of the food and products we buy, while ensuring we continue to reduce the amount of waste we send to landfill.

It is also important to safeguard both the urban and rural heritage of the district, and our green and open space which is home to many species of plants and animals of international and national importance, as well as those which are characteristic of our district. We must ensure this environmental capital is available and accessible to present and future generations, while realising its economic potential for the benefit of visitors and residents.

We all have concern for our local environment – the places in which we live, work and play. We must maintain our local environment to a high standard, as a neighbourhood free of litter and graffiti, with adequate provision of quality open space and low fear of crime is generally considered to be a valuable environment in which to live.

What we want to achieve:

- Mitigate and adapt to climate change
- Efficient use of resources
- An environment that is protected and improved

How we will achieve this:

Mitigate and adapt to climate change

- Increase energy efficiency
- Encourage renewable energy
- Reduce travel and emissions to air
- Adaptation to climate change

Efficient use of resources

- Encourage sustainable purchasing
- Efficient water use
- Make the best use of land
- Reduce waste

An environment that is protected and improved

- Reduce contaminated and polluted land
- Protect and enhance biodiversity and open space
- Protect and enhance urban and rural character
- Maintain a clean and safe Huntingdonshire



"Countryside with abundant wildlife and pleasant places to walk is of prime importance to my quality of life."

Godmanchester Nursery Project

The Godmanchester Nursery Project is running as a pilot project.

The key areas of work are a tree nursery of local provenance, vegetable and orchard areas and greenhouses to provide some of Huntingdonshire District Council's own plant needs.

The nursery is managed by a part time member of Huntingdonshire District Council's staff and is supported by volunteers with various special needs.

Sustainable Homes Project

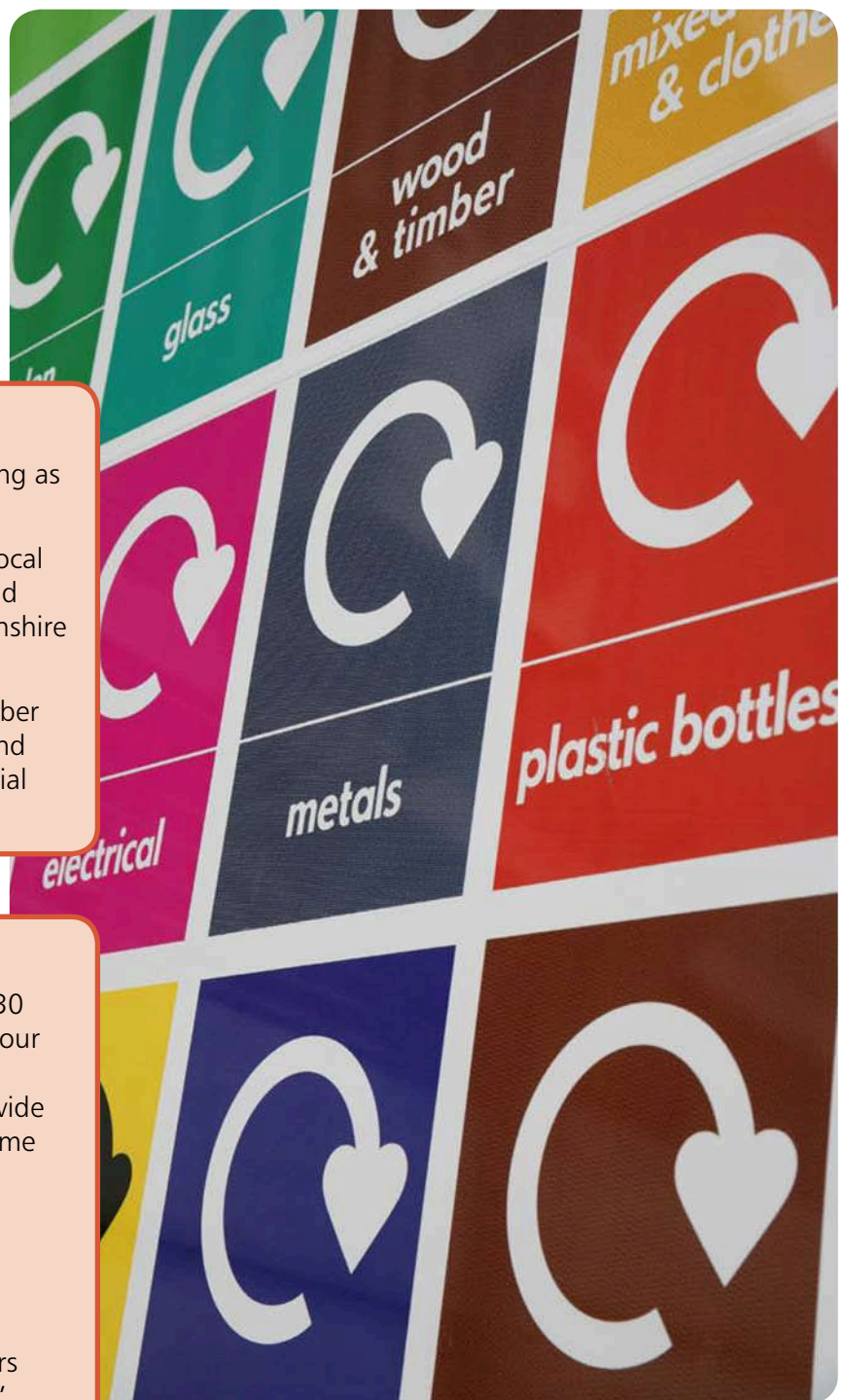
This project will involve the construction of 30 'exemplar' homes (a mix of two, three and four bedroom units) will take place enabling the development of a council owned site to provide affordable housing for rent and low cost home ownership.

The council will provide the land and the development will be required to achieve an overall minimum rating of 'four stars' under the Code for Sustainable Homes. Some of the properties will be accessible to developers and other interested parties and 'cost in use' studies will be conducted to demonstrate how sustainable construction can be achieved.

The development will maximise the level of energy efficiency achieved through sustainable design and construction.

The development will be required to demonstrate sustainability in accordance with the following design categories contained within the Code for Sustainable Homes;

- Materials
- Surface water run off
- Waste
- Pollution
- Health and wellbeing
- Management
- Ecology



"I would like to think I'm learning more about my own carbon footprint and how to therefore make my own contribution to the environment viable."
(Quotes from residents who completed the environment questionnaire)

Children and young people

Children and young people have played an integral part in identifying outcomes for this section of the strategy. A key challenge for Huntingdonshire is to ensure we continue to develop services that take into account children and young people's needs and preferences.

This strategy will provide the framework to ensure that there is sustained support for families and carers and tangible improvements for children and young people across Huntingdonshire.

What we want to achieve:

- Services that are designed and evaluated by children and young people
- Effective and sustained support is available for all parents and carers especially those that are vulnerable
- Safe, accessible, positive activities for children and young people
- A safe, clean environment for children and young people
- Positive images of children and young people
- Education and training opportunities for all children and young people

How we will achieve this:

Services that are designed and evaluated by children and young people

- Develop structures to facilitate children and young people's active involvement
- Encourage and support children and young people's active involvement in the implementation of the Sustainable Community Strategy
- Monitor the impact of children and young people's active involvement; ensure feedback and develop an evidence base

Effective and sustained support is available for all parents and carers especially those that are vulnerable

- Develop sustainable support for vulnerable parents/carers and families
- Develop frameworks for involving parents and carers in the delivery of services and monitor impact
- Develop a balance of one to one and group support

"I like the information centre – it's somewhere to go. I like the flexible attitude of the staff."



Safe, accessible, positive activities for children and young people

- Increase the range of opportunities for children and young people to meet in informal and safe environments
- Improve access to existing facilities
- Provide opportunities for leadership and volunteering and peer mentoring for young people

A safe, clean environment for children and young people

- Address fear of crime

Positive images of children and young people

- Bridge the generation gap
- Encourage positive images of children and young people

Education and training opportunities for all children and young people

- Raising the aspirations of children and young people
- Develop training and employment opportunities based on the needs of young people

A safe clean environment for children and young people

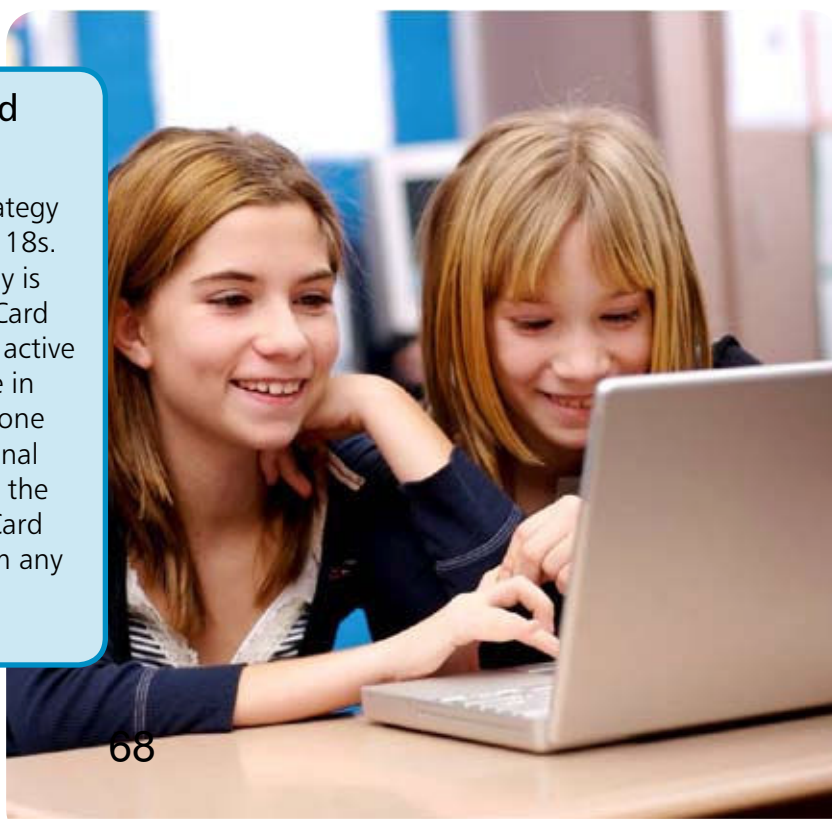
Huntingdon Network of School (HuntsNet) used year six representatives to lead a series of consultation projects with other young people in their school to find out their views on safe, clean parks and open spaces. A more in-depth project involving students studying their local parks and open spaces and identifying specific issues was carried out, and findings were presented to local councillors and officers. New actions taking place as a result of this work include:

- consideration of junior PCSO's
- consideration of placing contact information on litter bins so people can let us know when bins are full
- consideration of re-introducing signage at all of Huntingdonshire District Council's parks and open spaces (e.g. this park is owned and maintained by Huntingdonshire District Council).

"Experts coming in to talk to us about setting up my own business would be useful."

Services designed by children and young people

The Cambridgeshire Teenage Pregnancy Strategy aims to reduce conceptions amongst under 18s. One of the initiatives included in the strategy is the Cambridgeshire C-Card scheme. The C-Card provides access to free condoms to sexually active young people under 19 years. To participate in the scheme young people have to attend a one to one consultation with a trained professional who will assess their health needs and issue the C-Card if appropriate. Once they have a C-Card young people can access free condoms from any venues displaying the C-Card logo.



Inclusive, safe and cohesive communities

Huntingdonshire has relatively low levels of deprivation. However, there are some small pockets of deprivation that need to be addressed. Huntingdonshire also experiences relatively low levels of crime but, in order to make our communities 'safe', we need to reduce crimes such as burglary, violence against the person and acquisitive crime and address anti-social behaviour and reassurance. In order to create successful cohesive communities it is important to promote active communities with opportunities for cultural, leisure, community and volunteering activities. It is vital that we ensure the delivery of good transport services and communication, linking people to jobs, health facilities and other services, and that we ensure the availability of information, advice and guidance.

What we want to achieve:

- Accessible services for all
- Appropriate community transport
- Vibrant and cohesive communities
- Reduced anti social behaviour
- Reduced crime
- Reduced fear of crime
- Good opportunities for life long learning
- Effective neighbourhood management in appropriate communities
- Better working with young people
- Appropriate lifestyle opportunities for older people

How we will achieve this:

Accessible services for all

- Increase access to services
- Promote different ways of providing services in communities
- Ensure access to information, advice and guidance

Appropriate community transport

- Affordable transport for job seekers, young people and those on low incomes

Vibrant and cohesive communities

- Promote community based/run activities
- Promote community involvement
- Address the needs of migrant workers and non-settled communities including gypsies and travellers
- Address the needs of existing communities where a change in population occurs
- Engage with new and developing communities
- Provide specialist support



Reduced anti social behaviour (including criminal damage)

- Reduce alcohol related anti social behaviour
- Address anti-social behaviour
- Reduce vehicle related anti social behaviour

Reduced crime

- Reduce alcohol and drug misuse
- Reduce re-offending
- Reduce the incidences of violence against people including domestic violence

Reduced fear of crime

- Promote Safer by Design

Good opportunities for life long learning

- Support and increase the capacity of learning communities and facilities for out-reach learning
- Increase access to formal and informal learning opportunities
- Provide opportunities for family learning
- Address the lack of basic skills
- Promote opportunities for local people to improve or gain skills through cultural, leisure and volunteer activities

Effective neighbourhood management in appropriate communities

- Implement neighbourhood management in Ramsey, Oxmoor and Eynesbury
- Investigate neighbourhood management in other communities
- Promote the engagement of communities in the provision and running of services

Fusion

Fusion is a diversionary activity scheme held during the summer from 1pm–8pm during the week for young people aged between 11 – 21 years. The scheme is free of charge and welcomes young people from the Huntingdon area to participate in a variety of activities. The scheme operates from three sites and is run by the county council's Office of Children and Young People Services, with many partner agencies contributing by funding the project or through staff time. The scheme is an example of best practice and discourages young people from becoming involved in anti social behaviour.

Street style skate facility

After receiving complaints about young people skate boarding, in line skating and BMX riding in Huntingdon town centre, a piece of work was commissioned with the Youth Service by the Huntingdonshire Community Safety Partnership to work with these young people. As a result Hunts Skaters was formed. The group identified that they used the town centre to skate because they had nowhere else to go. Over five years £180k has been raised to build the first street style skate facility in the country. The facility is to be built in the Stukeley Meadows area of Huntingdon and will provide a facility that can be used by all age groups in a safe environment.

Better working with young people

- Engage with young people
- Reduce the risk of young people being victims
- Reduce the risk of young people perpetrating crime

Appropriate lifestyle opportunities for older people

- Provide opportunities for involvement in service design
- Provide opportunities for lifelong learning



Economic prosperity and skills

To maintain a flourishing and diverse local economy, it is vital that we increase investment. Dynamic job and business creation will benefit the local community and provide a wide range of employment opportunities. It is important that we maintain a high level of business support, promote the development of key growth sectors, maintain the economic viability and vibrancy of our town centres and ensure that skill levels support economic prosperity. Previously, housing and population growth has outstripped job growth and it is important that this imbalance is addressed to maintain and develop our flourishing economy.

What we want to achieve:

- A comprehensive level of business support
- An appropriate physical infrastructure to support sustainable growth of the economy
- Skills that support economic prosperity
- Vibrant town centres
- Increased visitor numbers
- Well developed key growth sectors

How we will achieve this:

A comprehensive level of business support

- Co-ordinate the delivery of advice and support for new start ups
- Ensure the availability of general business services and advice across the district
- Ensure specific business advice, for key growth sectors, rural businesses, young people, migrant workers and businesses looking to re-locate to Huntingdonshire
- Enable the growth of small and medium sized businesses
- Ensure appropriate (de) regulation
- Promote strong business to business networks
- Develop appropriate services and support for businesses already in the district and those looking to locate within Huntingdonshire

An appropriate physical infrastructure to support sustainable growth of the economy

- Improve public transport
- Improve transport networks for business
- Ensure land and premises for economic growth
- Improve ICT broadband/capacity

“The Economic Forum is working closely together in the true spirit of partnership to develop a comprehensive set of services for businesses in Huntingdonshire.”
(Huntingdonshire Chamber of Commerce)



Skills that support economic prosperity

- Meet skill shortages
- Address skills for the future, particularly in key growth sectors
- Maximise opportunities for workplace learning and training
- Promote learning and training opportunities for people in deprived communities and those who are long term out of work
- Seek investment opportunities for learning and skills development
- Increase retention of young people in learning and training
- Promote vocational opportunities for young people
- Ensure the readiness and transition of young people to work

Vibrant town centres

- Increase the number of people using town centres
- Encourage residents and businesses to buy local produce and services
- Increase the retail offer and mix
- Improve the evening economy
- Enhance town centre environments

creativeXchange

Creative Exchange is a unique office building located on land adjacent to a local secondary school in St Neots. It is the result of a partnership between the district council, Longsands College, the Department for Communities and Local Government and the East of England Development Agency. It is aimed at businesses within the creative industries, such as marketing and advertising, architecture, software development and fashion design.

The high specification, four storey, state of the art office building has a striking, unusual design and is set in mature parkland. A 'working garden' on the roof allows great views over the beautiful green space of Priory Park. It offers a choice of 14 enclosed units plus an open plan area with hot desks. Its environmental credentials are outstanding and it has been designed and built with future generations in mind.

"In spite of the current economic downturn Huntingdonshire still has a prosperous, vibrant economy which reflects the diversity of the area, making the district a better place to work, start a business and encourages a dynamic job market. The district has some of the largest market towns in Cambridgeshire containing a breadth of business sectors and types allied to great transport links which all contributes to the great potential that the area has."
(Steve Clarke, Business Link)



Increased visitor numbers

- Encourage local people to visit local attractions
- Encourage business visitors
- Market Huntingdonshire to prospective businesses
- Improve the mix of attractions, facilities and leisure opportunities
- Develop attractions and services for visitors, specifically overnight stay visitors

Well developed key growth sectors (creative industries, environmental science, technologies, high value manufacturing and hi-tech enterprise)

- Develop business support and promote training for individuals and businesses
- Improve the development of networks for collaboration and the fostering of supply chains
- Cultivate a dynamic cluster within each key sector
- Harness the world-class expertise of our key sectors and utilise for growth
- Encourage employment creation within each sector both in the market towns and rural areas of our district

“Across our market towns we have a framework in place which encourages close partnership working and delivers initiatives which address the individual needs of the towns.”

(Malcolm Lyons, Federation of Small Businesses)

Huntingdonshire Food Festival 2008

Huntingdonshire’s food and drink festival celebrated the array of good quality local food available in Huntingdonshire, with the aim of encouraging people to buy local produce and reducing their food miles to help the environment, as well as promoting a healthy diet.

The festival’s main event, Food Fest 08 was an outstanding success as crowds flocked to the Wood Green Arena where local producers and businesses exhibited their produce. A hog roast, real ales, special homemade fudge, organic vegetables and a wide selection of cheeses, meats and homemade breads were just some of the treats on offer.

Other festival events included The Huntingdonshire 2008 Food and Drink Awards, special menus at participating restaurants, the hunt for the best sandwich in Huntingdonshire competition and a young chef’s competition.



Implementing and reviewing the Sustainable Community Strategy

Underpinning each of the strategic themes is a delivery plan. Each delivery plan details how the outcomes and objectives will be achieved. The delivery plans will identify measures and targets so that achievement can be reported and reviewed by the Huntingdonshire Strategic Partnership.

For more information please visit www.huntingdonshire.gov.uk under the Huntingdonshire Strategic Partnership Section.







Partnership Scrutiny for Cambridgeshire

Monday 7 September 2009 10am - 4pm

**Cambridge Professional Development Centre
Trumpington CB2 9NL**

Aims of the conference:

- Provide an update on latest Scrutiny powers
- Build relationships between Scrutiny and partners*
- Inform Overview & Scrutiny work programming

Who should attend:

**Councillors, officers and partners* from across
Cambridgeshire**

*Partners include Fire, Health, Police and voluntary organisations

To book a place, please complete and return the reply slip below



Please return this slip to Tony Roberts.

Please reserve a place at the scrutiny conference on 7 September for:

Name:

Title:

Organisation:

Alternatively email Anthony.Roberts@Huntsdc.gov.uk

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OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING)

14TH JULY 2009

ADOPTION OF ROADS AND SEWERS (Report of the Working Group)

1. INTRODUCTION

- 1.1 This report contains the background to, the methodology used and the findings following completion of the study on the adoption of roads and sewers in Huntingdonshire.
- 1.2 The decision to undertake the study followed discussions by the former Overview and Scrutiny Panel (Service Delivery) on problems being reported by residents concerning delays in completing adoptions of roads. It was acknowledged that this is a national problem. The Panel decided to establish a Working Group to investigate the processes and procedures involved with a view to improving the speed of the adoption process. There have been changes to the membership of the Working Group since its establishment, with the current membership comprising Councillors J D Ablewhite, Mrs P A Jordan, M F Shellens, J S Watt and P K Ursell. Former Councillor D A Giles was appointed on to the Working Group and assisted with the investigations until April 2008 and the late Councillor Mrs C A Godley also participated in the study during its initial stages.
- 1.3 Councillor P K Ursell has declared a personal interest in the study by virtue of his employment with a local developer.
- 1.4 Discussions have been held with relevant District Council Officers and the Working Group is grateful to them for the support provided during the course of their investigations. Further details appear in section 3.

2. AIMS OF THE WORKING GROUP

- 2.1 The Working Group was originally tasked with undertaking a study on the process of adopting estate roads and sewers with an aim to put measures in place that could streamline the process and make the procedures more transparent, initially by investigating the feasibility and potential benefits of introducing a District-wide register of unadopted roads and sewers.
- 2.2 Having investigated the feasibility and utility of introducing a register of unadopted roads and sewers in the District, it has been concluded that this would not be appropriate given that the County Council already has a statutory duty to maintain a register of adopted roads, a register of unadopted roads would very quickly become out of date as new developments were completed and that maintenance of a register would have resource implications for the District Council. Nevertheless, the Working Group has acknowledged the importance of the principle that underlies such a register but it has been decided that it would be more appropriate to focus on ensuring that the necessary procedures are in place so that roads and sewers are adopted as soon as they become eligible under the respective statutory procedures.
- 2.3 In light of the above, the Working Group has undertaken comprehensive investigations into the existing processes and procedures for adoption, with a

view to making recommendations to improve upon the current systems and practices, and into the wider implications of these procedures.

3. WORKING GROUP ACTIVITIES TO DATE

3.1 The Working Group has met on a number of occasions and has been assisted in their deliberations by Councillor Peter Bucknell in his capacity as Executive Councillor for Planning Strategy and Transport. The following District Council Officers have been interviewed:-

- Mr Chris Allen – Projects and Assets Manager
- Mrs Heather Gilling – Communications and Marketing Manager
- Mr Steve Ingram – District Council's Head of Planning Services
- Mrs Lesley Kent – Land Charges Officer
- Mr Colin Mewdowcroft – Head of Law, Property & Governance
- Mr Andy Moffatt – District Council's Development Control Manager
- Mr Graham Shipley – Principal Building Control Officer

The Panel has also spoken to Mrs Sue Reynolds – Highways Development Control Manager, Cambridgeshire County Council.

3.2 In addition to interviewing the above Officers, the Working Group has undertaken comprehensive research in connection with the following:-

- Department for Environment, Food and Rural Affairs (DEFRA)
- Department for Transport (DFT)
- Anglian Water Authority
- District Council's Legal and Estates Division
- District Council's Environmental and Community Health Services Division
- District Council's Land Searches Section
- County Council's Transport Asset Management Section
- Home Insurance Providers

3.3 The section below summarises the Working Group's findings.

4. WORKING GROUP FINDINGS

4.1 As there had been a long standing agreement that the District Council would not scrutinise County Council services and *vice versa*, the Working Group initially decided to concentrate on the adoption of sewers. This is often (but not always) a necessary precursor to road adoption.

(a) Sewer Adoption

4.2 The Working Group has undertaken extensive research into the processes and procedures involved into the adoption of sewers, which is an important part of the study as Highways Authorities will not usually adopt roads until the associated sewers have been adopted by the body responsible for drainage. Common causes of delay in sewer adoption are as follows:-

- proposed deviations from the Sewers for Adoption Guide;
 - commencement of work by developers before technical approval has been received from the sewerage undertaker;
 - legal disputes and legal matters; and
 - developers being reluctant to complete remedial works once they have completed a site.
- 4.3 On the basis of their investigations the Working Group has expressed concern that homeowners are unaware of their current liability towards paying for drainage repairs to their property. It has become apparent that when land searches are submitted, the question of drainage is not automatically raised. The District Council's Land Charges Section have advised the Working Group that any matters relating to drainage are referred to Geodysys, a provider of land and property information for the East of England, which was established by Anglian Water in June 1997 to manage its water asset information and to provide water and drainage search services to all property professionals. Solicitors therefore have to request drainage searches at an additional cost of £36 - £51 to the client. While property deeds stating whether the owner of the property is responsible for the cost of maintaining the sewer that serves it, a suggestion has been made that Solicitors should be encouraged to advise clients to undertake drainage searches when purchasing properties in order that they are fully aware of the extent of their potential liability in this respect and are able to obtain appropriate insurance cover if it is deemed necessary.
- 4.4 The Working Group has made enquiries with home insurance providers to investigate whether policies cover drainage and sewerage repairs at a property. Advice has been received that policies are unlikely to provide cover for such repairs. This issue is also referred to within DEFRA's review of private sewers (see paragraph 4.9).
- 4.5 The Working Group has considered various estates in the District that have experienced sewerage problems in the past, namely Kings Road, Dukes Road, Queens Gardens and Regents Road, Eaton Socon and Christie Drive, Huntingdon. The Working Group had initially intended to conduct a site visit to the estates but concluded that little extra information would be gained from visiting the sites. The Working Group has obtained information from the District Council's Environmental and Community Health Services Division on the Council's powers to intervene in certain circumstances when drainage problems occur. In such cases, if the blockage is not cleared up within 28 days, the District Council may serve notice and carry out the necessary works. The cost of the works is recharged to the properties concerned or a charge is placed on the property. Although there are concerns over the 28 day period required before the District Council can intervene, the Working Group has nevertheless expressed their satisfaction that intervention processes are available and in place to address such issues as a last resort.
- 4.6 During the course of their investigations, it became evident to the Working Group that the estates referred to above had been constructed by public sector housing authorities but are now either privately owned or have been transferred to a registered social landlord. With regard to the latter, the Working Group has examined the terms of the Large Scale Voluntary Transfer agreement and has been advised by the District Council's Legal and Estates Division that the District Council still has a liability to pay for drainage repairs for social housing, should maintenance costs exceed a certain sum in

any year. Whilst Huntingdonshire Housing Partnership is liable for the initial costs of up to £65,000, over this figure the District Council would then be required to contribute up to a further £65,000 towards the cost of repairs. The Working Group has been advised that should total maintenance costs exceed the sum of £130,000 in any year, the District Council would still be liable, however, the matter would be referred to arbitration to establish who would be responsible for meeting the cost. The Working Group has been advised that these provisions will cease in 2015.

- 4.7 The Working Group has carried out investigations into the Protocol on Design, Construction and Adoption of Sewers in England and Wales which was introduced by DEFRA in 2002 and reviewed in 2005. The Protocol primarily intended to ensure that all new sewers constructed since then would be built to an adoptable standard. The 2005 review of the Protocol concluded that owing to the cost involved and a lack of legal powers to compel developers to construct sewers to an adoptable standard, sewers were still not being built to this standard. This point has further been reinforced by the District Council's Principal Building Control Officer, who has advised the Working Group that the Building Control Section are unable to enforce the standards to which sewers are constructed and that current Building Regulations allow developers to construct sewers to a standard that is lower than that required for adoption purposes. The Working Group was advised that one of the recommendations proposed within DEFRA's review of private sewers was that the Protocol should be made mandatory and incorporated within Part H of Building Regulations. The consultant appointed by DEFRA, W S Atkins, had established that only 1% of developments built after the publication of the Protocol were built in accordance within the terms outlined within the document.
- 4.8 It appears that water authorities see little benefit in adopting sewers and they are regarded as a financial liability. The Working Group has investigated the standards to which Anglian Water requires sewers to be constructed and have been advised that their standards are outlined within a publication entitled *Sewers for Adoption*. This guide specifies the industry standard and sets out the design standards and specifications, together with the procedure, legal arrangements and timescales for the adoption process. Additionally, the Principal Building Control Officer has advised the Working Group that the National House-Building Council (NHBC) standards for sewer adoption are not the same as those identified by Water Authorities. It has become clear to the Working Group that the existence of various protocols and standards have contributed towards the delay in the adoption process. At this point in the study the Working Group formed the view that more standardisation in this respect was required. Furthermore, in order to encourage water authorities to improve their own adoption procedures, the Working Group considered whether there would be merit in establishing a forum of local authorities to lobby water companies on this matter.
- 4.9 Whilst undertaking their investigations into sewer adoption, the Working Group was encouraged by an announcement made by DEFRA on 15th December 2008, which stated that from April 2011, responsibility for 200,000km of privately owned sewers and lateral drains in England would be transferred to statutory water and sewerage companies. This would mean that a total of 55% of private drainage would be under the direct control of water and sewerage companies. This decision had been reached following an extensive review of private sewers which had commenced in 2001, and had

been prompted by a consultation exercise in 2003. Having regard to the latter, the Working Group was advised that the District Council had submitted a response to the consultation, the content of which has been reviewed by the Working Group. DEFRA has advised that the cost of the transfer will be met by an increase in the sewerage element of bills, estimated to equate to £3 to £11 per year, dependent upon the sewerage company in question.

- 4.10 The Working Group has been advised that the Government intends to consult on draft regulations in Spring 2009 and to present them to Parliament in Autumn 2009. It is intended that the regulations will specify detailed arrangements for the implementation of the transfer. The Working Group are keen to raise the profile of the DEFRA announcement to Members and local residents and have suggested that a press release be issued and article be published in the District Wide magazine (see paragraph 5.2). The Working Group anticipates that DEFRA's initiatives on private sewers will expedite the road adoption process.
- 4.11 The Working Group also made enquiries with the Department for Transport to identify whether or not there are any proposals to review the process for road adoption but no intentions in this direction have been identified.

(b) Road Adoption

- 4.12 Having completed its primary work, the Working Group decided to continue its investigations and, owing to the restrictions on its remit, Members undertook to compile evidence on road adoption procedures. Given that many District Council Members receive enquiries from residents on this subject, it was thought to be a useful exercise to make this information available to Members to help them to deal more satisfactorily with such enquiries.
- 4.13 The Working Group has been advised of the background to Section 38 Agreements, established under the Highways Act 1980, which enable developers to enter into an agreement with the Highways Authority (in this case, Cambridgeshire County Council) for the construction of new roads with a view to adopting them in the future. Under this Agreement, a developer is required to construct a road to an appropriate standard to the satisfaction of the Highways Authority and in accordance with the agreed specification. The Highways Authority is responsible for negotiating the Agreement and for the issue of guidance to developers, but the latter is often regarded as inconsistent and confusing for developers. Whilst it has become evident that developers may not always construct roads to an adoptable standard, the Working Group has acknowledged that there is little incentive or penalty associated with completing the adoption process. The Working Group is also aware that it would be costly for Highways Authorities to take legal action against developers who fail to construct to the required standards.
- 4.14 The Working Group has been advised of common reasons why there are significant delays in the road adoption process, which are as follows:-
- land or legal disputes;
 - remedial works being undertaken where a defect has occurred in construction;

- the need for roads to be adopted sequentially as they cannot be adopted unless they connect directly to an adopted highway;
- changing specifications and standards of construction – e.g. lighting; and
- developers not building sewers to agreed plans which creates problems for their adoption with the knock-on effects for roads.

The majority of the problems evident in the adoption process result from developers failing to complete remedial works to development sites, which usually are of a minor nature. Complaints received often relate to unsafe footways and carriageways. Delays in communication between the County Council and developers have been found, which may be attributed to the length of time taken to receive and respond to correspondence. Some progress is being made with regard to the latter.

- 4.15 The Working Group has discussed with Mrs Sue Reynolds, County Council's Highways Development Control Manager, the County Council's procedure for road adoption. Members have been advised that the County Council is dependant on developers approaching that Authority with a view to entering into Section 38 Agreements. No legislation exists to compel developers to work towards having estate roads adopted or to enter into an agreement with the County Council.
- 4.16 In terms of the Agreement process, the Working Group has been advised that upon signing an Agreement, developers are required to complete developments to which they relate within two years. This requires all carriageways, footways, drainage and lighting to be completed to a satisfactory standard. Upon completion of the initial works, a certificate is then issued.
- 4.17 All Section 38 Agreements are covered by Bonds, which are calculated on a linear metre basis. £800 per linear metre is charged under the Bonds. The Bonds are used as a precautionary measure in instances where developers fail to complete any works. To date, the County Council have only once called in a Bond.
- 4.18 Mrs Reynolds encourages all Planning Authorities within the County to use Planning Conditions (and the enforcement of them) to ensure that developers complete all infrastructure works on a site prior to the occupation of properties. However, the District Council's Head of Planning Services has stated that that the District Council does not have any powers to compel developers to construct to an adoptable standard. The Planning process stands alone from the Building Control process. Whilst it may be possible to propose related conditions on larger developments (e.g. Loves Farm, St Neots) it is often difficult to justify the imposition of such conditions on smaller scale developments. The Working Group has been advised that there is no legal requirement for a developer to put sites up for adoption. The adoption process is therefore treated as a separate legal matter. Interim checks on construction works at development sites are conducted by the District Council's Building Control Section.

- 4.19 There is a number of development sites in the District that have not yet been adopted; some for a prolonged period of time. Mrs Reynolds has argued that the County Council has limited statutory powers in this area. In contrast, however, the District Council's Head of Legal and Estates has acquainted the Working Group with the legal provisions in existence in respect of the adoption of both sewers and roads. In his view these provisions are adequate to ensure the adoption process is completed. Following enquiries with local Solicitors on conveyancing practice, the Head of Legal and Estates has advised the Working Group that, during the purchasing process, purchasers and mortgage providers are made aware of the status of the roads and sewers serving properties and of their financial liabilities for paying for drainage and road repairs on estates that have not been adopted. Providing the relevant agreement between developer and responsible body is in place, mortgage providers would not be expected to have any concerns over future liability for maintenance of roads or sewers. Where mortgage providers have concerns, retentions are still used, but usually only where there is no bond in place. The Head of Legal and Estates has further advised that insurance indemnity should be available against future liability in these areas.
- 4.20 It has become clear to the Working Group that there is no national consistency on Design Guides and the construction of sites. Despite this, the Working Group have been assured by the County Council's Highways Development Control Manager that developers have not experienced any problems with regards to the construction specifications as outlined within the County Council's Design Guide. Additionally, the District Council's Head of Planning Services reported that the District Council worked closely with the County Council on the development of such guidance, so as to ensure that consistent advice is being given to applicants concerned.
- 4.21 The District Council's Head of Planning Services reported on an initiative introduced by the Land Searches Section to put notes on its system to highlight properties/areas of concern. However, the efficacy of this measure is dependant on Solicitors alerting prospective purchasers to the implications of these notes and offering advice to their clients on suitable courses of action. Mrs Reynolds has concerns over the advice being offered by Solicitors to their clients. It is felt that insufficient emphasis is placed on the financial liabilities occupiers could face should they proceed to purchase homes on unadopted sites. The Working Group had intended to speak to a representative of the local branch of the Law Society on this; the intention being to clarify best practice and establish whether there are any steps that can be taken to ensure the status of roads and sewers is thoroughly followed up during conveyancing. Although an invitation was extended to the local branch of the Law Society to meet with Members, a meeting has not taken place. This is not perceived to be a problem as a recommendation on this subject appears at the end of this report.
- 4.22 In addition, the Working Group has noted that there is no process in place for the automatic adoption of old estate roads. Should individuals wish these roads to be adopted, then they would be liable to meet the necessary costs of bringing them to an adoptable standard.
- 4.23 From the perspective of developers, it has been recognised that they would not want to apply the final surface to a road until all construction work has been completed. Yet it is not easy to identify why they would not want to absolve themselves of liability for future maintenance by ensuring completion

of the adoption process. It has been speculated elsewhere that this is because of the difference between the construction specifications for Building Control purposes and the standards required for adoption. The latter are higher and are not a statutory requirement.

5. COMMUNICATING THE STUDY FINDINGS

- 5.1 Given the obvious need to alert the various interested parties to the information uncovered in the course of the study, the Working Group has worked with the Communications and Marketing Manager on the courses available, particularly, to raise the profile of the Government's intention to transfer responsibility for privately owned sewers and lateral drains in England to the statutory water and sewerage authorities and to publicise the need for prospective house buyers to pay sufficient regard to this important issue.
- 5.2 The Communications and Marketing Manager has presented a number of options, which might assist the Working Group to achieve their aspirations. The outcome is that a communications plan has been developed (see Appendix hereto) and this is put forward for implementation.
- 5.3 With the exception of the activities entailed in implementing the communications plan the findings of the study will not have any direct operational or additional resource implications for the Council.

6. RECOMMENDATIONS

Following conclusion of its work, the Adoption of Roads and Sewers Working Group

RECOMMEND

- a) that the information contained in the report be noted;
- b) that, subject to consultation with Anglian Water on the proposed approach, the communications plan be implemented;
- c) that the local branch of the Law Society be formally written to with a view to ensuring that best practice is adopted throughout the conveyancing process and the status of roads and sewers thoroughly investigated and clients advised accordingly;
- d) that the study be revisited once the extent is known of the roads not under the responsibility of Anglian Water following implementation of the Government initiative referred to in paragraph 4.10; and
- e) that the Local Government Association be lobbied in order to seek the strengthening of the powers of the Highways Authority with regard to the road adoption process.

BACKGROUND INFORMATION

Notes of the meetings of the Adoption of Roads and Sewers Working Group.

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

Adoption of Roads and Sewers Working Group

Communications Plan

The Adoption of Roads and Sewers Working Group was set up to investigate processes and procedures following concerns expressed by Overview and Scrutiny Panel (Service Delivery) regarding delays in adoption of roads and sewers across the district, although this is a national problem.

During the course of the study an announcement was made by DEFRA (December 2008) that from April 2011 responsibility for around 200,000 kilometres of privately owned sewers and drains in England would be transferred to the water companies. This would remove responsibility from householders, and could help speed up the process of adoption of roads, as often it is unresolved sewerage matters that cause delay in adoption of roads.

The working group wishes to communicate this message as widely as possible throughout the district.

Communications objectives

The objectives of the communications plan are:

- to create awareness of the change of responsibility to householders, and other interested parties
- to encourage positive coverage of the change of responsibility in the local and regional press and media

Audiences

Communications will need to be targeted at local residents, and other interested parties, for example developers and the legal profession. It is important to keep employees and elected members in the loop to ensure consistency in messages. County and parish councillors will also need to be informed.

Key audiences include:

- Employees
- Councillors
- Local residents and communities
- Partner organisations
- Press and media
- Relevant professionals – e.g. developers, legal, land charges.

Messages

In order to achieve a successful outcome, messages must be clear, concise and consistent. The message must be relevant to the people we are talking to. However, one size does not fit all and while the messages should be consistent, the channels of communication, and the way in which the messages are framed may be different.

The key messages to be communicated are:

- Change in responsibility. Responsibility for 200,000 kilometres of privately owned sewers and drains in England will transfer to water and sewerage companies.
- Current arrangements. Many householders may not be aware that they currently have a responsibility for sewers and drains, even those that are not actually within the boundary of their properties.
- Timescale of the implementation of the new arrangement.
- Cost implication to householders in increased water and sewerage charges.

Methods of communication

An integrated marketing communications approach will be taken to strengthen the message and to help achieve the objectives set. The methods will include:

External

- Articles and features in our publication, District Wide, and local press and media
- Website page on the council's website
- Briefing notes for partners
- Direct contact with the appropriate professional organisations

Internal

- Team News, the council's newsletter for employees and members
- Briefing notes for members

Media

Media to target will include:

Print

- Local papers – Hunts Post, News and Crier, Cambridge News and Peterborough Evening Telegraph

Broadcast

- Radio – Heart, BBC Radio Cambridgeshire
- Anglia TV

Timescales

Contact needs to be made with DEFRA and our local water and sewerage companies to establish what communications and marketing plans they have in place in order to ensure that our communications is complementary to anything they are issuing.

However our publicity can be started soon – highlighting the fact that many householders at the moment ARE responsible for private sewers and drains, and outlining what action (if any) they may be able to take.

Suggest that press and media coverage could begin in the 'quiet' period over the summer to allow a 'drip feed' approach. Internal audiences and parish councils should be provided with information at the same time.

Initial press coverage can be followed up with an item in District Wide, perhaps in the September issue, with follow-up stories nearer the transfer date, and just after implementation of the new arrangements.

Under the new bi-monthly schedule there will be issues of District Wide published in January 2011, March 2011, and May 2011 – precise dates still to be identified.

Evaluation

To determine the effectiveness and efficiency of the publicity an evaluation should be carried out. It will also help to identify whether the objectives set were achieved.

The success of the communications plan will be measured on the following:

- number of articles published in District Wide.
- monitoring of local media coverage (the amount of positive or neutral coverage and lack of negative coverage)
- feedback from members and other partners
- Evidence through feedback of raised awareness amongst all of our key audiences

Review

This communications plan should be regarded as 'a moveable feast' to be reviewed by the communications and marketing manager at regular intervals to take account of any changes in timescale.

Heather Gilling
Communications and Marketing Manager
Ext: 8033.
April 2009

**OVERVIEW AND SCRUTINY PANELS
(SOCIAL WELL-BEING)
(ENVIRONMENTAL WELL-BEING)
(ECONOMIC WELL-BEING)**

**7TH JULY 2009
14TH JULY 2009
16TH JULY 2009**

**WORK PLAN STUDIES
(Report by the Head of Democratic and Central Services)**

1. INTRODUCTION

- 1.1 The purpose of this report is to allow Members of the Panel to review their programme of studies and to be informed of studies being undertaken by the other Overview and Scrutiny Panels.

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 Council's service areas which have been identified as follows:-

Social Well-Being

Housing
Community
Leisure Centres
Operations (part)
Democratic and Central Services (part)
People, Performance and Partnerships (part)

Environmental Well-Being

Environmental and Technical Services
Planning Services
Environmental Health
Operations (part)

Economic Well-Being

Information Management
Finance
Customer Service and Call Centres
Revenues
Democratic and Central Services (part)
Law, Property and Governance
People, Performance and Partnerships (part)
HQ/Accommodation

2.3 On going studies have been allocated between the Panels accordingly:-

STUDY	PANEL	STATUS
Process and procedures involved with the adoption of roads and sewers.	Environmental Well-Being	Final report due to appear before the Panel at its July meeting.
The processes involved in applying for community grant aid and the effectiveness of grant schemes.	Economic Well-Being	Final report considered by the Cabinet on 18 th June 2009. Recommendations endorsed.
Provision of leisure facilities across the District.	Social Well-Being	First meeting of the Working Group held with the Head of Operations. An update on progress which has been made since the initial discussions has been requested by the Panel.
Review of the Council's budget in future years.	Economic Well-Being	Final report of the Working Group considered by Panel at their June 2009 meeting and endorsed for submission to the Cabinet, subject to minor textural amendments. Due to appear before the Cabinet on 16 th July 2009.
Car parking at Hinchbrooke Hospital.	Social Well-Being	This subject was raised as a potential study area. Members have received a number of complaints from constituents on the matter and have subsequently requested for a scoping report to be submitted to a future Panel meeting. Report due to appear before Panel's July 2009 meeting.

2.4 The following have also been identified by Members as possible future studies:-

Review of the incentives contained in the Council's Travel Plan.	Environmental Well-Being
The Council's future borrowing arrangements.	Economic Well-Being

3. RECOMMENDATION

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

BACKGROUND DOCUMENTS

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

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

**Mrs J Walker, Trainee Democratic Services Officer
01480 387049**

**Mrs A Jerrom, Member Development Officer
01480 388009**

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**OVERVIEW AND SCRUTINY
(ECONOMIC WELL-BEING)
STUDY TEMPLATE**

AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	Overview and Scrutiny Budget Working Group
Appointing Panel	Overview and Scrutiny Panel (Economic Well-Being) Formerly Overview and Scrutiny Panel (Corporate and Strategic Framework)
Members Assigned (including date Working Group appointed)	Date Appointed: 27 th January 2009. Councillors J E Garner, L W McGuire and R J West. To ensure political proportionality within the Working Group, Councillor P J Downes, later became a Member of the Group.
Possible Co-Options to the Group	None identified.
Interests Declared	None declared.
Rapporteur	Councillor L W McGuire.
Officer Support	Miss H Ali, Democratic Services Officer, HDC Mr A Roberts, Scrutiny and Review Manager, HDC Mr T Parker, Director of Commerce and Technology, HDC Mr S Couper, Head of Financial Services, HDC
Purpose of Study / Objective (specify exactly what the study should achieve)	To undertake a review of the Council's budget in future years and to express a view on the feasibility and relative merits of reducing individual budgets within it.
Rationale (key issues and/or reason for conducting a study)	Whilst considering a report by the Head of Financial Services on the Financial Strategy, Medium Term Plan 2010 to 2014 and the 2009/10 Budget, concerns had been expressed by Members on the level of unidentified spending adjustments required by the year 2013/14. The Working Group had also been tasked with identifying which items within the budget were a statutory requirement and those that were permissive.
Terms of Reference	As above.
Links to Council Policies/Strategies	Link to Council Aim: To Maintain Sound Finances.

ACTION BY WORKING GROUP	
Methodology / Approach (what types of enquiries will be used to gather evidence)	Information from the Director of Commerce and Technology. Information from the Head of Financial Services Interviews with the Executive Councillor for Finance.
External/Specialist Support	N/A

**OVERVIEW AND SCRUTINY
(ECONOMIC WELL-BEING)
STUDY TEMPLATE**

Existing Documentation	Minutes and Reports of the meeting of the Overview and Scrutiny Panel (Corporate and Strategic Framework) – 27 th January 2009. 2009/10 Budgets for each of the individual service areas which make up the Council. Overview of Service Level Budgets 2008. Budget Income 2009/10 Details. I&DEA Extract – A Councillor’s Guide 2008/09 – Finance and the Budget. Consolidated MTP 2008/09 to 2013/14.
Evidence to be Obtained (e.g. witnesses, documents, site visits, consultation, research, etc)	Discussions with Director of Commerce and Technology. Discussions with Head of Financial Services. Discussions with Executive Councillor for Finance. Discussions with Special Advisor to the Cabinet.
Reference Sites	N/A
Investigations	As outlined above.
Witnesses	Mr T Parker, Director of Commerce and Technology Mr S Couper, Head of Financial Services Councillor T V Rogers, Executive Councillor for Finance Councillor K J Churchill, Special Advisor to the Cabinet.
Site Visits (if necessary) (where and when)	None currently identified.
Meetings of the Working Group	19 th February 2009. 2 nd March 2009. 12 th March 2009. 19 th March 2009. 30 th March 2009. 6 th April 2009. 20 th April 2009. 28 th April 2009. 7 th May 2009.
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: January 2009 End: July 2009.

**OVERVIEW AND SCRUTINY
(ENVIRONMENTAL WELL-BEING)
STUDY TEMPLATE**

AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	Adoption of Roads and Sewers Working Group
Appointing Panel	Overview and Scrutiny Panel (Environmental Well-Being) Formerly Overview and Scrutiny Panel (Service Delivery)
Members Assigned (including date Working Group appointed)	Date Appointed: 3 rd July 2007 Councillors J D Ablewhite, Mrs P A Jordan, M F Shellens, J S Watt and P K Ursell. In addition, former District Councillor D A Giles was appointed on to the Working Group and assisted with the investigations up until April 2008 and the late Councillor Mrs C A Godley also participated in the study during its initial stages.
Possible Co-Options to the Group	None identified.
Interests Declared	Councillor P K Ursell declared a personal interest in the study by virtue of his employment with a local developer.
Rapporteur	Councillor J S Watt.
Officer Support	Miss H Ali, Democratic Services Officer, HDC Mr A Roberts, Scrutiny and Review Manager, HDC Mr C Allen, Projects and Assets Manager, HDC Mr G Shipley, Principle Building Control Officer, HDC Mrs S Reynolds, Highways Development Control Manager, CCC Mr S Ingram, Head of Planning Services, HDC Mr A Moffatt, Development Control Manager, HDC Mr C Meadowcroft, Head of Legal and Estates, HDC Mrs H Gilling, Communications and Marketing Manager, HDC Ms L Kent, Land Charges Officer, HDC
Purpose of Study / Objective (specify exactly what the study should achieve)	To undertake a review of the processes and procedures involved with the adoption of roads and sewers across the District. The Panel has also acknowledged that the subject had also been identified as a national problem.
Rationale (key issues and/or reason for conducting a study)	The suggestion for the study emerged following concerns expressed previously by the former Overview and Scrutiny Panel (Service Delivery) who had received a number of complaints from constituents with the adoption of roads and sewers on their respective estates.
Terms of Reference	Initially, the Working Group was tasked with undertaking a study on the process of adopting estate roads and sewers with an aim to put measures in place that could streamline the process and make the procedures more transparent, initially by investigation of introducing a District-wide register of unadopted roads and sewers. Later it became apparent

**OVERVIEW AND SCRUTINY
(ENVIRONMENTAL WELL-BEING)
STUDY TEMPLATE**

	that the register would become out of date quickly and would result in resource implications for the Council. The Working Group subsequently decided that they would pursue comprehensive investigations into the existing processes and procedures for adoption, with a view to making recommendations to improve upon the current systems and practices.
Links to Council Policies/Strategies	Link 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)	Discussions with all of the Officers within the Council as identified above.
External/Specialist Support	Invitation has been extended to the local Law Society to attend a meeting of the Working Group, but the Society is unable to arrange for a representative to attend any meetings.
Existing Documentation	Minutes and Reports of the meeting of the Overview and Scrutiny Panel (Service Delivery) – 3 rd July 2007. HDC Drainage Law – A Simple Guide HDC Consultation Response to Government’s Review of Existing Private (Unadopted) Sewers and Drains in England and Wales. DEFRA Report on the Responses to the Consultation Paper on the Provision of New Drains and Sewers in England and Wales – March 2002. DEFRA Protocol on Design, Construction and Adoption of Sewers in England and Wales 2002. DFT Manual for Streets 2007. Sewerage Problems, St Audrey Lane, St Ives – Report by the Projects and Assets Manager, HDC. DEFRA Summary of Responses to the Consultation: Private Sewers Transfer – Implementation Options: July-October 2007 – March 2008. DEFRA Review of the Protocol for New Sewers – March 2005.
Evidence to be Obtained (e.g. witnesses, documents, site visits, consultation, research, etc)	Discussions with all Officers identified above and Councillor P L E Bucknell, Executive Councillor for Planning Strategy and Transport.
Reference Sites	HDC Website:- www.huntsdc.gov.uk DEFRA Website:- www.defra.gov.uk DFT Website:- www.dft.gov.uk Anglian Water:- www.anglianwater.co.uk Geodesys Website:- www.geodesys.com CCC Website:- www.cambridgeshire.gov.uk
Investigations	As outlined above.

**OVERVIEW AND SCRUTINY
(ENVIRONMENTAL WELL-BEING)
STUDY TEMPLATE**

Witnesses	As above and in addition the following:- Councillor P L E Bucknell – Executive Councillor for Planning Strategy and Transport. Councillor R S Farrer – in light of his former employment as a local builder.
Site Visits (if necessary) (where and when)	N/A
Meetings of the Working Group	22 nd October 2007. 6 th November 2007. 30 th January 2008. 5 th February 2008 11 th April 2008. 24 th July 2008. 16 th December 2008. 29 th January 2009. 24 th February 2009. 14 th April 2009.
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: July 2007. End: July 2009.

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**OVERVIEW AND SCRUTINY
(ECONOMIC WELL-BEING)
STUDY TEMPLATE**

AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	Grant Aid Working Group
Appointing Panel	Overview and Scrutiny Panel (Economic Well-Being) Formerly Overview and Scrutiny Panel (Service Delivery)
Members Assigned (including date Working Group appointed)	Date Appointed: 3 rd July 2007 Councillors Mrs M Banerjee, P G Mitchell and J S Watt. In addition, former District Councillor D A Giles was appointed on to the Working Group and assisted with the investigations up until April 2008.
Possible Co-Options to the Group	None identified.
Interests Declared	None declared.
Rapporteur	Councillor P G Mitchell.
Officer Support	Miss H Ali, Democratic Services Officer, HDC Mr A Roberts, Scrutiny and Review Manager, HDC Mr S Plant, Head of Housing Services, HDC Mr F Mastrandrea, Policy and Enabling Officer, HDC Mr K Tayler, Private Sector Housing Officer, HDC Mr S Ingram, Head of Planning Services, HDC Mr R Probyn, Planning Policy Manager, HDC Mr I Leatherbarrow, Former Head of Policy and Strategic Services Dr S Lammin – Head of Environmental and Community Health Services Mr D Smith – Community Team Manager Mrs K Shaw – External Funding Officer
Purpose of Study / Objective (specify exactly what the study should achieve)	To undertake a review of the processes involved in applying for community grant aid and the effectiveness of grant schemes.
Rationale (key issues and/or reason for conducting a study)	The suggestion for the study emerged from the Panel's previous investigations into the Small Scale Environmental Improvements Scheme, where the recommendations arising from the study had been endorsed by the Cabinet and implemented by the Council.
Terms of Reference	As above, and additionally, the following:- <ul style="list-style-type: none"> • To identify the purpose of each scheme having regard to the Council's priority contained in Growing Success; • To investigate the criteria for assessing applicants' eligibility under each scheme; • To investigate the methods adopted to publicise the availability of grant funding; • To investigate the application process for each scheme; • To be informed of Officer/Member involvement during

**OVERVIEW AND SCRUTINY
(ECONOMIC WELL-BEING)
STUDY TEMPLATE**

	<p>the approval process; and</p> <ul style="list-style-type: none"> To investigate external sources of funding, specifically, the level of funding attracted by the Council and the application procedure.
Links to Council Policies/Strategies	<p>Link to Council Aim: To Maintain Sound Finances. Link to Community Am: Developing Communities Sustainably.</p>

ACTION BY WORKING GROUP	
Methodology / Approach (what types of enquiries will be used to gather evidence)	Discussions with all of the Officers within the Council previously identified.
External/Specialist Support	N/A
Existing Documentation	<p>Minutes and Reports of the meeting of the Overview and Scrutiny Panel (Service Delivery) – 3rd July 2007. 2006/07 – HDC Grant Aid News Release. 2008/09 HDC Capital Grant Aid News Release. Voluntary Sector Commissioning Report – Report by the Head of Environmental and Community Health Services. HDC CAB Commissioning Agreement Document. HDC Grants Award Information – Report by the Head of Financial Services. HDC Grant Application Handbook and Application Form ~ Capital and Revenue. Listed Building / Shopmobility / Shopfront / Transportation / Home Repairs / Voluntary Grants. HDC Grant Awards Scheme. Six Month Review of Capital and Revenue Grant Aid Awards 2008/09 – Report by the Head of Environmental and Community Health Services.</p>
Evidence to be Obtained (e.g. witnesses, documents, site visits, consultation, research, etc)	Discussions with all Officers identified above.
Reference Sites	HDC Website:- www.huntsdc.gov.uk
Investigations	As outlined above.
Witnesses	<p>As above and in addition the following Councillors:-</p> <p>Councillor Mrs D C Reynolds, Executive Councillor for Housing and Public Health. Councillor T V Rogers, Executive Councillor for Finance and Environment.</p>
Site Visits (if necessary) (where and when)	N/A
Meetings of the Working Group	<p>24th October 2007. 1st February 2008. 20th March 2008. 26th March 2008.</p>

**OVERVIEW AND SCRUTINY
(ECONOMIC WELL-BEING)
STUDY TEMPLATE**

	9 th April 2008. 7 th May 2008. 24 th July 2008. 24 th October 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: January 2009 End: July 2009.

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**OVERVIEW AND SCRUTINY
(SOCIAL WELL-BEING)
STUDY TEMPLATE**

AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	Provision of Leisure Facilities Across the District Working Group
Appointing Panel	Overview and Scrutiny Panel (Social Well-Being) Formerly Overview and Scrutiny Panel (Service Delivery)
Members Assigned (including date Working Group appointed)	Date Appointed: 3 rd March 2009. Councillors J D Ablewhite and P G Mitchell. Councillors Mrs P A Jordan and R J West were later appointed onto the Working Group in June 2009.
Possible Co-Options to the Group	None identified.
Interests Declared	Councillor P G Mitchell declared a personal interest into the study due to his involvement with the Stilton Skate Park Project.
Rapporteur	Councillor P G Mitchell
Officer Support	Miss H Ali, Democratic Services Officer, HDC Mr A Roberts, Scrutiny and Review Manager, HDC Mr R Ward – Head of Operations, HDC Mr J Craig, Service Development Manager, HDC
Purpose of Study / Objective (specify exactly what the study should achieve)	To investigate the provision of leisure facilities across the District, with a view to making recommendations on achieving an even distribution of facilities across the District and on meeting the ongoing revenue costs associated with such facilities.
Rationale (key issues and/or reason for conducting a study)	Raised as potential study area by Councillor P G Mitchell due to the current problems experienced at Stilton. Further information obtained from the Head of Operations and Panel concluded that due to the inconsistencies with the distribution of facilities across the District, a study should be undertaken.
Terms of Reference	As above.
Links to Council Policies/Strategies	Link to Community Aim: Developing Communities Sustainably. In particular, the objective to enable the provision of the social and strategic infrastructure to meet current and future needs.

ACTION BY WORKING GROUP	
Methodology / Approach (what types of enquiries will be used to gather evidence)	Information from the Head of Operations.

**OVERVIEW AND SCRUTINY
(SOCIAL WELL-BEING)
STUDY TEMPLATE**

External/Specialist Support	N/A
Existing Documentation	Provision of Leisure Facilities for Young People – Report by the Head of Operations. Minutes of the meeting of the Overview and Scrutiny Panel (Service Delivery) – 3 rd March 2009.
Evidence to be Obtained (e.g. witnesses, documents, site visits, consultation, research, etc)	Further discussions with the Head of Operations.
Reference Sites	N/A
Investigations	As outlined above.
Witnesses	Mr R Ward, Head of Operations Mr J Craig, Service Development Manager Councillor C R Hyams, Executive Councillor for Operational and Countryside Services.
Site Visits (if necessary) (where and when)	None currently identified.
Meetings of the Working Group	First meeting held 30 th April 2009.
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: March 2009 End: Unknown.

**OVERVIEW AND SCRUTINY
(ENVIRONMENTAL WELLBEING)
WORKING GROUP STUDY**

AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	Development Management Process Working Group.
Appointing Panel	Overview and Scrutiny (Environmental Well-Being) Panel.
Members Assigned (including date Working Group appointed)	TBC
Possible Co-Options to the Group	TBC
Interests Declared	TBC
Rapporteur	TBC
Officer Support	Roy Reeves, Head of Democratic and Central Services Jessica Walker, Trainee Democratic Services Officer
Purpose of Study / Objective (specify exactly what the study should achieve)	To investigate the process for the determination of planning applications and make recommendations where appropriate.
Rationale (key issues and/or reason for conducting a study)	Anecdotal evidence from Members of public concern over the pre-decision planning process.
Terms of Reference	The review will concentrate on the process leading to the determination of planning applications, not the decision making process itself or the merits of decisions. The intention will be to look at the practices and procedures from first enquiry by potential applicants to the preparation of an officer's final report and recommendations, involving pre-application advice, public consultation, plans and amendments, duration of the process and other related matters.
Links to Council Policies/Strategies	Link to Corporate Plan – To improve our systems and practices.

Methodology / Approach (what types of enquiries will be used to gather evidence)	Examination of available data; Interviews; Surveys.
External/Specialist Support	TBC
Existing Documentation	To be determined.
Evidence to be Obtained (e.g. witnesses, documents, site visits, consultation, research, etc)	Evidence to be obtained by the Democratic Services team, together with information from the Planning Division. Possible survey of sample of applicants. Consultation with Town and Parish Councils. Customer feedback & ombudsman investigations (if any). Comparison of processes with other authorities.

**OVERVIEW AND SCRUTINY
(ENVIRONMENTAL WELLBEING)
WORKING GROUP STUDY**

	Website Comparisons. Performance against Government Indicators. Availability of best practice advice and guidance. Cost effectiveness of process.
Reference Sites	Comparable local authorities.
Investigations	To be undertaken by officers supporting the Working Group.
Witnesses	Planning officers. Chairman of Development Management Panel.
Site Visits (if necessary) (where and when)	Likely to be unnecessary.
Meetings of the Working Group	To be determined.
Costs (resource requirements, additional expenditure, time)	Officer time – both to provide support and to conduct research.
Possible Barriers to the Study (potential weaknesses)	None known at this stage.
Projected Timescale (Start and end times)	Start – July 2009 Finish - TBC

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Panel Date	Decision	Action	Response	Date
<p>10/06/08</p>	<p><u>Heavy Goods Vehicle Parking In The District</u> <i>This item was transferred from the former Overview and Scrutiny Panel (Service Support)</i> Endorsed the Working Group's report and recommendations for submission of the Cabinet.</p>	<p>Recommendations endorsed by the Cabinet at their meeting on 26th June 2008.</p>	<p>Agreed with Chairman / Vice Chairman that issue be taken forward by the Freight Quality Partnership. Matter included for discussion on agenda for LAA Reference Group.</p>	<p>Jan 2009</p>
<p>09/09/08</p>	<p>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.</p>	<p>Freight Quality Partnership has now met.</p>	<p>Update to be circulated at January meeting. Three County Group established to pool information and develop a strategy for future provision post 2015.</p>	
<p>13/01/09</p>	<p>The outcome of discussions at the first meeting of the three county group to be reported.</p>	<p>Information on Alconbury Site provided to February meeting. Further information on the outcome of 3 county group still awaited.</p>	<p>The Transport Team Leader has reported that although nothing has come forward from the 3 county group, the County Council are developing a County advisory route network for HCVs, which they will be consulting the District Council on.</p>	

Panel Date	Decision	Action	Response	Date
<p>08/07/08</p>	<p><u>Petition By St Audrey Lane Area Residents, St Ives</u></p> <p><i>This item was transferred from the former Overview and Scrutiny Panel (Service Support)</i></p> <p>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.</p>	<p>Email requesting update sent – 21/10/08</p>	<p>CCTV survey of St Audrey Lane and Pig Lane Surface Water sewer completed. Funding now available to Jet Sewer – will be carried out shortly.</p>	<p>April 2009</p>
<p>10/02/09</p>	<p>Panel made aware of further problems in recent weather. Agreed to seek further update as to what work has and hasn't been completed.</p>	<p>Response to be sought from Anglian Water for April meeting.</p>	<p>Update received from Anglian Water and circulated by email to all Panel Members.</p>	
<p>14/10/08</p>	<p><u>Petition To Control Commuter Parking In The Longsands Area Of St Neots And Discussion On Huntingdon Train Station</u></p> <p><i>This item was transferred from the former Overview and Scrutiny Panel (Service Support)</i></p> <p>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.</p> <p>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.</p>	<p>Update provided to February meeting. Further investigative work being undertaken by the County Council in advance of April Area Joint Committee. Further update expected in April 2009.</p> <p>Letter sent 21/10/08</p>	<p>Item deferred until a later date. District Council still awaiting a response from the Minister on the issue of permitted</p>	<p>April 2009</p> <p>Spring 2009</p>

Panel Date	Decision	Action	Response	Date
10/03/09	Members questioned whether planning permission had been granted for the car parking being constructed at Huntingdon Train Station.	Clarification sought from the Development Control Manager as to the status of the construction.	development. The development does not have permission although it is understood that an application is to be submitted shortly. The use of the land for car parking for up to 28 days in a calendar year would be permitted development.	
12/02/08	Cycling In Huntingdonshire <i>This item was transferred over from the former Overview and Scrutiny Panel (Service Support)</i> Endorsed the Working Group's report and recommendations for submission of the Cabinet.	Considered by the Cabinet at their meeting on 12 th 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.	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.	June 2008
10/06/08	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	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	Priority List endorsed by the AJC. District Council members will be contacted in Summer 2009, before the next review to	Spring 2009

Panel Date	Decision	Action	Response	Date
	of cycle schemes before any consideration by the AJC.	considered by the AJC at their meeting on 7 th 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.	ask about specific issues within their ward.	
13/05/09	<u>Adoption of Roads and Sewers</u> This item was transferred from the former Overview and Scrutiny Panel (Service Delivery), who had decided to undertake a study into the processes and procedures involved with the adoption of roads and sewers. A Working Group comprising Councillors J D Ablewhite, Mrs P A Jordan, M F Shellens, P K Ursell and J S Watt was therefore appointed to conduct the review.	A number of meetings have been held by the Working Group.	The final report of the Working Group appears elsewhere on the Agenda.	July 2009
13/05/09 09/06/09	<u>Corporate Plan – Growing Success</u> Councillors P M D Godfrey and D Harty appointed to Corporate Plan Working Group.	Quarterly reports submitted to all Overview & Scrutiny Panels. The Panel questioned how performance targets are set against achievement of corporate plan objectives.	The review of the corporate plan starts in spring, following which corporate objectives are reviewed and refreshed to ensure they are still relevant, and to set future targets. The review involves Heads of Service, COMT and the Chairmen and Vice Chairmen	

Panel Date	Decision	Action	Response	Date
			of each Scrutiny Panel. Objectives and targets are then considered by COMT, Overview and Scrutiny and Cabinet before being approved at full Council, usually in September.	
15/01/08	<u>Local Area Agreements</u> Minutes of future meetings of the Cambridgeshire Together Joint Accountability Committee should be circulated to all Panel Members.	Minutes of the meeting held on 24 th February 2008 have been circulated.		Feb 2009
13/05/09	Councillor P M D Godfrey appointed to Joint Accountability Committee. Substitute Members to be appointed in consultation with the Head of Democratic and Central Services.			
14/04/05	<u>Monitoring Of Section 106 Agreements</u> <i>This item was transferred over from the former Overview and Scrutiny Panel (Service Support)</i> Quarterly reports to be submitted to the Panel.	Report considered by the Cabinet at their meeting on 12 th March 2009.	The Cabinet endorsed the recommendations and resolved that the Section 106 working group be invited to consider the likely effects of the introduction of the Community Infrastructure Levy and make recommendations on processes to implement the system.	Mar 2009
10/02/09	Subject to minor amendments endorsed the Final report for consideration by the Cabinet.			Feb 2009

Panel Date	Decision	Action	Response	Date
			<p>The Working Group comprised Councillors P J Downes, D Harty, M F Newman and R J Tuplin. Councillor T D Sanderson was co-opted to the Group as a result of his interest in the subject matter. As the Panels have been changed, Members may decide to reappoint to this Working Group.</p>	<p>June 2009</p>
<p>10/02/09</p>	<p><u>Regional Scale Settlement Study</u> <i>This item was transferred from the former Overview and Scrutiny Panel (Service Support)</i></p> <p>Head of Planning Services to report back on outcome of Cambridgeshire Development Study and HDC response to Regional Scale Settlement Study.</p>	<p>Report to be received from the Head of Planning Services.</p> <p>The Panel endorsed a recommendation that the District Council should adopt the six principles suggested when responding to the EERA proposal.</p>	<p>This item appears elsewhere on the Agenda.</p> <p>Awaiting further developments.</p>	<p>April 2009</p>
<p>14/04/09</p>	<p>Head of Planning Services attended to give an update.</p>			
<p>08/07/08</p>	<p><u>Great Fen Project</u> <i>This item was transferred from the former Overview and Scrutiny Panel (Service Support)</i></p> <p>Director of Environmental & Community Services to make presentation to future meeting. All Scrutiny Members to be invited.</p>	<p>Comments submitted to Cabinet meeting on 20th November 2008.</p>		<p>TBA</p>

Panel Date	Decision	Action	Response	Date
11/11/08	Report on the content of the collaboration agreement to be submitted to a future Panel meeting before its consideration by Cabinet.	Presentation to be given to all Members in April.		
14/04/09	A presentation on the Great Fen was given to all Members.	The Great Fen Master Plan is anticipated in September.	The Great Fen Collaboration Agreement appears elsewhere on the Agenda.	Summer 2009
15/05/09	<p><u>'Green House' Project</u></p> <p>This item was transferred over from the Overview and Scrutiny Panel (Service Delivery). The Corporate Plan Working Group requested submission of a report on the 'green house' project to be submitted to a future Panel meeting.</p>	Request submitted to the Head of Environmental Management.	A report will be presented to a future meeting of the Panel.	TBC

Panel Date	Decision	Action	Response	Date
	<p>Forward Plan <i>The following items were transferred from the former Overview and Scrutiny Panels (Service Support and Service Delivery) who requested that these items should be considered at future meetings of the Panel.</i></p>			
13/11/07	<p>Parish Plans and Local Plan Policy Circulate report when this becomes available.</p>			TBA
08/07/08	<p>Developer Contributions SPD Requested that report should be considered at a future meeting of the Panel.</p>			Sep 2009
14/10/08	<p>A14 Statutory Orders – Consultations Requested that the report should be considered at a future meeting of the Panel.</p>			Sep 2009
09/06/09	<p>Site Options Gypsy and Travellers Development Plan Document Requested that the report should be considered at a future meeting of the Panel.</p>			13/10/09

Panel Date	Decision	Action	Response	Date
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Decision Digest

Edition 95

Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 18th May and 3rd July 2009.

ST NEOTS LEISURE CENTRE DEVELOPMENT

The Overview and Scrutiny Panel (Social Well-Being) has received detailed information relating to a proposal to extend and re-model the existing dry sports facility located at St Neots Leisure Centre, together with its financial implications. The proposal aims to secure the future viability of the Leisure Centre, promote the health of the population and take advantage of existing demand for leisure facilities which has been identified.

The Panel has discussed the level of car parking facilities available on the site and the impact that an increased number of users of the Centre would have upon them, the variation in demand for facilities during peak and off peak times and the adjacent Sydney Banks Playing Field, together with details of an associated contribution towards the cost of building changing rooms for users of the Playing Field. A suggestion also has been made that Officers should investigate whether a community hall facility could be incorporated within the plans and the feasibility of charging lower rates to users who are able to use the Centre during off peak times.

Having analysed the financial projections presented, the Panel has expressed their support for the proposals and has recommended the Cabinet to endorse them as submitted.

Subsequently, the proposals have been approved by the Cabinet.

CORPORATE EQUALITY POLICY: ACTION PLAN PROGRESS

The Overview and Scrutiny Panel (Social Well-Being) has reviewed the progress made in respect of the Council's Corporate Equality Policy Action Plan. Having noted the achievements under the Plan over the previous year, including the attainment of Level 2 of the Equality Standard for Local Government, the Panel has been advised that the Council will now be working towards achieving Level 3 of the Standard.

Resident perceptions of Council services, including their views on how the Council rates on equalities matters, have been sought via the Place Survey, which will be repeated every two years.

In terms of the Action Plan designed to promote equalities relating to race, disability and gender, it has

been suggested by the Panel that rurality and access to services should be made more overt, by incorporating it within the Action Plan. Finally, the Panel has discussed the training provided to employees on equality and diversity matters and received assurances that the 10% reduction in the budget set aside by the Council to deliver the Action Plan will not have an adverse effect upon the achievement of the Plan.

Subsequently the Action Plan and revised Equality Impact Assessment timetable has been approved by the Cabinet.

PERFORMANCE MONITORING

The Cabinet and Overview and Scrutiny Panels have considered the performance of the authority against the priority objectives identified in "Growing Success", the Corporate Plan.

The Social Well-Being Panel has endorsed the views of the Corporate Plan Working Group and concurred with the suggestion that the Working Group should receive information on any of the Council and Community Aims which fail to achieve its targets.

The trend for demand in housing services in the District has been discussed by the Panel, which included the number of households living in temporary accommodation and the number of households prevented from becoming homeless. The Panel has also questioned the performance data reported under the key measure relating to the percentage of affordable housing (commitments) on qualifying sites and was advised that the decline in private housing had enabled the

construction of affordable housing to commence.

The Environmental Wellbeing Panel has noted that all of the wellbeing targets have been met or exceeded and subsequently questioned whether targets were sufficiently stretching.

The Economic Well-Being Panel has been informed that income from hospitality at leisure centres continues to decline as bar trade suffers. Given that Huntingdon Leisure Centre has seen an increase of 15% in this area, it has been suggested that similar techniques to those used at Huntingdon should be implemented at the other leisure centres.

The percentage of bids which have successfully attracted external funding has significantly exceeded the target of 60%, yet the target for producing an External Funding Strategy has only been partially met owing to redeployment of officer resources to work on a major funding bid.

NHS CAMBRIDGESHIRE STRATEGIC PLAN 2009 – 2014: CONSULTATION RESPONSE

The Overview and Scrutiny Panel (Social Well-Being) has endorsed for submission to NHS Cambridgeshire a response to consultation on the content of its Strategic Plan for the period 2009 – 2014. The response incorporated a number of points that had been raised by Members at a Seminar that took place in May 2009.

CRIME AND DISORDER SCRUTINY

The Overview and Scrutiny Panel (Social Well-Being) has been informed of the introduction of legislative changes that place a requirement on the Council to scrutinise crime and disorder

matters. This new duty falls within the remit of the Panel. Guidance has lately been issued and proposals that reconcile provision for co-option are in the process of being produced. This, together with details of a scheme to enable the Panel to comply with this duty, will appear before the Panel at a future meeting.

OVERVIEW AND SCRUTINY – REMITS AND STUDIES

The Overview and Scrutiny Panels have reviewed their programme of studies and considered their work programme for the forthcoming year. The Social Wellbeing Panel has been acquainted with the extent of its new responsibilities for scrutinising the Strategic Partnership and the Cambridgeshire Sustainable Community Strategy.

Owing to their interests in joining the study on the 'Provision of Leisure Facilities for Young People', Councillors Mrs P A Jordan and R J West have been appointed to the Working Group. In discussing potential future study areas, the Panel has made a request for a scoping report to be made available on parking at Hinchingsbrooke Hospital.

The Environmental Wellbeing Panel has been advised that the Section 106 Working Group will be considering the implications of the community infrastructure levy when guidelines on its introduction become available. In discussing potential future study areas, the Panel has suggested the process for the determination of planning

applications, planning enforcement and waste disposal arrangements.

The Economic Well-Being Panel has reviewed its future programme of studies. Having noted that all of their ongoing studies have reached or are nearing completion Members have decided to undertake an exercise outside of the meeting to identify potential study areas. In the meantime they have decided to initiate a study on the economic and other impacts of tourism on Huntingdonshire and the wider area.

LOCAL GOVERNMENT ACT 2000 - FORWARD PLAN

The Overview and Scrutiny Panel (Social Well-Being) has requested sight of items entitled St Ivo Leisure Centre - Proposals for Development and Leisure Centres Performance Monitoring Report prior to their consideration by the Cabinet.

The Overview and Scrutiny Panel (Environmental Wellbeing) has requested sight of the Gypsy and Travellers Development Plan Document prior to its consideration by the Cabinet.

SERVICE PLAN FOR HEALTH AND SAFETY ENFORCEMENT

The Licensing and Protection Panel has endorsed the Service Plan for Health and Safety Enforcement for 2009/2010 which has been developed in accordance with guidance issued by the Health and Safety Executive. The Plan contains sections on the aims and objectives of the service and the resources available and reviews work undertaken in the previous year.

Members have been informed that a full programme of inspections of premises has been carried out in 2008/09 and a high customer satisfaction rating has been recorded.

SERVICE PLAN FOR FOOD LAW ENFORCEMENT 2009/2010

Having considered an executive summary, the Licensing and Protection Panel has recommended that the Council should approve the Service Plan for Food Law Enforcement for 2009/2010. The Plan has been developed to comply with the requirements of the Food Standards Agency and incorporates the aims and objectives of the service, the resources available and reviews that were undertaken during the previous year.

PRIVATE HIRE VEHICLE LICENSING - THE PETERBOROUGH EFFECT

Members have been advised of the potential implications for the Council's Licensing Section following recent changes to licensing conditions for private hire vehicles in Peterborough. These changes have resulted in enquiries by companies currently licensed by the City Court to transfer to Huntingdonshire, as cross border bookings are permissible as long as the business is based in the area that licenses it. As the situation has already resulted in further applications, the Chairman and Vice-Chairman are to be kept informed of developments and a further report submitted following any need for a change in working practices to enable more effective monitoring and enforcement.

LICENCE ENFORCEMENT: PENALTY POINTS SYSTEM

The Licensing and Protection Panel has authorised Officers to consult with licensees regarding a proposed penalty points system to aid in hackney carriage and private hire licensing enforcement. The current system is considered inappropriate for minor breaches of licensing legislation conditions. The outcome of the consultation will be considered by the Panel in due course.

BUDGET AND MEDIUM TERM PLAN PROCESS 2010 - 2015

The Cabinet has approved the process and timing for the review and approval of the Financial Strategy, the 2010/2011 budget and 2010/2015 Medium Term Plan. It was recognised that the Budget and Medium Term Plan will face increasing challenges, due to inflationary pressure, likely reductions in public expenditure and savings which need to be identified over the coming years. Having considered proposals to deal with urgent, short term pressures arising from the current economic climate, the Cabinet has -

- ◆ endorsed the temporary appointment of two posts in the Housing Services Division, to deal with homelessness, at a cost of £70,000 in 2009/2010 and £80,000 in 2010/2011 and in so doing have invited Officers to meet these additional costs from within existing approved budgets;
- ◆ approved a supplementary estimate of £25,000 to meet the costs of additional awards of discretionary hardship relief from business rates; and

- ◆ approved the transfer of unused capital leisure grants to the general revenue grants budget to enable additional grants of £20,000 in 2009/2010 and £14,000 in 2010/2011 to the Citizens Advice Bureaux to enable them to respond to increased service demands.

TREASURY MANAGEMENT ANNUAL REPORT 2008/09

The levels of performance of fund managers for the year ending 31st March 2009 in the investment of the Council's capital receipts has been noted by the Cabinet. The report revealed that the Authority has carried out its treasury management activities with due regard to minimising risk. External events linked to the collapse of the Icelandic banks led to a review of the strategy by the Capital Receipts Advisory Group. Whilst this Council did not have any investments with the banks affected, other local authorities had nearly one billion invested.

SUSTAINABLE COMMUNITIES ACT

The Cabinet has been acquainted with the background to the introduction of legislation designed to enable the Council and other organisations to promote the sustainability of local communities. Under the Act, the Secretary of State will invite proposals/ideas to be generated, these will then be the subject of consultation with a representative sample of the local population and with affected agencies. Having noted proposals

for the upward transmission of suggestions to the Government and the criteria against which proposals will be assessed, the Cabinet has concurred with the suggestion that procedures should be developed in conjunction with the development of neighbourhood forums.

GRANT AID

The findings of the Overview and Scrutiny Panel (Service Delivery) on the capital and revenue grants Scheme operated across the Council, following further discussions between the Lead Member of the Grant Aid Working Group and the Executive Councillors for Finance and for Housing and Public Health on the Council's grant process, has been reported to the Cabinet. Executive Members have concurred with the Panel that the current process is working well, although some areas relating to service level agreements and external funding schemes could benefit from further investigation. With this in mind, the Cabinet has -

- ◆ requested that the availability of all grants be published more extensively, particularly to all District Councillors, and a list be included on the Council's website and its content regularly updated;
- ◆ requested that the return submitted by organisations covered by service level agreements be reviewed by the relevant Overview and Scrutiny Panels to achieve greater transparency;
- ◆ agreed that the work with and the assistance to community groups/organisations to obtain

funding and community development work be co-ordinated by the Head of Community and Environmental Health;

- ◆ requested that further investigations be carried out into the availability of funding from the East of England Regional Assembly, for example, for housing and gypsy and traveller sites in the District; and
- ◆ agreed that the Council's various grant schemes be kept under review.

REGIONAL SPATIAL STRATEGY, SINGLE ISSUE REVIEW - ACCOMMODATION FOR GYPSIES, TRAVELLERS AND TRAVELLING SHOW PEOPLE IN THE EAST OF ENGLAND, THE SECRETARY OF STATE'S PROPOSED CHANGES MARCH 2009

The Cabinet has endorsed the Council's response to the Secretary of State's proposed changes to the draft policy put forward by the East of England Regional Assembly (EERA) for gypsy and traveller accommodation. Executive Councillors have raised concerns over the proposed introduction of County requirements for transit provision and pitches for travelling show people by 2011. Members concurred with the view that there is insufficient information or evidence to make specific District or County-based requirements and have therefore suggested that this should be the subject of further research. At the same time, the Cabinet has reiterated that the 3% annual compound increase in pitch provision up to 2021 appears to be based on inadequate evidence and that the Gypsy and Traveller Accommodation Assessments will

be better placed to establish the level of longer term need.

This report has also been considered by the Overview and Scrutiny (Environmental Wellbeing) Panel.

CARBON MANAGEMENT PLAN

The Overview and Scrutiny Panel (Environmental Wellbeing) has considered a report on the adoption by the Council of a Carbon Management Plan. The Panel has been advised that the wind power project is proceeding as 50% of the funding has been secured and it is hoped that further grants could also be obtained. The Panel has suggested that incentives could be offered to encourage employees to car share, and having noted that travel by Members is not included in emissions caused by staff travel, that this be included in future statistics.

The Panel has raised concerns that the Council's carbon emissions could be affected by external decisions beyond the Council's control and that there could be conflicts between the achievement of differing targets, where a saving in one service might increase carbon emissions elsewhere.

The contents of a five-year management plan for the Council has been approved by the Cabinet. The Plan identifies 39 carbon reduction projects which aim to reduce the Council's carbon dioxide emissions by 30% over the next five years and in so doing create an estimated net financial saving of almost £1.1m.

TENDER FOR THE PROVISION OF TEMPORARY MANUAL EMPLOYEES

The Cabinet has approved the acceptance of a quotation for the supply of temporary manual employees to the operations division for a period of 2 years.

CUSTOMER SERVICES MONITORING

The Overview & Scrutiny Panel (Economic Well-Being) has reviewed the Customer Service Quarterly Performance Report for the period January to March 2009, which outlines the levels of performance and standards achieved by the Service. The Panel has been informed of the effect of economic trends on the Customer Service Centres and the Call Centre in terms of an increase in enquiries particularly for benefits and housing services. Despite this customer satisfaction levels have remained extremely high, though achieving this has put pressure on employees. Additional resources have been received from the Government to meet the additional demand.

Members have discussed how it is intended to address an expected overspend. Virement will be used in the short term measure and the budget will be considered further in the next financial year.

The level of complaints received has been reported and is regarded as low. An update also has been received on the Customer Service Centres in St Ives and St Neots.

SUSTAINABLE COMMUNITIES ACT

The Overview & Scrutiny Panel (Economic Well-Being) has been acquainted with the background to legislation that empowers the Council to pursue local initiatives aimed at promoting the sustainability of local communities. At the invitation of the

Secretary of State, proposals may be made but must be the subject of consultation with a representative sample of the local population and with affected agencies.

Members have been informed of the process for the upward transmission of suggestions to the Government and the criteria against which proposals will be assessed. Only a limited number of Councils appear to be taking the opportunity to make suggestions following the first request for proposals by the Secretary of State. The Panel has concurred with a suggestion that procedures should be developed to generate and formulate ideas and proposals in conjunction with the implementation of neighbourhood panels.

OVERVIEW AND SCRUTINY BUDGET WORKING GROUP

The Overview & Scrutiny Panel (Economic Well-Being) has requested the Cabinet to take into account the final report of the Budget Working Group during the budget process.

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