

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, 8 DECEMBER 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 - 6)

To approve as a correct record the Minutes of the meeting of the Panel held on 10th November 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 7 - 12)

A copy of the current forward plan is attached, which was published on 19th November 2009. Members are invited to note the plan and comment as appropriate on any items contained therein.

**Mrs H Taylor
388008**

4. GREENHOUSE PROJECT (Pages 13 - 26)

To consider a report by the Head of Environmental Management on the Greenhouse Project.

**Dr P Jose
388332**

5. DEVELOPMENT BRIEF OLD FIRE STATION, ST NEOTS (Pages 27 - 34)

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

**Mr M Huntington
388404**

6. DEVELOPMENT BRIEF CHEQUERS COURT, HUNTINGDON (Pages 35 - 42)

To consider a report by the Head of Planning Services on the Development Brief for Chequers Court, Huntingdon.

**Mr M Huntington
388404**

7. ST NEOTS HEALTH CHECK

To receive a verbal report by the Head of Planning Services on the St Neots Health Check.

**Mr R Probyn
388430**

8. PERFORMANCE MONITORING (Pages 43 - 54)

To consider a report by the Head of People, Performance and Partnerships containing details of the Council's performance against its priority objectives.

**Mr H Thackray
388035**

9. OVERVIEW AND SCRUTINY REMITS AND STUDIES (Pages 55 - 58)

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

**Mrs J Walker
387049**

10. WORK PLAN STUDIES AND WORKING GROUP TEMPLATES (Pages 59 - 76)

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**

11. OVERVIEW AND SCRUTINY PANEL PROGRESS (Pages 77 - 84)

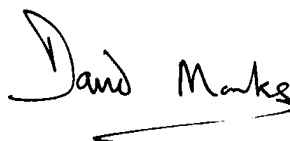
To consider a report by the Head of Democratic and Central Services on decisions taken by the Panel.

**Mrs J Walker
387049**

12. SCRUTINY (Pages 85 - 92)

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 2 day of December 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 the Wren Room, Countryside Centre, Hinchingsbrooke Country Park on Tuesday, 10 November 2009.

PRESENT: Councillor P M D Godfrey – Chairman.

Councillors M G Baker, Mrs M Banerjee, P J Downes, J J Dutton, P Godley, D Harty, M F Newman and J S Watt.

APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillor K M Baker.

IN ATTENDANCE: Councillors D B Dew and T D Sanderson.

47. MINUTES

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

48. MEMBERS' INTERESTS

Councillor P J Downes, J J Dutton and D Harty declared personal interests in Minute No. 51 as Members of Cambridgeshire County Council.

49. LOCAL GOVERNMENT ACT 2000: FORWARD PLAN

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

In so doing, the Panel requested sight of the Strategic Housing Land Availability Assessment which it was hoped would be available for the Panel to scrutinise in January.

50. 10:10 CLIMATE CHANGE CAMPAIGN

The Panel considered a report (a copy of which is appended in the Minute Book) by the Head of Environmental Management seeking the Council's support for the 10:10 Climate Change Campaign. The Panel was advised that the campaign aimed to achieve a 10% cut in carbon emissions in 2010 which was in line with the Council's Carbon Management Plan which planned to reduce carbon emissions by 30% over five years.

The Panel noted that mechanisms were in place to monitor the Council's carbon emissions which would be measured against the baseline figure in the carbon management plan allowing reductions to

be recorded. However it was acknowledged that it would be more difficult to measure the reduction in carbon emissions of individuals and businesses which signed up to the campaign.

RESOLVED

that the Cabinet be advised that the Panel endorse the recommendation that the Council register its support for the 10:10 Climate Change Campaign.

51. CAR PARKING REVIEW

(Councillor D B Dew, Executive Councillor for Planning Strategy and Transport was in attendance for this item. Councillor T D Sanderson, Chairman of the Car Parking Working Party was also in attendance). (Councillor J S Watt declared a personal interest in the management of the car park in Yaxley arising from his business interests.)

Following an introduction by the Chairman of the Car Parking Working Party, the Panel considered a report (a copy of which is appended in the Minute Book) by the Head of Planning Services on the findings of the Car Parking Working Party.

With regard to the recommendations proposed, the Panel had no objection to the intention to reduce the number of short stay spaces at the Riverside Car Park in Huntingdon due to lack of demand. In respect of Ramsey, the Panel welcomed the suggestion of additional parking provision in Mews Close in view of Members' concerns over the number of vehicles parking on the High Street. Further to this, it was reported that County Council officers were considering limiting parking on the Great Whyte and introducing parking enforcement on the High Street.

Having been informed that vehicles with low emissions were eligible for reduced rate season tickets, the Panel requested further details of the number of tickets issued with reductions. Members also questioned whether future parking charges could be set in line with vehicle emissions rather than length of time parked but were informed that the technology was not yet available for this to be accomplished.

Having noted that parking at the new 'Park & Ride' site at St. Ives for the guided bus way was planned to be free of charge, the Panel voiced concerns that this could have a detrimental effect on town centre parking, as drivers might opt to use a free car park given its proximity to the town centre. It was feared that this would have an adverse effect on overall car parking income and could also impact on the number of spaces available for users of the guided bus. Members felt that the County Council should be urged to reconsider their decision to permit parking in the car park free of charge.

RESOLVED

that the Cabinet be advised of the Panel's views on the car parking review.

52. TRANSIT SITES FOR GYPSIES AND TRAVELLERS

(Councillor D B 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 Head of Planning and Housing Services (a copy of which is appended in the Minute Book) on the requirement for Councils to make provision for travellers' transit sites.

Members were informed that the need for transit provision in Huntingdonshire had been assessed as 8/10 pitches. The Panel acknowledged that the early provision of a transit site would help in reducing or eliminating the number of unauthorised encampments which took place currently.

The Head of Housing Services explained that the Gypsy and Traveller Site Management Good Practice Guide indicated that transit sites were intended to cater for gypsies and travellers who wished or needed to reside in their own caravan accommodation in an area on a short term basis. Periods ranging from an overnight stay to an average maximum period of around six weeks were catered for, although this could sometimes be extended to up to three months where there was sufficient capacity to meet overall short term demand, particularly where there was no permanent residential accommodation available.

RESOLVED

that the report be endorsed for submission to the Cabinet.

53. THE RSS REVIEW STATUTORY CONSULTATION RESPONSE

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

With the aid of a report (a copy of which is appended in the Minute Book), the Head of Planning Services informed the Panel of the current EERA consultation in respect of the ongoing review of the regional spatial strategy and the potential implications of four growth scenarios for the future of Huntingdonshire for the period up to 2031. Members agreed that the only scenario that was sustainable was for a continuation of the pace of growth in the recently approved core strategy to 2026. In the event of the other scenarios being approved which each proposed greater scale of development, Members were of the view that the result would be additional commuting for employment and an adverse impact on the local infrastructure which could not be accommodated.

In response to a question, the Head of Planning Services reported that Council officers were due shortly to meet with the new owners of Alconbury Airfield to discuss the future of the site.

RESOLVED

that the Panel endorse the recommendations contained in

the report for submission to the Cabinet.

54. HUNTINGDON WEST AREA ACTION PLAN SUBMISSION DOCUMENT

(Councillor D B Dew, Executive Councillor for Planning Strategy and Transport and Councillor T D Sanderson, Ward Councillor, were in attendance for this item).

The Executive Councillor for Planning Strategy and Transport introduced a report by the Head of Planning Services (a copy of which is appended in the Minute Book) on the draft proposed submission Huntingdon West Area Action Plan.

Although the Panel welcomed the proposals for the redevelopment and regeneration of the area, a number of Members remained sceptical over the highway implications of the proposals. In response, the Panel was informed that the modelling for the link road had taken into account the proposals for development and the Highways Authority were satisfied that the proposed level of growth was sustainable.

RESOLVED

that the Cabinet be advised that the Panel have no specific comments on the Huntingdon West Area Action Plan submission document to bring to its attention.

55. COUNTY WIDE AND INTEGRATED DEVELOPMENT PROGRAMME AND TARIFF

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

With the assistance of a report by the Head of Planning Services (a copy of which is appended in the Minute Book) the Panel considered the draft Cambridgeshire Integrated Development Programme.

The Panel was advised that the programme brought together the various planning documents available to identify infrastructure needs on a sub-regional basis. It was reported that the exercise had been useful in determining strategic and local infrastructure needs along with levels of tariff in viability terms that could be applied in Cambridgeshire and the document would be an essential tool to guide future development.

RESOLVED

that the report be endorsed for submission to the Cabinet.

56. WORK PLAN STUDIES AND WORKING GROUP TEMPLATES

The Panel considered and noted a report by the Head of Democratic and Central Services (a copy of which is appended in the Minute Book) reviewing the Panel's programme of studies being undertaken by the Overview and Scrutiny Panels.

In noting that the development management process review was progressing well, Members were asked to consider further possible subjects for investigation. It was agreed that this matter would be discussed further at the next Panel meeting.

57. OVERVIEW AND SCRUTINY PANEL PROGRESS

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

In so doing, the Panel noted that Anglian Water's Collection Manager was yet to respond to the list of questions provided.

With regard to cycling, the Panel requested an update as to the status of the Perry Village Cycle Route.

58. 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 question, the Panel was informed that an article was being published in District-Wide for the appointment of co-opted Members to the Overview and Scrutiny Panels which would be delivered to households shortly.

Chairman

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FORWARD PLAN OF KEY DECISIONS

Prepared by
Date of Publication:
For Period:

Councillor I C Bates Miss Effe Chrisostomou
19 November 2009
1 December 2009 to 31 March 2010

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 OJY 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

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
Development Brief Old Fire Station, St. Neots	Cabinet	17 Dec 2009	Previous urban design framework	Richard Probyn, Planning Service Manager (Policy) Tel No 01480 388430 or e-mail Richard.Probyn@huntsdc.gov.uk	Adopt as interim Guidance	D B Dew	Environmental Well-Being
Development Brief Chequers Court, Huntingdon	Cabinet	17 Dec 2009	Previous urban design framework	Richard Probyn, Planning Service Manager (Policy) Tel No 01480 388430 or e-mail Richard.Probyn@huntsdc.gov.uk	Adopt as Interim Guidance	D B Dew	Environmental Well-Being
St. Neots Health Check (Final)	Cabinet	17 Dec 2009	Reports from workshops undertaken	Richard Probyn, Planning Service Manager (Policy) Tel No 01480 388430 or e-mail Richard.Probyn@huntsdc.gov.uk	None - to note	D B Dew	Environmental Well-Being
Asset Management Plan	Cabinet	17 Dec 2009	Previous Cabinet Reports	Keith Phillips, Estates and Property Manager Tel No. 01480 388260 or e-mail - Keith.Phillips@huntsdc.gov.uk		A Hansard	Economic Well-being
Older Persons Housing Strategy Update	Cabinet	17 Dec 2009	Housing Strategy 2006-11. Ageing Well, Housing, Health and Social Care Strategy for Older People. Lifetime Homes, Lifetime Neighbourhoods, A National Strategy for Housing in an Ageing Society, CLG, DWP, and DH, March 2008	Jo Emmerton, Housing Strategy Manager Tel No. 01480 388203 or e-mail - Jo.Emmerton@huntsdc.gov.uk		K J Churchill	Social Well-Being
A14 Statutory Orders Consultations	Cabinet	19 Dec 2009	None.	Richard Probyn, Planning Service Manager (Policy) Tel No 01480 388430 or e-mail Richard.Probyn@huntsdc.gov.uk	Endorse HDC's position on the orders	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
Improvements to Kerb Side Collection***	Cabinet	21 Jan 2010	None.	Robert Ward, Head of Operations Tel No 01480 388635 or e-mail Robert.Ward@huntsdc.gov.uk		C R Hyams	Social Well-Being
Development Management Submission Document	Cabinet	21 Jan 2010	Preferred Option Document	Richard Probyn, Planning Service Manager (Policy) Tel No. 01480 388430 or e-mail Richard.Probyn@huntsdc.gov.uk	Approve for public consultation	D B Dew	Environmental Well-being
Covert Surveillance Policy Review	Cabinet	21 Jan 2010	Existing Policy Legislation	Wayland Smalley, Solicitor Tel No 01480 388022 or e-mail Wayland.Smalley@huntsdc.gov.uk	Internal Steering Group	A Hansard	Economic Well-being
Draft Planning Contributions Supplementary Planning Document	Cabinet	21 Jan 2010	Huntingdonshire Development Plans	Richard Probyn, Planning Service Manager (Policy) Tel No 01480 388430 or e-mail Richard.Probyn@huntsdc.gov.uk	Approve for Consultation	D B Dew	Environmental Well-being
Strategic Housing Land Availability Assessment (SHLAA)	Cabinet	21 Jan 2010	Previous SHLAA	Richard Probyn, Planning Service Manager (Policy) Tel No 01480 388430 or e-mail Richard.Probyn@huntsdc.gov.uk	Approve findings for consultations as preferred options	D B Dew	Environmental Well-Being
Former Fire Station and Waste Recycling Site, Huntingdon Street, St. Neots	Cabinet	21 Jan 2010	Development Brief and Marketing Information (in preparation)	Keith Phillips, Estates and Property Manager Tel No. 01480 388260 or e-mail Keith.Phillips@huntsdc.gov.uk	Ward Councillors.	A Hansard	Economic 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
Preferred Site Options Gypsy and Travellers Development Plan Document	Cabinet	21 Jan 2010	Issues and Options Paper	Richard Probyn, Planning Service Manager (Policy) Tel No. 01480 388430 or e-mail Richard.Probyn@huntsdc.gov.uk	Approve for public consultation	D B Dew	Environmental Well-being
Review of Discretionary Rate Reliefs***	Cabinet	11 Feb 2010	None.	Julia Barber, Head of Revenue Services Tel No 01480 388105 or e-mail Julia.Barber@huntsdc.gov.uk		T V Rogers	Economic Well-Being
Budget and MTP	Cabinet	11 Feb 2010	Draft MTP - Previous Year's Budget Report - Various Annexes	Steve Couper, Head of Financial Services Tel No 01480 388103 or e-mail Steve.Couper@huntsdc.gov.uk	Overview and Scrutiny (Economic Well-Being) 4/02/10	T V Rogers	Economic Well-Being
St. Ivo Leisure Centre - Proposal for Development	Cabinet	11 Feb 2010	None	Simon Bell, General Manager, Leisure Centres Tel No. 01480 388049 or e-mail Simon.Bell@huntsdc.gov.uk		Mrs D C Reynolds	Social Well-being
Treasury Management Strategy and Prudential Indicators	Cabinet	11 Feb 2010	Previous Year's Strategy	Steve Couper, Head of Financial Services Tel No 01480 388103 or e-mail Steve.Couper@huntsdc.gov.uk	Overview and Scrutiny (Economic Well-Being) 4/02/10	T V Rogers	Economic Well-Being

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OVERVIEW AND SCRUTINY (ENVIRONMENT AND WELLBEING): 8 DEC

GREENHOUSE PROJECT UPDATE

For information

Dr Paul Jose

Head of Environmental Management

1. INTRODUCTION

1.1 Carbon reduction on a per capita basis is a national priority (National Indicator 186) and the Council has identified tackling climate change as a key priority within the Environment Strategy (April 2008).

1.2 Nationally the **existing building stock**, two thirds of which will still be standing in 2050 (the government's target date for reducing emissions by 80%) **is responsible for 40% of the UK's total carbon emissions**. The current focus on energy efficient 'new build' has deflected attention from this area. It is critical to address emissions from the existing building stock in order to significantly reduce emissions and save energy.

In **Cambridgeshire 26% of all emissions are from domestic sources**. It is therefore **critical to decrease emissions in this area if we are to significantly reduce the District's carbon footprint**. Add to this that 75% of UK homes are in private ownership (actual figure circa 60k out of a housing stock of 67k in Huntingdonshire), one can see the potential contribution addressing energy efficiency in our existing private housing stock could make to reducing emissions at a District level.

Achieving tough emission reduction targets will depend on influencing communities, local householders, private landlords, estate agents and mortgage providers. It is **our role as a Council to provide that visionary leadership to encourage private energy efficient refurbishment and retrofitting** of suitable technologies **on a District wide scale**.

This paper aims to provide a progress update for COMT and further background for Overview and Scrutiny on the District Council led 'retrofitting demonstration project' for private housing in the District.

2. SUPPORTING/BACKGROUND INFORMATION

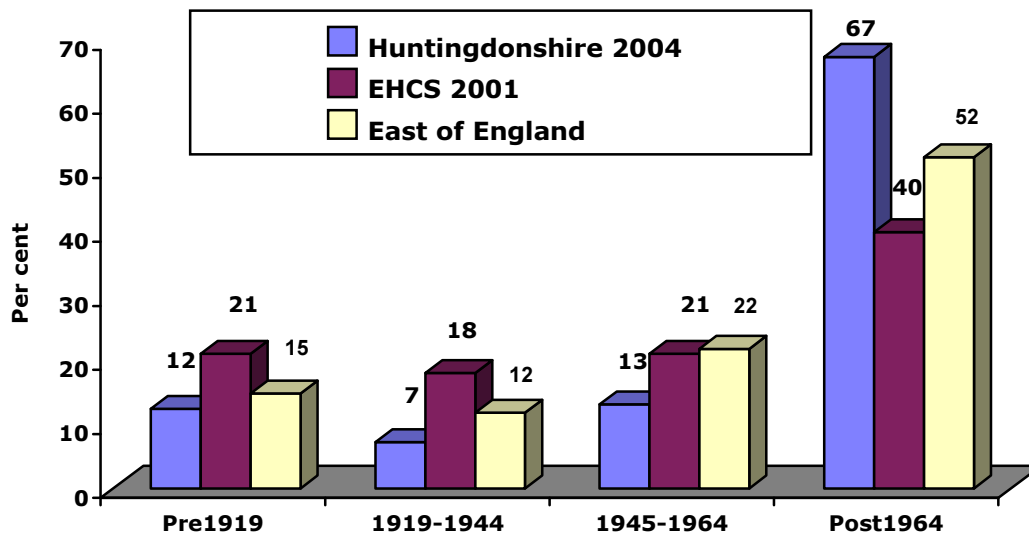
2.1 According to the Building Research Establishment refurbishment is the "Cinderella of the Housing Industry" (Ursula Garner, BRE, 2008). The role of refurbishment projects is to show the important role they play in reducing carbon emissions, saving energy and money!

2.2 To maximise influence it was suggested that we acquire appropriate property types which reflect the local housing stock and issues faced in the District and retrofit them with carbon saving technologies for demonstration purposes. Location and property type were considered critical and careful examination of local demographics was necessary to ensure not only the right types of property were selected but they are also in the best locations to influence private owners. As key objectives of the project are to maximise the reduction in carbon emissions and encourage water

efficiency it was recommended that we target the most energy and water inefficient homes.

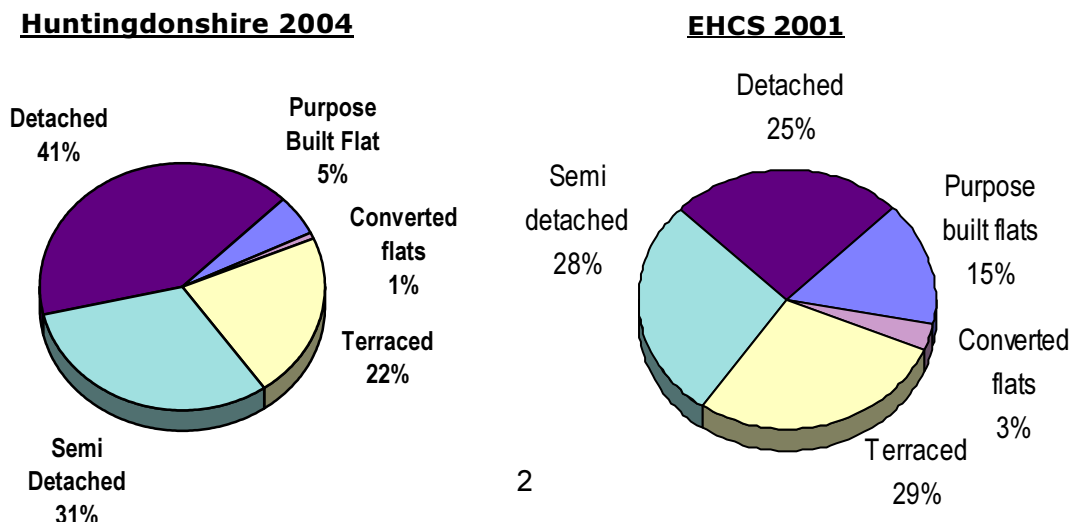
2.3 The age profile of the total stock of 67,000 dwellings in Huntingdonshire is considerably more modern than the average for either England or the East of England. A total of 12% of the stock was constructed before 1919, which is substantially lower than the position for England (21%), and there are fewer 1919 to 1944 (7%) and 1945 to 1964 (13%) dwellings. As a consequence the vast majority (67%) of dwellings were built after 1964. The stock profiles are illustrated in Figure 1.

Figure 1: Dwelling age profile England and Huntingdonshire



The building type profile in the District is different to that found across England as a whole. Detached houses are found at a much higher rate, 41% compared to 25% for England, as are semi-detached houses at 31% compared to 28% for England. All other house types occur at a lower rate than for England as a whole (Figure 2).

Figure 2: Dwelling type profile England and Huntingdonshire



Two properties were acquired in summer 2009 which reflect the local housing stock and issues faced in the District.

The first a modest detached mid 1960's property in a prominent position for demonstration purposes at the junction of Ramsey Road and St Audrey's Lane in St Ives. This property (close to a bus stop) will be used as the main exemplar for a wide range of retrofit energy efficiency and renewable measures to show how to reduce emissions and save energy.



The second, an early 1970's semi detached in Manor Farm Road St Neots. This property is being used to demonstrate how a house typical of the District from this era can have its emissions reduced through a more limited number of cost effective improvements.



Specifications to retrofit the properties with carbon saving technologies for demonstration purposes have been drawn up in partnership with the Building Research Establishment.

The specification for the demonstration properties are detailed in: Annex 1

These show the so called SAP ratings for CO2 emissions and environmental impact (energy efficiency) before and theoretically after the improvements.

They include water efficiency measures (e.g. taps, water harvesting etc) energy efficiency (e.g. insulation for walls, floor and roof), space heating measures (the boiler or air source heat pump) and renewables measures (e.g. solar panels, photovoltaics etc) proposed for the properties and details

As an implicit objective of the project is to **deliver cost effective retrofit at an affordable level for local people** attention has been given to balancing affordability with opportunity to maximise carbon reduction costs. I.e. costs and retrofit measures should not be disproportionate to the nature of the properties identified. For example whilst it may be appropriate to showcase a range of other renewable technologies e.g. photovoltaic panels for electricity generation in the detached property, more straight forward energy efficiency measures and limited renewables i.e. solar hot water are being demonstrated in the semi-detached property.

These and other issues of how far we go on each property have been decided by a project team and partners.

3. PROJECT TEAM, FINANCE, PROMOTION AND PARTNERSHIP

3.1 This section sets out all those people:

- who are engaged the retrofit project (The Project Team),
- who have management oversight or make decisions relating to the project and
- their roles
- the key partners

The Greenhouse Project Management Team

Role	Name	Position/role
Project Leader (2)	Paul José	Head of Environmental Management Division
Project Leader (1)	Graham Shipley	Building Control Manager
Project Sponsor	Malcolm Sharp	Director of Environmental & Community Services
	Richard Haynes	Building Control
	Jenny Thackray and Julia Blackwell	Energy Efficiency Officers
	Frank Mastrandrea	Housing

Retrofit Team and wider Partnership group members	Barry LeBailly and Mark Houston	Architect and Architectural technician
	Chris Jablonski	Environment team leader
	Terry Day	Finance Officer
	Nigel Arkle	Procurement Manager
	Suzanne Englebert	Communications & Marketing
	Planning staff	Various as appropriate
	John O'Brien and Alan Ferguson	BRE (Watford)
	Huntingdonshire LSP Environment Forum	All Forum partners: including: NHS Police Fire Authority County Biodiversity Partnership Wildlife Trust
	Anglian Water and Cambridge Water Company	Various
	The Environment Agency	Various
Waterwise East	Claire Watters	

The Head of Environmental Management meets monthly with the Project Sponsor and Environment Executive Councillor, Jonathan Gray to discuss progress as part of routine 1:1 meetings.

3.2 Finance

The concept of the project is to buy the properties, retrofit, demonstrate and subsequently sell them.

550k was initially allocated for the project on the understanding that this would be fully recovered when the properties were sold on at the end of the project. However efficiencies were made and 2 properties (not 3 as originally envisaged) were purchased at the bottom of the falling market for 195k and 135k (total 325k)

In effect apart from the 100k spend approved in the MTP the project is essentially expected to be self financing over the project life. The possibility of further external funding to contribute to project costs such as publicity and future roll out to the public and building industry has been ongoing. An additional 75k has been transferred from the Decent Homes Housing pot to contribute to specification, monitoring and marketing work for the project to make the project viable.

It was envisaged that in a future potentially rising market and with eco measures in place that the properties would be sold at a premium over the purchase costs (a 3rd bedroom and extension being added to the St Ives property as well as the range of energy efficiency and renewables measures to the 2 sites). This should provide additional budget for the whole programme particularly for roll out and promotional activities.

3.3 Site Work and Tender Progress

An extensive procurement process has been undertaken to select suitable project managers/ contractors to deliver the retrofit work at the properties. Around 20 companies expressed interest in the work and 6 have been selected to tender for the work. This is expected to be completed in January with work ongoing in early Spring 2010. In addition preparatory work has begun at both properties e.g.

the installation of gas at the St Neots property together with ground clearance for the gardens. Extensive pre-project monitoring work as well as thermal imaging has been undertaken at the properties.

3.4 Media and Press related activities

A media plan has been developed with the PR team. Several articles on the project have been published in the local media. Promotion of the project is critical to the roll out of new technologies in the District. Gas Street Works a nationally acknowledged provider of web and film services for local government have been engaged to produce a short series of web based films of the project. The project is establishing its own micro website in conjunction with IMD and Gas Street Works. A project logo has been designed internally and adopted for the project which parallels the Grand Designs 'Great British Refurb' Campaign and logo launched recently through the 10:10 Campaign.



3.5 Partnership Progress

It has been essential to incorporate best practice in Retrofit expertise to maximise the impact of the project. A contract was therefore entered into with The Building Research Establishment, who already have extensive expertise and are the market leaders in this area. ***The 2 Huntingdonshire properties are the 2 East Anglian exemplars in the BRE nationally led 'Rethinking Refurbishment' programme.***

Consideration is being given to working with other key players. These include a range of external organisations and individuals, e.g. Anglian Water, the Environment Agency, Cambridge Water Company and Waterwise East (in relation for example to water efficiency).

Waterwise East have provided guidance on the water efficiency measures for both properties including advice on taps, baths, showers and water harvesting measures.

The Wildlife Trust, County Biodiversity Partnership and HDC operational staff are involved in the design of Wildlife/allotment and drought gardens for the 2 properties.

Two 'meet the neighbour events' for members of the local communities, faith groups and local/District Councillors have been held in late summer to showcase general project proposals and engage them in the project,

Engagement with key partners in the Huntingdonshire Strategic Partnership Environment Forum is ongoing. The Fire Service is exploring the installation of domestic sprinklers in the St Ives property whilst security measures for the properties are being developed with the Police. Health measures are being explored with the NHS whilst the HDC Housing Division is considering using the properties for remote working and grant promotion activities.

Additionally EEDA, EERA, The Sustainable Energy Academy, Renewables East and Cambridgeshire Horizons are in principle supportive of the programme and opportunities are being sought to obtain external contributions to this exemplar project which is now being considered to be not only of local but now regional and national significance. Sponsorship by commercial companies is also under investigation.

The project will build on existing good relationships with building material suppliers, plumbers and professionals in the energy efficiency and renewables sectors to maximise influence and delivery in order to meet challenging carbon reduction targets in the District. Opportunities for upskilling in key areas of the building industry are being explored as this is a major current blockage to the delivery of the retrofit agenda both locally and nationally.

4. CONCLUSION

The Greenhouse project is a key method of influencing carbon reduction measures in an important area, the private housing sector which contributes circa 20% of the carbon emissions in the District. This being the largest single component of emissions that the Council can influence.

The 2 houses were purchased as specified by the project team to demonstrate practical and appropriate cost effective retrofit energy efficiency, renewable energy and water efficiency measures at appropriate locations in the District.

Purchase of the properties was completed in summer 2009, specification and pre-monitoring work has been completed, planning permissions obtained, tenders drawn up. Some on-site work preparatory works have begun. Actual work on retrofit and the gardens is expected to be complete in May 2010.

A launch event is proposed for early June and will coincide with World Environment week. The properties will then be used for 3 years for local and wider demonstration purposes linking with the BRE's National Rethinking refurbishment programme.

BACKGROUND INFORMATION

www.existinghomesalliance.org

www.bre.co.uk

www.sustainable-energyacademy.org.uk

www.greenbuildingmagazine.co.uk

www.lacors.gov.uk

www.lowcarbonbuildings.org/micro/

www.warmzones.co.uk/c_welcome.html

www.warmfront.co.uk/

www.energysavingtrust.org.uk

www.forumforthefuture.org.uk

www.ukgbc.org

www.renewableseast.org.uk

www.greenfutures.org.uk/thefutureisretrofit

1010uk.org/future-home

www.greatbritishrefurb.co.uk

**Contact
Officers:**

**Dr Paul Jose, Head of Environmental
Management Division (1)**

**Mr Graham Shipley
Building Control Manager (2)**

☎ (1) 01480 388332 (2) 01480 388446



Background and project details

The UK's housing stock is currently responsible for producing more than 40% of all carbon emissions. Whereas progress has been made on improving the energy performance of new build properties through the Code for Sustainable Homes, we must face the challenge of improving our existing housing stock if we are to meet the Government's target of reducing carbon emissions by 80% by 2050. The UK has the oldest existing housing stock in Europe, making up for over 90% of our homes. The majority of these properties will still be standing and occupied by 2050. It is essential that such existing properties are sustainably refurbished to help meet the challenges of climate change and rising energy costs.

In Huntingdonshire approximately 67,000 homes are privately owned. There is huge potential to improve the energy and water efficiency of these properties, which will help to reduce the district's carbon footprint and bring homes up to a higher level of environmental performance. It is now widely recognised as a priority to look at a 'whole house' approach to sustainable refurbishment. This not only addresses improving the building fabric, it also looks at other ways of reducing the carbon emissions such as efficient heating systems, renewable energy technologies, ventilation systems and water efficiency measures. If we are to tackle climate change effectively, we need to actively encourage this whole house approach and clearly demonstrate to the public how and why this must be done. Sustainable refurbishment not only benefits the environment, it also has financial benefits and encourages well being and healthy living for householders.

To maximise influence, Huntingdonshire District Council has acquired two properties, which will be sustainably refurbished and used as demonstration homes. Both properties are typically representative of the housing stock across the district in their age, construction and design. A key objective of the project is to demonstrate cost effective refurbishment, using local suppliers and affordable, efficient products, materials and appliances. HDC are working in partnership with the Building Research Establishment on this project, as part of their 'Re-thinking Refurbishment' campaign, which will encourage a positive change in the UK housing agenda, highlighting the contribution that refurbishment has to play in reducing carbon emissions and encouraging best practice.

The BRE will be carrying out extensive 'before and after' tests on both of the properties to monitor the thermal performance, air tightness and acoustic levels. SAP assessments have been taken to show the existing energy use. Based on this data, the BRE have provided specifications for refurbishment measures, which will improve the energy rating, lower carbon emissions and reduce the environmental impact of the properties.

Different rationale will be taken for each property. One will represent what might be typically possible for a relatively low financial outlay, whilst still achieving a reasonable energy performance rating. The other, larger property will represent what can be achieved with more finance available for the work and will include a wider range of micro-generation renewable technology.



St Audreys Lane, St Ives



Manor Farm Road, St Neots

The UK housing stock currently emits approximately 150million tonnes of carbon dioxide each year... a large amount of this comes from older inefficient housing.

Green House Project

Sustainable Refurbishment Demonstration Properties



St Audreys Lane, St Ives

A detached, 2 bedroom house, built in the mid 1960's. This property currently has a single storey extension to the rear, which needs to be removed due to poor construction. This will be replaced by a two storey extension to the side and new single storey to the rear, stretching across the width of the house to provide extra living space.

This property will be used as the main exemplar, showcasing how emissions can be reduced through a number of different affordable measures.

Existing SAP rating:

Following the BRE tests and assessments, this property has achieved a SAP score of 48, with an Environmental Impact of 42 and a SAP rating of E.

Improved SAP rating:

By implementing the measures recommended by the BRE, the SAP rating can be increased to a B, with a SAP score of 85 and an Environmental Impact score of 88. This has been calculated to reduce CO2 emissions for heating and lighting the house and hot water production by approximately 4350kg.

Specifications for improvements:

- Replacement of existing windows with timber framed, double glazed units achieving a U-value of no less than 1.9.
- Windows to be set back in line with cavity to reduce opportunity for thermal bridging.
- Remove existing cavity fill in the existing external walls and replace with new foam material. Use a combination of brick and blockwork, fitted internally with 30mm Spacetherm, faced with 10mm Fermacell on the north wall at first floor level and east wall. The south wall will be fitted with 80mm of external insulation with a proprietary render finish. The extension will be constructed using the traditional brick and blockwork method, however it will have an enlarged cavity space to increase its thermal qualities. Target U-value for all external walls is 0.2.
- Replace the existing loft insulation with 250mm mineral fibre, giving a u-value of 0.16, with eaves and raft ventilators, allowing free flow of air circulation.
- Replace loft hatch with a sealed, insulated fitting, which can be clipped down.
- Additional insulation to be fitted to sloping roofs in bedrooms and bathroom. Eliminate cold bridging with Spacetherm for ease of installation, 20mm on Fermacell fixed directly to slope.
- Underfloor heating to be laid under new areas in the kitchen and dining room. This will have 70mm of insulation with 70mm concrete screed, allowing for heating pipes to be laid in.
- Dual flush toilets. Water saving taps, shower fittings. Bath to have 155 litres (capacity to overflow). Water efficient appliances.
- Fit rainwater hogs for rainwater harvesting, with a PV pump to move the water to a holding tank in the loft space, which will mains feed the WC's. Back-up mains will be installed for when there is lack of rainwater.

CO2 emissions before:

Space Heating	4307kg
Water Heating	1049kg
Lighting	288kg

Projected CO2 emission after:

Space Heating	990kg
Water Heating	600kg
Lighting	208kg



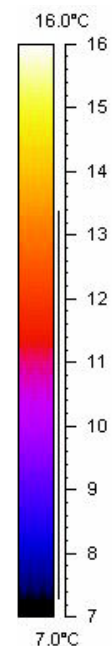
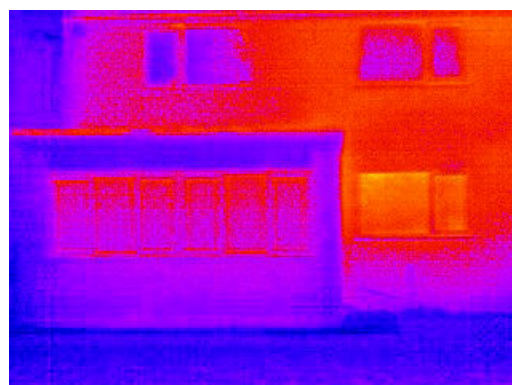


According to government figures, energy efficiency alone could reduce carbon emissions from our homes by 40%.

- All lighting will be low energy. Philips LED lighting range for significant savings on energy use and extended lamp life is recommended.
- Space heating will be provided by an air-source heat pump, with underfloor heating incorporated into the new kitchen and dining room areas. The lounge and bedrooms will have oversized radiators with the system designed to heat the lounge area to 21 degrees and the rest of the house to 19 degrees.
- Heating Save will provide a domestic building management system to be incorporated to the property, which will adjust the heat output and hot water use and generation, providing optimum use of the heating system and solar thermal hot water.
- Flat panel solar thermal hot water system to be fitted onto south facing roof, with a cylinder store, of which 129 litres will be provided by the solar thermal.
- Solar photovoltaic panels on the available south facing roof space for power generation. Over 1 meter sq in size will raise the SAP rating to 89 with an Environmental Impact of 93.
- Water attenuation green roof to be fitted onto single storey extension.
- Installation of a smart meter for long term data on the energy consumption of the property
- The driveway will be replaced with a Sustainable Urban Drainage system using permeable paving to allow surface water to pass between the blocks.



Thermal images clearly showing heat loss



Green House Project

Sustainable Refurbishment Demonstration Properties



Manor Farm Road, St Neots

A semi-detached 3 bedroom house, built in the early 1970's. This property will be used as a refurbishment exemplar demonstrating how a house from this era can have its emissions reduced through a more limited number of affordable improvements.

Existing SAP rating:

Following the BRE tests and assessments, this property has achieved a SAP score of between 47 - 53, with a SAP rating of E.

Improved SAP rating:

By implementing the measures recommended by the BRE, the SAP rating can be increased to a B, with a SAP score of 82 and an Environmental Impact score of 81. This has been calculated to reduce CO2 emissions for heating and lighting the house and hot water production by approximately 3450kg.

Specifications for improvements:

- Retain existing windows where possible and reseal. Full length window on the front elevation will be replaced with a low level wall and a new double glazed window to match. Windows need to achieve a u-value of 0.23. Replacement window will be double glazed, PVC-U with low emissivity hard finish.
- Remove the existing cavity fill in external walls and replace with new foam material.
- Internal insulation to be 30mm Spacetherm and Fermacell boarding.
- Throughout the inside surface of the external walls, Fermacell is to be fitted using tape and joint boards. Total thickness will be 311mm approx. This should result in a u-value of 0.23.
- The new low level wall will be of the same construction as the existing wall so the internal finishes match. The U-value will be therefore be 0.23.
- Replace the existing loft insulation with 250mm mineral fibre, giving a u-value of 0.16, with eaves and raft ventilators, allowing free flow of air circulation.
- Replace loft hatch with a sealed, insulated fitting, which can be clipped down.
- All lighting to be low energy.
- Space heating will be provided by a high efficiency heat only boiler (91.3/5% efficient), with a room-sealed flue and fanned. This will be accompanied by full heating controls including a programmer, room thermostats and TRV's. The property has been connected to the mains gas network.
- For water heating there will be an evacuated tube solar thermal panel located on the south facing roof. A water cylinder will be fitted as a thermal store.
- This property is within 1 in 100 flood risk and measures will be put in place to mitigate this. Measures will include raising the level of the electric sockets to 1m above floor level and replacing the full length window on the front elevation with the low level wall and window.
- The front driveway will be fitted with a sustainable drainage system.

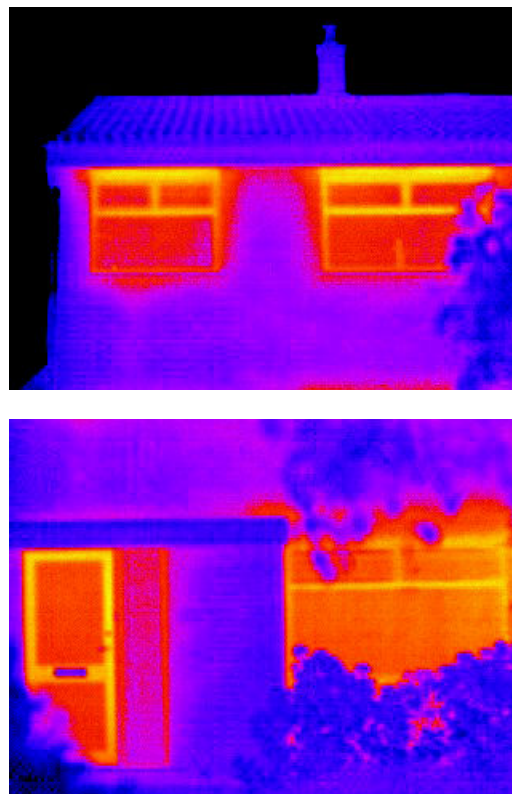
CO2 emissions before:

Space Heating	3943kg
Water Heating	1344kg
Lighting	254kg

Projected CO2 emission after:

Space Heating	1184kg
Water Heating	311kg
Lighting	127kg





Thermal images clearly showing heat loss

The UK government is committed to achieving a target of 80% reduction in carbon emissions by 2020. Energy efficient housing plays a major part in this.

Green House Project

Sustainable Garden Design

Working with the Wildlife Trust, Cambridgeshire Biodiversity Partnership

The gardens at both of the properties will be designed in a 'wildlife friendly' way to inspire visitors and help influence and educate on biodiversity. Each garden will contain a variety of features to satisfy both the needs of the residents and wildlife.

Potential Wildlife Garden features:

Flowers and herbs for nectar and pollen
Herb spiral with lavender, thyme, rosemary and fennel
Native plants that flower across seasons

Grass area

The lawn areas are important for drainage. These will be laid as long lawns with wildflowers and short lawns for frequent use.
Wildflowers to be suitable for the area/soil type according to local wildlife areas.

Water Feature

Ideally a pond but alternatively a bird bath if space is limited
Provide a ground level water source for mammals.
Potential to incorporate a 'boggy area'.

Climbing Plants

To be aesthetically pleasing whilst providing cover for invertebrates over winter
Climbers provide ground cover quickly

Hedge/bushes

These will provide nesting sites for birds. Must be native species and preferably provide food for animals.

Refugia

Logpile - using native hardwood which will rot better.
Rockery with gaps in the rocks for amphibians and invertebrates to take cover.
Compost heap with timber frame.

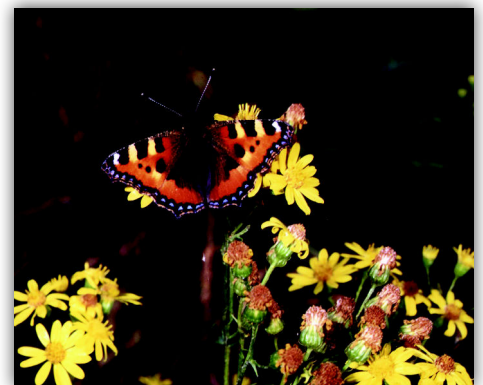
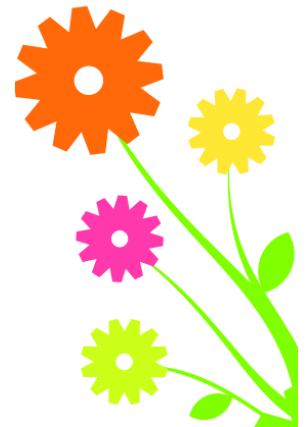
Fruit and vegetables

Small local variety of apple and/or pear tree.
Currant bushes.
Vegetable patch with a selection of spring and winter produce.
Potatoes in planters where space is limited.
Herbs which are easy to access from the house.

Hard Structures

Fencing with holes at the bottom for mammal passage.
Water butt fitted to guttering.
Garden bench
Bird box, bat box and bug homes. Bird feeders.
Pots made out of recycled items, ie wellies, jugs, food tins, etc

Low cost sustainable materials will be used where possible. Local schools will be invited to become involved for the purpose of education and community engagement. Display boards with information on the features incorporated in the gardens will be designed and made by local community groups/school children using materials such as hand-made terracotta and plywood boards which can then be recycled.



**O & S PANEL
ENVIRONMENTAL WELL-BEING**

8TH DECEMBER 2009

EMERGING DEVELOPMENT / PLANNING BRIEF

OLD FIRE STATION AND DEPOT SITE, HUNTINGDON STREET, ST NEOTS

(Report by HEAD OF PLANNING SERVICES)

1. INTRODUCTION

- 1.1 This planning brief examines the redevelopment opportunities on land in and around the Old Fire Station and Depot, off Huntingdon Street, St Neots. It presents the planning policy context for the potential redevelopment of this area for uses appropriate to the town centre.
- 1.2 Development Management Panel has been asked to consider the draft brief and make relevant comments. Once representations have been considered and reported to Cabinet, it is intended to adopt the document as planning guidance to accompany sales particulars when marketing the land.

2. BACKGROUND

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

3.0 THE PLANNING BRIEF

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

3.2 Particularly important is ensuring that any potential development can be satisfactorily accommodated on the site, bearing in mind the constraints on this site; proximity to listed buildings / conservation area / important trees / relationships with neighbours.

3.3 The planning brief sets design parameters for the successful development of the site. Indicative layouts are shown that illustrate what could be achieved, and also highlights potential constraints.

4. CONCLUSION

4.1 Production of a planning brief is best practice and will help to secure the most appropriate form of development over this site. Any comments or changes will be brought to Cabinet before it is approved.

5. RECOMMENDATION

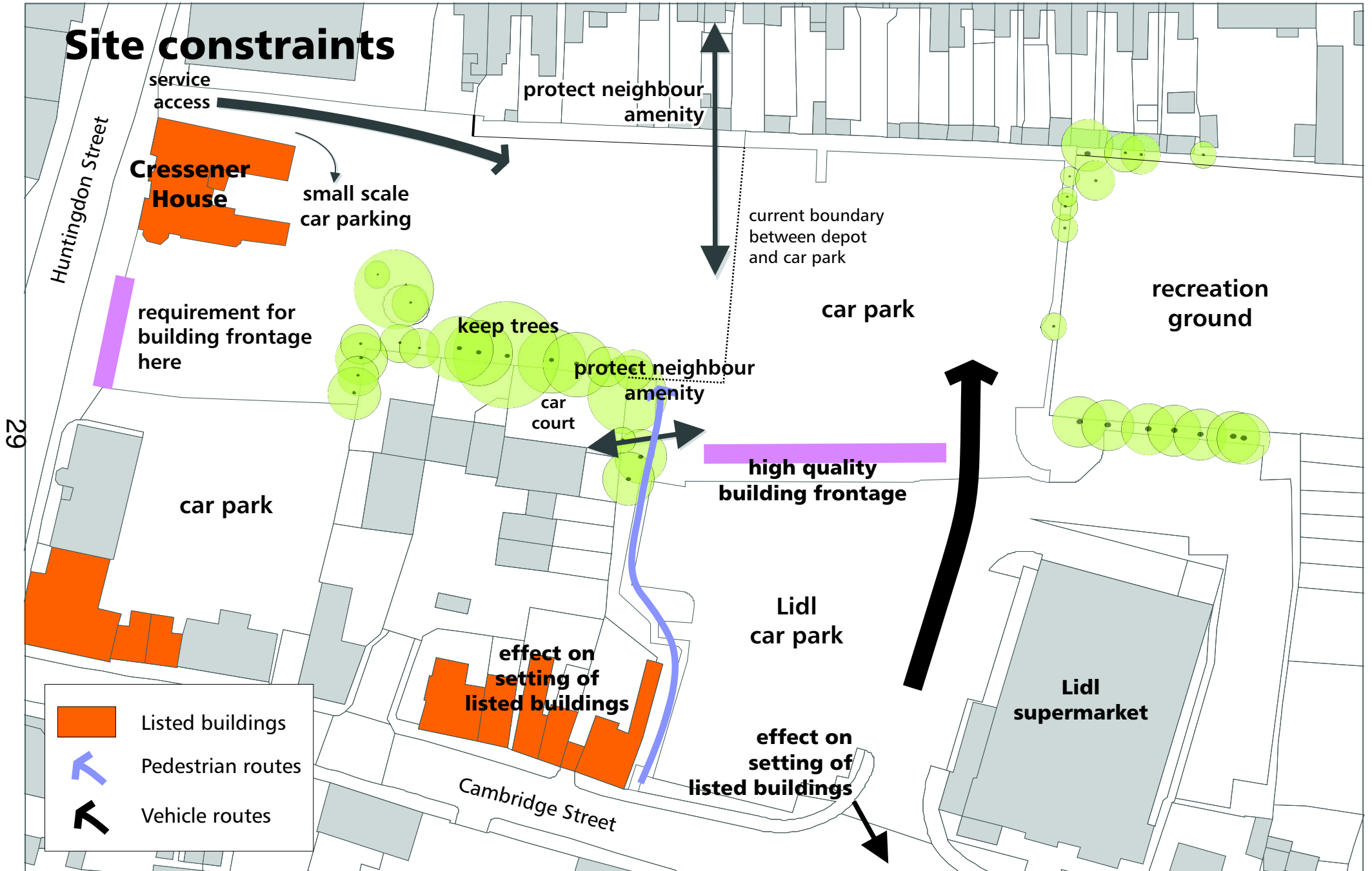
5.1 To consider the possible development and design options for this site, and give guidance about the potential acceptability of those options (which could then be appropriately incorporated into the finalised document).

BACKGROUND INFORMATION

Huntingdonshire Core Strategy 2009
St Neots Town Centre Vision 2004

Contact Officer: Mike Huntington
 **01480 388404**

Site constraints



service access

Cressener House

small scale car parking

protect neighbour amenity

current boundary between depot and car park

car park

recreation ground

requirement for building frontage here

keep trees

protect neighbour amenity

car court

high quality building frontage

car park

Lidl car park

effect on setting of listed buildings

Lidl supermarket

effect on setting of listed buildings

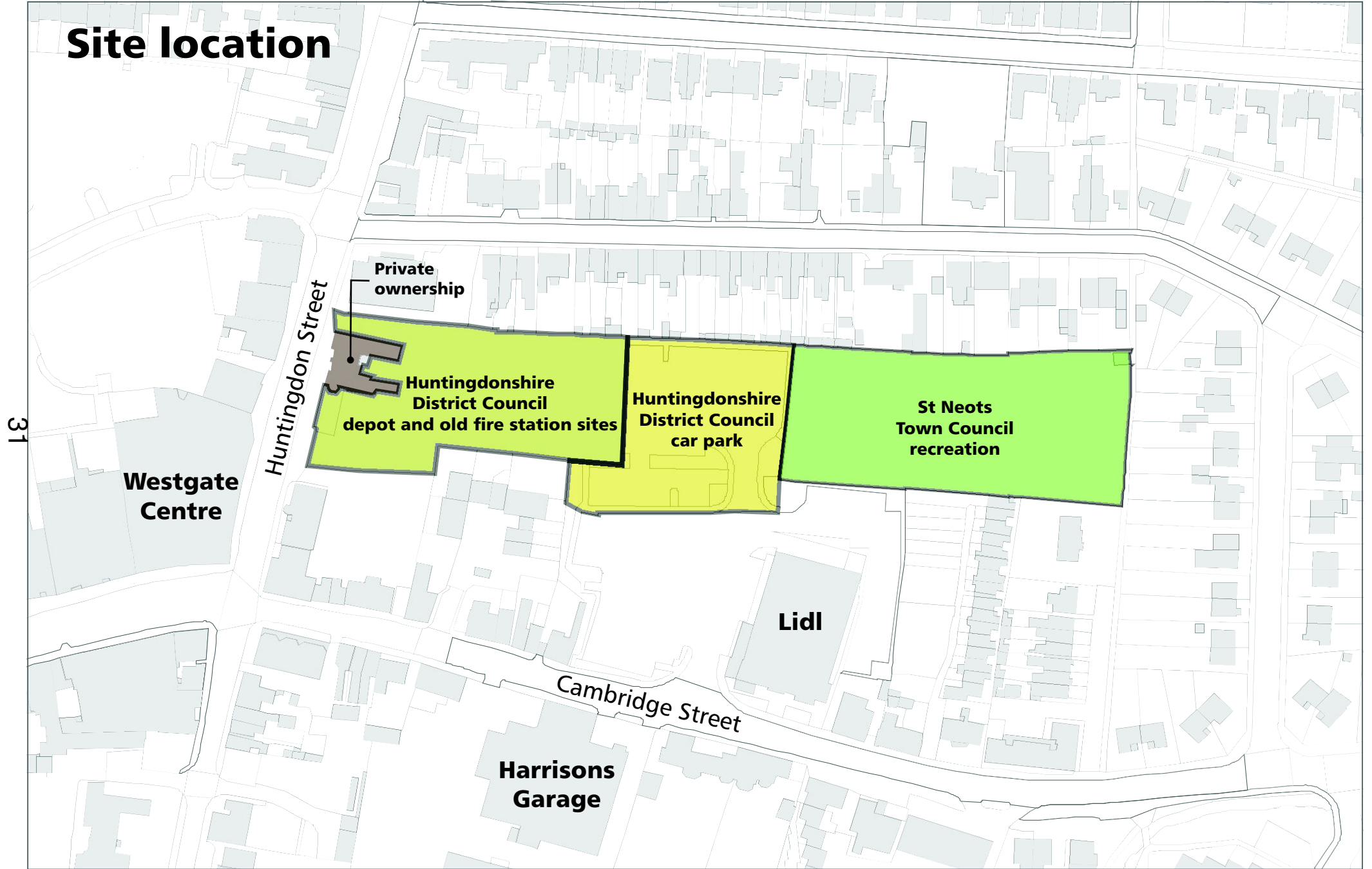
Cambridge Street

29

- Listed buildings
- Pedestrian routes
- Vehicle routes

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Site location



31

**Westgate
Centre**

Huntingdon Street

**Private
ownership**

**Huntingdonshire
District Council
depot and old fire station sites**

**Huntingdonshire
District Council
car park**

**St Neots
Town Council
recreation**

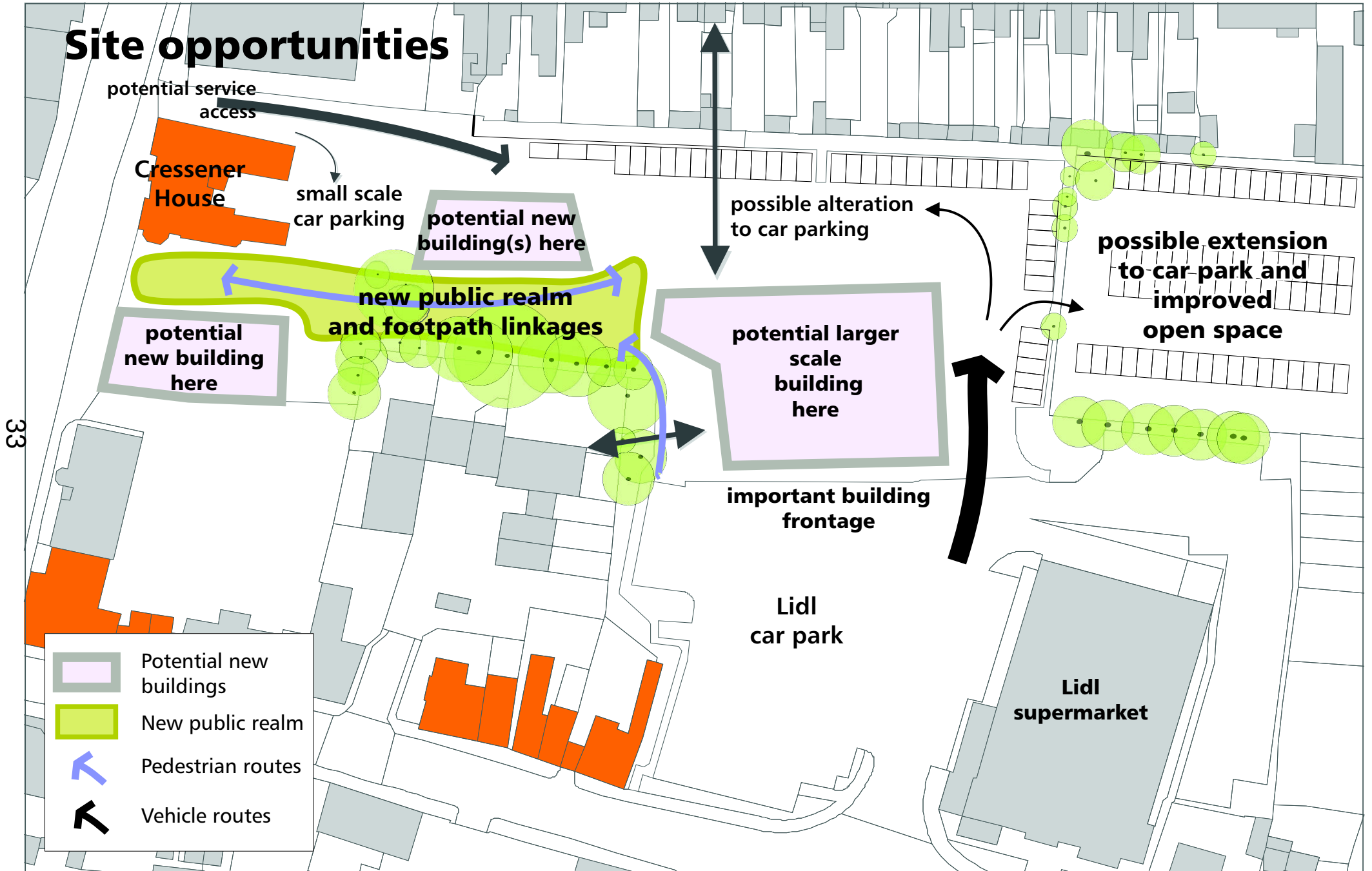
Lidl

Cambridge Street

**Harrison's
Garage**

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Site opportunities



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**OVERVIEW AND SCRUTINY PANEL
ENVIRONMENTAL WELL-BEING**

8TH DECEMBER 2009

**URBAN DESIGN FRAMEWORK
SUPPLEMENTARY PLANNING DOCUMENT
CHEQUERS COURT, HUNTINGDON
(Report by HEAD OF PLANNING SERVICES)**

1. INTRODUCTION

- 1.1 This urban design framework examines the redevelopment opportunities on land in and around Chequers Court shopping area, in the centre of Huntingdon. It presents the planning policy context for the redevelopment of this area, which includes the creation of new shops and car parking for the town.
- 1.2 Development Management Panel has been asked to consider the draft framework and make relevant comments. Once representations have been considered and reported to Cabinet, it is intended to adopt the document as a Supplementary Planning Document.

2. BACKGROUND

- 2.1 It has long been recognised that the large scale redevelopment of Chequers Court is necessary if the town centre is to be reinvigorated.
- 2.2 This document analyses the current situation, looking at the physical constraints and access issues.
- 2.3 The owners of Chequers Court have for a long time expressed a wish to redevelop their buildings, but are aware that only by working jointly with others will the most appropriate redevelopment be achieved.

3.0 THE URBAN DESIGN FRAMEWORK

- 3.1 The purpose of this urban design framework is to ensure that all of the aspirations for this area can be brought together to create well planned and appropriate development on site.
- 3.2 Particularly important is the creation of a practical phasing plan for the successful implementation of any redevelopment, looking at how the parking will work, which buildings should be demolished and how much new building will be required.
- 3.3 The framework sets design parameters for the successful development of the site, ensuring that future proposals achieve

imaginative and distinctive solutions. Indicative layouts will illustrate what could be achieved.

4. CONCLUSION

- 4.1 Production of an urban design framework is best practice and will help to secure the most appropriate form of development over this large area. Any comments or changes will be brought to Cabinet before it is adopted.

5. RECOMMENDATION

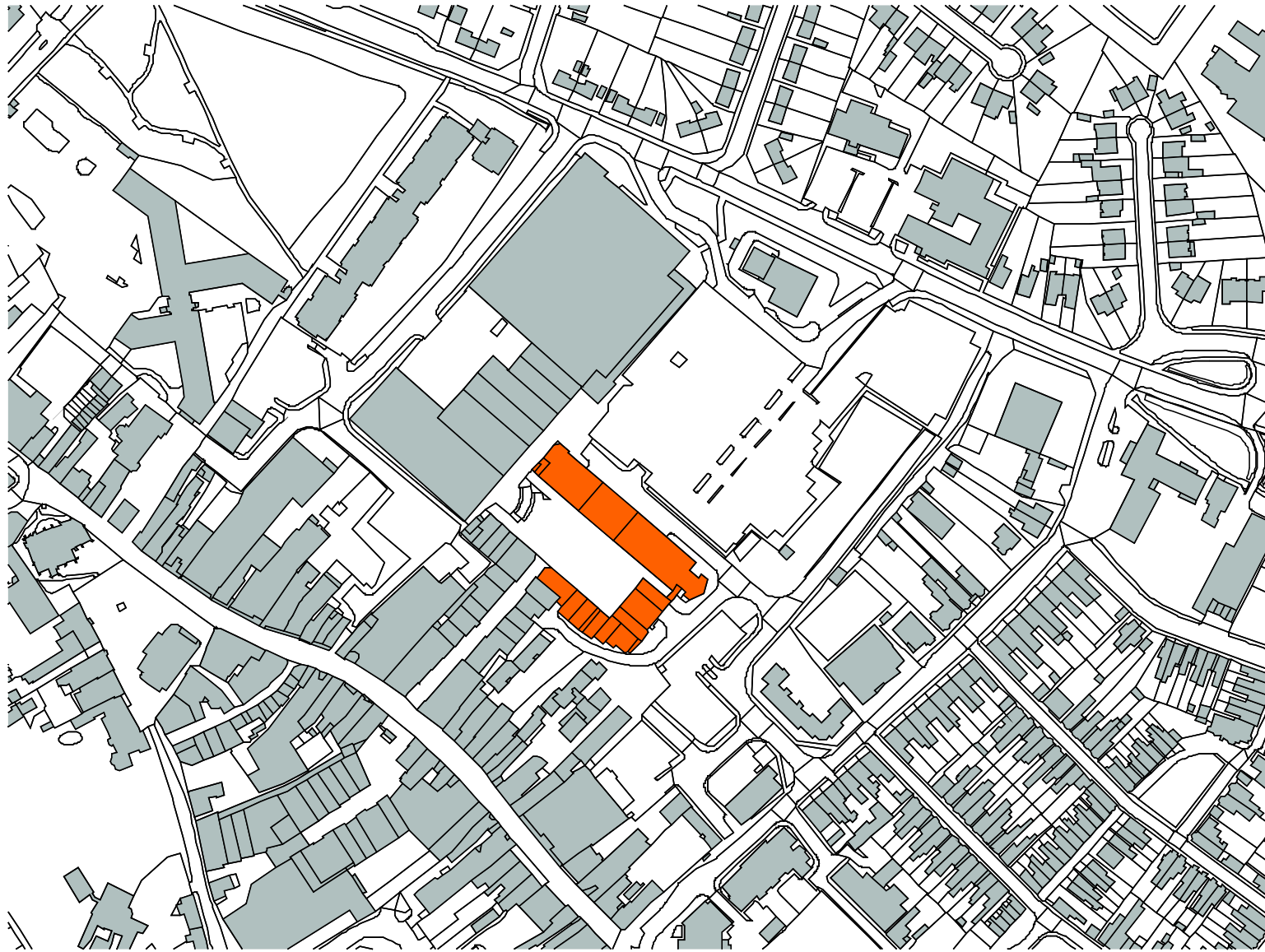
- 5.1 To consider the possible development scenarios for this site, and give guidance about the potential acceptability of those scenarios (which could then be appropriately incorporated into the finalised document).

BACKGROUND INFORMATION

Huntingdonshire Core Strategy 2009

Contact Officer: Mike Huntington
 **01480 388404**

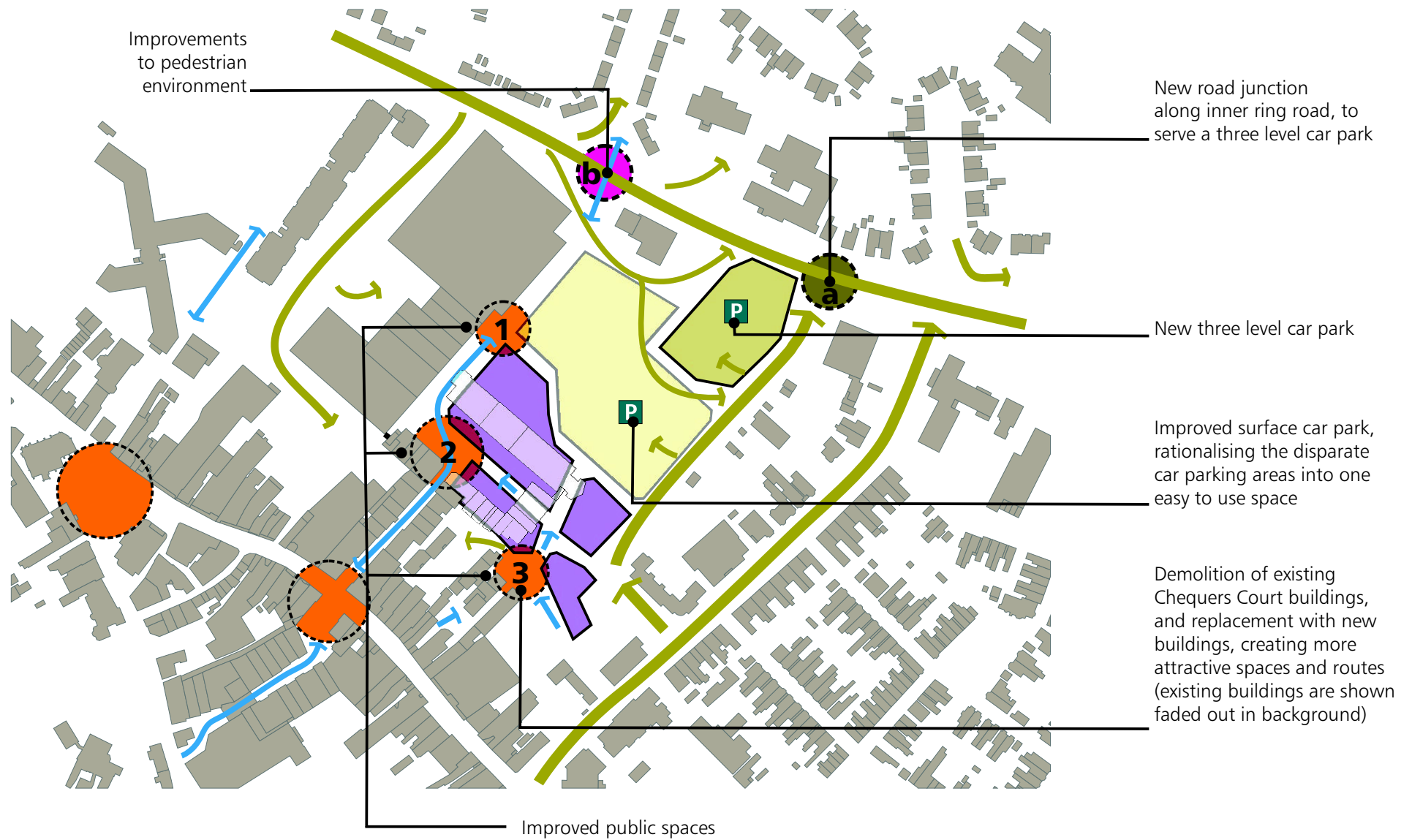
Chequers Court site location



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Chequers Court scenario 1

39



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Chequers Court scenario 2



Removal of petrol filling station and introduction of more retail space that will reinforce pedestrian routes from north Huntingdon

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**PERFORMANCE MONITORING
(Report by the Head of People, Performance & Partnerships)**

1. INTRODUCTION

- 1.1 The purpose of this report is to present to Members performance management information on “Growing Success” – the Council’s Corporate Plan.

2. BACKGROUND INFORMATION

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

3. PERFORMANCE MANAGEMENT

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

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

4. PERFORMANCE MONITORING

4.1 The following performance data is appended for consideration:

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

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

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

5. RECOMMENDATION

5.1 Members are recommended to;

Consider the results of performance for priority objectives and to comment to Cabinet as appropriate.

BACKGROUND INFORMATION

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

Growing Success: Corporate Plan

Contact Officer: Howard Thackray, Policy & Research Manager
 **01480 388035**

I can confirm the accuracy of the data in the attached reports and that its compilation is in accordance with the appropriate Divisions’ data measure templates.

Community/Council Aim: A Clean, Green and Attractive Place

Objective: To help mitigate and adapt to climate change

Division: Environmental Management

Divisional Objective: To help mitigate and adapt to climate change

Key Activity(s) only to deliver service objective: Key Measure:

Target: Actual: Forecast: DoT*: Comment:

(NI 185) Green Force initiative	Number of Green Force meetings held in 2009/10 (target: 4 by year end)	2	2 (G)	↔	Training and ideas workshop held on 26th June, work programme for the year finalised during summer 2009, campaign organised for Energy Saving Week 19th-23rd October 2010.	QRT
	% of HDC Carbon Management Plan 1st year projects on track	70	100 (G)	↔	Ten projects identified within the Carbon Management Plan for completion in 2009/10 all of which are currently on track	QRT
45 (NI 185) Identify opportunities to reduce CO2 emissions from the Council's own operations	Tonnes of CO2 saved from year one carbon management projects (cumulative)	250	243 (A)	↓	10 projects identified in the Carbon Management Plan which when completed will deliver an annual CO2 saving of 511 tonnes. Fell only just short of the Second Quarter Target but with Salix Funding application being submitted in the Third Quarter projects will come on line as planned. Projects delivering savings to date include: Multi- Functional devices Pool Car usage PIR sensors at Sawtry Leisure Centre CHP at Huntingdon Leisure Centre	QRT
(NI 186) Hunts Post Green page	Deliver monthly environmental information page in Hunts Post (cumulative)	6	6 (G)	↔	Themed pages during the quarter were as follows: July - August - Sept -	QRT

* Direction of Travel - shows change in performance since last quarter, where applicable

(NI 188) Undertake risk-based assessment of current vulnerabilities to weather and climate changes and identify adaptation responses	Local risk based assessment complete by March 2010 to achieve level 2 of NI188 on target (1=Yes, 0 = No)	1	1 (G)	↔	National Indicator 188 used as the measure of success (Levels 0 to 4). Target for the current year is to reach Level 2 of the indicator by 31st March 2009. This will involve interviewing service managers and integrating the risks identified into the Council's risk management framework	QRT
(NI186) Promote energy efficiency and use of renewable energy to householders	Number of tonnes of CO2 saved through installation of energy efficiency measures and renewables in domestic properties (cumulative quarterly measure)	350	484 (G)	↔	121 tonnes of CO2 saved in second quarter in addition to the 363 tonnes saved in the first quarter.	QRT
(NI186) Retro fit project - procurement of Housing stock	Green House (retro fit) project - completion of building work by Jan 2010 (on target 1 = Yes, 0 = No)	1	1 (G)	↔	The specification for the properties is almost complete and the tender for refurbishment will be sent out in November 2009. It is expected that the houses will be open for public viewing in late spring 2010	QRT
(NI186) Update existing and extend Travel Plans to all of the Council's employment sites and implement to achieve a modal shift away from single occupant car use	% of council employees travelling alone to work by car	50		N/A	Annual measure, data to follow	YRL
Complete an annual review & update of Growing Awareness a plan for our environment	Review completed 2009/10 (1 = yes, 0 = no)	1	1 (G)	↔	Annual Review of Environment Strategy on course to be delivered by January 2010	QRT
Identify areas of joint working with stakeholders to help deliver aims of Growing Awareness.	HSP Environment Forum to meet at least twice annually (1=Yes, 0 = No)	1	1 (G)	↔	Second meeting of the year held on 22nd September focused on Water Management with input led by the Environment Agency. Next meeting to be held 1st December 2009	QRT
					Year two funded Environment Strategy Projects nine out of ten on track - HDC Carbon Management Plan (on track) Sustainable Homes Retro-fit	

* Direction of Travel - shows change in performance since last quarter, where applicable

Oversee the implementation of the Environment Strategy projects	% of Environment Strategy Year 2 projects on target	75	90 (G)	↔	<p>Project (on track)</p> <p>Huntingdonshire Nursery - Renewables (on track)</p> <p>Renewables at HDC owned Sites (on track)</p> <p>Schools Recycling Scheme (on track)</p> <p>Public Travel Information boards(on track)</p> <p>Low Carbon Communities(on track)</p> <p>Pensioners Home Insulation Scheme (on track)</p> <p>Business Environmental Pledge scheme (re-evaluating through poor uptake)</p> <p>Green Force Environmental Awareness scheme(on track)</p> <p>Mayfield Road Showcase New Build(on track)</p>	QRT	
4							
Division: IMD							
Divisional Objective: Reduce the resources used by IMD							
Key Activity(s) only to deliver service objective: Key Measure:							
Implement new technology to reduce power consumption	Percentage reduction in power consumed (target TBA)			N/A	Electricity usage on the ground floor (and server room as a separate entity) has been measured each month since June. We can now use June to September as a base line before we start implementing the Green ICT Action plan.	QRT	
Reducing number of commuting miles by sole car usage (eg working from home, car sharing, walking, cycling, use of public transport)	Number of car commuting miles saved	25,000	26,976 (G)	50,000	N/A	Includes travel miles saved through working from home, cycling/walking to work, using public transport, being a passenger in a car.	QRT
Division: Planning							
Divisional Objective: To encourage sustainable forms of development							
Key Activity(s) only to deliver service objective: Key Measure:							
Include sustainable policies within LDF (to set a sustainable policy framework)	Adherence to LDF timetable, on target to be adopted by August 2009 (1=Yes, 0=No)	1	1 (G)		Adopted at September Committee	QRT	

* Direction of Travel - shows change in performance since last quarter, where applicable

Community/Council Aim: Developing communities sustainably					
Objective: To promote development opportunities in and around the market towns					
Division: People, Performance & Partnerships					
Divisional Objective: To promote development opportunities in and around the market towns					
Key Activity(s) only to deliver service objective: Key Measure:					
Deliver LES Physical Infrastructure Development activities in the Sustainable Economic Development service plan	% of Physical Infrastructure Development activities on track	90	100 (G)	N/A	Our campaign to promote the district when the Guided Busway opens is ready for launch.
Target: Actual: Forecast: DoT*: Comment:					
Division: Planning					
Divisional Objective: To promote development opportunities in and around the market towns					
Key Activity(s) only to deliver service objective: Key Measure:					
Develop strategic policy to promote well being of our market towns	Adoption of Core Strategy on target to be adopted by August 2009 (1=Yes, 0=No)	1	1 (G)	↔	Adopted at September Committee
Target: Actual: Forecast: DoT*: Comment:					
QRT					

Objective		Comments from appropriate Head of Service
To help to mitigate and adapt to climate change	Achievements:	<p><u>Environmental Management:</u></p> <p>Local energy efficiency events/promotions ongoing: Energy saving campaign 'Watts Going Down in Warboys' contributes to winning Cambridgeshire Village of the year title. Project is being rolled out to other parishes (e.g. Somersham).</p> <p>Various energy efficient lighting schemes being progressed for internal and external clients (eg Sawtry and Huntingdon Leisure Centre car parks and various cycleways).</p> <p>Project management input to Leisure roofing/insulation schemes (Sawtry, The Ivo, Ramsey and Huntingdon).</p> <p>HDC Solar grants uptake continues.</p> <p>St Neots market sq bus shelter upgrade includes renewable technology.</p> <p>Cycleways: Huntingdon Mill Common design ongoing, Yaxley second phase ongoing, Sallowbush to Oxmoor Lane works complete, Perry design in progress. Awaiting information from Anglian Water.</p> <p>Huntingdon bus station design completed and planning permission applied for.</p> <p>Development of climate change adaptation work with Environment Agency and County (NI 188). A Local Climate Impact Profile has been developed and will help define cost of climate change threats to HDC services. A series of meetings with internal service areas have been undertaken to establish risks to services e.g. leisure. HDC is at the forefront of Districts working in this area.</p> <p><u>IMD:</u></p> <p>During the period April to September, 11,376 commuting miles were saved by IMD due to flexible working and a further 15,600 miles were saved due to "non-sole use of car" means of travelling to work (eg walking, cycling, public transport, car sharing); recording mechanism could be used by other departments to provide a Council-wide view.</p> <p>Data collected on electricity use on the ground floor and in the server room has been measured since July. This can be used as a baseline before the Green ICT action plan is implemented.</p> <p><u>Planning Services:</u></p> <p>The Core Strategy has been formally adopted.</p>
Issues or actions for next quarter:		<p><u>Environmental Management:</u></p> <p>St Ives Outdoor Leisure Centre wind turbine on hold pending evaluation of objection from MoD.</p> <p>Undertake strategic overview/audit of energy and water management usage in Leisure Centres and develop options for low carbon infrastructure.</p> <p>Persuade and enable Planning to incorporate best practice climate change measures into the Development Management DPD.</p>

<p>Objective</p>	<p>Risks:</p>	<p>Comments from appropriate Head of Service</p> <p><u>Environmental Management:</u></p> <p>Failure to 'green' facilities strategy/influence other services on low carbon agenda means higher long term costs (e.g. energy bills).</p> <p>Closer integration of key findings of the Carbon appraisal of the Cambridge sub region LTDP and HDC LIF continue to be critical to the delivery of long term carbon reduction measures to meet targets for: energy saving, combating climate change and meeting government targets NI 186 and 188. Findings from St Neots energy study not incorporated within the DPD and therefore don't contribute to the wider evidence base for the district.</p> <p>Political opposition to St Ives outdoor centre wind turbine proposal/ failure to gain planning permission for project (due to MoD objection).</p> <p>Focus on immediate efficiency savings for Leisure Service means lack of focus on longer term low carbon agenda/ longer term cost savings. Lack of project management/technical experience in Leisure means projects inappropriately implemented. Offer assistance/expertise in these areas and work closely together.</p> <p>Risk management approach for climate change activities not fully developed. Close working with Environment Agency and County required. This fails to materialise.</p>
<p>To promote development opportunities in and around the market towns</p>	<p>Achievements:</p>	<p><u>People, Performance & Partnerships:</u></p> <p>Developed a joint marketing campaign with Cambridgeshire County Council and Stagecoach for the Guided Bus, however a launch date for this has still not been published.</p> <p><u>Planning Services:</u></p> <p>Planning policy development work continues apace with the Core Strategy being formally adopted and the related Development Management, Allocations, Gypsy and Travellers and Huntingdon West Area Action Plan DPD's being prepared.</p>
<p>Issues or actions for next quarter:</p>	<p>Risks:</p>	<p><u>People, Performance & Partnerships:</u></p> <p>Promotion of the district through the Guided Bus marketing campaign is linked to the Guided Bus opening.</p>

CORPORATE PLAN WORKING GROUP

NOTES OF MEETING HELD 19TH NOVEMBER 2009

1. INTRODUCTION

- 1.1 The Corporate Plan Working Group met on 19th November 2009 when Councillors J D Ablewhite, S J Criswell, P M D Godfrey, D Harty and R J West were present. An Apology for absence from the meeting was submitted on behalf of Councillor G S E Thorpe.
- 1.2 Miss H Ali, D Buckridge, S Couper, H Thackray and A Roberts were in attendance.
- 1.3 The purpose of the meeting was to continue the Working Group's investigations into the budgets associated with each of the Council's aims and objectives and to consider the quarterly report on the authority's performance against its priority objectives.

2. WORKING GROUP INVESTIGATIONS – BUDGETS ASSOCIATED TO PRIORITY & CORPORATE OBJECTIVES

- 2.1 The Working Group has received the following information:-
 - Growing Success Priority Areas – Budget by Service;
 - Growing Success Budget Analysis – Corporate Objectives; and
 - Final report of the Overview and Scrutiny Budget Working Group.
- 2.2 In opening the discussions, the Head of Financial Services reported that the Corporate Objectives do not naturally correspond with the individual service areas of the Council. In addition, Members have been advised to treat the information presented with some caution as it contains a level of subjectivity.
- 2.3 With regard to information presented in the Budget Analysis for the Corporate Objectives, in response to a question by a Member, it has been clarified that reference within the report to "unallocated" priorities refers to 1.5% (£523,000) of the Council's overall budget that Heads of Service have been unable to allocate to the Council's Corporate Objectives.
- 2.4 The Policy and Strategic Services Manager has reported upon the potential benefits that the introduction of integrated financial and corporate performance reporting could have for the Council. He has encouraged Members to investigate this further.
- 2.5 Discussion ensued on the performance management methods employed by the Council to monitor the Objectives in relation to the financial information presented. Comment has been made that some of the Corporate Objectives might not be appropriate for the Corporate Plan and could, instead, be more suited to the Sustainable Community Strategy for Huntingdonshire; these are namely:-

- To promote development opportunities in and around the market towns;
 - To make town centres and key settlements accessible by supporting opportunities for residents to cycle, walk and use public transport; and
 - To support town centres and key settlements to become economically viable and vibrant.
- 2.6 Having regard to Appendix C of the Overview and Scrutiny Budget Working Group's final report, Members have been advised that the "Growing Success Impact" were the views of the Budget Working Group. In addition, Members have been advised to treat with some caution those items within the MTP whose provision are designated as being a statutory requirement as the way these duties are carried out is not always prescribed.
- 2.7 Discussion has taken place on recharging and the process by which externally facing services are recharged for back office work. The Working Group also has queried the level of expenditure undertaken by the Council on the use of external consultants and has subsequently requested additional information in this respect. In particular, a breakdown by individual service area has been requested. Members then have acknowledged the range of work being undertaken by the "Making Cambridgeshire Count" initiative in encouraging efficiencies to be found by looking at opportunities for joint service provision across the County.
- 2.8 In discussing the proposed way forward, Members have concurred with a suggestion that detailed investigations should be undertaken into one of the Corporate Objectives, with a view to identifying the contributions made to it by the relevant service departments of the Council. The aims are to understand better the Objectives that the Corporate Plan comprises and to establish a methodology through which further work might be undertaken. In that light, Members have requested the Head of Financial Services to provide information on to the Objective relating to "A strong and local economy" for the Working Group's next meeting.

3. QUARTERLY PERFORMANCE REPORTS

Social Well-Being

- 3.1 With regard to the Leisure Division and in noting that performance against the key measure relating to the "Number of admissions /participants in activities provided or promoted by the Council" is lower than the quarterly target by 3%, it has been reported that admissions levels are continuing to grow and that the measure has improved when compared with the previous quarter.
- 3.2 Performance information relating to the key activity to "Provide and facilitate arts activities directly and in partnership" will be included in the performance report to be submitted to the Social Well-Being Panel in December.
- 3.3 The key measure relating to the "Number of households living in temporary accommodation" is making progress towards achieving the target and this will, hopefully, be reflected in the next quarterly performance report.

Environmental Well-Being

- 3.4 It is anticipated that the key measure relating to the “Tonnes of CO2 saved from year one carbon management projects” will achieve its target by the end of the next quarter.
- 3.5 Following a previous Working Group request that the key measure relating to energy efficiency installation is amended, Members have been advised that a new measure has now been introduced to determine the “Number of tonnes of CO2 saved through installation of energy efficiency measures and renewables in domestic properties”. Performance will be measured by identifying the number of referrals/interventions made by the District Council over the reporting period.
- 3.6 Two new Key Activities have been introduced by the IMD Service; namely; “Implement new technology to reduce power consumption” and “Reducing number of commuting miles by sole car usage (e.g. working from home, car sharing, walking, cycling, use of public transport)”. The Working Group has concurred with a suggestion that the latter should become a corporate measure. Comment has been made that variances in the performance levels achieved across the different service areas of the Council are to be expected owing to the varying nature of the work undertaken by departments.

Economic Well-Being

- 3.7 It is anticipated that the target for the key measure relating to the “% of thematic groups reviewing their performance and delivery” will be achieved by the end of the next quarter.
- 3.8 The Working Group’s attention has been drawn to a series of new activities and measures for the Objective “To be an employer people want to work for”, which have been introduced following a previous request by the Working Group. In response to questions relating to the flexibility of employee contracts to enable inter/cross-departmental working across the Council, it has been reported that a revised HR Strategy will be considered by the Employment Panel in December, which will seek to encompass this matter.
- 3.9 Performance for the key measure for the Leisure Centres relating to the “Actual income received compared to budget” is 9% lower than the quarterly target. Members have discussed the schools’ use of the pools. In noting that the schools are currently reviewing their usage agreements with the individual Leisure Centres, Members have requested that additional information is made available for the Economic Well-Being Panel.

4. DATE OF NEXT MEETING

- 4.1 The Working Group has discussed their programme of work for the next quarter which includes:-
- Additional information from the Head of Financial Services relating to the priority objective “A Strong and Local Economy”;
 - Information relating to the level of expenditure undertaken by the Council on the use of external consultants,

- Investigations into central departmental recharges;
- A review of the targets for “Growing Success” for the 2010/11 financial year; and
- Quarterly performance information for the next quarter.

In that light, it has been agreed that two meetings of the Working Group would be held in January and February next year. Details to be confirmed.

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OVERVIEW AND SCRUTINY REMITS AND STUDIES (Report by the Head of Democratic and Central Services)

1. INTRODUCTION

- 1.1 The purpose of this report is to provide an opportunity for Members to plan their work programme and set out additional responsibilities that the Panels now have in terms of scrutinising strategic partnership working.

2. SCRUTINISING STRATEGIC / PARTNERSHIP WORK

- 2.1 The Local Government and Public Involvement in Health Act 2007 Act introduced changes from April 2009 to secure effective scrutiny of strategic partnership working and of local area agreements. The thematic groups under the Huntingdonshire Strategic Partnership have been aligned to the terms of reference of scrutiny panels. The Environmental Well-Being Panel is responsible for the Environment, and Growth and Infrastructure thematic groups of the Strategic Partnership. The Huntingdonshire Strategic Partnership itself is to be held to account through the full Council.
- 2.2 The Panel's remit also contains reference to the Council's corporate priorities and goals as they appear in the Corporate Plan. Specifically, this means that the Panel is responsible for scrutinising the Clean, Green and Attractive Place and Developing Sustainable Communities aims of the Council's corporate plan 'Growing Success'. The Panel also has the task of scrutinising the Managing Growth and Environmental Sustainability priorities of the Countywide Sustainable Community Strategy (Cambridgeshire's Vision).

3. ENVIRONMENT THEMATIC GROUP

- 3.1 The Environment Forum aims to achieve the following:-

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

It aims to achieve these by:-

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

4. GROWTH AND INFRASTRUCTURE THEMATIC GROUP

4.1 The Growth and Infrastructure Thematic Group aims to achieve the following:-

- 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

It aims to achieve these by:-

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

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

5. CONCLUSION

- 5.1 Members are invited to consider the aims and objectives of the Environment Forum and Growth and Infrastructure Thematic Group, and discuss possible subjects and mechanisms through which scrutiny might proceed.

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

**1ST DECEMBER 2009
8TH DECEMBER 2009
10TH DECEMBER 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
The processes involved in applying for community grant aid and the effectiveness of grant schemes.	Economic Well-Being	Annual report on those organisations supported by grants to be submitted to a future Panel meeting.
Provision of play facilities for young people across the District.	Social Well-Being	Investigations ongoing. Working Group next due to meet on 16 th December 2009.
Car parking at Hinchingsbrooke Hospital.	Social Well-Being	Investigations ongoing. Invitation to be extended to representatives of Hinchingsbrooke NHS Trust to attend a future Panel meeting.
Tourism.	Economic Well-Being	Panel will consider looking at the wider implications of tourism.
The process for the determination of planning applications.	Environmental Well-Being	Investigations ongoing.

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
Planning enforcement.	Environmental Well-Being
Waste disposal arrangements.	Environmental Well-Being
Management of capital projects by Environmental Management Section.	Economic Well-Being
The effect and cost implications of the loss of the Huntingdon Enterprise Agency.	Economic Well-Being
The employees performance development review process.	Economic Well-Being

The Creative Exchange, St Neots.	Economic Well-Being
Annual report on organisations supported through service level agreements.	Economic Well-Being
Financial reports on the District Council's Leisure Centres.	Economic Well-Being
Lessons learned from the Headquarters and other accommodation project.	Economic Well-Being
Industrial Units at Caxton Road, St Ives.	Economic Well-Being
Night time economy study (Hospital's perspective).	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.

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**Mrs J Walker, Trainee Democratic Services Officer
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**Mrs A Jerrom, Member Development Officer
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**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)	Councillors M G Baker, P Godley, M F Newman and J S Watt. Appointed by the Panel on 14 th July 2009.
Possible Co-Options to the Group	TBC
Interests Declared	None received.
Rapporteur	Councillor M G Baker
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	Meetings held on Thursday August 6 th 2009, Thursday September 10 th 2009, Thursday 8 th October, Thursday 29 th October and Friday 20 th November. Future meetings are scheduled for Thursday 10 th December and Thursday 17 th December.
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 Completion of study expected December 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**

	<p>9th April 2008. 7th May 2008. 24th July 2008. 24th October 2008.</p>
<p>Costs (resource requirements, additional expenditure, time)</p>	<p>Officer time – both to provide support and conduct research.</p>
<p>Possible Barriers to the Study (potential weaknesses)</p>	<p>None currently identified.</p>
<p>Projected Timescale (Start and end times)</p>	<p>Start: January 2009 End: July 2009.</p>

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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 Play 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. Councillor J D Ablewhite assisted with the study up until 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 play 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. Link to Community Aim: Safe, Vibrant and Inclusive Communities. In particular the objective to reduce anti-social behaviour and ensure that people feel safe.

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

ACTION BY WORKING GROUP	
Methodology / Approach (what types of enquiries will be used to gather evidence)	Information from the Head of Operations.
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 and Executive Councillor for Operational & Countryside Services.
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. Second meeting held on 13 th August 2009. Third meeting held 28 th October 2009. Further meeting arranged for 16 th December 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
(SOCIAL WELL-BEING)
STUDY TEMPLATE**

AREA OF REVIEW	DETAILS/COMMENTS
Title of Study (name of Working Group)	Parking At Hinchingsbrooke Hospital
Appointing Panel	Overview and Scrutiny Panel (Social Well-Being)
Members Assigned (including date Working Group appointed)	Date Appointed: 7 th July 2009. Agreed to pursue this as a full Panel investigation, comprising Councillors P L E Bucknell, Mrs K E Cooper, S J Criswell, J W Davies, J E Garner, Mrs P A Jordan, P G Mitchell, A Monk, J M Sadler and R J West.
Possible Co-Options to the Group	None identified at present.
Interests Declared	Cllr Mrs P A Jordan – by virtue of her employment with the NHS.
Rapporteur	Councillor S J Criswell (as Chairman)
Officer Support	Miss H Ali, Democratic Services Officer, HDC Mr A Roberts, Scrutiny and Review Manager, HDC
Purpose of Study / Objective (specify exactly what the study should achieve)	To generate and raise awareness of the impact that the introduction of car parking charges has had upon the public and the consequent restrictions that it has placed upon them.
Rationale (key issues and/or reason for conducting a study)	The suggestion for the study was prompted by representations made by a number of members of the public to the District Council on the level of charges being levied for parking at the hospital, restrictions on parking in terms of the length of stay permissible and the impact of the introduction of charges on the surrounding residential area.
Terms of Reference	To investigate the causes of complaints and make recommendations on measures that will ameliorate them.
Links to Council Policies/Strategies	To Improve Our Systems and Practices - In particular, the objectives to be good at communicating and listening to people and organisations and to be clear about what we can do and aspire to achieve and to enable Councillors to carry out their leadership role effectively. A Clean, “Green” and Attractive Environment – to help mitigate climate change. Healthy Living – to promote active lifestyles. Developing Communities Sustainably – supporting opportunities to cycle, walk and use public transport.

<p>Methodology / Approach (what types of enquiries will be used to gather evidence)</p>	<p>Investigations into:-</p> <ul style="list-style-type: none"> • the management of the car park • the effectiveness of the hospital's Travel Plan • the availability of public transport • the impact of parking and associated charges on the surrounding area • inviting a representative of the NHS Trust to attend a future Panel meeting • consultation with local residents and users of the car park • comparisons to other hospitals, i.e Addenbrooke's • desktop research • formal request for information to the Hospital • public views sought.
<p>External/Specialist Support</p>	<p>Ms E Stubbs and Mrs R Clapham – Cambridgeshire LINK.</p>
<p>Existing Documentation</p>	<p>Planning Permission for Hospital site.</p> <p>Hinchingbrooke Hospital Travel Plan.</p> <p>Presentation delivered by the Scrutiny and Review Manager on 1st September 2009.</p>
<p>Evidence to be Obtained (e.g. witnesses, documents, site visits, consultation, research, etc)</p>	<p>Representative from the NHS Trust.</p> <p>Consultation Questionnaire with local residents living within the vicinity of the site.</p> <p>Discussion with Ward Councillors.</p>
<p>Reference Sites</p>	<p>Hinchingbrooke Health Care NHS Trust http://www.hinchingbrooke.nhs.uk/</p> <p>East of England Strategic Health Authority http://www.eoe.nhs.uk/</p> <p>Cambridge University Hospitals NHS Trust (Addenbrooke's) http://www.cuh.org.uk/addenbrookes/addenbrookes_index.html</p> <p>NHS Cambridgeshire http://www.cambridgeshirepct.nhs.uk/</p> <p>British Parking Association http://www.britishparking.co.uk/</p>
<p>Investigations</p>	<p>As outlined above; namely local parking facilities, parking practices at other Hospitals and national policies.</p>

Witnesses	None currently identified.
Site Visits (if necessary) (where and when)	None currently identified.
Meetings of the Working Group	Panel discussions: 7 th July 2009 and 1 st September 2009 and 3 rd November 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 2009. End: Unknown.

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Panel Date	Decision	Action	Response	Date
<p>13/01/09</p> <p>14/07/09</p>	<p><u>Heavy Goods Vehicle Parking In The District</u></p> <p>The outcome of discussions at the first meeting of the three county group to be reported.</p> <p>The Panel suggested that the problem of HCVs parking in the District had not been resolved by the re-opening of Alconbury Truck Stop.</p>		<p>The County Council are developing a County advisory route network for HCVs, which they will be consulting the District Council on.</p> <p>Alconbury Truck Stop re-opened in the first-half of 2009. At present, the former Motel and associated facilities remain out of use.</p> <p>The Countywide HCV Advisory Route Network is now in the process of being developed, it is likely to be reported to joint lead Members by the end of 2009, and will be followed by a wider review of County HCV policy.</p>	
<p>08/07/08</p> <p>14/07/09</p>	<p><u>Petition By St Audrey Lane Area Residents, St Ives</u></p> <p>Representatives from Anglian Water in attendance at the 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>The Customer Response Manager to be invited to attend a future meeting to discuss progress which has been made since Anglian Water's attendance at the Panel meeting in July 2008.</p>	<p>Email requesting update sent</p> <p>Letter sent 07/08/09</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>	

Panel Date	Decision	Action	Response	Date
08/09/09	Response received from Anglian Water which outlines the progress made since they last attended a meeting of the Panel. The letter has been circulated by email to all Panel Members.	Email sent inviting the Customer Response Manager to attend the Panel meeting in November.	The Collection Manager has advised that he will not be attending the November Panel meeting, he has requested a list of questions which he will endeavour to respond to for the November Panel meeting.	
13/10/09	The Panel discussed Anglian Water's response.	A list of questions was sent to Anglian Water's Customer Response Manager on 26/10/09.	Response awaited.	
	<p data-bbox="286 700 678 730"><u>Cycling In Huntingdonshire</u></p> <p data-bbox="286 767 1010 829">14/07/09 Members requested an update from the Transportation Team Leader.</p> <p data-bbox="286 970 1010 1102">08/09/09 Members requested an update as to the current situation with the cycling review and required further information with regards to the cycle way planned alongside the St Ives guided bus way.</p> <p data-bbox="286 1209 1010 1272">13/10/09 Members requested an update on the Perry village cycle route.</p>	<p data-bbox="1028 767 1561 932">Following the AJC report of July 2008, the top five schemes approved for further development have been progressed, based on available staff resources/funding.</p> <p data-bbox="1028 970 1561 1166">The cycling review is still to be undertaken. The guide way is part of the County Council Transport and Works Act consent and is outside the direct control of this Council.</p> <p data-bbox="1028 1209 1561 1342">The status of this scheme is unchanged, it is at the development stage pending further meetings with Anglian Water and other partners.</p>	<p data-bbox="1579 970 1995 1166">The Panel may wish to direct its comments specifically to the County Council in order to gain an update and any feedback or progress on this issue.</p>	

Panel Date	Decision	Action	Response	Date
13/10/09	Members questioned whether the dual use of footpaths for pedestrians and cyclists could be considered.	The current market town transport strategies allow for the development of cycling and walking schemes as either segregated routes or as shared/dual routes and there are many examples across Huntingdonshire where dual cycle routes have been implemented as part of agreed action plans. Such options are covered by national guidance and design standards so it is not an issue of considering this pending funding for cycleways, the delivery of these being available now.		
10/11/09	Members requested a further update as to the status of the Perry village cycle route.	Email sent to the transport team leader requesting further information.	Rural cycling priorities were reviewed across Huntingdonshire and agreed by AJC in July 2008. Perry was ranked as a top 5 scheme for further development but it is only the security of funding from the extension of Liittlehey Prison and the funds now held by the District Council as a result of the S106 agreement that is moving this scheme forward, it is only recent action since July 2008 that is making this scheme a reality.	

Panel Date	Decision	Action	Response	Date
08/09/09	<p><u>Adoption of Roads and Sewers</u></p> <p>The report of the Working Group was considered by the Cabinet.</p>		<p>The Cabinet requested that the Panel revisit this study once the extent is known of the sewers not under the responsibility of Anglian Water and following the implementation of the government initiative referred to in paragraph of 4.10 of the report. The Scrutiny and Review Manager was requested to lobby the local government association to seek the powers of the Highways Authority with regard to the road adoption process.</p>	
13/05/09	<p><u>Corporate Plan – Growing Success</u></p> <p>Councillors P M D Godfrey and D Harty appointed to Corporate Plan Working Group.</p>	<p>Quarterly reports submitted to all Overview & Scrutiny Panels</p>		

Panel Date	Decision	Action	Response	Date
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<p>13/05/09</p>	<p><u>Local Area Agreements</u></p> <p>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.</p>			
<p>08/09/09</p>	<p>Minutes of future meeting of the Joint Accountability Committee should be circulated to all Panel Members.</p>	<p>The Scrutiny and Review Manager has undertaken to include future Minutes of Joint Accountability Committee meetings on the Work Plan Studies reports.</p>		

81

<p>10/02/09</p>	<p><u>Monitoring Of Section 106 Agreements</u></p> <p>The report endorsed for consideration by the Cabinet.</p>	<p>Report considered by the Cabinet.</p> <p>To be pursued when the implications of the Community Infrastructure Levy become more apparent.</p>	<p>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.</p>	
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Panel Date	Decision	Action	Response	Date
14/04/09	<p><u>Regional Scale Settlement Study</u></p> <p>The Head of Planning Services attended to give an update.</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>April 2009</p>
14/07/09	<p><u>Great Fen Project</u></p> <p>The Great Fen Collaboration Agreement was considered by the Panel. All Scrutiny Members were invited. The comments of the panel were passed to the Cabinet for their consideration.</p>	<p>The Great Fen Collaboration Agreement was considered by the Cabinet on 23rd July 2009.</p>	<p>The Cabinet resolved that the principal of entering into a collaboration agreement in respect of the Great Fen project for a renewable five year fixed term be approved.</p>	
08/09/09	<p>The Great Fen Master Plan was considered by the Panel. All Scrutiny Members were invited. The comments of the Panel were passed to the Cabinet for their consideration.</p>	<p>The Great Fen Master Plan was considered by the Cabinet on 17th September 2009.</p>	<p>The Cabinet approved the Great Fen Master Plan as a basis for public consultation, and requested that Peterborough City Council and Cambridgeshire County Council be formally consulted on the master plan with a view to them eventually becoming partners.</p>	
15/05/09	<p><u>'Green House' Project</u></p> <p>The Corporate Plan Working Group requested submission of a report on the 'green house' project to be submitted to a future Panel meeting.</p>	<p>Request submitted to the Head of Environmental Management.</p>	<p>This item appears elsewhere on the agenda.</p>	

Panel Date	Decision	Action	Response	Date
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13/10/09	<p><u>The Place Survey</u></p> <p>Having noted the aspects which had been identified by respondents as being most in need of improvement in the District, Members requested a break down by ward level of the responses relating to activities for teenagers and public transport. The Panel also requested the results at ward level for NI 4 – the percentage of people who agreed that they could influence decisions in their locality.</p>	Request submitted to the Policy and Strategic Services Manager.	The requested information was circulated by email to all Panel members.	November 2009
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83	13/11/07	<p><u>Forward Plan</u></p> <p>Parish Plans and Local Plan Policy Circulate report when this becomes available.</p>			TBA
	08/07/08	<p>Developer Contributions SPD Requested that the report should be considered at a future meeting of the Panel.</p>			Jan 2010
	14/10/08	<p>A14 Statutory Orders – Consultations Requested that the report should be considered at a future meeting of the Panel.</p>			Dec 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>			Jan 2010
	14/07/09	<p>Development Management Submission Document Requested that the report should be considered at a</p>			Jan 2010

Panel Date	Decision	Action	Response	Date
10/11/09	<p>future meeting of the Panel.</p> <p>Strategic Housing Land Availability Assessment (SHLAA)</p> <p>Requested that the report should be considered at a future meeting of the Panel.</p>			Jan 2010

Decision Digest

Edition 99

Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period

10:10 CLIMATE CHANGE

The Council is to register its support for the 10:10 Climate Change Campaign. The campaign is a community wide project which targets individuals, companies and institutions to pledge a reduction in their carbon footprint by 10% during 2010. In backing the campaign, both the Panel and Cabinet supported its promotion throughout the District.

CAR PARKING REVIEW

Both the Overview and Scrutiny Panel (Environmental Well-Being) and Cabinet have considered the findings of the Members Car Parking Working Group into the impact of the revised charging arrangements that came into effect on 1st October 2008 following the review of the Council's car parking policy. Issues highlighted included eligibility anomalies in the season ticket scheme, environmental issues, parking at Hinchingsbrooke Country Park and concerns over the new guided bus scheme.

Having approved the Group's recommendations for further change as part of a revised off-street parking places order for implementation from 1st June 2010, the Cabinet has reiterated the need for representations to be made to Cambridgeshire County Council over the potentially adverse effects on the District Council's parking

income and policies should they proceed with their decision to permit parking at the new Cambridgeshire Guided Bus Scheme "Park and Ride" site free of charge.

At the same time the Cabinet has expressed disappointment that the Car Parking Working Group, had not considered in greater depth the opportunity to address environmental issues and changes to travel patterns through the car parking strategy. However, Members acknowledged that the Group's work constituted an interim review and therefore has invited them to consider issues such as encouraging the use of low emission vehicles, public transport, cycling and walking as part of the next scheduled review of the car parking action plan in 2010.

In discussing the Group's recommendations to introduce charging at Cambridge Street and the Riverside Park, St Neots with some free parking for a two hour period at the Riverside to support its recreational use, the Cabinet has expressed concern over the lack of detail for the management of such arrangements. These views will be reported to the next meeting of the Members Car Parking Working Group scheduled for 16th December 2009.

TRANSIT SITES FOR GYPSIES AND TRAVELLERS

The contents of the East of England Plan Policy on Gypsy and Travellers have been considered by the Overview and Scrutiny (Environmental Well-Being) Panel and Cabinet. Particular reference was made to the requirement for Councils to make provision for transit sites. Members have acknowledged the evidence of need for a transit site in Huntingdonshire and suggested that a location be identified swiftly so that action can be taken to address the number of unauthorised encampments in the District. With this in mind the Cabinet has instructed officers to consider further the logistics of providing a site and to prepare a bid for a Government grant at the appropriate time.

THE REGIONAL SPATIAL STRATEGY REVIEW - STATUTORY CONSULTATION RESPONSE

The Cabinet and Overview and Scrutiny (Environmental Well-Being) Panel have been acquainted with the Council's suggested response to four growth scenarios proposed by the East of England Regional Assembly for the period up to 2031. Members have concluded that the only viable option and scale of potential future growth that can be supported is scenario 1. This scenario "rolls forward" the housing growth rates established by the current Regional Plan for another 10 years and will be the highest level of growth that most Council's within the region considered can accommodate. For Huntingdonshire this scenario will require the delivery of approx 550 homes a year in order to meet a 20 year target of 11,080 and is in line with the spatial vision set out in the adopted Core Strategy. The other three scenarios proposed faster rates of growth which are not considered

sustainable having regard to the lack of employment opportunities locally, further traffic congestion and the inability of the local infrastructure to accommodate the projected rates of development.

A response will be sent to EERA and officers have been requested to continue their work with all Cambridgeshire Authorities to produce a co-ordinated joint response on behalf of the County.

HUNTINGDON WEST AREA ACTION PLAN SUBMISSION DOCUMENT

The contents of the Huntingdon West Area Action Plan Submission Document has been considered by the Overview and Scrutiny Panel (Environmental Well-Being) and Cabinet. The action plan seeks to set a framework for the west of Huntingdon town centre to help deliver planned growth and regeneration.

The Panel has reiterated its support for the redevelopment and regeneration of the area, although there is ongoing concern on the part of some members over the highway implications of the proposal. The Panel has been informed that the modelling for the proposed new link road has taken into account the proposals for development, and the Highways Authority are satisfied that the proposed level of growth is sustainable.

In recommending to Council that the document be adopted, the Cabinet has authorised the Head of Planning Services to complete the final submission.

COUNTY-WIDE AND INTEGRATED DEVELOPMENT PROGRAMME TARIFF

The Overview and Scrutiny (Environmental Well-Being) Panel has considered their report on the draft Cambridgeshire Integrated Development Programme which brings together the various documents available to identify infrastructure needs on a sub-regional basis. The Panel has noted that this exercise has been useful in determining strategic and local infrastructure along with the levels of tariff in liability terms that can be applied in Cambridgeshire and will be an essential tool to guide future development.

STUDY – PARKING AT HINCHINGBROOKE HOSPITAL

The Overview and Scrutiny Panel (Social Well-Being) has received responses from Hinchingsbrooke Hospital on the Hospital's Green Transport Plan. Further information on the car park management contract is currently awaited. Representatives of Cambridgeshire LINK were in attendance and Members have been informed that comments by users of the Hospital on its car parks have already been received. Comments relate to the level of charges being levied and the perceived lack of flexibility afforded to those visiting the Hospital requiring emergency treatment.

The future management of the car parks in the context of changes to the Hospital's governance arrangements has been discussed. It has been concluded that the Stakeholder Panel established by the East of England Strategic Health Authority to oversee the consultation should be informed of the need for the specification for franchise bids to include details of the

Hospital's car park management arrangements.

A representative of the Hospital will be invited to attend a future meeting to present information on the Hospital's current car parking management contract and to discuss matters raised in the course of the study to date. Cambridgeshire LINK will also be invited to this meeting.

DISABILITY ACCESS – JOINT ADVOCACY AND ADVICE SERVICES

Background to the support provided by the Council to community and charitable organisations operating in the District has been received by the Overview and Scrutiny Panel (Social Well-Being). The Council has entered into a joint service level agreement with Disability Information Services Huntingdonshire (DISH) and attention has been drawn to the terms of the agreement. DISH has made a number of achievements in the last six months and has undertaken a range of work with other agencies and specialist services in assisting those with disabilities.

The Panel has acknowledged the difficulties faced by a number of smaller voluntary organisations in conducting day to day back office functions. This matter is being addressed by the Cambridgeshire Funders Group and through Cambridgeshire County Council's Community Engagement Strategy.

PETITION – HILL RISE PARK, ST IVES

The Overview and Scrutiny Panel (Social Well-Being) has been acquainted with details of a petition, which has been received from residents living in the Hill Rise area of St Ives. The petition has been signed by 16 individuals and requests the Council to erect an automatic barrier across the

entrance to Hill Rise Park to prevent nuisance caused by drivers entering the park late at night. The petition organiser will formally present the petition to the Panel at its meeting in January 2010. Actions considered by officers and the police to address this issue have been requested in time for this meeting.

CAMBRIDGESHIRE HEALTH AND ADULT SOCIAL CARE SCRUTINY COMMITTEE

(a) Update

Councillor R J West has provided Members of the Overview and Scrutiny Panel (Social Well-Being) with an update on matters discussed at a recent meeting of the Health and Adult Social Care Scrutiny Committee, which included reference to a projected overspend in Adult Support Services and the current NHS consultation on the Future of Primary Care Out of Hours Services in Cambridgeshire. The consultation will be considered by the Panel in December.

Discussion also has taken place on the future governance of Hinchingsbrooke Hospital. Bidders for the franchise will be required to provide the same level of services as at 2007 and to indicate what level of contribution will be made towards paying off the Hospital's existing debt. Concern has been expressed that the Strategic Health Authority might select the franchisee that undertakes to pay off the largest proportion of the Hospital's debt rather than on the basis of the quality of services that will be provided. It has been reported that the Stakeholder Panel appointed to oversee the consultation will not be apprised with details of the franchise bids as this information will not be released in to the public domain. Members have concurred with a suggestion that the Chairman should approach the

Council's Chief Executive and Chairman of the Stakeholder Panel, to request an opportunity to consider the franchisee bids in a private session.

(b) Appointment of Substitution

The Overview and Scrutiny Panel (Social Well-Being) has appointed Councillor J W Davies as the substitute Member on the Cambridgeshire Health and Adult Social Care Scrutiny Committee.

OVERVIEW AND SCRUTINY PANEL (SOCIAL WELL-BEING) - PROGRESS

The Overview and Scrutiny Panel (Social Well-Being) has reviewed its programme of studies and in so doing, has been updated on the outcome of a recent meeting of the Provision of Play Facilities Working Group. Investigations are ongoing and a further meeting will be held in mid-December.

Subject to the Development Management Panel approving a proposal for the Panel to monitor Section 106 schemes already allocated to new developments and those where funding has been received for the future maintenance of facilities, Members have agreed that this should be included within the Panel's work programme.

ENFORCEMENT POLICIES

The Cabinet has been acquainted with the implications of the Regulatory Enforcement and Sanctions Act 2008. The Act is an important element in delivering the Government's commitment to the implementation of the Hampton agenda on regulatory reform and the reduction of the burden on businesses. It delivers a number of distinct but related policy areas relating

to the advancement of Hampton's vision of a national and local regulatory system that is risk based, proportionate and effective. It seeks to establish a primary authority scheme to improve consistency of advice and enforcement which will prove resource intensive for those Councils nominated by businesses to be their primary authority.

STATEMENT OF GAMBLING PRINCIPLES

The Cabinet has reviewed the contents of a revised Statement of Principles under the Gambling Act 2005. The statement has been updated to take into account the latest regulations and guidance issued by the Gambling Commission.

BUDGET AND MEDIUM TERM PLAN

The Cabinet has reviewed the draft 2010/11 Budget and Medium Term Financial Plan for the period up to 2014/15 and the longer term financial plan forecast for 2023/2024. In so doing, Executive Councillors have concurred with the Overview and Scrutiny Panel (Economic Well-Being) that the level of spending proposed for Huntingdon bus station appears to be excessive and that investigations should take place into the possible refurbishment options. The Panel were also of the view that the Council should recognise the benefits of leisure centres and the likely return on any investment made.

The Panel also referred to the assumptions on which predictions about the effect of the guided bus have been made and questioned the level of provision for the Great Fen Project.

The draft Budget and Medium Term Plan will be dealt with by Council at its meeting on 2nd December 2009.

DRAFT CAMBRIDGESHIRE INTEGRATED DEVELOPMENT PROGRAMME

Consideration has been given by the Cabinet to the work of Cambridgeshire Horizons and Cambridgeshire local authorities in producing an integrated development programme. The programme brings together the various planning documents available to identify infrastructure needs of the area on a sub-regional basis. The exercises are a valuable tool in determining strategic and local infrastructure along with levels of tariff and their viability that can guide future development.

CUSTOMER SERVICES MONITORING REPORT

The Panel has received the Customer Service quarterly performance report for the period July to September 2009. Members have been informed that all customer service targets have been met and high levels of customer satisfaction has been achieved despite adverse trends in the economy which have led to calls being of a more complex nature. Customer Excellence Awards had been received by both Ramsey and Yaxley Customer Information Centres.

The Panel was made aware of the potential risk in continuing to rely on the goodwill of the staff to meet service targets. This and the level of vacancies will be monitored by the Head of Service.

PLANNING BRIEF – OLD FIRE STATION AND FORMER DEPOT SITE, HUNTINGDON STREET, ST NEOTS.

Development opportunities for land around the Old Fire Station and former Depot off Huntingdon Street, St Neots

have been discussed by the Development Management Panel. In discussing the options, the Panel has recognised the potential to incorporate adjacent land currently used as a car park and possibly part of Shady Walk recreation ground in the proposed development of the site.

Having taken into account the amenity of neighbours, the importance of the build frontage and adjacent listed buildings, the Panel has considered that the site would be appropriate for a variety of town centre uses, particularly the possibility of appropriate community and leisure development.

It has also been suggested that a covered walkway from the potential new development to neighbouring car parks would be an asset to the town and that the space created could be used for exhibitions and displays of art work by local people.

Assurances have been given that the scale and mass of any new development would be sympathetic to the town centre and would be complemented by a suitable landscaping scheme. The scheme will be discussed at Cabinet's December meeting.

URBAN DESIGN FRAMEWORK, CHEQUERS COURT, HUNTINGDON

Two possible options for the redevelopment of land around Chequers Court shopping area in the centre of Huntingdon have been presented to the Development Management Panel.

In expressing a preference for scenario 1, the Panel has welcomed the opportunity that the redevelopment will bring to unattractive buildings and create additional car parking and to

improve the environment and routes into the heart of the town centre.

Although favouring scenario 1, the Panel has commented that any large retail space should have direct access to an adjacent car park. The Panel has indicated its support for the proposed redevelopment in principle subject to the incorporation of the foregoing comments in the draft document prior to its submission for adoption to the Cabinet.

APPEAL AGAINST NON-DETERMINATION

Details of an appeal against the non-determination of an application for the demolition and clearance of redundant buildings, reclamation housing, employment, a neighbourhood centre and open space at RAF Upwood, Ramsey Road, Bury have been reported to the Development Management Panel. The District Council, as local planning authority, can no longer determine the application but Members have noted the reasons for refusal which would have been presented to them if the application had been considered.

ENFORCEMENT ACTION – YAXLEY

Subject to the outcome of an appeal to the Planning Inspectorate, the Development Management Panel has authorised the Head of Planning Services to serve a breach of condition notice (28 days after the date of the appeal hearing if appropriate) in respect of the failure of Yaxley Parish Council to comply with a condition arising from a planning permission for the raising/lowering a safety netting around two sides of the recreation ground at Daimler Avenue, Yaxley.

DEVELOPMENT APPLICATIONS

At their November meeting, the Development Control Panel determined eleven applications of which nine were approved and two refused.

Of wider significance to the District was the Panel's decision to refuse an application for the erection of a wind farm and ancillary infrastructure on land north of Toseland Village, West of Graveley in the Offords Parish and to approve an application to construct a new link road on land between Brampton Road and Ermine Street, Huntingdon.

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