

A meeting of the **OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING)** will be held in **CIVIC SUITE 1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, CAMBS PE29 3TN** on **WEDNESDAY, 12 OCTOBER 2011** at **6:30 PM** and you are requested to attend for the transaction of the following business:-

**PLEASE NOTE TIME CHANGE**

**Contact  
(01480)**

**APOLOGIES**

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

To approve as a correct record the Minutes of the meeting held on 13th September 2011.

**Mrs A Jerrom  
388009**

**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, which was published on 14th September 2011 is attached. Members are invited to note the Plan and to comment as appropriate on any items contained therein.

**4. ST IVES WEST URBAN DESIGN FRAMEWORK (Pages 13 - 24)**

To receive a report by the Head of Planning Services on the draft St Ives West Urban Framework.

**P Bland  
388430**

**5. MAINTENANCE OF WATER COURSES**

To receive a presentation from the Projects and Assets Manager on the maintenance arrangements in place for water courses within the District.

**Chris Allan  
388380**

**6. GREEN HOUSE PROJECT UPDATE (Pages 25 - 36)**

To receive a report by the Head of Environmental Management, updating the Panel on the Green House Project.

**C Jablonski  
388368**

**7. GREAT FEN**

To receive an update on the Great Fen, by the Chairman of the Panel, following the recent meeting of the Great Fen Community Forum.

**Councillor P D  
Godfrey**

**8. MONITORING OF SECTION 106 AGREEMENTS (PLANNING OBLIGATIONS)** (Pages 37 - 56)

To receive a report by the Head of People, Performance and Partnerships, outlining the progress made to date in respect of the expenditure and receipt of money from Section 106 Agreements.

**Ms L Wilcox  
388650**

**9. OVERVIEW AND SCRUTINY PANELS' REMITS** (Pages 57 - 64)

To consider a report from the Head of Legal and Democratic Services on the Overview and Scrutiny Panels' remits.

**A Roberts  
388015**

**10. WORKPLAN STUDIES** (Pages 65 - 68)

To consider, with the aid of a report by the Head of Legal and Democratic Services, the current programme of Overview and Scrutiny studies.

**Mrs A Jerrom  
388009**

**11. OVERVIEW AND SCRUTINY PANEL PROGRESS** (Pages 69 - 72)

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

**12. SCRUTINY** (Pages 73 - 80)

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 5 day of October 2011



Head of Paid Service

**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 A Jerrom, Democratic Services, Telephone: 01480 388009, email: [amanda.jerrom@huntingdonshire.gov.uk](mailto:amanda.jerrom@huntingdonshire.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](http://www.huntingdonshire.gov.uk) (*under Councils and Democracy*).

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

***Emergency Procedure***

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

This page is intentionally left blank

# Agenda Item 1

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) held in Civic Suite 1a, Pathfinder House, St Mary's Street, Huntingdon, Cambs PE29 3TN on Tuesday, 13 September 2011.

PRESENT: Councillor D Harty – Vice Chairman in the Chair.

Councillors M G Baker, Mrs M Banerjee, I J Curtis, J W Davies, P Godley, G J Harlock, C R Hyams and J S Watt.

Co-opted Members Messrs. D Hopkins and M Phillips.

APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillor P M D Godfrey.

### **24. MINUTES**

Subject to the deletion from the first sentence of the fourth paragraph of Minute No. 11/18 of the words 'it would have been useful to have been able to discuss this matter with an Executive Councillor' to be replaced by 'Executive Councillors should attend Overview and Scrutiny Panel meetings that had remits which covered their portfolios' and the inclusion of Co-opted Member Mr D Hopkins in place of Mr M Phillips in the list of attendees, the Minutes of the meeting of the Panel held on 12th July 2011 were approved as a correct record and signed by the Chairman.

### **25. MEMBERS' INTERESTS**

No declarations were received.

### **26. 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) which had been prepared by the Executive Leader of the Council for the period 1st September to 31st December 2011. Members were advised that the item on nuisance vehicles had been removed from the Forward Plan. They were also informed that several items had been delayed but they would be presented to the Panel before being submitted to the Cabinet.

### **27. RESIDENTIAL TRAVEL PLAN**

With the aid of a report by the Head of Planning Services (a copy of which is appended in the Minute Book) the Panel gave consideration

to the draft Cambridgeshire Residential Travel Plan Guidance. The Guidance contained a package of measures designed to increase sustainable travel within new residential developments by promoting walking, cycling, public transport, car sharing and car clubs. This in turn would help to reduce air pollution and traffic congestion.

Members noted that the Guidance had been developed by the County Council in discussion with the City and District planning authorities. In the past, national and regional guidance and policies had not required local planning authorities to request Residential Travel Plans (RTPs). However, the draft National Planning Policy Framework, on which the Government was currently consulting, made clear that travel plans were a key tool in facilitating the use of sustainable modes of travel. It was explained that planning applications for all developments which generated significant amounts of movement, as determined by local criteria, would have to be accompanied by a travel plan.

Members were advised that the timetable for the development of the Guidance included a six week public consultation period. It would then be presented for adoption by all Cambridgeshire local authorities as supplementary planning guidance. This would make the County Council's current policy position more robust.

In answer to questions from the Panel, the Head of Planning stated that, on the basis of specialist advice, it was proposed that in Huntingdonshire the threshold above which a travel plan would be required should be set at 80 dwellings. It would be expensive for developers to compile and implement a travel plan and this figure allowed them sufficient scope to find for economies of scale. It was argued that the new requirements would be too costly for smaller developments.

Councillor M G Baker commented on the apparent inconsistency demonstrated by the County Council in introducing the requirement for developers to produce RTPs when it was reducing its support for public transport. Having endorsed a suggestion by Councillor G J Harlock that social housing groups should be consulted on the Guidance, it was

RESOLVED

that the Cabinet be recommended to approve the draft Residential Travel Plan as a basis for public consultation.

At 7.20pm Councillor P Godley joined the meeting and Councillor C R Hyams left the meeting.

## **28. PETITIONS - CLOSED CIRCUIT TELEVISION**

*(Mr G Millbank, Neighbourhood Co-ordinator for the Ingram Street/Ouse Walk area of Huntingdon was in attendance for consideration of this item).*

With the aid of a report by the Head of Legal and Democratic Services (a copy of which is appended in the Minute Book) the Panel was advised that the Council had received two petitions on the

subject of Closed Circuit Television (CCTV). Neither of the petitions had sufficient signatories to be submitted to full Council and they had, therefore, been referred to the Panel for formal receipt.

The Chairman invited Councillor J Davies to present the first petition which had been organised following the annual St Ives town meeting when a resident had raised concerns over an incident involving a knife the vicinity of the Chubb Stream. Other residents also had expressed concerns over street drinking and associated crime in the area. As a result it was decided to organise a petition to request that a CCTV camera was installed in the area. Councillor Davies expressed the view that the petition should be taken into consideration during the decision making process on the future of CCTV provision in the District. Owing to the financial constraints on the Council, he suggested that a portable camera might be employed. Members were advised that the Council's Community Safety Team might provide advice on the matters raised by the petition.

Following questions, the Panel received an assurance that they would have an opportunity to discuss CCTV further as part of the budget process. Whereupon, it was

**RESOLVED**

that the petition be received and noted.

The Chairman then invited Mr Millbank to present his petition.

Mr Millbank explained that 41 signatories had supported his petition objecting to the removal of the CCTV camera in Ingram Street car park, Huntingdon. Whilst the residents recognised the financial pressures on local government, they were disappointed that the camera's cover had been removed as they considered that this would have served as a crime deterrent while the wider issue of CCTV provision was under consideration. They also felt that they should have been consulted prior to the camera's removal.

In response to a question from a Member, Mr Millbank stated that it was too early to gauge the result of the camera's removal as it had only recently taken place. The Panel was advised that the decision to remove the camera had been taken by the Head of Operations. Members requested that he arrange for the camera's cover to be reinstated as it would deter criminals.

The Chairman thanked Mr Millbank for attending the meeting.

**RESOLVED**

that the petition be received and noted and the Head of Operations requested to reinstate the cover on the CCTV post in Ingram Street car park, Huntingdon.

## **29. WORKPLAN STUDIES**

The Panel considered and noted a report by the Head of Legal and Democratic Services (a copy of which is appended in the Minute Book) reviewing the Panel's programme of studies and informing

Members of studies being undertaken by the other Overview and Scrutiny Panels.

The Panel received an update from Councillor Davies on the meeting of the Tree Strategy Working Group that had taken place on 27th July 2011. The Panel was advised that the Group had received a presentation on a very successful tree planting scheme in Great Stukeley which had been supported by the Council's Tree Warden Co-ordinator. Members were informed that a draft Tree Strategy, which included a package of guidance and best practice leaflets, was currently being compiled for public consultation. In discussing the Panel's involvement in tree issues, Members commented on the planning process and the impact on trees of improvements to the local infrastructure carried out as part of the St Ives West development. Councillor Watt suggested that the Strategy should include reference to hedgerows.

Members were advised that a report on the maintenance of water courses would be submitted to a future meeting.

Having requested information on the planning implications of the successful bid for an Enterprise Zone at the Alconbury Airfield site, Members were invited to attend a meeting of the Overview and Scrutiny Panel (Economic wellbeing) when it received a presentation on the subject.

Having reiterated their interest in undertaking a study on waste management, it was decided to establish a working group for this purpose.

### **30. OVERVIEW AND SCRUTINY PROGRESS**

With the aid of a report by the Head of Legal and Democratic Services (a copy of which is appended in the Minute Book) the Panel was advised of progress on issues that had previously been discussed. With regard to the update on flooding at St Audrey's Lane St Ives, an email response from Anglian Water was tabled, which explained that a new pump had been installed at the Broadleas Pumping Station. An existing pump had also been refurbished. Councillor Davies was optimistic that the work would bring about a resolution to the problems that had been encountered and undertook to report the outcome to local residents whose original petition had led to the issue being investigated by the Panel.

Members noted that the Transport Team Leader had confirmed that cycling schemes in both Yaxley and Perry were on schedule to be completed within the current financial year.

The Panel was advised that Councillor Godfrey had attended a recent meeting with the Wildlife Trust. Several questions regarding the Great Fen Masterplan posed by Councillor Godfrey had not been answered and had, therefore, submitted them in writing to the Head of Planning Services. Members were reminded that Councillor Godfrey had requested Members of the Panel to make every effort to attend a meeting of the Great Fen Community Forum at 7pm on 11 October 2011. The date of the meeting, which would be held at the Countryside Classroom at the Great Fen site, had led to the October



Panel meeting being rescheduled. It would now be held on 12th October 2011 when further consideration would be given to the Great Fen Project.

Members agreed that future progress reports would be edited to include only ongoing or unresolved issues.

**31. SCRUTINY**

The 116th Edition of the Decision Digest was received and noted. Councillor I J Curtis commented that Ramsey Town Council had not yet received a meeting request from the Head of Operations to discuss CCTV provision in the town.

Chairman

This page is intentionally left blank

### FORWARD PLAN OF KEY DECISIONS

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

**Councillor J D Ablewhite**  
**14 September 2011**  
**1 October 2011 to 31 January 2012**

Membership of the Cabinet is as follows:-

Councillor J D Ablewhite	- Leader of the Council, with responsibility for Strategic Economic Development	3 Pettis Road St. Ives Huntingdon PE27 6SR  Tel: 01480 466941 E-mail: <a href="mailto:Jason.Ablewhite@huntingdonshire.gov.uk">Jason.Ablewhite@huntingdonshire.gov.uk</a>
Councillor N J Guyatt	- Deputy Leader of the Council with responsibility for Strategic Planning and Housing	6 Church Lane Stibbington Cambs PE8 6LP  Tel: 01780 782827 E-mail: <a href="mailto:Nick.Guyatt@huntingdonshire.gov.uk">Nick.Guyatt@huntingdonshire.gov.uk</a>
Councillor B S Chapman	- Executive Councillor for Organisational Development	6 Kipling Place St. Neots Huntingdon PE19 7RG  Tel: 01480 212540 E-mail: <a href="mailto:Barry.Chapman@huntingdonshire.gov.uk">Barry.Chapman@huntingdonshire.gov.uk</a>
Councillor J A Gray	- Executive Councillor for Environment	Shufflewick Cottage Station Row Tilbrook PE28 OJY  Tel: 01480 861941 E-mail: <a href="mailto:Jonathan.Gray@huntingdonshire.gov.uk">Jonathan.Gray@huntingdonshire.gov.uk</a>
Councillor T V Rogers	- Executive Councillor for Resources and Customer Services	Honeysuckle Cottage 34 Meadow Lane Earith Huntingdon PE28 3QE  Tel: 01487 840477 E-mail: <a href="mailto:Terence.Rogers@huntingdonshire.gov.uk">Terence.Rogers@huntingdonshire.gov.uk</a>
Councillor T D Sanderson	- Executive Councillor for Healthy and Active Communities	29 Burmoor Close Stukeley Meadows Huntingdon PE29 6GE  Tel: (01480) 412135 E-mail: <a href="mailto:Tom.Sanderson@huntingdonshire.gov.uk">Tom.Sanderson@huntingdonshire.gov.uk</a>

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

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

Colin Meadowcroft  
Head of Legal and Democratic Services

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
CCTV Future Funding*** ∞	Cabinet	20 Oct 2011	None.	Eric Kendall, Head of Operations Tel No 01480 388635 or email Eric.Kendall@huntingdonshire.gov.uk		T D Sanderson	Environmental Well-Being
DFGs - Charges on Properties***	Cabinet	20 Oct 2011	None.	Steve Plant, Head of Housing Services Tel No 01480 388240 or email Steve.Plant@huntingdonshire.gov.uk		N J Guyatt T V Rogers (J A Gray)	Social Well-Being/ Economic Well-Being
Cambridgeshire Future Transport - Transport for Cambridgeshire	Cabinet	20 Oct 2011	None.	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk	Update on emerging options and recommendations.	N J Guyatt	Environmental Well-Being
Cambridgeshire Green Infrastructure Strategy	Cabinet	20 Oct 2011	Cambs County Council-Led Project	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388340 or email Paul.Bland@huntsdc.gov.uk	Endorse as Council Policy (subject to County Council progress).	N J Guyatt	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
Cambridgeshire Public Sector Asset Management Strategy	Cabinet	20 Oct 2011	None.	Malcolm Sharp, Managing Director (Communities, Partnerships & Projects) Tel No. 01480 388300 or email Malcolm.Sharp@huntingdonshire.gov.uk		T V Rogers (J A Gray)	Economic Well-Being
Green House Project Update	Cabinet	20 Oct 2011	None.	Chris Jablonski, Environment Team Leader Tel No. 01480 388368 or email Chris.Jablonski@huntingdonshire.gov.uk		J A Gray (D Tysoe)	Environmental Well-Being
St. Ives West Urban Design Framework	Cabinet	20 Oct 2011	Agreed Urban Design Framework	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntsdc.gov.uk	Adopt as Council policy	N J Guyatt	Environmental Well-Being
Developer Contributions Supplementary Planning Document	Cabinet	20 Oct 2011	Local Infrastructure Framework	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk	Endorse as Council policy.	N J Guyatt	Environmental Well-Being
Waste Collection Policies	Cabinet	17 Nov 2011	None.	Eric Kendall, Head of Operations Tel No. 01480 388635 or email Eric.Kendall@huntingdonshire.gov.uk		J A Gray (D Tysoe)	Environmental Well-Being
Great Fen Supplementary Planning Document	Cabinet	17 Nov 2011	Great Fen SPD	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388340 or email Paul.Bland@huntsdc.gov.uk	Endorse as Council policy (further details required)	N J Guyatt	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
Gypsy & Traveller Policy Issues	Cabinet	17 Nov 2011	New PPS on G & T Issues Cambs GTANA	Paul Bland, Planning Service Manager (Policy) Tel No 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk	Consider latest policy issues.	N J Guyatt	Environmental Well-Being
Carbon Management Update	Cabinet	17 Nov 2011	None.	Chris Jablonski, Environment Team Leader Tel No. 01480 388368 or email Chris.Jablonski@huntingdonshire.gov.uk		J A Gray (D Tysoe)	Environmental Well-Being
Planning for Sustainable Drainage Systems (SuDs)	Cabinet	17 Nov 2011	CCC SuDs Options Paper	Paul Bland, Planning Service Manager (Policy) Tel No 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk	Consider options.	N J Guyatt	Environmental Well-Being
Planning Proposals Development Plan Document	Cabinet	17 Nov 2011	Updated SHLAA, Employment Land Review, Updated Retail Study	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntsdc.gov.uk	Approve findings for consultations as preferred options.	N J Guyatt	Environmental Well-Being
RAF Brampton Urban Design Framework	Cabinet	17 Nov 2011	Agreed Urban Design Framework	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk	Adopt as Council Policy.	N J Guyatt	Environmental Well-Being
Draft MTP	Cabinet	8 Dec 2011	None.	Steve Couper, Head of Financial Services Tel No. 01480 388103 or email Steve.Couper@huntingdonshire.gov.uk		T V Rogers (J A Gray)	Economic Well-Being
Local Government Finance Act 1988 - Publication of Rural Settlement List	Cabinet	8 Dec 2011	None.	J Barber, Head of Customer Services Tel No. 01480 388015 or email Julia.Barber@huntingdonshire.gov.uk		T V Rogers (J A Gray)	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
Huntingdon West Master Plan***	Cabinet	22 Dec 2011	Huntingdon West Action Plan	Paul Bland, Planning Service Manager (Policy) Tel No 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Huntingdon West Master Plan***	Cabinet	22 Dec 2011	Huntingdon West Action Plan	Paul Bland, Planning Service Manager (Policy) Tel No 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being

This page is intentionally left blank



1. COMT	3 <sup>RD</sup> OCTOBER 2011
2. OVERVIEW AND SCRUTINY (ENVIRONMENTAL WELLBEING)	12 <sup>TH</sup> OCTOBER 2011
3. DEVELOPMENT MANAGEMENT PANEL	17 <sup>TH</sup> OCTOBER 2011
4. CABINET	20 <sup>TH</sup> OCTOBER 2011

## ST IVES WEST URBAN DESIGN FRAMEWORK (Report by Head of Planning Services)

### 1. INTRODUCTION

- 1.1 The purpose of this report is to update Cabinet regarding the recent consultation about the draft St Ives West Urban Design Framework (Draft UDF) and, taking any appropriate additional comments from the Overview and Scrutiny (Environmental Wellbeing) Panel and the Development Management Panel into account, recommend its approval as planning guidance to inform the development of Council policy and the consideration of potential planning applications.

### 2. BACKGROUND INFORMATION

- 2.1 The Draft UDF seeks to establish positive planning, urban design, and development principles for the potential development at the St Ives West area in line with the principles established in the adopted Huntingdonshire Core Strategy (2009). In particular, the Draft UDF provides a framework to enable the delivery of high quality new housing and an opportunity to create a substantial area of accessible strategic green space.
- 2.2 At the Core Strategy Examination in Public, an independent Planning Inspector examined the principle of development in this area and found it to be sound. The following extract from the Planning Inspector's report, dated 29<sup>th</sup> July 2009, confirms the basis on which the St Ives West area was selected from a range of other potential development areas at St Ives:

*3.44 St Ives is also a sustainable location for development and will become more so with the introduction of the Cambridge Guided Bus route. However, it has less opportunity for growth other than to the west where it can link with other allocations and commitments. From my visits I agree with the Council that separation between St Ives and Houghton should be retained. There are also flood risks constraints to the south and south east making land unsuitable for housing development, and land to the north and north-west is remote from the town centre. Nevertheless 500 homes are proposed during the plan period and 17ha is available for employment generation uses. If there is any imbalance relating to inward and outward commuting advantage can be taken of the guided bus provision between Cambridge and St Ives.*

- 2.3 The Draft UDF was subject to extensive public consultation between 29<sup>th</sup> July 2011 and 23<sup>rd</sup> September 2011. The consultation was well publicised in the local press, on posters, and through the District Council's website. Consultation exhibitions were held at Houghton Pavilion and at St Ives Library. These were staffed by Planning Services officers on 1<sup>st</sup> and 2<sup>nd</sup> September 2011. As a result of the consultation, 126 respondents made a range of comments on the Draft UDF.
- 2.4 For planning purposes, within the adopted Core Strategy, the whole St Ives West area is identified as a strategic direction of growth (area for development) within the St Ives Spatial Planning Area. This is not based on individual Parish or Town Council administrative boundaries and was identified through rigorous testing of the most appropriate locations for new development at the Core Strategy Examination in Public. The draft UDF (page 2, paragraph 1.2) states that the St Ives West Area is partly within both St Ives Town Council and Houghton and Wyton Parish Council boundaries.
- 2.5 The Draft UDF preferred option sets out urban design principles, highlights the size of a green separation area between St Ives and Houghton and Wyton, identifies a large area of accessible strategic green space, and enables the introduction of additional measures to strengthen conservation designations in the area. It is considered that these principles will ensure that development at St Ives West will be of the highest quality and will not erode the character of Houghton and Wyton.
- 2.6 With regard to the capacity of development at St Ives West, as identified in the Draft UDF, some 300 dwellings would be within the Parish boundary of Houghton and Wyton (including 90 dwellings at Houghton Grange), and some 190 dwellings within the town boundary of St Ives. Two housing development sites in the vicinity at Slepe Meadow and Green Acres (part of the former golf course) are currently under construction and the combined capacity of these is some 230 dwellings.
- 2.7 The Draft UDF preferred option does not promote development related to the built-up area of Houghton village and a substantial physical green separation area will remain, between Houghton and Wyton and St Ives.
- 2.8 Other parallel processes are ongoing to formally allocate land through the emerging Planning Proposals Development Plan Document. The Draft UDF informs this emerging policy and provides a framework to enable consideration of any planning applications that may be submitted prior to the adoption of formal planning allocations.

### **3. CONSULTATION THEMES**

- 3.1 A summary of the consultation comments and the District Council responses can be found at Appendix 1. The main consultation themes that emerged were as follows:
- Principle, scale and location of proposed development
  - Traffic and transport
  - Maintaining the separation of St Ives and Houghton
  - Affordable housing

- Landscape and green space
- Social infrastructure
- Environmental infrastructure
- Proposed shop
- Process issues

#### **4. CONCLUSIONS**

- 4.1 A range of comments were received on the proposals set out in the Draft UDF. It is clear that there is both support for and objection to the proposals. The main objections derive from the residents of Houghton Village and have been voiced by individuals, members of the local SHED action group, Houghton and Wyton Parish Council, and some of the Parish, District and County Councillors on the St Ives West Working Group. In part, these objections have questioned the legitimacy of the District Council's approach to preparing the Draft UDF, and also its legality.
- 4.2 On balance, it is considered that the principles set out in the Draft UDF continue to establish a robust framework for the delivery of the District Council's adopted Core Strategy policies for new housing in this area. The Draft UDF secures the opportunity to create a high quality of development set within a large and accessible area of strategic green space, and a substantial separation area which will continue to effectively separate the settlements of St Ives and Houghton and Wyton.
- 4.3 It is intended that the UDF will be used to inform the emerging Planning Proposals Development Plan Document as it moves through its formal processes through to adoption, and to provide a robust framework for the consideration of any planning applications received in the interim.

#### **5. RECOMMENDATION**

- 5.1 It is recommended that Cabinet authorises the Executive Councillor for Strategic Planning and Housing, in conjunction with the Chairman of the Development Management Panel and the Head of Planning Services, to finalise and approve the St Ives West Urban Design Framework to inform Council policy and Development Management decisions on potential planning applications.

#### **BACKGROUND INFORMATION**

Draft St Ives West Urban Design Framework August 2011  
 Adopted Huntingdonshire Core Strategy 2009

**Contact Officer:** Paul Bland – Planning Services Manager (Policy)

☎ 01480 388430

## APPENDIX 1

### St Ives West Urban Design Framework Summary of Consultation Comments and District Council Responses

Principle, scale and location of proposed development	
Summary of Consultation Comments	District Council Responses
<p>There is general support from respondents from St Ives relating to the proposed development, safeguarding the amenity of those living along Westwood Road in particular, and helping to link all of the housing with the town centre. Conversely there is general opposition from respondents from Houghton and Wyton who consider this location to be unsustainable and are opposed to the principle, scale and location of the proposed development.</p> <p>The proposals would double the size of the Houghton village.</p> <p>There are some suggestions that the development should instead take place to the north and north east of the town, close to the Rainbow Store and employment areas, and some suggest a more limited amount of development in this current location.</p> <p>Ribbon development will be created along the A1123.</p> <p>Support for principle of no development on the 9<sup>th</sup> fairway of the former golf course and for limited development in the garden of The How. Conversely, representations from the representations of specific landowners seeking inclusion of the 9<sup>th</sup> Fairway and related land within the Draft UDF.</p> <p>The driveway to the How and How Lodge contribute greatly to character of this part of Houghton Road and should be retained.</p>	<p>The District Council must deliver its adopted Core Strategy, which seeks to provide 400 new dwellings on a sustainable green field site to the west of St Ives. The principle, scale and location are set out in the Core Strategy. This Draft UDF has no policy making role in relation to principle, scale and location of development.</p> <p>This is a western extension to the town of St Ives, not an eastern extension to the village of Houghton.</p> <p>These options were dismissed at the Core Strategy Examination.</p> <p>This will not be ribbon development. It is relatively compact and will be screened by a deep landscape corridor along the A1123 and set within an extensive area of strategic green space.</p> <p>The Draft UDF seeks to protect the 9<sup>th</sup> Fairway area as an important part of the new area of accessible strategic green space for the benefit of local communities. Development on this area would therefore be inappropriate.</p> <p>The Draft UDF seeks to achieve this as a positive outcome.</p>

<p>Some support for lower density housing on western edge, others would like lower density facing onto Houghton Road.</p> <p>Concern that the housing should meet the needs of all age groups, especially the elderly.</p> <p>The capacity of sewage and storm water infrastructure will need to be upgraded for a development of this size.</p> <p>Some members of the St Ives West Working Group propose that the number of houses in the development area should be reduced by approximately 200 and a strategic gap created at 'C' on the plan at page 15 of the UDF – this will also reduce the traffic exiting on to the A1123 Houghton Road.</p>	<p>The deep landscaped buffer along Houghton Road will effectively screen development in this location.</p> <p>This will be addressed in the finalised UDF and in the consideration of future planning applications.</p> <p>Upgrades will be needed to the foul water infrastructure. Storm water will be discharged by sustainable drainage systems. This will be dealt with in conjunction with relevant infrastructure providers at planning application stage.</p> <p>This proposal by some members of the Working Group does not enable the delivery of the adopted Core Strategy that has already established the principle of the scale of development for this area, as set out in Core Strategy Policy CS2. The draft UDF sets out a framework for delivering a high quality development in this area, along with large areas of accessible green space. The principle of this scale of development, and its potential impacts on the A1123, was accepted by CCC as highways authority as part of the EiP into the Core Strategy. Such a departure from established principles could lead to the District Council having to determine a set of planning applications for the full scale of development established in the Core Strategy that may fail to deliver the qualities and facilities set out in the UDF.</p>
<b>Traffic and transport</b>	
<b>Summary of Consultation Comments</b>	<b>District Council Responses</b>
<p>Not enough information provided relating to whether the plans will improve, worsen or be neutral for the existing traffic.</p>	<p>It will be responsibility of developers to undertake transport assessments of their scheme at planning application stage. If these are not to the satisfaction of the local planning authority, then a planning application could be refused.</p> <p>Cambridgeshire County Council (CCC), as highways authority, has been involved in the development of the Draft UDF and has commenced the provision of improved highways infrastructure including a new junction serving the area from the A1123.</p>

<p>Concern over the effect of the development on highways access to Houghton and Wyton, and the A1123 is at full capacity.</p> <p>Impact of cancellation of proposed new A14, and the role of the A1123 as a relief road when the A14 is closed due to accidents.</p> <p>Assertion by some that development will increase traffic along A1123 by 30%.</p> <p>Some concerns from new residents of Green Leas development in St Ives about the potential loop road and effect on their amenity, not knowing about this when they bought their houses this year, and some concerns and alternative suggestions over proposals to close off High Leys.</p> <p>How can bus services be improved to be more beneficial to residents of Houghton and Wyton?</p> <p>Useful contributions reminding HDC and CCC of other junctions improvements that will need to be made, such as Wyton on the Hill / Houghton Road</p>	<p>The transport assessments that accompany any future planning applications may take into account and enable improvements to highways access to Houghton and Wyton. CCC has confirmed that the A1123 is not at full capacity.</p> <p>The A1123 already partially serves this function through dissipation and diversion across the wider highways network. The proposed development will not affect this and the principles of development at this location were accepted following the Core Strategy EiP. Amended proposals are being developed by the DfT and the HA for improvements to the A14.</p> <p>This is incorrect. A 30% increase in traffic does not relate to this proposal. A 30% increase is the CCC assessment of increase over time other things being equal.</p> <p>The alternatives suggested by local residents will be investigated in conjunction with CCC as highways authority.</p> <p>This will be investigated with CCC as highways authority.</p> <p>Welcome these suggestions, and will be made clearer on the framework document.</p>
<b>Maintaining the separation of St Ives and Houghton</b>	
<b>Summary of Consultation Comments</b>	<b>District Council Responses</b>
<p>Concern from those in Houghton and Wyton about green separation between St Ives and Houghton and Wyton, and the village and town merging.</p>	<p>They will not merge. There is a significant green separation between the two settlements west of Houghton Grange. There will also be a significant green backdrop along Houghton Road, and this will provide a softer edge along this road. The whole development will also be set within an accessible area of strategic green infrastructure. Conservation designations within these areas will be strengthened.</p>

<p>Concern that HDC is proposing to build on strategic green space.</p> <p>Concern that part of this development will lie within Houghton and Wyton, therefore not separating the town and village, and land is precious to people of Houghton and Wyton.</p> <p>Concern that proposed green gap in the grounds of Houghton Hill House is insufficient in scale and will be difficult to enforce. Perceptions that the proposed green gap is just houses and gardens and not an obvious gap.</p> <p>The rural nature when driving through Houghton Hill will be lost forever.</p>	<p>To the contrary, the District Council is seeking to create a large accessible area of strategic green infrastructure as part of the wider community benefit of this proposal.</p> <p>For planning purposes, the scale and location of the St Ives West development area have been established as part of the St Ives Spatial Planning Area identified in the adopted Core Strategy. This relates to land partly in St Ives and partly in Houghton and Wyton.</p> <p>The proposed green gap is a significant area (340-425 metres wide), and has the full weight of planning policy that prevents building in the countryside. Proposals to extend the Conservation Area will further protect this area by reducing the amount of extensions and other domestic building work that homeowners will be able to undertake and will also protect significant trees not currently protected by TPO from being removed. In planning terms, the few properties that lie within extensive grounds in the green gap are houses in the countryside, that lie outside of the built-up settlement area of Houghton and Wyton.</p> <p>A significant landscaping belt along the A1123 will prevent views of the housing development from the road, and will help to provide a more landscaped entrance to the town.</p>
<b>Affordable housing</b>	
<b>Summary of Consultation Comments</b>	<b>District Council Responses</b>
<p>Concern over the amount and percentage of social housing that will be delivered by the development, and that this will increase crime, vandalism and anti social behaviour and the risk of creating a sink estate.</p>	<p>The target of 40% affordable housing is established with the adopted Core Strategy (Policy CS4). The District Council fundamentally disagrees with comments relating to the potential anti social impact of affordable housing on an area.</p>
<b>Landscape and green space</b>	
<b>Summary of Consultation Comments</b>	<b>District Council Responses</b>
<p>Support for increased landscaping screen along A1123 and creation of areas of public green space.</p>	<p>Support welcomes as this is considered to be an important element in the quality design required for this area.</p>

<p>Concern over loss of green space, green space has always existed.</p> <p>Needs to highlight allotment provision.</p> <p>Concern over views into the site from meadows and river valley to the south.</p> <p>There are some errors on the nature conservation designations map.</p> <p>Some concern that there is already significant public access in the area, and that extensive and unrestrained public access will compromise objective of preserving and enhancing the natural environment.</p> <p>Issues relating to future maintenance and management of any open space.</p>	<p>The UDF will help to deliver a large accessible area of strategic green infrastructure. Land currently in private ownership is not accessible to the public.</p> <p>The potential for allotments provision will be noted in the UDF.</p> <p>The long views out are very long distance. There are very few short views into the site from public footpaths. More evidence of protection of views into the site can be added to the UDF, and developers will be required to address this point specifically.</p> <p>These will be rectified.</p> <p>Disagree. The Core Strategy has a fundamental objective to improve access to identified areas of green space, providing opportunities for healthy and active lifestyles. The level of accessibility to particular areas of nature conservation value will be managed appropriately.</p> <p>These issues will be addressed at a later stage, and potential partners have already been identified.</p>
<b>Social infrastructure</b>	
<b>Summary of Consultation Comments</b>	<b>District Council Responses</b>
<p>Concern over the capacity of the schools, particularly St Ivo school.</p> <p>Needs to clarify medical provision requirements.</p> <p>No community central hub, therefore lack of community cohesion.</p>	<p>The County Council is currently undertaking a review of primary school provision in St Ives. Decisions about the investment of developer contributions and other resources will be made once the review is completed. This site will be within the catchment of St Ivo Secondary School, as students will be within easy walking distance. The County Council may look at reviewing catchment areas for St Ivo school.</p> <p>This issue will be clarified in conjunction with the PCT.</p> <p>There may be a possibility to consider linkages to / provision of community facilities relating to the proposals and the locality.</p>



<b>Environmental infrastructure</b>	
<b>Summary of Consultation Comments</b>	<b>District Council Responses</b>
<p>Early infrastructure should be provided, landscaping, footpaths etc.</p> <p>Some residents of Houghton and Wyton are concerned over upgrading the Thicket path to a cycleway and concern that the Thicket path floods and therefore is unsuitable for upgrading. Conversely there is support for upgrading the path to encourage increased usage for cyclists and pedestrians.</p>	<p>This will be considered in detail as part of the implementation of the proposals.</p> <p>For most of its route the Thicket path is a tarmac lane, and people cycle along this route all the time. This is the historic low road between St Ives and Houghton and Wyton and is a safe and flat route. It may need to be upgraded in places and access can be managed when it is flooded.</p>
<b>Proposed shop</b>	
<b>Summary of Consultation Responses</b>	<b>District Council Response</b>
<p>Some concern that a potential shop within the site will have an adverse impact on the viability of the existing village shop.</p> <p>Some support for the shop, and need to encourage early provision.</p>	<p>A site for a potential shop was identified to help reduce traffic flows in the wider St Ives area, such as Hill Rise, as these developments were not provided with shop facilities when they were built. The shop in Houghton and Wyton is some distance away from this potential development and is unlikely to be adversely affected.</p> <p>Will investigate how this can be achieved.</p>
<b>Process issues</b>	
<b>Summary of Consultation Comments</b>	<b>District Council Responses</b>
<p>The preparation and consultation processes for the adopted Core Strategy itself (from 2006 to 2009) were insufficient and the residents of Houghton in particular were unaware of or only partially engaged in those processes.</p>	<p>The Huntingdonshire Core Strategy was adopted in 2009 following extensive consultation, an Examination in Public, and a binding Inspectors Report. Along with the East of England Plan, the Core Strategy forms the statutory Development Plan for Huntingdonshire. The process was open, transparent, and well publicised. The District Council does not accept the suggestion from particular objectors that they did not have sufficient opportunity to be involved in the Core Strategy process. The adopted Core Strategy clearly identifies directions of growth for strategic housing and other development on a Key Diagram and describes the spatial locations of development types in its policies. The St Ives West area is identified as a strategic housing</p>

<p>The Draft UDF should not be referred to as a Supplementary Planning Document, and should have been prepared only after the formal confirmation of site allocations through the adoption of a formal district wide Planning Proposals Development Plan Document (PP DPD).</p> <p>The change to the administrative boundary of Houghton and Wyton Parish, after the adoption of the Core Strategy, should mean that the identified level of development would relate to and impact on Houghton rather than St Ives.</p>	<p>development location both on the Key Diagram and in Policy CS2 “Strategic Housing Development”, which states:</p> <p><i>In the St Ives Spatial Planning Area where at least 500 homes will be provided. Of these, at least 100 homes will be on previously developed land, about 400 homes will be on Greenfield land and about 200 will be affordable. Provision will be in the following general locations:</i></p> <ul style="list-style-type: none"> <li>• <i>In a significant Greenfield development to the west of the town;</i></li> <li>• <i>In the redevelopment of previously developed land within the built-up area of the town.</i></li> </ul> <p>The District Council’s purpose in preparing the Draft UDF is to establish the planning, urban design, and development principles that will apply to the area described in the Core Strategy, to ensure the delivery of a high quality development. This is an important stage in the planning process as the Core Strategy has established the principle of development in this location. The adopted Core Strategy is the key element of the Local Development Framework that provides the basis for the District Council preparing focused and positive planning framework for identified strategic development areas. The Draft UDF is not being promoted as a Supplementary Planning Document, and any reference to such a definition will be removed from the final document. Once approved, the UDF will provide the District Council’s development guidance for the area. It is not necessary to delay the production of such guidance until the Planning Proposals DPD is completed. The Draft UDF informs the development of Local Development Framework policy deriving from the adopted Core Strategy, and this includes the emerging Planning Proposals DPD which deals with specific land allocations.</p> <p>The Parish boundary between Houghton and Wyton and the Town Council boundary of St Ives was amended in 2010. The nature of the objections on this matter suggest that this means an element of the</p>
--	---

<p>The process of engaging with and informing elected councillors during the preparation of the Draft UDF was ineffective.</p>	<p>St Ives West development is proposed on green field land to the east of the built up settlement area of Houghton village and that this should not be allowed. However, the spatial strategy of the Core Strategy (adopted in 2009) and in particular Policy CS2 relates to the St Ives Spatial Planning Area. This is not based on the administrative boundaries of individual parishes and towns, and this is a consistent spatial planning approach that has been applied across the District.</p> <p>In preparing the Draft UDF the District Council has been able to engage with a range of stakeholders including the relevant landowners and developers, partner organisation such as Cambridgeshire County Council, elected Councillors, and local communities. The purpose of the St Ives West Working Group was to inform elected Councillors from the Town, Parish, District and County Councils. The Working Group has met on a number of occasions throughout the process of developing the Draft UDF, and also undertook two visits to the St Ives West area. It has been an effective group and, whilst its members have not always agreed on matters of principle, their individual views have been heard and have been formally stated through the recent consultation process.</p>
--	--

This page is intentionally left blank

COMT  
OVERVIEW & SCRUTINY  
(ENVIRONMENTAL WELL-BEING)  
CABINET

26 SEPTEMBER 2011

12 OCTOBER 2011  
20 OCTOBER 2011

## **GREEN HOUSE PROJECT UPDATE (Report by Head of Environmental Management)**

### **1. INTRODUCTION**

- 1.1 This report provides an update on the Council's Green House Project (see Annexe A for full progress review) which demonstrates how typical family homes can be sustainably refurbished to make them cheaper, more comfortable and more efficient to run, against a backdrop of ever increasing fossil fuel prices and UK Government targets to reduce carbon emissions.
- 1.2 Recommendations for the further development of the project are outlined, including options for the retention of the properties until 2014 as the Council's delivery vehicle for the Government's 'Green Deal' finance initiative which will allow consumers to pay for energy efficiency measures through their energy bills (See ANNEXE B for further information on the Green Deal).

### **2. BACKGROUND**

- 2.1 The UK Government is committed to reducing carbon emissions by 80% by 2050. Home energy use in the UK is currently responsible for around 30% of all emissions and this is the largest single area that the council can significantly influence.
- 2.2 Prior to refurbishment the Green House properties received a SAP (Standard Assessment Procedure for energy efficiency) rating of 'E'. The ratings of both properties were increased to a 'B' following completion of the work. Carbon emissions for both houses have been reduced by 75%. The fuel costs for St Ives have been reduced by £633 a year and St Neots by £478.
- 2.3 In addition to assisting householders cut their fuel bills the established Green House 'brand' developed through the project will enable the council to lead a local economic transformation in the construction/business sector and is already seen nationally as a case study of best practice in this area (See ANNEXE C attached).

### **3. FINANCIAL IMPLICATIONS**

- 3.1 This section outlines three possible options for the future of the Green House properties, the first of which is for the sale of both properties in line with the current Medium Term Plan and two further options to enable the retention of the St Ives Green House as a showcase property until the end of the financial year 2013/14.

3.2 The three options are outlined in detail (ANNEXE D attached) and the table below summarises the financial impact of the three options with the variation in each case from the current MTP:

EXISTING MTP – Sale Impact Only	2011/12	2012/13	2013/14	2014/15	TOTAL
	£000	£000	£000	£000	£000
<b>CAPITAL</b>	-470				-470
<b>REVENUE</b>					
Reduction in borrowing costs		-18	-21	-26	-65
Net running costs		0	0	0	0
<b>Total</b>		-18	-21	-26	-65

Opt. 1 - SELL BOTH NOW	2011/12	2012/13	2013/14	2014/15	TOTAL
	£000	£000	£000	£000	£000
<b>CAPITAL</b>	-415				-415
<b>REVENUE</b>					
Reduction in borrowing costs		-16	-19	-23	-58
Net running costs					
<b>Total</b>		-16	-19	-23	-58
<b>VARIATION TO MTP</b>					
Capital	55				55
Revenue		2	2	3	7

Opt. 2 - KEEP BOTH 2 YEARS Renting St Neots	2011/12	2012/13	2013/14	2014/15	TOTAL
	£000	£000	£000	£000	£000
<b>CAPITAL</b>			-415		-415
<b>REVENUE</b>					
Reduction in borrowing costs		0	0	-23	-23
Net running costs		1	1	0	2
<b>Total</b>		1	1	-23	-21
<b>VARIATION TO MTP</b>					
Capital	470	0	-415	0	55
Revenue		19	22	3	44

Opt. 3 - KEEP ST IVES 2 YEARS Sell St Neots now	2011/12	2012/13	2013/14	2014/15	TOTAL
	£000	£000	£000	£000	£000
<b>CAPITAL</b>	-170		-245		-415
<b>REVENUE</b>					
Reduction in borrowing costs		-7	-8	--23	-38
Net running costs		8	8		16
<b>Total</b>		1	0	-23	-22
<b>VARIATION TO MTP</b>					
Capital	300	0	--245	0	55
Revenue		19	21	3	43

3.3 If both properties are sold now (Option 1) the Council will have to meet the modest (7k) revenue impact of the lower estimated sale proceeds. In addition as promoting energy efficiency is a key objective within the Council's Corporate Plan and a requirement

for the Council under the Energy Bill 2010, the sale of the Green Houses, will compromise the Council's ability to deliver against this agenda and in particular the scope for promoting the Green Deal locally.

- 3.4 If the houses are retained it is possible that revenue costs can be obtained from project partners in return for using the houses to promote Green Deal initiatives in conjunction with the Council. If revenue costs cannot be met in this manner it is proposed that they are met from the existing Environmental Projects revenue budget.
- 3.5 The choice of moving to options 2 or 3 is affected by:
- a recognition that the project is currently the best method for the council to promote energy efficiency and renewables.
  - whether the benefits of retaining the St Ives property for two years is the best use of £37k (the additional cost compared with Option 1) of the Environmental Projects budget over that period.
  - whether sale prices are likely to rise or fall over the next two years (A 10% rise in property prices will produce a revenue benefit in 2014/15 of an extra £2k per year).
- 3.6 There is little difference between the revenue impact of options 2 and 3 and the decision between them rests on the strength of the view of whether the sale price of the St Neots property will rise or fall over the next 2 years and the value of 'cost in use data' gathered if the St Neots house is rented as in option 2.

#### **4. CONCLUSIONS**

- 4.1 The Green House Project is a unique resource which has been extremely successful in demonstrating energy saving and renewable technologies. It has reached a very large and increasing audience and is a national example of best practice in sustainable refurbishment.
- 4.2 The retention of the Green Houses can be achieved at relatively little additional revenue cost to the Council, which can be taken from the existing Environmental Projects revenue budget making the proposal effectively cost neutral. It also has the added benefit that capital losses from the immediate sale of the houses may be reduced if the housing market improves to 2014.

#### **5. RECOMMENDATIONS**

- 5.1 Cabinet is recommended to:
- Approve the retention of the St Ives Green House until March 2014 and the rental of the St Neots property (Option 2) with

the additional revenue costs being met from the existing Environmental Projects revenue budget.

- Support the development of the project to be the main mechanism for the Council to deliver Government's Green Deal initiative in conjunction with project partners.
- Receive an update on the progress of the project in October 2012.

**Contact Officer: Chris Jablonski, Environment Team Leader**

**Tel: 01480 388368**

**Background Information**

The Energy Bill 2010

Growing Awareness; Our Plan for the Environment



## **THE GREEN HOUSE PROJECT – PROGRESS REVIEW**

Since opening in October 2010 the Green Houses in St Ives and St Neots have received over 2,000 visitors. They provide easy access to advice, products, technologies and information for those planning improvements to their own properties.

The project has generated a significant amount of positive publicity for the Council highlighting its role as a leader promoting practical cost effective carbon saving technologies. The project has been nominated for public sector and industry awards and has been recognised as an exemplar in the region, as part of the nationwide ‘Super Homes’ network of eco-homes across the UK.

The project links well the growth agenda and the expansion of the ‘Green Tech’ sector in Cambridgeshire. The development of a skills base capable of manufacturing, designing and installing of a wide variety of renewable energy technologies has the potential to create jobs and increase prosperity in the district.

As a major project within the Councils Environment Strategy ‘Growing Awareness – Our Plan for the Environment’, the Green House Project aims to demonstrate and influence sustainable refurbishment and encourage a ‘step-change’ in attitudes amongst home owners, housing providers, trades’ people, local suppliers and educational establishments.

In delivering the Project the Council worked closely with the Building Research Establishment (BRE) as part of their national Rethinking Refurbishment program and the Energy Saving Trust (EST). The BRE provided the specifications for the improvements to the house and the EST has assisted with the marketing and promotion of the homes. An additional 32 project sponsors contributed products and expertise, some of whom are using the houses for training purposes.

### **EDUCATION/TRAINING**

The Green Houses are an outstanding educational resource, encouraging people to engage with energy efficiency and the opportunities in their own homes at first hand and they have attracted a diverse range of visitors.

The Green houses have been opened regularly since November 2010 with all visitors receiving a guided tour from a member of the Council’s Environmental Team. Advice on the technologies demonstrated is provided with up to date information on grants and Government incentives such as the ‘Feed-in-Tariff’ (FIT) for renewable electricity and the Renewable Heat Incentive (RHI).

As well as the general public the houses have been visited by:

- trades' people seeking to increase their understanding of the whole house approach to retro-fitting properties
- businesses looking to improve environmental performance and reduce fuel costs
- local Primary and Secondary schools with activity sheets provided, tying in with the national curriculum
- students from further education colleges and several universities
- a wide variety of community organisations
- A large number of local authorities many of which wishing to replicate the project
- Government departments and professional Bodies including The Society of Chief Architects for Local Authorities (SCALA), Renewables East and the Ministry of Defence (MOD) Estates Team

In addition to bookable visits and an open day format, the houses are increasingly hosting specific 'business led' sessions and targeted events which have been very well received and have included;

- Renewable energy
- Grow your Business – Smart Advice
- Water Efficiency and Rainwater Harvesting
- Insulation
- Energy efficient lighting
- Biodiversity/Wildlife Gardening

## **COMMUNICATION AND MARKETING**

A key means of communicating the project has been through the use of a dedicated website [www.greenhouseproject.co.uk](http://www.greenhouseproject.co.uk) detailing the project from start to finish. The site contains a wealth of information, including video footage of the refurbishment process, a blog and full information of forthcoming events and how to book.

Extensive use of social media pages has also been made to promote the project which now has over 200 Facebook friends and 180 followers on Twitter. Recognition of the project is also demonstrated with St Ives property featuring on the home page of the BRE's new National Refurbishment Centre website.

As partner publicity has grown this in turn has increased the projects on-line presence with quality links to our website. Following TV coverage of the successful launch there is now a BBC link to our website, which is considered a 'high authority' site helping the Green House Project to rise in the listings of internet search engines and reach a wider audience.

## **FUTURE DEVELOPMENT OF THE PROJECT**

The success of the project to date indicates that there will be a significant benefit to the Council and to the residents of Huntingdonshire in retaining the Greenhouses beyond the timescale outlined in the

current Medium Term Plan, which proposes their sale at the end of the current financial year (2011/12).

Options for retaining the houses until the end of the financial year 2013/14 are considered in the financial implications section of this report; such a decision will deliver the following benefits:

- The project will continue as the primary means for the council to promote energy efficiency and demonstrate a wide range of renewable technologies within the district.
- To continue to promote the benefits of current government incentives such as the Feed in tariff and the Renewable Heat Incentive (RHI) which is also planned to become fully operational in 2012.
- To facilitate the delivery of the government's 'Green Deal' initiative, due to come into operation in autumn 2012.

If the Green House project ends now it will be necessary for the Council's Environment Team to use the Environmental Projects revenue budget to promote energy efficiency in the district via alternative means. The advantage of the Green House Project is that it is already an established 'brand' and successful delivery mechanism targeting the needs of business and the community. It has also achieved national recognition through partnership with the EST and BRE enabling Huntingdonshire to be seen as a leading authority on this expanding subject.

The project is the ideal vehicle for the Council to continue to provide impartial advice and information about grants and incentives provided by government, the power companies and local schemes such as the Councils own Co2y Homes scheme for loft and cavity wall insulation.

In the light of the continued interest by householders in the Feed-in-tariff (FIT), the Renewable Heat Incentive (RHI) and with the advent of the governments Green Deal initiative in autumn 2012 it will be of great benefit for the Council to retain the houses as a demonstration resource until the end of 2013/14.

### GREEN DEAL

The Energy Bill was introduced to Parliament in December 2010 and included a provision to develop a national energy efficiency retro-fit scheme called Green Deal.

Although the Energy Bill has not yet passed through the parliamentary process, it is expected to become law in the Autumn 2011.

Green Deal will not be a 'top-down' Government-led scheme but a national framework providing the 'rules' upon which the private sector, Local Authorities and the local community can develop their own schemes.

Effectively, Green Deal is a financing mechanism to enable and encourage consumers to improve the energy efficiency of their properties with no up-front costs and paid back through their energy bills.

Uniquely, Green Deal payments are 'tied' to the property rather than the occupier which means that if they move out and cease to be the bill-payer at that property, the financial obligation remains with the property and the subsequent bill-payer.

Green Deal is a market mechanism, funded entirely by private capital.

The scheme requires a number of legislation changes to take place, including changes to the Energy Performance Certificate process and the Consumer Credit Act.

An equally important new piece of legislation is the development of the Energy Company Obligation which replaces the existing CERT and CESP obligations and will run alongside Green Deal to support higher cost measures and households in fuel poverty.

Green Deal is due to be launched in October 2012 but already many national, regional and local schemes are being developed. Many Local Authorities are already fairly advanced in the development of regional schemes many being in partnership with neighbouring Authorities and some going it alone.

Many of the larger national retailers (e.g. Tesco, M&S, B&Q, Sainsbury) have also announced their intention to launch national Green Deal schemes through their retail outlets.

There are no rules or limits to the size of Green Deal schemes but regionally this may depend on the scope and potential for energy efficiency retro-fit.

## Hub of Ideas

With the Government developing the Green Deal finance package, allowing consumers to pay for insulation through their energy bills, energy efficiency is firmly in the refurbishment spotlight says Anna Scothern, housing enterprise director at BRE.



**T**he minds of policy makers were no doubt sharpened by the cold weather that gripped parts of the country last winter, causing gas consumption to soar to an all-time record, along with fears of fuel shortages and a spike in fuel poverty. But the spectre of fuel poverty has been present with us for a number of years now because of steadily rising energy bills.

Add to this the UK's commitment to reduce its overall CO<sub>2</sub> levels by 80% against 1990 levels by 2050, and the race is on to make existing houses, which contribute 27% of overall carbon emissions, more energy efficient.

At first glance, 40 years may seem like enough time to complete the race until you consider the age and condition of the UK's houses, which are among the oldest in Europe and 75% of which will still be in use by the middle of the century. With the Energy Saving Trust estimating that 13,400 homes will need to be refurbished every week to make them more energy efficient, the task is as challenging as any gruelling marathon.

The first challenge to overcome is understanding which green refurbishment solutions — whether insulation and double glazing or air-source heat pumps and renewable — are best for which house-type.

To that end, BRE started the Rethinking Refurbishment project in 2008; teaming up with local authorities such as Huntingdonshire District Council to trial the most cost-effective and efficient retrofit solutions in 300 refurbishment exemplars. Last year these were combined with other national exemplars, to create a network of 500 demonstration projects under the National Refurbishment Centre, a joint initiative between BRE partnered and the Energy Saving Trust.

### Energy performance benchmark

The remit of the National Refurbishment Centre, whose industry partners includes the Building Research Housing Group and the Local Authority Building Control, is simple — to act as the evidence hub for industry. The National Refurbishment Centre is therefore developing the Refurbishment Portal database to provide live data and case studies from the 500 exemplars so industry can find practical solutions to the mass delivery of green refurbishment. Evidence will also be critical for social housing providers who need to start setting in place or bedding down their refurbishment strategy.

Evidence will help them identify the housing stock and benchmark current energy performance. The results from this along with evidence from demonstration

homes will then allow them to assess the most appropriate and effective solutions, only on energy efficiency performance but also the cost and hassle to install and maintain. From this local authorities can identify appropriate funding mechanisms and decide whether to go for a room-by-room, house-by-house or even street-by-street approach, taking into account disruption. They can also assess whether local supply chains have the skills to implement refurbishment and begin engaging with residents about changing behaviours and using new technologies.

In short, robust evidence is fundamental to developing energy-efficiency strategies for existing homes, which avoid quick fixes and enable social housing providers to reduce CO<sub>2</sub> emissions and energy bills, while improving resident comfort.

*"The first challenge to overcome is understanding which green refurbishment solutions are best for which house-type."*



One of two properties acquired by Huntingdonshire District Council as part of BRE's Rethinking Refurbishment project

## OPTIONS FOR THE FUTURE OF THE GREEN HOUSE PROJECT

The Green Houses were purchased by the council in 2008 at a total cost of £329k. The Medium Term Plan estimates that the properties will be sold on the open market for £470k. An independent valuation (31 March 2011) gives a current market valuation of the properties of £415k.

The revenue cost of maintaining the properties, including Non-Domestic Rates, gas/electricity bills, general maintenance and other associated project costs amounts to £11k per annum.

**Option 1 - Sale of both properties at the end of the current financial year** - If the project finishes at the end of the current financial year and the houses are sold, there is likely to be a capital loss of £55k against their original projected sale price of £470k in the Medium Term Plan.

**Revenue Impact:** £7k in total over next 3 years and continuing at about £3k per year thereafter.

**Option 2 - Retaining the St Ives Green House as a showcase until the end of 2013/14 and renting the St Neots Green House until 2013/14** - The St Ives property is the main showcase house with more potential for education and training. Renting the St Neots property would allow 'cost in use' to be assessed and the rental agreement would make allowance for periodic viewing of the property.

This option will cost the council £8k per annum in running costs (business rates and other associated project costs for the St Ives property) offset by (-£7k) per annum, recouped from renting the St Neots property as a private let.

**Revenue Impact:** £44k in total over the next 3 years then falling to about £3k per year thereafter.

It is proposed that the additional cost compared with Option 1 of £37k is taken from within the existing Environmental Projects revenue budget.

**Option 3 - Retaining the St Ives Green House until the end of 2013/14 and selling the St Neots Green House at the end of the current financial year** - The sale of the St Neots property at the end of the current financial year will reduce capital liability but will not provide rental income to offset the running costs of the St Ives property.

This option will cost the council £8k per annum - business rates and other associated project costs for the St Ives property.

**Revenue Impact:** £43k in total over the next 3 years then falling to about £3k per year thereafter.

It is proposed that the additional cost compared with Option 1 of £36k is taken from within the existing Environmental Projects revenue budget.

This page is intentionally left blank



## SECTION 106 ADVISORY GROUP 10<sup>th</sup> October 2011

### MONITORING OF SECTION 106 AGREEMENTS (PLANNING OBLIGATIONS) (Report by Head of Operations)

#### 1. INTRODUCTION

- 1.1 The purpose of this report is to provide the Advisory Group with information on the receipt and expenditure of S106 monies. The report also provides an overview of future benefits from developments that have commenced but where trigger points for collection of the monies have yet to be reached, and future potential benefits from developments which have not yet commenced. The latter sections allow for forward planning and the integration of potential benefits with other service plans. An additional report has been prepared detailing payments collected by Cambridgeshire County Council covering the period 1<sup>st</sup> June 2011-31<sup>st</sup> August 2011.
- 1.2 As requested by the Group, a copy of this report has been made available to all Members of the Council.

#### 2. BACKGROUND INFORMATION

- 2.1 The report has four appendices: Appendix A: Section 106 Account (covering the period 22<sup>nd</sup> June 2011 to 27<sup>th</sup> September 2011), Appendix B: Future benefits by location (development commenced, but not yet sufficiently advanced to trigger payments) and Appendix C: Future potential benefits by location (development not commenced). Appendix D: Extract from CCC income book- contributions received June 2011-August 2011.
- 2.2 **Appendix A** comprises 5 tables:
- **Table 1. Allocated schemes**
- These are developments where monies have been received and there is a specific scheme identified.
- **Table 2. Maintenance**
- These are developments where monies have been received and are ring-fenced for future maintenance of play equipment and open space. Monies will be spent in accordance with approved maintenance schedules.
- **Table 3. Pending allocation**
- These are developments where monies have been received for a general purpose but where a specific scheme has yet to be identified.
- **Table 4. Money spent in the last quarter**

This table shows the actual spend or transfer of monies in the last quarter.

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

This details non-cash benefits recorded in the last quarter.

### **3. DEFERRAL OF PAYMENTS**

The following action has been taken on applications for deferrals (the Council's preferred option in the current economic climate).

3.1. ID 203: The developer Campbell Buchanan requested a payment plan over a 6 month period to help with cash flow. The following proposal was put forward and agreed with the developers.

1. The amount shall be payable by 6 monthly instalments, comprising a first instalment payable on 15 June 2011 of £2600 and the remaining 5 instalments of £2570 on the 1 July and the 1st of each month thereafter;
2. Interest shall be charged on the amount outstanding in accordance with the terms of the Section 106 for late payments and a separate invoice will be raised at the time of the final instalment;
3. If any instalment is not made on time, the whole of the outstanding debt shall become immediately due and payable;

### **4. RECOMMENDATION**

- 4.1. The Group is invited to review and comment on the contents of the monitoring report.

**Note:** Members of the Group are invited to submit any detailed requests for further information on schemes prior to the meeting, so that a response can be prepared.

**Contact Officer:** Louise Wilcox - Service Development Officer  
☎ (01480) 388650

[louise.wilcox@huntingdonshire.gov.uk](mailto:louise.wilcox@huntingdonshire.gov.uk)

## Appendix A - Section 106 Account

This schedule details S106/Grampian Condition monies that are held in the S106 account until they are needed for maintenance, or transferred to relevant service budgets (or to Town and Parish Councils) when schemes are ready to proceed. Where appropriate, the schedule also includes an expiry date by which time the money must be spent. It divides the account into five sections:

**Table 1. Allocated schemes:** for which money has been received and is destined to be spent on a specific scheme.

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

**Table 3. Pending allocation:** money received for a purpose, but where a specific scheme has yet to be identified.

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

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

### Summary

	This quarter	Previous quarter
<b>Allocated schemes (Table 1)</b>	<b>£384,227.34</b>	£509,829.79
<b>Maintenance (Table 2)</b>	<b>£117,574.86</b>	£131,991.83
<b>Pending allocation (Table 3)</b>	<b>£274,568.60</b>	£331,867.91
<b>TOTAL</b>	<b>£776,370.80</b>	£973,689.53

<b>Spent since the last quarter (Table 4)</b>	<b>£844,746.28</b>	£147,257.83
---	--------------------	-------------

(Note: This schedule was created 27 September 2011)

**Table 1: Allocated schemes**

<b>ID</b>	<b>Date Received</b>	<b>Amount</b>	<b>Location</b>	<b>What the money will be spent on</b>	<b>Status</b>	<b>Service responsible</b>	<b>Expiry Date (if any)</b>
<b>New: 203:</b> Manor Farm, Church St, Colne	14/09/2011	£10,370.00	Colne	Leisure and Recreational facilities contribution	<b>New Update:</b> Staged payments, final payment due 1 <sup>st</sup> November 2011. £5080 (plus interest) outstanding.	Operations	Monies must be spent within 5 years from date of receipt
<b>230:</b> Land at Springfields School, Thames Road, Huntingdon	14/01/2011	£14,171.23	Huntingdon	Recreation and leisure facilities contribution off-site within the town of Huntingdon	<b>New Update:</b> Balance has been ring fenced for a new MUGA at Sallowbush Road. Consultation with local residents to be undertaken Oct 2011	Operations	No expiry clause
<b>233:</b> Hunt Bus Depot, Bus Depot Site 15 Stukeley Rd, Huntingdon	22/03/2011	£13,399.48	Huntingdon	Provision of offsite recreation and leisure facilities within Huntingdon.	<b>New Update:</b> Monies ring fenced for new MUGA (Multi use games area) project at Swallowbush. Consultation with local residents to be undertaken Oct 2011	Operations	No expiry clause
<b>New: 242:</b> Golf Course, Houghton Rd, St Ives.	31/08/2011	£21,952.00	St Ives	Health Contribution	<b>New Update:</b> Monies to be released to Cambridgeshire NHS in line with S106 agreement.	Cambs NHS	No expiry clause
<b>243:</b> Land adj. to, 117A Herne Rd, Ramsey St. Mary's	19/10/2011	£5,432.81	Ramsey St Mary's	Bus Shelter Contribution.	Works proposed 2011/12 subject to HDC capital funding availability.	CCC Transportation/ HDC Transportation	No expiry clause

<b>256:</b> The Elms, Thicket Road, Houghton, St Ives	15/05/2010	£15,718.94	Houghton and Wyton	Adult Recreation Facilities Sum	<b>New Update:</b> Monies to be released to Houghton and Wyton PC October 2011 for improvements to sports pavilion.	Operations	No expiry clause
<b>266:</b> Former Model Laundry Site, Ouse Walk, Huntingdon	03/04/2008	£29,088.67	Huntingdon	Public Open Space contribution	<b>New Update:</b> Balance has been ring fenced for a new MUGA at Sallowbush Road. Consultation with local residents to be undertaken Oct 2011	Operations	02/04/2018
<b>269:</b> 2 and 2A, Sapley Road, Hartford, Huntingdon	13/07/2009	£10,000.00	Huntingdon	Open Space contribution	<b>New Update:</b> £10,000 offered to Huntingdon Town Council for improvements to King George V Sapley recreation area.	Operations	No expiry clause
<b>280:</b> HMP Littlehey, Perry, Huntingdon	16/03/2009	£252,034.12	Perry	Cycle path	<b>New update:</b> This scheme is now being implemented.	HDC Transport	15/03/2013
<b>New: 298:</b> 32, High St, Brampton	05/09/2011	£12,060.09	Brampton	Off site facilities	<b>New Update:</b> Contribution offered to Brampton Parish Council for MUGA scheme. Further payment expected.	Operations	No expiry clause
<b>Total</b>		<b>£384,227.34</b>					
Last quarter		£509,829.79					

**Table 2: Maintenance**

ID	Date Received	Amount £	Location	What the money has to be spent on	Service responsible
<b>New: 237:</b> Land north of, Cambridge Road, St Neots	15/08/2011	£104,684.18	St Neots	<b>New Update:</b> Commuted sum POS Q grounds maintenance and play areas maintenance	Operations
<b>268:</b> Allotments, Constable Leys, Kimbolton, Huntingdon	13/07/2009	£12,890.68	Kimbolton & Stonely	Open Space Maintenance/Facilities  Parish Council are still considering skate park scheme, this would require additional funding and further work is required.	Operations
<b>Total</b>		<b>£117,574.86</b>			
Last quarter		<b>£131,991.83</b>			

42

**Table 3: Pending allocation**

ID	Date Received	Amount £	Location	What the money can be spent on	Service responsible	Expiry Date (if any)
<b>224:</b> Land at 48 & 50, Newtown Road, Ramsey	18/10/2007	£17,222.38	Ramsey	Provision of open space, recreation and leisure facilities off site within Ramsey.  <b>New Update:</b>  Ramsey Town Council to produce a town plan that will highlight potential open space projects.	Operations	No expiry clause
<b>230:</b> Land at Springfields School, Thames Road, Huntingdon	14/01/2011	£52,096.00	Huntingdon	Off-site Leisure Contribution  Operations to consider possible schemes Autumn 2011	Operations	No expiry clause

<b>236:</b> Crosshall Manor, 516 Great North Road, Eaton Ford, St Neots	16/01/2009	£9,853.35	St Neots	Off site facilities  <b>New Update:</b> Operations awaiting further payment from developer.	Operations	No expiry clause
<b>238:</b> Land opposite, 15 Church View St Neots	02/02/2010	£28,784.61	St Neots	Off-site Facilities Contribution  <b>New update.</b> Operations to consider possible schemes Autumn 2012	Operations	No expiry clause
<b>241:</b> Land West of Tesco Superstore Barford Rd, St Neots	22/03/2011	£54,000.00	St Neots	Off-site Facilities Contribution  <b>New Update:</b> St Neots Town Council considering possible projects.	Operations	No Expiry Clause
<b>243:</b> Land adj. to, 117A Herne Road, Ramsey St. Mary's, Huntingdon	14/01/2011	£13,987.22	Ramsey	Commuted sum for open space/young people's play equipment.  <b>New Update:</b> Ramsey Town council to produce a town plan that will highlight potential open space projects.	Operations	No expiry clause
<b>256:</b> The Elms, Thicket Road, Houghton, St Ives	06/05/2009	£49,450.00	Houghton and Wyton	Affordable Housing Contribution  <b>New Update:</b> AHS has been submitted and is awaiting planners' approval.	Affordable Housing	30/04/2014

<b>278:</b> 3 and 5 Old Station Road, Ramsey	10/05/2010	£8267.18	Ramsey	Off-site Facilities Contribution  <b>New Update:</b> Remaining balance following release of £13,374.00 to Ramsey Town Council. Town Council to produce a town plan that will highlight potential open space projects.	Operations	No expiry clause
<b>290:</b> 15, Kings Ripton Road, Sapley, Huntingdon	03/05/2011	21,900.00	Sapley	Provision and or Maintenance of children's play space  <b>New update:</b> Operations to consider possible schemes Autumn 2012	Operations	03/03/2021
<b>297:</b> Land At And Including 42, Huntingdon Street, St Neots	06/06/2011	£7,318.47	St Neots	Open Space Contribution  <b>New update:</b> Operations awaiting 2 <sup>nd</sup> (final) payment from developer	Operations	No expiry clause
<b>297:</b> Land At And Including 42, Huntingdon Street, St Neots	06/06/2011	£11,689.39	St Neots	Play Equipment Contribution  <b>New update:</b> Operations awaiting 2 <sup>nd</sup> (final) payment from developer	Operations	No expiry clause
<b>Total</b>		<b>£274,568.60</b>				
Last quarter		£373,817.02				



**Table 4. Money spent or transferred in the last quarter**

<b>ID</b>	<b>Date received</b>	<b>Amount £</b>	<b>Location</b>	<b>Spend type</b>	<b>Division</b>
<b>173:</b> Land off Headlands, Fenstanton,	21/06/2011	£9,164.50	Fenstanton	Commutated Sum	Monies released to Fenstanton Parish Council
<b>186:</b> Hinchingsbrooke Park Road, Huntingdon	21/06/2011	£108,226.27	Huntingdon	Commutated sum for onsite facilities & open space maintenance	Monies transferred to maintenance account.
<b>199:</b> Roman Way, Godmanchester, Huntingdon	27/11/2003	£12,742.18	Godmanchester	Off-site Facilities Contribution: for the provision of youth and adult play space or other recreational facilities.	Monies released to Godmanchester Town Council.
<b>215:</b> 1-3 Hartford Road, Broadway, Huntingdon	23/10/2006	£12,015.44	Huntingdon/ Godmanchester	Off-site Facilities Contribution: for the provision of public open space, recreation and leisure facilities.	Monies released to Godmanchester Town Council.
<b>237:</b> Land north of, Cambridge Road, St Neots	18/09/2010	£20,056.84	St Neots	Multi-Use Games Area (MUGA) Contribution (remaining balance)	Monies transferred to Operations maintenance account.
<b>New: 237:</b> Land north of, Cambridge Road, St Neots	15/08/2011	£113,494,71	St Neots	POS Q play areas capital contribution	Monies transferred to Operations
<b>New: 237:</b> Land north of, Cambridge Road, St Neots	15/08/2011	£11,631.57	St Neots	POS W play area capital contribution	Monies transferred to Operations

45

<b>241:</b> Land West of Tesco Superstore Barford Rd, St Neots	22/03/2011	£14,035.14	St Neots	NEAP Contribution	Monies transferred to Operations
<b>New: 242:</b> Golf Course, Houghton Rd, St Ives.	31/08/2011	£199,680.00	St Ives	Off site facilities contribution	Monies transferred to One Leisure St Ives Outdoor centre. Scheme to complete new 3G pitch and improved changing facilities underway
<b>244:</b> Cromwell Gardens, London Road, Godmanchester, Huntingdon	11/08/2008	£29,543.59	Godmanchester	Off-site Facilities Contribution: for the provision of youth and adult play space or recreation facilities.	Monies released to Godmanchester Town Council.
<b>New: 254:</b> West of Orchard House, Houghton Rd, St Ives	16/08/2011	£173,555.00	St Ives	Off site facilities contribution	Monies transferred to One Leisure St Ives Outdoor centre. Scheme to complete new 3G pitch and improved changing facilities underway
<b>269:</b> 2 and 2A, Sapley Road, Hartford, Huntingdon	13/07/2009	£5,180.39	Huntingdon	Open space contribution	Monies transferred to Operations maintenance account
<b>281:</b> Great North Road, Little Paxton, St Neots	31/03/2009	£60,000	Little Paxton	Environmental conservation contribution: Paxton Pits	Money transferred to Countryside Services
<b>281:</b> Great North Road, Little Paxton, St Neots	18/08/2010	£60,336.27	Little Paxton	Environmental conservation contribution: Paxton Pits	Money transferred to Countryside Services

<b>278:</b> 3 and 5 Old Station Road, Ramsey	18/10/2007	£13,374.00	Ramsey	Off-site Facilities Contribution	Monies released to Ramsey Town Council
<b>289:</b> Fisher Way, Godmanchester	03/03/2010	£1,710.38	Godmanchester	Grounds maintenance sum	Operations
	<b>Total</b>	<b>£844,746.28</b>			
	Last quarter	<b>£147,257.83</b>			

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

ID	Address	Address	Address	Description	Completed
237	Land north of	Cambridge Road	St Neots	Offer to transfer relevant part of the Strategic Landscaping Area  Final certificates issued phases POS A, B, C, D, F, G, H, I, J, K, M, N, O, P, R, S, V	23/09/2011
237	Land north of	Cambridge Road	St Neots	Transfer of phases POS W and POS Q	15/08/2011
298	32	High Street	Brampton	Provision of 3 affordable units	Sept 2011

This page is intentionally left blank

## **Appendix B- Future Potential S106 Benefits Listed by Location- developments not commenced**

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

Location	ID	Address	Spend Type	Amount Expected (£)	Service Responsible
Yaxley	296	Chapel Street	Cycle Paths	£21,000.00	CCC
St Neots	297	Huntingdon Street	Transportation Contribution	£18,000.00	CCC
Brampton	298	High Street	Off-site Facilities Contribution	£11,760.50	Operations
Eynesbury	103	Barford Road	On-site Facilities Contribution	£10,000.00	Operations
Eynesbury	103	Barford Road	Play Area Maintenance	£24,000.00	Operations
Godmanchester	244	London Road	Play Area Maintenance	£25,000.00	Operations
Godmanchester	261	Wigmore Farm Silver Street	On-site Facilities Maintenance	£31,125.00	Operations
Godmanchester	261	Wigmore Farm Silver Street	Open Space Contribution	£75,500.00	Operations
Godmanchester	261	Wigmore Farm Silver Street	Play Area Maintenance	£20,000.00	Operations
Houghton & Wyton	256	Thicket Road	Affordable Housing Contribution	£48,000.00	Housing
Huntingdon	75	Kings Ripton Road	On-site Facilities Maintenance	£19,000.00	Operations
Huntingdon	75	Kings Ripton Road	Open Space Maintenance	£6,120.00	Operations
Huntingdon	186	Hinchingbrooke Park Road	On-site Facilities Maintenance	£27,000.00	Operations
Huntingdon	218	Parkway	Open Space Maintenance	£36,000.00	Operations
Huntingdon	218	Parkway	Play Area Maintenance	£9,500.00	Operations
Huntingdon	220	Ullswater and Handscroft Lane	Off-site Facilities Maintenance	£5,000.00	Operations
Huntingdon	220	Ullswater and Handscroft Lane	Play Area Contribution	£36,000.00	Operations
Huntingdon	220	Ullswater and Handscroft Lane	Play Area Maintenance	£9,500.00	Operations
Huntingdon	230	Thames Road	Open Space Maintenance	£40,170.00	Operations
Huntingdon	230	Thames Road	Play Area Maintenance	£6,180.00	Operations
Huntingdon	282	Temple Close	Education Contribution	£8,400.00	CCC Education
Huntingdon	282	Temple Close	Off-site Facilities Contribution	£867.00	Operations
Huntingdon	282	Temple Close	On-site Facilities Contribution	£15,450.00	Operations

Huntingdon	283	Brookside	Education Contribution	£26,040.00	CCC Education
Huntingdon	283	Brookside	Play Area Maintenance	£6,365.00	Operations
Huntingdon	283	Brookside	Play Equipment Contribution	£25,914.00	Operations
Huntingdon	283	Brookside	Recreation Facilities Maintenance	£2,937.00	Operations
Huntingdonshire	282	Temple Close	Play Area Maintenance	£6,180.00	Operations
Little Paxton	223	Mill Lane	Education Contribution	£400,000.00	CCC Education
Little Paxton	223	Mill Lane	Open Space Maintenance	£36,000.00	Operations
Little Paxton	223	Mill Lane	Play Area Maintenance	£24,500.00	Operations
Little Paxton	223	Mill Lane	Primary Health Care Contribution	£134,000.00	Primary Care Trust
Little Paxton	223	Mill Lane	Recreation Facilities Maintenance	£2,000.00	Operations
Ramsey	277	St Mary's Road	Education Contribution	£40,000.00	CCC Education
Ramsey	277	St Mary's Road	Miscellaneous	£5,000.00	TBC
Ramsey	277	St Mary's Road	Play Area Maintenance	£12,000.00	Operations
Sawtry	180	Gidding Road	Play Area Contribution	£16,700.00	Operations
St Ives	239	Houghton Grange	Off-site Facilities Contribution	£60,000.00	Leisure
St Ives	239	Houghton Grange	Play Area Contribution	£72,000.00	Operations
St Ives	239	Houghton Grange	Play Area Maintenance	£23,000.00	Operations
St Ives	239	Houghton Grange	Primary Health Care Contribution	£18,126.00	Huntingdonshire PCT
St Ives	239	Houghton Grange	Transport Contribution	£158,490.00	CCC Transportation
St Ives	239	Houghton Grange	Transport Contribution	£65,000.00	HDC Transportation
St Ives	254	Orchard House Houghton Road	Play Area Maintenance	£72,000.00	Operations
St Ives	254	Orchard House Houghton Road	Primary Health Care Contribution	£19,132.00	PCT
St Ives	254	Orchard House Houghton Road	Transport Contribution	£424,536.00	CCC Transportation
St Neots	223	Mill Lane	Transport Contribution 2.part	£221,500.00	CCC Transportation
St Neots	229	Bushmead Road	Amenity Strip Maintenance	£7,200.00	Operations
St Neots	229	Bushmead Road	Play Area Maintenance	£8,000.00	Operations
St Neots	236	516 Great North Road	Off-site Facilities Contribution	£6,000.00	Operations
St Neots	236	516 Great North Road	Transport Contribution	£6,000.00	CCC Transportation
St Neots	237	Cambridge Road	Education Contribution	£1,100,000.00	CCC Education
St Neots	237	Cambridge Road	On-site Facilities Contribution	£310,000.00	Community Initiatives
St Neots	237	Cambridge Road	Play Area Contribution	£141,800.00	Operations

St Neots	237	Cambridge Road	Transport Contribution	£2,926,000.00	CCC Transportation
St Neots	241	Tesco Superstore Barford Rd	Education contribution 2.part	£70,000.00	CCC Education
St Neots	241	Tesco Superstore Barford Rd	Open Space Maintenance	£9,000.00	Operations
St Neots	241	Tesco Superstore Barford Rd	Play Area Maintenance	£10,500.00	Operations
St Neots	241	Tesco Superstore Barford Rd	Transport Contribution 2.part	£178,000.00	CCC Transportation
St Neots	297	Huntingdon Street	Education contribution 2.part	£18,750.00	CCC
Stilton	295	20 Church Street	Education Contribution	£22,500.00	Education
Warboys	174	Popes Lane	Open Space Maintenance	£1,043.00	Operations
Warboys	210	off High Fen Straight Drove	Environmental conservation contribution	£15,000.00	Trust Fund
Yaxley	187	Broadway	Open Space Maintenance	£54,000.00	Operations
Yaxley	195	Broadway	Transport Contribution	£20,000.00	HDC Transportation
Yaxley	212	Broadway	Open Space Contribution	£22,100.00	Operations
Yaxley	212	Broadway	Play Area Maintenance	£29,000.00	Operations
Yaxley	252	Church Street	On-site Facilities Maintenance	£69,300.00	Operations
Yaxley Area	286	Broadway	Cycle Paths	£40,500.00	Transportation
Yaxley Area	296	Chapel Street	Open Space Contribution	£8,776.00	Operations

This page is intentionally left blank



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

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

Location	ID	Address	Spend Type	Amount Expected (£)	Service Responsible
Brampton	306	High Street	Play Area Contribution	£1,443.00	Operations
Brampton	306	High Street	Play Area Maintenance	£6,365.00	Operations
Brampton	306	High Street	Play Equipment Contribution	£15,915.00	Operations
Bury	305	Upwood Road	Off-site Facilities Contribution	£14,981.66	Operations
Bury	305	Upwood Road	Transport Contribution	£5,000.00	CCC
Holme	291	St Giles Close	Education Contribution	£20,000.00	CCC Education
Huntingdon	251	Lancaster House	Transport Contribution	£13,750.00	CCC Transportation
Huntingdon	265	Brampton Road	Transport Contribution	£40,000.00	CCC Transportation
Huntingdon	287	California Road	Cycle Paths	£11,200.00	CCC Transportation
Huntingdon	287	California Road	Heart of the Oxmoor Contribution	£1,035,400.00	Policy
Huntingdon	287	California Road	Play Area Maintenance	£24,720.00	Operations
Little Paxton	222	Bydand Lane & rear of Park Crescent	Education Contribution	£4,450.00	CCC Education
Little Paxton	222	Bydand Lane & rear of Park Crescent	Off-site Facilities Contribution	£16,100.00	Operations
Little Paxton	222	Bydand Lane & rear of Park Crescent	Primary Health Care Contribution	£14,000.00	Huntingdonshire PCT
Ramsey	226	Bury Road	Off-site Facilities Contribution	£13,400.00	Operations
Ramsey	226	Bury Road	Transport Contribution	£7,000.00	HDC Transportation
Sawtry	284	Gidding Road	Cycle Paths	£10,000.00	Transport
Sawtry	284	Gidding Road	Education Contribution	£634,600.00	CCC Education
Sawtry	284	Gidding Road	Transport Contribution	£7,500.00	Transport
Sawtry	284	Gidding Road	Transport Contribution 1.part	£50,000.00	CCC Transport
Sawtry	284	Gidding Road	Transport Contribution 2.part	£8,250.00	CCC Transport
St Neots	270	Kings Lane	Education Contribution	£20,040.00	CCC Education
St Neots	270	Kings Lane	On-site Facilities Contribution	£16,317.00	Operations
St Neots	270	Kings Lane	On-site Facilities Maintenance	£6,180.00	Operations
St Neots	270	Kings Lane	Open Space Contribution	£31,142.44	Operations
St Neots	270	Kings Lane	Transport Contribution	£18,000.00	CCC
Yaxley	221	west of 3 London Road	Education Contribution	£14,000.00	CCC Education

This page is intentionally left blank

**Appendix D- Extract from CCC Income Book- Contributions received June 2011-August 2011**

Obligation Date	Town/Village	Location	Contribution Received	Date Received	Contribution	Contribution Towards	Notes	Repayment Date
22/03/06	St Neots	Loves Farm	£1,071,053.00	Jul-11	Education	Improvements and enlargement of Longsands College in St Neots	50% of payment	Jul-18
22/03/06	St Neots	Loves Farm	£721,188.00	Jul-11	Transport	St Neots MTTs	£219,741 remaining - but being disputed	Jul-18
05/07/06	St Ives	St Ives Golf Course	£30,271.00	Aug-11	Transport Other Rights of Way	Improvement of public footpath 9 between points D & E (see S106)	Full payment	Aug-16
05/07/06	St Ives	St Ives Golf Course	£50,452.00	Aug-11	Transport	Traffic calming/management system and cycleway scheme at High Leys/Green Leys St Ives or in any other location affected by the development	Final payment	Aug-16
06/04/06	Eaton Ford	Land East & West of Great North Road (Eastern Land)	£11,532.00	Aug-11	Education	For the purpose of improving secondary education serving the St Neots (including Eaton Ford and Eaton Socon) catchment area.	Full payment	No date
06/09/04	Yaxley	Church Street, Manor Farm	£276,394.00	Aug-11	Education	Solely for education facilities serving Yaxley. Together with first payment made in March 2009 Agreement states contribution to be split £96,000 nursery, £368,000 Primary & Secondary, £64,000 youth/community.	Full payment	Aug-16

This page is intentionally left blank

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

**4TH OCTOBER 2011**

**OVERVIEW AND SCRUTINY PANEL  
(ECONOMIC WELL-BEING)**

**6TH OCTOBER 2011**

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

**12TH OCTOBER 2011**

## **OVERVIEW AND SCRUTINY REMITS (Report by the Head of Legal and Democratic Services)**

### **1. INTRODUCTION**

- 1.1 Changes to the way the Executive Councillors' responsibilities are organised mean that it is necessary to review the Overview and Scrutiny Panels' remits. This will entail amending the Constitution. This report provides the Panels with an opportunity to devise the remits around which their future work will be organised.

### **2. REMITS**

- 2.1 At their meetings in June 2011, the Overview and Scrutiny Panels were advised of changes to their remits. These changes had been made because a different way of organising Executive Councillors' responsibilities had been introduced. It was always intended that this would be a temporary arrangement until a review of the Council's Constitution took place. This matter needs to be addressed to give clarity in reporting lines to the Overview and Scrutiny Panels, Executive Councillors and Officers.

#### **The Constitution**

- 2.2 The Panels' remits are prescribed in Article 6 of the Council's Constitution. The remits are based on the portfolios previously held by Executive Members. As these Portfolios have now changed, this part of the Constitution needs to be updated. As it is only two years since these remits were devised, it is suggested that a more generic division of work is introduced, which will cope with future internal reorganisation of the Council.

#### **Scope of the Remits**

- 2.3 Remits are required to divide the workload of Overview and Scrutiny Panels more or less equally. Since 2000 various different ways of defining the remits have been employed. The current one based on the three Well-Being themes has probably represented the best way of ensuring remits do not overlap. At the same time they have not prevented joint working taking place where this has been necessary. It is recommended the Well-Being themes are retained as the basis of organizing Overview and Scrutiny.
- 2.4 The new remits will need to take into account the Council's service functions, its strategic plans and its partnership working. It is desirable that, as far as possible, remits do not overlap.
- 2.5 A suggested way of allocating these three aspects of the Panels' remits appears in an Appendix hereto. It is proposed that the current terms of the Constitution are replaced with the column of the Appendix to this report

headed "Service". The Chairmen and Vice-Chairmen of the Overview and Scrutiny Panels will determine which Panel will deal with matters that are not specifically covered in the remits according to the degree that they match the specified remits. This will, for example, apply to the Council's partnership and joint working and matters affecting the wider community.

- 2.6 Although every effort has been made to ensure that most matters are allocated only to one Panel, it is possible that some issues will be of interest to more than one Panel. Practices have already been developed to cope in this situation, including establishing joint working groups and extending the range of Members who are invited to a meeting to consider a particular item and these should continue.

### **3. CONCLUSION**

- 3.1 Members and Officers have an interest in establishing clear remits for the Overview and Scrutiny Panels. Owing to recent changes within the Council and to the way the Panels' responsibilities are prescribed, it has become necessary formally to review the Panels' remits. As this will involve amending the Constitution, it will be necessary to refer any changes to the Corporate Governance Panel. Members are invited to consider and comment on the proposed amendments to the Constitution and method of allocating matters to the Panels.

### **BACKGROUND PAPERS**

Remit and Studies report to the Overview and Scrutiny Panels in June 2011.

Huntingdonshire District Council Constitution.

**Contact Officer:** A Roberts (01480) 388015

**ALLOCATION OF OVERVIEW & SCRUTINY REMITS**

OVERVIEW & SCRUTINY PANEL	HEAD OF SERVICE/ MANAGER	SERVICE	EXECUTIVE PORTFOLIO
SOCIAL WELL BEING	Environmental and Community Health Services	Private sector housing  Caravan sites Community Safety Community initiatives Leisure Development Air quality/noise/pollution Animal welfare/pest control Commercial: health and safety promotion/food safety Infectious diseases Smoke free initiatives Corporate Health and Safety	Strategic Planning and Housing  Healthy and Active Communities
	Operational Services	CCTV	Healthy and Active Communities
	Housing Services	Housing strategy / policies Housing providers / associations	Strategic Planning and Housing
		Housing register / nominations Homelessness	Customer and Shared Services

	<p>One Leisure</p> <p>Legal and Democratic Services</p> <p>Corporate Office</p>	<p>Housing grants Disabled facilities grants Home Improvement Agency Private Sector Housing</p> <p>Huntingdon / St Neots / St Ives Ramsey /Sawtry</p> <p>Democratic Services Elections / Electoral Registration Member Support</p> <p>Licensing</p> <p>Safeguarding Diversity and Equalities</p>	<p>Healthy and Active Communities</p> <p>Leader</p> <p>Healthy and Active Communities</p> <p>Healthy and Active Communities</p>
ENVIRONMENTAL WELL BEING	Operations	<p>Streetscene Car Park management Grounds maintenance / grass cutting Parks and Countryside Emergency Planning Waste stream policy Refuse collection Recycling Vehicle fleet management Abandoned vehicles</p>	Environment



	<p>Environmental Management</p> <p>Planning Services</p>	<p>Cleansing</p> <p>Environmental Strategy Home energy conservation Business energy conservation Water strategy Renewable energy Building Control / Dangerous Structures / Access for disabled people Residual Highways responsibilities / public utilities Street naming and numbering Land drainage</p> <p>Planning Policy / Development Plans Planning studies / monitoring Site and area planning briefs / Masterplans Neighbourhood Plans Development Management / Planning Enforcement Conservation / Listed Buildings Trees and footpaths Transportation</p>	<p>Environment</p> <p>Strategic Planning and Housing</p> <p><i>Supported by Development Management Chair</i></p>
--	--	---	--

ECONOMIC WELL BEING	IMD  Financial Services  Customer Services  Legal and Democratic Services	Website / intranet Freedom of Information ICT Network & Systems Local Land & Property Gazetteer Business Analysis / Improvement  Financial forecasting Budget preparation and monitoring Final Accounts Financial advice Payment of creditors Audit Risk management Procurement Treasury Management (borrowing and investments) Debt Recovery  Call Centre Customer Service Centre Information Centres Local Taxation Revenue collection Benefits assessments / payments / fraud National Non Domestic Rates  Land Charges Legal advice	Customer and Shared Services Development  Resources  Customer and Shared Services  Leader
---------------------	---	--	---

	<p>Corporate Office</p> <p>Environmental Management</p>	<p>Conveyancing          Prosecutions and litigation          Planning advocacy          Data protection / Regulation of          Investigatory Powers          Contracts          Document Centre</p> <p>Communication &amp; marketing          Corporate policy / research          Corporate performance          management          Localism          Economic Development          Investment Estate</p> <p>Facilities Management          Operational Estate          Project / Contractual          management          Engineering and architectural          design</p>	<p>Leader &amp; Deputy Leader</p> <p>Strategic Economic          Development (Leader)</p> <p>Resources</p>
--	---	---	--

This page is intentionally left blank

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

**4<sup>th</sup> OCTOBER 2011**  
**6<sup>th</sup> OCTOBER 2011**  
**12<sup>th</sup> OCTOBER 2011**

**WORK PLAN STUDIES**  
**(Report by the Head of Legal and Democratic 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 Overview and Scrutiny remits. Details of ongoing studies being undertaken by the two other Panels are set out in the attached Appendix.
- 2.3 Members are reminded that if they have a specific interest in any study area which is not being considered by their Panel there are opportunities for involvement in all the studies being undertaken.

**3. RECOMMENDATION**

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

**BACKGROUND DOCUMENTS**

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

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

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

**Mrs C Bulman, Democratic Services Officer**  
**01480 388234**

**ONGOING STUDIES**

<b>STUDY</b>	<b>OBJECTIVES</b>	<b>PANEL</b>	<b>STATUS</b>	<b>TYPE</b>
Gypsy & Traveller Welfare	To examine existing gypsy and traveller sites in the District with a view to informing any future Planning Policy on sites.	Social Well-Being	Report requested for submission to a future meeting. Following consultation with the Chairman, agreed that the study would proceed once Government guidance has been issued on future provision requirements.	To be determined.
Health Implications of the Night Time Economy	To follow up the previous study undertaken by the former Overview and Scrutiny (Service Support).	Social Well-Being	Background information to be submitted to the Panel in November.	Whole Panel Study
Cambridgeshire Local Investment Plan	To review the implications of the Investment Plan upon local housing, to include the potential shortfalls in the delivery of affordable housing within the District, identify what housing is due to come forward and to include reference to the underlying links between housing and planning.	Social Well-Being	Report to be considered at Panel's November 2011 meeting.	Whole Panel Study.
Voluntary Sector	To seek alternative ways of supporting the Voluntary Sector from 2013/14 onwards and to assess the social value of the services that they provide within the	Social Well-Being	Site visits to three of the organisations undertaken by the Working Group in September.	Working Group

	District.			
Review of Neighbourhood Forums in Huntingdonshire	To undertake a review of the Neighbourhood Forums in Huntingdonshire.	Social Well-Being	Background report submitted to Panel in September. Working Group appointed to initiate investigations. Views of the County and District Members and Town and Parish Councils sought by the Working Group.	Working Group
Homelessness	To consider the emerging issue of homelessness arising as a result of changes to the Housing Benefit system.	Social Well-Being	Background report to be submitted to a future Panel meeting.	To be determined.

This page is intentionally left blank



Panel Date	Decision	Action	Response	Date
------------	----------	--------	----------	------

19/05/10	<b>Corporate Plan – Growing Success</b> Councillors P M D Godfrey and D Harty appointed to the Corporate Plan Working Group.	Quarterly reports submitted to all Overview & Scrutiny Panels.		
----------	---	--	--	--

69	13/07/2010	<b>Great Fen Project</b> The Panel attended a tour of the Great Fen.	Email requesting update sent.	The Director of Environmental and Community Services advised Members that updates on the progress of the project would be presented to the Panel at 6 monthly intervals.	
	7/12/10	The Panel requested an update from the Director of Environmental and Community Services.		An update on the Great Fen Project will be presented at the March meeting of the Panel.	00/10/11 08/03/11
	08/03/11	Report sent to Cabinet Middle Level Commissioners to be invited to meeting on completion of Hydrology report by Atkins		TBC	
	08/4/11	Cabinet response received, Cllr Dew to take Panel's views to next meeting of Great Fen Partners		Supplementary Planning Document expected at November meeting. (see Forward Plan)	08/11/11
	13/9/11	Councillor Godfrey requested that the Great Fen appear on the Panel's October agenda.		This item appears elsewhere on the agenda.	12/10/11

	<b>Environment Strategy</b>			
7/12/10	The Panel received a review of the Environment Strategy.	Members requested a further review in 12	An update on the Environment	December

Panel Date	Decision	Action	Response	Date
------------	----------	--------	----------	------

		months time.	Strategy will be presented at the Panel's meeting in December 2011.	2011
--	--	--------------	---	------

70	<b><u>Forward Plan</u></b>			
	12/01/10	<b>Site Options Planning Proposals Development Plan Document</b>	Guidance and new policy awaited	TBC
	07/12/10	<b>Cambridgeshire Green Infrastructure Strategy</b>	Report requested	TBC
	08/03/11	<b>St Ives West Urban Design Framework</b>	Report requested	This item appears elsewhere on the agenda. 13/10/11
	08/03/11	<b>Great Fen Supplementary Planning Document</b>	Report requested	08/11/11
	14/06/11	<b>Cambridgeshire Future Transport</b>	Further report requested	TBC
14/06/11	<b>Waste Collection and Recycling Policies</b>	Report requested	08/11/11	

70	<b><u>Provision of Play Facilities for Young People</u></b>			
	13/05/09	This item was transferred over from the former Overview and Scrutiny Panel (Service Delivery) who had identified this subject as a potential area for study. Particular interest expressed on how these facilities are managed and insured and if they were maintained by the District Council. The study sought to make		

Panel Date	Decision	Action	Response	Date
<p>2/02/10</p> <p>2/11/10</p> <p>7/12/10</p>	<p>recommendations on achieving an even distribution of facilities across the District and on meeting the ongoing revenue costs associated with such facilities.</p> <p>Final report of Working Group considered by Panel. Report presented to Cabinet on 22<sup>nd</sup> April 2010 by Councillors P G Mitchell and R J West.</p> <p>The Panel considered a progress report on the two recommendations that were endorsed by the Cabinet. The Panel has discussed whether to revisit its previous recommendations regarding the maintenance of outdoor youth facilities. Further financial details awaited before proceeding further.</p> <p>In light of recent developments, the Panel has agreed to pursue this matter further at a later date.</p>			<p>TBC</p>
<p>3/11/09</p>	<p><b><u>Monitoring of Section 106 Agreements</u> (Item transferred over from O&amp;S Social Wellbeing Panel)</b></p> <p>Panel agreed to include the Monitoring of Section 106 agreements in its work plan.</p>	<p>Monitoring reports to be submitted to Panel on a quarterly basis.</p>	<p>Quarterly monitoring report received at July meeting. This item appears elsewhere on the agenda.</p>	<p>13/10/11</p>
	<p><b><u>CCTV Provision</u> (Item transferred over from O&amp;S Social Wellbeing)</b></p>			

Panel Date	Decision	Action	Response	Date
2/11/10	Panel expressed some concern at the recent budgetary announcement made by the Council to reduce CCTV provision within the District in 2011-12 with a view to ceasing the service from April 2012.			
4/01/11	Members have requested an update on negotiations with Partners on the future of the service from 2012/13 onwards to be submitted to the Panel's July 2011 meeting.	Request submitted to the Head of Operations.	Update report received at July meeting.	TBA
13/09/11		2 petitions received.	Further report due.	
14/06/11	<p><b><u>Maintenance of Water Courses</u></b></p> <p>The Panel has requested a presentation on the maintenance arrangements in place for water courses within the District.</p>	Presentation requested from the Projects and Assets Manager.	C Allen due to address Panel at a future meeting. This item appears elsewhere on the agenda.	12/10/11
13/09/11	<p><b><u>Planning Implications of the Enterprize Zone</u></b></p> <p>The Panel has requested further information to be circulated on the planning implication following the successful bid for an Enterprise Zone in the District.</p>	Information to be circulated once available. Members invited to attend a presentation to the Social Wellbeing Panel.		

## Decision Digest

Edition 117

**Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 1st August to 23rd September 2011.**

### **CALL CENTRE OPTIONS BEYOND 2012**

The Overview & Scrutiny Panel (Economic Well-Being) has considered a range of options for the management of the District Council's Call Centre when the main IT contracts and the lease for the current premises come to an end.

Overall the Panel is of the opinion that the Call Centre continues to provide an excellent service and has recommended that the Council should retain a District Council operated and staffed facility. The Panel has also agreed that the Call Centre should retain and extend the agreement for the use of the County Council's Automated Call Distributed telephony system.

The Panel has discussed the proposals for the future location of the Call Centre. Although the Panel is minded to support in principle an extension to the lease of space and facilities at Speke House, Members are of the opinion that in the current economic climate further consideration should be given to utilising the District Council's own property portfolio, or to secure a 12 month rolling lease for the County Council premises. As a result, the Panel has asked for a further report on the location of the Call Centre at their meeting in January 2012.

The Panel has also recognised that there a need to replace the current Customer Relationship Management

System (CRM) and, and subject to a more rigorous approach being adopted for the financial proposal, have endorsed a number of recommendations regarding the procurement process.

Having been advised of the Panel's views, the Cabinet has decided that the Council should retain an HDC operated and staffed Call Centre beyond December 2012. The Cabinet also recognised the need to utilise the District Council's own property portfolio and has requested a further report on the location of the Call Centre to be submitted to them and the Panel in January 2012, this will include a more robust risk assessment and a detailed comparison of options available.

In considering options for the replacement of the Customer Relationship Management (CRM) System, the Cabinet has requested the Project Team to commence a formal procurement process for the system to include discussions with other neighbourhood authorities regarding the sharing of technology. With this in mind, the Cabinet has authorised the Managing Director (Resources), after consultation with the relevant Executive Councillor to approve the final decision on future CRM options.

The Cabinet has supported the Panel's view that the automated call distribution telephony system currently used by the Call Centre is a "best in class" solution and have agreed to negotiations

commencing with Cambridgeshire County Council to extend the current agreement.

### **DISABLED FACILITIES GRANT BUDGET**

Both the Cabinet and Overview & Scrutiny Panel (Economic Well-Being) have considered the implications for the Council's Budget of an increase in demand for Disabled Facilities Grants (DFGs). In so doing, Members have noted that there were now insufficient funds to progress a number of cases in the current year.

Having reviewed the options which were available to address the problem and having recognised that any delay in providing DFGs could have a detrimental impact on the quality of life of those who require adaptations, both the Cabinet and the Panel were of the opinion that the Council should continue to deal with applications as expeditiously as possible. With this in mind, the Cabinet has approved the immediate release of a supplementary capital estimate to prevent any further delay in providing the grants.

### **FINANCIAL FORECAST**

In conjunction with the Cabinet, the Overview & Scrutiny Panel (Economic Well-Being) has been acquainted with the present position in relation to the Council's financial forecast for the period to 2024/25. To assist them in their deliberations, all Members of the Council were invited to attend and take part in the discussions.

The Panel has discussed a range of issues including the approach the Council might take to setting the Council Tax for 2012/13. Members are of the opinion that an analysis of the implications of not increasing the Council Tax next year should be

included in the options under consideration.

With regard to the options for securing savings over the financial period, the Panel has suggested that the Council should take into account whether front-line or support services are involved when planning to make savings. Members have reiterated their desire to retain front line services where possible and it has also been suggested that the Council should examine the opportunities to make savings amongst those functions which had not already had their budgets reduced.

The Panel has also discussed the Council's planned savings through pay and allowances, the future of the CCTV service and the use of the New Homes Bonus. Comment has been made that the Council should review its existing plans, adopt a flexible approach and be more rigorous in its identification and analysis of options for changes to the way services are delivered. Comments have also been made regarding the Leisure Centres and the introduction of the Community Infrastructure Levy.

Finally, the Panel has endorsed the continued use of the Annuity basis for the Council's Minimum Revenue

Subsequently and having considered the views of the Panel, the Cabinet has noted that a number of options are being investigated for preserving a CCTV service and that a report on the potential impact of grant reductions to the voluntary sector would be submitted to the Overview and Scrutiny Panel (Social Well-Being) and Cabinet in October.

With regard to the setting of Council Tax for 2012/13, Executive Councillors were of the opinion that the implications of not increasing Council Tax next year should not be included in the options under consideration given the impact

on services of the additional budget cuts that would be necessary. With this proviso, the report was recommended to Council.

### **UPDATE ON 2011 PAY NEGOTIATIONS AND CONSULTATIONS**

The Employment Panel has considered the outcome of the consultation on a range of employee allowances and endorsed a number of amendments to employee mileage, subsistence and remuneration allowances. On the recommendation of the Managing Director, Resources, and as part of these changes, the Panel also has agreed that, with immediate effect, no further cars would be leased for staff, including Heads of Services and Directors, with immediate effect. Details of all changes can be viewed on the District Council Intranet site.

Preliminary consideration also has been given to a review of the Council's pay structure. The proposals which are currently the subject of a 90 day consultation with employees are designed to make a substantial contribution to the Council's £2 million target for unidentified savings and potentially:

- ❖ maximise job security;
- ❖ protect existing salary levels;
- ❖ provide a financial incentive for on the job learning and development;
- ❖ reduce the bureaucracy of the current appraisal system;
- ❖ continue to provide an attractive proposition to prospective employees; and
- ❖ ensure fair rates of pay across the workforce.

Given the complexity of the proposals, the Panel has received a detailed briefing by the Managing Director (Resources) arising from which comment was made by Members on a range of issues including sanctionable pay and absence management, rewards for learning and development and matters relating to incremental points and salary scales. Members have been assured about the legality of the proposals and the undertaking of appropriate risk assessments and have sought clarification as to the relative and absolute savings which could be achieved from the proposals.

Having regard to the complex nature of the subject and the serious implications of the proposals, the Employment Panel has requested the opportunity to discuss all relevant issues in detail prior to making any formal resolutions on the matter. This will be accommodated via a Panel Briefing and a special meeting on 3<sup>rd</sup> October 2011.

The Panel has noted the contents of a cost of living pay claim which has been submitted by Employees Side representatives for 2011/12. However Members were of the opinion that it would not be appropriate to agree an award whilst the consultation on the pay structure was continuing. This will be discussed further at the Panel's next meeting.

### **EMPLOYMENT REPORT**

In response to a request at a previous meeting, the Employment Panel has considered a range of information relating to the management of the Council's workforce and the workload of the Human Resources Team. This has included the latest position and trends relating to:-

- ❖ Employee numbers;

- ❖ Retention of new starters;
- ❖ Performance Development Review scores;
- ❖ The impact of the Voluntary Release Scheme;
- ❖ Human Resources caseload; and
- ❖ Sickness absence reporting.

In considering the information which has been provided, the Panel has expressed concern about the increasing number of days lost to sickness per full time employee during the course of the previous year. Members have noted that that it was hoped that the situation would be improved following the implementation of a new Sickness Absence Policy which had been adopted by the Panel in February and further training for Managers which was expected to take place in October. The Panel has suggested that the Council should adopt a corporate target for sickness absence and that Heads of Service should be reminded to follow the process for managing absence consistently. In view of their continuing concerns, the Panel will discuss the issue further at a future meeting.

A copy of the full report is available from Democratic Services on request and has been published on the District Council's website.

### HEALTH AND SAFETY POLICY

To reflect recent changes in the organisational configuration of the District Council and the roles and responsibilities of some employees, the Employment Panel has endorsed the contents of a new Health and Safety Policy for the Council.

The Policy sets out the District Council's core health and safety values and provides employees and Members with guidance on their health and safety roles and responsibilities. To reflect the pace of change in local government, the policy has been drafted in such a way to account for minor updates if necessary.

Having noted the details of the organisational chart for Health and Safety, the Panel has been reminded that all Members have a responsibility for the health, safety and welfare of the Council's employees and for ensuring that suitable resources are available to discharge these responsibilities.

### CCTV PETITIONS

The Overview and Scrutiny Panel (Environmental Well-being) has formally received two petitions in respect of CCTV. Both petitions had too few signatories to be submitted to Full Council.

The first petition, requesting a camera for the 'Chubb Stream' area of St Ives, was presented by Councillor Davies and had originated as a result of the strong views of nearby residents after a serious incident had taken place in the area which also attracts street drinkers and associated anti-social behaviour.

The second petition, presented by the Neighbourhood co-ordinator for the Ingram Street/ Ouse Walk area of Huntingdon, called for the reinstatement of the cover of a camera in Ingram Street car park. Residents expressed their disappointment at the decommissioning of the camera which had taken place without prior consultation, it was felt that had the cover remained in place it would have served as a deterrent while the wider



issue of CCTV remains under consideration.

## RESIDENTIAL TRAVEL PLAN

Members of the Overview and Scrutiny Panel (Environmental Well-being) Panel have commented on the apparent inconsistency demonstrated by the County Council by introducing the requirement for developers to produce Residential Travel Plans (RTPs) when at the same time it was reducing its support for developers.

The comments followed the Panel's review of the draft Residential Travel Plan Guidance prior to its submission to Cabinet.

The guidance which has been developed by the Council in discussion with the City and District Councils requires developers to introduce a package of measures that will promote sustainable travel within new residential developments by encouraging the use of more sustainable travel options, such as walking, cycling, public transport, car sharing and car clubs, thereby reducing the contribution of road transport air pollution and supporting reductions in greenhouse gases. The Panel is of the view that the RTP represents a significant burden for developers and has therefore agreed that the proposed threshold for this requirement in Huntingdonshire should be developments with 80 or more dwellings, in accordance with national guidance.

Subsequently, the guidance has been considered by the Cabinet and in noting the views of the Overview and Scrutiny Panel, Executive Councillors have endorsed the document as a basis for public consultation.

## OFFICER EMPLOYMENT PROCEDURE RULES

In accordance with the Officer Employment Procedure Rules, the Cabinet has confirmed that there was no material or well-founded objection to the proposals to establish a Corporate Support Office and the consequential impact on the People, Performance and Partnerships Division and Central Services Directorate.

## SHARED HOME IMPROVEMENT AGENCY SERVICES

Members of the Overview and Scrutiny Panel (Social Well-Being) have expressed their satisfaction with the Council's proposals to establish a shared Home Improvement Agency service with South Cambridgeshire District and Cambridge City Councils. Assurances have been delivered on a number of matters relating to service quality, human resources and the financial aspects of the proposals.

The Panel discussed a number of matters including the absence of East Cambridgeshire and Fenland District Councils from the proposals and the anticipated costs savings to the Council which were reported as being in the region of £25,000 to £30,000.

## NEIGHBOURHOOD FORUMS: SCOPING REPORT

The Overview and Scrutiny Panel (Social Well-Being) has discussed the terms of its review of Neighbourhood Forums in Huntingdonshire. The Panel has been tasked by the Cabinet to investigate alternative community engagement models, whilst being mindful of the Council's duties in respect of Localism and of the management of funds received through the Community Infrastructure Levy.

A number of matters have been discussed including the level of public attendance at meetings, the issues raised, the choice of venues, police boundaries and the lack of active engagement on the part of Town and Parish Councils. Attention has also been drawn to Cambridgeshire County Council's review of Area Joint Committees.

The Panel has formed the preliminary view that the Council should adopt a new model of community engagement, which places greater emphasis on the three tiers of local government. A letter has been sent out to County and District Council Members and Town and Parish Councils to elicit their views on the Neighbourhood Forums in Huntingdonshire. These views will be reported back to the Panel in November.

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

Background information on the health implications of the night time economy and on the implications for the Council in terms of homelessness that will arise as a result of changes to the Housing Benefit system has been requested for submission to future meetings of the Overview and Scrutiny Panel (Social Well-Being).

#### **APPLICATIONS FOR DISPENSATION**

The Standards Committee has approved applications for dispensation received from Colne, Great Gransden, Folksworth & Washingley, St Ives, St Neots and Upwood & The Raveleys to allow Members on those Town & Parish Councils, who might otherwise be prohibited by the interests they hold, to discuss and vote on matters relating to community facilities in their parishes.

Once again, the Committee is uneasy at granting dispensations in situations where all Members on a Town and Parish Council serve as trustees to a community facility. Because of this, the Monitoring Officer has been requested to encourage Parish Councils to explore ways to review their trustee arrangements so that people other than Councillors become trustees. Given the potential changes to the standards regime, the Committee has granted all applications but the application for St Ives (til 2012) for a period ending May 2013.

#### **STANDARDS FOR ENGLAND – LATEST**

The Standards Committee has been kept abreast of the progress of the 'localism bill' through parliament and was pleased to hear that a cross party group of peers were lobbying for the retention of a national code of conduct and Standards Committees with an Independent Chairman and the removal of criminal sanctions for breaches of Members' interest provisions. The outcome of the House of Lords deliberations are expected shortly.

#### **ST IVES WEST: DRAFT URBAN DESIGN FRAMEWORK**

The Development Management Panel has noted that the draft Urban Design Framework for St Ives has been published for consultation. Once adopted the Framework will be a material planning consideration when determining future planning applications.

#### **DEVELOPMENT MANAGEMENT PROGRESS REPORT & APPLICATIONS**

In its review of the performance of the Development Management Division over the period 1st April – 30th June, 2011, the Development Management

Panel was pleased to note that there has been an increase in applications and income received in comparison with 2010. Members were hopeful that this demonstrated an increase in confidence in the economy locally and in development in the District generally.

At its September meeting, the Panel considered a reserved matters application for residential development at Ramsey which is part of the larger redevelopment of the Ramsey Northern Gateway. The development also comprised a new foodstore and community centre both of which have already been built.

The Panel deferred determination of the application to enable Officers to investigate land ownership issues. Members were anxious to establish whether the proposed new houses could be linked by condition to the delivery of the employment consents on the site north west of the corner of Stocking Fen and St Mary's Roads.

This page is intentionally left blank