

A meeting of **HUNTINGDONSHIRE DISTRICT COUNCIL** will be held in the **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 28 SEPTEMBER 2011** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Time  
Allocation**

**PRAYER**

The Bishop of Ely, the Right Reverend Stephen Conway will open the meeting with prayer.

**APOLOGIES**

**CHAIRMAN'S ANNOUNCEMENTS**

- |   |                   |
|---|-------------------|
| <b>1. MINUTES</b> (Pages 1 - 10)  | <b>2 minutes</b>  |
| To approve as a correct record the Minutes of the meeting held on 29 June 2011.   |                   |
| <b>2. MEMBERS' INTERESTS</b>  | <b>2 minutes</b>  |
| To receive from Members declarations as to personal and/or prejudicial interests and the nature of those interests in relation to any Agenda Item. Please see Notes 1 and 2 below.  |                   |
| <b>3. COUNCIL DEBATE</b>  | <b>60 minutes</b> |
| To invite, the Chief Constable, Simon Parr to address the Council on the future structure of the Constabulary and changes taking place within the Force.  |                   |
| <b>4. FINANCIAL FORECAST</b> (Pages 11 - 36)  | <b>30 minutes</b> |
| The Executive Councillor for Resources and Customer Services to present a report by the Head of Financial Services on the process leading towards approval of the 2012/13 Budget/Medium Term Plan at the meeting of the Council in February 2012. |                   |
| <b>5. ERECTION OF 6 BAY MODULAR BUILDING FOR USE AS PRE-SCHOOL AND OUT OF SCHOOL CLUB - UPWOOD PRIMARY SCHOOL, RAMSEY ROAD, UPWOOD</b> (Pages 37 - 56)  | <b>10 minutes</b> |
| To consider a report by the Planning Service Manager (Development Management) in conjunction with the Report of the Development Management Panel - Item No. 4.  |                   |
| <b>6. REPORTS OF THE CABINET, PANELS AND COMMITTEES</b>   | <b>20 minutes</b> |
| (a) Cabinet (Pages 57 - 76)   |                   |

- (b) Standards Committee (Pages 77 - 78)
- (c) Overview and Scrutiny Panel (Economic Well-Being) (Pages 79 - 84)
- (d) Overview and Scrutiny Panel (Environmental Well-Being) (Pages 85 - 88)
- (e) Overview and Scrutiny Panel (Social Well-Being) (Pages 89 - 92)
- (f) Development Management Panel (Pages 93 - 96)
- (g) Corporate Governance Panel (Pages 97 - 98)
- (h) Senior Officers' Panel (Pages 99 - 100)
- (i) Employment Panel (Pages 101 - 104)

**7. ORAL QUESTIONS**

**30 minutes**

In accordance with the Council Procedure Rules (Section 8.3) of the Council's Constitution, to receive oral questions from Members of the Council

**8. MEMBERSHIP OF CABINET, COMMITTEES AND PANELS**

**5 minutes**

The Executive Leader to announce variations to the membership of the Cabinet, Committees and Panels.

Dated this 20th day of September 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 Ms C Deller, Democratic Services Manager, Tel No 01480 388007/e-mail: Christine.Deller@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 Council.**

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.**

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# Agenda Item 1

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the COUNCIL held in the Civic Suite, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Wednesday, 29 June 2011.

PRESENT: Councillor J J Dutton – Chairman.

Councillors S Akthar, M G Baker,  
Mrs M Banerjee, I C Bates, P L E Bucknell,  
E R Butler, S Cawley, B S Chapman,  
K J Churchill, W T Clough, S J Criswell, I J Curtis,  
J W Davies, Mrs J A Dew, D B Dew, P J Downes,  
P M D Godfrey, P Godley, J A Gray, S Greenall,  
N J Guyatt, A Hansard, G J Harlock, R B Howe,  
A R Jennings, Mrs P A Jordan,  
S M Van De Kerkhove, A J Mackender-  
Lawrence, P D Reeve, Mrs D C Reynolds,  
T V Rogers, T D Sanderson, M F Shellens,  
P A Swales, R G Tuplin, D M Tysoe, P R Ward,  
J S Watt, R J West and A H Williams.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors J D Ablewhite, Mrs B E Boddington, G J Bull, R S Farrer, C R Hyams, Mrs P J Longford, P G Mitchell and P K Ursell.

### 14. PRAYER

The Reverend A Milton, Team Rector of Huntingdon opened the meeting with prayer.

### 15. CHAIRMAN'S ANNOUNCEMENTS

#### (a) Mrs Joan Fell

The Chairman reported that, he had, on behalf of the Council, conveyed condolences to former Councillor J D Fell on the recent death of his wife Joan. It was noted that details of the memorial service would be circulated when available.

#### (b) Green Heart Awards

The Council commended those individuals, businesses and community groups who had been honoured at the second Great Heart Community Award Ceremony held at the Corn Exchange, St Ives on 4th June 2011 for their contribution and dedication to the environment.

#### (c) Chairman's Events

The Chairman reported that it had been his pleasure to raise a special flag to start Armed Forces Week at a ceremony held on 20th June 2011 which had been attended by the Deputy Lord Lieutenant, High Sherriff and other

distinguished guests. The Chairman thanked those Members and Officers who had attended.

In terms of future plans, the Chairman announced his intention to host a charity hot buffet lunch at the 'Darjeeling' Restaurant in Huntingdon on 10th July and a Cabaret evening at Wood Green Animal Shelter on 7th October and he encouraged Members to join him at both events.

**(d) Mr D Monks**

The Council was advised that the meeting would be the last occasion at which David Monks would formally be the Chief Executive before his retirement on 31st August 2011. The Chairman extended his appreciation for the contribution made to the Council by Mr Monks and extended the Council's best wishes to him for a happy and healthy retirement.

On a personal note, the Chairman expressed his grateful thanks to Mr Monks for the guidance he had received from him both as a Councillor and latterly as Chairman of the Council.

Councillors I C Bates, P J Downes, N J Guyatt and P D Reeve also paid tribute to Mr Monks and wished to endorse the Council's good wishes to him for a happy and healthy retirement.

**16. MINUTES**

The Minutes of the Annual and Special meetings of the Council held on 18th May 2011 were approved as a correct record and signed by the Chairman.

**17. MEMBERS' INTERESTS**

None were received.

**18. CABINET PROCEDURE RULES - DELEGATION BY THE EXECUTIVE LEADER**

In accordance with the Procedure Rules contained in the Council's Constitution and by reference to a report by the Head of Legal & Democratic Services (a copy of which is appended in the Minute Book), the Deputy Executive Leader, Councillor N J Guyatt presented the Cabinet Portfolios for the ensuing Municipal Year.

Councillor Guyatt also took the opportunity to address the Council, in general terms, about the Council's 'direction of travel' envisaged by both himself and the Executive Leader, Councillor J D Ablewhite. He looked forward to Members working together to achieve the Council's goals and was hopeful that future discussions would not just focus upon the reduction of services or balancing the budget but consider the long term objective of providing good services of benefit to all those living in the District. Councillor Guyatt envisaged that the journey towards this objective would be an inclusive process and he

invited all Members to contribute towards it. Whilst accepting that the Council could not operate as a business, Councillor Guyatt indicated his wish for it to adopt best business practice. He explained that already there had been changes to the senior officer structure which would take immediate effect. Two Managing Directors had been appointed and they, together with Heads of Service, would now form a Senior Management Group. The concept of three service directorates would discontinue.

Executive Councillors would operate across services to find solutions to problems. In terms of the budgetary situation, it was the objective to reduce the cost of operating the business rather than reduce the services which were provided. Serious consideration would be given to discontinuing certain functions which whilst laudable, contributed no long term benefit to the District.

Consideration also would be given to outsourcing rather than sharing services if it could be established that another provider was better able to deliver services and could demonstrate 'best value' for Huntingdonshire residents.

It was the objective to develop the role of scrutiny and the expectation that Members of the three Panels would assume the critical role of scrutinising, not only the work of the Cabinet, but other service issues as evidenced by the current review of One Leisure finance. Furthermore, there would be regular meetings between the Cabinet and the Chairmen of the Overview & Scrutiny Panels.

Councillor Guyatt also underlined the importance of the work of the ward Councillor in taking forward the localism agenda and although he thought that this concept had already been working to some degree in Huntingdonshire referring to the 'Planning For Real' exercise, the Council would need to await the publication of Government Guidance in this respect before developing the Council's future approach to the initiative.

Mention also was made of the 'local enterprise partnership' and the opportunity this presented to receive Government funding which could be critical for the future economy of the District, County and neighbouring authorities.

Councillor Guyatt concluded by indicating his expectation that the localism agenda might enable the Council to generate benefit for Huntingdonshire residents at a time when public services were under threat.

In the questions that followed, Councillor P D Reeve endorsed the proposed direction of travel indicated by the Deputy Executive Leader and welcomed the steps being taken to 'reinvigorate' the Council. However, he expressed disappointment that the Council's financial position had prompted action which, in his opinion, should have taken earlier. The Leader of the Principal Opposition Group, Councillor P J Downes also welcomed the content of the Deputy Leader's address and indicated the willingness of his Group to contribute to both scrutiny and discussions on service and business issues. He reminded the Council that it had always been the view of his Group that the former airfield at Alconbury should be used for mixed

development including housing and employment although he recognised that the progress of any future development, in the short term, would be subject to government support of the enterprise zone at Alconbury.

Councillor Mrs Banerjee remarked how crucial improvements were to the road infrastructure and, in particular, to the A14 if there was to be continuing growth in the District. This assertion was accepted by Councillor Guyatt who recognised that improvements to the A14 were critical, not only to Huntingdonshire, but to neighbouring counties but he was reluctant to link the question of an enterprise zone to the need for improvements to the A14.

Referring to the Overview & Scrutiny process, Councillor S M Van De Kerkhove asked whether the Cabinet would look more favourably on the advice or recommendations of the Scrutiny Panels. Although there could be occasions when the Cabinet might not agree with the views of the Panels, Councillor Guyatt gave an assurance that they would be taken into account in decision making.

In closing, Councillor Guyatt noted a suggestion from Councillor M F Shellens that housing development at Alconbury should ease the pressures on development elsewhere and obviate the need to use vital green spaces in urban areas for housing schemes.

## **19. FOOD SAFETY SERVICE PLAN 2011-12**

By reference to a report by the Head of Environmental & Community Health Services (a copy of which is appended in the Minute Book) Councillor K J Churchill, Chairman of the Licensing & Protection Panel reminded the Council that the Food Standards Agency required the Council to prepare a Food Safety Service Plan annually in accordance with an agreed framework. A full copy of the Food Safety Service Plan 2011/12 had been made available in the Members Room (an Executive Summary of which also is appended to the Minutes).

Members were reminded of the objectives of the Service Plan in terms of identifying resources, establishing a work programme and providing a means by which to measure and manage performance.

As a Food Authority, the District Council was responsible for enforcing specific food safety legislation. Close links with the Sustainable Community Strategy and the National Health Improvement Agenda also enabled the Council to contribute positively to local food business and to the protection of the community by maintaining the standards of the food industry.

In terms of specific performance, Councillor Churchill reported that the service had inspected 95.6% of high risk and 78% of low risk premises, a total of 1685 inspections and visits to food premises as part of programmed activities and in response to complaints and food alerts. Councillor Churchill added that Huntingdonshire Scores on the Doors Food Hygiene Rating Scheme (SOTD) continued to prove very popular with businesses and consumers and had attracted 100,000 searches on the website since its introduction in October 2008.



Particular mention was made by Councillor Churchill to the support and training provided to local butchers and meat producers in compliance with the Pennington Report 2009 and the extent of the resources required to support the annual Secret Garden Party which involved the inspection of 100 food vendors, food and water sampling and site infrastructure inspection. The service also recommended appropriate enforcement action in 47 cases where businesses had failed to comply with the law or presented a serious threat to public health.

In 2011/12 Councillor Churchill advised Members that despite reduced resources, the service would continue to explore use of alternative enforcement strategies and interventions for low risk businesses allowing attention to be directed towards inspecting high risk premises and providing education and guidance.

In response to concern expressed by Councillor M F Shellens at the level of inspections being undertaken, Councillor Churchill indicated that whilst inspections of 'high risk' premises would continue he anticipated that this might not necessarily be the case for those premises considered to be 'low risk'.

Following a question from Councillor P M D Godfrey regarding the ability of the Council to impose a charge to offset the resources required to support the Secret Garden Party, Councillor Churchill was of the opinion that specific charges could not be imposed but that he would look into the matter and advise the questioner after the meeting.

Whereupon, after noting the support for the Plan on the part of the Licensing & Protection Panel, the Council

**RESOLVED**

that the Food Safety Service Plan 2011/12 be adopted.

**20. REPORTS OF THE CABINET, PANELS AND COMMITTEES**

**(a) Cabinet**

Councillor N J Guyatt, Deputy Executive Leader and Vice Chairman of the Cabinet presented the Report of the meetings of the Cabinet held on 21st April, 19th May and 23rd June 2011.

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In connection with Item No 3 and in response to a question from Councillor M F Shellens regarding the resources used to fund homelessness prevention initiatives, Councillor T V Rogers, Executive Councillor for Resources & Customer Services replied that the Council had set aside provision of £61,000 in the MTP for homelessness in 2011/12 but that currently the majority of funding came from the Government's homelessness grant which, although awarded for the purpose of homelessness, was not ring fenced.

On the same subject and in response to a question from Councillor P D Reeve regarding the operation of the Home Link Scheme, accommodation managed by Housing Associations and the availability of 3/4 bed roomed properties, Councillor Guyatt, as Executive Councillor for Strategic Planning & Housing undertook to respond to the questioner in writing but commented that the Council would seek to deliver, where possible, 4/5 bed roomed affordable homes on new development sites.

On the same subject and in response to a further question from Councillor Shellens regarding changes to the housing benefit system and how these might impact upon the Homelessness Strategy, Councillor Rogers replied that it was difficult to anticipate what might be proposed by the Government in this respect but that relevant Heads of Service would seek to formulate a strategy to overcome any issues which might arise.

Accordingly, upon being put to the vote, the recommendation contained in Item No 3 was declared to be CARRIED.

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In connection with Item No 4, Councillor P L E Bucknell was hopeful that any future consultation on planning traveller sites would be better received by the community.

.....

In connection with Item No 11, Councillor P J Downes referred to the valuable contribution made by the Overview & Scrutiny Panels to the items reported by the Cabinet and commented that he had encouraged his colleagues at Cambridgeshire County Council to adopt the same approach towards Scrutiny.

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Whereupon, it was

RESOLVED

that, subject to the foregoing paragraphs, the Report of the meetings of the Cabinet held on 21st April, 19th May and 23rd June 2011 be received and adopted.

**(b) Overview and Scrutiny Panel (Economic Well-Being)**

Councillor D M Tysoe presented the Report of the meeting of the Overview & Scrutiny Panel (Economic Well-Being) held on 9th June 2011.

.....

In connection with Item No 6 and in response to a question

from Councillor M F Shellens, Councillor Tysoe replied that he was confident that the proposed study on the condition and maintenance of the A14 viaduct in Huntingdon would take into account the arrangements which would need to be put in place to overcome any future potential closure of that section of the A14.

.....

Whereupon, it was

RESOLVED

that the Report of the meeting of the Overview & Scrutiny Panel (Economic Well-Being) held on 9th June 2011 be received and adopted.

**(c) Overview and Scrutiny Panel (Environmental Well-Being)**

Councillor P M D Godfrey presented the Report of the meeting of the Overview & Scrutiny Panel (Environmental Well-Being) held on 14th June 2011.

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Whereupon, it was

RESOLVED

that the Report of the meeting of the Overview & Scrutiny Panel (Environmental Well-Being) held on 14th June 2011 be received and adopted.

**(d) Overview and Scrutiny Panel (Social Well-Being)**

Councillor S J Criswell presented the Report of the meeting of the Overview & Scrutiny Panel (Social Well-Being) held on 7th June 2011.

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Whereupon, it was

RESOLVED

that the Report of the meeting of the Overview & Scrutiny Panel (Social Well-Being) held on 7th June 2011 be received and noted.

**(e) Development Management Panel**

Councillor D B Dew presented the Report of the meetings of the Development Management Panel held on 23rd May and 20th June 2011.

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Whereupon, it was

RESOLVED

that the Report of the meetings of the Development Management Panel held on 23rd May and 20th June 2011 be received and adopted.

**(f) Licensing and Protection Panel**

Councillor K J Churchill presented the Report of the meeting of the Licensing & Protection Panel held on 9th June 2011.

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In connection with Item No 1, it was noted that the Food Service Plan had previously been considered by the Council under Minute No 19.

.....

In connection with Item No 7 and in response to a question from Councillor P J Downes, Councillor Churchill confirmed that although the District Council rigorously enforced the Sunbeds (Regulation) Act 2010 to prohibit businesses from allowing persons under 18 to use sun bed facilities, until regulated by Government, the Council was unable to extend this restriction further.

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Whereupon, it was

RESOLVED

that, subject to the foregoing paragraphs, the Report of the meeting of the Licensing & Protection Panel held on 9th June 2011 be received and adopted.

**(g) Employment Panel**

Councillor P A Swales presented the Report of the meeting of the Employment Panel held on 15th June 2011.

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Referring to Item No 3, Councillor Swales invited the Council to endorse the sentiments of the Panel with regard to the 44 employees who had retired from the local government service.

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Whereupon, it was

RESOLVED

that the Report of the meeting of the Employment Panel held on 15th June 2011 be received and adopted.

**(h) Senior Officers' Panel**

Councillor N J Guyatt presented the Report of the meetings of the Senior Officers' Panel held on 14th April, 31st May, 2nd and 16th June 2011.

.....

In connection with Item No 1 and in response to a question from Councillor I C Bates, Councillor Guyatt confirmed that the performance of the two posts of Managing Directors would be reviewed by the Executive Leader in October.

Whereupon, on being put to the vote the recommendations contained in Item No 1 were declared to be CARRIED.

.....

Whereupon, it was

RESOLVED

that, subject to the foregoing paragraphs, the Report of the meetings of the Senior Officers' Panel held on 14th April, 31st May and 2nd and 16th June 2011 be received and adopted.

**21. ORAL QUESTIONS**

In accordance with the Council Procedure Rules (paragraph 8.3 of the Rules), the Chairman proceeded to conduct a period of oral questions addressed to Executive Councillors and Panel Chairmen as follows:-

**Question from Councillor J S Watt to the Deputy Executive Leader and Executive Councillor for Strategic Planning & Housing, Councillor N J Guyatt**

In response to a question requesting information on the number of claims from the public, for damages or injury, dealt with by Cambridgeshire County Council arising from defects on the highway, Councillor Guyatt explained that this enquiry should be referred to the appropriate Portfolio Holder and Cabinet Member at the County Council.

**Question from Councillor P D Reeve to the Deputy Executive Leader and Executive Councillor for Strategic Planning & Housing, Councillor N J Guyatt**

In response to a question regarding proposed changes to local business rates and the suggestion that this might lead to an increase in development applications for retail areas, Councillor Guyatt replied that it was premature to predict the impact of the proposals but that it

would be interesting to establish which authority would be made responsible for collection and how funds collected would be allocated.

**Question from Councillor R J West to the Executive Councillor for Resources & Customer Services, Councillor T V Rogers**

In response to a question from Councillor R J West, Councillor T V Rogers indicated that he would be pleased to convey the questioner's congratulations to staff in Customer Services for having recently been awarded an accreditation for Customer Service Excellence.

**Question from Councillor I C Bates to the Executive Councillor for Resources & Customer Services, Councillor T V Rogers**

In response to a question regarding an industrial dispute, Councillor Rogers replied that he was not aware that any District Council employees were intending to participate in the planned industrial action regarding the Government's proposals on pensions for teaching staff.

The meeting ended at 8.33pm.

Chairman

## Financial Forecast

### Report by the Head of Financial Services

#### 1. PURPOSE

1.1 This report is the start of the process leading to the formal approval of the 2012/13 budget and Medium Term Plan (MTP) next February. It provides Members with an update on:

- the financial plans approved in February;
- progress on identifying and delivering savings;
- areas where there are new or continuing uncertainties.

This provides the starting point for the draft budget in December which will consider changes to service delivery and Council Tax levels.

1.2 It also seeks approval for the basis on which the Minimum Revenue will be calculated (see Annex E).

#### 2. BACKGROUND

2.1 The Council's financial plan (approved by Council in February) is based on funding a deficit budget from reserves to provide time to implement a phased savings plan. The **highlighted lines** in the table below show the savings required and the reliance on reserves to enable that phasing.

Overall Summary	Forecast	Budget	MTP			
	10/11 £M	11/12 £M	12/13 £M	13/14 £M	14/15 £M	15/16 £M
Net Spending before savings	23.5	25.6	26.4	27.4	28.7	29.5
Proposed Savings	-0.4	-3.0	-4.3	-5.5	-5.7	-6.6
Savings still required		0.0	-0.8	-1.0	-1.5	-2.0
Net Spending after Savings	23.1	22.6	21.3	21.0	21.5	20.9
Funded by:						
New Homes Grant		-0.8	-1.5	-2.1	-2.7	-3.4
Formula Grant (RSG)	-12.9	-10.5	-9.3	-9.2	-8.7	-8.9
Special Council Tax Grant		-0.2	-0.2	-0.2	-0.2	0.0
Council Tax	-7.2	-7.5	-7.6	-7.9	-8.1	-8.4
<b>SHORTFALL Met from Reserves</b>	<b>3.0</b>	<b>3.6</b>	<b>2.7</b>	<b>1.6</b>	<b>1.7</b>	<b>0.3</b>
Council Tax	£124.17	£124.17	£127.27	£130.46	£133.72	£137.06
<i>Increase</i>		£0.00	£3.10	£3.18	£3.26	£3.34
Remaining Reserves EOY	13.0	9.4	6.6	5.0	3.3	3.0

2.2 The key issues considered in this report are:

- The impact of the 2010/11 outturn.
- Progress in delivering the identified savings.
- Updating and where possible assessing the risks identified in the report and the new ones that have subsequently emerged.
- Identifying the savings still required.

- Considering future levels of Council Tax increase.

### 3. SUMMARY

The financial result for 2010/11 was beneficial allowing a reduction in the deficit that had to be funded from reserves.

#### Savings:

- Good progress has been achieved on many of the items with the potential for some to over achieve.
- Some will not be achieved.
- Some are still dependent on Member debate and confirmation.

The plans that this Council has made and is continuing to make for house building are likely to give a major increase in New Homes Bonus.

There are many significant uncertainties in Government Funding including:

- Grant levels for 2013/14.
- Localisation of Business Rates.
- Reductions in General Grant to fund New Homes Bonus.
- Localisation of Council Tax benefits.
- Changes to the responsibilities for Housing Benefit.

There are many other uncertainties including the future economic situation and the achievement of some of the existing savings proposals.

It therefore appears, at least at this stage of the financial cycle, that the Council should target savings within the following range:

UNIDENTIFIED SAVINGS	Budget	MTP			
	12/13 £M	13/14 £M	14/15 £M	15/16 £M	16/17 £M
Current plan	0.8	1.0	1.5	2.0	2.0
<b>Proposed Range</b>					
Lower End	0.5	1.2	1.2	1.2	1.1
Higher End	1.3	3.6	4.1	5.5	6.0

### 4. 2010/11 OUTTURN

- 4.1 Last year (2010/11) the Council managed to keep its spending £1M below forecast due to holding posts vacant wherever possible in order to be ready to deliver targeted savings for the current year, successful



revaluation appeals and other, mainly one-off, savings partially offset by lower planning fees. £1.6M was used from the Special Reserve to fund redundancies leaving a balance of £0.3M. £1.9M was taken from general reserves to fund the spending deficit leaving Revenue Reserves (including the £0.6M delayed spending reserve) of £14.2M at 1<sup>st</sup> April 2011.

- 4.2 Capital expenditure of £7.1M was £0.4M higher than forecast due mainly to lower slippage than expected. Due to the mix of assets finally funded the Minimum Revenue Provision (statutory requirement to provide for repaying debt) will be £64k lower than forecast but this may turn out to be off-set by higher figures for future years when the detailed review of the capital programme is carried out in the autumn.

## 5. SAVINGS

- 5.1 Annex A shows the list of savings identified last year and the latest view on their certainty.
- 5.2 **For the purpose of the initial forecast it is assumed that these items will all be achieved, including the “mothballing” of CCTV, the increase in car park fees and the reduction in grants to the voluntary sector. However two scenarios for partial non-achievement are included in Section 10 “risks and unknowns” and Annex D.**
- 5.3 It is obviously very important that, where items are not yet definite, the necessary decisions are made as soon as possible so that the amount that needs to be added to the target for “savings not yet identified” can be determined so work can commence to identify alternative proposals.
- 5.4 Annex D considers the impact of some of the savings not being achieved and the potential for the target for some items (e.g. pay and allowances) being exceeded.

## 6. GOVERNMENT FUNDING

- 6.1 There are a range of Government Grants that fund part of the Council's expenditure and they include:
- **Council Tax and Housing Benefits Grant** (£40.6M) – a generally full reimbursement of the sums paid out to applicants but with a number of technical complexities.

The government has announced its intention to transfer the processing of Housing Benefits from Local Authorities to the DWP. This will be a phased transfer of existing cases between 2013 and 2017. No new claims will be taken by Authorities from October 2013.

The fraud function will cease from April 2013 but though the Council would need to retain an element of this work it is possible that the reduction in the Government admin subsidy will not recognise this. The worst case scenario is that the funding of the residual team would fall on the Council at a cost in the region of £75k per year.

Other potential financial impacts include further disproportionate losses in administration subsidy, redundancy costs, increased costs of collecting overpayment debts and increased fraud between 2013 and 2017 on existing case load.

The Government have also issued a consultation on the Localisation of Council Tax Benefits from April 2012 which is designed to “help more people back into work, maintain protections for pensioners and save the taxpayer up to £480 million a year”. Effectively the Council’s Government funding would reduce by £900k per year, from £9M to £8.1M, on the basis that the Council would set up its own scheme which preserved the benefits levels for certain government defined vulnerable groups but significantly reduced payments to other applicants as part of the Government’s philosophy of encouraging them to return to work or better paid work.

If these changes do not succeed, the likelihood is that the Council would be unable to collect the £900k of council tax previously met from benefits. This would reduce the tax base thus sharing the loss over all bodies that levy a Council Tax in Huntingdonshire. This Council’s share would be 8.4% or £76k.

- **Council Tax Reward Grant** – a fixed grant of £184k per year for 4 years from 2011/12. This is equivalent to 2.5% of Council Tax income, to reward any Council, like Huntingdonshire, that did not raise their Council Tax this year.
- **New Homes Reward Grant** (£0.8M rising to £5.9M by 2016/17) – Introduced from this year to reward those Councils that achieve Housing Growth by giving a payment equivalent to the growth in the taxbase at the national average Council Tax for 6 years. The scheme is intended to be permanent so the sum will rise as each new year of growth is added until year 7 when the first year will drop out to be replaced by the figure for year 7. There will be an added sum of £350 for each of the homes that will be social rented. 20% of the sum earned is deducted by the Government and paid direct to the County Council.

The New Homes Reward Grant is a very significant grant for this Council. The approved plan includes a forecast of £4M per year by 2016/17. The Council’s latest planning projections for the phasing and scale of housing growth suggest this sum could be even higher at £5.9M. Whilst approval of the Enterprise Zone will potentially result in additional extra housing in the medium term the whole profile is dependent upon public demand for the houses. As such, this will be an area for critical review at every stage of our future financial planning.

**Whilst no allowance is made here for the off-setting reductions in national Formula Grant totals that the Government has recognised will be required, allowance has been made in Section 10 “risks and unknowns” and Annex D.**

NEW HOMES GRANT	11/12	12/13	13/14	14/15	15/16	16/17
	£M	£M	£M	£M	£M	£M
<b>Current Approved MTP</b>						
Grant Receivable	0.8	1.5	2.1	2.7	3.4	4.0
<b>This Forecast</b>						
Grant Receivable	0.8	1.7	2.7	3.5	4.7	5.9
<b>VARIATION ( - = LOSS)</b>		0.2	0.6	0.8	1.3	1.9

- **Formula Grant** (£10.5M falling to £8.6M by 2016/17) – This is intended to equalise needs and resources and also fund any additional tasks that have been transferred to local authorities over time. It uses a very complex formula based on regression analysis and can be extremely volatile when the formulae are changed. As a result it incorporates a damping factor that ensures that any authority that has a loss of grant greater than a Government determined percentage will have that extra loss protected at the cost of those authorities that should have gained. The resulting amount is artificially split between “Revenue Support Grant” and the redistribution of nationally pooled business rates.

The final Formula Grant figure for 2011/12 and the indicative figure for 2012/13 includes protection of £1.176M and £1.054M respectively due to the true grant figure requiring a reduction in excess of the Government limit. All things being equal, the protection will be phased out over time worsening the position compared to the current plan.

<b>FORMULA GRANT</b>	<b>11/12</b>	<b>12/13</b>	<b>13/14</b>	<b>14/15</b>	<b>15/16</b>	<b>16/17</b>
	<b>£M</b>	<b>£M</b>	<b>£M</b>	<b>£M</b>	<b>£M</b>	<b>£M</b>
<b>Current Approved MTP</b>						
<b>Grant Receivable</b>	10.5	9.3	9.2	8.7	8.9	9.1
<b>This Forecast</b>						
<b>2010/11 True Grant</b>	9.3					
<b>Forecast reduction CSR 2010 %</b>		-12.0%	-1.0%	-6.0%		
<b>Forecast increase thereafter</b>					+2.5%	+2.5%
<b>Forecast True Grant</b>		8.2	8.2	7.7	7.9	8.1
<b>Protection</b>	1.2	1.1	0.9	0.8	0.7	0.6
<b>Grant Receivable</b>	10.5	9.3	9.1	8.5	8.5	8.6
			-0.1	-0.2	-0.3	-0.5

Notes:

- *Formula Grant includes Revenue Support Grant and NNDR which are in aggregate distributed in line with the grant formula.*
- *% reductions are from the Comprehensive Spending Review 2010.*
- *It is assumed that the protection will reduce annually.*
- *Excludes any assessment of the reduction in Formula Grant that the Government will need to make to fund the shortfall in funding for the New Homes Bonus.*

6.2 The Government has now commenced consultation on a scheme to replace Formula Grant from April 2013 with each authority being able to keep a proportion of the Business Rates they collect with the starting point linked to the figures used in the 2012/13 Formula Grant. Their concept is that this would encourage authorities to prioritise economic development because they would be allowed to keep a proportion of the growth in Business Rates in their area. There are currently a significant number of unknowns including:

- How the 2012/13 Formula Grant will be adjusted for inflation, demographic change, new responsibilities, planned reduction in local government funding, shortfall on New Homes Bonus etc. etc.
- The proportion of any growth the Council would be allowed to keep.
- Whether it would rise by RPI in line with the increase in Business Rates each year. In any year RPI may be above or below the actual inflation impacting on local authorities.

- How any new responsibilities would be funded.
- How often the system would need to be “re-set” because of demographic change and significantly varying levels of growth or decline and what the new figures would be based on (surely not the existing grant formula).
- How any growth in enterprise zones would be allocated to individual authorities by the LEP.

6.3 A number of papers are expected to be issued during August and these may begin to provide some of the answers but in the meantime there is clearly a trade off to be considered between potential growth in business rates and reductions in the total sums that the Government intends to allocate to Local Authorities and the added diversion of sums to the New Homes Bonus.

## 7. CAPITAL

7.1 In recent years the Council has maintained a significant capital programme. However as a result of the emerging financial pressures and the conclusion of the Pathfinder House and Depot projects the capital programme is now much diminished.

7.2 In the light of the reduced programme it is proposed to reduce the contingency for future years as shown below. The 2016/17 contingency will be replaced by individual bids when the draft MTP is produced in the autumn but for the purpose of the forecast it is assumed that it also will be reduced by £1M.

<b>Net Capital Programme</b>	<b>11/12 £000</b>	<b>12/13 £000</b>	<b>13/14 £000</b>	<b>14/15 £000</b>	<b>15/16 £000</b>	<b>16/17 £000</b>	<b>17/18 £000</b>	<b>18/19 £000</b>	<b>19/20 £000</b>
<b>Current Approved MTP</b>									
Based on bids	11.9	3.3	3.0	2.4	2.8				
Contingency for future years						4.1	4.1	4.3	4.4
<b>Proposed Contingency</b>						<b>3.1</b>	<b>3.2</b>	<b>3.3</b>	<b>3.4</b>

Estimated outturn prices

## 8. ASSUMPTIONS

8.1 At this initial stage of the MTP process further changes to net spending are limited in number. They include:

- revisions to interest rates and the amounts that interest is earned on due to last year’s outturn and any changes included in this report;
- inflation and interest rate adjustments;
- latest forecast of the current years outturn;
- a few items significant items that warrant changes at this stage.

8.2 Elsewhere on your agenda is a report relating to likely extra costs on Disabled Facilities Grants. This was too late to include in the forecast model and so an assumption has been included in the “Risks and Unknowns” section.

8.3 Annex B provides further information.

## 9. INITIAL SAVINGS REQUIREMENT

9.1 The table below is based on:

- the changes already explained (i.e. those where it is deemed possible to make a reasonable assessment of the financial impact);
- a 2.5% annual increase in Council Tax from 2012/13 onwards;
- the full achievement of the identified savings in Annex A.

SHORTFALL	Budget	MTP			
	12/13 £M	13/14 £M	14/15 £M	15/16 £M	16/17 £M
Net Spending before unidentified savings	-22.2	-21.7	-22.6	-22.6	-23.2
Funded by:					
Government Grants	-11.2	-11.9	-12.2	-13.2	-14.5
Council Tax	-7.6	-7.9	-8.1	-8.4	-8.7
Reserves	-3.4	-1.8	-2.2	0.8	0.0
<b>Unidentified Savings</b>		<b>-0.2</b>	<b>-0.2</b>	<b>-0.2</b>	<b>0.0</b>

Further detail and additional years in Annex C.

## 10. RISKS AND UNKNOWNNS

10.1 However this level does not take account of a significant number of items where the impact cannot be reasonably forecast and which will have a direct impact on net spending or funding and hence the unidentified savings target.

10.2 The most fundamental issue continues to be assessing the economic impact of the various international financial issues. There are many number conflicting views on whether there are major problems ahead for the UK, "euroland" or the USA. Some commentators believe that there will be further financial impacts on the UK and, if so, there would be impacts on the Council due to:

- Lower income from planning fees, building control fees and leisure charges.
- Lower New Homes Bonus.
- More applicants for housing and council tax benefit.
- Higher homelessness.
- Reductions in Government Grant.

10.3 The final detail of the Government's proposals resulting from the Hutton review of public sector pensions is still awaited. There are clear indications that changes will emerge that will reduce the cost from options such as introducing increases to employee contribution rates, basing pensions on career averages and altering the age at which pensions become payable. Some benefit has implicitly already been taken in the Actuary's approach last year but it is not yet possible to gauge how much further benefit there might be and in what time-scale.

#### 10.4 Other issues include:

- Council confirmation and decisions on the items contained in the savings list (Annex A).
- Levels of pay awards, inflation and interest rates.
- Ability to maintain income levels.
- Grant changes for 2013/14.
- Impact of growth in Business Rates.
- Certainty of assumptions on New Homes Bonus and loss of Formula Grant (or its replacement) to fund it.
- Costs of demographic growth.
- Extra cost of Disabled Facilities Grants.
- Change in Pension Fund contributions.
- Ability to achieve the turnover allowance.
- Impact of changes to the benefits systems.
- Future capital programmes have items with shorter asset lives resulting in higher revenue cost for repaying borrowing.
- The potential for costs relating to “orphan” contaminated land sites.
- High priority service developments not already in the MTP and any unavoidable spending requirements not referred to in this report emerging.
- Repayment of past land charge fees.

10.5 Annex D attempts to quantify a lower and higher end assumption of the costs of these items in order to give a range for the level of savings that still need to be identified.

### 11. REVISED SAVINGS RANGE

11.1 Based on the details in Annex D the revised range of savings still to be identified is shown below:

UNIDENTIFIED SAVINGS	Budget	MTP			
	12/13 £M	13/14 £M	14/15 £M	15/16 £M	16/17 £M
<b>Proposed Range</b>					
• Lower End	0.5	1.2	1.2	1.2	1.1
• Higher End	1.3	3.6	4.1	5.5	6.0

### 12. COUNCIL TAX OPTIONS

12.1 The Council currently raises £7.4m through Council Tax by charging the average band D tax payer £124.17. It is the 20<sup>th</sup> lowest of the 201 District Councils which have an average of £168 and a maximum of £310.

12.2 The current financial plan is based on keeping the annual Council Tax increase down to 2.5% per year. The Government intend to replace the previous capping regime with a system whereby the Council can increase the Council Tax by any sum but this would then be limited to a pre-announced Government limit if they were subsequently unable to achieve a majority in a local referendum.

12.3 Obviously the most critical element is the timing of the announcement and the size of the Government Limit. Clearly, if it were in excess of 2.5%, the Council could consider a higher increase. Alternatively it may be considered at some stage that Taxpayers would rather pay a higher increase to preserve services they would otherwise lose. To attempt this there would need to be very strong indications of general public support before the costs and administrative effort of undertaking a referendum were considered to be worthwhile.

12.4 Some examples of the reductions in savings resulting from further increases in the Council Tax level are shown below:

5% tax increase in 2012/13, an extra 2.5% (£3.10 <b>per year</b> on a band D property), would avoid £0.2M of savings.
5% tax increase for the next 5 years (Band D Council Tax at the end of £158.48) would avoid £1.1M of savings.
An increase next year to £168, the current District Council average, followed by 2.5% per year, would avoid £2.8M of savings.

### 13. TIMETABLE FOR BUDGET APPROVAL

13.1 The key dates in the process are shown below:

<b>September</b>	<b>Forecast</b>
8	Overview & Scrutiny
22	Cabinet
28	Council
<b>December</b>	<b>Draft Budget and MTP</b>
1	Overview & Scrutiny
8	Cabinet
14	Council
<b>February</b>	<b>Final Budget, MTP and Council Tax Level for 2012/13</b>
2	Overview & Scrutiny
16	Cabinet
22	Council

### 14. CONCLUSIONS

14.1 The significant levels of uncertainty about various issues means that, at least for this stage of the budget process, it is necessary to consider a range for the level of extra savings that will be required.

14.2 If higher levels of Council Tax increase were considered to be appropriate then the level of savings would reduce as illustrated in para. 12.4 above.

14.3 It is important that the Council focuses on the items that it can influence and the most significant aspects are:

- Confirmation and clarification of those items in Annex A which are still uncertain.
- Consideration of the planning assumption for future Council Tax increases.
- Identification of a list of further acceptable savings that can be ready to introduce at short notice depending on the resolution of some of the unknown items.

14.4 Cabinet are required to approve the basis for calculating the Minimum Revenue Provision each year. The recommended basis is shown at Annex E.

## 15. RECOMMENDATIONS

### **Cabinet is requested to:**

Approve the annuity basis for the calculation of Minimum Revenue Provision as outlined in Annex E.

Note the contents of this report.

Make appropriate comments and recommendations to Council on this year's budget process.

### **The Council is requested to:**

**Consider the contents of the report in the light of the recommendations of the Cabinet which are reported elsewhere on the Agenda.**

## **ACCESS TO INFORMATION ACT 1985**

Source Documents:

1. Working papers in Financial Services.
2. Financial Forecast (September 2010), 2010/11 Outturn, 2011/12 Revenue Budget and the 2012/16 MTP.

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## ANNEXES

- A Identified Savings List
- B Assumptions
- C Summary Forecast
- D Unidentified Savings Range
- E Basis for calculating MRP



## IDENTIFIED SAVINGS

SAVINGS Scheme	REVENUE					NET CAPITAL						NOTES	
	2011	2012	2013	2014	2015	2010	2011	2012	2013	2014	2015		
	2012	2013	2014	2015	2016	2011	2012	2013	2014	2015	2016		
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000		
Reorganisation - Senior managers	-260	-400	-730	-730	-730							This year will be achieved and approximately £300k in a full year based on confirmed changes. Consultation is underway on the first stage of a proposal to restructure PPP which if approved would more than achieve the 2012/13 target but leave further savings required for 2013/14. The second phase of PPP restructuring would further reduce the further savings required. Consultation has commenced on staff allowances, the 2011/12 pay award and changes to the grade structures. The 2011/12 target will not be achieved by about £110k but if the other proposals are approved then the target for subsequent years will be significantly exceeded.	
Pay & allowances Review	-375	-375	-300	-350	-350								Achieved
Reduced pay award 2010	-156	-156	-156	-156	-156								Dependent upon turnover.
Turnover savings	-114	-114	-114	-114	-114								
Increased charges for bulky waste	-20	-20	-20	-20	-20								Not expected to be achieved as take up of service is reducing.
Reduce refuse collection by one round	0	-100	-100	-100	-100							Round optimisation work being carried out this year but it may be more practical to defer introduction until June which would reduce next year's saving.	
Recycling Gate Fees	-18											Expected to be achieved	
Consultants (markets)	-5	-5	-5	-5	-5							Expected to be achieved	
CCTV Van - remove satellite system	-8	-8	-8	-8	-8							Van sold and service ceased	
Reduction in CCTV Cameras	-15	-15	-15	-15	-15							No of cameras reduced and saving achieved.	
Reduce CCTV to a basic service	-129	-172	-172	-172	-172							Expected to be achieved	
Mothball CCTV	0	-300	-300	-300	-300							Service under review - range of options to be considered later in the year	
Countryside - reduce staff and increase income	-101	-149	-199	-199	-199							Expected to be achieved	
Transfer Countryside to a trust	0	0	0	-100	-100							No work undertaken as not due until 2014/15	
Reduced grounds maintenance standards	0	-150	-150	-150	-150							Expected to be achieved	
Operations Division Reorganisation	-196	-250	-250	-250	-250							Expected to be achieved	

SAVINGS	REVENUE					NET CAPITAL						NOTES
	2011	2012	2013	2014	2015	2010	2011	2012	2013	2014	2015	
Scheme	2012	2013	2014	2015	2016	2011	2012	2013	2014	2015	2016	
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Environment Strategy Funding	-20	-20	-20	-20	35							Already achieved
Small scale environmental improvements staff saving	0	-25	-50	-50	-50							Included in error - will not be achieved
Rental of space in PFH	0	-75	-150	-150	-150							Problematic - no current interest
A14 improvements - assumed cancellation	-100	0	0	0	0							Already achieved - but requirements will re-emerge when a new A14 scheme does come forward.
Planning Enforcement - staff savings	-77	-77	-77	-77	-77							Already achieved.
Planning efficiencies	-48	-48	-48	-48	-48							Already achieved.
Increase in car park charges	0	-150	-300	-300	-500							This is in addition to the three yearly inflation increases of 10% this year and in 2014/15. This year's increase will not be fully achieved because of delays in implementing the updated orders. Future years projected savings will be dependent upon formal agreement of, and then successful delivery of, an updated car parking management plan.
Transport efficiencies	0	-95	-95	-95	-95							Already achieved - but needs to be retitled as Planning efficiencies.
Community Grants reductions		-51	-294	-294	-294							£51k expected to be achieved 12/13; 2013 onwards subject to Member decision Feb 2012 (Study in hand)
Environmental Health staff savings	-201	-201	-201	-201	-201							Already achieved
Environmental & Community Health savings			-75	-75	-75							Some already achieved, target amount likely to be achieved by 2013/14
Housing staff efficiency savings	-45	-100	-100	-100	-100							Expected to be achieved (part is subject to staff consultation)
Homelessness Grant	-85	-85										Expected to be achieved
Transfer of some housing calls to call centre	-11	-11	-11	-11	-11							Budget adjustment made
Internal Audit saving	-24	-24	-24	-24	-24							Achieved
Internal Audit saving	-23	-23	-23	-23	-23							Achieved
Procurement Support to ECDC	-7	-5	-5	-5	-5							Likely
E-Marketplace	-20	-20	-20	-20	-20	5						Achieved and more anticipated.
Further Financial Services savings	-24	-48	-48	-48	-48							Approved voluntary redundancy



SAVINGS Scheme	REVENUE					NET CAPITAL						NOTES
	2011	2012	2013	2014	2015	2010	2011	2012	2013	2014	2015	
	2012	2013	2014	2015	2016	2011	2012	2013	2014	2015	2016	
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Increased licensing income	-35	-35	-35	-35	-35							Achieved
Licensing - efficiency and higher charges	-7	-14	-21	-28	-35							Expected to achieve subject to volumes holding up and above inflation increases in later years remaining unchallenged
Document Centre - efficiency and external work	-33	-40	-50	-60	-75							Expected to achieve early years based on maintenance savings. Less certainty in later years as external work still modest
Members Allowances Review				-6	4							Expected to achieve.
Members Allowances	-30	-30	-30	-30	-30							Achieved – does not take account of any changes arising from smaller cabinet and any other consequential changes.
Subscriptions	-14	-14	-14	-14	-14							Achieved-Assuming no payment to any successor to East of England Regional Assembly
Central Services - Reorganisation	-170	-220	-220	-270	-270							Achieved
Extra Car Parking, Huntingdon Town Centre	20	-18	21	19	-62		-2,166	2,166				Values and phasing subject to review dependent on final development agreements.
CCTV - Camera replacements							-81	-81	-75	-82		Awaiting decision on future of CCTV before committing any expenditure.
ICT Replacements and Server Virtualisation	10	10	10	10	10	-27	58	-60	-60	-60		Expected
Replacement Printing Equip.						-92		70				Expected
Multi-functional Devices						-2	2	3	1	2		Expected
Provision for Bin Replacements						-114	-101	-118	-157	-204	56	Expected
Vehicle fleet replacements.						197	-217	-442	64	-101		Expected
Housing Capital Grant (non-earmarked)						-64						Expected

SAVINGS Scheme	REVENUE					NET CAPITAL						NOTES
	2011	2012	2013	2014	2015	2010	2011	2012	2013	2014	2015	
	2012	2013	2014	2015	2016	2011	2012	2013	2014	2015	2016	
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Huntingdon Bus Station						-890	190	150				Expected
Crime and Disorder - Lighting improvements						-20	2				25	Expected
Huntingdon Marina Improvements							-62					Expected
Play Equipment & Safety Surface Renewal							-5	-48	-37	-33	-48	Expected
Community Facilities Grants							-69	-69	-69	-69	-69	Expected
Crime and Disorder - Lighting improvements							-25	-24	-25	-25	-25	Expected
Repairs Assistance							-90	-90	-90	-90	-90	Expected
Social Housing Grant							-500	-500	-500	-500	-500	Expected
Local Transport Plan							-83	-83	-83	-89		Expected
Safe Cycle Routes							-194	-93	-93	-95	-95	Expected
St Neots Transport Strategy Phase 2							-90	-90	-80			Expected
Accessibility Improvement /Signs in footpaths and car parks							-35	-30	-30	-30		Expected
Huntingdon Transport Strategy							-90	-90	-90			Expected
St Ives Transport Strategy							-80	-80	-80			Expected
Ramsey Transport Strategy							-80	-41	-45			Expected
Bus Shelters - extra provision							-41	-42	-42			Expected
St Ives Town Centre 2 - Completion							-20	-425	-509			Expected
Small Scale - District Wide Partnership							-79	-79	-80	-60		Expected
AJC Small scale improvements							-86	-86	-86	-86	-90	Expected
Village Residential Areas							-57	-60	-60	-76		Expected
New Public Conveniences						-100						Expected
<b>total</b>	<b>-2,955</b>	<b>-4,285</b>	<b>-5,456</b>	<b>-5,728</b>	<b>-6,571</b>	<b>-1,107</b>	<b>-3,939</b>	<b>-242</b>	<b>-2,226</b>	<b>-1,598</b>	<b>-836</b>	

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## ASSUMPTIONS

<b>INFLATION</b>	<i>for Apr</i> <b>2012</b>	<i>for Apr</i> <b>2013</b>	<i>for Apr</i> <b>2014</b>	<i>for Apr</i> <b>2015</b>	<i>for Apr</i> <b>2016</b>
<i>Performance Pay</i>	2.0%	2.0%	2.0%	2.0%	2.0%
<i>Pay award</i>	1.0%	2.5%	2.5%	2.5%	2.5%
<i>Prices</i>	2.5%	2.5%	2.5%	2.5%	2.5%
<i>electricity</i>	3.7%	13.2%	6.0%	13.2%	6.0%
<i>gas</i>	0.0%	1.8%	3.4%	6.5%	12.7%
<i>fuel</i>	8.5%	5.0%	5.0%	5.0%	5.0%
<i>car park charges \$\$</i>			10.0%		
<i>planning fees</i>	15.0%	2.5%	2.5%	2.5%	2.5%
<i>Pension rate</i>	17.8%	17.8%	17.8%	17.8%	17.8%

\$\$ in addition to increases in MTP

Utility inflation will be reviewed at draft budget stage

<b>INTEREST RATES</b>	<b>2011/ 2012</b>	<b>2012/ 2013</b>	<b>2013/ 2014</b>	<b>2014/ 2015</b>	<b>2015/ 2016</b>	<b>2016/ 2017</b>
Temporary Borrowing and Investments	1.00%	1.60%	2.60%	3.60%	4.50%	4.50%
PWLB 40 year borrowing	5.50%	5.60%	5.70%	5.60%	5.40%	5.30%

Provision has been made for lump sum pension payments to cover the underfunding of the Pension Fund as opposed to having higher employers' contributions as agreed in last year's MTP. There is an off-setting fall in the inflation provision.

A forecast of £150k per year for One Leisure's out-performance of their savings targets has been included.

A saving of around £100k per year has been achieved from a recent Insurance retendering exercise and is included in the plan.

There is potential for slippage on certain MTP schemes including the St. Ivo Leisure Centre development and the new Multi-storey car park in Huntingdon and these will be assessed in detail at the draft budget stage.

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FORECAST	FORECAST	BUDGET	MTP				FORECAST							
	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
<b>2009/10 BUDGET/MTP</b>	<b>22,615</b>	<b>21,348</b>	<b>20,998</b>	<b>21,452</b>	<b>20,949</b>	<b>21,793</b>	<b>22,027</b>	<b>22,647</b>	<b>23,284</b>	<b>23,937</b>	<b>24,610</b>	<b>25,301</b>	<b>26,010</b>	<b>26,740</b>
<b>Variations:</b>														
Interest	-53	-114	-141	-168	-70	-83	-128	-170	-210	-247	-279	-308	-332	-353
Provision for Loan Repayments (MRP)	-64	-69	-79	-93	-106	-40	-118	-207	-232	-319	-409	-492	-565	-657
Inflation	-660	-488	-1,004	-1,313	-1,440	-1,749	-1,623	-1,459	-1,427	-1,343	-1,328	-1,386	-1,553	-1,836
Unidentified Savings	0	751	811	1,374	1,784	2,027	2,511	2,580	2,565	2,594	2,419	2,064	1,536	884
MTP Variations	310	746	989	1,228	1,268	1,268	1,268	1,268	1,268	1,268	1,268	1,268	1,268	1,268
<b>total</b>	<b>-467</b>	<b>826</b>	<b>576</b>	<b>1,029</b>	<b>1,437</b>	<b>1,423</b>	<b>1,910</b>	<b>2,012</b>	<b>1,965</b>	<b>1,954</b>	<b>1,671</b>	<b>1,146</b>	<b>354</b>	<b>-694</b>
<b>NEW FORECAST</b>	<b>22,148</b>	<b>22,174</b>	<b>21,574</b>	<b>22,481</b>	<b>22,386</b>	<b>23,216</b>	<b>23,937</b>	<b>24,659</b>	<b>25,249</b>	<b>25,891</b>	<b>26,281</b>	<b>26,447</b>	<b>26,364</b>	<b>26,046</b>
<b>FUNDING</b>														
Use of revenue reserves	-3,122	-3,363	-1,753	-2,162	-772	0	0	0	0	0	0	0	0	0
<b>Remaining revenue reserves EOY</b>	<b>11,050</b>	<b>7,687</b>	<b>5,934</b>	<b>3,772</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>
New Homes Grant	-832	-1,712	-2,673	-3,521	-4,662	-5,912	-6,268	-6,611	-6,808	-7,042	-6,983	-6,591	-5,936	-5,027
Special Council Tax Grant	<b>-184</b>	<b>-184</b>	<b>-184</b>	<b>-184</b>	0	0	0	0	0	0	0	0	0	0
Formula Grant (RSG)	-10,522	-9,288	-9,086	-8,476	-8,548	-8,624	-8,706	-8,792	-8,883	-8,981	-9,109	-9,336	-9,569	-9,809
Collection Fund Deficit	-105	0	0	0	0	0	0	0	0	0	0	0	0	0
Council Tax	-7,383	-7,627	-7,878	-8,137	-8,404	-8,679	-8,963	-9,256	-9,557	-9,868	-10,189	-10,519	-10,860	-11,210
<b>COUNCIL TAX LEVEL</b>	<b>£124.17</b>	<b>£127.27</b>	<b>£130.46</b>	<b>£133.72</b>	<b>£137.06</b>	<b>£140.49</b>	<b>£144.00</b>	<b>£147.60</b>	<b>£151.29</b>	<b>£155.07</b>	<b>£158.95</b>	<b>£162.92</b>	<b>£166.99</b>	<b>£171.17</b>
% increase	0.00%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
£ increase	£0.00	£3.10	£3.18	£3.26	£3.34	£3.43	£3.51	£3.60	£3.69	£3.78	£3.88	£3.97	£4.07	£4.17

Forecast Capital Spending	11,933	3,321	3,005	2,441	2,777	3,101	3,231	3,272	3,417	3,566	3,718	3,875	4,035	4,200
Accumulated net "Borrowing" EOY	29,168	31,131	32,536	33,091	33,721	34,400	35,077	35,567	35,928	36,258	36,575	36,889	37,244	37,639
Net Interest and Borrowing Costs														
- total	472	1,132	1,673	2,193	2,614	2,935	3,098	3,353	3,645	3,841	4,021	4,195	4,329	4,470
- as % of total net spending	2%	5%	8%	10%	12%	13%	13%	14%	14%	15%	15%	16%	16%	17%
<b>Unidentified Spending Adjustments still required</b>	<b>0</b>	<b>0</b>	<b>-150</b>	<b>-150</b>	<b>-191</b>	<b>-1</b>	<b>-121</b>	<b>-635</b>	<b>-1,194</b>	<b>-1,477</b>	<b>-2,116</b>	<b>-3,057</b>	<b>-3,845</b>	<b>-4,892</b>

**IMPORTANT** – These spending adjustments are before allowing for Risks and Unknowns – See Section 11.1 & Annex D for the proposed range.

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### REVISED UNIDENTIFIED SAVINGS RANGE

Paragraph 9 and Annex C of the Report are based on those issues where it is reasonably straightforward to make an assessment of the financial impact of the items.

Section 11 highlights the many items where this is not possible and so the following two tables propose revised savings levels based on a low end and high end view of these difficult to assess items.

LOW END ASSUMPTION	Extra savings needed (+) ##:				
	12/13	13/14	14/15	15/16	16/17
	£M	£M	£M	£M	£M
Initial level (Section 9 and Annex C of the report)	0.0	0.2	0.2	0.2	0.0
1% increase in pay award in 2012/13 @@	0.2	0.2	0.2	0.2	0.2
2% extra reduction in Government Grant in 2013/14		0.2	0.2	0.2	0.2
0.4% growth per year in Business Rates from 2014/15			-0.2	-0.4	-0.6
10% Reduction in New Homes Bonus grant due to slower housing completions	0.1	0.2	0.3	0.4	0.5
Reduction in Government Grant equivalent to 10% of New Homes Bonus increase from 2013/14		0.1	0.2	0.2	0.3
0.425% increase in net spending every year to cover cost of increased population. There is no provision for demographic growth in the forecast.	0.1	0.2	0.3	0.4	0.5
Extra £1M for disabled facilities grants this year and £0.5M in future years	0.1	0.2	0.2	0.3	0.4
	<b>0.5</b>	<b>1.1</b>	<b>1.2</b>	<b>1.3</b>	<b>1.5</b>
<b>Savings Items</b>					
Over achievement on Pay & allowances Review \$\$		-0.4	-0.5	-0.6	-0.7
Over achievement on Reorganisation \$\$	-0.2				
Minimalist CCTV - save 2/3rds	0.1	0.1	0.1	0.1	0.1
Community Grants reductions – save 2/3rds		0.1	0.1	0.1	0.1
Minor savings items	0.1	0.1	0.1	0.1	0.1
	<b>0.0</b>	<b>-0.1</b>	<b>-0.2</b>	<b>-0.3</b>	<b>-0.4</b>
<b>Low end assumption</b>	<b>0.5</b>	<b>1.2</b>	<b>1.2</b>	<b>1.2</b>	<b>1.1</b>

\$\$ Subject to staff consultation

@@ If RPI does not fall and there is thus a need for higher than the budgeted 2.5% pay awards this could logically be funded from higher than 2.5% Council Tax increases.

HIGHER END ASSUMPTION	Extra savings needed (+) ##:				
	12/13	13/14	14/15	15/16	16/17
	£M	£M	£M	£M	£M
Initial level (Section 9 and Annex C of the report)	0.0	0.2	0.2	0.2	0.0
1% increase in pay award every year @@	0.2	0.5	0.7	1.0	1.3
3% loss in Leisure Centre fees and charges from 12/13	0.2	0.2	0.2	0.2	0.2
4% extra reduction in Government Grant in 2013/14		0.4	0.4	0.4	0.4
0.4% growth per year in Business Rates from 2014/15			-0.2	-0.4	-0.6
30% Reduction in New Homes Bonus grant due to slower housing completions	0.3	0.6	0.8	1.2	1.5
Reduction in Government Grant equivalent to 15% of New Homes Bonus increase from 2013/14		0.1	0.2	0.3	0.4
0.85% increase in net spending every year to cover cost of increased population. There is no provision for demographic growth in the forecast.	0.2	0.4	0.6	0.9	1.1
Removal of turnover allowance due to lower turnover and employee numbers		0.3	0.3	0.3	0.3
Residual cost of fraud team if not funded by Government		0.1	0.1	0.1	0.1
Potential reduction in tax base from non-collectable Council Tax following localisation reductions	0.1	0.1	0.1	0.1	0.1
Extra £1M for disabled facilities grants this year and £0.5M in future years	0.1	0.2	0.2	0.3	0.4
	<b>1.1</b>	<b>2.9</b>	<b>3.4</b>	<b>4.4</b>	<b>5.2</b>
<b>Savings Items</b>					
Over achievement on Pay & allowances Review \$\$		-0.3	-0.4	-0.5	-0.6
Over achievement on Reorganisation \$\$	-0.2				
Basic CCTV save 1/3rd	0.2	0.2	0.2	0.2	0.2
Transfer Countryside to a trust - save none			0.1	0.1	0.1
Rental of space in PFH - save half		0.1	0.1	0.1	0.1
Increase in car park charges - save half	0.1	0.2	0.2	0.3	0.3
Community Grants reductions - save 1/3rd		0.2	0.2	0.2	0.2
Transfer Leisure Centres to a Trust – save none				0.4	0.4
Minor savings items	0.1	0.1	0.1	0.1	0.1
	<b>0.2</b>	<b>0.5</b>	<b>0.5</b>	<b>0.9</b>	<b>0.8</b>
<b>Higher end assumption</b>	<b>1.3</b>	<b>3.6</b>	<b>4.1</b>	<b>5.5</b>	<b>6.0</b>

@@ Assumes RPI does not fall and thus a need for higher than the budgeted 2.5% pay awards. This should logically be funded from higher than 2.5% Council Tax increases.

NOT INCLUDED IN EITHER ASSUMPTION	Extra savings needed (+) ##:				
	12/13	13/14	14/15	15/16	16/17
	£M	£M	£M	£M	£M
1% increase in non-pay inflation rate if fees and charges adjusted appropriately each year&&				0.1	0.1
2% increase in Pension Fund contributions in 2013/14		0.4	0.4	0.4	0.4
1% increase in all interest rates from 2011/12 onwards	0.1	0.1	0.0	0.1	0.1

&& Excludes income items where above inflation increases already assumed

Reorganisation	Extra savings needed (+) ##:				
	12/13	13/14	14/15	15/16	16/17
	£M	£M	£M	£M	£M
<b>Target Saving</b>	<b>-0.4</b>	<b>-0.7</b>	<b>-0.7</b>	<b>-0.7</b>	<b>-0.7</b>
Achieved	-0.3	-0.3	-0.3	-0.3	-0.3
PPP phases 1 and 2 \$\$	-0.3	-0.3	-0.3	-0.3	-0.3
<b>Still required</b>	<b>-0.2</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>	<b>0.1</b>

\$\$ Excludes any protection and redundancy costs

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**ANNUAL MINIMUM REVENUE PROVISION POLICY 2011/12**

When a Council finances capital expenditure from borrowing, the resulting costs are charged to the Council Taxpayers over the whole life of the asset so that those who benefit from the asset share the cost. There are two elements to the cost – the interest on the borrowing is charged in the year it is payable, whilst the money to repay the sum borrowed is charged as a “minimum revenue provision” (MRP) to the revenue account each year, starting with the year after the borrowing takes place. Once money is in the MRP it can only be used for repaying borrowing.

The Department for Communities and Local Government (DCLG) has issued guidance on what constitutes prudent provision and this requires the Council to determine an approach and publish this each year.

There are three options for the calculation of the MRP:

**Equal annual installments**

This is the easiest and simplest approach but the combination of the equal installments of principal and the reducing interest makes the cost high to start with but then reducing year by year.

**Depreciation basis**

The Depreciation basis is the most complex. It starts by mirroring the equal annual installments method but also requires adjustments every time the life of an asset is varied.

**Annuity basis**

By setting the rate for the annuity equal to the expected long term borrowing rate the cost is the same for each year like a conventional mortgage. It is only marginally more work than the equal installments approach. This was the basis agreed in previous years.

**The Annuity basis is, by far, the most equitable approach and it is therefore proposed that it continues to be the Council’s MRP policy.**

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**Case No:** 1100660FUL (FULL PLANNING APPLICATION)

**Proposal:** ERECTION OF 6 BAY MODULAR BUILDING FOR USE AS PRE-SCHOOL AND OUT-OF-SCHOOL CLUB

**Location:** UPWOOD PRIMARY SCHOOL RAMSEY ROAD UPWOOD  
**Applicant:** CAMBRIDGESHIRE COUNTY COUNCIL

**Grid Ref:** 526653 283064

**Date of Registration:** 18.05.2011

**Parish:** UPWOOD AND THE RAVELEYS

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## RECOMMENDATION – MINDED TO APPROVE

### 1. DESCRIPTION OF SITE AND APPLICATION

- 1.1 The application site is situated within the grounds of Upwood Primary School, which is located in the countryside between the villages of Upwood and Bury, and to the east of a housing estate. The school site comprises of a range of buildings, a car park and a grass covered playing field at the rear.
- 1.2 Planning permission was granted by the County Council in June 2010 for an extension on the eastern side of the main school building to provide two classrooms to accommodate the Pre-school and Out-of-school groups. The applicant reports that budgetary constraints mean that this permission will not be implemented in the short term at least. Therefore permission is now being sought to erect a less costly 6 bay modular classroom on part of the grass playing field to the rear of the main complex of school buildings, to provide additional accommodation for use by the Pre-school and Out-of-school groups.
- 1.3 The proposed modular classroom was manufactured in 1997 and when assembled would measure approx. 18m long by 9m wide, with a height above ground level of approx. 3.4m. The external walls of the classroom are finished in a dark grey coloured textured coating with a green mineral felt roof and white Upvc windows.
- 1.4 Under the scheme of delegation and in accordance with the Council's adopted procedures, this application is referred to Full Council because officers and Members of the Development Management Panel are minded to support the application contrary to an objection from Sport England.
- 1.5. The Development Management Panel resolved to endorse the recommendation of officers and authorise referral to Full Council at the meeting held on 15th August 2011. Full Council is now invited to consider the application in accordance with the recommendation of officers and the Development Management Panel. If Council is minded to approve the application it would need to be referred to the Secretary of State in accordance with the requirements of the Town and Country Planning (Consultation) (England) Direction 2009. If the Secretary of State then 'calls-in' the application, he would determine

it. If he does not call it in, the Council as Local Planning Authority would determine the application.

## 2. NATIONAL GUIDANCE

- 2.1 **PPS1: “Delivering Sustainable Development” (2005)** contains advice on the operation of the plan-led system.
- 2.2 **PPS7: “Sustainable Development in Rural Areas” (2004)** sets out the Government's planning policies for rural areas, including country towns and villages and the wider, largely undeveloped countryside up to the fringes of larger urban areas.
- 2.3 **PPG13: “Transport” (2011)** sets out the objectives to integrate planning and transport at the national, strategic and local level and to promote more sustainable transport choices both for carrying people and for moving freight.
- 2.4 **PPG17: “Planning for Open Space, Sport and Recreation” (2002)** sets out the policies needed to be taken into account by regional planning bodies in the preparation of Regional Planning Guidance (or any successor) and by local planning authorities in the preparation of development plans (or their successors); they may also be material to decisions on individual planning applications.

For full details visit the government website <http://www.communities.gov.uk> and follow the links to planning, Building and Environment, Planning, Planning Policy.

## 3. PLANNING POLICIES

Further information on the role of planning policies in deciding planning applications can also be found at the following website: <http://www.communities.gov.uk> then follow links Planning, Building and Environment, Planning, Planning Information and Guidance, Planning Guidance and Advice and then Creating and Better Place to Live

- 3.1 East of England Plan - Revision to the Regional Spatial Strategy (May 2008) Policies viewable at <http://www.go-east.gov.uk> then follow links to Planning, Regional Planning then Related Documents
  - **ENV7: “Quality in the Built Environment”** - requires new development to be of high quality which complements the distinctive character and best qualities of the local area and promotes urban renaissance and regeneration.
- 3.2 Cambridgeshire and Peterborough Structure Plan (2003) Saved policies from the Cambridgeshire and Peterborough Structure Plan 2003 are relevant and viewable at <http://www.cambridgeshire.gov.uk> follow the links to environment, planning, planning policy and Structure Plan 2003.
  - None relevant
- 3.3 Huntingdonshire Local Plan (1995) Saved policies from the Huntingdonshire Local Plan 1995 are relevant and viewable at [www.huntingdonshire.gov.uk/localplan95](http://www.huntingdonshire.gov.uk/localplan95)

- **En17:** "Development in the Countryside" - development in the countryside is restricted to that which is essential to the effective operation of local agriculture, horticulture, forestry, permitted mineral extraction, outdoor recreation or public utility services.
  - **En25:** "General Design Criteria" - indicates that the District Council will expect new development to respect the scale, form, materials and design of established buildings in the locality and make adequate provision for landscaping and amenity areas.
- 3.4 Huntingdonshire Local Plan Alterations (2002) Saved policies from the Huntingdon Local Plan Alterations 2002 are relevant and viewable at [www.huntingdonshire.gov.uk/localplan](http://www.huntingdonshire.gov.uk/localplan) - Then click on "Local Plan Alteration (2002)
- None relevant
- 3.5 Policies from the Adopted Huntingdonshire Local Development Framework Core Strategy 2009 are relevant and viewable at <http://www.huntsdc.gov.uk> click on Environment and Planning then click on Planning then click on Planning Policy and then click on Core Strategy where there is a link to the Adopted Core Strategy.
- **CS1:** "Sustainable development in Huntingdonshire" – all developments will contribute to the pursuit of sustainable development, having regard to social, environmental and economic issues. All aspects will be considered including design, implementation and function of development.
- 3.6 Policies from the Development Management DPD: Proposed Submission 2010 are relevant.
- **E1:** "Development Context" – development proposals shall demonstrate consideration of the character and appearance of the surrounding environment and the potential impact of the proposal.
  - **E2:** "Built-up Areas" – development will be limited to within the built-up areas of the settlements identified in Core Strategy policy CS3, in order to protect the surrounding countryside and to promote wider sustainability objectives.
  - **E7:** "Protection of Open Space" – proposals shall not entail the whole or partial loss of open space within settlements, or of outdoor recreation facilities or allotments within or relating to the settlement, unless: a robust assessment of open space provision has identified a surplus within the catchment area to meet both current and future needs; any replacement provides a net benefit to the community.
  - **E10:** "Parking Provision" – car and cycle parking should accord with the levels and layout requirements set out in Appendix 1 'Parking Provision'. Adequate vehicle and cycle parking facilities shall be provided to serve the needs of the development.

- **H7:** “Amenity” – development proposals should safeguard the living conditions for residents and people occupying adjoining or nearby properties.
- **P7:** “Development in the Countryside” – development in the countryside is restricted to those listed within the given criteria.
  - a. essential operational development for agriculture, horticulture or forestry, outdoor recreation, equine-related activities, allocated mineral extraction or waste management facilities, infrastructure provision and national defence;
  - b. development required for new or existing outdoor leisure and recreation where a countryside location is justified;
  - c. renewable energy generation schemes;
  - d. conservation or enhancement of specific features or sites of heritage or biodiversity value;
  - e. the alteration, replacement, extension or change of use of existing buildings in accordance with other policies of the LDF;
  - f. the erection or extension of outbuildings ancillary or incidental to existing dwellings;
  - g. sites allocated for particular purposes in other Development Plan Documents.
- **D1:** “Green Space, Play and Sports Facilities Contributions” – all proposals should take into account the Green Infrastructure Strategy 2006, the Open Space, Sports and Recreation Needs Assessment and Audit 2006 and the Sports Facilities Strategy for Huntingdonshire 2009 or successor documents as appropriate.

#### **4. PLANNING HISTORY**

- 4.1 1005005CCA – extension to school for the provision of a children’s centre by erecting two replacement classrooms, permitted by the County Council in June 2010. The District Council as consultee raised no objection to this proposal. Copy of the decision notice and site plan are attached.

#### **5. CONSULTATIONS**

- 5.1 **Upwood and the Raveleys Parish Council – recommend approval** (copy attached)
- 5.2 Sport England – the proposal would result in the loss of approx. 230 square metres of the school playing field and would therefore have a negative impact on sport, which is contrary to policy E3 of the Sport England Playing Fields policy.

#### **6. REPRESENTATIONS**

- 6.1 None received

#### **7. SUMMARY OF ISSUES**

- 7.1 The main issues to consider are the acceptability of the principle of the proposal, the acceptability of the loss of part of the School playing field, its visual impact on the character and appearance of the countryside, impact on neighbour amenities and highway safety.

## Principle

7.2 The proposed classroom is described as necessary to meet an accepted need for additional classroom space to accommodate pre and out-of-school groups in a more cost effective manner than the approved extension to the school. The applicant reports that the previously approved extension can no longer be implemented in the short term at least, due to a reduced level of funding brought about by the Government's Comprehensive Spending Review. In this context the principle of erecting a mobile building to meet the accommodation needs of the school is acceptable in principle subject to other material considerations and is compliant with criterion 'a' of Policy P7 of the Huntingdonshire Development Management DPD: Proposed Submission 2010, as it would constitute essential operational development for infrastructure.

### **Loss of part of the playing field:**

7.3 PPG17 is the national planning policy on planning for sport, recreation and open space. Paragraph 15 of PPG17 advises that planning permission for development on playing fields should not be allowed unless it complies with the following criteria:

- the proposed development is ancillary to the use of the site as a playing field (e.g. new changing rooms) and does not adversely affect the quantity or quality of pitches and their use.

- the proposed development only affects land which is incapable of forming a playing pitch (or part of one);

- the playing fields that would be lost as a result of the proposed development would be replaced by a playing field or fields of equivalent or better quantity and quality and in a suitable location.

- the proposed development is for an outdoor or indoor sports facility of sufficient benefit to the development of sport to outweigh the loss of the playing field.

7.4 Policy E7 of the Huntingdonshire Development Management DPD: Proposed Submission 2010 goes on to explain that the whole or partial loss of outdoor recreation facilities should be resisted unless: a robust assessment of open space provision has identified a surplus within the catchment area to meet both current and future need, and any replacement provides a net benefit to the community.

7.5 It is clear from the nature of this application, as highlighted by Sport England, that the proposal would not comply with any of the above criteria of PPG17 or policy E7 that may otherwise justify the loss of part of a playing field, and this is the basis for the objection lodged by Sport England. Sport England advises that there is a deficiency in the provision of playing fields in Huntingdonshire. Sport England has stated that it would re-consider its position if the applicant is willing to provide compensatory benefits to sport, e.g. through community use of the playing field or through suitable qualitative improvements to the remaining playing field to improve the carrying capacity of the pitches on site.

- 7.6 The applicant has been made aware of the objection lodged by Sport England, but remains of the view that the loss of a 230 square metre area of the playing field to the proposed development, could not be compensated for in the manner suggested by Sport England. The applicant advises that opening up the playing field for community use would compromise safety and security. There is no funding for qualitative pitch improvements and if there was, that funding is likely to have been allocated to contribute to implementing the extant permission to extend the school buildings, which would negate the need for the proposed classroom.
- 7.7 In weighing up the harm caused by the loss of a small area of the existing playing fields, against the benefits of the proposed classroom to the local pre-school and out-of-school groups, there is clearly a balance to be struck. While the loss of part of the School playing field is regrettable, the extent of the area lost to the proposal would not render the playing field unusable and it would remain of a size sufficient to accommodate a football pitch. The applicant has stated that the football pitch shown on the submitted drawings is currently marked out on site. The 'loss' of playing field may also only be short term, as it is possible that the extant planning permission to extend the school building could be implemented in the future, negating the need for the proposed classroom to be sited on part of the playing field, but this is not guaranteed to happen.
- 7.8 To conclude, it is considered that the benefits to the community of the proposed classroom would outweigh the relatively small loss of part of the School playing field, providing that any planning permission is granted on a temporary basis only to allow the need for the classroom and the deficiency of the provision of playing fields within the local authority area concerned, to be reviewed again in the future.

**Impact on the character and appearance of the countryside:**

- 7.9 The proposed classroom is not an attractive building, but it would be positioned in an unobtrusive location to the rear of the existing school buildings, and as such it would not be significantly harmful to the character and appearance of the site or the surrounding countryside. As is routine for approvals of mobile buildings, any permission given would be temporary in nature for a maximum period of 5 years.

**Impact on neighbour amenities:**

- 7.10 Neither the physical presence of the proposed classroom or the noise/disturbance generated by its proposed use could be considered as significantly harmful to the amenities of neighbouring occupiers.

**Impact on highway safety:**

- 7.11 In the context of the extant planning permission for the two classroom extension to the school to accommodate the pre-school and out of school groups, the proposal would not generate a materially greater number of vehicle movements and could not be considered as detrimental to highway safety in the locality.

## Conclusion

7.12 In balancing the loss of part of the existing School playing field against the benefits of the proposal to the local community, it is considered that, if granted planning permission for a temporary period only, the proposal is acceptable for the following summarised reasons:

- the benefits to the local community outweigh the potential short term loss of a relatively small part of the existing playing field.
- it would not be unacceptably harmful to the character and appearance of the countryside
- it would not be significantly harmful to the amenities of neighbouring occupiers.
- it would not be significantly harmful to highway safety.

7.13 For these reasons the proposal would comply with PPS1, PPS7 and PPS13, policy ENV7 of the East of England Plan 2008, policies En17 and En25 of the Huntingdonshire Local Plan 1995, policy CS1 of the Huntingdonshire Core Strategy 2009 and policies E1, E10, H7 and P7 of the Huntingdonshire Development Management DPD: Proposed Submission 2010.

7.14 Therefore it is recommended that Members indicate that they are minded to approve the application and further resolve that it be approved if it is not called-in by the Secretary of State.

If you would like a translation of this document, a large text version or an audio version, please contact us on 01480 388388 and we will try to accommodate your needs.

## 8. RECOMMENDATION –

- a) **COUNCIL IS MINDED TO APPROVE** the application subject to the condition listed below;
- b) **REFER** the application to the Secretary of State; and
- c) **APPROVE** the application subject to the condition listed below if the application is not called-in by the Secretary of State

**Condition** - Temporary planning permission for 5 years after which the classroom is to be removed and the land reinstated to its former condition and use as a playing field.

### CONTACT OFFICER:

Enquiries about this report to **Mr Gavin Sylvester Assistant Development Management Officer 01480 387070**

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Pathfinder House, St Mary's Street  
Huntingdon. PE29 3TN  
mail@huntsdc.gov.uk

Tel: 01480 388388  
Fax: 01480 388099  
www.huntingdonshire.gov.uk

Head of Planning Services  
Pathfinder House  
St. Mary's Street  
Huntingdon  
Cambridgeshire PE 29 3TN

*CSA  
DA 8/6/11*

Application Number: 1100660FUL Case Officer Mr Gavin Sylvester  
**Proposal: Erection of 6 bay modular building for use as Pre-school and Out-of-School Club**  
**Location: Upwood Primary School Ramsey Road Upwood**  
**Observations of Upwood And The Raveleys Town/Parish Council.**

Please ✓ box as appropriate

Recommend **approval** because ..... (please give relevant planning reasons in space below)

*Council are happy that there will be no impact on near neighbours. This will improve school amenities and retain the facility of the playing field.*

Recommend **refusal** because... (please give relevant planning reasons in space below)

No observations either in favour or against the proposal

*Neil Benham* ..... Clerk to Upwood And The Raveleys Town Parish Council.

Date: *7/6/11*

Failure to return this form within the time indicated will be taken as an indication that the Town or Parish Council do not express any opinion either for or against the application.

# Full Council

Application Ref: 1100660FUL

Location: Upwood and The Raveleys

Date: 28th September 2011

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### Legend

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**ENVIRONMENTAL & COMMUNITY SERVICES**

**PLANNING SERVICES**

27 APR 2011  
See Drawing Issue Sheet for Revisions Details

Rev Description Date  
Client Approval  
**RECEIVED**

- A - Approved
- B - Approved with comments
- C - Amend with comments and re-submit
- D - Do not use

Purpose of Issue Status

Client  
Cambridgeshire County Council  
Education Capital

Project  
Upwood Primary School

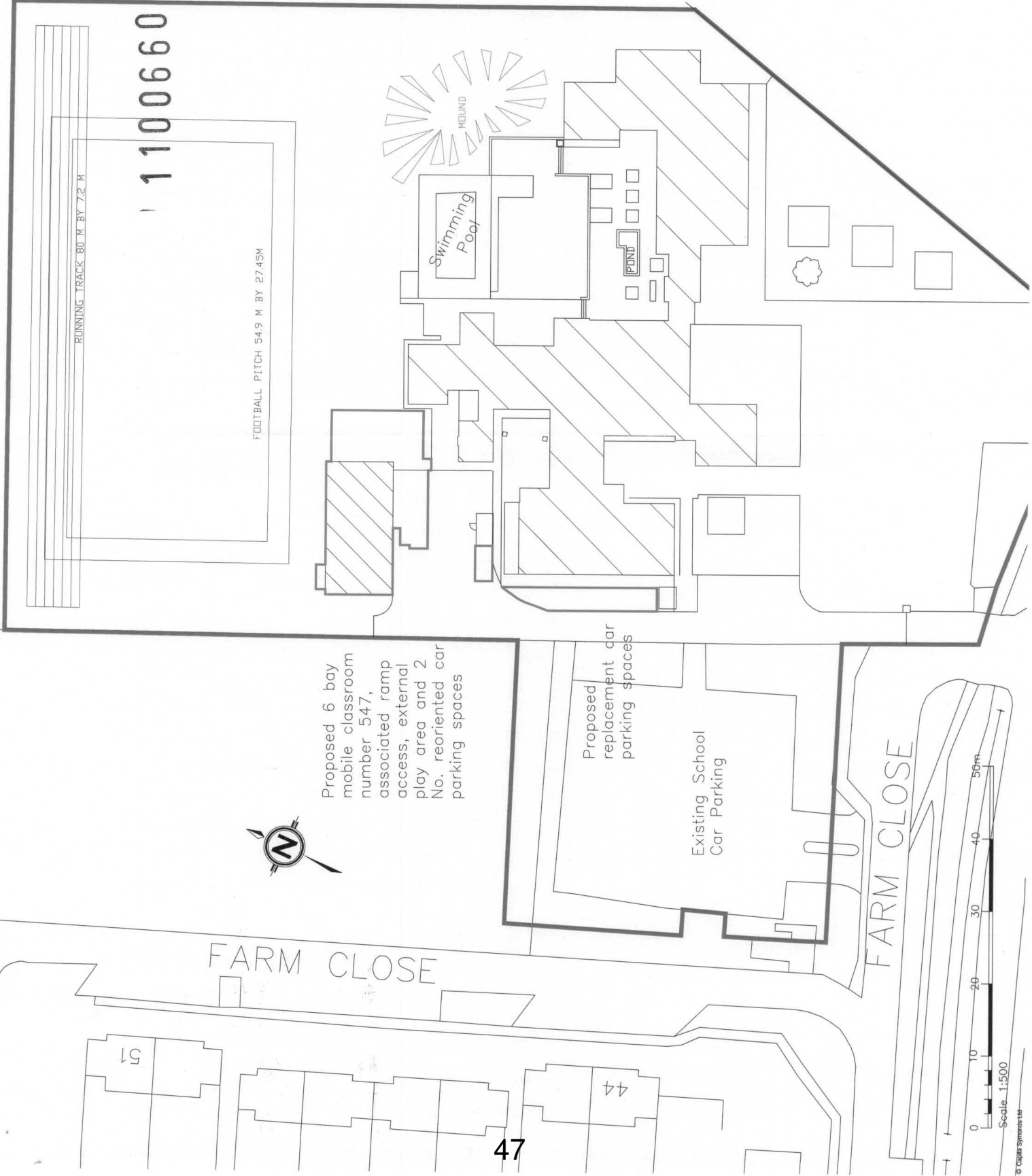
Drawing  
Site Plan

Scale @ A3 Drawn Checked Approved  
1/500 DMC

Project No Date  
CS/24031 Jan '11

Drawing Number  
Mc321-SP-001

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CAPITA PERCY THOMAS CAPITA RUDDLE WILKINSON  
Clarendon House  
Clarendon Road  
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**ENVIRONMENTAL & COMMUNITY SERVICES**

**PLANNING SERVICES**

27 APR 2011

P00 INITIAL ISSUE 00/00/00 AAA

Rev. Description Date

**RECEIVED**

Client Approval Status

A - Approved

B - Approved with comments

C - Amend with comments and re-submit

D - Do not use

Purpose of Issue

Status

Client  
 Cambridgeshire County Council  
 Education Capital

Project  
 Mobile Classroom Building  
 No. 547

Drawing  
 Elevations

Scale @ A3  
 1/100

Drawn  
 DMC

Checked  
 Approved

Project No  
 CS/24031

Date  
 Mar'11

Drawing Number  
 Mb547e-000

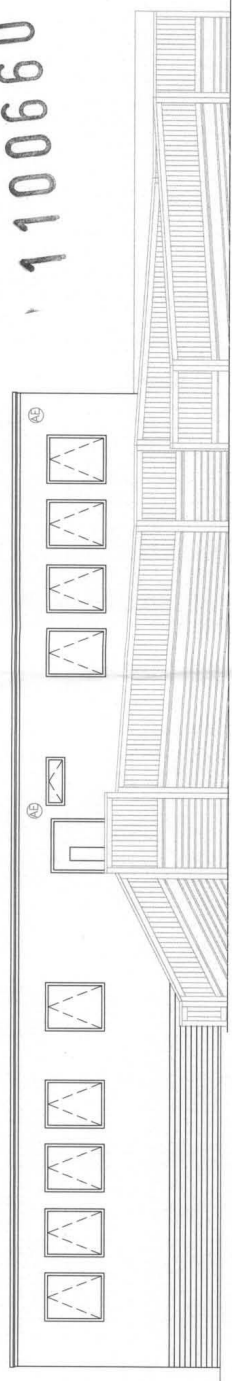
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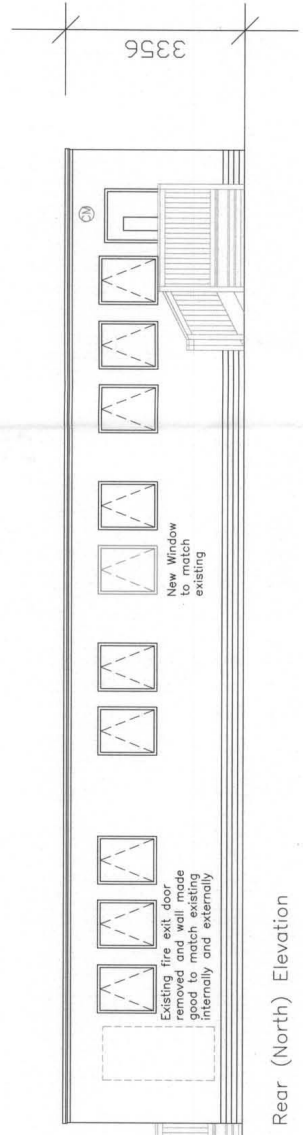
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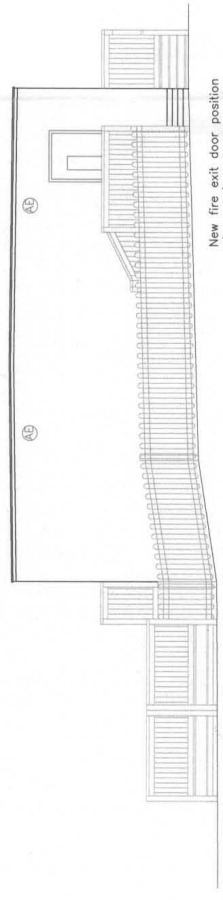
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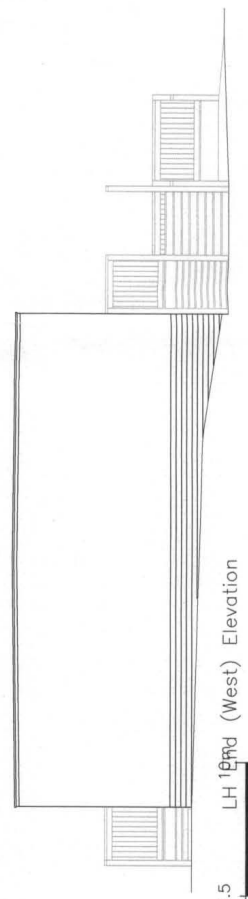
Front (South) Elevation



Rear (North) Elevation



RH End (East) Elevation



LH End (West) Elevation



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 For construction projects, the contractor must refer to the relevant sections of the Health and Safety Act 1974 and the Environmental Protection Act 1990. It is assumed that the contractor will be satisfied that the contractor, subcontractors, suppliers and / or approved subcontractors are fully aware of the relevant legislation and will comply with it.

**ENVIRONMENTAL & COMMUNITY PLANNING SERVICES**

27 APR 2011

**RECEIVED** 00/00/00 AAA

P00 INSTRUCTIONS

Rev Description Date

- Client Approval Status
- A - Approved
  - B - Approved with comments
  - C - Amend with comments and re-submit
  - D - Do not use
- Purpose of Issue \_\_\_\_\_ Status \_\_\_\_\_

Client  
 Cambridgeshire County Council  
 Education Capital

Project  
 Mobile Classroom Building  
 No. 547

Drawing  
 Existing Plan

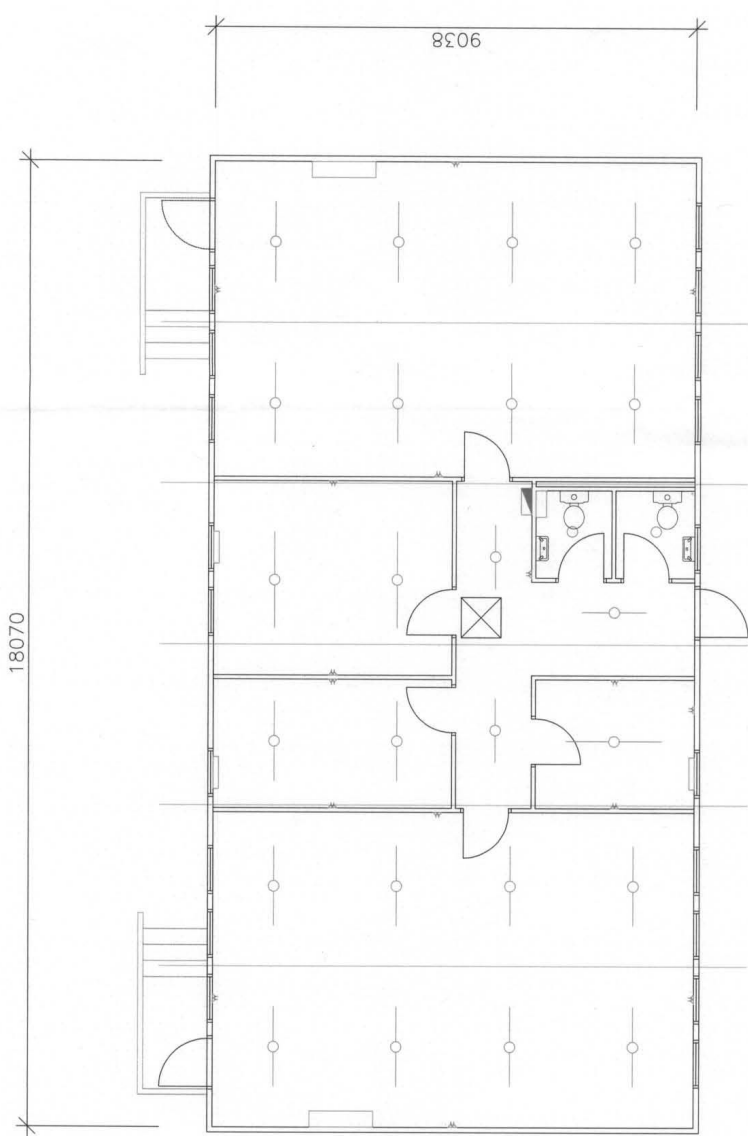
Scale @ A3 Drawn Checked Approved  
 1/100 DMC

Project No Date  
 CS/24031 Mar'11

Drawing Number  
 Mb547ep-000

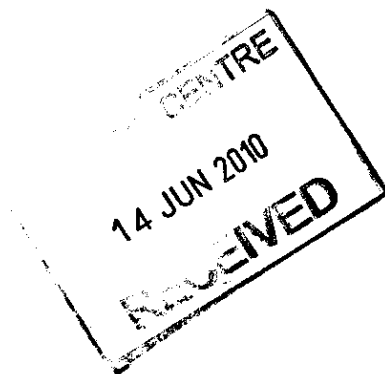
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1100660



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INFORMATION REFERRED  
TO IN PARAGRAPH 4.1  
FOLLOWS:



Cambridgeshire  
County Council

**Town and Country Planning Act 1990**  
**Town and Country Planning General Regulations 1992**

**Development by the County Council**  
Notification of the Grant of Planning Permission

**To:-** Cambridgeshire County Council  
Shire Hall  
Cambridge  
CB3 0AP

Cambridgeshire County Council, in pursuance of powers under the above Act;  
hereby **GRANT** planning permission subject to the 3 condition(s) set out below:

**For**      **Extension to the school for the provision of a Children's Centre by  
erecting 2 replacement classrooms**

**At**        **Upwood CP School, Ramsey Road, Upwood, Huntingdon, PE26 2QA**

In accordance with your application dated 24/02/2010, and the plans, drawings and  
documents, which form part of the application .

Dated: 11/06/2010

Signed:   
County Development, Minerals and  
Waste Planning Manager  
Environment Services

Note:        This notification is for the purposes of Regulation 3 of the Town and Country Planning  
General Regulations 1992.

This planning permission does not constitute approval under Building Regulations and is  
not a Listed Building Consent or Conservation Area Consent.



**Ref. No.: H/05005/10/CC Extension to the school for the provision of a Children's Centre by erecting 2 replacement classrooms Upwood CP School, Ramsey Road, Upwood, Huntingdon, PE26 2QA**

- 1 The development hereby permitted shall be commenced before the expiration of three years from the date of this permission.

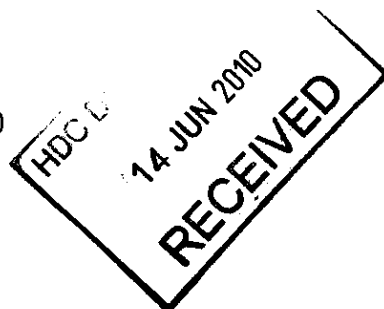
**Reason:** To comply with Section 91 of the Town and Country Planning Act 1990 as amended by section 51 of the Planning and Compulsory Purchase Act 2004.

- 2 Unless otherwise agreed in writing by the County Planning Authority, the development hereby permitted shall not proceed except in accordance with the details set out in the submitted application form, supporting statement, design and access statement, as amended by the conditions stated on this decision notice and the following drawings:

- Proposed external works general arrangement and biodiversity – Drawing number: CA-DRG-LA-L-01-P00 (stamped received 15.03.1049)
- Proposed high level windows & roof layout – Drawing number: CA-AR-A2-04-P00 (stamped received 15.03.1049)
- Proposed new ground floor layout – Drawing number: CA-AR-A2-02-P00 (stamped received 15.03.1049)
- Proposed evaluations & sections – Drawing number: CA-AR-A2-03-P00 (stamped received 15.03.1049)
- Proposed school layout – Drawing number: CA-AR-A2-01-P00 (stamped received 15.03.1049)
- Proposed general layout – Drawing number: CA-AR-A2-05-P00 (stamped received 15.03.1049)
- Existing / Proposed OS map – Drawing number: CA-AR-A1-01-P00 (stamped received 15.03.1049)

**Reason:** To define the site and protect the character and appearance of the locality in accordance with Saved Policy En25 of the Huntingdonshire Local Plan (1995) as altered by the Huntingdonshire Local Plan Alteration (2002) and Policy ENV7 of the East of England Plan (2008).

Dated: 11/06/2010



Signed:   
County Development, Minerals and  
Waste Planning Manager  
Environment Services

**Ref. No.: H/05005/10/CC Extension to the school for the provision of a Children's Centre by erecting 2 replacement classrooms Upwood CP School, Ramsey Road, Upwood, Huntingdon, PE26 2QA**

- 3 All new soft landscaping works hereby approved shall be implemented within the first available planting season following the occupation of the site or completion of the development, whichever is the sooner. If, within a period of 5 years from the date of the planting of any tree, that tree, or any tree planted in replacement for it, is removed, uprooted or destroyed or dies, or becomes, in the opinion of the County Planning Authority, seriously damaged or defective, another tree of the same species and size as that originally planted shall be planted at the same place, unless the County Planning Authority gives its written consent to any variation.

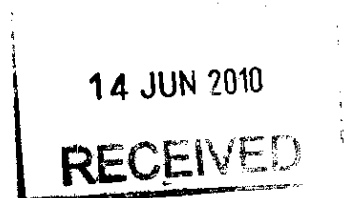
**Reason:** *In the interests of landscape character protection and nature conservation in accordance with Saved Policies En20 and En25 of the Huntingdonshire Local Plan (1995) as altered by the Huntingdonshire Local Plan Alteration (2002).*

#### **Reasons for Approval**

The application has been granted approval for the following reasons:-

There is a clear need and justification to provide additional classrooms to improve the educational facilities at the school site. It is considered that there will be almost no visual impact and the effects on neighbouring amenity will be minimal.

Although there will be the loss of some trees as a result of the development, it is considered that such an impact has been appropriately mitigated.



Dated: 11/06/2010

Signed:   
County Development, Minerals and  
Waste Planning Manager  
Environment Services

**Ref. No.: H/05005/10/CC Extension to the school for the provision of a Children's Centre by erecting 2 replacement classrooms Upwood CP School, Ramsey Road, Upwood, Huntingdon, PE26 2QA**

The following documents and guidance notes were relevant to the determination of the application:

**PLANNING POLICIES**

East of England Plan (2008)

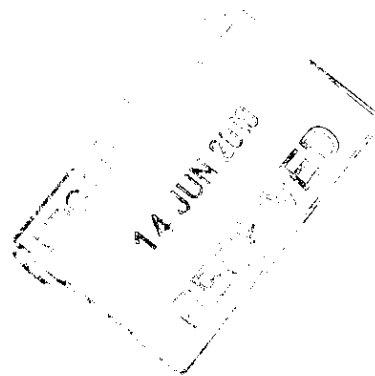
SS1: Achieving Sustainable Development  
ENV7: Quality in the Built Environment.

Huntingdonshire Local Plan (1995)

Policy H30: Residential amenity protection  
Policy R17 – Alternative development on recreation and amenity areas and school playing fields  
Policy En20: Landscaping schemes for new development  
Policy En22 – Nature and wildlife conservation  
Policy En24: Access Provision for the Disabled  
Policy En25: General Design Criteria  
Policy CS 5: Development of health and social care facilities

Huntingdonshire LDF Core Strategy 2009

Policy CS1 Sustainable development in Huntingdonshire.



Dated: 11/06/2010

Signed:   
County Development, Minerals and  
Waste Planning Manager  
Environment Services

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All drawings to be worked and its application to the field shall be checked and approved by the contractor. The contractor is responsible for ensuring that the design is implemented in accordance with the contract documents, including any amendments, and that the contractor is aware of any amendments to the contract documents before commencing work.

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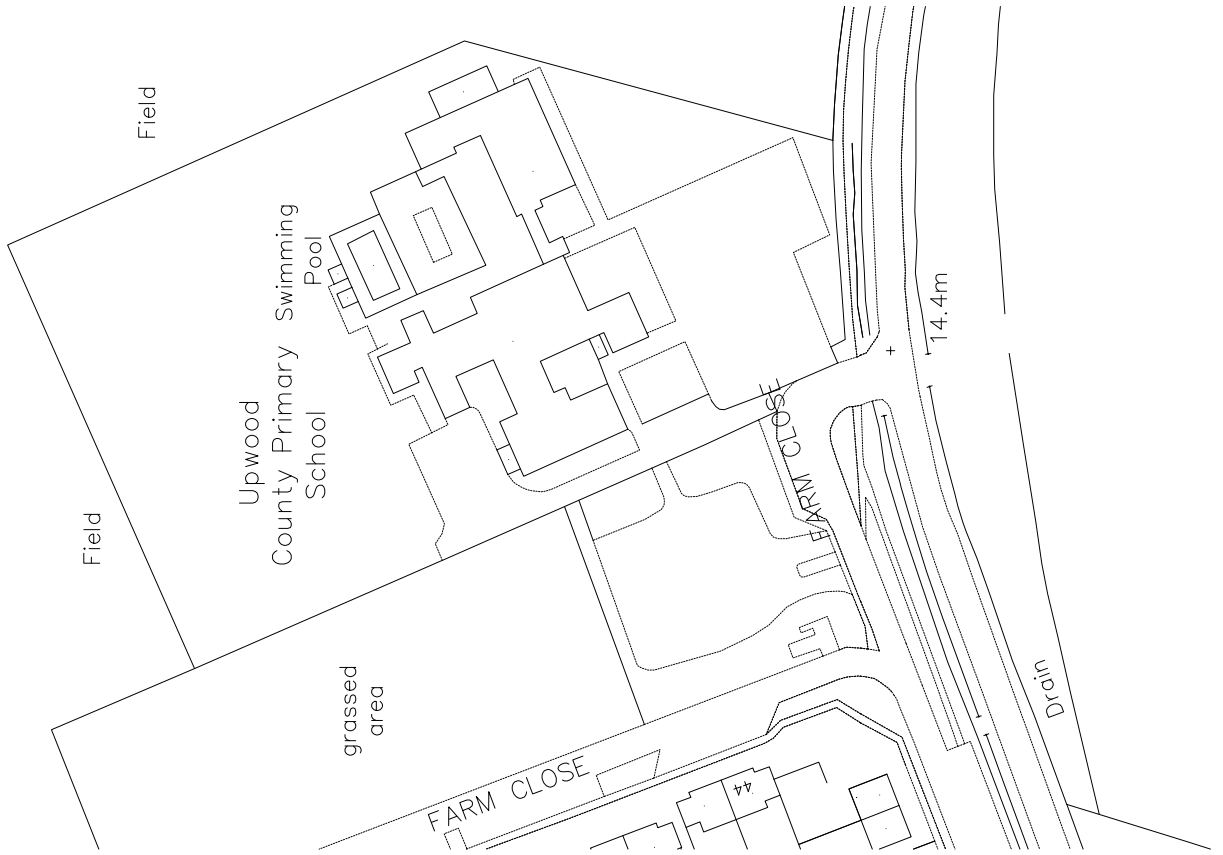
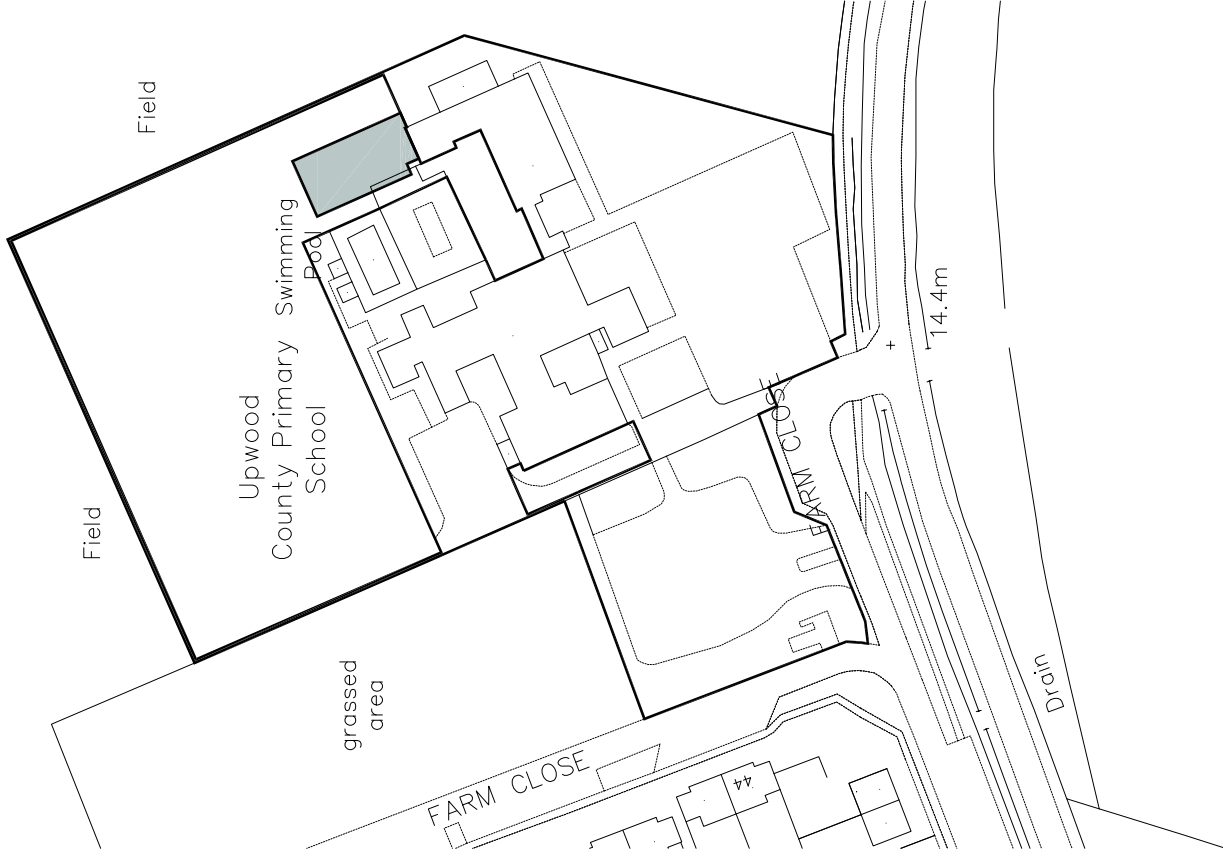
**SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION**

The contractor is responsible for ensuring that the design is implemented in accordance with the contract documents, including any amendments, and that the contractor is aware of any amendments to the contract documents before commencing work.

It is assumed that all works on this drawing will be carried out by a competent contractor, working under appropriate and approved method statements.

Location Key Plan (Not to Scale)

**PROPOSED SITE MAP scale 1:500**



POI	INITIAL ISSUE	00/00/00	Check
Rev.	Description	Date	Status
<b>PLANNING</b>			
<b>Submission</b>			

Client  
**OCYPS**

Project  
**UPWOOD CP SCHOOL  
RAMSEY ROAD  
UPWOOD  
CAMBRIDGESHIRE**

Drawing  
**EXISTING/PROPOSED  
OS MAP**

Scale @ A1	Drawn	Checked	Approved
1:500	GG	MIR	CA
Project No.	Date		
CS/036613	12/11/09		
Drawing Identifier	Project Name	Project Number	Revision
-CA-	-AR-	A1-01	P00

**CAPITA**  
ARCHITECTURE

Chatterton House  
Chatterton Road  
Cambridge  
T 01223 326640

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## **Cabinet**

### **Report of the meeting held on 21st July 2011**

---

---

#### **Matter for Determination**

---

#### **14. TREASURY MANAGEMENT ANNUAL REPORT 2010/2011**

By way of a report by the Head of Financial Services (attached as an Annex), the Cabinet has been acquainted with the respective levels of performance for the year ending 31st March 2011 by Fund Managers in the investment of the Council's Capital Receipt.

The Council has continued to carry out its treasury management activities with due regard to minimising risk and in accordance with relevant legislation.

Having been acquainted with the deliberations of the Overview and Scrutiny Panel (Economic Well-Being) on this matter, as described in Item No. 12 of their Report, the Cabinet

#### **RECOMMEND**

**that the Council receives the content of the report now submitted.**

---

#### **Matters for Information**

---

#### **15. REVENUE MONITORING 2010/2011 OUTTURN AND 2011/2012 REVENUE BUDGET**

The Cabinet has noted the final outturn for revenue expenditure for 2010/2011 and the variations already identified in the current year. Executive Councillors were advised that as a result of under-spending, the Council has been successful in saving an additional £1m in reserves.

#### **16. CAPITAL MONITORING: 2010/2011 OUTTURN AND 2011/2012 BUDGET**

The Cabinet has been acquainted with variations in the Capital Programme in the current year.

**17. CAMBRIDGESHIRE FUTURE TRANSPORT INITIATIVE**

In conjunction with the Overview and Scrutiny Panel (Environmental Well-Being) (Item No. 8 of their Report refers), the Cabinet has been acquainted with the background to the Cambridgeshire Future Transport Initiative which has been developed to provide alternative ways of meeting County-Wide transport needs.

In considering the key aspects of the initiative, Executive Councillors have been reminded that all public transport subsidies across the County would end by April 2015. In response to which a cross-authority member led Governance Group comprising the County Council, NHS Cambridgeshire, Cambridgeshire ACRE and the District Council has been set up with the aim of establishing a Transport for Cambridgeshire Partnership. In supporting the work of the Partnership, Executive Councillors have stressed the need to ensure that the Initiative's objectives reflect those within the new Council Plan.

In discussing the perceived implications for the Council, the Cabinet has been advised that the authority currently supports comprehensive and highly regarded community transport based services across the District within a budget of £83.5k per annum. Having recognised the importance of safeguarding current services delivered through Service Level Agreements, the Cabinet has approved the principle of aligning the current District Council Rural Transport Budget with the budgets of other Cambridgeshire Partners within the future Transport Initiative subject to the protection of existing services or their replacement as part of the overall project.

**18. REPRESENTATION ON ORGANISATIONS**

The Cabinet has appointed Councillor P L E Bucknell to serve on the Nene and Ouse Community Transport Board of Trustees and Councillors S Cawley, J J Dutton and T D Sanderson to the One Leisure Huntingdon Sports Centre Joint Committee.

**19. LEISURE CENTRE MANAGEMENT AGREEMENTS**

The Cabinet has authorised the Head of Legal and Democratic Services, after consultation with the Executive Councillor for Health and Active Communities, to negotiate and finalise new Management Agreements for the District's five leisure centres. Members were advised that the five secondary schools linked to the leisure centres sites have committed themselves to achieving academy status. As a consequence the ownership of the school sites will transfer from the County to the appropriate schools/colleges and the associated management agreement will need to be renegotiated.

**20. DEVELOPMENT OF ONE LEISURE, ST. IVES**

*(The following item was considered as a confidential item under paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972).*

The Cabinet has considered four potential options to re-model the St. Ives Leisure Centre. The proposals have been designed to reduce One Leisure's net operating costs and to increase admissions and participation levels to meet both Government and Council health agenda targets.

In discussing the options, Executive Councillors were conscious that the current rifle range facilities had not been incorporated into the remodelling proposals. In that respect, the Cabinet has noted that the range returns a minimal amount of income and that the rifle and pistol club was not in a position to make a significant contribution to the cost of providing a smaller facility within the development.

Having considered the views of the Overview and Scrutiny Panels (Economic Well-Being) and (Social Well-Being) the Cabinet has supported Option B for the redevelopment of the Centre and has requested the Leisure Centres General Manager to issue tenders in respect of this. Following the final tender evaluation, a further report including an assessment of the business case for the proposal will be submitted to the Cabinet.

J D Ablewhite  
Chairman

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**TREASURY MANAGEMENT ANNUAL REPORT 2010/11**  
**(Report by the Head of Financial Services)**

## **1. INTRODUCTION**

- 1.1 Council approves the Treasury Management strategy for the forthcoming year when it approves the budget and MTP each February. It also receives a mid-year report and an annual report after the end of the financial year. The Council's Strategy also requires scrutiny of the Treasury Management function to be carried out by the Economic Well-being Scrutiny Panel.
- 1.2 The Council approved the 2010/11 treasury management strategy at its meeting on 17th February 2010. The key points were:
- to invest any available funds in a manner that balanced low risk of default by the borrower with a fair rate of interest.
  - to ensure it had sufficient cash to meet its day-to-day obligation
  - to borrow when necessary to fund capital expenditure and to borrow in advance if rates were considered to be low.

## **2. ECONOMIC REVIEW**

- 2.1 The absence of a quick economic recovery led to rising government budget deficits, especially in the European periphery, and prompted some concern among bond investors and credit rating agencies. This loss of confidence in the ability of some governments to repay their debts saw bond yields rise and the markets effectively closed to certain countries. Greece, Ireland and Portugal were all forced to seek financial assistance from the European Union and the International Monetary Fund.
- 2.2 The UK's deteriorating financial position was also a concern. The UK had the highest budget deficit in the EU in 2009/10 and the economic outlook was weak. However, the new Conservative-Liberal Democrat coalition government outlined what was perceived by investors and credit rating agencies to be a credible fiscal consolidation plan. With financial problems continuing elsewhere in Europe, the UK was perceived to be a relative "safe haven", and strong appetite for UK government debt kept gilt yield low.
- 2.3 While the UK government focused on tightening fiscal policy, the Bank of England maintained loose monetary policy. Bank Rate remained at 0.5% throughout the financial year, despite inflation rising to over double the 2% target as the price of raw materials increased. With inflation expected to reach 5% during 2011, heightening the risk that raised inflation expectations would feed into wages and prices, three members of the Monetary Policy Committee voted for a rise in Bank rate in February. The remaining six members, however, were more concerned that higher interest rates could choke off the economic recovery, which was already

showing signs of slowing in response to fiscal tightening. The MPC remains divided on when to raise the Bank Rate.

### 3. PERFORMANCE OF FUNDS

3.1 The following table summarises the treasury management transactions undertaken during the 2010/11 financial year:

	Principal Amount £m	Interest Rate %
<b>Investments</b>		
at 31 <sup>st</sup> March 2010	20.0	3.75
<b>less</b> matured in year	-152.8	
<b>plus</b> arranged in year	+148.3	
at 31 <sup>st</sup> March 2011	15.5	3.50
<b>Average Investments</b>	<b>28.3</b>	<b>2.64</b>
<b>Borrowing</b>		
at 31 <sup>st</sup> March 2010	14.6	2.82
<b>less</b> repaid in year	-42.6	
<b>plus</b> arranged in year	-41.1	
at 31 <sup>st</sup> March 2011	13.1	3.13
<b>Average Borrowing</b>	<b>13.0</b>	<b>3.07</b>

3.2 As the Council's reserves have fallen over the last few years the number of fund managers have reduced leaving just CDCM at the start of the year with £5M. They had also been given notice in March 2009 and as investments reached their maturity all funds were managed in-house. At the end of September the fund was closed when the last investment reached maturity. In-house investments started the year at £15M and were £15.5M at the end of the year. The table below shows the returns by fund manager. Whilst the benchmark for in-house funds is officially the 7 day rate, a split has also been shown to indicate a comparison for the medium term element against the 3 month rate as used for CDCM:

PERFORMANCE FOR THE YEAR APRIL 2010 – MARCH 2011				
	Average Investment £M	Performance %	Benchmark %	Variation from benchmark %
<b>CDCM</b>	<b>3.9</b>	<b>5.1</b>	<b>0.6**</b>	<b>+4.5</b>
<b>In-house</b>	<b>24.4</b>	<b>2.7</b>	<b>0.4^^</b>	<b>+2.3</b>
medium term	10.0	4.4	0.6**	+3.8
short-term for cash flow	14.4	1.5	0.4^^	+1.1

\*\* 3 month LIBID    ^^ 7 day rate

3.3 This very good performance was due to many of the investments being locked into higher rates before the year started together with the use of liquidity accounts with major banks and building societies which gave added safety from instant access together with interest rates comfortably in excess of the benchmark.

- 3.4 The actual net investment interest (after deduction of interest payable on loans) was £337k compared with a budget of £207k due to the higher than estimated interest rates and higher levels of reserves.

#### **4. STRATEGY – BORROWING**

- 4.1 Long-term borrowing. The strategy allowed for ‘must borrow’ to finance that part of the capital programme that could not be met from internal funds. There was also a provision for ‘may borrow’ which allowed borrowing in anticipation of need, based on whether longer term rates seemed low compared with future likely levels. No long-term borrowing was carried out as the rates were not deemed to be low enough and there were sufficient internal funds to finance the capital spending in the year.
- 4.2 Short-term borrowing. The Authority needed to borrow short-term during the year to manage its cash flow; it averaged £3.0m

#### **5. STRATEGY - INVESTMENTS**

- 5.1 The Council’s strategy for 2010/11 was based on using CDCM managing a reducing value of time deposits with the remainder managed in-house.
- 5.2 The in-house investments could be of two types: time deposits and liquidity (call) accounts with banks with a high credit rating and the top 25 building societies by asset value. The strategy included limits on the size of investments with each organisation and country limits. The mandates for CDCM and in-house funds are shown in Annex B
- 5.3 The strategy was reviewed during the course of the year with the Treasury Management Advisory Group due to the merger of a number of building societies and concerns about the financial stability of some European countries where the Authority had previously placed funds, for example Ireland.
- 5.4 The review concluded that the Authority should continue to invest in banks and building societies based on the approved strategy, but if the Council borrowed in anticipation of need leading to a temporary increase in funds to be invested, the policy should be reviewed

#### **6. RISK MANAGEMENT**

- 6.1 The Council’s primary objectives for the management of its investments are to give priority to the security and liquidity of its funds before seeking the best rate of return.
- 6.2 **Security** is managed by investing short-term with highly-rated banks, building societies and local authorities in the UK. The Authority receives regular updates from its advisors, Sterling Consultancy Services, sometimes daily, on changes to the credit rating of counterparties. This allows the Council to amend its counterparty list and not invest where there is concern about the credit rating.
- 6.3 **Liquidity.** The majority of the funds are time deposits which cannot be

traded and this means that they will not be returned until the end of the agreed period. However the Council has also made use of liquidity accounts which have a rate or interest above base rate and provide instant access to funds.

- 6.4 Overall, liquidity is managed by producing cash flow forecasts that help set the limit on the duration of the investments in time deposits. The projections tended to be cautious which sometimes resulted in funds being available before they were needed with any surplus easily being invested on a temporary basis.
- 6.5 **Return on investments.** Security and liquidity take precedence over the return on investments, which has resulted in investments during 2010/11 generally being of short duration at lower rates of interest.
- 6.6 When the Authority borrowed £10M in advance in December 2008 it invested the funds in the meantime, at marginally higher interest rates thus protecting the Council from any short term loss of interest.

## **7. COMPLIANCE WITH REGULATIONS AND CODES**

- 7.1 All the treasury management activity undertaken during the financial year complied with the approved strategy, the CIPFA Code of Practice, and the relevant legislation
- 7.2 The Code requires the Council to approve Treasury Management and Prudential Indicators. Those for 2010/11 were approved at the Council meeting on 17<sup>th</sup> February 2010. Annex C shows the relevant indicators and the actual results.

## **8. PARISH AND TOWN COUNCILS**

- 8.1 The Council was made aware of the difficulty of some Parish and Town Councils in achieving any returns on their cash deposits and in January 2010 introduced a scheme whereby Parish and Town Councils could invest funds with this Council. Once received they simply form part of the Council's investment portfolio. The terms of the scheme are shown in Annex D.
- 8.2 To date only one investment has been received of £100k from Brampton Parish Council

## **9. CONCLUSION**

- 9.1 The performance of the funds in a year when rates stayed very low was pleasing, significantly exceeding both the benchmark and the budgeted investment interest.
- 9.2 In a year of uncertainty in the financial markets all of the Council's investments were repaid in full and on time.
- 9.3 The Authority has carried out its treasury management activities with due regard to minimising risk, and in accordance with legislation. During the

year it reviewed its strategy in the light of external events in the markets.

## **10. RECOMMENDATION**

10.1 It is recommended that Cabinet note this report.

## **BACKGROUND INFORMATION**

2010/1 cash management files and working papers  
Reports to the Cabinet and Treasury Management Advisory Group  
CIPFA Code on Treasury Management

## **CONTACT OFFICER**

Mrs Eleanor Smith      Accountancy Manager      Tel. 01480 388157

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## BORROWING AND INVESTMENTS AT 31 MARCH 2011

	RATING		DATE INVESTED/ BORROWED	AMOUNT		INTEREST RATE %	REPAYMENT DATE	YEAR OF MATURITY
				£M	£M			
<b>BORROWING</b>								
<b>Short term</b>								
Coventry Building Society			22-Mar-11	-3.0		0.620	15-Apr-11	2011/12
Brampton Parish Council			01-Mar-10	-0.1		0.500		
					- 3.1			
<b>Long term</b>								
PWLB			19-Dec-08	- 5.0		3.910	19-Dec-57	2057/58
PWLB			19-Dec-08	- 5.0		3.900	19-Dec-58	2058/59
					-10.0			
<b>TOTAL BORROWING</b>								
					<b>- 13.1</b>			
<b>INVESTMENTS</b>								
<b>IN-HOUSE</b>								
<b>Short term</b>								
Natwest Liquidity AC	F1+	P1		0.5		0.800		2011/12
Bank of Scotland	F1+	P1	11-Mar-11	5.0		1.930	08-Feb-12	2011/12
					5.5			
<b>Medium term</b>								
Royal Bank of Scotland	F1+	P1	19-Dec-08	5.0		4.040	19-Dec-12	2012/13
Skipton BS	F2	P2	19-Dec-08	5.0		4.850	19-Dec-13	2013/14
					10.0			
<b>TOTAL - INVESTMENTS</b>								
					<b>15.5</b>			
<b>NET INVESTMENTS</b>								
					<b>2.4</b>			

**IN-HOUSE FUND MANAGEMENT 2010/11  
(IF NO FURTHER BORROWING IN ANTICIPATION)**

<b>Duration of investments</b>	No investment shall be longer than 5 years.
<b>Types of investments</b>	Fixed term Deposits Deposits at call, two or seven day notice Corporate bonds
<b>Credit Ratings</b>	Short term rating F1 by Fitch or equivalent Long-term rating of AA- by Fitch or equivalent if the investment is longer than 1 year (excluding Building Societies)
<b>Maximum limits per counterparty (group), country or non-specified category</b>	<p>F1+ or have a legal position that guarantees repayment for the period of the investment £5M</p> <p>F1 £4M</p> <p>Building Society with assets over £2bn in top 25 (Currently 13) £5M</p> <p>Building Society with assets over £1bn if in top 25 (Currently 3) £4M</p> <p>Building Society with assets under £1bn in top 25 £3M</p> <p>Liquidity (Call) Account with a credit rating of F1+ or with a legal position that guarantees repayment. £5M</p> <p>BUT total invest with counterparty/group shall not exceed £8M</p> <p><b>Limit for Non-specified investments</b></p> <ul style="list-style-type: none"> <li>- £10M in time deposits more than one year</li> <li>- £5M in corporate bonds</li> <li>- £10M in total</li> </ul> <p><b>Country limits</b></p> <p>----UK Unlimited</p> <ul style="list-style-type: none"> <li>- £6M in a country outside the EU</li> <li>- £10M in a country within the EU (excluding UK)</li> <li>- £20M in EU countries combined (excluding UK)</li> </ul> <p>These limits will be applied when considering any new investment from 17 February 2010. Lower limits may be set during the course of the year or for later years to avoid too high a proportion of the Council's funds being with any one counterparty.</p>
<b>Benchmark</b>	LGC 7 day rate



**PRUDENTIAL INDICATORS FOR 2010/11  
RELATING TO TREASURY MANAGEMENT  
COMPARISON OF ACTUAL RESULTS WITH LIMITS**

**EXTERNAL DEBT**

**The authorised limit for external debt.**

This is the maximum limit for borrowing and is based on a worst-case scenario. This limit, and the operational boundary below, were set to allow up to £36.5m of borrowing in anticipation of need.

2010/11 Limit £000	<b>2010/11 Actual £000</b>
60,100	<b>19,300</b>

**The operational boundary for external debt.**

This reflects a less extreme position. Although the figure can be exceeded without further approval it represents an early warning monitoring device to ensure that the authorised limit (above) is not exceeded.

2010/11 Limit £000	<b>2010/11 Actual £000</b>
55,100	<b>19,300</b>

Both of these actual results reflect the fact that long term rates were not considered low enough to borrow in anticipation of need

**TREASURY MANAGEMENT**

**Exposure to investments with fixed interest and variable interest.**

These limits are given as a percentage of total investments.

	2010/11 Limit	<b>2010/11 Actual</b>
Upper limit on fixed rate exposure	100%	<b>100%</b>
Upper limit on variable rate exposure	50%	<b>0%</b>

The Council had no variable rate investments in the year

## Borrowing Repayment Profile

The proportion of 2010/11 borrowing that matured in successive periods.

<b>Cash flow borrowing</b>	Upper limit	<b>Actual</b>	Lower limit
Under 12 months	100%	<b>100%</b>	100%
12 months and within 24 months	0%	0%	0%
24 months and within 5 years	0%	0%	0%
5 years and within 10 years	0%	0%	0%
10 years and above	0%	0%	0%

<b>Funding capital schemes</b>	Upper limit	<b>Actual</b>	Lower limit
Under 12 months	25%	0%	0%
12 months and within 24 months	25%	0%	0%
24 months and within 5 years	25%	0%	0%
5 years and within 10 years	50%	0%	0%
10 years and above	100%	<b>100%</b>	0%

## Investment Repayment Profile

Limit on the value of investments that cannot be redeemed within 364 days.

2010/11 Limit £000	<b>2010/11 Actual - maximum in year £000</b>	<b>2010/11 Actual as at 31/3/11 £000</b>
36,000	<b>10,000</b>	<b>10,000</b>

**DEPOSIT OF PARISH AND TOWN COUNCIL FUNDS WITH  
HUNTINGDONSHIRE DISTRICT COUNCIL**

The terms of the scheme

**Minimum sum**

£25,000.

**Period**

Either a fixed term of not less than 3 months

OR

A minimum of 3 months with a minimum of 30 days notice for repayment after 3 months

**Rate**

Prevailing Bank Base Rate during the period of the investment

**Payment of Interest**

Paid annually on 31 March or on repayment whichever is the earliest

**Transmission**

Funds must be received electronically and repaid in same way

**Agreement**

The Parish or Town Council will be sent an email confirming receipt of the deposit and confirming the terms.

**Changes to these terms**

The District Council reserves the right to vary or cancel this offer but this will not affect any investment already completed.

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## **Cabinet**

### **Report of the meeting held on 22nd September 2011**

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#### **Matter for Decision**

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#### **21. FINANCIAL FORECAST**

In conjunction with the Overview and Scrutiny Panel (Economic Well-Being) (Item No 9 of their Report refers) and by way of a report by the Head of Financial Services reproduced separately on the Council agenda, the Cabinet has been acquainted with the present position in relation to the Council's financial forecast for the period up to 2024/25.

The Cabinet has been informed of potential variations in a number of sources of income and other factors that could affect the Council's financial position. Members were advised that there remains a number of uncertainties which might impact upon the forecast including the level of Government funding, the future economic situation and the achievement of some of the existing savings proposals. In that respect, Executive Councillors have noted that a number of options are being investigated for preserving the current CCTV service and that a report on the potential impact of reductions in the Community Development Commissioning budget on the voluntary sector organisations will be submitted to Overview and Scrutiny Panel (Social Well-Being) and Cabinet in October.

In considering the views of the Overview and Scrutiny Panel (Economic Well-Being) regarding the setting of the Council Tax for 2012/13. Members 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 level of expectation this would give residents and the impact it would have on the ability to make reductions in the scale of the Council's spending.

Having approved the annuity basis for the calculation of Minimum Revenue Provision, the Cabinet

#### **RECOMMEND**

**that the Council approves the contents of the report now submitted.**

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## **Matters for Information**

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### **22. COUNCILLOR T V ROGERS**

The Cabinet has noted the resignation of Councillor T V Rogers as a Cabinet Member and the intention to appoint Councillor J A Gray as Executive Councillor for Resources and Councillor D Tysoe, as Executive Councillor for Environment.

### **23. CAMBRIDGESHIRE RESIDENTIAL TRAVEL PLAN GUIDANCE**

In conjunction with the Overview and Scrutiny Panel (Environmental Well-Being) (Item No 11 of their Report refers), the Cabinet has been given the opportunity to consider the content of draft Cambridgeshire Residential Travel Plan (RTP) Guidance and has endorsed the document as a basis for public consultation.

The Guidance has been developed by the County Council in discussion with the City and District Councils in Cambridgeshire. It clarifies the process for residential travel plans which will require developers to introduce a package of measures that promote sustainable travel within new residential developments by encouraging the use of more sustainable travel options such as walking, cycling, public transport and car sharing which will assist in improving health and community well-being. Executive Councillors have been advised that planning applications for all developments which could potentially generate significant amounts of traffic movement will have to be accompanied by a RTP.

### **24. DISABLED FACILITIES GRANT BUDGET**

Having regard to the views of the Overview and Scrutiny Panel (Economic Well-Being) (Item No 11 of their Report refers), the Cabinet has approved the immediate release of a supplementary capital estimate to meet an increase in demand for Disabled Facilities Grants. Executive Councillors were conscious that the cost and demand for DFG's had increased considerably rising from a total of 188 approved applications at a cost of £1,021,717 in 2009/10 to 320 grants at a cost of £1,806,844 in 2010/11. Members were conscious that the level of grants in 2011/12 were likely to exceed these figures and that any delay in providing them would have a detrimental impact on the quality of life of those requiring adaptations to their home.

### **25. CALL CENTRE OPTIONS BEYOND 2012**

*(The following item was considered as a confidential item under paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)*

In conjunction with the Overview and Scrutiny Panel (Economic Well-Being) (Item No 10 of their Report refers), the Cabinet has considered a range of options for the management of the District Council's Call

Centre after the expiry of the main IT contracts in December 2012. Having concurred with the Panel that the Call Centre continues to provide an excellent service, Executive Councillors have decided that the Council should retain an HDC Operated and staffed Call Centre beyond December 2012.

With regard to the future location of the Call Centre, Members concurred with the Panel that further consideration should be given to utilising the District Council's own property portfolio. Given that the lease on Speke House will not expire for a further 18 months, the Cabinet has requested that a further report on the location of the Call Centre, including a more robust risk assessment and a detailed comparison of options available, be submitted to the Overview and Scrutiny Panel (Economic Well-Being) and Cabinet in January 2012.

In considering options for the replacement of the Customer Relationship Management System (CRM), the Cabinet has requested the Project Team to commence a formal procurement process for the system which will include discussions with other neighbouring authorities regarding the sharing of technology. Having been advised that a new system was likely to generate a saving for the authority, the Cabinet has authorised the Managing Director (Resources), after consultation with the relevant Executive Councillor to approve the final decision on future CRM options.

With regard to the automated call distribution telephony system currently used by the Call Centre, the Cabinet concurred with the Panel that the current Avaya System is a "best in class" solution and they agreed that officers from the Project Team initiate negotiations with Cambridgeshire County Council to extend the current agreement.

## **26. OFFICER EMPLOYMENT PROCEDURE RULES**

*(The following item was considered as a confidential item under paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972)*

Having been acquainted with the requirements of paragraph 4(e) of 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.

J D Ablewhite  
Chairman

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## **Standards Committee**

### **Report of the meetings held on 7th July and 8th September 2011**

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#### **Matters for Information**

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#### **1. APPOINTMENT AND REPORTS OF SUB COMMITTEES**

The Committee has appointed the Sub-Committees required under the Standards Committee (England) Regulations 2008 to undertake the initial assessment of allegations, to respond to any review of decisions requested by complainants and to hear cases referred for investigation. Each Sub-Committee is chaired by an independent Member.

The Chairmen of the Referrals (Assessment), Review and Consideration and Hearing Sub-Committees regularly update the Committee on the business they have dealt with in general terms and report on the outcome of each case.

Since the last report to Council, the Assessment Sub Committee has met to consider three complaints and of these two have been referred to the Monitoring Officer for investigation. No further action was recommended in the remaining case.

#### **2. APPLICATIONS FOR DISPENSATIONS**

Having regard to advice received from the Monitoring Officer, the Committee has approved applications for dispensation received from Colne, Great Gransden, Folksworth & Washingley, St Ives, St. Neots and Upwood and the Raveleys to allow Members of those Town and Parish Councils to discuss and vote on matters relating to community facilities in their parishes for a specified period.

The Committee again has expressed some unease at granting dispensations in a situation where all Members of a Town/Parish Council serve as Trustees to a community facility and has requested the Monitoring Officer to encourage those Parish Councils from whom applications have been submitted to explore ways to review their trustee arrangements so that people other than Councillors become Trustees.

Although a dispensation can be granted to a Councillor for a four year period, the Committee has, on this occasion approved all, but the application from St Ives, for a period ending May 2013 given the likelihood of changes to the standards regime in the interim and given the desire to urge those parish councils to amend their trustee

arrangements in the meantime. The dispensation granted to three Members of St Ives Town Council covered the remainder of an existing four year term which is due to expire in May 2012 in any event.

**3. STANDARDS FOR ENGLAND – LATEST?**

The Committee has noted the progress of the Localism Bill through Parliament taking a particular interest in those provisions of the Bill relating to 'standards'. As the Council previously had indicated its support for the formulation of a national Code of Conduct, the Committee was pleased to hear that a cross party group of peers were pursuing amendments to the Bill which could secure a national Code, to be issued through the Local Government Association, the retention of Standards Committees with an Independent Chairman and the removal of criminal sanctions for breaches of Members' interest provisions. It was the expectation that the House of Lords would take a view on these proposals shortly.

**4. LOG OF CODE OF CONDUCT ENQUIRIES**

The Committee has noted the nature of the Code of Conduct enquiries recorded by the Monitoring Officer over the period April to September

**5. TRAINING UPDATE**

The Monitoring Officer has reported that he has presented training on the code of conduct to Ramsey and St Neots Town Council and to newly elected District Councillors as part of their 'new Member induction'. Enquiries also have been made about the possibility of sessions for Huntingdon Town Council and for parishes in the north of the District hosted by Farcet Parish Council.

D L Hall  
Chairman

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## **Overview & Scrutiny Panel (Economic Well-Being)**

**Report of the meetings held on 7th July and  
8th September 2011**

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### **Matters for Information**

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#### **9. FINANCIAL FORECAST**

The Panel 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.

Members have been informed of potential variations in a number of sources of income and other factors that could affect the Council's financial position. The Panel has received details of the progress made to-date in the achievement of savings and has acknowledged the uncertainty surrounding the current forecast and a number of assumptions which will be clarified over the next few months.

The Panel has discussed the approach the Council might take to setting the Council Tax for 2012/13. In so doing, Members have recommended that analysis of the implications of not increasing Council Tax next year should be included in the options under consideration and have noted that it would require an increase of 30% for Huntingdonshire to reach the current average level of Council Tax for District Councils. The Panel has also pointed out that an increase of 5% would cover the lower end of the required savings which are currently unidentified. Members are of the opinion that all options for Council Tax merit serious consideration.

With regard to the Council's planned savings through pay and allowances, the Panel has been advised that changes to the salary scale, which are currently the subject of consultation with employees, will make savings significantly greater than those included in the budget. The changes are designed to reflect changes in the employment market, but Members have stressed the need to ensure they apply to all levels of employees to demonstrate equity and leadership in this matter.

The Panel has suggested that the Council should take into account whether front-line or support services are involved when planning to make savings. In so doing, Members have reiterated their desire to retain front line services where possible. A review of the Council's support services will be undertaken by the Panel shortly. The view has also been taken that the Council should examine the opportunities to make savings amongst those functions which have not already had their budgets reduced.

Other comments made during the Panel's deliberations include the expression of a view that as a non-statutory function the leisure service should make greater savings than those currently planned and that the Council should not assume it will get the full benefit of the New Homes Bonus as parishes will expect to have a say in how it is used. Comment has also 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.

With regard to the Council's CCTV Service, the Panel has noted that the future of the service is currently the subject of ongoing investigations. This together with the outcome of the review into grants for voluntary services will be reported to Members to enable them to take the findings into account during the budget setting process.

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

## **10. CALL CENTRE OPTIONS BEYOND 2012**

The Panel has given consideration to a range of options for the management of the District Council's Call Centre after December 2012. The main IT contracts for the Call Centre end in December 2012 and the lease for the premises at Speke House runs until 2013. The Council therefore has been looking at how it will provide a call centre service after these dates.

Overall the Panel is of the opinion that the Call Centre continues to provide an excellent service and the Council retains a high degree of control over service delivery through the current model. With this in mind the Panel has recommended that the Council should retain a District Council operated and staffed Call Centre beyond December 2012.

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, given that the potential for sub-letting is likely to be reduced in the current economic climate, further consideration should be given to utilising the District Council's own property portfolio. Members are also of the view that during negotiations with the County

Council, the District Council should seek to secure a 12 month rolling lease to enable the situation to be reviewed on a regular basis. 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 recognised that there is a need to replace the current Customer Relationship Management System (CRM) and, subject to a more rigorous approach being adopted to the financial proposals, Members have endorsed a number of recommendations regarding the procurement process. They have suggested that the decision by South Cambridgeshire District Council to end their current arrangements with Cambridgeshire Direct might provide an opportunity for the District Council to negotiate a better agreement with the County Council.

The Panel has also expressed the view that the Call Centre should retain and extend the agreement for the use of the County Council's Avaya Automated Call Distribution telephony system. The Panel is satisfied that the Avaya System is a "best in class" solution and the charge imposed by the County Council is considered to be good value.

#### **11. DISABLED FACILITIES GRANT BUDGET**

The Panel has been acquainted with the implications for the Council's Budget of an increase in demand for Disabled Facilities Grants (DFGs). There are now insufficient funds to progress a number of cases in the current year and it has been estimated that to maintain the current level of service, an increase of £1.116m will be required to the 2011/12 budget.

In considering the options which are available, Members have been reminded that Cabinet has previously agreed that applications for DFGs should be dealt with as expeditiously as possible. Having recognised that any delay in providing DFGs could have a detrimental impact on the quality of life of those who require adaptations, Members have expressed the opinion that the Council should continue with its current policy and the Cabinet has been invited to approve a supplementary capital estimate so that there are no delays in applicants receiving adaptations to their homes.

#### **12. TREASURY MANAGEMENT ANNUAL REPORT 2010/11**

In accordance with the requirements of the CIPFA Code of Practice and the Council's Treasury Management Strategy, the Panel has reviewed the performance for the year ending 31st March 2011 in the investment of the Council's Capital receipts. Members have been pleased to note that the funds have performed well, significantly exceeding both the benchmark and the budgeted investment interest.

The Panel has discussed the Council's Strategies for both borrowing and investing funds in the current year. Members have been reminded that, in December 2008, the Council borrowed £10M in advance of its

need for the funds over a 50 year period. It has been noted that the return from the investment of these monies has been greater than the cost of the monthly repayments. On the question of whether there is any scope to lend money to other authorities at a still higher rate, the Panel has noted that it is unlikely that other authorities would pay more than the rates currently asked by the Public Works Loan Board.

With regard to the management of the Council's cash flow and the Authority's Strategy for long-term borrowing, the Panel has noted that the Council has needed to borrow on average £3M during the year to manage its cash flow. This reflects the fact that the Council collects precepts on behalf of other local bodies but also had to pay out levies to those authorities in addition to the monthly payment of salaries and meeting the cost of capital expenditure on a monthly basis. The Panel has also noted that the capital programme for the next 5 years assumes an expenditure of approximately £23M plus any slippages from individual years. Provided it can be demonstrated that it has the capacity to afford the repayments, there is no limit to the level of borrowing which can be undertaken by an individual Council.

The Panel has been advised that following the reduction of the Council's reserves over the last few years all investments are now being managed in-house.

### **13. ELECTRONIC NEWSLETTER FOR RESIDENTS**

The Panel has endorsed in principle a proposal to produce an electronic newsletter for the District Council on a quarterly basis for a 12 month trial period. The proposal has been prepared as part of a review of communication activities and their associated costs.

In considering the details of the proposal, Members have queried whether there is potential to reproduce the newsletter within parish magazines. It has been suggested that this should be incorporated within the proposals. It has also been suggested that parish council websites might be used to signpost residents to information about the District Council.

Having noted that it is intended to use an externally managed database to store the email addresses of residents who have registered an interest in receiving Council information, Members have queried what implications this might have for data protection and for the Council if data is to go missing. As a consequence of this, they have recommended that a risk assessment is undertaken of the company that will be employed. The Panel has also discussed whether the use of e-communications might put any sections of society at a disadvantage and, with this in mind, Members have reiterated the need to ensure that the District Council does not fall foul of any anti-discrimination legislation.

#### **14. CUSTOMER SERVICES QUARTERLY REPORT**

The Panel has considered the Customer Service Quarterly Performance Report for the period January to March 2011, on the levels and standards achieved by the Service. Members have been pleased to note that customer satisfaction levels continue to be maintained despite a reduction in staffing levels.

Having discussed a number of matters relating to the report, the Panel has commented on the increasing number of benefit enquiries being received as a result of the current state of the economy. With this in mind, Members have asked the Executive Councillor for Resources and Customer Services to give further consideration to the actions which could be taken should additional funding from the Department for Work and Pensions to deal with benefits enquiries not continue after April 2012.

With regard to changes to the opening hours at the Ramsey and Yaxley Customer Services Centre, which had been approved in February, the Panel has agreed that the review on the impact of these changes should be reported to its meeting in June 2012. Members have been advised that the potential to link the opening hours of the Yaxley Customer Services Centre to the weekly bus service from the surrounding villages is still under consideration as there are a number of issues yet to resolve.

The Panel has discussed the Call Centre's business continuity arrangements and the flexibility of the staffing arrangements within the service to respond to increased demand in a particular area. It has been suggested that it might be useful to display information to customers about those times during which there is a high demand for the service.

#### **15. ONE LEISURE FINANCE**

The Panel has received an update on the progress of a joint Working Group which has been established to review the financial performance of One Leisure and to make recommendations on the service's future strategic direction.

#### **16. OVERVIEW AND SCRUTINY ANNUAL REPORT 2010/11**

The Panel has reviewed the contents of the Overview and Scrutiny Annual Report for 2010/11. The report outlines the achievements of the Panels during the course of the year.

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## **Other Matters of Interest**

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### **17. WORK PLAN STUDIES**

The Panel has reviewed its work plan and received details of studies being undertaken by the other Overview and Scrutiny Panels. In so doing, a number of potential study areas have been suggested which include the Council's support services. Reports have also been requested on the likely impact on the Council of the Government's Statement on Business Rates and on the implications for the local economy of the establishment of a Local Enterprise Zone on the former Alconbury Airfield.

The Panel has agreed to invite a representative from the Highways Agency to a future meeting to discuss the Agency's contingency arrangements should it not be possible to use the A14 for an extended period of time.

### **18. OVERVIEW AND SCRUTINY (ECONOMIC WELL-BEING) – PROGRESS**

The Panel has reviewed its ongoing studies at each of its meetings. In so doing and having regard to the recent review of the Huntingdonshire Strategic Partnership, the Panel has agreed to give further consideration to the mechanisms that will be used to scrutinise partnerships at a future meeting.

### **19. LOCAL GOVERNMENT ACT 2000 – FORWARD PLAN**

The Panel has been acquainted with details of the current Forward Plan of Key Decisions.

### **20. SCRUTINY**

The Panel has considered the latest edition of the Decision Digest and discussed matters contained therein.

D M Tysoe  
Chairman



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## **Overview & Scrutiny Panel (Environmental Well-Being)**

**Report of the meetings held on 12th July and  
13th September 2011**

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### **Matters for Information**

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#### **8. CAMBRIDGESHIRE FUTURE TRANSPORT INITIATIVE**

The Panel has reviewed proposals for alternative ways of meeting county-wide transport needs following an announcement by the County Council that all public transport subsidies across Cambridgeshire would end by 2015. Members have been informed that broad agreement has been reached amongst those partners involved in the delivery of passenger transport to work collaboratively in order to investigate the wider community benefits that might be achieved through a more efficient, effective and co-ordinated approach by working across organisational boundaries, joining up resources, priorities, people and journeys, together with transport operators. This work is being overseen by a cross-authority member led Governance Group, comprising the County Council, NHS Cambridgeshire, Cambridgeshire Acre, together with representation from Huntingdonshire District Council and support from consultants.

The Panel has discussed the implications of the Initiative for the Council, which currently supports community based transport services across the District with a budget of £83.5k per annum. Under the new arrangements, from 2012/13, this budget will be aligned with that of the other partners as part of the wider scheme. Whilst Members have expressed their support for moves to create a more efficient service they are keen that the Council's engagement and the eventual outcomes should align with the community objectives contained within the Huntingdonshire Council Plan. The Panel has stressed the importance of safeguarding the Council's interests in community transport which often provide a lifeline to rural communities. Members have sought a guarantee that the Initiative will add value and robustness to the service before Council funds are committed. The Panel has requested the Cabinet to take these views into consideration.

#### **9. CCTV**

Members have previously requested information on possible ways to avoid mothballing the Council's CCTV service, as intended in the Council's current Financial Strategy. At the meeting in July, the Panel

was updated on the progress that had been made in seeking funding from partner organisations.

The Panel has been advised that savings of £129k have already been achieved and other possible options are being explored, which include approaching the Police and town and parish councils in an attempt to secure financial contributions toward the running costs of CCTV, and the possibility of running a joint service with a neighbouring authority.

During discussions on the available options Members have highlighted the benefits of the CCTV service particularly to the Police who despite their considerable use of the service have indicated that they will be unable to make a contribution towards its running costs. The Panel has drawn attention to the reliance of the courts on CCTV during prosecutions and the possibility that the absence of CCTV evidence could affect the outcome of trials.

The Panel formally received two petitions in respect of CCTV at their September meeting, both of which had insufficient signatories to be submitted to full Council. The first petition was presented to the Panel by Councillor J W Davies and requested that a camera was installed in the 'Chubb Stream' area of St Ives. Councillor Davies had organised the petition following a public meeting at which residents expressed strong views about a serious criminal incident in the area and about street drinking and associated crime in the same area.

The second petition was presented by the Neighbourhood Co-ordinator for the Ingram Street/Ouse Walk area of Huntingdon. The area's residents have concerns over the decommissioning of a CCTV camera in Ingram Street car park, Huntingdon. The petitioners expressed disappointment at the lack of consultation prior to the camera being decommissioned and the removal of the cover from the camera which, if it had remained in place, they feel might have served as a deterrent while the wider issue of CCTV provision is under consideration. The Panel has asked for further information on the matters raised and requested the reinstatement of the cover on the camera in the Ingram Street car park, Huntingdon.

#### **10. MONITORING OF SECTION 106 AGREEMENTS (PLANNING OBLIGATIONS)**

The Panel has been provided with an update on the receipt and expenditure by the Council of money negotiated under Section 106 Agreements. Members have been given an assurance that there is little possibility that the Council will have to repay contributions because agreements have expired before their specified completion dates. It is no longer the practice to include expiry dates in agreements.

## **11. RESIDENTIAL TRAVEL PLAN**

The Panel has reviewed the draft Residential Travel Plan Guidance, prior to its submission to the Cabinet. The Guidance has been developed by the County Council in discussion with the City and District Councils. It requires developers to introduce a package of measures that 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 which, in turn, will reduce the contribution of road transport to air pollution, thereby supporting reductions in greenhouse gases.

The Panel was advised that planning applications for all developments which could potentially generate significant amounts of traffic movement will have to be accompanied by an RTP. The Guidance specifies the matters that RTPs will be expected to contain and what will happen to maintain the provisions of the RTP once the development has been completed. It is considered that the introduction of the Guidance will add robustness to the County Council's current policy position.

Members have focussed on the threshold above which an RTP will be requested. It is proposed that Huntingdonshire will require an RTP for any development with 80 or more dwellings. This is in accordance with national Guidance on Transport Assessment (Department for Transport, 2007). However, other District Councils have indicated they will use a lower figure. The Panel is of the view that the requirement to produce an RTP represents a significant burden for developers and that the figure proposed by Huntingdonshire is required for the policy to be viable.

The Panel has suggested that social housing agencies should be consulted on the Guidance. Some Members of the Panel have also commented on the apparent inconsistency demonstrated by the County Council by introducing the requirement for developers to produce RTPs when it is reducing its support for public transport.

At the conclusion of their discussions the Panel has endorsed the Cambridgeshire Residential Travel Plan Guidance.

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### **Other Matters of Interest**

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## **12. OVERVIEW AND SCRUTINY ANNUAL REPORT**

The Panel has approved, for publication, the Overview and Scrutiny Annual Report 2010/11.

**13. WORK PLAN**

The Panel has reviewed its programme of studies. In receiving an update on the Tree Strategy Working Group, Members have been advised that the Group has received a presentation on a successful tree planting project, which has taken place in Great Stukeley with the support of the Council's Tree Warden Co-ordinator. They have been advised that a draft tree strategy is currently awaiting comment from Officers prior to public consultation. Members have requested sight of the strategy prior to its formal adoption.

The Panel has established a working group to investigate the collection of waste in the District.

**14. LOCAL GOVERNMENT ACT 2000: FORWARD PLAN**

The Panel has been acquainted with the contents of recent editions of the Forward Plan of Key Decisions, which has been prepared by the Leader of the Council. Members have requested sight of reports on a number of items, which fall within their remit.

**15. SCRUTINY**

The Panel has considered the latest editions of the Decision Digest and discussed the matters contained therein.

P M D Godfrey  
Chairman

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## **Overview and Scrutiny Panel (Social Well-Being)**

**Report of the meetings held on 5th July and  
6th September 2011**

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### **Matters for Information**

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#### **10. SHARED HOME IMPROVEMENT AGENCY SERVICES**

The Panel has considered a proposal to establish a shared Home Improvement Agency (HIA) Service with Cambridge City and South Cambridgeshire District Councils at its meetings in both July and September.

At the first meeting Members raised a number of questions and comments on the proposal relating to service quality, financial matters and human resources. Answers have been provided at the second meeting. In terms of service quality, assurances have been delivered that the customer satisfaction ratings for the HIAs in South Cambridgeshire District and Cambridge City Councils match those of the Huntingdonshire HIA. A joint authority Management Board will be established to oversee and monitor the delivery of the service and performance reports on the work of the Agency will be submitted to the Panel in the future.

The absence of East Cambridgeshire and Fenland District Councils from the proposals has been discussed. The legal status of their respective Agencies has prevented these authorities from being a part of the proposals at the present time but both are keen to join the shared service in the future.

Anticipated cost savings to the Council are in the region of £25,000 to £30,000. However, Members have pointed out that there could be additional costs associated with investments in technology and the infrastructure required to establish the service.

The Panel has received assurances that all those employees affected will be fully consulted on the proposal. Following receipt of clarification on a number of other matters, the Panel has expressed their satisfaction with the proposals.

#### **11. ANNUAL REPORT ON ORGANISATIONS SUPPORTED BY GRANTS VIA SERVICE LEVEL AGREEMENTS 2010-11**

A report on the performance of voluntary organisations in receipt of funding from the Council through service level agreements has been

received and noted by the Panel. All organisations that have a service level agreement with the Council are monitored against a set of agreed performance indicators and other organisational criteria on a quarterly basis.

Members' attention has been drawn to the two indicators where the performance targets set by the Council have not been achieved in the previous year and the reasons for the performance reported. Following a comment by a Member that the abolition by the Government of requirements to produce performance data means there is an opportunity to reduce the burden on voluntary organisations of providing such information to the Council, the Panel has been advised that this matter will be reviewed with the Executive Councillor for Healthy and Active Communities.

Having been reminded that the outcome of a review of the funding arrangements for the voluntary sector is currently being undertaken, the Panel has expressed their satisfaction with the performance of the voluntary organisations referred to in the report.

## **12. ONE LEISURE FINANCE**

The progress made by the One Leisure Finance Working Group at recent meetings has been noted by the Panel. Matters discussed by the Working Group include the profitability of individual activities, return on capital investments and admission levels to each of the Centres before and after improvements were made.

## **13. NEIGHBOURHOOD FORUMS: SCOPING REPORT**

The Panel has discussed the terms of its review of Neighbourhood Forums in Huntingdonshire. The Cabinet has requested the Panel to undertake the review and the Executive Councillor for Strategic Planning and Housing has discussed with Members his ideas on how it might proceed.

The Panel has been made aware that comments have been received from Members and Partners that the Forums are not operating as originally anticipated and there are perceived problems with the areas covered by the Forums, for example, it is held that the North-West Huntingdonshire Forum covers too wide a geographic area. The Panel has, therefore, been tasked with investigating 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.

Members' attention has been drawn to Cambridgeshire County Council's review of Area Joint Committees and the suggestion has

been made that the devolution of decision making responsibilities should be considered during the review.

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. It is felt that smaller more localised area based Forums would operate more effectively than the present arrangements.

Councillors S J Criswell, J J Dutton and R J West have been appointed on to a Working Group to initiate the Panel's investigations. They will start by writing 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.

**14. OVERVIEW AND SCRUTINY ANNUAL REPORT 2010/11**

The Panel has reviewed the draft Overview and Scrutiny Annual Report for 2010/11. Having been reminded that there is a constitutional requirement to produce a Report each year, Members have approved the draft for publication.

**15. CAMBRIDGESHIRE ADULTS WELLBEING AND HEALTH OVERVIEW AND SCRUTINY COMMITTEE**

The Panel has received an update on matters currently being considered by the Cambridgeshire Adults Wellbeing and Health Overview and Scrutiny Committee, which includes the establishment of the Countywide Health and Wellbeing Board and the work of the Adult Social Care Working Group. A consultation is due to be launched by NHS Cambridgeshire at the end of September on the Redesign of Mental Health Services in Cambridgeshire.

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**Other Matters of Interest**

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

The Panel has reviewed its programme of studies at each of its meetings. As Circle has not yet assumed responsibility for the management of Hinchingsbrooke Hospital, an invitation to the company to report to the Panel in September on how the Hospital will be run has, therefore, been deferred to another meeting.

Brief updates have been received on the study undertaken by the Cambridgeshire Safer and Stronger Overview and Scrutiny Committee in respect of domestic abuse and the latest decision of the Huntingdonshire Strategic Partnership (HSP) Board on its future structure.

**17. WORK PLAN STUDIES**

The Panel has reviewed its work plan and received details of studies being undertaken by the other Overview and Scrutiny Panels. Councillor S J Criswell will shortly be attending a meeting of the Hunts Health Board, the pilot GP commissioning consortia in Huntingdonshire. A seminar for Members on this subject will take place in October.

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.

**18. LOCAL GOVERNMENT ACT 2000 – FORWARD PLAN**

The Panel has been acquainted with details of recent editions of the Forward Plan of Key Decisions. The item entitled Gypsy and Traveller Policy Issues will be circulated to Members for information purposes when it becomes available.

**19. SCRUTINY**

The Panel has considered the latest editions of the Decision Digest and discussed matters contained therein.

S J Criswell  
Chairman



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## **Development Management Panel**

**Report of the meetings held on 18th July, 15th August  
and 19th September 2011**

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**Matter for Decision**

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4. **ERECTION OF 6 BAY MODULAR BUILDING FOR USE AS  
PRE SCHOOL AND OUT OF SCHOOL CLUB, UPWOOD PRIMARY  
SCHOOL, RAMSEY, UPWOOD**

Enclosed at Agenda Item No 5 for the Council meeting is a report by the Planning Service Manager (Development Management) containing details of an application considered by the Panel from the County Council for the erection of a 6 bay modular classroom on part of the grass playing field to the rear of the main complex of Upwood Primary School, Ramsey Road, Upwood. The unit is required to provide additional accommodation for use by the Pre School and out of school groups. The County Council had received consent for a permanent extension to the school buildings in June 2010 but budgetary constraints mean that this permission will not be implemented in the short term.

In accordance with the District Council's Constitution, the application is placed before the Council because Sports England have raised an objection to the development having expressed the view that the loss of approximately 230 square metres of school playing field would have a negative impact on sport contrary to policy E3 of the Sport England Playing Fields Policy.

However, on balance the Panel has taken the view that the benefit which the development would bring to the local community outweighed the loss of a small part of the existing playing field, that it would not harm the character and appearance of the countryside nor the amenities of neighbouring occupiers or highway safety.

For these reasons, the Panel

### **RECOMMEND**

- (a) **that the Council approve the application for a temporary period of 5 years only after which the classroom is to be removed and the land reinstated to its former condition and use as a playing field; and**

- (b) that, should the Council be minded to support the foregoing recommendation, the application be referred to the Secretary of State in accordance with the Town & Country Planning (Consultation) (England) Directive 2009.

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**Matter for Information**

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**5. EXTINGUISHMENT OF PART OF PUBLIC FOOTPATH NO 9, HUNTINGDON UNDER SECTION 257, TOWN & COUNTRY PLANNING ACT 1990**

As the definitive route of Public Footpath No 9 crosses the development site for the proposed new foodstore, petrol filling station and other development on land between St John's Street and George Street in Huntingdon, the Panel has agreed that an appropriate Order be made under Section 257 of the Town & Country Planning Act 1990 for the stopping up of part of Public Footpath No 9 on the granting of planning permission for the development application.

The Panel has been assured that provision has been made for a new footway and that the existing route will not be stopped up until work to provide an alternative route has been completed.

**6. ST IVES WEST: DRAFT URBAN DESIGN FRAMEWORK**

Having noted that the draft Urban Design Framework for St Ives West had been published for consultation, the Panel has been invited to consider the content of the Framework in detail in advance of further discussion of the document at a future meeting. The Framework will seek to achieve a balance between the development of 500 new houses and the delivery of substantial areas of open space and, once adopted, will be a material planning consideration when determining future development applications.

**7. DEVELOPMENT MANAGEMENT PROGRESS REPORT:  
1ST APRIL – 30TH JUNE 2011**

The Panel regularly monitors the performance of the Development Management service. As part of its review of the period 1st April – 30th June 2011 in comparison with the corresponding period in 2010, the Panel has noted an increase in applications and income received and was hopeful that this served to indicate a rise in confidence in the economy locally and in development in the District.

**8. DEVELOPMENT MANAGEMENT APPLICATIONS**

Over three meetings, the Panel has determined 35 applications for minor and other development and of these, twenty six have been approved, seven refused and two deferred. In the case of the deferred applications which both relate to development in Ramsey,

the Head of Planning Services has been requested to negotiate further with an applicant to secure an amended scheme to reflect the location of a proposed new dwelling in the Conservation Area and, in the second instance, has undertaken to investigate land ownership issues to ascertain whether proposed new housing could be linked, by condition, to the delivery of employment consents to the north west of land at the corner of Stocking Fen and St Mary's Roads.

D B Dew  
Chairman

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## **Corporate Governance Panel**

### **Report of the meeting held on 28th June 2011**

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#### **Matters for Information**

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#### **1. FINAL ACCOUNTS 2010/11**

The Panel has approved the draft Statement of Accounts for the year ended 31st March 2011, subject to minor textual amendments and others circulated at the meeting.

Attention was drawn to changes arising from the Accounts and Audit Regulations and International Financial Reporting Standards. The accounts will be audited by the Council's external auditors, with any significant concerns being reported to the Panel in September.

Members also were acquainted with the external auditor's recommendations following publication of last year's accounts. The remedial action undertaken was noted by the Panel.

#### **2. INTERNAL AUDIT PLAN**

The Panel also has approved the Internal Audit and Assurance Plan for the twelve month period commencing 1st August 2011. Matters discussed included the Council's computer audit arrangements and the time allocated for the auditing of work on the Charter for Elected Member Development and office and mobile telephone use.

#### **3. COMPLAINTS**

An analysis of the Council's internal complaints and a summary of complaints involving the District Council which have been determined by the Local Government Ombudsman in 2010/11 has been received by the Panel.

E R Butler  
Chairman

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## Senior Officers Panel

### Report of the meetings held on 11th July, 1st August and 5th September 2011

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#### Matters for Information

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*(The following items were considered as confidential items under paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972.)*

#### 4. EMPLOYMENT MATTER

The Panel has received regular updates on the current position in respect of the resolution of an employment issue involving a Senior Officer of the Council. Having extended the suspension of the post holder concerned, the Panel has authorised the Head of Paid Service, after consultation with the Chairman of the Panel, to keep under review the length of the suspension period.

#### 5. REVIEW OF PEOPLE, PERFORMANCE AND PARTNERSHIPS DIVISION

The Panel has considered proposals for a restructuring of Central Services and the People, Performance & Partnerships Division. On the conclusion of a formal consultation process for those employees who might potentially have been affected, the Panel has approved the creation of a Corporate Support Office, the establishment of a new post of Corporate Support Manager and, as a consequence of these decisions applied an 'at risk of redundancy' status to four posts, circumstances which will now be managed in accordance with the Council's redundancy policy. The Appeals Sub Group will be convened in the event of an appeal under the relevant procedures.

#### 6. OUTSTANDING GRIEVANCE

The Panel has authorised the Head of Paid Service to appoint an Independent Advisor to conduct an investigation into an outstanding grievance issue.

N J Guyatt  
Chairman

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## Employment Panel

### Report of the meeting held on 21st September 2011

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#### Matters for Information

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#### 5. UPDATE ON 2011 PAY NEGOTIATIONS AND CONSULTATIONS

*(The following item was considered as a confidential item under paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1972).*

The Panel has considered the outcome of the consultation on a range of employee allowances. As a consequence of which, the Panel has 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 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 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 3rd 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, the Panel was 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.

## **6. EMPLOYMENT REPORT**

In response to a request at a previous meeting, the 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.

## **7. 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 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.

#### **8. RETIREMENT OF EMPLOYEES – ACKNOWLEDGEMENT**

The Panel has placed on record its recognition of, and gratitude for, the excellent contributions made by the following employees during their employment in the local government service and conveyed its best wishes to them for a long and happy retirement.

<b>Name</b>	<b>Division</b>	<b>Local Government Service</b>
Mr D Monks	Chief Executive	36 years
Mrs B Stewart	Development Management	2 years
Mrs J Pavitt	Benefits	25 years
Mr J Dawson	One Leisure	36 years
Mr T Day	Accountancy	41 years

P A Swales  
Chairman

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