

A meeting of the **OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING)** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, CAMBS, PE29 3TN** on **TUESDAY, 17 JUNE 2014** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 8)

To approve as a correct record the Minutes of the meetings of the Panel held on 8th April and 4th June 2014.

**Miss H Ali
388006**

2. MEMBERS' INTERESTS

To receive from Members declarations as to disclosable pecuniary or other interests in relation to any Agenda item. Please see Notes below.

3. NOTICE OF KEY EXECUTIVE DECISIONS (Pages 9 - 16)

A copy of the current Notice of Key Executive Decisions, which was published on 15th May 2014 is attached. Members are invited to note the Plan and to comment as appropriate on any items contained therein.

**Mrs H Taylor
388008**

4. FLOOD RISK IN HUNTINGDONSHIRE - PRESENTATION FROM MIDDLE LEVEL COMMISSIONERS

To receive a presentation from Mr I A Smith, Clerk to the Middle Level Commissioners and Internal Drainage Board on flood risk in Huntingdonshire.

Councillor P G Mitchell, the Council's representative on the Middle Level Commissioners, will be in attendance for this item.

5. ACTION ON ENERGY SCHEME (Pages 17 - 24)

To receive a report from the Environment Team Leader on the Action on Energy Scheme.

**C Jablonski
388368**

6. WASTE POLICIES (Pages 25 - 44)

To receive a report from the Operations Manager on the Council's Waste Policies.

**Mrs B Gordon
388720**

7. WIND ENERGY DEVELOPMENT IN HUNTINGDONSHIRE 2014 SUPPLEMENTARY PLANNING DOCUMENT (Pages 45 - 64)

To receive a report from the Landscape Officer on Wind Energy Development in Huntingdonshire 2014 Supplementary Planning Document.

**C Thompson
388438**

A hardcopy of the Supplementary Planning Document has been circulated to Panel Members only. To access a copy of the document online, please click on the following link which will direct you to the District Council's Planning Consultation Portal:-

<http://consult.huntsdc.gov.uk/portal>

8. A14 CAMBRIDGE TO HUNTINGDON - RESPONSE TO HIGHWAYS AGENCY DEVELOPMENT CONSENT ORDER PRE-APPLICATION STATUTORY CONSULTATION

To receive a report from the Head of Development outlining the Council's response to the Highways Agency Development Consent Order Pre-Application Statutory Consultation (**TO FOLLOW**).

**S Bell
388387**

9. CAMBRIDGESHIRE FUTURE TRANSPORT INITIATIVE

To appoint a Panel Member on to the Cambridgeshire Future Transport Initiative for the ensuing Municipal Year.

10. WORK PLAN STUDIES (Pages 65 - 66)

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

**Miss H Ali
388006**

11. OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) - PROGRESS (Pages 67 - 74)

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

**Miss H Ali
388006**

12. SCRUTINY (Pages 75 - 78)

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

Dated this 10 day of June 2014



Head of Paid Service

Notes

1. Disclosable Pecuniary Interests

- (1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*
- (2) *A Member has a disclosable pecuniary interest if it -*
 - (a) *relates to you, or*
 - (b) *is an interest of -*
 - (i) *your spouse or civil partner; or*
 - (ii) *a person with whom you are living as husband and wife; or*
 - (iii) *a person with whom you are living as if you were civil partners*

and you are aware that the other person has the interest.
- (3) *Disclosable pecuniary interests includes -*
 - (a) *any employment or profession carried out for profit or gain;*
 - (b) *any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);*
 - (c) *any current contracts with the Council;*
 - (d) *any beneficial interest in land/property within the Council's area;*
 - (e) *any licence for a month or longer to occupy land in the Council's area;*
 - (f) *any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or*
 - (g) *a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.*

Non-Statutory Disclosable Interests

- (4) *If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.*
- (5) *A Member has a non-statutory disclosable interest where -*
 - (a) *a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or*
 - (b) *it relates to or is likely to affect a disclosable pecuniary interest, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association, or*
 - (c) *it relates to or is likely to affect any body –*
 - (i) *exercising functions of a public nature; or*
 - (ii) *directed to charitable purposes; or*
 - (iii) *one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of control or management.*

and that interest is not a disclosable pecuniary interest.

2. Filming, Photography and Recording at Council Meetings

The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings. Arrangements for these activities should operate in accordance with

guidelines agreed by the Council and available via the following link [filming, photography and recording at council meetings.pdf](#) or on request from the Democratic Services Team. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chairman of the meeting will facilitate this preference by ensuring that any such request not to be recorded is respected.

Please contact Miss H Ali, Democratic Services Officer, Tel No: (01480) 388006/email: Habbiba.Ali@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 Panel.

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

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

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

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

Emergency Procedure

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

Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) held in Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE29 3TN on Tuesday, 8 April 2014.

PRESENT: Councillor G J Bull – Chairman.

Councillors Mrs M Banerjee, J W Davies, R S Farrer, D A Giles, G J Harlock, D Harty, Ms L Kadic and Mrs D C Reynolds.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors M G Baker, K M Baker and I C Bates.

IN ATTENDANCE: Councillor N J Guyatt.

88. MINUTES

The Minutes of the meeting of the Panel held on 11th March 2014 were approved as a correct record and signed by the Chairman.

89. MEMBERS' INTERESTS

No declarations of interest were received.

90. NOTICE OF KEY EXECUTIVE DECISIONS

The Panel considered and noted the current Notice of Key Executive Decisions (a copy of which is appended in the Minute Book) which had been prepared by the Executive Leader of the Council for the period 1st April to 31st August 2014. Having noted that an item on the A14 would be submitted to the Panel's June 2014 meeting, it was reported that the consultation on the Cambridge to Huntingdon Improvement Scheme had been launched on 7th April 2014, and would last until 15th June 2014.

At the Chairman's request, the Panel received an update on the Senior Management Restructure and noted the latest position with regard to the current recruitment exercise being undertaken for the Directors and Heads of Service posts within the Authority. Clarification was received on the number of posts to be recruited to and the membership of the Senior Officers Panel. It was further noted that LGSS and SOLACE would be assisting the Council with the recruitment exercise.

91. DEVELOPMENT UPDATES

(Councillor N J Guyatt, Executive Councillor for Strategic Planning and Housing, was in attendance for consideration of this item).

(a) Local Plan to 2036

The Executive Councillor for Strategic Planning and Housing reported to the Panel on the development of the new Local Plan to 2036. He advised Members that there was a need to ensure the Plan had a strong evidence base, which included the Cambridgeshire Long-Term Transport Strategy. The Strategy would be submitted to the Panel in July 2014 and would be subject to public consultation in June 2014. He confirmed that there was a requirement for the Strategy to be included within the Local Plan.

The Chairman asked whether there were any risks associated with delaying in the production of the Local Plan. The Executive Councillor for Strategic Planning and Housing responded that sufficient undeveloped land had been identified and that no shortages in this respect were expected in the medium term. The public consultation on the Local Plan would take place in November 2014 with a view to it being adopted in March 2015.

In response to a further question, it was confirmed that joint working with partner authorities and agencies had taken place whenever possible. An example was the Highways Agency's 20 year transport layout for the East of England region. Having queried why the Council could not request funding for infrastructure works from developers at an earlier stage in the development process, Members were apprised of the way developments' viability was assessed, which determined when developers would be required to pay.

At the conclusion of the discussion on this item, the Panel received assurances that all relevant Council strategies and policies had been reviewed to ensure they remained suitable for inclusion within the Local Plan.

(b) Landscape Sensitivity to Wind Turbine Development Draft Revised Supplementary Planning Document

The Planning Service Manager (Policy) delivered an update on work being undertaken on the Draft Supplementary Planning Document (SPD) on Wind Energy Development, the consultation period on which had started on 28th March 2014 and ended on 9th May 2014. The Draft SPD now included additional guidance on cumulative landscape and visual impact and revisions to the upper levels of turbine capacity. It was a lengthy and technical document and a summary would be produced and made available to both Members and the public over the next two weeks. It was envisaged that the SPD would be in place by June 2014, in time for the Bicton Wind Farm Public Inquiry, which was scheduled to take place in August 2014.

The Planning Services Manager (Policy) reported on the expectation that Central Government would resist offshore developments in the future, which was likely to have an impact upon onshore developments. However, wind turbine

development in Huntingdonshire had historically been further advanced than in other areas and this could be beneficial to the District.

Members reiterated their previously expressed concerns at the absence of separation distances from the SPD. The Executive Councillor for Strategic Planning and Housing indicated that in order to withstand the rigours of an appeal, due consideration would need to be given to the character and landscape of a site. He further stated that each application would be dealt with on a case by case basis and that separation distances would only be included if strong evidence to justify them existed. Such evidence was not available at the present time.

In response to further questions by Members, it was confirmed that the views of the consultant previously employed to undertake work on wind turbine development had been incorporated within the Draft SPD and that neighbouring authorities had been consulted on it prior to the launch of the public consultation.

92. A TREE STRATEGY FOR HUNTINGDONSHIRE - BRIEFING NOTE

The Panel received and noted the contents of a briefing note prepared by the Arboricultural Officer (a copy of which is appended in the Minute Book) on progress with the production of a Tree Strategy for Huntingdonshire. The Strategy would provide a framework to protect, maintain and enhance trees within the District.

The Strategy would be considered by the Panel in June 2014 with prior consideration being given to it by the Tree Strategy Working Group. Trees would no longer be managed in a fragmented and ad hoc manner. Trees for which the Council was responsible would be planned, cared for and protected in a coordinated way for the benefit of all stakeholders.

The Planning Services Manager (Policy) advised that the delay in the Strategy's development was attributable to resourcing constraints within the Planning Department, which had significantly reduced in size since 2011. The Department had to strike a balance with other priorities.

A Member asked a question about the quality of the expertise provided by the consultant employed to develop the Strategy. In response, the Planning Service Manager (Policy) stated that he was satisfied with the standard of work produced and made reference to the invaluable contributions made by the Arboricultural Officer who was nationally recognised as an expert in this area of work. The document had been produced in conjunction with other internal service departments to ensure a coordinated approach to the management of the Council's tree estate was achieved. It also included an outline of residents' responsibilities for the maintenance of their own trees.

93. FLOODING STUDY - SCOPING REPORT

Pursuant to Minute No. 13/83 and with the aid of a report prepared by the Scrutiny and Review Manager (a copy of which is appended in the Minute Book) Members gave consideration to the scope of their study into flooding within the District. Details of the Local Government Information Unit's Scrutiny of Flooding Toolkit were received. Having agreed that investigations into the subject's links to the Local Plan and surface water flooding should be added to the remit, the Panel accepted a suggestion that a Working Group should be appointed to pursue the investigations. Whereupon, it was

RESOLVED

that Councillors G J Bull, D Harty, R S Farrer and Mrs L Kadic be appointed onto a Flooding Working Group to examine:

- the effectiveness of the flood protection schemes already introduced within the District;
- surface water flooding;
- local environmental data;
- links to the Local Plan;
- the outcome of the investigations currently being undertaken by the Local Resilience Forum into Flood Risk Management, and
- whether there are any areas within the District at risk of flooding.

94. WORK PLAN STUDIES

The Panel received and noted a report by the Head of Legal and Democratic Services (a copy of which is appended in the Minute Book) which contained details of studies being undertaken by the Overview and Scrutiny Panels for Social Well-Being and Economic Well-Being.

95. OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) - PROGRESS

The Panel received and noted a report by the Head of Legal and Democratic Services (a copy of which is appended in the Minute Book) which contained details of actions taken in response to recent discussions and decisions. A brief update was delivered on the production of a Design Guide for Future Developments, which would be considered by the Working Group at the end of May/early June 2014. Councillor Mrs L Kadic reported that she would be attending two Working Group meetings set up by the Cambridgeshire Future Transport Initiative on 24th June and 1st July 2014. In response to a question, it was confirmed that the Panel would have sight of the Huntingdonshire Infrastructure Business Plan at its October 2014 meeting.

In conjunction with the other Overview and Scrutiny Panel Chairmen and Vice-Chairmen, the Chairman reported on the review being undertaken of the operation of the Overview and Scrutiny Panels. The purpose of the review was to improve current working practices. Following discussion, Members concurred on the need to enhance

the overview element of the Panel's role and for it to have more involvement in pre-policy development work in conjunction with the Cabinet. They also suggested that the Chairmen and Vice-Chairmen should include the number of Panels in the review.

96. SCRUTINY

The 143rd Edition of the Decision Digest was received and noted.

At the conclusion of the proceedings, as this was the last meeting of the Panel in the 2013/14 Municipal Year, the Chairman wished those Members standing at the forthcoming election well with their campaigns.

A note of thanks was passed on to the Panel from Dr P Jose, Service Manager for Environmental Management, for the support provided to him and his staff during his time at the Council. In noting that he would be leaving the Authority in June 2014, the Panel extended their best wishes to him for the future.

Chairman

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) held in the Civic Suite, Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE29 3TN on Wednesday, 4 June 2014.

PRESENT: Councillors M G Baker, I C Bates,
Mrs B E Boddington, G J Bull, J W Davies,
D A Giles, G J Harlock, B Hyland,
Ms L Kadic, M C Oliver and R J West.

1. ELECTION OF CHAIRMAN

RESOLVED

that Councillor G J Bull be elected Chairman of the Panel for the ensuing Municipal Year.

Councillor G J Bull in the Chair.

2. MEMBERS' INTERESTS

No declarations were received.

3. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED

that Councillor Ms L Kadic be elected Vice-Chairman of the Panel for the ensuing Municipal Year.

4. CORPORATE PLAN WORKING GROUP

RESOLVED

that Councillors G J Bull and Ms L Kadic be appointed to serve on the Corporate Plan Working Group for the ensuing Municipal Year.

Chairman

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NOTICE OF EXECUTIVE KEY DECISIONS INCLUDING THOSE TO BE CONSIDERED IN PRIVATE

Prepared by Councillor J D Ablewhite
Date of Publication: 15 May 2014
For Period: 1 June to 31 December 2014

Membership of the Cabinet is as follows:-

Councillor J D Ablewhite	- Leader of the Council, with responsibility for Strategic Economic Development	3 Pettis Road St. Ives Huntingdon PE27 6SR Tel: 01480 466941 E-mail: Jason.Ablewhite@huntingdonshire.gov.uk
Councillor N J Guyatt	- Deputy Leader of the Council with responsibility for Strategic Planning and Housing	6 Church Lane Stibbington Cams PE8 6LP Tel: 01780 782827 E-mail: Nick.Guyatt@huntingdonshire.gov.uk
Councillor B S Chapman	- Executive Councillor for Customer Services	6 Kipling Place St. Neots Huntingdon PE19 7RG Tel: 01480 212540 E-mail: Barry.Chapman@huntingdonshire.gov.uk
Councillor J A Gray	- Executive Councillor for Resources	Vine Cottage 2 Station Road Catworth PE28 OPE Tel: 01480 861941 E-mail: Jonathan.Gray@huntingdonshire.gov.uk
Councillor R Howe	- Executive Councillor for Healthy and Active Communities	The Old Barn High Street Upwood Huntingdon PE26 2QE Tel: 01487 814393 E-mail: Robin.Howe@huntingdonshire.gov.uk

<p>Councillor T D Sanderson</p> <p>- Executive Councillor for Strategic Economic Development and Legal</p>	<p>29 Burmoor Close Stukeley Meadows Huntingdon PE29 6GE</p> <p>Tel: 01480 412135 E-mail: Tom.Sanderson@huntingdonshire.gov.uk</p>
<p>Councillor D M Tysoe</p> <p>- Executive Councillor for Environment</p>	<p>Grove Cottage Maltings Lane Ellington Huntingdon PE28 0AA</p> <p>Tel: 01480 388310 E-mail: Darren.Tysoe@huntingdonshire.gov.uk</p>

Notice is hereby given of:

- Key decisions that will be taken by the Cabinet (or other decision maker)
- Confidential or exempt executive decisions that will be taken in a meeting from which the public will be excluded (for whole or part).

A notice/agenda together with reports and supporting documents for each meeting will be published at least five working days before the date of the meeting. In order to enquire about the availability of documents and subject to any restrictions on their disclosure, copies may be requested by contacting Mrs Helen Taylor, Senior Democratic Services Officer on 01480 388008 or E-mail Helen.Taylor@huntingdonshire.gov.uk.

Agendas may be accessed electronically at www.huntingdonshire.gov.uk.

Formal notice is hereby given under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that, where indicated part of the meetings listed in this notice will be held in private because the agenda and reports for the meeting will contain confidential or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. See the relevant paragraphs below.

Any person who wishes to make representations to the decision maker about a decision which is to be made or wishes to object to an item being considered in private may do so by emailing Legal&DemServDemocratic@huntingdonshire.gov.uk or by writing to the Senior Democratic Services Officer. If representations are received at least eight working days before the date of the meeting, they will be published with the agenda together with a statement of the District Council's response. Any representations received after this time will be verbally reported and considered at the meeting.

Paragraphs of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) (Reason for the report to be considered in private)

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the Financial and Business Affairs of any particular person (including the Authority holding that information)
4. Information relating to any consultations or negotiations or contemplated consultations or negotiations in connection with any labour relations that are arising between the Authority or a Minister of the Crown and employees of or office holders under the Authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the Authority proposes:-
 - (a) To give under any announcement a notice under or by virtue of which requirements are imposed on a person; or
 - (b) To make an Order or Direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Colin Meadowcroft
Head of Legal and Democratic Services

Huntingdonshire District Council
Pathfinder House
St Mary's Street
Huntingdon PE29 3TN.

Notes:- (i) Additions changes from the previous Forward Plan are annotated ***
(ii) Part II confidential items which will be considered in private are annotated ## and shown in italic.

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private.	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Community Chest Allocation 2014/2015	Grants	Jun 2014		Dan Smith, Community Health Manager Tel No. 01480 388377 or email Dan.Smith@huntingdonshire.gov.uk		T D Sanderson	Social Well-Being
Service Delivery Options###	Cabinet	19 Jun 2014		Mrs Joanne Lancaster, Managing Director Tel No 01480 388300 or email Joanne.Lancaster@huntingdonshire.gov.uk		J D Ablewhite	Economic Well-Being
Civil Parking Enforcements	Cabinet	19 Jun 2014		Stuart Bell, Transportation Team Leader Tel No. 01480 388387 or email Stuart.Bell@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Green Deal	Cabinet	19 Jun 2014		Chris Jablonski, Environment Team Leader Tel No. 01480 388368 or email Chris.Jablonski@huntingdonshire.gov.uk		D M Tysoe	Environmental Well-Being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Consultation and Engagement Strategy	Cabinet	19 Jun 2014		Louise Sboui, Senior Policy Officer Tel No. 01480 388032 or email Louise.Sboui@huntingdonshire.gov.uk		J D Ablewhite	Social Well-Being
A14	Cabinet	19 Jun 2014		Steve Ingram, Assistant Director, Environment, Growth and Planning Tel No. 01480 388400 or email Steve.Ingram@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Wind Turbines SPD	Cabinet	19 Jun 2014	Draft SPD	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
A Tree Strategy for Huntingdonshire	Cabinet	19 Jun 2014		Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Recycling Contract Award###	Cabinet	19 Jun 2014		Eric Kendall, Head of Operations Tel No. 01480 388635 or email Eric.Kendall@huntingdonshire.gov.uk		D M Tysoe	Environmental Well-Being
Waste Policies	Cabinet	19 Jun 2014		Tel No. 01480 388365 or email Eric.Kendall@huntingdonshire.gov.uk		D M Tysoe	Environmental Well-Being
Hermitage Road, Earith - Sale of land for affordable housing****###	Cabinet	19 Jun 2014		Jo Emmerton, Housing Strategy Manager Tel No. 01480 388203 or email Jo.Emmerton@huntingdonshire.gov.uk		N J Guyatt	Economic Well-Being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Sale of development land in District and provision of social housing***	Cabinet	19 Jun 2014		Chris Allen, Project and Assets Manager Tel No. 01480 388380 or email Chris.Allen@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
Huntingdon and Godmanchester Market Town Transport Strategy	Cabinet	17 Jul 2014	Market Town Transport Strategy	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Cambs Home Improvement Agency CO2 Year Review	Cabinet	17 Jul 2014		Trish Reed, Housing Strategy Manager Tel No. 01480 388203 or email Trish.Reed@huntingdonshire.gov.uk		N J Guyatt	Social Well-Being
Cambridgeshire Long-Term Transport Strategy	Cabinet	17 Jul 2014		Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Carbon Management Plan	Cabinet	17 Jul 2014		Chris Jablonski, Environment Team Leader Tel No. 01480 388368 or email Chris.Jablonski@huntingdonshire.gov.uk		D M Tysoe	Environmental Well-Being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
HDC/South Cambs District Council Partnership****	Cabinet	17 Jul 2014		Mrs Joanne Lancaster, Managing Director Tel No. 01480 388301 or email Joanne.Lancaster@huntingdonshire.gov.uk		J Ablewhite	Economic Well-Being
Shared Services Building Control Project - South Cambridgeshire and Huntingdonshire****	Cabinet	17 Jul 2014		Mrs Joanne Lancaster, Managing Director Tel No. 01480 388301 or email Joanne.Lancaster@huntingdonshire.gov.uk		D M Tysoe	Environmental Well-Being
Huntingdon West Masterplan	Cabinet	11 Sep 2014	Following consultation. Preferred option.	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Financial Strategy***	Cabinet	11 Sep 2014		Clive Mason, Accountancy Manager Tel No. 01480 388157 or email Clive.Mason@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
Huntingdonshire Infrastructure Business Plan	Cabinet	23 Oct 2014		Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Local Plan to 2036 - Proposed Submission	Cabinet	20 Nov 2014	Submission - Draft Local Plan	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Draft Budget & MTP***	Cabinet	11 Dec 2014		Clive Mason, Accountancy Manager Tel No. 01480 388157 or email Clive.Mason@huntingdonshire.gov.uk		J A Gray	Economic Well-Being

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Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: ACTION ON ENERGY SCHEME

Meeting/Date: COMT – 2nd June 2014
O&S – Environmental wellbeing 17th June 2014

Executive Portfolio: ENVIRONMENT

Report by: ENVIRONMENT TEAM LEADER

Ward(s) affected: All

Executive Summary:

Huntingdonshire District Council in conjunction with other Cambridgeshire local authorities (Cambridge City, East Cambridgeshire, Fenland, South Cambridgeshire and the County Council) has procured an innovative working relationship with a private sector delivery partner to install energy efficiency improvements in homes across Cambridgeshire.

The partnership, branded as Action on Energy, provides a trusted local authority backed route for installing energy efficiency improvements, maximising access to available government funding, whilst engaging communities, generating local employment and securing additional revenue streams to sustain local action.

The scheme has recently been significantly boosted by the award of £7.8m grant funding for the whole of Cambridgeshire, from the Green Deal Communities Fund.

This report outlines progress in delivering the Action on Energy scheme in the District to date, the resource implications for the Council and explains how the DECC grant funding will be used to boost the take-up of Green Deal measures.

Recommendation(s):

- To note the work of the councils Environment Team in delivering Action on Energy to ensure the maximum benefit from the scheme for the residents of Huntingdonshire.
- To welcome the award of significant grant funding (£7.8m) from the DECC Green Deal Communities Fund to enhance the offer to householders.
- To acknowledge the positive revenue implications of the scheme including an anticipated revenue income for the council of £10,000 per annum from measures installed and a further £26,000 during the current financial year to offset the cost of officer time spent managing and implementing the Green Deal Communities Fund grant in the district.

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1. WHAT IS THIS REPORT ABOUT/PURPOSE?

- 1.1 The purpose of this report is to update members on the successful development of Action on Energy in Huntingdonshire which is partnership between all Cambridgeshire local authorities and a private sector delivery partner to provide home energy efficiency improvements for householders across Cambridgeshire.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 The Council, along with the other Cambridgeshire Councils launched Action on Energy in November last year. The scheme is designed to provide residents with a trusted local authority backed route to access home energy efficiency improvements, essentially providing a 'one-stop-shop' from an initial assessment of what might be possible, through to the installation of appropriate measures by qualified installers.
- 2.2 The Action on Energy partnership has recently been awarded £7.8m funding from the DECC Green Deal Communities Fund which must be used to subsidise the installation of solid wall insulation and also to incentivise the installation of improvements within the private rented sector. This funding has provided a major boost to the development of the scheme and will be allocated on a first come first served basis.
- 2.3 In addition to the Green Deal Communities Funding the scheme will utilise and signpost residents to government 'cash back' incentives. From June 2014, the Green Deal Home Improvement Fund (GDHIF) will be available to all householders, providing up to £1,000 cashback for anyone wishing to install any two of 12 qualifying measures (see section 5 below).
- 2.4 Where grants do not cover the full cost of the work undertaken, householders can 'self finance' the difference or take advantage of loan options including Green Deal Finance, which helps meet the upfront costs of improvements and is a 'pay as you save' option, meaning the money you save on your energy bill from having the improvement is then used to pay off the loan.

3. THE OBJECTIVES OF THE PROJECT/LINK TO LEADERSHIP DIRECTION

- 3.1 The five key objectives of the Action on energy are:
- a) Securing the maximum take-up of energy efficiency improvements across the building stock of Cambridgeshire, to reduce fuel poverty and to improve the housing stock;
 - b) Ensuring good value, high quality energy efficiency installations with outstanding quality of work and customer care;
 - c) Boosting the local economy (employment, skills and learning, expansion and development of the energy efficiency and micro-generation business sector);
 - d) Supporting local community groups and voluntary sector organisations working on sustainable energy-related issues
 - e) Establishing an energy efficiency/Green Deal programme to provide a revenue stream that local authorities can use to re-invest into the project or to offset the cost of officer time.
- 3.2 The objectives outlined above link closely to the Council's corporate priorities;

- **Promoting a Strong Local Economy** – working towards the use of a 100% Cambridgeshire based installer and assessor network, by providing a comprehensive training programme for local companies wishing to become involved in installing measures. This training will give all the necessary accreditations, with the prospect of securing a regular flow of work under the scheme.
- **Enabling Sustainable Growth** – enhancing our built environment by reducing the number of households in fuel poverty and by improving the energy efficiency and structural integrity of homes across all tenures.
- **Working with our Communities** – Improving health and well being by providing affordable warmth. Empowering local communities to upgrade the energy efficiency of homes, through extensive community engagement activities and the recruitment of local ‘Community Energy Champions’ to maximise the take up of the scheme.
- **A Customer Focused and Service Led Council** - the scheme will provide members of the public with a ‘one-stop-shop’ for energy efficiency improvements using a network of trusted local installers and salespeople. Working in this way will ensure the process is as simple as possible and regular market testing will ensure value for money for the customer and for the Council.

4. THE DECC GREEN DEAL COMMUNITIES FUND

- 4.1 The Action on Energy Partnership has recently been awarded £7.8 million in grant funding from the DECC Green Deal Communities Fund. The funding will be held by Cambridge City Council who will administer the release of grants as the project progresses. The details of the administration and division of the funding are the subject of a Memorandum of understanding between Huntingdonshire District Council and Cambridge City Council. The entire grant allocation must be spent during 2014/15 and it will require continuing officer commitment from Councils across Cambridgeshire to achieve this.
- 4.2 The majority of the funding (£5.7m) must be used to support solid wall insulation a further £2m will specifically support energy efficiency improvements in the private rented sector, £80,000 must be used to provide subsidised Green Deal assessments for householders.
- 4.3 The project will involve targeting around 8,000 solid walled households, with the expectation that around 1100 – 1500 will proceed with solid wall insulation. Four main sectors will be targeted including off-gas villages, conservation areas, steel framed properties and private rented properties. There will also be a trial scheme to insulate park homes, which are notoriously energy inefficient and historically have proved difficult to cost effectively insulate. This element of the project will be undertaken at the Howitt’s Lane site, St Neots in co-operation with the social housing provider Luminus.
- 4.4 With the average solid wall insulation job costing an estimated £8,500, eligible households will receive support and guidance with all aspects of the process and importantly, will be able to benefit from an upfront grant of up to £6,000 to cover the cost of the work.

- 4.5 DECC is particularly keen to ensure that properties are targeted on a street by street basis. The main ‘pockets’ of solid wall properties in Huntingdonshire have been identified, but solid wall properties in areas other than those targeted will not be excluded from the scheme and general marketing and publicity is being undertaken.
- 4.6 Funds will be distributed on a first come first served basis and there has been an indication from DECC that if the partnership successfully allocates the funding, there is a strong possibility that a similar allocation will be forthcoming in 2015/16.
- 4.7 To offset the cost of officer time spent distributing the funding, the Council will receive £26,000 revenue support during 2014/15 the council will also receive an allocation of £10,000 for the St Ives Green House to be fitted with new products and technologies to demonstrate possible solutions for green deal measures.

5. THE GREEN DEAL HOME IMPROVEMENT FUND

- 5.1 The Green Deal Home Improvement Fund (GDHIF) is a new incentive available to all householders in England and Wales offering a ‘cashback’ incentive to anyone wishing to improve the energy efficiency of their home.
- 5.2 The scheme will be open to applications from early June 2014. Householders will be able to choose to apply for one or both of two offers available, and could be eligible to claim up to £7,000 cashback towards the installation of eligible energy-saving improvements in their properties.
- 5.3 In addition home buyers who have bought a home in the 12 months prior to having had a Green Deal assessment may be eligible for a refund of up to £100, if they install energy saving improvements under GDHIF.
- 5.4 Under the scheme householders can claim cashback against the cost of installing internal or external solid wall insulation, up to a maximum value of £6,000. Householders can also claim up to £1,000 for installing any two eligible energy saving improvements from the 12 shown in the Table 1 below.

Table 1: Energy efficiency improvements eligible for ‘Cashback’ under the Green Deal Home Improvement Fund

Improvement	Minimum quantity
1. Cavity wall insulation	At least 50% of external walls
2. Condensing gas boiler	One
3. Secondary glazing	Must apply secondary glazing to at least 50% of the windows in the property
4. Double/triple glazing	At least 50% of the windows
5. Flat roof insulation	Insulate the total flat roof area
6. Replacement warm air unit	One
7. Fan-assisted heaters	At least three
8. Energy efficient doors	At least two external doors improved
9. Floor insulation	At least 50% of ground floor
10. Room-in-roof insulation	Must insulate all of the roof
11. Flue Gas Heat Recovery	One
12. Waste water heat recovery	One

- 5.5 The GDHIF compliments Action on Energy as householders living in a solid wall property will be able to use Cambridgeshire's Green Deal Communities Fund to contribute up to £6,000 towards the cost of solid wall insulation with no upfront cost, whilst using the cashback incentives available under the Green Deal Home Improvement Fund to contribute towards the cost of other measures.

6. PERFORMANCE MONITORING

- 6.1 A memorandum of understanding governs joint working between the local authorities participating in the Action on Energy Scheme.
- 6.2 Progress is monitored by a Project Board comprising lead officers from each authority and representatives from the provider partner, Climate Energy Ltd. The Project Board meets monthly to consider operational issues and reports to a Sponsors Board made up of Senior Officers/Heads of Service which provides strategic oversight for the scheme and which meets quarterly.
- 6.3 Monitoring of the project objectives is undertaken using a series of key performance indicators KPIs. The KPIs have been selected so that they allow the Project Board to assess the performance of the scheme as a whole, e.g. total number of installations, broken down by district and by measure; also to assess the performance of our provider partner Climate energy e.g. service standards such as the number of Green Deal assessments completed within ten working days of initial contact and the average length of time for the total customer journey from enquiry to installation.

7. RESOURCE IMPLICATIONS

- 7.1 In addition to savings for householders from the installation of energy efficiency measures in the form of reduced bills and subsidised installation, there will be direct financial benefits to the Council from participating in the Action on Energy scheme. This takes the form of a £35 flat rate referral fee for every measure installed under the scheme which should equate to approximately £10,000 per annum income for the council for the three year life of the project. Budgets have been adjusted to reflect this additional income stream from referral fees.
- 7.2 During the first 6 months of the scheme (November 13 – April 14) 153 households in Huntingdonshire registered an interest in installing measures, which if the work is completed will deliver £5,355 revenue income for the Council.
- 7.3 In addition to referral fees generated under the scheme, the £7.8m grant funding recently received from DECC makes some provision to offset the cost of officer time spent on the project. Current budgets reflect revenue income of £16,000 but this has recently been increased to cover work undertaken within the private rented sector. The total revenue funding for the council during the current financial year towards the cost of officer time now stands at £26,000.
- 7.4 Officers are actively exploring the possibility of co-ordinating the roll-out of the grant funding for some neighbouring councils in return for a greater proportion of the total revenue funding. These discussions are at an early stage but could

deliver an additional £10,000 in revenue funding with minimal requirement for officer time e.g. simply extending our current mail-out strategy.

- 7.5 The DECC funding must be spent during 2014/15 and it will require continuing officer resource from Councils across Cambridgeshire. However, the greater the grant allocation spent within Huntingdonshire the greater the benefit for residents of the district and also for the council in terms of additional referral fees.
- 7.5 There has been a strong indication from government that if Cambridgeshire is successful in spending its allocated funds during the current financial year, additional funding is likely for the financial year 2015/16.

8. REASONS FOR THE RECOMMENDED DECISIONS

- 8.1 The Action on Energy scheme is an innovative partnership between the Cambridgeshire local authorities which provides a trusted local authority route to energy efficiency improvements for householders across the County.
- 8.2 The scheme will help the Council meet its statutory obligation to engage in and report progress towards improving the energy efficiency of homes under the Home Energy Conservation Act (HECA). Importantly it will also provide a revenue income to partly offset the cost of officer time delivering the project.
- 8.2 With a significant focus on hard to treat solid wall properties the scheme will have reduce the impact of cold damp homes on health and well-being e.g. reducing the risk factors for asthma and chronic heart disease. There will also be a benefit the local economy through the development of a strong local supply chain and training for local installers.
- 8.3 Working in partnership to deliver the scheme has significantly boosted Cambridgeshire's ability to access central government funding to support the scheme. This has been demonstrated by the recent award of £7.8 million to the partnership from the DECC Green Deal communities fund. This is the largest single award to any group of local authorities in the UK from the fund showing confidence in our delivery approach and the potential for the scheme to tackle fuel poverty and boost the local economy.

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Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Waste Policies

Meeting/Date: Overview and Scrutiny Panel (Environmental Well-Being) –
17 June 2014
Cabinet – 19 June 2014

Executive Portfolio: Councillor D M Tysoe, Executive Councillor for Environment

Report by: Operations Manager

Ward(s) affected: All

Executive Summary:

In 2012 Cabinet approved a number of policies relating to the waste collection service. These provide clarity to residents as to the type and extent of the service they can expect. These policies were further updated in 2013 following the introduction of the charge for a 2nd garden bin, however further revision of some of the policies relating to this charge are required.

A number of queries have arisen recently in relation to the implementation of Policy 12 Collection Point for wheeled bins/sacks particularly in relation to more remote properties and this report proposes to further clarify this policy and provide clear guidelines on assessing the collection point for these properties.

Recommendation(s):

It is recommended that the revision to the Waste Collection Policies as detailed in Annex 1 is approved and implemented.

1. WHAT IS THIS REPORT ABOUT/PURPOSE?

- 1.1 This report provides an update to the waste collection policies previously agreed in 2012 and 2013 in respect of charging for a 2nd garden bin and waste collection points.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 Following implementation of the charge for the 2nd garden bin, feedback was received from a small number of residents who wished to pay for more than one additional bin. When the charge was introduced in 2013 residents were limited to only one additional chargeable bin. Now the charge has been in place for nearly a year and renewal notices about to be sent out there is an opportunity to review this policy.
- 2.2 As the number of requests for an additional chargeable bin has been quite low, in terms of service delivery operationally there is the opportunity to increase the number of chargeable bins allowed to two per property. This will contribute to generating additional income for the Council and also allow those properties who generate larger amounts of garden waste additional capacity. The charge will remain the same, at £40 per bin for the period 1 July 2014 to 30 June 2014.
- 2.3 The Council operates a collection point for waste at the edge of property where it meets the public highway. When the wheeled bin service was introduced, remote properties accessed from private/unadopted roads, where collections had taken place from the property, were continued with only new properties, or properties which were assessed following collection issues changed to a collection point on the public highway.
- 2.4 Collection of these remote properties can incur a significant amount of time for our collection crews. In addition many of these properties are located down roads in very poor condition and there have been instances where we have caused damage to our vehicles incurring vehicle repair and maintenance costs. These roads are not normally built to highway standard, often have soft verges and overhanging trees. In addition a number of roads have to be reversed down for considerable distances, sometimes in the dark, with no safe place for an employee to operate as a reversing assistant to see the vehicle safely back.
- 2.5 There have been a number of recent incidents involving our collection vehicles when undertaking remote collections, these include, a vehicle becoming stuck after a road edge gave way; a vehicle coming off a private road into a ditch in bad weather and . These have resulted in Officer time investigating complaints and dealing with insurance claims and the cost of having vehicles recovered (over £1000 in one case). The consequence of these types of incidents has meant that we have had to provide other crews and vehicles to cover the work which can affect service delivery.
- 2.6 As many of the arrangements are historical, we do not have exact figures of the numbers of properties that are likely to be affected by the introduction of this policy. Initial work to identify properties that may be affected show that there are likely to be approximately 300-400 properties that need surveying (some located down the same road), however a number already comply with the suggested criteria, so the actual number of properties affected is likely to be less than this.

3. OPTIONS CONSIDERED/ANALYSIS

- 3.1 The current historical arrangements could be continued, however there is inconsistency in how the service is being applied to remote properties. The adoption of a policy enables us to continue providing the service, but in a safe way that protects our employees, vehicles and the resident and is applied fairly across the district.

4. COMMENTS OF OVERVIEW & SCRUTINY PANEL

- 4.1 The Overview and Scrutiny Panel (Environmental Well-Being) will be considering and commenting upon this report.

5. KEY IMPACTS/RISKS? HOW WILL THEY BE ADDRESSED?

- 5.1 The key impact will be in relation to the need for properties on private lanes to present their waste at the junction with the public highway unless they meet the qualifying conditions in the policy. The affected residents will raise complaints through their elected representatives.
- 5.2 The clarification in relation to the policy on up lane collections will enable officers to enforce the provision and prevent the unnecessary cost to the council from repairs to vehicles, damage to private lanes and buildings.
- 5.3 To minimise the impact there will need to be a proactive communication with affected residents to explain the policy and to survey private lanes to see if they meet the criteria.

6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 6.1 Subject to agreement of the policy change, requests for an additional chargeable bin for garden waste will be implemented from July 2014.
- 6.2 In respect of the change to Policy 12 Collection Point, this will be implemented over the next few months. Each location will need to be individually assessed and discussions undertaken with the property/land owner on future collection arrangements.

7. CONSULTATION

- 7.1 Each area will be individually assessed and residents contacted prior to any change of collection point.

8. LEGAL IMPLICATIONS

- 8.1 There are no legal implications arising from the changes proposed to the waste policies as set out in this report.

9. RESOURCE IMPLICATIONS

- 9.1 The project will be managed using existing resources.
- 9.2 Due to the location of these properties across the district the time savings will be spread across days and collection crews. This will not result in a reduction in resources, however it will provide additional time for the crews to take on new property growth.

10. OTHER IMPLICATIONS

- 10.1 Reduction in travelling distance will contribute towards fuel savings and reduced vehicle maintenance costs.

11. REASONS FOR THE RECOMMENDED DECISIONS

- 11.1 To allow residents an additional chargeable garden bin.
- 11.2 To ensure the Council has a consistent policy in dealing with waste collection from remote properties located down private/unadopted roads and that this is applied fairly and consistently.

12. LIST OF APPENDICES INCLUDED

- Appendix 1 – Proposed Revision to Current Waste Collection Policies
Appendix 2 – Current Waste Collection Policies

BACKGROUND PAPERS

CONTACT OFFICER

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Appendix 1 – Proposed Revision to Waste Collection Policies

Policy 12A - Collection point for wheeled bins / sacks

The waste should be presented at the edge of a resident's property, where the premise meets the public highway. If properties are located down a private driveway then the bins must be presented where the private access road / driveway meets the public highway. The only exception to this will be for remote properties (e.g. farms and lodges) where the conditions below are satisfied.

Policy 12B – Collection point for remote properties (farms and lodges)

In a small number of cases due to the access or the remote location of a property it may not be possible for residents to place bins near the public highway for collection. In certain circumstances a collection from a point on a private/unadopted road may be agreed subject to an inspection and the following conditions being met:

1. Road surface – roads must be of sound construction with a suitable hard surface, free of large/deep potholes and obstructions which could cause damage or injury to vehicles or persons. The vehicle should be able to travel safely at 25 kmph along the road.
2. Road width – the minimum road width is no less than 3.5 metres with no obstruction from trees, shrubs etc which could cause damage to the vehicle
3. Road length – if there are a number of properties located down a road, then there should be passing places, suitable for a refuse collection vehicle (hard surface, not a verge).
4. Height clearance – the minimum clearance should be no less than 5.5 metres with no obstruction from overhanging branches, cables etc which could cause damage to the collection vehicle
5. Turning area – where a through road does not exist, a suitable turning area must be available to allow the vehicle to turn. The turning area should have a hard surface be of a sufficient size to allow an 11.5 metre long vehicle to turn with no more than three manoeuvres and have sufficient space either side of the vehicles to safely turn in the dark. Our collection vehicles will not reverse onto a public highway in order to turn round.
6. There must be access for the collection vehicle. Any gates must be left unlocked and open as our crews will not open and close these when undertaking collections.
7. An indemnity will be required from the road owner/s so that the Council will not be liable for any damage due to wear and tear to the road surface which is unlikely to have been built to highway standard.

Where the conditions above cannot be met then the collection point will be where the private/unadopted road meets the public highway. If this location is not suitable for wheeled bins, then alternative collection arrangements may be made, such as a sack collection or a communal collection point if there are a number of properties located on a private/unadopted road.

In some circumstances a collection point part of the way down a private/unadopted road may be used if the above criteria can be met at that point.

For assisted collection customers the above criteria will still apply, however alternative collection methods such as sacks will be considered to make collections easier for the resident if the vehicle is not able to travel the full length of the road.

In adverse weather conditions where our crews are concerned regarding visibility of the road e.g. due to snow cover or icy conditions where they feel the vehicle may slip off the road then we will suspend collections to such properties. Waste will need to be placed on the public highway for collection, or it will be collected on the next scheduled collection day if conditions have improved.

Policies relating to additional green bins

Change to Existing Policies

Policy 31D – Number of additional bins allowed

Householders will be allowed two additional chargeable bins.

Additional policies

Policy 31H – Bin Stickers

The resident must ensure the bin sticker provided is stuck to the lid of the bin. If the bin sticker is not on the bin it will not be collected and no re-collection will be made even if payment has been received.

Policy 31I – Missed Collections

No refunds will be given for missed collections. Missed collections must be reported in line with Policy 18 and re-collection will be arranged if one of the circumstances described in the policy is met. If the bin sticker is not stuck to the lid of the bin, re-collection will not be arranged.

HUNTINGDONSHIRE DISTRICT COUNCIL

WASTE COLLECTION POLICIES

Contents

Policy Number	Description
1	<u>Standard Service for individual properties</u>
2	<u>Exemptions from the standard service</u>
3	<u>Multi-occupancy properties (flats blocks etc)</u>
4	<u>Mixed Domestic / Commercial properties (Heraditament properties)</u>
5	<u>Collection frequency</u>
6	<u>Number of wheeled bins & sacks provided</u>
7	<u>Provision of smaller bins</u>
8	<u>Additional bins for residual domestic waste</u>
9	<u>Materials allowed in the wheeled bins / sacks</u>
10	<u>Items prohibited from the wheeled bins / sacks</u>
11	<u>Collection day & time</u>
12	<u>Collection point for wheeled bins / sacks</u>
13	<u>Return of bins</u>
14	<u>Ownership of wheeled bins / sacks</u>
15	<u>Excess waste / Side waste</u>
16	<u>Bin Lids</u>
17	<u>Rejected / contaminated wheeled bins and sacks</u>
18	<u>Missed collections</u>
19	<u>Assisted collections</u>
20	<u>Frozen green waste bins</u>
21	<u>Overweight wheeled bins and sacks</u>
22	<u>Stickers on wheeled bins</u>
23	<u>Provision of new / replacement wheeled bins</u>
24	<u>Stolen wheeled bins</u>
25	<u>Lost & damaged wheeled bins</u>
26	<u>Sharing wheeled bins</u>
27	<u>Severe weather</u>
28	<u>Access issues</u>
29	<u>Offensive / hygiene waste</u>
30	<u>Clinical waste – Infectious or hazardous waste</u>
31	<u>Policies relating to the provision of an additional green bin</u>
	<u>31A – Cost of Service</u>
	<u>31B – Paying for the Service</u>
	<u>31C – Delivery of bins following receipt of payment</u>
	<u>31D – Number of additional bins allowed</u>
	<u>31E – Refunds</u>
	<u>31F – Non-payment</u>
	<u>31G – Exemptions from payment</u>

Policy 1 - Standard service for individual properties

The standard service for the collection of residual domestic waste, green waste and food waste from individual properties will be an alternate weekly service using 240l wheeled bins. The dry recycling will be collected fortnightly using a 240l wheeled bin. The bins provided are as follows:

- Residual domestic waste (which cannot be recycled) – grey wheeled bin. Food waste can be placed in this bin as well as the green waste bin to enable a weekly collection of food waste.
- Dry recycling waste – blue wheeled bin (please note some areas still have green bins for dry recycling waste)
- Green waste and food waste – green wheeled bin

The correct bin must be used for the right type of waste.

Exemptions may be made subject to certain criteria (see [Policy 2](#)).

Where a property is provided with the standard service only waste presented in wheeled bins provided by Huntingdonshire District Council will be collected.

Where residents only have room for one wheeled bin, priority will be given to the provision of a residual domestic waste bin which will be collected fortnightly

Policy 2 – Exemptions from the standard service

To qualify for an exemption from using wheeled bins you must meet one or more of the following criteria:

- A. All the adults living in a property have a physical disability or infirmity which prevents them from being able to place waste in a wheeled bin and are therefore not able to use the assisted collection service
- B. There is no reasonable rear or side access and the useable front area is too small to accommodate the bins
- C. The property is accessed via steep inclines or steps, so making it impractical to use wheeled bins
- D. The bins would have to be wheeled through the house to the collection point
- E. It is impractical to pull wheeled bins out for collection e.g. a considerable distance
- F. The household produces excessive quantities of offensive / hygiene waste
- G. Any other exceptional circumstance as agreed by the council

Where properties have space for one wheeled bin, then a residual domestic waste bin will be delivered and collected fortnightly.

If your property meets at least one of the exemption criteria we will deliver you with 26 blue sacks for residual domestic waste, 13 paper sacks for green / food waste and 26 clear sacks for dry recyclables every quarter.

For the residual domestic waste service we will only collect blue sacks provided by Huntingdonshire District Council. If non-recyclable waste is presented for collection in other sacks/containers it will not be collected. No additional blue sacks will be provided between the quarterly delivery dates.

Additional clear recycling sacks can be provided for excess recycling of up to one roll (normally 13 sacks) per quarter if requested or the customer can provide their own sack/liner which must be in a clear sack or bag so the waste can be identified. Excess recyclable waste put out for collection in black or dark coloured sacks will not be collected.

Additional paper sacks will be provided up to a maximum of 1 per week.

The collection frequency will be as detailed in [Policy 5](#).

Policy 3 - Multi-occupancy properties (flat blocks etc)

Properties such as flat or accommodation blocks will normally be collected using communal 1100l wheeled bins wherever possible. The number of bins provided will depend on the number of properties. Bins will normally only be provided for the collection of residual domestic waste and dry recyclables.

Where bins cannot be provided sacks will be delivered and provided. Residents will be provided with the same quantities of sacks as detailed in [Policy 6](#).

Bins will be collected from the bin storage or other area as agreed by the Council and returned to the same location.

The frequency of collection from multi-occupancy properties will be as per [Policy 5](#).

For multi-occupancy properties, where the bin is contaminated it will be rejected and not emptied. It will be the responsibility of the residents / managing agents to arrange for the offending materials to be removed before the bin will be emptied on the next scheduled collection day. Only items detailed in [Policy 9](#) will be collected. No loose rubbish or sacks around the bins will be collected or any other items and it will be the responsibility of the residents / managing agents to remove or clear any such items. Where a bin is blocked in with loose rubbish / sacks it will not be emptied until this has been removed. The bin will then be collected on the next scheduled collection day.

A limited number of flat blocks have chute collections which are collected twice per week. All waste must be put down the chute for collection and contained within the chute bags. Excess waste dumped around the collection area will not be collected.

Policy 4 – Mixed Domestic / Commercial Properties (Hereditament properties)

Mixed hereditament properties are generally business properties with living accommodation attached e.g. a flat above a shop. Such properties will be provided with the standard service ([Policy 1](#)) unless an exemption applies. The bins provided must not be used to dispose of business waste and anyone found using bins in this way may have them removed and may be subject to prosecution under the Environmental Protection Act 1990.

Policy 5 – Collection frequency

The following collection frequencies will apply

Policy	Service	Collection Frequency
<u>1</u>	Standard Service	Alternate weekly
<u>2A</u>	All the adults living in a property have a physical disability or infirmity which prevents them from being able to place waste in a wheeled bin and are therefore not able to use the assisted collection service	Fortnightly
<u>2B</u>	There is no reasonable rear or side access and the useable front area is too small to accommodate the bins	Fortnightly
<u>2C</u>	The property is accessed via steep inclines or steps, so making it impractical to use wheeled bins	Fortnightly
<u>2D</u>	The bins would have to be wheeled through the house to the collection point	Fortnightly
<u>2E</u>	It is impractical to pull wheeled bins out for collection e.g. properties located a considerable distance from the highway	Fortnightly
<u>2F</u>	The household produces excessive quantities of offensive / hygiene waste	Fortnightly
<u>2G</u>	Any other exceptional circumstance as agreed by the council	To be agreed
<u>3</u>	Multi-occupancy properties	Weekly (residual domestic waste) Fortnightly (dry recycling waste)
<u>4</u>	Mixed domestic/commercial properties (hereditament properties)	Fortnightly

Site visits may need to be carried out in some cases to agree frequency and method of collection.

Policy 6 - Number of wheeled bins & sacks provided

Service Type	Container type	Standard provision	Provision of extra receptacles
Residual domestic waste	Grey wheeled bin	1 x 240l bin	No further receptacle provided unless the criteria is met for an additional bin (see Policy 8).
Residual domestic waste	Blue sack	26 sacks per quarter	No further sacks provided and waste presented in non-HDC sacks will not be collected.
Dry recycling	Blue wheeled bin (please note some areas still have green bins for dry recycling waste)	1 x 240l bin	1 additional 240l bin provided on request.
Dry recycling	Clear sack	26 sacks per quarter	Further clear sacks of up to one additional roll per quarter (normally 13 sacks) will be provided if requested, but residents may use their own clear sacks (as long as the waste is clearly visible) for any additional recycling.
Green waste and food waste	Green wheeled bin	1 x 240l bin	1 additional 240l bin can be provided on request (subject to an annual charge).
Green waste and food waste	Paper sacks	13 sacks per quarter	Further paper sacks will be provided up to a maximum of 1 per week.

Policy 7 - Provision of smaller bins

Where space is limited or a resident requests they can be provided with a smaller 140l wheeled bin for residual domestic waste, recycling or green waste. These will be collected on the same frequency as the standard service ([Policy 5](#)) and requests will be considered on an individual basis.

Policy 8 - Additional bins for residual domestic waste

All households will be provided with a 240l capacity bin. Residents can request one additional grey residual domestic waste bin (240l) if they meet one of more of the criteria as follows:

- There are 6 or more permanent residents in the household and excessive residual domestic waste that cannot be recycled.
- There are 5 permanent residents in the household including children in full time nappies.
- There are 4 permanent residents in the household with more than one child in full time nappies.
- A resident in the household has special circumstances creating an unusual amount of waste to be produced on a regular basis.
- A household where a large quantity of offensive hygiene waste is being produced.

All households that request additional capacity will have to complete a declaration as to how they meet the criteria. Checks are likely to be made on any application and may include

- A waste audit to ensure the household is utilising the recycling bins as much as possible. A second recycling bin may be provided before an additional residual domestic bin is provided if the waste is mainly recyclable.
- A check on the names listed permanently residing at the property
- Site visits to ensure the information is still relevant

Additional capacity is approved on the agreement that the household makes full use of the recycling service. We may carry out random spot checks to ensure this is being complied with.

If additional capacity is authorised due to babies in nappies then the maximum duration of the additional capacity period is two years. After two years the household will revert back to a standard 240l bin unless they then meet the criteria for the number of adults/children in the household or for some other exceptional reason.

Additional bins are supplied on a conditional basis, which will be reviewed periodically. If circumstances have changed, the additional bin may be removed.

Policy 9 - Materials allowed in the wheeled bins / sacks

GREY RESIDUAL DOMESTIC BIN & BLUE SACKS	BLUE RECYCLING BIN (Green in some areas) & CLEAR SACKS	GREEN RECYCLING BIN & PAPER SACKS
<ul style="list-style-type: none"> • Plastic waste (except plastics allowed in the recycling bin) • Nappies and sanitary products • Polystyrene • Broken toys • Any items which cannot be put in the blue and green recycling bins unless prohibited (see below) 	<ul style="list-style-type: none"> • Newspapers and magazines • Junk mail and flyers • Envelopes • Holiday brochures • Directories • Cardboard • Packaging Card • Egg boxes (cardboard only) • Tetra pack (milk, juice and squash cartons) • Plastic bottles • Plastic yoghurt pots • Plastic margarine or spread tubs, ice cream tubs • Plastic trays from chocolate & biscuit boxes, meat, vegetables and fruit • Plant pots (clean) • Plastic bottle tops, lids and triggers • Sandwich packets • Plastic cream, custard pots, soup pots, instant noodle pots • Plastic tubs for dishwasher & laundry tablets • Cans, tins & foil, biscuit and sweet tins • Glass bottles and jars • Jam jar lids • Aerosols 	<ul style="list-style-type: none"> • Grass cuttings & leaves • Untreated wood (i.e., no nails, paint or varnish) & sawdust • Flowers and weeds • Windfall • Prunings from hedges, shrubs & trees • Straw • Shredded paper (providing it's mixed with green waste) • Bread • Fish • Vegetable and fruit peelings • Meat • Bones • Dairy products • All cooked and uncooked food • Tea bags and coffee grinds • Compostable paper liners for food waste

Policy 10 - Items prohibited from the wheeled bins / sacks

GREY RESIDUAL DOMESTIC BIN & BLUE SACKS	BLUE RECYCLING BIN (Green in some areas) & CLEAR SACKS	GREEN RECYCLING BIN & PAPER SACKS
<ul style="list-style-type: none"> • Dry recyclables and compostable organic waste (that is accepted in the blue or green recycling bin) • Hot ashes • Car parts • Builders rubble / soil • Corrosive materials and liquids such as oil and paint • Fluorescent tubes / low energy light bulbs • Electrical and electronic equipment • Pesticides 	<ul style="list-style-type: none"> • Black sacks (with or without recyclable waste in them) • Carrier bags • Textiles (clothes, bedding, duvets etc) • Egg boxes (plastic) • Flower pots, yoghurt pots or cling film • Food waste • Polystyrene • Broken toys • Any other plastics except plastic bottles 	<ul style="list-style-type: none"> • Green waste or food waste contained in any type of plastic bag • Any type of degradable / biodegradable bag/sack (including corn starch bags) • Garden items such as plastic flower pots / trays • Any items that should be in the recycling or residual domestic bin • Soil • Stones / hardcore / rubble

Policy 11 - Collection day & time

Details of your day of collection can be found here www.huntingdonshire.gov.uk/bins. Additional garden bins will be collected on the same day as your 1st garden bin.

The bins/sacks must be available at the collection point by 6.30am on the day of collection.

Waste must not be placed out for collection before 6pm on the day before collection.

Policy 12 - Collection point for wheeled bins / sacks

The waste should be presented at the edge of a resident's property, where the premise meets the public highway. If properties are located down a private driveway then the bins must be presented where the private access road / driveway meets the public highway.

In a small number of cases due to the access or location of a property it may not be possible for residents to place bins near the public highway for collection. Each case will be looked at on an individual basis to agree a suitable location point. Where the collection vehicle has to travel over a private / road drive we will require an indemnity from the owner/s that we will not be liable for any damage due to wear and tear to the road surface which is unlikely to have been built to highway standard.

Policy 13 - Return of bins

Bins will be returned to the collection point where possible or another safe place within a reasonable distance to the property and should be removed by the householder as soon as reasonably possible after collection has been made.

Where a bin store has been provided the bins will be returned to the bin store wherever possible.

Policy 14 - Ownership of wheeled bins / sacks

All wheeled bins and sacks provided remain the property of the council and should be left at the property when moving out with the exception of any additional bin provided for residual domestic waste or chargeable 2nd garden bin. These bins should be taken with you if you are moving to a property in Huntingdonshire. Please ensure the bins are empty before moving them. You must notify us of your change of address otherwise the bin may not be emptied. If you are moving out of Huntingdonshire you should notify us so we can collect the additional domestic and/or chargeable garden bin.

Wheeled bins and sacks provided must only be used for the collection of waste and recycling.

The householder is responsible for keeping the bins / sacks safe whilst they are on their property and to protect them from misuse. The Council will charge for the replacement of any wheeled bin that has been misused.

Policy 15 - Excess waste / Side waste

GREY RESIDUAL DOMESTIC BIN & BLUE SACKS	BLUE RECYCLING BIN (Green in some areas) & CLEAR SACKS	GREEN RECYCLING BIN & PAPER SACKS
Excess waste beside or piled on top of the grey residual domestic wheeled bin will not be taken. Where possible excess waste will be placed inside the bin after it has been emptied and the bin sealed with a HDC excess waste sticker. Persistent excess waste may result in an officer visit to advise on management of waste and could ultimately result in legal action being taken against the householder.	Additional recycling materials for the blue bin will be collected as long as these are contained in a clear sack / bag or cardboard box. Any excess waste put out for collection in black / or dark coloured sacks will not be collected. Please do not use your own recycling boxes only HDC provided ones.	Excess waste will not be collected with the exception of real Christmas trees which should be cut down to the same size as the wheeled bin and left separately.

Policy 16 – Bin Lids

Wheeled bins will only be collected if the bin lid is closed otherwise it will not be emptied. This is to limit the potential for waste to fall or blow out of the bin when it is being lifted by the bin lift.

Policy 17 - Rejected / contaminated wheeled bins and sacks

Where wheeled bins are found to be contaminated, residents will be notified by means of a sticker or hanger placed on the relevant bin (if possible) requiring them to remove the offending material and dispose of it in a responsible manner. Sacks will have a sticker placed on them (if possible). Once the offending material has been removed from the bin or sack they will be collected on the next scheduled collection date. We will not return to empty the bin or collect the sack before the next scheduled collection date.

Policy 18 - Missed collections

We will only return for missed collection bins in the following circumstances

- The bin / sack was placed out before 6.30am on the day of collection
- The right collection point was used
- In the case of assisted collections there was access to get the bin e.g. gate unlocked
- A rejected sticker / hanger has not been put on the bin
- A crew report has not been received regarding the bin e.g. heavy, excessive waste

A missed collection must be reported within 4 days of your normal day of collection. Any missed collections reported after this time will not be collected until the next scheduled collection day unless there are exceptional circumstances. In this instance if the bin has been genuinely missed and the resident cannot store all their waste until their next collection day they will be sent HDC sacks so they can manage until their next collection.

Missed collections reported within the timescales above will be collected within 3 working days of a report being received.

Policy 19 - Assisted collections

Assisted collections are available to anyone with a disability or mobility problem where no-one in the household is able to take the bins to the normal collection point (see [Policy 12](#)). The collection team will collect the waste or recycling from its normal storage point, empty the container and return it back to the householder's storage point.

The bins/sacks must be easily accessible for the crews, gates left unlocked where necessary and the crew should be easily able to manoeuvre the bins from the property. Please ensure there are no overhanging branches or shrubs as we may be collecting in the dark. Wherever possible the bins should be stored at the front of the property to enable easy collection.

Where a property on an assisted collection is located a long way from the public highway on a private driveway / road we may require an indemnity from the owner/s

of the road to enable our vehicle to access the property where it is not suitable for our crews to walk to collect the waste.

Checks may be carried out by the Council from time to time on resident's suitability for the collection and evidence requested from the householder. Any change in circumstance must be notified to the council as soon as possible.

Policy 20 - Frozen green waste bins

When green waste is frozen in the bin, if the waste does not empty when lifted by the vehicle mechanism the bin will be left with the contents still in it. The lid of the bin will be left open to indicate the crew have tried to empty the bin. The resident should ensure that the waste is loosened within the bin when presenting it for collection on their next scheduled collection day. We will not return to empty frozen bins before the next scheduled collection. This includes additional garden waste bins for which an annual fee has been paid.

Policy 21 - Overweight wheeled bins and sacks

Where a crew member cannot safely manoeuvre and position a wheeled bin onto the vehicle, or where the vehicle cannot lift the bin due to the weight of the bin, then it will be left un-emptied and reported by the collection crew. By law all the vehicle bin lifts have a safe working weight limit which crews cannot override.

When collecting sacks the employee will assess the weight of the bag. If this is too heavy to carry safely to the vehicle, the bag is likely to split or the employee cannot safely lift it into the vehicle it will not be collected.

Where any bin or sack is found to be too heavy the householder will be required to remove sufficient material from the bin and dispose of it in a responsible manner.

Once sufficient weight has been removed, the bin or sack should be presented on the next scheduled collection date. We will not return to empty the bin or collect the sack before the next scheduled collection date.

Policy 22 - Stickers on wheeled bins

Only stickers provided by HDC will be allowed on bins, or stickers which residents use to identify their bin e.g. house number. No other advertising / promotional stickers will be put on the bins without the permission of the council.

Policy 23 - Provision of new/replacement wheeled bins

If you are moving into a new build/renovated property, or a property where the previous occupier has not left the bins, please contact us to arrange delivery of a set of bins. Please note bins will not be put on our delivery schedule until the property is occupied and registered with Council Tax. Delivery can take up to six weeks. We will provide residents with sacks for residual domestic, dry recycling and green waste as appropriate until the bins are delivered. If you have paid for an additional garden bin this will be delivered within 10 working days.

Policy 24 - Stolen wheeled bins

In the event that a bin has been stolen then the householder will be required to report the theft to the Police and obtain a crime number before a new bin will be provided. Please contact us to request a replacement bin. Delivery will take up to six weeks or

10 working days for a chargeable 2nd green bin; however sacks will be provided in the meantime for residual domestic, dry recycling and green waste as appropriate until the bins are delivered.

Policy 25 - Lost & damaged wheeled bins

If you suspect your bin has been lost please check the surrounding area before requesting a new bin. If the bin has been lost because it has been left out on the highway for a number of days following collection you may be charged the cost of delivery and replacement for a new bin.

Policy 26 - Sharing wheeled bins

If residents request to do so, then they may share bins with their neighbour if both are in agreement. One resident must claim overall responsibility for the bin as a bin can only be allocated to one address. It is the responsibility of the named householder if the bin is contaminated, misused or needs replacing.

Chargeable 2nd garden bins may be shared between properties, however the only one property will have overall responsibility for this and the full payment required. If payment is not received from that property the bin will be removed.

Policy 27 - Severe weather

During severe weather we will

- Continue to undertake the regular scheduled collection of waste wherever it is deemed safe to do so. The decision on whether it is safe for a refuse collection vehicle to access a specific location/street has to be determined locally by the driver of that vehicle. Among key factors that apply are: road conditions, weather conditions, access past parked cars, risks to public and/or the crew.
- We will try to return and collect missed bins as soon as possible after the scheduled collection date. If this is not possible due to continuing bad weather conditions we may make alternative arrangements such as providing sacks to properties so they can store their waste until the next scheduled collection day.
- If significant disruption occurs we will update the Council's website with the information on what is happening and may decide to prioritise which services are caught up. First priority will normally be given to the residual domestic waste service.

Policy 28 - Access Issues

Where we have on a number of occasions attempted to gain access to a road but were unable to do so for reasons such as parked cars, roadworks, building works, road closures etc we may make alternative arrangements such as the delivery of sacks to properties for residual domestic, recycling or green waste to enable households to have sufficient capacity to last until their next scheduled collection day.

Policy 29 - Offensive / hygiene waste

The Council does not offer a separate collection for low grade offensive / hygiene waste, i.e. non-infectious waste such as incontinence pads, nappies, feminine hygiene products etc unless excessive quantities are produced. This waste should be double wrapped and placed in the non-recyclable (grey wheeled bin). Where a large quantity is being produced then the household may be eligible for an additional grey wheeled bin under [Policy 8](#).

Sharps must never be placed in the grey wheeled bin but disposed of in special sharps boxes as advised by the PCT.

Policy 30 - Clinical waste - Infectious or hazardous waste

Patients producing infectious or hazardous waste must contact the PCT for the correct disposal procedure.

HDC only offer a collection service for dialysis waste and will only accept referrals from the PCT or dialysis nurse.

Policy 31 – Policies relating to the provision of an additional garden bin.

Policy 31A – Cost of Service

The charge per bin for providing this service will be £40 from 1 July 2014 to 30 June 2015. If you join part way through the year the charge will be the same and only valid for collections until 30 June 2015.

Policy 31B – Paying for the Service

Payment can be made in the following ways:

- Credit / Debit card either via the internet or on the telephone
- BACS – bank transfer using the following details: Natwest Branch Huntingdon, Sort Code 60-11-30, Account Number 04815939, Account Name Income Suspense.
- Cash – using any Post Office or Retailer displaying the “Paypoint” sign.

Policy 31C – Delivery of bins following receipt of payment

Bins will be delivered within 10 working days of receipt of payment.

Policy 31D – Number of additional bins allowed

Householders will be allowed one additional chargeable bin.

Policy 31E – Refunds

No refunds will be given once payment has been received for the year, even if the service is only used for part of the year.

Policy 31F – Non-payment

If payment is not received for the additional then it will be removed.

Policy 31G – Exemptions from Payment

The only exemptions in relation to the charge for an additional garden bin will be in relation to schools and churches.

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**Confidential - No
Key Decision - Yes**

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: “Wind Energy Development in Huntingdonshire 2014”
Supplementary Planning Document

Meeting/Date: COMT – June 2nd 2014
Development Management Panel– June 16th 2014
Overview and Scrutiny {Env Well Being} – June 17th 2014
Cabinet – June 19th 2014

Executive Portfolio: Doug Dew, Executive Councillor for Planning
and Housing Strategy.

Report by: Chris Thompson – Landscape Officer, Planning Services

Ward(s) affected: All

Executive Summary:

The current Supplementary Planning Document [SPD] “Wind Power” was adopted in 2006. Since that time there have been major changes in national and local planning policy, and the granting of various permissions and the related construction of many turbines of all sizes throughout the district. The current SPD is now considered to be out of date.

A revised SPD is necessary to better support the Council’s case at Public Inquiries and in the general course of the development management process.

Recommendation(s):

That the Development Management Panel, and Overview and Scrutiny Panel [Environmental Well Being] endorses the proposed “Wind Energy Development in Huntingdonshire 2014” Supplementary Planning Document and recommends that it should be adopted by Cabinet.

That Cabinet adopts the proposed “Wind Energy Development in Huntingdonshire 2014” Supplementary Planning Document, with any minor amendments prior to publication being delegated to the Head of Development in consultation with the Executive Member for Planning and Housing Strategy.

That Cabinet, in making that decision, notes the comments from the Statement of Consultation and endorses the officer responses to the issues raised.

1. WHAT IS THIS REPORT ABOUT/PURPOSE?

- 1.1 The purpose of this report is to seek Cabinet's approval for the 'Wind Energy Development in Huntingdonshire 2014' Supplementary Planning Document', (**Appendix A** – please note that this will be circulated separately) which was subject to public consultation between 28th March 2014 and 9th May 2014.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

- 2.1 The updated 'Wind Energy Development in Huntingdonshire 2014' Supplementary Planning Document' will replace the existing 'Wind Power Supplementary Planning Document', which was adopted in 2006. The draft SPD consists of 2 parts.
- 2.2 Part 1 of the new Supplementary Planning Document updates the 2006 version with regard to:
- Reflecting the publication of the National Planning Policy Framework (NPPF) and the recent on line Planning Practice Guidance on Renewable and Low Carbon Energy;
 - Acknowledging the development of the methodological approach to assessing the landscape sensitivity to wind turbine development that has taken place since 2005;
 - Recognising and resolving certain inconsistencies that have been identified between the SPD and "Wind Turbine Development in Huntingdonshire" (2005), the study undertaken by Land Use Consultants that underpinned the SPD; and
 - Acknowledging the need for guidance on the siting and design of smaller turbines.
- 2.3 Part 2 of the draft SPD was produced in response to member concerns about the lack of information on current cumulative impacts. It gives an assessment of the current cumulative impacts of operational and consented wind turbine developments, and guidance on assessment of future turbine proposals. Both the National Planning Policy Framework [NPPF] and the recent on line Planning Practice Guidance on Renewable and Low Carbon Energy confirm that cumulative landscape and visual impacts need to be addressed satisfactorily as part of any Local Planning Authority renewables strategy.
- 2.4 It is important to note that the new Supplementary Planning Document does not, and was never intended to change the main conclusions of the 2006 Supplementary Planning Document with regard to the capacity of local landscapes to accommodate wind turbine development. These conclusions, though amended in the draft SPD, remain substantially valid. The intention was to produce a more up to date, coherent, and usable document that is compliant with the NPPF and other current planning policy. The SPD will be used to inform and support Council decisions with regard to proposed wind turbine developments. It will be used at all stages in the development management process, including Public Inquiries.

- 2.5 Both the existing and new Supplementary Planning Documents are primarily concerned with guiding the location of turbine development by reference to the key characteristics of the District's component Landscape Character Areas. Turbine proposals will have to respond to all the guidance criteria contained in the draft SPD, and not consider certain aspects in isolation.

3. THE CONSULTATION RESPONSE

- 3.1 The new Supplementary Planning Document was subject to a six week consultation period, between 28th March 2014 and 9th May 2014. A presentation on the consultation draft Supplementary Planning Document was given to members on April 29th and to the Executive Leader's Strategy Group on May 27th 2014.
- 3.2 Over 180 responses were received from a wide range of consultees including members of the public, local pressure groups, Council Members, Parish Councils, other Local Planning Authorities, several Non-Governmental Organisations, planning consultants, and national and international renewable energy companies.
- 3.3 Due to the large number of responses the Statement of Consultation, attached as **Appendix B**, is based around the issues raised, rather than individual consultee responses. The relevant HDC Consultation Portal Identification Numbers are listed for each topic discussed, and then the Council's considered response is given to the particular issue.
- 3.4 Among the range of comments raised the most common responses focussed on the following issues:
- Omission of guidance on other issues relevant to turbine development.
 - The need for better clarity in relating the 2 parts of the SPD to each other.
 - How previous inconsistencies have been dealt with in the draft SPD.
- 3.5 These and other concerns expressed by respondents have been fully considered and, where appropriate, they will be responded to in the form of amendments to the new Supplementary Planning Document.

4. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 4.1 The draft SPD will be taken to Development Management Panel and Overview and Scrutiny Panel [Environmental Well Being] prior to being presented to Cabinet for adoption on June 19th.

5. FINANCIAL IMPLICATIONS

None.

6. LEGAL IMPLICATIONS

- 6.1 The updating of our local policy position will give more coherent, consistent and robust support to the Council's position with regard to wind energy development in the district. The adoption of the draft SPD will give it additional weight at Public Inquiries and throughout the development management process.

- 6.2 The production, public participation and potential adoption of this draft SPD have complied with relevant regulations and provisions as set out in the Town and Country [Local Planning] [England] Regulations 2012 as amended, being the applicable regulations for the process.

7. REASONS FOR THE RECOMMENDED DECISIONS

- 7.1 If adopted, the proposed SPD will enhance our local planning policy and lend better support to the Council's case at any future Public Inquiries, and assist in the general course of the development management process when considering wind turbine proposals.

Adoption by Cabinet in June 2014 would give the SPD additional appropriate weight in respect of the ongoing appeal process and the forthcoming Public Inquiry concerning the proposed wind farm at Bicton, north of Kimbolton.

8. LIST OF APPENDICES INCLUDED

Appendix A: Draft SPD 'Wind Energy Development in Huntingdonshire 2014'
Appendix B: Revised Statement of Consultation

BACKGROUND PAPERS

None

CONTACT OFFICER:

**ENQUIRIES ABOUT THIS REPORT TO PAUL BLAND, PLANNING SERVICE
MANAGER (POLICY) 01480 388400**

APPENDIX B

Draft Supplementary Planning Document: “Wind Energy Development in Huntingdonshire” [March 2014] Revised Statement of Consultation.

A draft Supplementary Planning Document (SPD) entitled “Wind Energy Development in Huntingdonshire” was issued by Huntingdonshire District Council on Friday 28th March 2014. The initial Statement of Consultation is now revised in the light of the consultations received.

The document was put out to full public consultation from 28th March 2014 for a six week period until Friday 9th May 2014. It is intended as a replacement for the current SPD “Wind Power” which was adopted in 2006. Copies were made available at the Council Offices at Pathfinder House, and at Libraries throughout the district, and notice of the consultation was circulated to all parish councils and an extensive list of renewable energy companies, interested business organisations, local interest groups, consultants, pressure groups and other bodies, as well as private individuals with a known interest. A press release was issued to local newspapers.

The main channel of consultation was via the Council’s consultation portal at <http://consult.huntingdonshire.gov.uk/portal> but responses were also taken via email and in writing. All these responses can now be viewed on the consultation portal.

Over 180 responses were received and this level of response is doubtless due to the rapid spread of wind turbine developments of all scales throughout the district since the original SPD was adopted in 2006. During that period there have been four high profile local Inquiries, with a further one due to start in June 2014. Local action groups opposed to some of the larger schemes have further contributed to the rise in public awareness of the issues surrounding wind farms. The overall range of the consultation responses represents a wide spectrum of views, with submissions from energy companies and environmental consultants often arguing for a more liberal interpretation of policy, contrary to the more restrictive suggestions of action groups and individuals.

This revised Statement of Consultation will be made available prior to the potential adoption of the SPD. It includes details of:

- a) The persons and organisations that have **responded** during the consultation process. These are listed in Appendix 1.
- b) A summary of the main issues raised in representations received.
- c) How those issues have been addressed, and what amendments to the draft supplementary planning document, if any, are proposed.

Broad Issues arising from the Consultation Process

We are directed by the relevant legislation to respond on the basis of the main issues raised during the consultation process. Many of the consultation responses covered more than one issue, and sometimes their content does not fit neatly into a specific topic. In these cases the responses are noted under more than one issue summary. The numbers listed after each issue refer to the ID number given in the consultation portal. There is a summary of the issues raised by the responses, then in the “comment” section there is a detailed description of any amendments that are deemed necessary, or a “no changes needed” judgement.

1. Responses requiring no comment

HDC Planning Consultation Portal ID Numbers – 1-10/13/58/96/98/112/114.

Many of the comments were observations of a general nature, often anecdotal and referring to no specific part of the draft SPD, and containing no actual proposal or amendment. Some comments in this category expressed general disapproval, some gave approval, and others expressed support / agreement relating to specific points.

Comment: No changes needed.

2. Issues proposed for inclusion in the SPD

HDC Planning Consultation Portal ID Numbers – see topics listed below.

Some parties were concerned that other relevant issues should be included in the draft SPD; these included the following topics, and the associated ID numbers are given after each one.

Residential Amenity [64/119]

General Biodiversity / Wildlife Matters [14/32/34/59/119/123/124/152/170]

Noise and Amplitude Modulation [34/63/119/153]

Shadow Flicker [34/63/153]

Buffer / Separation Distance between Turbines and Dwellings / Settlements [63/77/116]

Importance of Community Opinion [34/119]

General Heritage Matters [34/105-107/119]

Solar Farms [64/75/99/109]

Flood Risk / Water Levels [171]

Inefficiency of Turbines [5/7/9/97]

Comment: These issues must be considered separately from landscape and visual matters, and any detailed consideration of them would not be appropriate in an SPD which specifically focusses on landscape sensitivity to turbine development and cumulative landscape and visual impacts. Apart from Solar Farms and Buffer Distances the topics listed above will be part of the Environmental Impact Assessment for any large scale turbine development.

There is often national guidance available [eg ETSU-R 97 on noise issues, and various English Heritage publications] which obviate the need for local guidance. Planning applications for wind turbine developments will consider noise, shadow flicker, residential amenity, impacts on biodiversity / wildlife, flood risk, and impacts on Heritage Assets on a case by case basis, and as deemed appropriate by the relevant guidance.

Efficiency issues are discounted from inclusion in planning considerations by the NPPF [para 98] and buffer distances by the recent on-line Planning Practice Guidance for Renewable and Low Carbon Energy.

Solar Farms involve different landscape and visual impacts from turbine developments and should be considered separately as a distinct type of development.

Changes needed. For clarity and avoidance of doubt the following amendments will be made to the draft SPD:

“Summary and Introduction” Item 1.

The overall purpose of this SPD is to assist the interpretation and application of those policies concerned with landscape character, **visual impacts**, and the location of **wind turbine developments**. **The draft SPD specifically focusses on these issues and does not consider other impacts which may also be associated with wind turbine development.** This draft SPD ...”

3. Identification of Historic Villages

HDC Planning Consultation Portal ID Numbers - 42/75/77/99/100/118/156/160/169/186.

Consultees were concerned that the mention of “historic villages” in several of the site specific guidance criteria for the LCAs was not precise enough, and wanted these villages identified. Often it was suggested that those villages with conservation areas should be the ones intended by the criteria, and that this should be made clear by listing those villages in the Draft revised SPD.

Comment: Several of the villages and settlements mentioned by name in the SPD can be considered as “historic”, even though they do not have a conservation area, e.g. Conington, mentioned in para 4.1 for the Fen Margin LCA.

In the Northern Wolds, the village of Buckworth, though not mentioned in the SPD text, is an archetypal Northern Wolds historic settlement with a prominent landmark church spire standing out on the horizon, and the village clustered on the higher parts of the valley sides. However there is no conservation areas.

Impacts on cultural heritage assets are usually considered separately from landscape and visual effects, yet there is an acknowledged overlap between the two, particularly when the setting of heritage assets is being considered. Limiting the category of “historic villages” to just those with designated conservation areas will unduly restrict the protection to historic villages and settlements that the SPD guidance can give via its status as a material consideration in any planning application. This proposed change is not justified.

No changes needed.

4. Updated information and Table 15

HDC Planning Consultation Portal ID Numbers – 49.

- a) One consultee correctly identified that Table 15 was incorrect.
- b) There is a general issue about the possible updating of relevant data as the scale of turbine development changes over time.

Comment:

- a) The original figures from the corresponding table in the TLP Position Statement had been transferred to the draft SPD unaltered. **Change needed.** New figures reflecting the situation at January 1st 2014 will be calculated and inserted in a revised Table 15.
- b) The relevant data and associated tables, figures and text will be updated when significant changes to the scale of development have accrued. An explanation of this has been added prior to para 18.16. **Change needed.**

5. Specific Biodiversity and Wildlife Issues

HDC Planning Consultation Portal ID Numbers – 14-33, 123-153.

Much detailed and useful comment was received from the RSPB and the County Council on biodiversity matters. This covered the following main issues.

- a) Biodiversity enhancement as per NPPF para 109, and suggested amendments to the site specific guidance for different LCAs [chapters 3-11] and wider landscape management objectives.
- b) Avoidance of significant cumulative effects on wildlife – especially birds.
- c) Recognising that some species associated with designated nature conservation sites may be associated with other areas [eg feeding grounds] which are distant from those sites; and responding to the implications of this fact.
- d) Mitigation of potential impacts on biodiversity and wildlife.
- e) Avoidance of impacts on species / features associated with nature conservation sites in different LCAs.
- f) General “wildlife constraints.”
- g) Buffering of nature conservation sites.
- h) Monitoring regimes, and improvement of data re cumulative ecological assessment.
- i) Production of Ecological Sensitivity Maps, and Bird and Bat Sensitivity Maps.

Comments: on each of the above points in order.

- a) Amend site specific guidance “Seek opportunities to achieve wider landscape management objectives identified in the Huntingdonshire Landscape and Townscape Assessment in association with any proposed development, **and seek opportunities to provide net gains to biodiversity, such as through creation of new habitat, appropriate to the ecological setting and scale of the proposal.**” This to be done at paras 3.1(i), 3.3(h), 4.1(i), 4.3(k), 4.5(j), 4.7(j), 5.1(h), 5.3(k), 6.1(g), 7.1(i), 7.3(j), 7.7(f), 8.1(g), 8.3(j), 9.2(e), 9.4(f), 10.2(j), 10.4(l), 10.6(l), 11.1(h).
- b) Avoidance of significant effects [cumulative or lone] on wildlife is an issue best considered by the relevant Statutory Consultees at the pre application consultation and the planning application stage. It is not a direct landscape / visual issue, and guidance on these matters is not appropriate for inclusion in this SPD.
- c) Again this matter is best dealt with by the relevant Statutory Consultees and is not appropriate for inclusion in this SPD.
- d) Again this matter is best raised by the relevant Statutory Consultees at the pre application consultation and the planning application stage. NB Issues of impacts on Biodiversity and Protected Habitats and Species, mitigation, compensation etc are dealt with by Local Plan draft policy LP5.
- e) Ditto
- f) The RSPB was concerned with the wording at para 18.12, and whilst it is still best for Statutory Consultees to deal with the detail of individual cases, para 18.12 will be amended to better reflect the potential consequences of the most significant impacts. The para should now read ...”This could have fairly modest impacts **on the design of a scheme** eg 50-100m offsets **from a feature such as a hedgerow to prevent effects on foraging bats, while in the case of the most sensitive sites eg Special Protection Areas and Ramsar sites this may a greater impact** eg if there were an affected flight path related to protected bird species, **the scheme may need to be**

relocated or substantially reduced in scale to avoid significant effects on the species or site concerned.”

- g) “Buffering” of designated nature conservation sites is recommended best practice and specific guidance is available from Natural England and other Statutory Consultees. This is an issue best dealt with by the relevant Statutory Consultees at the pre application consultation and the planning application stage. The reason that the Great Fen is mentioned in the SPD is because of its “Landscape and Visual Setting” which was recognised by HDC and has status in planning – effectively a buffer but not for biodiversity or wildlife reasons. More detailed information on buffering for these reasons is not a topic appropriate for this SPD.
- h) Monitoring regimes and data collection re cumulative ecological assessments – again best dealt with by the relevant Statutory Consultees at the pre application consultation and the planning application stages.
- i) Ecological Sensitivity Maps: again not strictly a landscape or visual matter and more appropriate to be produced by the relevant Statutory Consultees or a county level where ecological expertise is available.

NB Information on these matters may be more relevant for inclusion in the forthcoming revision of the HDC “Guidance Note for Applicants and Agents of Wind Turbine developments.”

6. Clarity and readability of SPD maps – figures 18.1-18.8.

HDC Planning Consultation Portal ID Numbers – 50/78/80-87/89-92.

Several consultees thought the quality of the plans was poor and that the information contained in them was difficult to read and understand.

Comment: The plans were not of the highest quality, and by the nature of the subject matter they have to present a great deal of information – all of which is relevant. Bigger plans might have been easier to read, but it was felt that A3 fold-out ones were easier to handle in such a document.

Change needed: Higher quality versions of the plans will be used for the revised version of the draft SPD which will be put forward for adoption by Council. If adopted these versions will be available for printing and for viewing on screen. They will use more memory which may preclude them being sent as email attachments, but the whole document will be available to download from the HDC website.

7. Basic changes needed to the draft SPD.

HDC Planning Consultation Portal ID Numbers –
63/158/162/163/166/167/168/172/176-181/183/184/185

Several consultees thought that there were some basic shortcomings with the form and content of the draft SPD. These included:

- a) It was too long and complicated.
- b) A new sensitivity study was needed to update that done by LUC in 2005. This would provide a new baseline and would take account of any changes in landscape character produced by the operation of those wind turbine developments [and other developments] built since 2005. New LCA descriptions may be required.
- c) There should be greater emphasis on EU and UK energy policy in chapter 1 of the SPD.
- d) The methodology used in chapter 19 leads to an overestimate of the actual effects of consented and operational windfarms.
- e) Chapter 22 [Appeal Decisions] was thought to be unrepresentative and of limited value.

Comment: on each of the above points in order.

- a) The SPD is long and it is relatively complicated – mainly because it has to deal with a complex, high profile, and highly emotive subject where planning guidance must be robust and consistent, as well as being useful to developers. Every effort has been made to keep the document to a reasonable length, yet still cover the nuances of the various characteristics of the Huntingdonshire landscape and the methodologies used to assess impacts and guide development to appropriate locations. **No changes needed.**
- b) Despite the LUC study being roughly 10 years old it is felt that the assessment of most of the various indices which make up landscape sensitivity and landscape value have remained fundamentally unchanged, and that the site specific guidance criteria for each LCA would still be entirely appropriate. Nevertheless the information in part 2 of the draft SPD on the location, height and number of all turbines as of January 1st 2014 provides grounds to guide the assessors and decision makers to areas where sensitivity and value – and hence susceptibility to change to use current terminology – might have altered, and hence to make new assessments on a case by case basis. **No change needed.**
- c) Chapter 1 of the draft SPD contains many references to the NPPF and the Planning Practice Guidance on Renewable and Low Carbon Energy [and other policy documents], and in particular to sections relevant to landscape and visual matters. There is ample opportunity at the planning application stage for applicants to present more detail of EU and UK energy policy, and to argue for its appropriate weight in the planning balance. The draft SPD is guidance which focusses on landscape and visual issues and as such it rightly concentrates on those aspects of policy which directly relate to those issues. **No change needed.**

- d) Paragraphs 19.25-19.36 analyse turbine visibility, magnitude of impacts and expand the concept of guidance thresholds – previously instanced in para 17.8 referring to SNH para 18 onwards.

The use of the categories of magnitude shown on Table 18 are based on the likely ranges of distance over which differing levels of magnitude of visual impact are likely to occur from wind turbines of a height of between 100 -129 m to blade tip. Although PAN45 is revoked it is considered that the broad categories of effect included within it are still pertinent. The distance categories in PAN 45 relate to an open landscape and it is considered that much of Huntingdonshire does have that open characteristic, particularly in the more elevated Claylands, Wolds and on the Fens. A similar approach was also incorporated at page D9 within the Arup Report 'Placing Renewables In the East of England Final Report -2008' (which is referenced in the Draft SPD). This Arup Report also draws on a study undertaken by the University of Newcastle which provided at Table D1 .2 of the Arup study the basis for most of the descriptions of magnitude used at Table 18 in the Draft SPD.

The distances and definitions were tested in the field at the majority of the existing wind turbines within Huntingdonshire and also at a number in neighbouring districts including Fenland District. These visits were made by representatives of The Landscape Partnership and/or Huntingdonshire District Council to benchmark the descriptions with as built schemes . The approach used was set out in paragraph 19.28. This included the larger turbine schemes at Cotton Farm, Red Tile Farm together with assessment of smaller turbines in the district. Locations were identified from public locations within the distance bands to evaluate if the descriptions matched the effects that currently occur from the as built wind turbines. As set out in the draft SPD a further category was incorporated within 1 km to reflect locations where turbines may have a greater/overpowering effect. It was considered that the distance and magnitude bandings were appropriate to the Huntingdonshire landscape. Paragraph 19.27 of the draft SPD also makes clear that these were approximate points of transition from one category of effect to another and that local circumstances would also vary by either making a scheme relatively more prominent. It is accepted that reference should also be made in this paragraph of the SPD to the fact that views could be more low-key contained or screened within these distances e.g. by landform and vegetation. To this end para 19.27 should have the following inserted...."**there will often be a transition. Some views could be contained and/or screened by landform or vegetation or both. Equally there may be...**"

The categories of magnitude provided in the Draft SPD are intended to provide a helpful framework for identifying the likely effects within a given range and for then assessing the individual circumstances and effects from any particular scheme at a more detailed level. It is considered that the approach used is appropriate in providing criteria and guidance for evaluating the cumulative situation at a strategic level and also then for assessing individual applications and the cumulative effect of a number of schemes.

It is accepted that para 19.34 of the draft SPD overstates the certainty of unacceptable cumulative effects, and that other factors need to be considered as well. To this end para 19.34 should be amended to read "... Prominent Zones are *less likely* to be acceptable in cumulative visual terms unless other factors substantially counteract any significant cumulative effects; **however each case must be considered on its merits.** An exception..."

As regards the proposed extent of "Prominent" and "Conspicuous" zones as applied to turbines up to 99m in height [see table 19 in the draft SPD] the figures in the first two rows of the table represent a likely maximum extent. It must again be noted that the

methodology here is meant to provide guidance and inform the assessor and decision maker where potential cumulative effects might occur, and to indicate thresholds within which careful assessment is required.

- e) It is agreed that chapter 22 [Appeal Decisions] is somewhat unrepresentative and realistically could never keep abreast of relevant policy changes. **It will be removed from the document and references to it will be omitted.**

8. Guidance for the Northern Wolds LCA

HDC Planning Consultation Portal ID Numbers -
38/42/59/60/62/77/99/100/108/110/115-119/156/157/160/164/169/172/179/182/186.

Many consultees [including individuals, groups, energy companies and professional consultants] felt that the changes to the numeric capacity guidance for the Northern Wolds LCA in chapter 8 of the draft SPD were not fully justified. Some consultees referred back to the current SPD, and some to both the SPD and the background study “Wind Turbine Development in Huntingdonshire” by Land Use Consultants, which underpinned the subsequent SPD “Wind Power.”

Comment: The section on the Northern Wolds LCA was the focus of the main inconsistencies within the LUC study, and also between that study and the subsequent SPD “Wind Power.” The text of the LUC study concluded that there was high capacity for small scale groups of “up to 5 turbines” or “up to 4 or 5 turbines.” So there is already inconsistency. However in the summary table 14.1 in the LUC study this confusion is compounded further - the Northern Wolds is stated as having high capacity for a small scale group of 2-3 turbines, and low capacity for a grouping of 4-12 turbines. The subsequent SPD “Wind Power.” – which is the current adopted local policy guidance – repeats the judgments of this table.

Thus not only is there the issue of the abrupt change in guidance [high capacity for 3 turbines, low capacity for 4] but also other contradictory statements about various groupings of up to 5 turbines. It is unlikely that these different and inconsistent statements – some with policy status, and some with the status of a background study – could ever be satisfactorily resolved.

Some consultees used mistaken definitions for “high” and “moderate” sensitivity. For the avoidance of doubt the LUC study [page 11] states – *“Moderate [sensitivity] – key characteristics of the landscape are vulnerable and maybe adversely affected by turbine development. The landscape may have some ability to absorb types of wind energy development without a significant change in character. High [sensitivity] - key characteristics of the landscape are fragile and would be adversely affected by turbine development. Wind turbine development would be likely to result in a significant change in character.”*

The draft SPD has redefined the group sizes to produce a series of groupings in keeping with more recent and current studies and policy guidance. The abrupt change in capacity judgment has been dealt with by the introduction of a “moderate capacity” judgment for the small scale grouping of 2-5 turbines; and this also preserves a consistent set of group sizes for all LCAs within the district, rather than introducing special group sizes for this one particular LCA.

It must be remembered that these capacity figures are guidance only, and broad brush guidance for the whole of an LCA. Each case must be judged on its merits, and the numeric guidance is only one factor of the many that are pertinent to the landscape and visual issues

which will be considered when making any final decision about a particular proposal. The capacity of a particular site will be considered by reference to its particular context.

In the light of these points it is HDC contention that the changes to the Northern Wolds are justified and that with regard to this issue the draft SPD should remain unaltered. **No change needed.**

9. Prioritising “candidate” locations

HDC Planning Consultation Portal ID Numbers – 109

One consultee recommended that HDC identify “candidate” locations – those sites and areas which were deemed most suitable for wind turbine development.

Comment: This is an important point and one that is considered at NPPF para 97 where “identifying suitable areas...” is a recommended course of action for local authorities.

Whilst identifying suitable **sites** is clearly impractical over the district as a whole, the draft SPD does provide the relevant criteria to guide applicants to suitable **areas** and away from inappropriate ones – due to its methodology of identifying guidance criteria for each LCA based on landscape character assessment, and flagging up potential cumulative effects. It must be noted however that the LPA cannot affect the order that applications are made, and each case is considered on its merits, so it is ultimately impossible to ensure that the most suitable sites come forward first. **No change needed.**

10. Misunderstandings

HDC Planning Consultation Portal ID Numbers -
11/35/59/60/62/73/77/97-100/108/110/115-119/122/154-157/160/165/169/171/186/

A number of consultees appeared to misunderstand certain parts of the draft SPD in relation to the following issues.

- a) Some consultees assumed that because the numeric guidance in Table 1 of the draft SPD [on page 10] recommended that there was “high” capacity for a certain group size and scale of development then this meant that a proposal within those limits would be “entitled” or automatically approved.
- b) A number of consultees commented on locations being within the Huntingdonshire DC “Area of Best Landscape,” or thought that Green Belt recommendations applied.
- c) Several responses said that there should be mention of risks and impacts associated with ice projectiles, high winds, proximity to roads and/or waterways, and impacts on the road network related to the construction phase of phase of turbine development and delivery of components to site.
- d) Many consultees thought that there should be particular restrictions on the height and number of turbines [for instance when an LCA was “full”] and a minimum separation distance between turbines and dwellings.

- e) Some consultees observed that impacts of WTDs outside the district should be taken into account, and also that LCA boundaries rarely exhibit a sudden change of character.
- f) A number of responses objected to what they saw as “judgments” being made in the SPD, which would in effect amount to pre-judging particular proposals.
- g) Some consultees thought that the approach taken by the draft SPD was intended to replace the requirements of an Environmental Impact Assessment, and be a substitute for the professional judgments and clearly argued written assessments recommended by the recent 3rd edition of the “Guidelines for Landscape and Visual Assessment [GLVIA].
- h) A few consultees were under the impression that the draft SPD was discouraging the use of “Zones of Theoretical Visibility” and the like.

Comment: on items listed above.

- a) Proposals must be assessed with respect to all elements of the guidance in the draft SPD – this includes [i] not just numeric guidance [which in any case is not specific to a particular site but is a broad brush figure for the whole of each LCA] , but [ii] the site specific guidance criteria given for each LCA in chapters 3-11 of the draft SPD, and [iii] any cumulative impacts that might be potentially significant in the light of the guidance thresholds given in Table 16 [and elsewhere] of the draft SPD. **No change needed.**
- b) The “Area of Best Landscape” designation was abolished following guidance given in the then PPS7 [2004]. It has no current planning status. There is no Green Belt land in Huntingdonshire, so national policy recommendations do not apply. **No change needed.**
- c) These listed risks and impacts are not appropriate for inclusion in a document concerned with landscape and visual issues. However, for commercial turbine developments all these issues will generally be considered and assessed in an Environment Impact Assessment submitted with the planning application. **No change needed.**
- d) This is a common misunderstanding. The on line “Planning Practice Guidance for Renewables and Low Carbon Energy” [PPG] clearly rejects the use of specific limits to the separation between turbines and dwellings – and this has recently been confirmed again in a Local Plan examination involving Wiltshire CC. Similarly, numeric restrictions on height or numbers of turbines in particular areas would be ruled inadmissible under the current planning system.
The approach to these issues should be as recommended in the NPPF and PPG – by use of landscape character assessment and the clear presentation of written guidance criteria which can be used to assess the potential effects [including cumulative ones] of turbine proposals – and this is the approach taken by the draft SPD. Each case must be considered on its merits, and that consideration must be done on the basis of potential effects rather than by numeric limits. **No change needed.**
- e) The effects of turbine developments within 10km of the district boundary have been included in the assessments of current cumulative effects which is presented in part 2 of the draft SPD. The consideration of each case on its merits will include cross boundary effects, and where sites are close to boundaries between LCAs the draft SPD will include guidance advising consideration of criteria from each LCA. This has been standard practice in the consideration of relevant cases, as it is common sense that landscape character can rarely change abruptly at a boundary. Some of these issues

are discussed at para 19.9 but there will be clear guidance added to para 2.2 which will now read ...”chapters that follow (one for each character area). **Where a proposed scheme is close to the boundary between two LCAs the guidance for each LCA will be considered.** Further information...”

- f) It is stated in the “Summary and Introduction” [items 1/2/3/4/6 etc] to the draft SPD and repeated throughout the document that the draft SPD is guidance and does not seek to set out absolute thresholds. The essential caveat that “each case must be considered on its own merits” is included at numerous, relevant, and important points in the text. Judgments have their place when that consideration is made. **No change needed.**
- g) The draft SPD is not intended to replace EIA requirements – this is clearly stated at para 16.12 - nor is it meant to obviate the desirability of clear written arguments as recommended by GLVIA3. There is no part of the draft SPD that would support either of these contentions. **No change needed.**
- h) The comments on the use of ZTVs in the draft SPD para 19.23 apply to the concept of basing most of the guidance and assessment of current and future turbine developments on ZTVs, and this approach is not recommended for reasons given in 19.23. Nevertheless the submission and use of ZTVs to help in the assessment individual cases is common [though not universal] practice, and is a most useful tool. The draft SPD does not seek to discourage this practice. **No change needed.**

11. Relation between parts 1 and 2 of the draft SPD.

HDC Planning Consultation Portal ID Numbers -
34/36/40/41/43/44/60/63/65-69/73/75/99/100/108/111/116-119/153/156/159/160/165/186

Many responses commented on the relationship between parts 1 and 2 of the draft SPD, and were concerned that there was a lack of cohesion and clarity in how the 2 parts fitted together, and some confusion when some issues [eg policy matters and cumulative effects] are included in both parts.

Comment: The two parts of the draft SPD each have a different focus as explained in the “Summary and Introduction” of the document. **In order to improve the overall structure of the SPD sections on Policy will be amended and moved to the “Summary and Introduction” section,** whilst other issues which are considered in both parts of the draft SPD [especially cumulative capacity and effects] will be better cross referenced and important points regarding the difference between parts 1 and 2 will be emphasised.

These latter changes are detailed below -

Item 4 will be amended to read...”Part 1 of the guidance is a **revised and extended version** of the February 2006...”

Item 9 in the “Summary and Introduction” section will have all but the last sentence changed to bold type... “ **Its analysis of landscape sensitivity is based on a scenario of no existing wind farms – the assessment is purely concerned with how the various landscape characteristics of each area might potentially be affected by different scales of turbine development. The site specific guidance criteria given for each of the district’s component character areas are valid whatever the current level of turbine development in the district.** If this were not the case then the analysis would have to be revisited after each new development consent – which would be clearly impractical.”

Item 11 will be amended slightly and be partly in bold...**By reference to the overview of the relative capacities established in Part 1, guidance thresholds are proposed in Part 2 which establish an upper limit to the extent of the greatest cumulative impacts in each LCA. The more sensitive the LCA, the lower the guidance thresholds.** The difference between the guidance threshold area and the actual level of impact gives an indication of the “spare” capacity (or lack of it) for future turbine development in each LCA.”

Part of the last sentence of para 2.22 will be in bold, **“Further guidance on cumulative landscape and visual effects is given in part 2 of this draft SPD”** and this clause will be appended to paragraphs throughout the document, at
3.2 / 3.4 / 3.6 / 3.8 / 4.2 / 4.4 / 4.6 / 4.8 / 5.2 / 5.4 / 5.6 / 5.8 / 6.2 / 6.4 / 7.2 / 7.4 / 7.6 / 7.8 / 8.2 / 8.4 / 9.3 / 9.5 / 10.3 / 10.5 / 10.7 / 11.2.

Other amendments will be made which will also improve the clarity of the guidance.

Para 1.5 will be amended and moved to the “Summary and Introduction” section, and be inserted at the start of para 12 of that section which will now read –
“This draft SPD is concerned only with the landscape and visual issues which are associated with wind turbine development. Proposals will also need to address other factors that need to be taken into account when assessing the wider potential effects of such proposals, such as biodiversity, heritage assets, tranquillity, noise, shadow flicker, and the effect on people living and working in the vicinity. It is essential to stress...” the whole paragraph will be in bold type.

Table 1 [page 10] will have an amended title – it will now read – **“Table 1: Summary of landscape capacity for wind turbine development assuming a nil wind farm baseline scenario. For guidance on cumulative effects and assessment of current operational and consented turbines please refer to chapter 19 [Assessing Cumulative Effects] and Table 16 in part 2 of this document.”**

Para 19.12 should be amended so that its role [and that of table 16] in part 2 of the draft SPD is more apparent. It should now read -
“The percentage figures given in this section should not be seen as absolute thresholds that preclude development. However, they provide a guide as to when the cumulative landscape effects might be crossing a line where the underlying key landscape characteristics would begin to be affected due to the cumulative influence of wind turbine development. In this respect they are important in identifying potentially significant cumulative effects. There will usually be areas of land within each LCA...”

These changes to the overall structure and relevant detail concerning the relation between parts 1 and 2 of the SPD will improve the cohesion and clarity of the document.

12. General and specific issues about tables in the draft SPD, and suggestions that some tables include additional information

HDC Planning Consultation Portal ID Numbers - 14/37/49/54-56/70/72/74/75/76/117/120

Several consultees thought that –

[a] Additional information should be included in various tables throughout the draft SPD.

[b] Other consultees suggested that the use of tables in part 2 of the draft SPD gave undue weight to figures and numeric assessment, downgrading the role of clear and reasoned written assessments.

[c] Some consultees questioned the omission of the Table 2 which was included in the proposed 2012 draft SPD “Landscape Sensitivity to Wind Turbine Development.”

Comment:

[a] It is felt that the many tables in the draft SPD are already often conveying complex information, and that the inclusion of additional information [which in some cases can already be found in illustrative form in figures 18.1 – 18.8 from the draft SPD] would not be in the best interests of clarity.

Suggested summaries appended to Table 16 outlining which LCAs are “full” would not be useful as an LCA where the guidance threshold has been exceeded would not preclude further applications in that LCA, nor would it guarantee automatic refusal – it would only mean that there would be strong arguments to support refusal.

“Weighting” of different columns in Table 16 would also not be practical. The consideration of different cases in different LCAs would inevitably focus on different parts of the table.

No change needed.

[b] Part 2 of the draft SPD contains much information in tabular form, nevertheless there is no suggestion that this should downgrade the role and status of clear written arguments, analyses, and assessments of effects as recommended in GLVIA3. Para 19.1 confirms that the draft SPD guidelines should be considered alongside detailed study, but for avoidance of doubt the following should be added at the end of para 19.1... **“Whilst analysis and assessment of cumulative effects should respond to guidance thresholds and other tabular information given in part 2 of the draft SPD, this must be accompanied by a clearly argued written presentation covering the relevant details of each case.”**

[c] This table was actually omitted after the public consultation process for the 2012 draft SPD. The comment in the Statement of Consultation for the 2012 document stated –

“Table 2 in the draft revised SPD was intended to be a useful, tabular version of the text from the existing SPD that related to the guidance on cumulative capacity in different LCAs. The tabular version perhaps has a more prescriptive character than the earlier text, and this was considered (by some consultees) to be contrary to the over-riding caveat that each application must be considered on its own merits. The draft SPD will be amended by removing paras 2.18 and 2.25, Table 2 and associated footnote 1, thus returning to the existing situation where the guidance on cumulative impacts is contained in the different LCA chapters.”

It is felt that the reasoning behind its omission still applies. No change needed.

A list of those persons and organisations responding to the public consultation is given below.

Name	Company / Organisation
Amy Crossley	The RSPB
Anna and Michael Horrell	
Anthony Levene	
C Watters	
Caroline Hunt	South Cambridgeshire District Council
Caroline McArthur	
Chris and Vicky Wood	
Chris Collison	
David Burnett	
David Ruck	
Debbie Steel	Brampton Parish Council
Denise Johnson	
Fiona Anderson	Hamerton & Steeple Gidding Parish Council
Gareth Ridewood	
Graham Moore	Middle Level Commissioners
Henry Malt	
Ian Churcher (Dr)	
J Bowd	Holywell-cum-Needlingworth Parish Council
Jenny Gellatly	Little Paxton Parish Council
Jill Watkinson	
John Chase	Buckden Parish Council
John Gimblett	
Jon Croke	
Joy Allington	
Judit Carballo	Cambridgeshire County Council
K Adamson	
Laurence Allington	
Lois Dale	Houghton & Wyton Parish Council
Lorna Lane-Ley	
Madelaine Liddiard	Godmanchester Town Council
Mark Doyle	
Martin Gamble	
Nichola Traverse-Healy of Barton Willmore Planning Partnership	RES UK and Ireland Ltd
Nigel White	
Odette Eldred	
Pat Dillon	Toseland Parish Council
Paul Ryan	The Stukeleys Parish Council

Peter Ashford
Piers Wood
Revd Philip Foster
Rob Colmer
Roslyn Deeming
Simon Bywater (Cllr)
Sue Bull
Thomas Cosgrove
Tim Byrne of Jones Lang LaSalle
Tim Byrne of Jones Lang LaSalle
Tom Gilbert-Wooldridge
Victoria Wood

Natural England

Anglian Water Services Ltd
Broadview Energy
Energiekontor UK Ltd
RWE Innogy UK Limited
English Heritage
Stop Molesworth Wind Farm Action
Group

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CURRENT STUDIES

STUDY	OBJECTIVES	PANEL	STATUS	TYPE
Consultation Processes	To assist the Corporate Team with its review of the Council's Consultation and Engagement Strategy.	Social Well-Being	Strategy and Guidance referred back from Chief Officers Management for further refinement. Working Group met to review the Strategy prior to the Panel's consideration of it at their June 2014 meeting.	Working Group
Economic Development	To be determined.	Economic Well-Being	The Huntingdonshire Economic Growth Plan 2013 to 2023 was considered by the Panel in July 2013. The Economic Development Manager will attend a future meeting to provide an update on the marketing and implementation plans.	Whole Panel.
Delivery of Advisory Services Across the District	To monitor the performance of the voluntary organisations awarded grant aid by the Council in 2013-2015.	Social Well-Being	Annual performance report to be considered by Panel in June 2014.	Working Group.
Housing and Council Tax Benefit Changes and the Potential Impact Upon Huntingdonshire	To monitor the effect of Government changes to the Housing Benefit System arising from the Welfare Reform Act.	Social Well-Being	Six monthly reports to be presented to the Panel. Members of the Economic Well-Being Panel will be invited to attend. Next report to be considered at the Panel's June 2014 meeting.	Whole Panel

Review of Elderly Patient Care at Hinchingsbrooke Hospital	To undertake a review of elderly patient care at Hinchingsbrooke Hospital.	Social Well-Being	Working Group appointed to undertake a review which will be undertaken in conjunction with the Hospital. A number of meetings have been held. The general care and support provided to elderly patients at the Hospital will be the focus of discussions at the next meeting.	Working Group
Gross Costs	To review the Authorities Gross Expenditure.	Economic Well-Being	A meeting of this Group was held on 26th March 2014. The Accountancy Manager has been asked to provide further information to Members of the Group.	Working Group

Panel Date	Decision	Action	Response	Date
4/06/14	<p><u>Corporate Plan</u></p> <p>Councillors G J Bull and Mrs L Kadić have been appointed to the Corporate Plan Working Group.</p>			
<p>13/7/10 8/3/11 12/10/11 8/11/11</p> <p>12/03/13</p> <p>14/01/14</p>	<p><u>Great Fen Project</u></p> <p>The Panel attended tours of the Great Fen. Latest visit undertaken on 1st October 2012.</p> <p>Copy of the Socio-Economic study presented to Panel.</p> <p>Great Fen Project Collaboration Agreement endorsed by Panel and Cabinet for renewal for a further 5 year period.</p>	<p>Updates on the progress of the project to be presented to the Panel at 6 monthly intervals.</p> <p>Site visits and information reports will be provided to the Panel as the Great Fen Project develops.</p>	<p>Site visit held on 17th September 2013.</p>	
<p>14/09/10</p> <p>11/09/12</p>	<p><u>Tree Strategy</u></p> <p>To form a strategy in conjunction with the Tree Officers for the retention and planting of trees.</p> <p>Councillor J W Davies updated the Panel on progress made towards completion of the Tree Strategy.</p>	<p>A series of Working Group meetings have been held comprising Councillors M G Baker and J W Davies.</p> <p>Arboricultural Officer advised that he is working with consultants to finalise the Tree Strategy and that the first draft is with him for review.</p>	<p>This item appears elsewhere on the Agenda. Working Group met on 11th June 2014 to review the Strategy prior to its consideration by the Cabinet.</p>	17/06/14

Panel Date	Decision	Action	Response	Date
<p>9/04/13</p> <p>11/06/13</p> <p>10/09/13 & 8/10/13</p> <p>11/03/14</p>	<p><u>Whole Waste System Approach</u></p> <p>Panel received an update on progress with the RECAP Waste Partnership. The Panel has endorsed, in principle, the whole system approach, a business case for which is expected to be delivered to the Panel in the Autumn.</p> <p>In considering the Panel's work programme, Panel agreed that it may be necessary to reconvene the Waste Collection Working Group when consideration is given to the whole waste system approach. The Working Group comprises Councillors M G Baker and G J Harlock.</p> <p>Reports on Joint Materials Recycling Facility Procurement were considered by the Panel which forms part of the whole waste project. Further reports are expected to be submitted to the Panel in due course.</p> <p>RECAP Partnership Manager delivered a presentation on the projects being undertaken by RECAP. Panel has requested for a site visit to be undertaken at a waste management facility in the future.</p>	<p>Head of Operations acknowledged the Panel's request for the report prior to its submission to the Cabinet.</p> <p>Site visit to Alconbury Transfer Station and Waterbeach Waste Management Plant to be arranged after the procurement of the Materials Recycling Facility has concluded.</p>		<p>17/06/14</p>
<p>6/01/12</p> <p>11/09/12</p>	<p><u>Design Principles for Future Developments</u></p> <p>First meeting of the Working Group comprising Councillors I C Curtis and G J Harlock was held. It was agreed that the Working Group needed an overview of the site from a Planning Officer, followed thereafter by a site visit.</p> <p>The Panel considered the report of the Working Group which outlined its findings to date.</p>	<p>Working Group met with the Assistant Director for Environment, Growth and Planning on 26th January 2012 to receive an overview of the Loves Farm site. Site visit held on 2nd March 2012 followed by a de-brief on 21st March 2012 and a meeting on 1st June 2012.</p> <p>Meeting with the Urban Design, Trees and Landscape Team Leader was held on 5th</p>	<p>The Working Group has considered a report by the Urban Design, Trees and Landscape Team Leader analysing the results of the 'Building for Life' assessments which were completed on the site visit. The Working Group will begin to draft their final report.</p> <p>Production of a comprehensive Design Guide is in progress.</p>	<p>TBC</p>

Panel Date	Decision	Action	Response	Date
		October 2012 to discuss aspects of the Design Guide in more detail. Officers met with consultants in January 2013 to discuss the matter further.	Meeting of the Working Group to be convened shortly .	
<p data-bbox="152 536 255 560">15/01/13</p> <p data-bbox="152 967 255 991">18/07/13</p>	<p data-bbox="300 445 1005 501"><u>Landscape Sensitivity to Wind Turbine Development Draft Revised Supplementary Planning Document</u></p> <p data-bbox="300 539 1005 932">Panel were provided with an opportunity to comment on the draft revised Wind Power SPD which was undergoing consultation. The Panel has expressed their concerns over a number of matters including the impact of cumulative developments upon the District, the absence of any limits set on the proximity of turbines to dwellings and the group size proposed for large scale developments. With regard to the latter, the Panel is of the view that 24 turbines on one site is not an appropriate policy to adopt for Huntingdonshire. Additionally, the Panel has requested for point (e) of the guidance to be reconsidered in respect of Ouse Valley area's landscape as it was felt that this required further clarification.</p> <p data-bbox="300 967 1005 1302">A further opportunity to comment on the Wind Turbine Development Draft Revised SPD was provided. The Panel is still concerned over the group sizes proposed. Concerns also remain over the absence of separation distances between developments and made a suggestion that explicit reference to the terms "adverse visual impact" and "material harm" is incorporated within the planning policy framework. The Panel also has suggested that the Cumulative Landscape and Visual Impacts of Wind Turbines in Huntingdonshire document should be subjected to a separate public consultation exercise.</p>	<p data-bbox="1032 539 1554 683">Comments have been forwarded to the Assistant Director for Environment, Growth and Planning who advised that he would include Members views as part of the consultation.</p> <p data-bbox="1032 967 1554 1082">Panel's views were conveyed to the Cabinet at their meeting in July 2013. Cabinet agreed with the Panel's recommendations.</p>	<p data-bbox="1583 967 1989 1145">A further report on Wind Turbines Supplementary Planning Document will be submitted to the Panel in June 2014. This item appears elsewhere on the Agenda.</p>	<p data-bbox="2042 1031 2152 1054">17/06/14</p>

Panel Date	Decision	Action	Response	Date
<p>10/07/12 & 9/04/13</p> <p>11/06/13</p>	<p><u>Rural Transport</u></p> <p>Report received on Transport for Cambridgeshire. A number of comments have been made and were conveyed to the Cabinet. The Panel wishes to review the provision of transportation in rural areas and has requested sight of the final report to be submitted to them at a future meeting.</p> <p>Councillor Mrs L Kadić appointed as the Panel's representative on the Cambridgeshire Future Transport Initiative.</p>	<p>Outcome of the County Council's Overview and Scrutiny Committee on 27th March 2013 reported to Members where discussion took place on Cambridgeshire Future Transport.</p>	<p>Further updates to be delivered in due course.</p> <p>The Panel's representative for this Municipal Year needs to be reappointed to. This item appears elsewhere on the Agenda.</p>	<p>17/06/14</p>
<p>11/2/14</p> <p>11/3/14</p> <p>8/4/14</p>	<p><u>Flood Prevention</u></p> <p>Agreed to undertake a study on flood prevention arrangements in the District and the impact of flooding on associated local policy developments.</p> <p>Representatives from the Environment Agency delivered a presentation on flood risk management within Huntingdonshire.</p> <p>Scoping Report submitted to meeting. Working Group appointed comprising Councillors Bull, Harty, Farrer and Mrs Kadic to review the effectiveness of flood protection schemes in the District and to scrutinise environmental data including the outcome of the investigations currently being undertaken by the Local Resilience Forum into Flood Risk Management.</p>	<p>Request submitted to the Assistant Director for Environment, Growth and Planning.</p> <p>Councillor P G Mitchell has arranged for Mr Ian Smith, Clerk to the Middle Level Commissioners and Internal Drainage Board to attend the Panel's June 2014 meeting.</p>	<p>This item appears elsewhere on the Agenda.</p>	<p>17/06/14</p>
	<p><u>Notice of Key Executive Decisions</u></p> <p>A14</p> <p>Awaiting Government announcement. Update expected in shortly.</p>		<p>Update expected in June 2014. This item appears elsewhere on</p>	<p>17/06/14</p>

Panel Date	Decision	Action	Response	Date
	<p>Huntingdon West Masterplan</p> <p>Panel requested sight of the report prior to its submission to the Cabinet.</p>	Request submitted to the Planning Services Manager (Policy).	Report expected September 2014.	9/09/14
	<p>Local Plan to 2036 – Proposed Submission</p> <p>Panel will have sight of the report prior to its submission to the Cabinet.</p>	Request submitted to the Planning Services Manager (Policy).	Report expected November 2014.	8/04/14 & 11/11/14
	<p>Carbon Management Plan</p> <p>Panel will have sight of the report prior to its submission to the Cabinet.</p>	Request submitted to the Environment Team Leader.	Report expected July 2014.	15/07/14
	<p>Action on Energy Scheme</p> <p>Panel will have sight of the report prior to its submission to the Cabinet.</p>	Request submitted to the Environment Team Leader.	Report expected June 2014. This item appears elsewhere on the Agenda.	17/06/14
	<p>Huntingdonshire Infrastructure Business Plan</p> <p>Panel will have sight of the report prior to its submission to the Cabinet.</p>	Request submitted to the Assistant Director for Environment, Growth and Planning.	Report expected October 2014.	14/10/14
	<p>Huntingdon and Godmanchester Market Town Transport Strategy</p> <p>Panel will have sight of the report prior to its submission to the Cabinet.</p>	Request submitted to the Assistant Director for Environment, Growth and Planning.	Report expected July 2014.	15/07/14
	<p>Civil Parking Enforcement</p> <p>Panel will have sight of the report prior to its submission to the Cabinet.</p>	Request submitted to the Transportation Team Leader.	Report expected July 2014.	15/07/14

Panel Date	Decision	Action	Response	Date
	<p>Cambridgeshire Long-Term Transport Strategy</p> <p>Panel will have sight of the report prior to its submission to the Cabinet.</p> <p>Shared Services Building Control Project – South Cambridgeshire and Huntingdonshire</p> <p>Panel will have sight of the report prior to its submission to the Cabinet.</p> <p>Waste Policies</p> <p>Panel to have sight of the report prior to its submission to the Cabinet.</p>	<p>Request submitted to the Planning Service Manager (Policy).</p> <p>Request to be submitted to the Managing Director.</p> <p>Request submitted to the Head of Operations.</p>	<p>Report expected July 2014.</p> <p>Report expected July 2014.</p> <p>This item appears elsewhere on the Agenda.</p>	<p>15/07/14</p> <p>15/07/14</p> <p>17/06/14</p>
14/1/14	<p><u>Huntingdonshire Strategic Partnership (HSP)</u></p> <p>The Panel has a legal duty to scrutinise the work of the HSP, with the following thematic group falling within the Panel's remit:-</p> <p>Growth and Infrastructure</p> <p>Panel apprised with details of thematic group and its role in identifying key infrastructure projects and in recommending priorities for the allocation of Community Infrastructure Levy funding.</p>		<p>Next update expected January 2015.</p>	13/1/15

Panel Date	Decision	Action	Response	Date
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ACTION LOG
 (Requests for information/other actions other than those covered within the Progress Report)

<u>Date of Request</u>	<u>Description</u>	<u>Response</u>
	None identified at present.	

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Decision Digest

Edition 145

Monthly summary of the decisions taken at meetings of the Council, Cabinet, Overview & Scrutiny and other Panels for the period 1st May to 31st May 2014.

THE FUTURE OF MEMBERS IT – CALL IN

Following the publication of the Cabinet's decision regarding the future of Members IT on 10th April 2014, the Overview & Scrutiny Panel has given the matter further consideration.

Following a lengthy discussion, the Panel has recommended that for the purposes of clarifying what is intended, the Cabinet should amend their decisions, such that –

- ❖ printed agendas and reports will be provided on requested; and
- ❖ from a date to be determined, it be compulsory for all elected councillors to use the new arrangements and that Members will be entitled to participate in the loan scheme if they wish to do so to purchase an iPad.

The Panel is also of the view that the Cabinet should verify whether the terms of the Constitution, particularly the Members Allowances Scheme (and the associated guidelines) are sound and reflect the requirements of the new arrangements. If changes are required a review should be undertaken and implemented in the normal way.

In discussing the Panel's views, the Cabinet were of the opinion that the Panel's recommendations were too prescriptive and did not offer the flexibility of the approved scheme.

Executive Councillors confirmed that those Members wishing to receive a printed agenda will be able to and the minimum requirement for participation in the scheme is the ownership of a desk based PC.

Having referred to the potential savings the scheme offered and the need to gain Public Services Network compliance, the Cabinet has reaffirmed their previous decision relating to the withdrawal of Council funded IT equipment for Members.

RECRUITMENT TO SENIOR POSTS

Following the completion of an exercise to restructure the Council's senior management arrangements, the Panel has interviewed short-listed candidates for seven newly established posts.

On completion of the final interviews, the Panel has made appointments to the following positions –

- ❖ Corporate Director (Services);
- ❖ Corporate Director (Delivery);
- ❖ Head of Community;
- ❖ Head of Leisure & Health;
- ❖ Head of Resources;
- ❖ Head of Development; and
- ❖ Head of Customer Services.

These appointments have been reported to the Cabinet who have raised no objection to them in accordance with the Officer Employment Rules.

REVIEW OF THE COUNCIL'S CONSTITUTION

The Corporate Governance Panel has endorsed a number of recommendations which were referred to the Council in relation to proposed changes to the Constitution. These involved arrangements for headline debates, the Green Paper, frequency of meetings, Annual State of the District Address, the value of procurement requirements, the role of the Council Programme Group and the streamlining of reports to the Council from the Cabinet, Panels and Committees.

REVIEW OF FRAUD INVESTIGATION ACTIVITY

The activities of the Corporate Fraud Team during 2013/14 have been reviewed by the Corporate Governance Panel.

The Team faces a number of changes due to the launch of a Single Fraud Investigation Service by the Department for Work and Pensions' which will become operational in March 2015. The Service will take over all welfare fraud investigations.

REVIEW OF THE INTERNAL AUDIT SERVICE

The attention of the Corporate Governance Panel has been drawn to the outcome of a review of the effectiveness of the Internal Audit Service, undertaken by Mr Richard Gaughran, Internal Audit Manager with the Welland Internal Audit Consortium.

The review had concluded that internal audit was effective in delivering credible assurance to stakeholders, improved management of risks, improved corporate governance arrangements and

support for the achievement of corporate objectives.

In discussing a suggestion that the Panel should hold to account Officers who fail to implement agreed audit recommendations, Members have expressed their disappointment that this remains an issue for the authority. Owing to their concerns, the Panel has agreed that where audit actions have not been implemented on time, the relevant Assistant Director should attend a meeting of the Panel to explain the reasons for their non-introduction.

INTERNAL AUDIT SERVICE: ANNUAL REPORT

Members of the Corporate Governance Panel have been provided with the Internal Audit Manager's opinion on the overall adequacy and effectiveness of the Council's internal control and governance processes.

In expressing disappointment that nine "limited" and one "little" assurance have been issued, the Panel has suggested that their concerns be addressed by the Managing Director at their next meeting.

PROGRESS ON ISSUES ARISING FROM THE 2012/13 ANNUAL GOVERNANCE STATEMENT

Progress made to date in respect of six areas of improvement identified in the 2012/13 Annual Governance Statement has been noted by the Corporate Governance Panel.

GRANT CERTIFICATION 2013/14

A report from the External Auditor detailing the certification of specific grants received by the Council in

2013/14 has been presented to the Corporate Governance Panel.

EMPLOYEE HANDBOOK

Following discussions 30th April 2014, the Panel has given further considerations to the content of the Employee Handbook. Having considered a number of changes to the text and in noting that the document will be considered by the Employment Panel on 25th June, Members have authorised the Chairman and Vice Chairman of the Panel to review the final version of the handbook with a view to resubmitting it to the Council for adoption on 30th July

MONITORING THE EFFECTIVENESS OF THE CONTROL ENVIRONMENT: VALUE FOR MONEY

The Corporate Governance Panel has requested the Council's designated Chief Financial Officer to provide them with an annual report summarising the arrangements in place to support the achievement of Value for Money (VfM) for the Council. Although, the Panel has routinely received information from both the internal and external auditors on VfM the Council does not have a specific framework/strategy that outlines how this will be achieved. This new arrangement will introduce a process whereby the Panel can be assured that work has been undertaken to show that the Council is achieving VfM.

TRAINING OF PANEL MEMBERS

Suggestions for training for the Corporate Governance Panel based on the anticipated work programme over the ensuing year have been noted. A formal training day is to be arranged for all Members involved in the Audit Process across Cambridgeshire.

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