

The inaugural meeting of the **OVERVIEW AND SCRUTINY PANEL (ECONOMY AND GROWTH)** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, CAMBS, PE29 3TN** on **TUESDAY, 12TH JANUARY 2016** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact  
(01480)**

### **APOLOGIES**

**1. ELECTION OF CHAIRMAN**

To elect a Chairman of the Panel.

**2. MINUTES** (Pages 5 - 10)

To approve as a correct record the Minutes of the Overview and Scrutiny Panel (Environmental Well-Being) meeting held on 8th December 2015.

**A Green  
388008**

**3. MEMBERS' INTERESTS**

To receive from Members declarations as to disclosable pecuniary and other interests in relation to any Agenda item.

**4. APPOINTMENT OF VICE-CHAIRMAN**

To appoint a Vice-Chairman of the Panel.

**5. NOTICE OF KEY EXECUTIVE DECISIONS** (Pages 11 - 16)

A copy of the current Notice of Key Executive Decisions is attached. Members are invited to note the Plan and to comment as appropriate on any items contained therein.

**M Sage  
388007**

**6. OVERVIEW OF INTERNAL DRAINAGE BOARDS**

The Panel is to receive a presentation from the Project and Assets Manager on the topic of Internal Drainage Boards.

**C Allen  
388380**

**7. PROGRESS ON THE IMPLEMENTATION OF THE MARKET STRATEGY (SIX MONTHLY REPORT)** (Pages 17 - 26)

To receive the biannual update report on the Implementation of the Market Strategy.

**S Bedlow  
387096**

**8. OPEN SPACES WATER SAFETY POLICY** (Pages 27 - 48)

To receive a report on the Open Spaces Water Safety Policy.

**A Merrick**

**9. STREET CLEANSING - SERVICE SPECIFICATION**

The Panel is to receive the Street Cleansing Service Specification.  
(To Follow)

**A Merrick  
388635**

**10. EARITH, SAWTRY AND STILTON NEEDS ANALYSIS OF OPEN SPACE AND PLAY FACILITIES.** (Pages 49 - 56)

The Earith, Sawtry and Stilton Needs Analysis of Open Space and Play Facilities is to be presented to the Panel.

**A Merrick  
388635**

**11. WORKPLAN STUDIES** (Pages 57 - 58)

To consider the work programmes of the Communities and Customers and Finance and Performance Overview and Scrutiny Panels.

**A Green  
388008**

**12. OVERVIEW AND SCRUTINY PROGRESS** (Pages 59 - 62)

To consider a report on the Panel's activities and scrutinise decisions taken since the last meeting as set out in the Decision Digest (circulated separately).

**A Green  
388008**

Dated this 4th day of January 2016



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**

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**Please contact Mr Adam Green, Democratic Services Officer (Scrutiny), Tel No. 01480 388008/e-mail [Adam.Green@huntingdonshire.gov.uk](mailto:Adam.Green@huntingdonshire.gov.uk) if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.**

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

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

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

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Elections & 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.*

## 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, 8th December 2015.

- PRESENT: Councillor T D Sanderson – Chairman.
- Councillors Mrs B E Boddington,  
Mrs S Conboy, J W Davies, Mrs A Dickinson,  
Mrs L A Duffy, I D Gardener, D A Giles,  
P Kadewere, K D Wainwright and R J West.
- APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillors I C Bates.
- IN ATTENDANCE: Councillors R C Carter, D B Dew, R S Farrer, R B Howe and P D Reeve.

### **44. MINUTES**

The Minutes of the meeting of the Panel held on 10th November 2015 were approved as a correct record and signed by the Chairman.

### **45. MEMBER'S INTERESTS**

No declarations of interest were received.

### **46. NOTICE OF KEY EXECUTIVE DECISIONS**

The Panel received 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 for the period 1st December 2015 to 31st March 2016.

### **47. REVIEW OF PLANNING ENFORCEMENT**

With aid of a report by the Development Management Team Leader (a copy of which is appended in the Minute Book), the Review of Planning Enforcement was presented to the Panel. Members were informed that the service needed clear objectives to enable to use the resources available in the most effective and efficient way. In addition the service needed to set and adhere to priorities and to be fair and open in case outcomes.

The recommendations were presented to the Panel, they were:

- Delegating decision-making on cases to Area Enforcement Officers and Team Leader;
- Reducing the number of planning applications dealt with by the Enforcement Team Leader;
- Enhancing the enforcement team's capacity to deal with planning applications arising from enforcement cases by using

- Development Management officers;
- Introducing new time targets for enforcement case milestones and closure;
- Closing old cases;
- Setting targets for carrying out the first site visit;
- Prioritising cases after the first site visit;
- Managing the expectations of stakeholders;
- Improving communication with stakeholders;
- Updating the Council's Enforcement Policy; and
- A series of process improvements.

The Panel were advised that the current working policies had been established in 2010 and the requirement for them to be updated had been identified. Members were informed that this was to enable Officers in the field to act in a timely manner. Officers reminded Members that the Council wanted to effectively manage the expectations of stakeholders and not state that an outcome would occur if it could not be delivered.

Following a query regarding the recommendation of a series of process improvements, the Panel was informed that the improvements related to making the processes and procedures of planning enforcement more efficient.

With regards to the communication with Town and Parish Council, Members were informed that Officers would investigate how they, Town Councillors and Parish Councillor would be able to access up to date enforcement action information for their area.

A concern was expressed in regards to developers who leave a site without fulfilling their obligations. In response the Panel was informed that the software package 'Obligation Tracker' would track the obligations of developers. If a developer does leave a site without fulfilling their obligations then the Council could insert a note with the land charge. As this could affect the developer's house sales the aim is to encourage the developer to fulfil their obligations.

After a discussion concerning IT costs, Members had been informed that the Council had contacted the supplier to enquire the cost of running the software but had not received a response.

*(At 7.03pm during discussion on this item, Councillor K Wainwright took his seat at the meeting.)*

*(At 7.23pm during discussion on this item, Councillor D A Giles left the meeting).*

*(At 7.25pm during discussion on this item, Councillor D A Giles returned to the meeting).*

#### **48. HUNTINGDONSHIRE INFRASTRUCTURE BUSINESS PLANNING**

With the aid of a report by the Planning Service Manager (Policy) (a copy of which is appended in the Minute Book) the Huntingdonshire Infrastructure Planning update was presented to the Panel. Members noted that the Panel would receive future update reports in June and December of each year; in addition the Panel would receive an

update report on the progress of the Local Plan in March 2016.

Members were informed of the infrastructure projects in progress. They are:

- A14 Trunk Road;
- A428;
- A1;
- Oxford to Cambridge Expressway;
- East West Rail; and
- A141 Huntingdon to St Ives

The Panel noted that the projects could not be delivered by the Council alone and recognised the requirement to work with partners. In response to a query regarding potential funding and increased partner cooperation Members were informed that the Government's drive to devolve powers and funding to local areas presents an opportunity for the Council to work more closely with partners to enable to deliver the infrastructure to support growth.

In response to a query with regards to the timescales of the current infrastructure projects, Members was informed that the A14, A428, A1 and A141 projects was currently subject to a Development Order Process. The Panel had been advised that timescales can be difficult to establish however the projects were more likely to be completed in collaboration with partners.

With regards to the Local Plan, the Panel had expressed concerns that Cambridgeshire County Council's traffic modelling was not up to the required standard however Officers were confident that the traffic modelling would be completed in time for the Local Plan to be submitted.

Members expressed their approval that the Council was working with external partners in order to deliver large infrastructure projects. In addition the Panel emphasised that they would like the Cabinet to investigate whether devolved powers and funding could be used by the Council to work more closely with partners to enable the delivery of infrastructure to support growth.

*(At 8.00pm during the discussion on this item, Councillor J W Davies left the meeting).*

*(At 8.03pm during the discussion on this item, Councillor J W Davies returned to the meeting).*

#### **49. COMMUNITY INFRASTRUCTURE LEVY GOVERNANCE**

With aid of a report by the Planning Policy Team Leader (a copy of which is appended in the Minute Book) the report on the Community Infrastructure Levy (CIL) Governance was presented to the Panel.

Members noted that the Growth and Infrastructure Group had been responsible for directing the preparation of the draft Huntingdonshire Infrastructure Business Plan and project development for the delivery of major sites. The Panel had viewed the proposed changes with regards to the governance of CIL, they included:

- removal of the Growth and Infrastructure Group from the Local Strategic Partnership framework;
- a revised Terms of Reference for the Growth and Infrastructure Group; and
- revised Membership of the Growth and Infrastructure Group to include three District Councillors in addition to the Executive Councillor for Strategic Planning and Housing.

Members recognised that appointments to the Growth and Infrastructure Group are a Cabinet decision however the Panel had a preference for the inclusion of the Chairman of the Development Management Panel (DMP), as well as a Member each from the Social Well-Being and Economic Well-Being Panels. As the Chairman of DMP was currently a Member of the Environmental Well-Being Panel it was not thought necessary to appoint an additional Member from the Panel. In addition Members expressed a preference for the inclusion of a Member who was not from the majority Conservative Group.

Following a concern regarding the lack of knowledge Members had on CIL and the progress, the Panel was informed that the Implementation Team Leader would attend a future meeting of the Panel to update Members of the CIL process.

A concern was expressed regarding Town and Parish Councils spending of CIL. The Panel was informed that every Town and Parish Council that had spent CIL had a responsibility to report to the Council about how they spent the CIL funding. In addition Members had been advised that any Town and Parish Council who had spent CIL in the year 2014/15 would have to report to the Council by 31st December 2015.

With regards to concerns that CIL funding had been committed to a single infrastructure project, Huntingdon West Link Road, the Panel was advised that as the CIL funding pot grows in the future there would be opportunities to prioritise the use of CIL funds towards other infrastructure projects. The majority of the Panel supported Cabinet in approving further investment in the Link Road.

## **50. NEIGHBOURHOOD AND COMMUNITY PLANNING GUIDANCE**

With aid of a report by the Planning Policy Team Leader (a copy of which is appended in the Minute Book) the Panel received the Neighbourhood and Community Planning Guide. Members were informed that the Neighbourhood and Community Planning Guide clarified how the Council would support local communities that wished to embark upon planning initiatives. The Panel were advised that when viewing the Neighbourhood and Community Planning Guide electronically the customer would be able to access various hyperlinks which would guide them to further planning information.

Following a discussion regarding parishes working with each other in the creation of a joint Neighbourhood Plan, the Panel had been advised that the Neighbourhood and Community Planning Guide sets out the process for this eventuality. Members found clarification with regards that the District Council runs the Neighbourhood Plan



referendum and the Town or Parish promotes the Neighbourhood Plan useful.

Further clarification over who should produce a clean copy of the Neighbourhood Plan following the examination would be sought. This was after a Member had stated that they had been briefed at Town Council level by an external consultant who stated that the responsibility for producing a clean copy lied with the District Council.

Members have expressed to Officers that they believed the Neighbourhood and Community Planning Guide was a good piece of work and that communities across the District would find it useful when embarking upon planning initiatives. The Panel recommended to Cabinet that they should approve the Neighbourhood and Community Planning Guide.

## **51. WORK PLAN STUDIES**

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

Members had been informed that the Chief Executive of Cambridgeshire County Council was surprised at how the budget proposals were communicated and Cambridgeshire County Council would be recommunicating the information.

Members were advised that a date for the Impact of Cambridgeshire County Council Budget Proposals on Huntingdonshire and its residents Task and Finish Group would be set in due course and that Members of the Group would be informed of the date.

## **52. OVERVIEW AND SCRUTINY PROGRESS**

With the aid of a report by the Democratic Services Team (a copy of which is appended in the Minute Book) the Panel reviewed the progress of its activities since the last meeting. Following a discussion on graffiti, Councillors Mrs L A Duffy and D A Giles were invited to attend a meeting with Councillor T A Sanderson, the Executive Councillor for Operations and Environment and the Interim Head of Operations to discuss the issue.

Chairman

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

**Prepared by** Councillor J D Ablewhite  
**Date of Publication:** 23 December 2015  
**For Period:** 1 January 2016 to 30 April 2016

Membership of the Cabinet is as follows:-

Councillor J D Ablewhite	- Executive Leader of the Council	3 Pettis Road St. Ives Huntingdon PE27 6SR  Tel: 01480 466941 E-mail: <a href="mailto:Jason.Ablewhite@huntingdonshire.gov.uk">Jason.Ablewhite@huntingdonshire.gov.uk</a>
Councillor R C Carter	- Executive Councillor for Operations & Environment	5 The Paddock Bluntisham Huntingdon PE28 3NR  Tel: 07986 325637 E-mail: <a href="mailto:Robin.Carter@huntingdonshire.gov.uk">Robin.Carter@huntingdonshire.gov.uk</a>
Councillor S Cawley	- Executive Councillor for Organisational Change & Development	6 Levers Water Huntingdon PE29 6TH  Tel: 01480 435188 E-mail: <a href="mailto:Stephen.Cawley@huntingdonshire.gov.uk">Stephen.Cawley@huntingdonshire.gov.uk</a>
Councillor D B Dew	- Executive Councillor for Strategic Planning & Housing	4 Weir Road Hemingford Grey Huntingdon PE28 9EH  Tel: 01480 469814 E-mail: <a href="mailto:Douglas.Dew@huntingdonshire.gov.uk">Douglas.Dew@huntingdonshire.gov.uk</a>

Councillor J A Gray - Executive Councillor for Resources	Vine Cottage 2 Station Row Catworth Huntingdon PE28 0PE  Tel: 01480 861941 E-mail: <a href="mailto:Jonathan.Gray@huntingdonshire.gov.uk">Jonathan.Gray@huntingdonshire.gov.uk</a>
Councillor R Harrison - Executive Councillor for Strategic Economic Development & Legal	55 Bushmead Road Eaton Socon St Neots PE19 8GC  Tel: 01480 406664 Email: <a href="mailto:Roger.Harrison@huntingdonshire.gov.uk">Roger.Harrison@huntingdonshire.gov.uk</a>
Councillor R Howe - Deputy Executive Leader of the Council with responsibility for Commercial Activities	The Old Barn High Street Upwood Huntingdon PE26 2QE  Tel: 01487 814393 E-mail: <a href="mailto:Robin.Howe@huntingdonshire.gov.uk">Robin.Howe@huntingdonshire.gov.uk</a>
Councillor D M Tysoe - Executive Councillor for Customer Services  12	Grove Cottage Maltings Lane Ellington Huntingdon PE28 OAA  Tel: 01480 388310 E-mail: <a href="mailto:Darren.Tysoe@huntingdonshire.gov.uk">Darren.Tysoe@huntingdonshire.gov.uk</a>

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 the Democratic Services Team on 01480 388169 or E-mail [Democratic.Services@huntingdonshire.gov.uk](mailto:Democratic.Services@huntingdonshire.gov.uk). Agendas may be accessed electronically at [www.huntingdonshire.gov.uk](http://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 [Democratic.Services@huntingdonshire.gov.uk](mailto:Democratic.Services@huntingdonshire.gov.uk) or by contacting the Democratic Services Team. 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.

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
Voluntary Sector Grant Funding 2016/17 to 2019/2020 ***	Cabinet	21 Jan 2016		Chris Stopford, Head of Community Services Tel No. 01480 388280 email: Chris.Stopford@huntingdonshire.gov.uk		R Harrison	Communities and Customers
Future Service Provision ## ***	Cabinet	21 Jan 2016		Adrian Dobbyne, Corporate Team Manager Tel No. 01480 388100 email: Adrian.Dobbyne@huntingdonshire.gov.uk	Paragraphs 1 - 4	S Cawley	Finance and Performance
Oxmoor Action Plan for Open Space - Treatment of Section 106 Monies ***	Cabinet	21 Jan 2016		Alistair Merrick, Interim Head of Operations Tel No. 01480 388635 email: Alistair.Merrick@huntingdonshire.gov.uk		D Dew	Finance and Performance

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
Open Spaces Water Safety Policy ***	Cabinet	21 Jan 2016		Alistair Merrick, Interim Head of Operations Tel No. 01480 388635 email: Alistair.Merrick@huntingdonshire.gov.uk		R Carter	Economy and Growth
Street Cleansing - Service Specification ***	Cabinet	21 Jan 2016		Alistair Merrick, Interim Head of Operations Tel No. 01480 388635 email: Alistair.Merrick@huntingdonshire.gov.uk		R Carter	Economy and Growth
Earith, Sawtry and Stilton Needs Analysis of Open Spaces Play Facilities ***	Cabinet	21 Jan 2016		Alistair Merrick, Interim Head of Operations Tel No. 01480 388635 email: Alistair.Merrick@huntingdonshire.gov.uk		R Carter	Economy and Growth
Approval of Final 2016/17 Revenue and Capital Budgets and Medium Term Financial Strategy 2017/18 to 2020/21	Cabinet	11 Feb 2016		Clive Mason, Head of Resources Tel No. 01480 388157 email: Clive.Mason@huntingdonshire.gov.uk		J Gray	Finance and Performance
Treasury Management Strategy 2016/17	Cabinet	11 Feb 2016		Clive Mason, Head of Resources Tel No. 01480 388157 email: Clive.Mason@huntingdonshire.gov.uk		J Gray	Finance and Performance
One Leisure Strategic Plan ***	Cabinet	17 Mar 2016		Ms Jayne Wisely, Head of Leisure and Health Tel No. 01480 388049 email:Jayne.Wisely@huntingdonshire.gov.uk		R Howe	Communities and Customers
Shared Services Governance ***	Cabinet	17 Mar 2016		Mrs Joanne Lancaster, Managing Director Tel No. 01480 388001 email: Joanne.Lancaster@huntingdonshire.gov.uk		S Cawley	Finance and Performance

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
Sports Facilities Strategy for Huntingdonshire 2016 - 2021 ***	Cabinet	17 Mar 2016		Ms Jayne Wisely, Head of Leisure and Health Tel No. 01480 388049 email: Jayne.Wisely@huntingdonshire.gov.uk		R Howe	Communities and Customers

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**Public**  
**Key Decision - NO**

## HUNTINGDONSHIRE DISTRICT COUNCIL

<b>Title/Subject Matter:</b>	Huntingdonshire Marketing Strategy
<b>Meeting/Date:</b>	Overview and Scrutiny Panel (Economy and Growth)
<b>Executive Portfolio:</b>	Strategic Economic Development and Legal, Cllr Roger Harrison
<b>Report by:</b>	Economic Development Manager Sue Bedlow
<b>Ward(s) affected:</b>	All

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### **Executive Summary:**

In July 2015 Cabinet endorsed the implementation of the Marketing Strategy and Branding profile for the promotion of Huntingdonshire.

Integral to that endorsement was that progress on the implementation (outputs) of the Marketing Strategy be reported to the Overview and Scrutiny Panel (Economy and Growth) at six monthly intervals and that a report on the impact (outcomes) of the Marketing work programme be presented annually.

The purpose of this brief is to provide members with the first six month report on implementation against key outputs and milestones.

### **Recommendation(s):**

- Members are recommended to consider and comment on progress made against key activities contained within the Implementation Plan of the Marketing Strategy

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## **1. PURPOSE**

- 1.1 The purpose of this report is to brief members on the progress with implementation of the Huntingdonshire District Council's Economic Growth Plan Marketing Strategy.

## **2. BACKGROUND**

- 2.1 To assist the objectives of Huntingdonshire District Council's Economic Growth Plan, and its short, medium and longer term delivery, CABINET endorsed - in July 2015 - the implementation of a Marketing Strategy and Branding profile to ensure the effective promotion of the District as a location of choice to live, work and invest.

- 2.2 The endorsement was subject to:

- progress on the implementation of the Marketing Strategy being reported to Overview and Scrutiny Panel (Economy and Growth) at six monthly intervals; and,
- An annual report on the impact of the Marketing work programme to be presented to the Economy and Growth Overview and Scrutiny panel.

- 2.4 CABINET also stipulated several minor alterations to the text within the SWOT Analysis section. This included removal of the terminology Low Aspiration and relating text and alteration of the Deprivation line to read "Concentrated pockets of deprivation in some key areas with some skill shortages" These have been amended accordingly and incorporated into the Strategy

## **3. PERFORMANCE AND ANALYSIS**

- 3.1 Within the Huntingdonshire Marketing Strategy several key outcomes were identified to contribute to the overall delivery of the Huntingdonshire Growth Plan 2013- 2023. These were:

- A growth in business rates across Huntingdonshire including the Enterprise Zone
- Increasing levels of inward investment enquiries
- Improved resident based qualification levels

Progress on these will be reported to the Overview and Scrutiny Panel on an annual basis.

- 3.2 To ensure the Marketing Strategy's success in contributing to the delivery of the aforementioned outcomes, an Implementation Plan has been established. This includes the monitoring and evaluation of outputs identified in the Strategy namely:-

- Successful launch of the website and promotional materials
- Increasing volumes of web-site traffic
- Increasing numbers of newsletter subscriptions

Progress against these outputs is to be reported on a 6 monthly basis. The report at Appendix 1 summarises activities to date and establishes targets and milestones over a two year period through to the end of 2017. The Implementation Plan will be reviewed annually as an integral part of the reporting on outcomes of the Marketing strategy (3.1 above).

## **4. RESOURCES**

- 4.1 A budget of £4,000 is allocated in 2015/16 for marketing activities including promotional materials, attendance at business to business fairs and advertising campaigns.

- 4.2 As previously highlighted identification of external funding opportunities will need to be found for longer term commitments and more aspirational/costly campaigns and activity including Developers, housing associations, property agents, recruitment agencies, sector and business networks as well as regional and national government and sector funding streams.

**5. RECOMMENDATION**

Members are recommended to consider and comment on the activities undertaken for the implementation and delivery of this Marketing Strategy and Branding profile for the promotion of Huntingdonshire.

**6. LIST OF APPENDICES INCLUDED**

Appendix 1

**CONTACT OFFICER:**

Ben Hooson, Economic Development Project Officer

[ben.hooson@huntingdonshire.gov.uk](mailto:ben.hooson@huntingdonshire.gov.uk)

01480 388074

**Appendix 1:**

**Huntingdonshire Marketing Strategy – Implementation Plan – 6 monthly reporting cycle – To be reviewed annually**

Key Outputs	Comment	Metric
Successful launch of website and initial promotional materials	<p>A marketing strategy, promotional brochure and pop up stands have all been produced.</p> <p>Initial development of the web-site – complete.</p>	<p>Initial materials produced - Complete</p> <p>Launch event held and well attended before end of March 2016.</p>
Increasing volumes of web-site traffic	Analytic data before November skewed by development phase of website. Little traffic anticipated before the launch event.	Google analytics provided by IMD. November 2015 to be used as baseline.
Increasing numbers of newsletter subscriptions	<p>Baseline is the current distribution list for Economic Development communications and promotions.</p> <p>First new format newsletter planned before end of February.</p>	Baseline = 453 businesses October

## Implementation Plan

<b>C</b>	<b>Complete</b>	<b>G</b>	<b>Progress on Track</b>	<b>A</b>	<b>Progress is within acceptable</b>	<b>R</b>	<b>Progress is behind schedule</b>	<b>NS</b>	<b>Not started</b>
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Task	Action	Time frame /Key Dates / Milestone	Resource/lead	Commentary	Status
Development of Marketing material principally brochure and banners	Engagement of marketing expertise	September 2015	Econ Dev		C
Business to Business events	Attend and participate in local regional and national events	Cambridge B2B 24/9/15	Econ Dev		C
Business to Business events	Attend and participate in local regional and national events	Peterborough B2B 21/10/15	Econ Dev		C
Development of Website	Engagement of Marketing / Technical expertise	November 2015	Econ Dev		C
Establish baseline figure for website visits	Establishment of Google analytics mechanism and subsequent monthly capture of information	November 2015	Econ Dev		C
Development of Newsletter template	Produce a newsletter template	November 2015	Econ Dev		C
Establish baseline levels for inward investment and business enquiries	Establishment of data capture mechanism	November 2015	Econ Dev		C
Cleanse existing Business database	Contact and update businesses  Establish Customer Relationship Management type business database	November 2015  On-going	Development admin staff		G

Regular business surgeries at Alconbury	Collaboration with Urban & Civic and appropriate partners to host events	December 2015	Econ Dev & Urban & Civic	Inaugural event scheduled for Dec 4th cancelled due to Spending Review announcement  Monthly events scheduled throughout 2016.	A
Future Business to Business events	Development of calendar of business events for attending during 2016 and 2017	January 2016	Econ Dev	<b>2016 Activity</b>	G
Launch event for new Invest in Huntingdonshire website	Event organised for Members, Parishes, Partners and businesses	1 <sup>st</sup> Quarter 2016	Econ Dev		G
Establish comprehensive local Property Database	Target and engage local property agents	January 2016	Econ Dev		G
Introduce Proactive E-newsletters providing business relevant information, good news stories and updates	Target Stakeholder partners, local businesses and networks, property agents regional business publications and sector networks	February 2016			G
Develop additional Marketing/promotional goods	Utilise marketing expertise to identify and produce appropriate marketing/promotional goods	1st quarter 2016	Econ Dev		NS
Develop Social Media campaign to disseminate information and good news stories	Establishment of Tweeter and Facebook pages	To begin in 1st quarter 2016 Ongoing	Econ Dev Development admin staff	Insufficient human resource may delay this	A
Promote Alconbury Weald alongside Urban & Civic and the LEP as a primary Inward investment location	Work with U&C and LEP to promote the Alconbury Campus site and case studies of Alconbury Tenants in appropriate publications	2nd quarter 2016 and on-going	Econ Dev	This activity could be enhanced if additional external funding can be secured	NS

Local & regional Media advertising campaign to raise profile of the District	Identify and target media outlets in local catchment areas to deliver good news & promotional campaigns	From 2nd quarter 2016 and on-going	Econ Dev	This activity could be enhanced if additional external funding can be secured	NS
Raise profile and awareness of region amongst Overseas, International & intermediary groups and networks.	Produce and disseminate newsletter providing updates to UKTI, BIS, Chambers of Commerce, Enterprise Europe Network & intermediaries	From 3rd quarter 2016 and on-going	Econ Dev		NS
Highlight regional sectoral strength amongst the business community	Produce tailored editorial content for appropriate sectoral / trade journals showcasing strength's and opportunities	From 3rd quarter 2016 ongoing	Econ Dev	This activity could be enhanced if additional external funding can be secured	NS
Engage with regional High Tech sector networks	Exploratory discussions and engagement activities with Cambridge Wireless, Cambridge Cleantech, Cambridge Ahead, One Nucleus, Institute for Manufacturing, The Welding Institute	From 3rd quarter 2016 and on-going	Econ Dev		G
Graduate Fairs	Explore potential for working with partners such as Cambridge Network to gain a presence at graduate fairs to promote district as a great place to live and work	From 4 <sup>th</sup> quarter 2016 and on-going	Econ Dev	This activity could be enhanced if additional external funding can be secured	NS
Highlight employment opportunities arising from growth agenda	Identify opportunities to showcase employment positions via EDGE and local job providers via website	4th quarter 2016 and on-going	Econ Dev		NS
Promote Collaborative attendance at Trade & investment Exhibitions	Identify appropriate partners to attend relevant sector and trade shows	From 1st Quarter 2017	Econ Dev	<b>2017 Activity</b> This activity could be enhanced if additional external funding can be secured	NS



Raise profile of the area within selected universities	Showcase the region's employment opportunities incl Cambridge, Anglia Ruskin, Hertfordshire, Cranfield, Buckinghamshire, Northamptonshire	From 1st quarter 2017	Econ Dev		NS
Utilise local Transport hubs for promotional activity	Identify and engage local transport hubs e.g. bus stations / rail stations, taxi's for promotional campaigns	2nd quarter 2017	Econ Dev	This activity could be enhanced if additional external funding can be secured.	NS
Target national priority sector networks for promotional & awareness raising activities	Exploratory discussions with Catapult Centres, Composite clusters and alliances / consortiums e.g. West Midlands Aerospace consortium,	2nd quarter 2017	Econ Dev		NS
Joint promotional campaigns with House builders, developers	Identify and enter into exploratory discussions with suitable potential partners	From 4th Quarter 2017	Econ Dev	This activity could be enhanced if additional external funding can be secured	NS
Target businesses in local catchment area to relocate or expand operations	Work in tandem with local agent's to gather and disseminate investment information locally and regionally	From 4th Quarter 2017	Econ Dev	This activity could be enhanced if additional external funding can be secured	NS

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**Public**  
**Key Decision - Yes**

## HUNTINGDONSHIRE DISTRICT COUNCIL

<b>Title/Subject Matter:</b>	Open Spaces Water Safety Policy.
<b>Meeting/Date:</b>	Overview and Scrutiny Panel (Economy & Growth) – 12th January 2016
<b>Executive Portfolio:</b>	Councillor Robin Carter – Executive Councillor for Operations & the Environment
<b>Report by:</b>	Alistair Merrick – Interim Head of Service (Operations)
<b>Ward(s) affected:</b>	All

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### **Executive Summary:**

1. The report provides the opportunity for the Panel to scrutinise the draft Open Spaces Water Safety Policy before it is submitted to the Cabinet for endorsement.
2. The draft Open Spaces Water Safety Policy has been developed to enable the Operations Service to better ensure the safety of users of public open space managed on behalf of Huntingdonshire District Council. The open water areas within these open spaces if not well managed could present a real danger to users of the open space and this policy sets the direction for the future management of this open water.
3. The policy confirms that the Council will provide appropriate arrangements for the management of areas of open water under its control. These arrangements should ensure that, 'so far as reasonably practicable', all open water facilities and other water based facilities for which the Council is responsible, are maintained in a safe condition for the benefit of the users and the safety of staff.
4. Following analysis of best practice across other local authorities it is recommended that the Council should adopt a structured process for risk assessing all the open water areas it owns or manages. This is to confirm the key issues to be considered as part of an active assessment of risk and then to be managed. The starting point will be to categorise every open water area in accordance with the Risk Level Classification contained in Appendix 3 of the attached policy document.

5. The categorisation is determined by site specific risk assessments conducted in accordance with RoSPA guidance. It is recommended that RoSPA be retained to train staff within Environmental Services Section of Operations to carry out these site specific risk assessments over the next 12 months. This will make the Council self-sufficient going forward to create sustainable arrangements for managing open water areas.
6. In accordance with best practice the management measures that will be adopted following the site specific risk assessments will include the following:
  - Provision of off-site safety information predominantly via the Council's Website.
  - When confirmed as required by the site specific risk assessments provision of onsite signage that details the key dangers and safety arrangements.
  - Site rescue equipment to be provided if confirmed by the site specific risk assessments.
  - Edge protection, particularly the removal of dense vegetation will be carried out at the appropriate time of year if confirmed as required by the site specific risk assessments.
  - In the design of future new sites that contain open water RoSPA design guidance will be followed.
7. Where a Site Specific Strategy exists, it will be the responsibility of the Operations Manager (Environmental Services) to ensure implementation of the actions identified.

**Recommendation(s):**

1. The Panel are invited to make comments that will be included in the report to Cabinet seeking the endorsement of the draft Open Spaces Water Safety Policy.

## 1. PURPOSE

- 1.1 The report provides the Panel with the opportunity to scrutinise the draft Open Spaces Water Safety Policy before it is adopted.

## 2. BACKGROUND

- 2.1 The draft Open Spaces Water Safety Policy has been developed to enable the Operations Service to better ensure the safety of users of public open space that the service manages on behalf of Huntingdonshire District Council. The open water areas within these open spaces if not well managed could present a real danger to users of the open space and this policy sets the direction for the future management of this open water.

- 2.2 Types of open water within the ownership of the Council include:

- Lakes/former quarries;
- Rivers and banks;
- Back waters/tributaries;
- Brooks and banks;
- Marina;
- Weirs;
- Ponds;
- Streams;
- Balancing ponds;
- Drainage ditches.

A full schedule of types of open water under the Council's control is provided in **Appendix 1** of the attached draft policy document.

- 2.3 Open water can present significant risks that may vary in response to environmental changes, for example, the desire to swim in cold water on a hot day or the attraction to walk on ice in the winter.
- 2.4 This water safety policy has been designed and developed based on advice and guidance from the Royal Society for the Prevention of Accidents (RoSPA), 'Safety in Inland Water Sites - Operational Guidelines' (RoSPA document).
- 2.5 The Council have designated the Operations Manager (Environmental Services) as the lead manager responsible for this policy and the implementation of any actions within the water safety policy in liaison with the Council's Health, Safety & Resilience Officer.
- 2.6 Various parts of legislation (Appendix 2 of the attached draft policy document) place statutory duties on owners of inland water sites, or the person responsible for the site, to provide for the safety and the well-being of visitors, which includes employees and members of the public. Both statute and common law have a relevance to the operation of inland waters.
- 2.7 **Statement of Intent:** Therefore the Council will provide appropriate arrangements for the management of areas of open water under its control. These arrangements should ensure that, 'so far as reasonably practicable', all open water facilities and other water based facilities for which the Council is responsible, are maintained in a safe condition for the benefit of the users and the safety of staff.

### 3. OPTIONS CONSIDERED/ANALYSIS

- 3.1 Following analysis of best practice across other local authorities it is recommended that the Council should adopt a structured process for risk accessing all the open water areas it owns or manages, This is to confirm the key issues to be considered as part of an active assessment of risk and then to be managed. The starting point will be to categorise every open water area in accordance with the Risk Level Classification contained in Appendix 3 of the attached policy document. This categorisation then dictates the appropriate safety measures that will be implemented, i.e. all Category 'A' sites will require a separate site-specific water safety strategy.
- 3.2 The categorisation is determined by site specific risk assessments conducted in accordance with RoSPA guidance. It is recommended that RoSPA be retained to train staff within Environmental Services Section of Operations to carry out these site specific risk assessments over the next 12 months. This will make the Council self-sufficient going forward to create sustainable arrangements for managing open water areas. Appendix 4 of the attached policy document contains three examples of site specific risk assessments.
- 3.3 In accordance with best practice the management measures that will be adopted following the site specific risk assessments will include the following:
- a) Provision of off-site safety information predominantly via the Council's Website to help prevent accidents and drowning. The development of this information will be on-going. A link will also be created to the Webpages of One Leisure to promote safe swimming opportunities.
  - b) When confirmed as required by the site specific risk assessments provision of onsite signage that detail the key dangers and safety arrangements, identification of safety equipment and instruction in its' use; and 'nag signs' that repeat key safety messages. All signage installed will comply with Health and Safety Signs and Signals Regulations.
  - c) Site rescue equipment to be provided if confirmed by the site specific risk assessments and it will comprise life rings for sites with steep banks and deeper water, and throw lines for sites with shallower banks.
  - d) Edge protection, particularly the removal of dense vegetation will be carried out at the appropriate time of year if confirmed as required by the site specific risk assessments.
  - e) In the design of future new sites that contain open water RoSPA design guidance will be followed.
- 3.4 Where a member of the public or staff are involved in a water based accident or sustains an injury, the incident will be recorded in accordance with Council procedures. Members of the public will be encouraged to report any incidents to the Council.
- 3.5 Where a Site Specific Strategy exists, it will be the responsibility of the Operations Manager (Environmental Services) to ensure implementation of the actions identified.
- 3.6 Where a Site Specific Strategy does not exist, implementation of actions within this policy will be the responsibility of the Countryside Service Manager and the Street Scene Area Managers in the to implement.

#### **4. COMMENTS OF OVERVIEW & SCRUTINY PANEL**

- 4.1 Comments of the Panel will be included in the future report to the Cabinet seeking endorsement of this policy.

#### **5. KEY IMPACTS/RISKS AND HOW THESE WILL BE ADDRESSED**

- 5.1 The structured approach to the categorisation of open water areas through site specific risk assessments to put in place the appropriate management arrangements is being recommended to ensure the effective management of open water within the District's open spaces with the safety of users being paramount.

#### **6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION**

- 6.1 The schedule of site specific risk assessments to be completed will be incorporated into the service improvement plan for the Operations Service with deadlines set for completion of each risk assessment. On a monthly basis a RAG report (red, amber, green traffic light status) is produced to confirm progress being made this will now include progress in the completion of the risk assessments. If a risk assessment is flagged as red, in danger of not being delivered it will be targeted for intervention by the Head of Service to ensure it is ultimately delivered.

#### **7. LINK TO THE CORPORATE PLAN**

- 7.1 The policy will fundamentally contribute to the Corporate Plan as follows:
- a) Enhancing fundamentally the safety of the green environment of the District.
  - b) Operations becoming much more business-like and efficient in the way it delivers safe services.

#### **8. CONSULTATION**

- 8.1 The service improvement plan includes for a structure of on-going consultation with residents and service users, these will be used to test the appropriateness of the management arrangements for open water put in place from the users' perspective.

#### **9. LEGAL IMPLICATIONS**

- 9.1 The policy has been drafted to fully comply with all relevant legislation as detailed in the attached draft policy document (Appendix 2 of the document).

#### **10. RESOURCE IMPLICATIONS**

- 10.1 The policy has been developed within existing resources. The implementation of the policy (the site specific risk assessments) will be incremental to enable it to be delivered within existing resources. However pump priming of £30,000 from underspending in 2015/16 will be provided for equipment and signage confirmed as necessary from the site specific risk assessments.

## **11. OTHER IMPLICATIONS**

11.1 The policy is consistent with the following Council health and safety documents:

- General Statement of Safety Policy;
- Health & Safety Policy – Organisation & Responsibilities;
- Health & Safety Arrangements.

## **12 REASONS FOR THE RECOMMENDED DECISIONS**

12.1 The scrutinising of the draft Open Spaces Water Safety Policy gives the Panel the opportunity to influence the final document submitted to the Cabinet for endorsement.

## **13. LIST OF APPENDICES INCLUDED**

13.1 Appendix 1: the draft Open Spaces Water Safety Policy.

## **BACKGROUND PAPERS**

None.

## **CONTACT OFFICER**

Name/Job Title: Alistair Merrick – Interim Head of Service (Operations)  
Tel No. 388635



# Water Safety Policy

## For Open Space Managed by Huntingdonshire District Council

Version	Date Issued	Review
Version 1	7 September 2015 (HL)	AM (7 September 2015)
Version 2	23 November 2015 (HL)	AM (7 December 2015)
Version 3	7 December 2015 (HL)	AM (10 December 2015)
Version 4		
Version 5		

## Contents

Section		Page Number
1.0	Introduction	
2.0	Statement of Intent	
3.0	Legal Responsibility	
4.0	Provision of Off-Site Information	
5.0	On-site Risk Assessment (categorisation of sites)	
6.0	Site Water Safety Signage	
7.0	Rescue Equipment	
8.0	Edge protection	
9.0	Staffing and contractors	
10.0	Site supervision	
11.0	Recording and Reporting of Accidents	
12.0	Monitoring and Implementation	
	Appendices:	
	<ol style="list-style-type: none"> <li>1. Schedule of Huntingdonshire DC Owned Outdoor Open Water Sites.</li> <li>2. Statutory Health and Safety Requirements that Applicable to the Policy.</li> <li>3. Risk Level Classifications.</li> <li>4. Examples of Site Specific Risk Assessments.</li> </ol>	

## 1.0 Introduction

1.1 Huntingdonshire District Council (the Council) has a number of public open spaces within its ownership that includes areas of open water. Due to the diverse shape and size of these areas of water, their use is varied. The Council recognises the need for open water for both environmental reasons and for recreation and leisure activities.

1.2 The Council has committed to supporting improvements to green space within our strategic priorities and objectives and specifically this Open Spaces Water Safety Policy contributes to the Corporate Plan for 2015 - 2016 strategic priority of '*Working with our communities*' in that it will:

- Help create safer, stronger and more resilient communities; and
- Help Improve health and well-being of residents and visitors to the District.

1.4 Types of open water within the ownership of the Council include:

- Lakes/former quarries;
- Rivers and banks;
- Back waters/tributaries;
- Brooks and banks;
- Marina;
- Weirs;
- Ponds;
- Streams;
- Balancing ponds;
- Drainage ditches.

A full schedule of types of open water under the Council's control is provided in **Appendix 1**.

1.5 Open water can present significant risks that may vary in response to environmental changes, for example, the desire to swim in cold water on a hot day or the attraction to walk on ice in the winter.

1.6 This water safety policy has been designed and developed based on advice and guidance from the Royal Society for the Prevention of Accidents (RoSPA), 'Safety in Inland Water Sites - Operational Guidelines' (RoSPA document), <http://www.rospa.com/rospaweb/docs/advice-services/leisure-safety/inland-water-sites.pdf>.

1.7 The Council have designated the Operations Manager (Environmental Services) as the lead manager responsible for this policy and the implementation any actions within the water safety policy in liaison with the Council's Health, Safety & Resilience Officer.

## 2.0 Statement of Intent

2.1 The Council will provide appropriate arrangements for the management of areas of open water under its control. These arrangements should ensure that, 'so far as reasonably practicable', all open water facilities and other water based facilities for which the Council is responsible, are maintained in a safe condition for the benefit of the users and the safety of staff.

### 3.0 Legal Responsibility

3.1 Various parts of legislation place statutory duties on owners of inland water sites, or the person responsible for the site, to provide for the safety and the wellbeing of visitors, which includes employees and members of the public. Both statute and common law have a relevance to the operation of inland waters.

3.2 **Statutory Health and Safety Requirements:** This policy does not replace the responsibility of the Council to also adhere to the following legislation; and further detailed information on this legislation can be found at **Appendix 2:**

- Health and Safety at Work Act (HASAW) 1974;
- The Management of Health and Safety at Work Regulations 1999;
- Health and Safety (First Aid) Regulations 1981;
- Public Health Act 1936;
- Occupiers Liability Act 1999;
- The Health and Safety (Safety Signs and Signals) Regulations 1996.

3.2 **Other Occupational Health and Safety Duties:** Operators to whom the 1974 Act applies also have various duties, including the recording, notification and investigation of accidents to the enforcing authority (e.g. HSE or local authority environmental health departments). The appropriate enforcing authority must be notified where a member of the public has drowned or has been taken to hospital for medical treatment, i.e. following a near drowning incident.

3.3 **Common Law Duty of Care:** Although there is a lack of legislation in this area, responsible bodies do have powers to effect preventative measures and the site owner must ensure that all facilities and equipment are suitable and safe to use. Under common law, liability to negligence may arise from the breach of fundamental duty, known as a 'duty of care'. The duty is described as follows, and applies to members of the public as well as operators:

***'To take reasonable care to avoid acts or omissions which you can reasonably foresee would be likely to cause injury to your neighbour'.***

This can be defined as:

***'What the reasonable man/woman would have foreseen as being necessary'.***

3.4 A certain level of risk is acceptable and it is expected that safety measures will be applied *'as far as is reasonably practicable'*. In other words, practicable measures have to be technically feasible, and costs in time, money and effort are reasonable. In the case of safe management of inland water sites, the duty of care means that the burden of taking adequate precautions falls on the site operator.

### 4.0 Provision of Off-site Information

4.1 The Council is committed to providing safety information to staff and the public and understands that providing literature/information on water safety to both the public and staff can help in the prevention of accidents and drowning. The development of this information will be ongoing, in order to fully convey the safety message to people. The purpose of such information is to heighten people's understanding of the risk of open water and its surroundings to match that of the real risk. This is particularly important when considering children around open water as often their perceived risk of a hazard is very low.

4.2 The Council will provide information to the public via a water safety webpage on the Council's website; this will include a link to the policy and examples of standard site signage that will be used to warn of danger.

## 5. On-Site Risk Assessments

5.1 Detailed in this section of the policy is the process that will be adopted for assessing risk for each open water site; this confirms the keys issues to be considered as part of a risk assessment.

5.2 **Risk Assessment - Categorisation of Sites:** Unsupervised open water can present a high level of risk due to the nature and use of adjacent walkways and Green Space. In order to assess the level of risk at each site, the Council will categorise sites to identify the highest and lowest risk areas so the appropriate action can be implemented.

5.3 Sites will be categorised using the Risk Level Classification shown at **Appendix 3. This will give** each site a Risk Level from 'D' (lowest) to 'A' (highest). This categorisation will then dictate the appropriate safety measures that will need to be implemented, for example all category 'A' sites will require a separate site-specific water safety strategy.

## 6. Site Water Safety Signage

6.1 Where necessary (confirmed through risk assessments), three forms of site signage will be used to improve and ensure greater awareness of the potential dangers of water on the Council's public open spaces. These are as follows:

a) **Multi-signs:** Signage outlining key dangers and key safety information, to include the following:

- Location and Emergency Services code for the site;
- Map of the site with lifesaving points and help points identified, (i.e. where such equipment is installed);
- Do not enter the water;
- No swimming;
- Action to be taken in an emergency;
- Location of nearest telephone;
- Space will also be provided for the positioning of temporary notices, (e.g. danger – ice take care!).

Multi-signs will be provided at each key site (Category 'A' sites) with positioning of these being determined through the site specific safety strategies. It is important that this signage relates exclusively to safety and that it is kept simple and does not include any other information. An example of the signage that will be adopted is detailed below.



b) **Safety Points:** Life buoy covers repeating key information from Multisigns (details of emergency telephone numbers, Emergency Service Code for example). Safety points will be provided at key sites (Category 'A' sites) where identified in the site specific strategies. Where safety points are prone to vandalism and their integrity cannot be guaranteed, an alternative strategy will be investigated (increasing the physical level of edge protection for example).

c) **Nag Signs:** These are smaller signs displayed in key locations, again repeating key information from the Multi-signs e.g. Danger No Swimming, Deep Water. Nag signs will be installed where necessary as outlined within the Site Specific Evaluation at **Appendix 4.**

6.2 **Warning Sign Specification:** As far as practically possible warning signs will be in accordance with the recommendations of the RoSPA water safety committee and the requirements of the Health and Safety Signs and Signals Regulations [amended 2002]. All new signs erected will meet the BS 5499-11:2002 BSI standard. The Council will consider the demography of the District when providing signage and multi-lingual signage will be installed where appropriate.

## 7 Rescue Equipment

7.1 Site rescue equipment, if required, will comprise of life rings and throw ropes. Life rings are generally considered suitable for areas having steeper banks and deep water such as adjacent to locks, quay sides or rivers. Throw lines, however, are more suitable where the gradient is shallow and directional suitability is required. The provision of new and replacement rescue equipment at Council sites will be determined by the site specific risk assessments.

7.2 Where appropriate, safety signage and lifesaving equipment should be combined into a position known as a safety point (as detailed above). Where many safety points are located on one site, each should be identified by a number, recorded on a site plan and monitored. The location of 'safety points' will be determined by the risk assessment process and will likely reflect probable points of access to the water and where there may be a rescue attempt. A safety point should be in visibility from any point around the potential risk.

7.3 **Vandalism and Rescue Equipment:** Life buoys and containers (safety points) can often be targeted for vandalism, graffiti and theft. Where safety points are prone to vandalism and their integrity cannot be guaranteed, an alternative strategy will be investigated (increasing the physical level of edge protection for example).

## 8. Edge Protection

8.1 Edge protection is generally at least a 1 metre gap of dense and/or hostile vegetation (weed, scrub, nettle and brambles for example) from the water body (lake, stream, river etc.) to a designated path used by the public. The provision of edge protection at Council sites will be determined by the site specific risk assessments. If it is necessary to carry out any work to edge protection vegetation, this will be carried out during the autumn, winter or spring with the following exceptions:

- a) Maintenance to areas required for the safe operation of the onsite sporting activities, including angling, swimming and sailing.
- b) Work required for the health and safety of the general public and operational activities.

8.2 **Future Design of Water Edges:** In the development of any new sites containing water a number of factors need to be taken into consideration in their design. Design guidance can be found within the RoSPA publication 'safety in inland water sites' – operational guidelines. <http://www.rospa.com/rospaweb/docs/advice-services/leisure-safety/inland-water-sites.pdf>. The Council will be adopting this design guidance in respect to considering the future development of its sites and when considering planning applications that include the transfer of land to the Council as the part of a planning agreement.

## 9 Staffing and Contractors

9.1 All Huntingdonshire District Council staff and contractors responsible for open water sites are required to implement the Council's Health and Safety Policy and adopted safe working practices and to undertake suitable and sufficient risk assessments in relation to activities carried out adjacent to water.

## **10. Site Supervision**

- 10.1 On areas of open water full time supervision is deemed to be neither reasonable nor practicable and is not the most effective reaction to a water hazard. Where staff are present on site (such as sites managed by Countryside Service), they may take a proactive approach in educating the public and highlighting the common dangers around open water (distribution of water safety leaflets for example).
- 10.2 **First Aid Provision at Open Water Sites:** First aid equipment will be provided where there is permanent staff on site. All contractors with a formal agreement to use water bodies at Council sites must provide sufficient first aid equipment for staff.
- 10.3 **Use of Open Water for Activities:** Where a group or organisation wishes to use an area of water for an approved activity, an application must be made to the Council's Operations Service. This does not apply to normal arrangements of a club or group using the water by lease, license or any other formal agreement. Applications must be made via the Council's Events Application Process.

## **11. Recording and Reporting of Accidents**

- 11.1 Where a member of the public or staff are involved in a water based accident or sustains an injury, the incident will be recorded in accordance with Council procedures. Members of the public will be encouraged to report any incidents to the Council via the contact details provided on site water safety signage.

## **12. Monitoring and Implementation**

- 12.1 Where a Site Specific Strategy exists, it will be the responsibility of the relevant Operations Manager (Environmental Services) to ensure implementation of the actions identified.
- 12.2 Where a Site Specific Strategy does not exist, implementation of actions within this policy will be the responsibility of the Countryside Service Manager and the Street Scene Area Managers in the Operations Service to implement.



## Schedule of Huntingdonshire District Council Owned Outdoor Open Water Sites

Site Number	Site Locations
	<b>Principal sites with heavy public use and large amounts of water</b>
1	Hinchingbrooke Country Park
2	Paxton Pits (including sailing lake)
	<b>River Banks</b>
3	Regatta Meadows, St Neots
4	Riverside Park, St Neots (both sides of River, including Slipway)
5	Riverside Park, Huntingdon
6	Hartford Church Riverside, Huntingdon
7	River Mill Quayside, Ramsey
8	Riverside, Barford Road, St Neots
9	Mill Lane, Little Paxton
10	Common, St Neots
11	Navigation Wharf, St Neots
12	Caravan Park, St Neots
13	Jubilee Gardens, Bridge, St Neots
14	Holt Island, St Ives
15	Ouse Valley Way, Districtwide
16	Wilhorn Meadow, St Ives
	<b>Marina</b>
17	Barford Road, St Neots
	<b>Weir</b>
18	Barford Road, St Neots
	<b>Brooks</b>
19	Alconbury Brook (in HCP)
20	Duloe Brook, St Neots
21	Colmworth Brook (Foundry Way behind B & Q)
22	Hen Brook (Inc. Linear Park)
23	Fox Brook (Inc. Cambridge St & Loves Farm)
24	Barracks Brook, Stukeley Meadows (along Ring Road to River)
25	Long Moor Balk, Stukeley Meadows
26	Sawtry Brook (rear of Farfield Close)
	<b>Ponds</b>
27	Priory Park, St Neots
28	Spring Common, Huntingdon
29	Cricket Pitch, Godmanchester

	<b>Balancing Ponds</b>
30	The Maltings, Sawtry
31	Flamstead Drive, Huntingdon
32	The Glades, Woodlands, Huntingdon
33	Dartmore Drive, Huntingdon
34	Lannesbury Crescent, Loves Farm, St Neots
35	Anderson Close, Loves Farm, St Neots
36	Dixy Close (Off Line Pond), Loves Farm, St Neots
37	Belland Hill, Loves Farm, St Neots
38	Furrowfields, Loves Farm, St Neots
39	Dramsell Rise, Loves Farm, St Neots
40	Great High Ground, Loves Farm, St Neots
	<b>Drainage Ditches</b>
41	St Neots Riverside – Pitch n Putt
42	Priory Park, St Neots
43	Somersham Rd, St Ives
44	Nursery Gardens, St Ives
45	At Audrey Lane, St Ives
46	Houghton Rd, St Ives
47	Chestnut Rd, St Ives
48	Westwood Rd, St Ives
49	Filberts Walk, St Ives
50	Apreece Way, Stilton
51	Cooper Thornhill, Stilton
52	Slade Dyke, Ramsey
53	Spring Common (Spring Head and Pond)

## Statutory Health and Safety Requirements applicable to this Policy

**Health and Safety at Work Act (HASAW) 1974:** Section three of the 1974 Act specifically requires every employer to ensure, so far as is reasonably practicable, that he/she takes the necessary steps to ensure the safety of non-employees affected by his/her activities.

**The Management of Health and Safety at Work Regulations 1999:** These were made under the HASAW 1974 Act. They require that health and safety is suitably managed so as to control risks effectively and present no harm to people. The regulations require that an adequate and suitable assessments of work related hazards should be carried out to determine the preventative and protective steps that must be taken.

The Council understands that the regulations also require employers to have access to competent advice, to monitor and review their systems, to have emergency procedures and to provide information and training. These issues are covered within this policy

**The Health and Safety (First Aid) Regulations 1981:** The regulations set out the range of numbers and training of first-aiders, and the type of equipment that should be provided.

**Public Health Act 1936:** This is an enabling law offering local authorities the power to regulate water users (for example, to prohibit swimming).

**Occupiers Liability Act 1999:** This states that the occupier must take reasonable steps to ensure the safety of visitors to his/her land or premises. This duty is particularly onerous where children are concerned. The occupier owes the duty of care not only to visitors but also to trespassers as well.

**The Health and Safety (Safety Signs and Signals) Regulations 1996:** This implements European Directive 92/58/EEC, which came into force in April 1996. This standardises safety signs throughout member states of the European Union. The regulations require employers to use safety signs where there is a significant risk to health and safety of their employees that has not been avoided or controlled by the methods required under other relevant law, provided use of a sign can help reduce the risk.

A new BSI standard has been developed specific to water safety signs. The standard BS 5499-11: 2002 was published on 20/07/2002 and RoSPA recommends that:

*'Any new signage should conform to this standard in the future and that a regular review of existing signage is carried out. Those signs that are in need of repair or have poor legibility/clarity of image should be replaced straight away and all others should be subject to programmed replacement. The period of time for such replacement should be 'reasonable' in terms of overall cost against the safety gain or imperative. Overall it should not be unreasonable to expect that all signs should also comply with this new standard within a five year period'*

All new signage will be to this standard and when replacing old signs this standard will be taken into consideration. This issue will be placed in the overall action plan.

## Risk Level Classifications

### **Risk Level D**

- Water less than 0.5m in depth providing an ornamental function.
- Solid wall defined edge. Minimal height above the water surface. The edge may be stepped allowing a gradual approach to the water.
- Water body is not the attraction to the site, nor is it a central location.

#### **Action:**

- The treatment is distinctive in that there is no fence.
- A 1 metre edge protection.

### **Risk Level C**

- The water will exceed approximately 0.5m in depth.
- The edge is well defined, solid and not more than approximately 2m above the water surface.
- Water body is not the attraction to the site, nor is it in a central location.
- The use of the site may attract, in particular young people.

#### **Action:**

- A 1 metre edge protection will be provided
- Nag signs (signage repeating key safety information danger – no swimming for example) may be provided.

### **Risk Level C**

- The water will exceed approximately 0.5m in depth.
- The edge is well defined, solid and not more than approximately 2m above the water surface.
- Water body is not the attraction to the site, nor is it in a central location.
- The use of the site may attract, in particular young people.

#### **Action:**

- A 1 metre edge protection will be provided
- Nag signs (signage repeating key safety information danger – no swimming for example) may be provided.

### **Risk Level A**

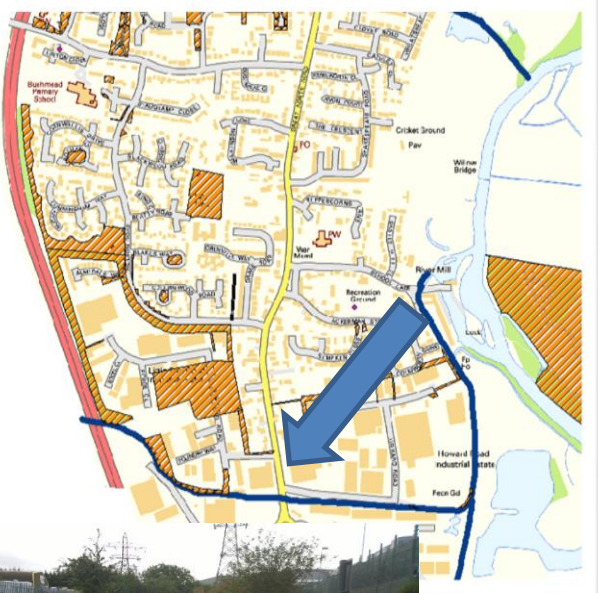
- Deep water
- Water main attraction to site.
- Water used for water sports
- Heavy presence of people

#### **Action:**

- A RoSPA water safety review to be carried out followed by A Council produced water safety strategy.

## Examples of Site Specific Risk Assessments

### Site 1 - Colmworth Brook, Eaton Socon, St Neots



Type of Water – Awarded Watercourse, Stream/Brook

#### Risk – Level C

- General Info – The District Council owns 300m along the North bank of the brook which runs through Open Space to the rear of Light industrial and retail units.
- The brook is prone to flooding and although the depth is generally below 0.5m it can rise significantly.
- A majority of the bank has sufficient edge protection and has mixed gradients both steep and shallow.
- The site is not heavily used by the public
- Nag Signs 'Danger of Drowning' have been installed on opposite bank (privately owned) where edge protection is not as established.

**Action** – Maintain a 1 metre edge protection along the stream.

## Site 2 - Duloe Brook, Eaton Socon, St Neots



Type of Water – Awarded Watercourse, Stream/Brook

### Risk – Level C

- General Info – The District Council owns 800m both sides of the brook which runs through Open Space and close to housing (7-10m away from boundary)
- The brook is prone to flooding and although the depth is generally below 0.5m it can rise significantly.
- A public footpath follows the brook and a post and rail field fence has been installed from Queens Garden south.
- A majority of the bank has sufficient edge protection and has mixed gradients both steep and shallow.
- The site is used by the public as a green connection through a housing estate.
- There is evidence of children playing in the brook to include remnants of a rope swing

**Action** – Maintain a 1 metre edge protection and install 'nag' signs along Open Space

## Site 3 – River Bank, Riverside Park, St Neots



### Risk Level B

- Deep water fast moving water
- Solid, well defined edge bank edges to include 2 sets of moorings
- Park heavily used recreationally and for events
- Life Buoys are present and checked on a weekly basis - continue
- Picturesque setting of River draws people to the park

### Action

- Within reason a 1 metre edge protection will be maintained
- Nag signs to be provided at 1 per 100metres of bank



**Public**  
**Key Decision - No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

<b>Title/Subject Matter:</b>	Earith, Sawtry and Stilton Needs Analysis of Open Space & Play Facilities.
<b>Meeting/Date:</b>	Overview and Scrutiny Panel (Economy & Growth) – 12 January 2016
<b>Executive Portfolio:</b>	Councillor Robin Carter – Executive Councillor for Operations & the Environment
<b>Report by:</b>	Alistair Merrick – Interim Head of Service (Operations)
<b>Ward(s) affected:</b>	Earith, Sawtry & Stilton

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### **Executive Summary:**

1. The report provides the opportunity for the Panel to scrutinise the green spaces and play needs analysis for Earith, Sawtry and Stilton before they are adopted.
2. The Greenspaces and Play Needs Analysis for Earith is the needs analysis work completed for Earith of current provision against the benchmarks for provision. The conclusions reached are as follows:
  - With green space provision in Earith being very limited with the only benchmark currently being met is for green corridors; it is recommended that any future housing development of over 10 houses should include open space provision on site or make a contribution to open space provision off site in Earith. This provision needs to include parks and gardens, amenity green space, natural and semi-natural spaces and allotments.
  - Play provision is largely fit for purpose in Earith with the village having two play areas, a skate park and multi-use games area. Within the current resources for on-going maintenance and cleansing this is determined as adequate for a village of the size of Earith.
3. The Greenspaces and Play Needs Analysis for Sawtry is the needs analysis work completed for Sawtry of current provision against the benchmarks for provision. The conclusions reached are as follows:
  - Overall there is sufficient green space provision in Sawtry and it is well distributed throughout the village. The new development off Gidding Road will provide extra allotments for the community and

also a natural/semi-natural area which includes newt ponds providing a haven for wildlife in the village. The only area of green space that is lacking is Parks and Gardens, unfortunately there is no amenity green space within the village that could be suitably changed, and therefore prioritising the creation of such space is not recommended.

- Sawtry currently has one play area, a youth shelter and a multi-use goal end. Another play area (Leap) is going to be installed early in 2016 on a new development off Gidding Road. Against the policy benchmark for provision there is a deficiency in play provision across parts of the village but by upgrading St Judith Field (Parish Council owned) to a Leap/Neap play facility through investment (when it becomes available as part of a Section 106 Agreement) would create an adequate level of play provision.

4. The Greenspaces and Play Needs Analysis for Stilton is the needs analysis work completed for Stilton of current provision against the benchmarks for provision. The conclusions reached are as follows:

- Green space provision in Stilton is again very limited with no provision for allotments, community gardens or natural or semi-natural areas. Consequently it is recommended that any future housing development of over 10 houses should include open space provision on site or make a contribution to open space provision off site in Stilton. This provision needs to include parks and gardens, green corridors, natural and semi-natural spaces and allotments. The only benchmark currently being met is for amenity green space.
- The village has two play areas, a skate park and multi-use games area but this is lacking because of their location which leaves certain households without ready access to this provision. Therefore it is recommended any future housing development in the village should seek the appropriate provision of play facilities as part of the development.

**Recommendation(s):**

1. The Panel are invited to make comments that will be included in the future reports to Cabinet concerning the needs analysis work carried out and the consequent recommendations for the future development priorities of open space and play facilities should resources become available.

## 1. PURPOSE

- 1.1 The report provides the Panel with the opportunity for the Panel to scrutinise the green spaces and play needs analysis work for Earith, Sawtry and Stilton before it is adopted.

## 2. BACKGROUND

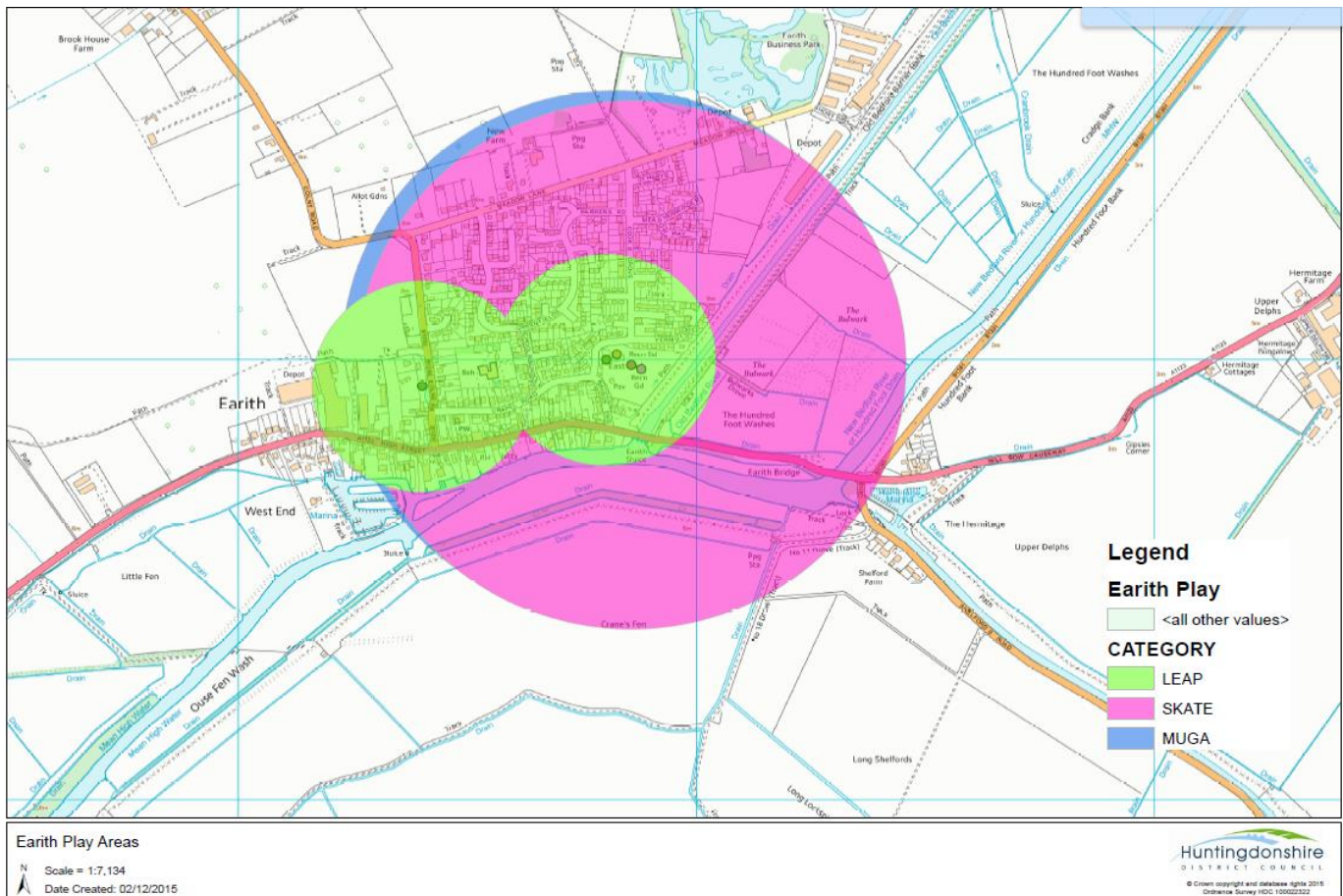
- 2.1 The report also allows the Panel to scrutinise the further needs analysis work that has been done for Earith, Sawtry and Stilton. These villages have been prioritised to enable the Operations Service to respond to a proposed affordable housing development in Earith and highways/parking issue in Stilton. This Panel had previously agreed to prioritise Sawtry for review.

## 3. OPTIONS CONSIDERED/ANALYSIS

- 3.1 Earith is a village in the east of the Huntingdonshire with a population of 1,563. The needs analysis work conducted has confirmed the following profile of current open space and play provision against the adopted policy benchmarks:

<b>Green Space Provision (ha) – Categories</b>	<b>Policy Requirement (ha)</b>	<b>Actual (ha)*1</b>
Parks & Gardens	0.75	0.00
Green Corridors	0.00	0.03
Natural & Semi-natural Areas	0.36	0.00
Allotments & Community Gardens	0.50	0.15
Amenity Green Spaces	1.70	1.50
<b>Total Green Space</b>	<b>3.31</b>	<b>1.68</b>
<b>Play Provision (ha)</b>	<b>Policy Requirement (ha)</b>	<b>Actual (ha)*1</b>
All play facilities	0.39	0.08
Note *1 = All assets are included, HDC, Parish Council and third party owned assets.		

- 3.2 With green space provision in Earith being very limited with the only benchmark currently being met is for green corridors; it is recommended that any future housing development of over 10 houses should include open space provision on site or make a contribution to open space provision off site in Earith. This provision needs to include parks and gardens, amenity green space, natural and semi-natural spaces and allotments.
- 3.3 Play provision is largely fit for purpose in Earith with the village having two play areas, a skate park and multi-use games area. Within the current resources for on-going maintenance and cleansing this is recommended as adequate for a village of the size of Earith. Detailed overleaf is mapping of the current facility that evidences the recommendation.

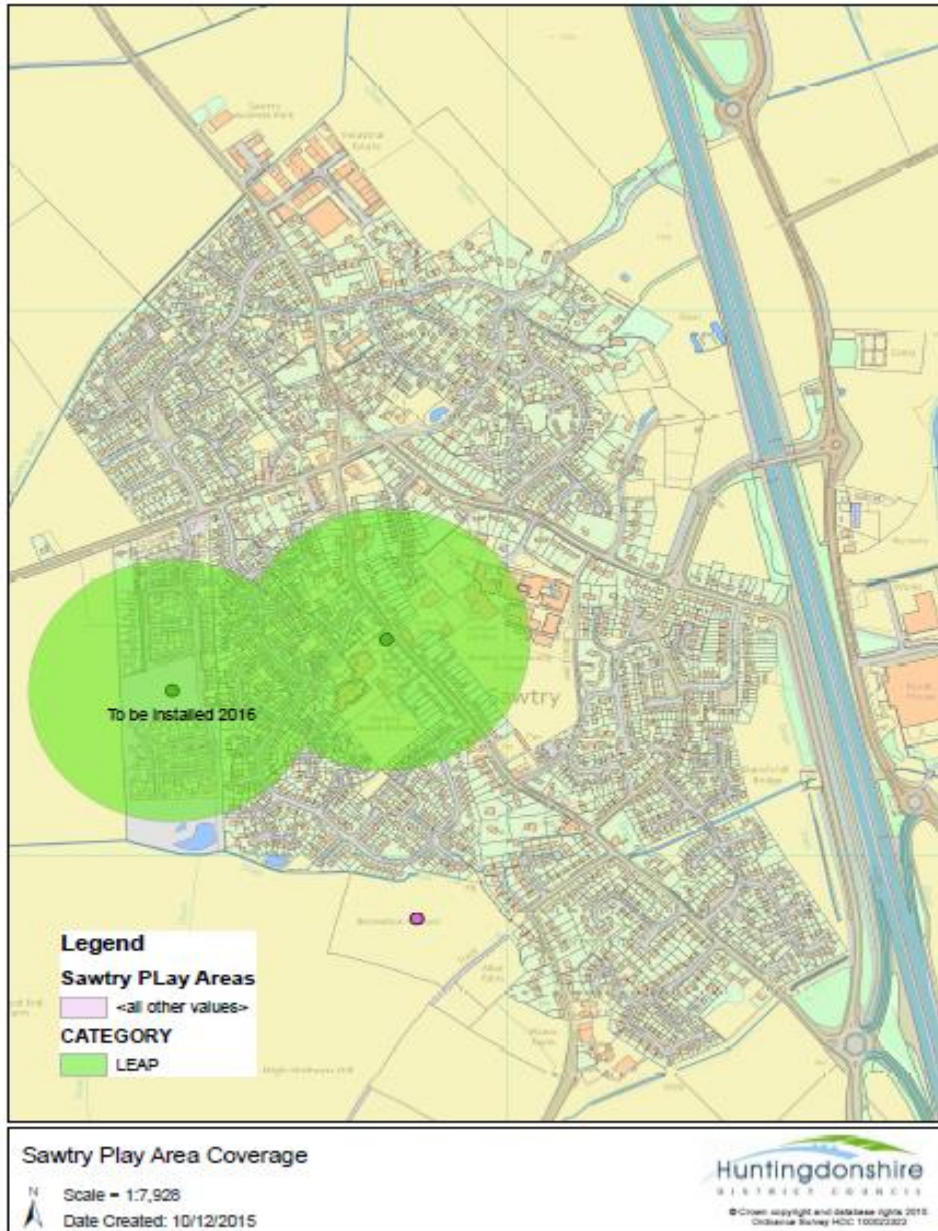


3.4 Sawtry is a village in the north west of the Huntingdonshire with a population of approximately 5,058. The village is in close proximity to the A1 (M) and is six miles from the A14 which makes it a popular location for commuters. The needs analysis work conducted has confirmed the following profile of current open space and play provision against the adopted policy benchmarks:

Green Space Provision (ha) – Categories	Policy Requirement (ha)	Actual (ha)*1
Parks & Gardens	2.43	0.00
Green Corridors	0.00	0.00
Natural & Semi-natural Areas	1.16	1.37
Allotments & Community Gardens	1.62	1.20
Amenity Green Spaces	5.51	12.10
<b>Total Green Space</b>	<b>10.72</b>	<b>14.67</b>
Play Provision (ha)	Policy Requirement (ha)	Actual (ha)*1
All play facilities	1.26	0.08
Note *1 = All assets are included, HDC, Parish Council and third party owned assets.		

3.5 Overall there is sufficient green space provision in Sawtry and it is well distributed throughout the village. The new development off Gidding Road will provide extra allotments for the community and also a natural /semi-natural area which includes newt ponds providing a haven for wildlife in the village. The only area of green space that is lacking is Parks and Gardens, unfortunately there is no amenity green space within the village that could be suitably changed, and therefore prioritising the creation of such space is not recommended.

3.6 Sawtry currently has one play area, a youth shelter and a multi-use goal end. Another play area (Leap) is going to be installed early in 2016 on a new development off Gidding Road. Against the policy benchmark for provision there is a deficiency in play provision across parts of the village but by upgrading St Judith Field (Parish Council owned) to a Leap/Neap play facility through investment (when it becomes available as part of a Section 106 Agreement) would create an adequate level of play provision. Detailed overleaf is mapping of the current facility that evidences the recommendation.

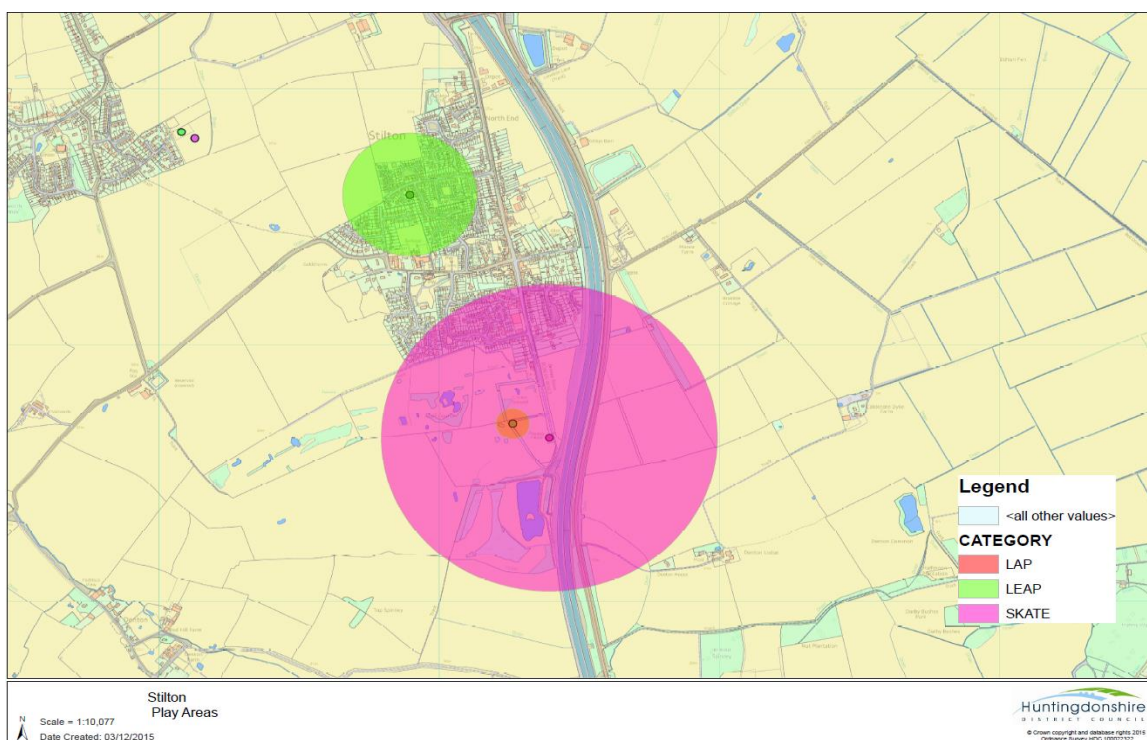


3.7 Stilton is a village in the east of the Huntingdonshire with a population of 3,024. The needs analysis work conducted has confirmed the following profile of current open space and play provision against the adopted policy benchmarks:

<b>Green Space Provision (ha) – Categories</b>	<b>Policy Requirement (ha)</b>	<b>Actual (ha)*1</b>
Parks & Gardens	1.46	0.00
Green Corridors	0.00	0.00
Natural & Semi-natural Areas	0.70	0.00
Allotments & Community Gardens	0.97	0.00
Amenity Green Spaces	3.31	3.12
<b>Total Green Space</b>	<b>6.43</b>	<b>3.12</b>
<b>Play Provision (ha)</b>	<b>Policy Requirement (ha)</b>	<b>Actual (ha)*1</b>
All play facilities	0.76	0.05
Note *1 = All assets are included, HDC, Parish Council and third party owned assets.		

3.5 Green space provision in Stilton is again very limited with no provision for allotments, community gardens or natural or semi-natural areas. The only benchmark currently being met is for amenity green space. Consequently it is recommended that any future housing development of over 10 houses should include open space provision on site or make a contribution to open space provision off site in Stilton. This provision needs to include parks and gardens, green corridors, natural and semi-natural spaces and allotments.

3.6 Stilton has two play areas, a skate park and multi-use games area but this is lacking because of their location which leaves certain households without ready access to this provision. Therefore it is recommended any future housing development of over 10 houses in the village should seek the appropriate provision of play facilities as part of the development or make a contribution to off-site provision.



3.7 The Panel are invited to scrutinise the needs analysis work conducted and draft recommendations and propose any amendments for consideration by the Portfolio Holder.

#### **4. COMMENTS OF OVERVIEW & SCRUTINY PANEL**

4.1 Comments of the Panel will be included in future reports to the Cabinet concerning the needs analysis work and recommendations submitted for approval.

#### **5. KEY IMPACTS/RISKS AND HOW THESE WILL BE ADDRESSED**

5.1 The structured approach (involving full consultation with Town and Parish Councils) being adopted for the needs analysis work is to ensure priorities are being identified through robust assessment to then ensure capital and revenue resources to be more accurately targeted to the priorities. This is critical at a time of diminishing resources. It will also help to ensure the maintenance costs of the provision are sustainable in the medium term.

#### **6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION**

6.1 The findings of all the needs analysis work completed and programmed will be consolidated into a new Open Spaces and Play Strategy for the Cabinet to consider in early 2016/17.

#### **7. LINK TO THE CORPORATE PLAN**

7.1 The outputs and outcomes from these projects will fundamentally contribute to the Corporate Plan as follows:

- a) Enhancing fundamentally the built and green environment of the District.
- b) Empowering local communities to become involved in the design of services.
- c) Operations becoming much more business-like and efficient in the way it delivers services.
- d) Ensuring that service improvement planning (priority setting) and service delivery in Operations is driven by customer engagement, strategy formulation and robust business planning.

#### **8. CONSULTATION**

8.1 The detail of individual projects to meet the priorities identified by the needs analysis work will be the subject of local consultation to finalise the detail of each project.

#### **9. LEGAL IMPLICATIONS**

9.1 There are no immediate legal implications concerning the needs analysis work and recommendations submitted for scrutiny.

#### **10. RESOURCE IMPLICATIONS**

10.1 There are no immediate resource implications concerning the needs analysis and findings submitted for scrutiny. The work has been done within existing resources. The purpose of the needs analysis work for green spaces and play facilities is to better target future S106 monies to priorities that have been clearly quantified. The Council will not be directly funding any of the identified deficiencies from mainstream funding but the detail in the report does provide the opportunity for communities to develop their own plans to meet the identified need.

## **11. OTHER IMPLICATIONS**

- 11.1 The needs analysis work seeks to ensure an appropriate and equitable balance in the provision of green space and play facilities across the District to militate against under provision so that no residents are unreasonably excluded from such provision.

## **12 REASONS FOR THE RECOMMENDED DECISIONS**

- 12.1 The scrutinising of the needs analysis work and findings give the Panel the opportunity to influence the final decision making regarding the future provision of green spaces and play provision in Earith, Sawtry and Stilton.

## **13. LIST OF APPENDICES INCLUDED**

- 13.1 None.

## **BACKGROUND PAPERS**

None.

## **CONTACT OFFICER**

Name/Job Title: Alistair Merrick – Interim Head of Service (Operations)

Tel No. 388635



**CURRENT ACTIVITIES OF THE SOCIAL AND ECONOMIC WELL-BEING PANELS**

STUDY	OBJECTIVES	PANEL	STATUS
Delivery of Advisory Services Across the District	To monitor the performance of the voluntary/community organisations awarded grant aid by the Council in 2013 – 2015. To discuss funding arrangements for the final year of the Voluntary sector agreements.	Communities and Customers	The Panel received presentations at its October 2015 meeting from the six organisations currently in receipt of three year funding awards (Strategic Grants) which are due to end in March 2016. Further reports from the Head of Community are due in advance of an application process for future grant funding being launched in early 2016.
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.	Communities and Customers	The Panel received a report on the effect of the Government's Welfare Reform programme and how it impacts on households in Huntingdonshire in December 2014. It was agreed that further updates will only to be provided as circumstances require.
Affordable Housing	To make recommendations for the next Housing Strategy 2016-19 by considering and making recommendations on ways to deliver affordable housing, including through the rural and enabled exceptions policy of the Local Plan and through the Community Land Trust.	Communities and Customers	<p>A report on the Working Group's findings and recommendations was submitted at the Panel's November 2015 meeting. The Panel agreed to submit the recommendations to Cabinet's meeting in November 2015 for their consideration.</p> <p>A report of Cabinet's response to the recommendations is to be submitted to the Panel's January 2016 meeting.</p>
The Health Economy	To establish priorities for future work on the local health economy.	Communities and Customers	<p>Scoping paper considered. Further reports requested on:</p> <ul style="list-style-type: none"> <li>• the current state of Neighbourhood Planning within the area and how it was likely to develop and how it might promote community resilience;</li> <li>• community engagement, including examples of good practice;</li> <li>• the impact of Welfare Reforms, including fuel poverty and how it was defined;</li> </ul>

STUDY	OBJECTIVES	PANEL	STATUS
			<ul style="list-style-type: none"> <li>• reviewing the Council's Equalities Impact Assessment arrangements, and</li> <li>• the impact of growth on GP surgeries, school places and hospital capacity.</li> </ul>
Registered Social Providers	To review the work of Registered Social Providers and the challenges faced by them.	Communities and Customers	The Panel appointed Councillors R Fuller, P Kadewere, M C Oliver and Mrs D Reynolds onto the Working Group. A scoping report will be considered by the Working Group in January 2016.
The Impact Of Cambridgeshire County Council Budget Proposals On Huntingdonshire And It's Residents.	To review the Cambridgeshire County Council's Budget proposals and assess their impact upon Huntingdonshire and it's residents.	Communities and Customers	<p>The Panel appointed Councillors D Brown, S Criswell, M Francis, T Hayward and P Kadewere onto the Working Group.</p> <p>The Overview and Scrutiny (Economic Well-Being) appointed Councillors T Alban, G Bull, B Hyland and M Shellens onto the Working Group.</p> <p>The Overview and Scrutiny (Environmental Well-Being) appointed Councillors Mrs S J Conboy, D A Giles, T D Sanderson and R J West onto the Working Group.</p>
Project Management Select Committee	To review and test the robustness of the Council's project management arrangements.	Finance and Performance	A report from the Projects and Programmes Manager on changes in Project Management was submitted to all three Overview and Scrutiny Panels in June 2015. The Panel received a six month update report on project delivery in October 2015 and a further review by the Project Management Select Committee is due in March 2016.

Panel Date	Decision	Action	Response	Date
<p><b>17/06/14</b></p> <p><b>16/06/15</b></p> <p><b>16/06/15</b></p>	<p><b><u>Whole Waste System Approach/ Waste Collection Policies</u></b></p> <p>Agreed that the Waste Collection Working Group should reconvene to assist the Head of Operations and Executive Member for Operations &amp; Environment with reviewing waste collection policies in relation to the collection points for wheeled bins/sacks and remote properties (farms and lodges). Councillors G J Bull and D A Giles appointed on to the Working Group alongside Councillors M G Baker and G J Harlock.</p> <p>Members received a RECAP update</p> <p>Agreed that working groups scrutinising the operations policies at HDC stand down as an Operations Review is carried out and implemented.</p>		<p>Further meeting to be held in to consider the outcome of the survey work undertaken by the Head of Operations.</p> <p><b>Working Group currently on hold as Operations Review is implemented.</b></p>	
<p><b>17/06/14</b></p>	<p><b><u>Rural Transport</u></b></p> <p>Councillor Mrs L Kadić re-appointed as the Panel's representative on the Cambridgeshire Future Transport Initiative.</p>		<p>Updates to be delivered in due course.</p>	
<p><b>11/02/14</b></p> <p><b>11/03/14</b></p>	<p><b><u>Flood Prevention</u></b></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>			

Panel Date	Decision	Action	Response	Date
<p><b>8/04/14 &amp; 17/06/14</b></p> <p><b>17/06/14</b></p> <p><b>10/03/15</b></p> <p><b>25/03/15</b></p>	<p>Scoping Report submitted to meeting. Working Group appointed comprising Councillors Bull, West 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>Presentation delivered by Mr Ian Smith, Chief Executive and Clerk to the Middle Level Commissioners on the organisation's responsibilities for flooding within the District. Information presented will assist the Working Group with its investigations.</p> <p>The Working Group will investigate the role of Internal Drainage Boards.</p> <p>A meeting of the Working Group was held to review the draft Cambridgeshire Flood and Water Supplementary Planning Document.</p>	<p>Meeting to scrutinise role of Internal Drainage Boards to be arranged.</p>	<p>A presentation on Internal Drainage Boards is expected at the Panel's January 2016 meeting.</p>	<p><b>12/01/16</b></p>
<p><b>17/06/14</b></p> <p><b>11/11/14</b></p>	<p><b><u>Litter Policies and Practices</u></b></p> <p>Chairman requested an item on litter policies and practices to be submitted to a future Panel meeting. Councillor D A Giles requested that consideration is also given to graffiti removal at this time.</p> <p>Scoping report considered. Working Group appointed to consider and make recommendations on future litter and graffiti service scope and standards and on public appetite for changes</p>	<p>Request submitted to Head of Operations.</p> <p>Chairman to discuss this study with the Executive Councillor and report back to the Panel.</p>	<p>The Panel noted that a new work programme is expected soon.</p>	

Panel Date	Decision	Action	Response	Date
16/06/15	Agreed that working groups scrutinising the operations policies at HDC stand down as an Operations Review is carried out and implemented.		Working Group currently on hold as Operations Review is implemented.	
04/02/14	<p><b><u>Planning Enforcement</u></b></p> <p>In receiving the Quarter 3 Performance Monitoring report, the Panel asked for clarification of the actions which can be undertaken by the Authority in relation to listed buildings and current enforcement activities, the Panel has requested that a report on enforcement should be presented to a future meeting.</p>			
14/04/14	A report on planning enforcement was discussed at the Panel's meeting. The Panel was informed that a detailed review of planning enforcement would be completed for meetings in July or September.		A report on the review of planning enforcement was presented at the Panel's December meeting.	
	<p><b><u>Notice of Key Executive Decisions</u></b></p> <p><b>Huntingdon West Masterplan</b> – Panel requested sight of the report prior to submission to Cabinet.</p> <p><b>Local Plan to 2036</b> – Panel requested sight of the report prior to submission to Cabinet.</p> <p><b>Huntingdonshire Infrastructure Business Plan</b> – Panel requested sight of the report prior to submission to Cabinet.</p>	<p>Request submitted to the Planning Services Manager (Policy).</p> <p>Request submitted to the Planning Services Manager (Policy).</p> <p>Request submitted to the Planning Services Manager (Policy).</p>	<p>Not currently on the Notice of Executive Decisions.</p> <p>Report was presented to the Panel in November 2015.</p> <p>Report was presented in December 2015. Update report is expected in June 2016.</p>	14/06/16

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