A meeting of the **CABINET** will be held in **MEETING ROOMS 0.1A AND 0.1B, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **THURSDAY, 19 SEPTEMBER 2019** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

AGENDA

APOLOGIES

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

    To approve as a correct record the Minutes of the meeting held on 18th July 2019.

    Contact Officer: H Peacey - (01480) 388007

2. **MEMBERS' INTERESTS**

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

    Contact Officer: Democratic Services - (01480) 388169

3. **INTEGRATED PERFORMANCE REPORT, 2019/20 QUARTER 1** (Pages 11 - 80)

    To present performance management information on the Council's Corporate Plan for 2018/22 and progress updates for current projects.

    Executive Councillors: J A Gray and D M Tysoe.

    Contact Officer: D Buckridge / C Edwards - (01480) 388065 / 388822

4. **APPROVAL OF UPDATED NEIGHBOURHOOD AND COMMUNITY PLANNING GUIDE** (Pages 81 - 138)

    To receive a report from the Planning Service Manager (Growth) on updates which have been made to the Neighbourhood and Community Planning Guide.

    Executive Councillor: R Fuller.

    Contact Officer: N Elworthy - (01480) 388434

5. **CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY DRAFT LOCAL TRANSPORT PLAN** (Pages 139 - 160)

To receive a report from the Planning Service Manager (Growth) on the Cambridgeshire and Peterborough Combined Authority draft Local Transport Plan.

Executive Councillor: R Fuller.

Contact Officer: F Schulz - (01480) 388432

6. **HINCHINGBROOKE COUNTRY PARK JOINT GROUP**

To appoint to the vacant post on the Hinchingbrooke Country Park Joint Group (1 Liberal Democrat).

Contact Officer: Democratic Services - (01480) 388169

11 day of September 2019

Head of Paid Service

Disclosable Pecuniary Interests and Non-Statutory Disclosable Interests

Further information on Disclosable Pecuniary Interests and Non - Statutory Disclosable Interests is available in the Council's Constitution

Filming, Photography and Recording at Council Meetings

The District Council permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings.

Arrangements for these activities should operate in accordance with guidelines agreed by the Council.

Please contact Mrs Habbiba Peacey, Democratic Services Officer, Tel No: 01480 388169 / e-mail: Habbiba.Peacey@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.

Emergency Procedure

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

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Thursday, 18 July 2019

PRESENT: Councillor G J Bull – Chairman.

Councillors   Mrs M L Beuttell,   R Fuller,   J A Gray   and J M Palmer.

APOLOGY: An Apology for absence from the meeting was submitted on behalf of Councillor D M Tysoe.

IN ATTENDANCE: Councillor D Keane.

15   MINUTES

The Minutes of the meeting held on 20th June 2019 were approved as a correct record and signed by the Chairman.

16   MEMBERS' INTERESTS

No declarations were received.

17   CORPORATE PLAN REFRESH 2019/20

Consideration was given to a report by the Business Intelligence and Performance Manager (a copy of which is appended in the Minute Book) providing an update on the refresh of the Corporate Plan 2019/20. Having considered the views of the Overview and Scrutiny Panel (Performance and Growth) and in receiving assurances that the issue of contaminated recycling waste were reviewed and monitored by Officers at service plan level, it was

RESOLVED

that the Council be recommended to approve the revised key actions and performance indicators for inclusion in the Corporate Plan for 2019/20.

18   SHARED SERVICES' 2018/19 ANNUAL REPORT

The Cabinet received a report by the Corporate Director (Services) (a copy of which is appended in the Minute Book) regarding the Shared Services' 2018/19 Annual Report. The report referred to the progress made over the last year by the 3C ICT, Legal and Building Control shared services against the 2017/18 Business Plans in terms of their financial and service performance including customer satisfaction and work to deliver on development projects.

In introducing the item, the Corporate Director (Services) drew Members' attention to key themes which had emerged from the report, which included the move towards the delivery of more effective services through the use of digital

and technology solutions. It was further noted that the legal service would be reviewing its current operating practices by identifying opportunities for a more commercialised approach to its work. In response to a question raised by the Executive Councillor for Strategic Resources, it was confirmed that the vision across all three partner authorities were broadly the same in the medium to long term.

Having been apprised with the comments of the Overview and Scrutiny Panel (Performance and Growth) and in noting that procedures were in place to extend the term of the Shared Services Partnership Agreement beyond 30th September 2020, it was

RESOLVED

    (a)   that the Shared Service Annual Report for 2018/19 as attached as Appendix 1 of the report now submitted be endorsed; and

    (b)   that delegated authority be given to the Shared Service Management Board to agree any final amendments to the Annual report in line with comments received from all three individual partner Councils.

19   HUNTINGDON TOWN COUNCIL NEIGHBOURHOOD PLAN EXAMINATION OUTCOME AND PROGRESSION TO REFERENDUM

With the aid of a report by the Planning Service Manager (Growth) (a copy of which is appended in the Minute Book) the Cabinet gave consideration to a report seeking agreement to act upon the Examiner's report into the Huntingdon Neighbourhood Plan leading to a referendum on whether or not it should be brought into force as part of the statutory development plan.

Owing to an omission with section 4 of the report, the comments of the Overview and Scrutiny Panel (Performance and Growth) were tabled at the meeting (a copy of which is also appended in the Minute Book). Having concurred with the comments made, it was

RESOLVED

    that the District Council should act upon the Examiner's report and recommended modifications, and progress the neighbourhood plan to referendum.

20   COMMUNITY INFRASTRUCTURE LEVY SPEND ALLOCATION

The Cabinet considered a report prepared by the Planning Services Manager (a copy of which is appended in the Minute Book) outlining the potential next infrastructure projects to be funded in whole or in part by an amount of the Community Infrastructure Levy (CIL) monies received to date.

The Executive Councillor for Housing, Planning and Economic Development drew attention to the list of recommended projects referred to in paragraph 9.2 of the report and explained that further engagement with Members and Town and Parish Councils would be expected in the future ahead of the next round of applications. In noting the views of the Overview and Scrutiny Panel

(Performance and Growth) and following comment on the unsuccessful application made by Alconbury Special School, the Cabinet

RESOLVED

> to commit funding as detailed in paragraph 9.2 of the report now submitted and invites the proposers of the projects detailed in paragraph 9.3 to resubmit with additional information when bids are next invited.

21   APPROVAL OF HOUSING DELIVERY TEST ACTION PLAN

Consideration was given to a report prepared by the Housing Services Manager (Growth) (a copy of which is appended in the Minute Book) which set out the background to the Housing Delivery Test which included how it was calculated and the results for Huntingdonshire.

In introducing the report, the Head of Development advised that the Delivery Test had been introduced as part of the National Planning Policy Framework (NPPF) as a new indicator for net housing delivery over the previous 3 years against the housing requirement for the area. A delivery rate of at least 95% completions against the requirement was expected to be achieved. Attention was drawn to the sanctions imposed upon local authorities who failed to achieve the requirement which included the publication of an action plan, a 20% buffer on Local Planning Authorities 5-year land supply if housing delivery falls below 85% and the presumption in favour of sustainable development if housing delivery falls below 75% once transitional arrangements have ended.

In noting that the District Council had achieved a 92% delivery rate and in receiving the comments of the Overview and Scrutiny Panel (Performance and Growth), it was

RESOLVED

> that the Action Plan at Appendix 1 of the report now submitted be endorsed by the Cabinet.

22   A428 BLACK CAT TO CAXTON GIBBET IMPROVEMENTS

With the aid of a report prepared by the Planning Services Manager (Growth) (a copy of which is appended in the Minute Book) the Cabinet were acquainted with an outline of the consultation on the proposals for improving the route of the A428 between the Black Cat roundabout and Caxton Gibbet roundabout, including the construction of a new dual carriageway and a number of new junctions.

The Head of Development advised that key messages in the draft response developed in conjunction with partner organisations included the importance of the project and the request for it to be progressed sooner rather than later, the need for multimodal transport solutions and the benefits of commencing improvement works from the Caxton Gibbet end of the scheme. In response to questions, it was confirmed that consideration had been given to the A1 as part of the A428 improvement scheme.

In noting that the consultation would close on 28th July 2019 and in concurring with the comments made by the Overview and Scrutiny Panel (Performance and Growth), the Cabinet

RESOLVED

> to delegate authority to submit the Council's final consultation submission comments on the A428 Black Cat to Caxton Gibbet Improvements to the Head of Development and Planning Service Manager (Growth), in consultation with the Executive Leader and Deputy Executive Leader.

23 APPOINTMENT TO TRANSPORT STRATEGY HUNTINGDONSHIRE MEMBER STEERING GROUP

The Cabinet received and noted the Terms of Reference for Cambridgeshire County Council's Transport Strategy Huntingdonshire Member Steering Group (a copy of which is appended in the Minute Book). The District Council had been requested to appoint representatives on to the Group.

By way of background, the Executive Councillor for Housing, Planning and Economic Development reported that the County Council's Economy and Environment Committee had, at its meeting on 11th July 2019, established the Transport Strategy Huntingdonshire Member Steering Group. The Steering Group had been formed to assist in the review and development of the Huntingdonshire Transport Strategy. Whereupon, it was

RESOLVED

> that Councillors S J Corney, Ms A Dickinson, J Neish and K I Prentice be appointed as the District Council's representatives onto Cambridgeshire County Council's Transport Strategy Huntingdonshire Member Steering Group for the remainder of the four year term of office (until May 2022).

24 EXCLUSION OF PRESS AND PUBLIC

RESOLVED

> that the press and public be excluded from the meeting because the business to be transacted contains exempt information relating to the financial or business affairs of any particular person (including the authority holding that information).

25 TRANSFER OF GODMANCHESTER NURSERY TO GODMANCHESTER TOWN COUNCIL

By means of an exempt report prepared by the Head of Operations (a copy of which is appended in the Annex to the Minute Book) Members were apprised with the decisions required by the Cabinet to enable the transfer of Godmanchester Nursery to Godmanchester Town Council.

Following an introduction from the Executive Councillor for Partnerships and Well-Being and in receiving a response to a question raised by a Member in respect of the inclusion of an overage clause, it was

RESOLVED

that the recommendations contained within the exempt report now submitted be approved by the Cabinet.

Chairman

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Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Integrated Performance Report, 2019/20 Quarter 1

Meeting/Date: Cabinet - 19 September 2019

Executive Portfolio: Councillor Jonathan Gray, Executive Councillor for Resources
Councillor Darren Tysoe, Executive Councillor for Digital and Customer

Report by: Corporate Team Manager and Finance Manager

Ward(s) affected: All

Executive Summary:

The purpose of this report is to brief Members on progress against the Key Actions and Corporate Indicators listed in the Council's Corporate Plan 2018/22 for the period 1 April to 30 June 2019 and on current projects being undertaken. Scheduled performance clinics focus on delivering continuous improvements in all services.

Key Actions, Corporate Indicators and targets are as included in the Corporate Plan Refresh 2019/20, as approved by Council on 24 July.

The report also incorporates Financial Performance Monitoring Suite information setting out the financial position at 30 June 2019. It provides outturn figures for revenue and the capital programme. Headlines are:

Revenue – the forecast outturn shows underspend of £0.438m

Capital programme – the forecast outturn shows a net underspend of £0.5m

An update on the Commercial Investment Strategy includes details of investments to date and the level of returns these are expected to generate, with information on potential investment opportunities reviewed in Quarter 1 attached at Appendix E.

Recommendations:

The Cabinet is invited to consider and comment on progress made against the Key Actions and Corporate Indicators in the Corporate Plan and current projects, as summarised in Appendix A and detailed in Appendices B and C.

The Cabinet is also invited to consider and comment on financial performance at the end of June, as detailed in Appendices D, and the register of reviews of Commercial Investment Strategy propositions at Appendix E.

1. PURPOSE

1.1 The purpose of this report is to present details of delivery of the Corporate Plan 2018/22, and project delivery, in the context of the Council's financial performance.

2. BACKGROUND

2.1 The Council's Corporate Plan is currently being refreshed and once adopted will set out what the Council aims to achieve in addition to its core statutory services. The information in the summary at **Appendix A** relates to Key Actions and Corporate Indicators and the performance report at **Appendix B** details all results at the end of June.

2.2 As recommended by the Project Management Select Committee, updates for projects based on latest approved end dates are included at **Appendix C**. Across all programmes there are currently 28 projects which are open, pending approval or pending closure, and one project logged which has recently closed.

2.3 This report also incorporates financial performance to the end of June. This performance was as shown in sections 4-6 below, with further details listed in **Appendix D**. Commercial investment propositions reviewed are at **Appendix E**.

3. PERFORMANCE MANAGEMENT

3.1 Members of the Overview and Scrutiny (Performance and Growth) Panel have an important role in the Council's Performance Management Framework and a process of regular review of performance data has been established. The focus is on the strategic priorities and associated objectives to enable Scrutiny to maintain a strategic overview. Their comments on performance in Quarter 1 will be inserted in section 7 following their meeting on 3 September.

3.2 Progress against Corporate Plan objectives is reported quarterly. The report at **Appendix B** includes details of all Key Actions and Corporate Indicators at the end of Quarter 1. **Appendix C** provides information about projects, including the purpose of the project and comments from the Programme Office as to the current status of each project's SharePoint site as part of the new governance arrangements.

3.3 Performance Indicator data has been collected in accordance with standardised procedures.

3.4 The following table summarises Quarter 1 progress in delivering Key Actions for 2019/20:

Status of Key Actions	Number	Percentage
Green (on track)	27	90%
Amber (within acceptable variance)	3	10%
Red (behind schedule)	0	0%
Awaiting progress update	0	0%
Not applicable	0	

Most were on track at the end of Quarter 1 and there has been significant progress made early in the financial year on many actions. These include working with the Cambridge and Peterborough NHS Foundation Trust's Community Respiratory Team to launch new Pulmonary Maintenance classes in September, the Huntingdon Neighbourhood Plan progressing to the referendum stage (taking place in September) and the award of more than £31k from the Community Chest fund to 21 projects across the District.

Green Flag Awards have been received again for Priory Park (3rd year), Paxton Pits (2nd year) and Hinchingbrooke Country Park (2nd year). Wildflower planting by our grounds maintenance team was also a success, with lots of positive social media comments received.

3.5   Quarter 1 results for 2019/20 Corporate Indicators are shown in the following table:

Corporate Indicator results	Number	Percentage
Green (achieved)	32	78%
Amber (within acceptable variance)	8	20%
Red (below acceptable variance)	1	2%
Awaiting progress update	0	0%
Not applicable (annual/data unavailable)	2	

The majority of performance indicators were on track at the end of Quarter 1, with particularly good results reported for Leisure and Health services. The number of One Card holders using services at One Leisure facilities increase by more than 2,000 compared to the previous year and swimming and fitness related admissions are ahead of target across One Leisure facilities.

Staff sickness has fallen significantly compared to previous quarters, with 1.2 days lost/FTE the lowest quarterly figure since the Council started reporting sickness quarterly in 2009. Staff engagement has also improved recently, with an increase in the number of employee representatives on our Staff Council.

There was just one indicator where the target was missed by more than acceptable variance and this is PI 29, total amount of energy used in Council buildings. The cooler than average spring has contributed to a 26% increase in kilowatt hours compared to 2018/19, however the 2,570,270 kWh used remains lower than the 2,969,911 kWh reported at this stage of 2017/18.

3.6   The status of corporate projects at the end of June is shown in the following table:

Corporate project status	Number	Percentage
Green (progress on track)	6	32%
Amber (progress behind schedule, project may be recoverable)	11	53%
Red (significantly behind schedule, serious risks/issues)	2	15%
Pending closure	8	
Closed (completed)	1	

The business case for one further project has not yet been approved.

There are 11 projects showing as Amber, usually as a result of slippage in the project, even when reported against revised dates. Of the projects currently in the delivery stage, two were Red at the end of Quarter 1; both of which were shared service projects. The Project Management Governance Board has held one-to-one meetings with project managers and has identified that unrealistic timeframes have been a common theme for amber/red flags, as well as a lack of up to date governance documentation. The reasons for not meeting original target dates for projects is to be explored at a joint session with all project managers in September and will include preparation of the Project Initiation Document (PID) and Business Case which sets initial dates. This will be discussed along with the ongoing management of projects once up and running, including the roles of Project Sponsors and Project Boards which form part of our governance arrangements set up to help projects run successfully to time and to budget. Lessons learned are captured through closedown reports have recently been shared with all project managers. Details of all projects can be found in **Appendix C**.

4. FINANCIAL PERFORMANCE

4.1 **Financial Performance Headlines**

The Management Accounts include the forecast outturn position for the current financial year and the impact of variations will be incorporated within the MTFS. Revenue statements show gross expenditure by service and where some costs are funded by reserves this is shown to provide the net position.

Revenue The approved Budget is £17.157m with the forecast outturn being £16.719m which is an underspend of £0.438m. The main reasons are shown on the next page.

MTFS The MTFS was updated as part of the 2019/20 Budget setting process and will again be updated as part of the 2020/21 Budget setting process which is now under way. The revision of the MTFS will include 2018/19 outturn variations and others occurring or foreseen in 2019/20 that have an impact on future years.

Capital The approved Budget is £7.7m plus the re-phasing of £2.1m giving a revised total Capital Programme of £9.8m. The net forecast outturn is £7.4m giving an overspend of £0.5m. The reasons for these variances are detailed in paragraph 5.6.

The Financial Dashboard at **Appendix D, Annex E** presents information on take-up of Council Tax Support, NDR and Council Tax collection, miscellaneous debt and New Homes Bonus funding.

4.2 **Summary Revenue Forecast Variances by Service**

The table below shows the total variances for each Service and the main reasons where variances are greater than £50,000.

	Budget £000	Forecast outturn gross £000	Transfers to / (from) reserves £000	Forecast outturn net £000	Forecast (underspend) / overspend £000	Main reasons for variance
Community	1,743	1,670	1	1,671	(72)	• Staff savings due to delays in recruitment
Customer Services	2,678	2,668	107	2,775	97	• Increase in the net cost of rent allowances due to payments not attracting 100% subsidy i.e. placements in short term accommodation where subsidy is capped.
ICT	2,145	2,145	(50)	2,095	(50)	
Development	1,010	831	2	833	(177)	• Staff savings due to delays in recruitment • Additional planning application fees
Leisure and Health	(20)	(53)	25	(28)	(8)	
Operations	3,744	4,107	(210)	3,897	153	• Increase in playground equipment maintenance • Staff savings • Additional water standpipe costs not budgeted for • Reduction in expected efficiency savings on litter bin reductions • Reduction in expected income generation from replacement bins • Reduction in income from rental of 3rd floor at Pathfinder House
Resources	4,231	3,967	(113)	3,854	(377)	• Reduction in MRP costs during 19/20 due to slippage of capital programme in 18/19 • staff savings not achieved due to delay in service restructure • Additional income from Commercial Investments

	Budget £000	Forecast outturn gross £000	Transfers to / (from) reserves £000	Forecast outturn net £000	Forecast (underspend) / overspend £000	Main reasons for variance
Directors and Corporate	1,626	1,562	60	1,622	(4)	
Transformation	0	234	(234)	0	0	
Total	**17,157**	**17,131**	**(412)**	**16,719**	**(438)**	

4.3   Further analysis of the revenue variance and service commentary are at **Appendix D**. This provides the variances by service and where variances are greater than +/- £10,000 comments have been provided by the budget managers/Head of Service. Where there are adverse variances the budget managers have provided details of the actions they are undertaking to address the overspend.

4.4   **Medium Term Financial Strategy**

The actual outturn for 2018/19 showed an underspend of £0.248m which will have some impact on the MTFS. The new MTFS for the period 2020/21 to 2023/24 which will be compiled during the current budget setting process, will be updated where the 2018/19 outturn has an impact.

5.   CAPITAL PROGRAMME

5.1   The approved gross Capital Programme 2019/20 is £7.7m plus the re-phasing of £2.1m giving a revised total Capital Programme for 2019/20 of £9.8m.

5.2   The forecast net expenditure outturn is £7.4m, an overspend of £0.455m. The gross expenditure to 30 June 2019 was £1.055m (9.7% of Budget, 25% of the year).

Variation Commentary Summary	£000s
Overspend	
Alms Close Development This project was tendered via the Procurement Portal, the tenders that have been received are in the region of £1.6m, with an additional £150,000 for consultants fees, this amounts to a potential overspend on the budget of £728,000. There are council contingencies Circa £80,000 which may be utilised but could amount to a saving on this sum. If the contingencies were not required then the committed additional spend would be c£648,000. The new design has increased the useable floor space, and has built in additional floor space in the event tenants seek to construct mezzanine flooring. Additional mezzanine floor space would increase the overall floor space of each unit by 50% to 75% of the ground floor areas. The council could obtain additional income through the lease in the event the tenant added mezzanine flooring. The tenderer that has been advised by professional consultants, whilst not the lowest it provides the council with minimal risk with relation to disputes regarding costs. The lowest tender was reconciled having to include several major works items and to accept this tender would put the council at risk. The last steps prior to acceptance of the tender will be a costing exercise, whereby the council will have to undertake a costing exercise to calculate investment return over a given period. As things stand the project is ready to proceed subject to financial approval.	728

Variation Commentary Summary	£000s
Health and Safety Works, Roof Works Minor overspend expected on works to meet statutory requirements, and completion of roofing works (retention).	12
Cash Receipting Software Work to complete touch-tone phone payments for customers to pay invoices.	1
	741
Growth	
Insurance Settlement – East Field House Fire A settlement has been agreed with the Council's insurers to finance the replacement of IT equipment destroyed in the fire at Eastfield House, part of the equipment was replaced in 2018/19, the remainder will be replaced in 2019/20.	0
Salix Building Efficiency Salix has indicated that the money paid back into the fund from previous projects and the rollover from last year's budget is £61,593. They are expecting the council to invest a minimum of 75% (£46,194) in this financial year. The extra expenditure is funded from savings made in revenue (utilities) budgets.	14
Oak Tree Development Work on the planning for the Oak Tree Development has commenced this is funded from grant.	0
	14
Underspend	
One Leisure Ramsey 3G Pitch Additional expenditure on the pitch at Ramsey (£154,000) is being funded from additional grant from the football foundation (£161,000).	(7)
Re-Fit Projects The Project is scheduled to complete July 2019. Currently (prior to all variations being costed) £165889 is left to be paid. 2% of the total project costs must be kept as a retainer for 12 months following the completion of the project - approx £16,941.	(59)
Disabled Facilities Grants Additional Better Care Fund grant has been received in excess of the approved budget (£95,000), SCDC has shared their excess grant with the council (£80,000), and contribution from tenants are forecast to be (£40,000).	(216)
Wheeled Bins Detailed planning for this year's requirements for wheeled bins, taking into account new housing developments and bin stock it is expected that fewer bins will be required this year.	(18)
	(300)
Total Net Expenditure Overspend/(Underspend)	**455**

5.3   The net spend on the Council's Capital Programme is financed via borrowing which has a revenue implication through the Minimum Revenue Provision (MRP).

5.4   Appendix D, Annexes C and D provide the following information:

Annex C provides details by scheme with proposed rephasing, expenditure to date and forecast outturn.

Annex D details the financing of the Capital Programme showing the funding from grants and contributions, capital receipts, use of earmarked and capital reserves and internal borrowing

6.   UPDATE ON THE COMMERCIAL INVESTMENT STRATEGY

6.1   The Commercial Investment Strategy (CIS) was approved by Cabinet in September 2015 and the CIS Business Plan in December 2015. The implementation of the CIS is seen as a key means by which the Council can generate income to assist it in meeting the forecast gap in the revenue budget, by 2023/24 it will have in part contributed in reducing this to £1.2m.

6.2   At the end of Quarter 1, the financial projections for the CIS are:

CIS Investments	Budget (£'000)	Outturn (£'000)	Variance (£'000)
Cash Investments			
CCLA Property Fund	(162)	(168)	(6)
Total Cash Investments	**(162)**	**(168)**	**(6)**
Property Investments			
Property Rental Income	(5,580)	(4,730)	850
MRP	1,997	678	(1,319)
Net Direct Property Income	**(3,583)**	**(4,052)**	**(469)**
Management Charge	144	144	0
Total Property Investments	**(3,439)**	**(3,908)**	**(469)**
TOTAL	**(3,601)**	**(4,076)**	**(475)**

6.3   **Investments**

Between April and the end of June 2019, 52 properties have been investigated as potential CIS investment opportunities. Most of the quarter's efforts were expended in dealing with due diligence for the purchase of Trilink 140 (Unit 4 Freeway Drive, Castleford), which was completed on 5th July and generates an annual gross income of £819k and net income of £500k p.a. We have undertaken initial evaluations of well let retail properties in St Neots and Huntingdon, which are still under consideration. Many opportunities presented to us have short term leases, are development sites or unusual properties e.g. an aircraft hangar and court House. . A summary of opportunities is included in **Appendix E**.

Returns from the CCLA property fund have remained at the 2016/17 level (circa 4.5%). Other investment vehicles such as bank deposits and money market funds interest rates increased when the Bank of England raised the base rate to 0.5% have now become stable.

To date the majority of the Council's investments have been funded from earmarked reserves or cash balances. Recent acquisition such as Fareham, Rowley Centre and Tri-Link have required loans from PWLB to fund their purchases; part of the purchase price and acquisition costs were met from earmarked reserves.

7.   COMMENTS OF OVERVIEW & SCRUTINY PANELS

7.1   The Panel received the Integrated Performance Report 2018/19, Quarter 1, at its meeting on 3rd September 2019.

7.2   A concern was raised that a number of projects are experiencing delays and the consequence may be that income would be reduced or the benefit is minimised. In response, Members were informed that all capital projects are for the benefit of residents and that it is anticipated there will still be payback.

7.3   A Member raised a concern in respect to the Alms Close development and that spending has increased from £700k to £1.6m. In response, the Panel was informed that the Council are confident that the increase in spend will be matched by an increase in benefit received.

7.4   Concern was raised regarding the savings due to a lack of recruitment. It was explained that some of the vacant posts, particularly in Planning, reflects the local and national difficulties of recruiting to those posts.

7.5   Regarding the Commercial Investment Strategy, it was suggested that the Council should consider short term leases over long term leases. It was explained that Commercial Investment Strategy properties represent an investment for the future which will underpin the Council's future spending on services. Longer leases are preferable as they give the Council more certainty over revenue.

8.   RECOMMENDATIONS

8.1   The Cabinet is invited to consider and comment on progress made against Key Activities and Corporate Indicators in the Corporate Plan and current projects, as summarised in **Appendix A** and detailed in **Appendices B and C**.

8.2   The Cabinet is also invited to consider and comment on financial performance at the end of June, as detailed in section 4 and in **Appendix D**, and the register of reviews of Commercial Investment Strategy propositions at **Appendix E**.

9.   LIST OF APPENDICES INCLUDED

Appendix A – Performance Summary, Quarter 1, 2019/20
Appendix B – Corporate Plan Performance Report, Quarter 1, 2019/20
Appendix C – Project Performance, June 2019
Appendix D – Financial Performance Monitoring Suite (FPMS) including:
    Annex A – Revenue Provisional Outturn and Service Commentary, June 2019
    Annex B – Capital Programme Provisional Outturn, June 2019
    Annex C – Capital Programme Funding 2019/20
    Annex D – Financial Dashboard, June 2019
Appendix E – Register of reviews of CIS investment propositions, Quarter 1, 2019/20

CONTACT OFFICERS

Corporate Plan Performance Monitoring (Appendices A and B)
Daniel Buckridge, Business Intelligence & Performance Manager ☎ (01480) 388065

Project Performance (Appendix C)
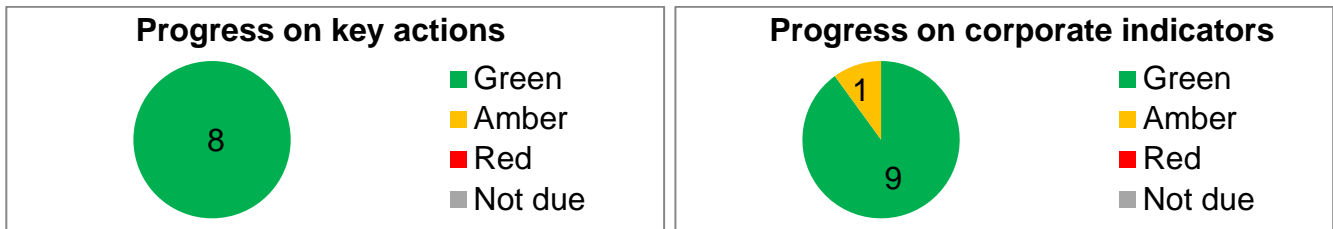Adrian Dobbyne, Corporate Team Manager ☎ (01480) 388100

Financial Performance (Appendices D and E)
Claire Edwards, Finance Manager ☎ (01480) 388822

Appendix A

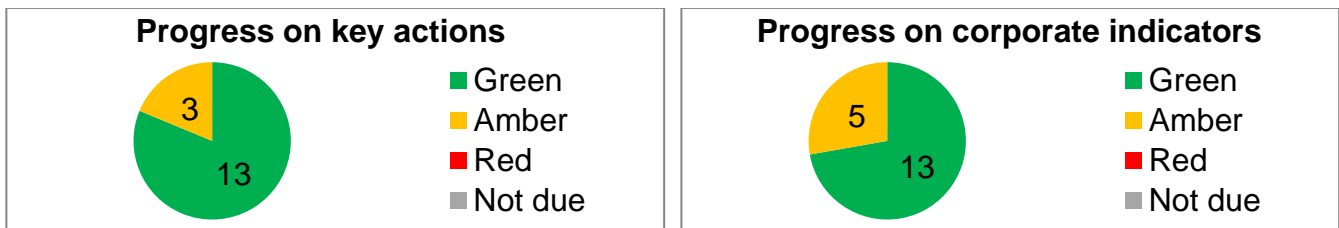## Performance Summary Quarter 1, 2019/20

People
We want to make Huntingdonshire a better place to live, to improve health and well-being and for communities to get involved with local decision making

Progress on key actions	Progress on corporate indicators
8 — Green, Amber, Red, Not due	1 Amber, 9 Green — Green, Amber, Red, Not due

Highlights include the award of more than £31k from the Community Chest fund to 21 projects across the District.
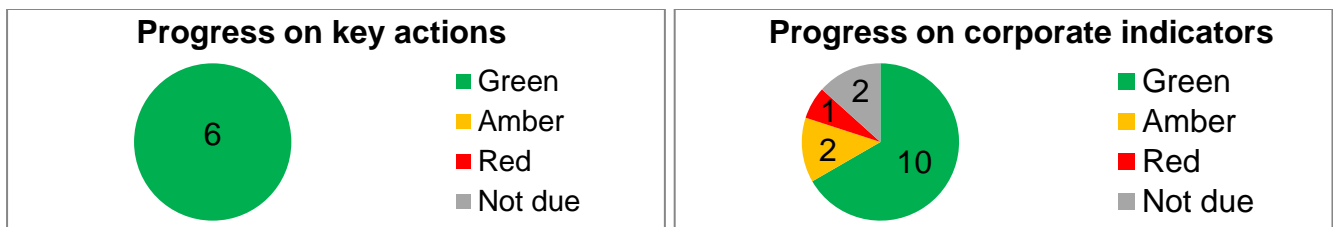
Place
We want to make Huntingdonshire a better place to work and invest and we want to deliver new and appropriate housing

Progress on key actions	Progress on corporate indicators
3 Amber, 13 Green — Green, Amber, Red, Not due	5 Amber, 13 Green — Green, Amber, Red, Not due

Highlights include the completion of feasibility work for the development of a Business Improvement District in St Neots.

Becoming a more efficient and effective council
We want to continue to deliver value for money services

Progress on key actions	Progress on corporate indicators
6 — Green, Amber, Red, Not due	10 Green, 2 Amber, 1 Red, 2 Not due — Green, Amber, Red, Not due

Highlights include an increase in the number of members of Staff Council, our staff representative group.

CORPORATE PLAN – PERFORMANCE REPORT   <u>**Appendix B**</u>

STRATEGIC THEME – PEOPLE

Period April to June 2019

Summary of progress for Key Actions

G	Progress is on track	A	Progress is within acceptable variance	R	Progress is behind schedule	?	Awaiting progress update	n/a	Not applicable to state progress
	8		0		0		0		0

Target dates do not necessarily reflect the final completion date. The date given may reflect the next milestone to be reached.

Summary of progress for Corporate Indicators

G	Performance is on track	A	Performance is within acceptable variance	R	Performance is below acceptable variance	?	Awaiting performance update	n/a	Not applicable to assess performance
	9		1		0		0		0

WE WANT TO: Support people to improve their health and well-being

Status	Key Actions for 2019/20	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 1. Work in partnership to provide greater leisure and health opportunities to enable more people to be more active, more often	Ongoing	Cllr Palmer	Jayne Wisely	The Active Lifestyles team have worked with 40 different partners during Q1 to deliver programmes for more people to be active. Some new partnerships include Switch Now to deliver disability sport sessions. Working with the Cambridge and Peterborough NHS Foundation Trust's Community

Status	Key Actions for 2019/20	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
					Respiratory Team in advance of launching the new Pulmonary Maintenance classes in September and agreeing a pathway for referrals.
G	KA 2. Provide financial assistance to people on low incomes to pay their rent and Council Tax	Ongoing	Cllr Gray	Customer Services – Amanda Burns	The number of people claiming Universal Credit instead of Housing Benefit continues to increase. The Housing Benefit caseload has reduced by 12.5% in the last 12 months (the Council Tax Support caseload remains stable). There is no update on when the managed migration of existing cases will start although the deadline is still quoted as being 2023.
G	KA 3. Ensure that the principles of earlier interventions aimed at preventing homelessness are embedded within public sector organisations and other stakeholder partners	Ongoing	Cllr Fuller	Customer Services – Jon Collen	Continuation of Homelessness Trailblazer programme with increased roll out of earlier interventions and pathways across a wide range of agencies. Substance misuse and mental health summit hosted in June bringing together agencies to establish joint pathways and ways of working to better prevent homelessness amongst these client groups.
G	KA 4. Adopt a new Homelessness Strategy and a new Lettings Policy	Homelessness Strategy Dec 2019 Lettings Policy by March 2020	Cllr Fuller	Customer Services – Jon Collen	Homelessness review and strategy to be completed by end of Q3. Letting Policy review to take place across Home-Link partnership and completed by end of Q4.
G	KA 5. Identify and implement solutions to eradicate the need to place homeless families in B&Bs	Ongoing	Cllr Fuller	Customer Services – Jon Collen	Need for use of B&B to be eradicated by: increased homelessness prevention measures (KA 3) and increased provision of alternative forms of temporary accommodation. Two schemes in the pipeline to deliver additional self-contained short term units as alternatives to B&B – to be delivered in 2020/21.

WE WANT TO: Develop stronger and more resilient communities to enable people to help themselves

Status	Key Actions for 2019/20	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 6. Support community planning including working with parishes to complete Neighbourhood and Parish Plans	Ongoing	Cllr Fuller	Andy Moffat	Officers proactively working with Parishes and officers to develop sound Neighbourhood Plans (NPs). Most recently Huntingdon NP went to Overview & Scrutiny (O&S) and Cabinet (July) to be endorsed to proceed to referendum. In addition, the Neighbourhood Planning Guide has been updated and is programmed to go to Cabinet (via O&S) for adoption.
G	KA 7. Manage the Community Chest funding pot and voluntary sector funding to encourage and support projects to build and support community development	Ongoing/ Annual	Cllr Gray / Cllr Palmer	Chris Stopford	55 applications were received for the 2019-20 Community Chest. Following consideration by the Grants Panel, £31,649.50 was awarded to 21 different projects across the District. As part of the funding award, projects are required to complete a project evaluation to demonstrate the impact that the funding had.
G	KA 8. Support and encourage community action on litter and waste	Ongoing	Cllr Palmer / Cllr Beuttell	Neil Sloper	So far 34 litter picks have been carried out to the end of June 19. This number is slightly reduced compared to last year, however we have picked up a few new community groups that have started to complete regular picks.

Corporate Performance and Contextual Indicators

Key to status

G	Performance is on track	A	Performance is within acceptable variance	R	Performance is below acceptable variance	?	Awaiting performance update	n/a	Not applicable to assess performance

Performance Indicator	Full Year 2018/19 Performance	Q1 2018/19 Performance	Q1 2019/20 Target	Q1 2019/20 Performance	Q1 2019/20 Status	Annual 2019/20 Target	Forecast Outturn 2019/20 Performance	Predicted Outturn 2019/20 Status
PI 1. Number of days of volunteering to support HDC service delivery Aim to maximise	4,698	1,223	1,000	1,426	G	4,000	4,000	G
Comments: (Operations / Leisure and Health) 358 days of volunteering were contributed in Q1 across Active Lifestyles activities (including Health Walks, Right Start Buddies, Sports Volunteers etc.). Volunteers continue to lead eight walks a week supporting over 450 walks a year for the Health Walks. Countryside had 1,068 volunteers during Q1; 815 of these were practical volunteers and the remaining 253 carried out administration support.								
PI 2. Average number of days to process new claims for Housing Benefit and Council Tax Support Aim to minimise	23 days	24 days	24 days	24 days	G	24 days	24 days	G
Comments: (Customer Services) The number of new claim forms remains constant despite the implementation of Universal Credit as claimants have to continue to make claims for Council Tax Support directly to HDC.								
PI 3. Average number of days to process changes of circumstances for Housing Benefit and Council Tax Support	4 days	5 days	5 days	4 days	G	5 days	4 days	G

Performance Indicator	Full Year 2018/19 Performance	Q1 2018/19 Performance	Q1 2019/20 Target	Q1 2019/20 Performance	Q1 2019/20 Status	Annual 2019/20 Target	Forecast Outturn 2019/20 Performance	Predicted Outturn 2019/20 Status
Aim to minimise								
Comments: (Customer Services) The type of changes that the team deal with are changing as a result of Universal Credit (UC). There has been a large increase in documents received from the DWP in relation to UC claims but this is not causing any issues. We will look to automate some of this work during the year.								
PI 4. Number of homelessness preventions achieved Aim to maximise	405	51	105	103	**G**	420	420	**G**
Comments: (Customer Services) Early interventions with emphasis on homelessness prevention resulted in 103 successful preventions in the Q1 by the Housing Needs Team. Working earlier and for longer with residents is helping to minimise the number of households reaching the point of homelessness crisis.								
PI 5. More people taking part in sport and physical activity: Number of individual One Card holders using One Leisure Facilities services over the last 12 months Aim to maximise	44,984	43,041	45,000	45,114	**G**	45,500	45,500+	**G**
Comments: (Leisure and Health) Key activities of Swimming and Impressions Fitness Suites are performing well across the whole service which is having a positive effect on new members joining to take part in these activities.								
PI 6. More people taking part in sport and physical activity: Number of individual One Leisure Active Lifestyles service users over the last 12 months Aim to maximise	7,162 (inc. Park Run)	N/A	1,321	1,586	**G**	2,959	3,000+	**G**

Performance Indicator	Full Year 2018/19 Performance	Q1 2018/19 Performance	Q1 2019/20 Target	Q1 2019/20 Performance	Q1 2019/20 Status	Annual 2019/20 Target	Forecast Outturn 2019/20 Performance	Predicted Outturn 2019/20 Status
Comments: (Leisure and Health) Park Run not counted in return for 2019/20 as now considered independent activity. Group exercise classes, let's get moving activities, walking sports and young people's activities all ahead on target.								
PI 7. Providing more opportunities for people to be more active: Number of sessions delivered at and by One Leisure Facilities Aim to maximise	12,435	3,175	2,900	2,871	A	11,600	11,500	A
Comments: (Leisure and Health) Fitness Classes were rationalised in 2018/19 as part of a fitness review to make them more profitable – so numbers are down on last year. Other activities have increased by 69 sessions.								
PI 8. Providing more opportunities for people to be more active: Number of sessions delivered by One Leisure Active Lifestyles Aim to maximise	3,818	N/A	615	646	G	3,730	3,370	G
Comments: (Leisure and Health) Group exercise classes delivering more sessions per week including new activity of Right Start Aqua. Let's Get Moving activities including Yaxley walking netball also contributing to increase.								
PI 9. People participating more often: Number of One Leisure Facilities admissions – swimming, Impressions, fitness classes, sports hall, pitches, bowling and Burgess Hall (excluding school admissions) Aim to maximise	1,412,670	335,359	368,798	369,039	G	1,516,380	1,518,000	G

Performance Indicator	Full Year 2018/19 Performance	Q1 2018/19 Performance	Q1 2019/20 Target	Q1 2019/20 Performance	Q1 2019/20 Status	Annual 2019/20 Target	Forecast Outturn 2019/20 Performance	Predicted Outturn 2019/20 Status
Comments: (Leisure and Health) Swimming and Fitness related admissions are ahead of target across the One Leisure facilities. Indoor activities are not reaching expected targets especially around traditional sports such as badminton and squash. Burgess Hall is ahead of last year but not quite on target.								
PI 10. People participating more often: One Leisure Active Lifestyles throughput Aim to maximise	57,683 (inc. Park Run)	N/A	11,365	13,835	G	50,716	50,716+	G
Comments: (Leisure and Health): Park Run not counted in return for 2019/20 as now considered independent activity. Most activities performing well; group exercise classes had its best ever month in July (income generated). Walking Sports, Young People's activities and Let's Get Moving activities all ahead of schedule.								

STRATEGIC THEME – PLACE

Period April to June 2019

Summary of progress for Key Actions

G	Progress is on track	A	Progress is within acceptable variance	R	Progress is behind schedule	?	Awaiting progress update	n/a	Not applicable to state progress
	13		3		0		0		0

Target dates do not necessarily reflect the final completion date. The date given may reflect the next milestone to be reached.

Summary of progress for Corporate Indicators

G	Performance is on track	A	Performance is within acceptable variance	R	Performance is below acceptable variance	?	Awaiting performance update	n/a	Not applicable to assess performance
	13		5		0		0		0

WE WANT TO: Create, protect and enhance our safe and clean built and green environment

Status	Key Actions for 2019/20	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 9. Maintain our existing green open spaces to high standards, ensuring community involvement and encouraging greater active use, and maintain Green Flag statuses	Ongoing	Cllr Palmer	Neil Sloper	Green Flag Awards received for Priory Park (3rd year), Paxton Pits (2nd year) and Hinchingbrooke Country Park (2nd year). Wildflower planting across the District was a marked success, with lots of positive social media comments received.
G	KA 10. Reduce incidences of littering through targeting of	Ongoing	Cllr Beuttell	Chris Stopford	The team have worked with RECAP and other Local Authorities across the Eastern region to launch the

Status	Key Actions for 2019/20	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
	enforcement work				SCRAP IT campaign which raises awareness of fly-tipping as well as the duty of care associated with the person who the waste originates from. In collaboration with Operations, the team have recruited to the post of Litter Minimisation Officer. The post will be jointly managed and will focus on issues associated with littering that have been identified by the Protection and Enforcement team, this includes littering by hauliers on the main trunk roads as well as hotspot locations within the community such as Oxmoor. Working with Operations and Corporate Team, we have secured £10k from the Litter Innovation Fund to introduce an app that will educate and raise awareness amongst hauliers using the road networks that run through the District. At present, a litter crew is dedicated to clearing litter from our major roads; this is a resource that could be used elsewhere if the littering issue could be addressed.
G	KA 11. Review air pollution activities to reflect new national Clean Air Strategy	Ongoing	Cllr Beutell	Chris Stopford	Annual report submitted to DEFRA. Local actions will be developed to reflect national priorities as these emerge.

WE WANT TO: Accelerate business growth and investment

Status	Key Actions for 2019/20	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 12. Build upon and use sector analysis and industrial clusters research to help inform priorities across Services	Ongoing	Cllr Fuller	Andy Moffat	Cluster development work shared with EDGE partners and colleagues in Community. Used as basis for skills pathway mapping with local skills providers.

Status	Key Actions for 2019/20	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 13. Implement measures to grow Business Rates	Ongoing	Cllr Fuller	Andy Moffat	Authorisation secured and recruitment underway of economic development officer to focus on inward investment, support for business growth and cluster development.
G	KA 14. Engage and communicate with local businesses through the Better Business For All initiative	Ongoing	Cllr Beuttell / Cllr Fuller	Chris Stopford	Business engagement scheduled for September with support from HSE on what small business compliance looks like.
G	KA 15. Prepare options reports for the redevelopment of the Bus Station Quarters in St Ives and Huntingdon	September St Ives, December Huntingdon	Cllr Fuller	Andy Moffat	Carter Jonas feasibility report received. Engagement with landowners taking place.
G	KA 16. Deliver the actions resulting from the Council's Off Street Car Parking Strategy	Ongoing	Cllr Beuttell	Neil Sloper	The Council is progressing the phased install of equipment to enable customers to pay with coin, card, Apple & Android pay and provide the option to 'pay for what you use'.

WE WANT TO: Support development of infrastructure to enable growth

Status	Key Actions for 2019/20	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 17. Continue to work with partners and influence the Combined Authority (CA) and secure support and resources to facilitate delivery of new housing, drive economic growth and provide any critical infrastructure	Ongoing	Cllr Fuller	Andy Moffat	Memorandum of Understanding with CA on allocation and spend of Business Rates from Alconbury Enterprise Zone (EZ) nearing agreement (as at end of Q1). Summary of asks of CA and priority areas for the future prepared.
G	KA 18. Prepare 'Prospectuses for Growth' for St Ives, Huntingdon and Ramsey and continue to support the delivery of the St Neots Masterplan	December 2019 for Prospectuses for Growth;	Cllr Fuller	Andy Moffat	Preparation of Prospectuses for Growth for St Ives, Huntingdon and Ramsey launched in May. Data analysis and stakeholder engagement taking place since.

Status	Key Actions for 2019/20	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
		ongoing for delivery of St Neots plan			St Neots – Feasibility work for the development of a Business Improvement District completed. Awaiting confirmation of funding from the CA to move into development phase.
G	KA 19. Continue to provide active input into the delivery stage of the A14 and the design stage of the A428, and lobby for a northern route for East-West Rail (EWR) and the local road network to deliver the specific requirements of the Council	Ongoing	Cllr Fuller	Andy Moffat	A collaborative relationship has been established with the A14 team reviewing matters relating to requirement discharge and addressing matters that crop up outside the Development Consent Order (DCO). Officers have actively input to EWR and most recently developed a strong, positive yet detailed, response to the A428 consultation in conjunction with South Cambridgeshire, Cambridge City and County councils and the Greater Cambridge Partnership.
A	KA 20. Set out timetable for preparation of an updated Section 106 Supplementary Planning Document and Community Infrastructure Levy charging schedule and implement	June 2020	Cllr Fuller	Andy Moffat	The two documents have to be done side by side but have very different issues and legislation that needs to be followed. At this time the Senior Implementation Officer post is vacant, as is the Grade F post in planning policy resulting in challenges. However, the Team Leader has had a number of meetings with stakeholders which in itself raised a number of key challenges. In addition, the Ministry of Housing, Communities & Local Government delayed confirming its direction on CIL changes and they are expected in July 2019, before the summer break.
A	KA 21. Deliver capital/community projects to provide more leisure and health facilities in the district	Ongoing	Cllr Palmer	Jayne Wisely	Ramsey 3G project waiting on lease agreement to be signed between HDC, Abbey College and Ramsey Foundation before project can start. Value engineering has taken place on construction costs for the Training Shed Project at St Ives Outdoor following delays due to Squash Club petitions. Work is expected to start in September.

WE WANT TO: Improve the supply of new and affordable housing, jobs and community facilities to meet current and future need

Status	Key Actions for 2019/20	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 22. Adopt and implement Housing Strategy annual Action Plan	October 2019	Cllr Fuller	Andy Moffat	Plan being prepared for consideration by Overview & Scrutiny Panel in October.
A	KA 23. Maintain a five year housing land supply (5YHLS) and ensure that the Housing Delivery Test in the National Planning Policy Framework is met	Ongoing	Cllr Fuller	Andy Moffat	Annual Monitoring Report demonstrates that we have a 5YHLS and there have been no challenges to this position. Housing Delivery Test Action Plan prepared for July Cabinet as required by new national requirements.
G	KA 24. Facilitate delivery of new housing and appropriate infrastructure	Ongoing	Cllr Fuller	Andy Moffat	• Loves Farm 2 on target for approval in August 2019. S106 discussions in final phase with CCC. • Cala Homes approved at Wintringham Park. • Pro-actively working with U&C looking at an expanded Key Phase 1, including the 1st affordable housing review since PP granted. Ongoing pre-apps on large scale sites • Community Infrastructure Levy spend scheduled for July 19 • Timely decision making • CIL/Section 106 contributions review commenced.

Corporate Performance and Contextual Indicators

Key to status

G	Performance is on track	A	Performance is within acceptable variance	R	Performance is below acceptable variance	?	Awaiting performance update	n/a	Not applicable to assess performance

Performance Indicator	Full Year 2018/19 Performance	Q1 2018/19 Performance	Q1 2019/20 Target	Q1 2019/20 Performance	Q1 2019/20 Status	Annual 2019/20 Target	Forecast Outturn 2019/20 Performance	Predicted Outturn 2019/20 Status
PI 11. Percentage of sampled areas which are clean or predominantly clean of litter, detritus, graffiti, flyposting, or weed accumulations Aim to maximise	80.59%	67.65%	80%	93.95%	G	80%	80%	G
Comments: (Operations) 744 inspections, 699 were in specification giving a pass rate of 93.95%.								
PI 12. Percentage of street cleansing service requests resolved in five working days. Aim to maximise	97.66%	100%	85%	97.75%	G	85%	85%	G
Comments: (Operations) Of 89 service requests, 87 were dealt with within five working days. With the growing season at its most vigorous the department is struggling, we have less staff availability than last year and a member of staff who has been off for two weeks with sciatica. We have had to deploy teams from other areas away from their own work to assist in other areas and have taken a team member form one area to try and assist with a back fill requirement we have elsewhere. Recruitment agencies seem unable to attract the type of calibre staff required to make it worthwhile as anybody worth their salt are gainfully employed elsewhere.								
PI 13. Number of missed bins per 1,000 households Aim to minimise	0.73	0.74	0.75	0.87	A	0.75	0.75	G

Performance Indicator	Full Year 2018/19 Performance	Q1 2018/19 Performance	Q1 2019/20 Target	Q1 2019/20 Performance	Q1 2019/20 Status	Annual 2019/20 Target	Forecast Outturn 2019/20 Performance	Predicted Outturn 2019/20 Status
Comments: (Operations) Missed bins have been higher than anticipated due to several drivers leaving the service in the last two months. This has had a knock-on effect due to the knowledge and experience being lost on the rounds. The vacancies have been filled, however, it does take time for the new drivers to fully bed in to the rounds. We are working with the teams to minimise the impact.								
PI 14. Percentage of grounds maintenance works inspected which pass the Council's agreed service specification Aim to maximise	85.5%	70.1%	82%	93.5%	G	82%	82%	G
Comments: (Operations) 294 inspections were carried out in Q1 of which 275 were in specification.								
PI 15. Percentage of grounds maintenance service requests resolved in five working days Aim to maximise	93.5%	100%	85%	91.9%	G	85%	85%	G
Comments: (Operations) There are a few more grass customer requests coming in but this is in part contributed to the staffing issues we currently have during the peak period of grass growth, thus not getting round as quickly as we'd like.								
PI 16. Percentage of successful environmental crime enforcements Aim to maximise	100%	100%	100%	100%	G	100%	100%	G
Comments: (Community) Following a 12 month investigation, the team successfully prosecuted Mr Michael Rooney of M R Contractors following a number of fly-tips in and around Hemingford Grey. Mr Rooney was found guilty of all of the offences and ordered to pay a total of £10,000 by 31st August 2019. Following a successful RIPA (Regulation of Investigatory Powers Act) application to the court, cameras have been installed in a hotspot location for fly-tipping and will remain in situ for 3 months.								
PI 17. Percentage of household waste recycled/reused/composted	58.39%	65.97%	58%	63.74%	G	58%	G	G

Performance Indicator	Full Year 2018/19 Performance	Q1 2018/19 Performance	Q1 2019/20 Target	Q1 2019/20 Performance	Q1 2019/20 Status	Annual 2019/20 Target	Forecast Outturn 2019/20 Performance	Predicted Outturn 2019/20 Status
Aim to maximise								
Comments: (Operations)								
PI 18. Percentage of food premises scoring 3 or above on the Food Hygiene Rating Scheme Aim to maximise	97%	96.97%	95%	98%	G	95%	98%	G
Comments: (Community) Premises with the food hygiene rating scheme are generally scoring 3 or better. The lower performing businesses tend to be the café and takeaway establishments, who have demonstrated inconsistent practices.								
PI 19. Number of complaints about food premises Aim to minimise	517	23	187	185	G	750	160	G
Comments: (Community) More common complaints this quarter have been related to allergy practices; mouldy food; premises conditions and/or poor hygiene practices and alleged food poisoning (those cases of D&V which have not been reported to a GP but are linked to specific premises by the patient). Other complaints included maggots observed at a food premises and a business displaying an old Food Hygiene Ratings Scheme (FHRS) rating. The latter complaint is not one that we can take action about as the display of FHRS rating is not mandatory so falsely displaying a rating falls to trading standards legislation as misrepresentation.								
PI 20. Net growth in number of commercial properties liable for Business Rates Aim to maximise	N/a – new measure	N/a – new measure	20	44	G	70	80	G
Comments: (Development): Targets have been set in line with trends over the last nine years. Although the 44 reported for Q1 is well in excess of the long-term average for Q1, it must be noted that numbers do drop and with an uncertain economic environment this is a real possibility for this new indicator. Information is obtained from the rating list compiled by the Valuation Office Agency (end of March 2019 = 5,302 / end of June 2019 = 5,346).								

Performance Indicator	Full Year 2018/19 Performance	Q1 2018/19 Performance	Q1 2019/20 Target	Q1 2019/20 Performance	Q1 2019/20 Status	Annual 2019/20 Target	Forecast Outturn 2019/20 Performance	Predicted Outturn 2019/20 Status
PI 21. The percentage of Community Infrastructure Levy (CIL) collected when due Aim to maximise	N/a – new measure	N/a – new measure	No target set	100%	G	No target set	95%	G
Comments: (Development) Due to larger schemes permitted in previous years coming on line, we have seen marked increase in CIL continuing into Q1 of 19/20. We are alive to the fact that economic uncertainties that lie ahead will influence the development sector and will have a knock-on to CIL, assuming the Government don't make any further changes to incentivise the development industry through Brexit. Q1 19/20 performance: £4,349,40. Forecast outturn: 19/20 £9,227,466. When billed are raised they have 30 days to pay, and can pay in full or by instalments. After 2 weeks they will receive reminders. No bills resulted in late payment surcharges.								
PI 22. Percentage of planning applications processed on target – major (within 13 weeks or agreed extended period) Aim to maximise	80%	75%	80-88%	82%	G	80-88%	80%	G
Comments: (Development) This indicator is on track.								
PI 23. Percentage of planning applications processed on target – minor (within 8 weeks or agreed extended period) Aim to maximise	81%	81%	81-84%	78%	A	81-84%	81%	G
Comments: (Development) The Local Plan was adopted on the 15th May and the priority through April, up to the 15th, was to ensure applications with advanced Section 106 (S106) agreements were issued before the 15th. Furthermore, one Senior Development Management Officer retired and their workload had to be redistributed while recruiting a replacement.								

Performance Indicator	Full Year 2018/19 Performance	Q1 2018/19 Performance	Q1 2019/20 Target	Q1 2019/20 Performance	Q1 2019/20 Status	Annual 2019/20 Target	Forecast Outturn 2019/20 Performance	Predicted Outturn 2019/20 Status
PI 24. Percentage of planning applications processed on target – household extensions (within 8 weeks or agreed extended period) Aim to maximise	90%	94%	89%	81%	A	89%	90%	G
Comments: (Development) Due to a vacancy, an officer's caseload had to be redistributed. The priority was applications with S106 agreements. Development Management officers are carrying a high caseload. Q1 similar numbers to Q1 2018.								
PI 25. Number of new affordable homes delivered in 2019/2020 Aim to maximise	269	83	104	79	A	360	366	G
Comments: (Development) In this financial year, we are anticipating that in the region of 360 affordable homes will be completed (366). 79 had been completed at the end of Quarter 1; these were located in Brampton, Huntingdon, Sawtry, Fenstanton, Godmanchester and Ramsey. There remains the prospect of completing in excess of 366 homes this year since some, such as those at RAF Brampton, are expected very close to the end of the year so may be delivered a little earlier (in March rather than in April which would be next financial year).								
PI 26. Net growth in number of homes with a Council Tax banding Aim to maximise	N/a – new measure	N/a – new measure	No target set	181	G	No target set. Defer to AMR	1496	G
Comments: (Development) Information on the number of banded properties is obtained from the Valuation Office Agency (end of March 2019 = 77,315 / end of June 2019 = 77,496). The Annual Monitoring Report (AMR) reported in December 2019 will be for the period April 2018 - March 2019. The AMR figure relates to a net additional dwellings measure which is only reported annually and nine months in arrears so the performance of this PI should only be treated as an early indicator of local housing growth rather than a final position. The AMR 2018 suggests 1,496 dwellings to be constructed up to March 2020. Data collection for the AMR 2019 is underway, with the number of completions up to March 2019 complete and will be reported in December 2019.								

Performance Indicator	Full Year 2018/19 Performance	Q1 2018/19 Performance	Q1 2019/20 Target	Q1 2019/20 Performance	Q1 2019/20 Status	Annual 2019/20 Target	Forecast Outturn 2019/20 Performance	Predicted Outturn 2019/20 Status
PI 27. Total number of appeals allowed as a percentage of total number of planning applications refused Aim to minimise	N/a – new measure	N/a – new measure	TBC	4.7%	**G**	TBC	65%	**G**
Comments: (Development) Ministry of Housing, Communities & Local Government (MHCLG) measure: the quality of decisions made by local planning authorities measured by the proportion of decisions on applications that are subsequently overturned at appeal. In Q1, there were 43 refusals, with 2 allowed on appeal – Brampton Park (removal of condition – delegated) and Crematorium (Development Management Committee [DMC]).								
PI 28. Number of costs awards against the Council where the application was refused at Development Management Committee contrary to the officer recommendation Aim to minimise	N/a – new measure	N/a – new measure	None	1	**A**	None	None	**A**
Comments: (Development) 1 case: the Crematorium. It is not possible to predict the outturn as this is based on DMC Members' decisions. However, measures are in place to ensure Members are familiar with our policies including dedicated Member training sessions.								

STRATEGIC THEME – BECOMING A MORE EFFICIENT AND EFFECTIVE COUNCIL

Period April to June 2019

Summary of progress for Key Actions

G	Progress is on track	A	Progress is within acceptable variance	R	Progress is behind schedule	?	Awaiting progress update	n/a	Not applicable to state progress
	6		0		0		0		0

Target dates do not necessarily reflect the final completion date. The date given may reflect the next milestone to be reached.

Summary of progress for Corporate Indicators

G	Performance is on track	A	Performance is within acceptable variance	R	Performance is below acceptable variance	?	Awaiting performance update	n/a	Not applicable to assess performance
	10		2		1		2		2

WE WANT TO: Become more efficient and effective in the way we deliver services

Status	Key Actions for 2019/20	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 25. Actively manage Council owned non-operational assets and, where possible, ensure such assets are generating a market return for the Council	Ongoing	Cllr Gray	Clive Mason	Two new lettings completed for Huntingdon Riverside Pavilion (£4.3k p.a) and access route to Anglian Water HQ for a one off premium of £10k. Two lease renewals complete generating additional income of £3.65k p.a. Further transactions in legals - 3 lettings (net new income c £25k p.a) and 2 lease renewals (net new income of £20.8k p.a).

Status	Key Actions for 2019/20	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 26. Develop the Council's Business Change function and create a culture of change management throughout the organisation	Ongoing	Cllr Tysoe	Adrian Dobbyne	Methodology to identify and prioritise areas of focus for business change created (based on costs, high volume activities). Detailed analysis of costs and volumes undertaken to help ascertain priorities, resulting in list of priority areas. Further data gathering and analysis being undertaken for 7 priority areas.
G	KA 27. Develop the Council's approach to performance management and business intelligence	Ongoing	Cllr Gray	Adrian Dobbyne	Council approved new Corporate Plan actions and performance indicators on 24 July (incorporated into this report). New ways of working are being developed, with opportunities to make use of new technology available under the Council Anywhere project currently being explored.
G	KA 28. Deliver the Council Anywhere project to introduce new digital technology and ways of working remotely to improve productivity and flexibility for our staff	Mar-20	Cllr Tysoe	Sam Smith / John Taylor	Officers from across the Council are now starting to use tools in Office365. In addition in July the first new laptops were provided to staff in some services for technical testing and acceptance. We will see laptops being issued to other staff throughout the year – offering the ability to work wherever there is a connection to the internet – increasing flexibility and productivity.

WE WANT TO: Become a more customer focussed organisation

Status	Key Actions for 2019/20	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 29. Develop our Customer Portal to offer improved online and out of hours access to our services and work with partners to deliver better multi-agency customer services	Ongoing	Cllr Tysoe	Michelle Greet / John Taylor	There are more than 4,000 accounts in the Portal, with over 1,300 personalised accounts for Council Tax. Planned new services in Q3/4 include Waste, Planning, Housing and Licensing.

Status	Key Actions for 2019/20	Target date	Portfolio Holder	Head of Service	Progress Update to be reported each Quarter
G	KA 30. Introduce a new electronic pre-application planning advice service	Ongoing	Cllr Fuller	Andy Moffat	Evidence gathering underway in terms of cost/benefit; need to ensure any new system is fit for purpose and can provide the necessary detail in the responses while also demonstrating office efficiencies/savings.

Corporate Performance and Contextual Indicators

Key to status

G	Performance is on track	A	Performance is within acceptable variance	R	Performance is below acceptable variance	?	Awaiting performance update	n/a	Not applicable to assess performance

Performance Indicator	Full Year 2018/19 Performance	Q1 2018/19 Performance	Q1 2019/20 Target	Q1 2019/20 Performance	Q1 2019/20 Status	Annual 2019/20 Target	Forecast Outturn 2019/20 Performance	Predicted Outturn 2019/20 Status
PI 29. Total amount of energy used in Council buildings Aim to minimise	10,221,544 kWh (10.97%↓ on 2017/18)	2,039,872 kWh (31% ↓ on 2017/18)	1,937,878 kWh (5% ↓ on 2018/19)	2,570,270 kWh (26% ↑ on 2018/19)	R	9,710,467 kWh (5% ↓ on 2018/19)	5% reduction	G
Comments: (Operations) The increase in energy use in Q1 is likely to be related to the cooler than average spring.								
PI 30. Percentage of Business Rates collected in year Aim to maximise	98%	31.3%	31.3%	31.7%	G	99%	99%	G
Comments: (Customer Services) Collection rate for Business Rates can be volatile but there are no red flags at the moment to cause any issues.								

Performance Indicator	Full Year 2018/19 Performance	Q1 2018/19 Performance	Q1 2019/20 Target	Q1 2019/20 Performance	Q1 2019/20 Status	Annual 2019/20 Target	Forecast Outturn 2019/20 Performance	Predicted Outturn 2019/20 Status
PI 31. Percentage of Council Tax collected in year Aim to maximise	98.4%	29.6%	29.6%	29.9%	G	98.5%	98.5%	G
Comments: (Customer Services) The in-year collection rate at the end of Q1 is comparable to the previous three year's performance. A new post has been established on the team to carry out additional monitoring and checks on accounts in arrears with a view to engaging with the customer earlier in the recovery process.								
PI 32. Percentage of invoices from suppliers paid within 30 days Aim to maximise	92.1%	98.3%	98%	95.4%	A	98%	98%	G
Comments: (Resources)								
PI 33. Staff sickness days lost per full time employee (FTE) Aim to minimise	9.2 days/FTE	2.5 days/FTE	2.0 days/FTE	1.2 days/FTE	G	9.0 days/FTE	7.8 days/FTE	G
Comments: (Resources) The number of sickness incidences and days lost recorded has fallen significantly. See Employment Committee agenda for further details.								
PI 34a. Number of Staff Council (employee group) representatives Aim to maximise	8	Not known (new measure period)	9	12	G	9 (an increase from end of March)	12	G
Comments: (Resources) There has been an increase in the number of representatives since the end of March. 12 is nearly a full complement of Staff Council members, with a maximum of 13 specified in the Terms of Reference for the group.								
PI 35. Call Centre telephone satisfaction rate Aim to maximise	88.8%	92%	80%	n/a	n/a	80%	80%	G

Performance Indicator	Full Year 2018/19 Performance	Q1 2018/19 Performance	Q1 2019/20 Target	Q1 2019/20 Performance	Q1 2019/20 Status	Annual 2019/20 Target	Forecast Outturn 2019/20 Performance	Predicted Outturn 2019/20 Status
PI 36. Customer Service Centre satisfaction rate Aim to maximise	92.7%	93.7%	80%	n/a	n/a	80%	80%	G
Comments: (Customer Services) We did not conduct a customer survey during this quarter, but we are conducting a full survey in Q2.								
PI 37. Percentage of calls to Call Centre answered Aim to maximise	82.0%	82.7%	80%	83.5%	G	80%	85%	G
Comments: (Customer Services) Four of our new staff members have become fully trained this quarter which has increased our flexibility in answering calls and helped improve our service level.								
PI 38. Percentage reduction in avoidable contacts Aim to maximise	-14.6% (compared to 2017/18)	-17.7%	-15%	-9%	A	-15%	-15%	G
Comments: (Customer Services) We are continuing our work with departments and partners to reduce avoidable contact, and with online portal account signups increasing, we expect a continuation of avoidable contact reductions.								
PI 39. Percentage of households with customer accounts generated Aim to maximise	1.8%	N/a – Portal not live yet	N/a	5.8%	G	8%	8%	G
Comments: (Customer Services) We now have 4,545 customer accounts created on the OneVu portal and are well on the way to achieving our target.								
PI 40. Percentage of Stage 1 complaints resolved within time Aim to maximise	85%	89.7%	90%	91%	G	90%	90%	G

Performance Indicator	Full Year 2018/19 Performance	Q1 2018/19 Performance	Q1 2019/20 Target	Q1 2019/20 Performance	Q1 2019/20 Status	Annual 2019/20 Target	Forecast Outturn 2019/20 Performance	Predicted Outturn 2019/20 Status
Comments: (Corporate Team) 67 out of 74 complaints have been responded to on time. Six late responses relate to Operations services and Development missed the response target on another complaint. Operations continue to receive the largest proportion of complaints received (41 of the 74 in Quarter 1).								
PI 41. Percentage of Stage 2 complaints resolved within time Aim to maximise	81%	80%	90%	100%	G	90%	100%	G
Comments: (Corporate Team) Two Stage 2 complaints received in Quarter 1 have been dealt with on time. There is an additional Stage 2 Complaint also received in the Quarter that is still being resolved however this remains within the timeframe agreed with the complainant.								
PI 42. Net expenditure against approved budget Aim to minimise variance	Overall -1.4% variance	Overall +3.7% variance	Overall <5% & Services within 10%	-2.6%	G	Overall <5% & Services within 10%		G
Comments: (Resources)								
PI 43. Income generated from Commercial Estate Rental & Property Fund Income Aim to maximise	£3.6m	£1.7m	£1.6m	£1.4m	G	£3.3m	£4.9m	G
Comments: (Resources) New property acquisitions at Rowley Centre and Castleford have improved the forecast and weren't included in the initial budget. Q1 target is behind the same point last year due to new billing process in Tech One for 2019/20. Previously many rents were billed annually at the start of the year, there has been a move towards billing under the lease terms e.g. quarterly in advance, which moves the timing of performance but eases debt reporting and management.								

Appendix C: Project Performance – end of June / early July 2019

Red = Project is significantly behind schedule, seriously over budget, serious risks/issues have been identified or there is a lack of governance documentation	Amber = Progress is behind schedule, over budget, some risks/issues have been identified or some documentation is missing. The project may be recoverable	Green = Green = Progress is on track with no impact to delivery	Pending Closure = In close-down stage	Pending Approval = Business Case to be approved	Closed = Project is closed. Closedown report approved by Project Board and Project Management Governance Board

Projects relating to Huntingdonshire District Council services/facilities only:

Title / Purpose of Project / Programme / Project Manager / Sponsor	Original End Date (as PID)	RAG Status to Original Date	Revised End Date (approved Project Board)	Expected End Date (as Project Status)	Status Update / Programme Office / PMGB comments	RAG Status	Latest Update Date
Refit Energy efficiency project regarding major works across One Leisure sites. **Programme: Capital 2016/17 (see 2015/16)** **Project Manager: Julia Blackwell (Operations)** **Project Sponsor: Chris Jablonski / Neil Sloper**	September 2017 - This was contingent on leases being signed	**Red**	31/07/19	31/07/19	Site meetings and site inductions for all the installation staff have been completed for the Building Energy Management System installers at St Neots, The installation on that site should be completed by about 22 July. Work will then commence for St Ives Outdoor and Huntingdon Dry. 3CICT network managers have been actively involved with the implementation meetings to ensure all connections can be energised. Also waiting for confirmation from 3CICT that the EX100 units can be connected to our Network and allow remote access to the systems. It was decided to go for individual units at each site rather than try to network all sites to one unit which would have been very time consuming and delayed implementation of the system. Project due to be completed by end July 2019.	Green	05/07/19

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Title / Purpose of Project / Programme / Project Manager / Sponsor	Original End Date (as PID)	RAG Status to Original Date	Revised End Date (approved Project Board)	Expected End Date (as Project Status)	Status Update / Programme Office / PMGB comments	RAG Status	Latest Update Date
Little Paxton Community Centre To manage the delivery of the new Lt Paxton Community Building. **Programme: Community** **Project Manager: Claudia Deeth (Community)** **Project Sponsor: Finlay Flett**	01/10/17	Red	01/07/19	01/07/19	There have been continued issues with the signing of the long lease due to the suspension of the Treasurer of The Hub Charity whilst an investigation is underway. A new Treasurer has been appointed as well as a new Chairman and Trustees. The lease is currently with their solicitor, Leeds Day and is due to be signed off by the end of June 2019.	Green	13/06/19
One Leisure Impressions Gym Equipment Refresh + Access Control **Programme: Capital 2019/20** **Project Manager: Daniel Gammons (Leisure & Health)** **Project Sponsor: Jayne Wisely**	24/12/19	Green	24/12/19	24/12/19	Site visits completed at all three sites for prospective bidders •Clarification questions being dealt with as they appear •One additional site visit added on 30th July for anyone who missed the first ones •Agreement now to move forward with installing the new access control gates as soon as possible to help sort issues but also ensure there is not too much disruption at the same time. •Installation of access control gates should start in October but awaiting confirmed dates from supplier due to lead times and	Green	18/07/19

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Title / Purpose of Project / Programme / Project Manager / Sponsor	Original End Date (as PID)	RAG Status to Original Date	Revised End Date (approved Project Board)	Expected End Date (as Project Status)	Status Update / Programme Office / PMGB comments	RAG Status	Latest Update Date
		Green			appointing building contractor for floor works in the install. Updates to milestones will be made when known but there is likely to be 2 weeks of disruption for the complete works.	Green	
One Leisure St Ives Outdoor - Fitness Facility **Programme: Capital 2018/19** **Project Manager: Pete Corley (L&H)** **Project Sponsor: Jayne Wisely**	31/01/18	Red	23/09/19	11/11/19	Build Tender review process underway with value engineering being undertaken. Requirement by NM that Management Contract must now be signed before the signing of the build contract. Timeline adjusted and agreed by Board. ROI figures to be remodelled based on delays to date. Issues and risk updated.	Amber	17/07/19
One Leisure Ramsey 3G Artificial Pitch **Programme: Capital 2018/19** **Project Manager: Martin Grey (Leisure & Health)** **Project Sponsor: Jayne Wisely**	31/12/18	Red	31/10/19	31/10/19	The project is hinging on the lease getting signed. Further discussions around the lease ongoing with Academy, Ramsey Abbey Foundation and CMAT with Browne Jacobson waiting to be instructed to draft up the lease. Football Foundation has approved a capital grant offer of 61% of the total project cost of £761,295, subject to a maximum payment of £461,295.	Amber	04/07/19

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					We must request the first payment within 6 months of the grant letter - 13th May. Meetings have been held with partner clubs (Ramsey Colts and Warboys Colts) around Service Level agreements and we are awaiting these to be returned and signed off. A pre-meet will be scheduled to discuss build that cannot start until the lease is signed off. **PMGB - Project is Amber due to delays with planning, lease still needing to be resolved and funding obtained from the Football Association.**		
Development of Land at Alms Close, Huntingdon Construct small business units and let on commercial terms as part of HDC's Commercial Investment Strategy. **Programme: Resources** **Project Manager: Carl Egonu (Resources)** **Project Sponsor: Clive Mason**	31/10/19	**Amber** (Due to Pre-Construction Costs increasing by £40k)	14/02/20	14/02/20	Interviews of 4 tenderers being held on the 4th July 2019. Project cannot progress further until the Treasury & Capital Management Group (TCMG) agree increased costs so delay to start date.	Amber	03/07/19

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Commercial Estates – Energy Performance Certificates **Programme: Capital 2018/19** **Project Manager: Jackie Golby (Resources)** **Project Sponsor: Clive Mason**	31/03/19	Red	31/08/19	31/08/19	**Project Sponsor Update:** EPC assessments continue however priority has been on lease/rental review and commercial acquisitions. Project is Amber due to resourcing issues.	Amber	12/06/19 Updates every two months
Commercial Estates – Health and Safety **Programme: Capital 2018/19** **Project Manager: Jackie Golby (Resources)** **Project Sponsor: Clive Mason**	31/03/19	Red	31/08/19	31/08/19	**Project Sponsor Update:** Health and Safety is being reviewed corporately to ensure policy and procedure compliance across the whole council property estate. Therefore this will be included in this wider review. Project is Amber due to resourcing issues.	Amber	12/06/19 Updates every two months
New Customer Portal **Programme: Mosaic** **Project Manager: Tassie Hookham (Customer Services)** **Project Sponsor: John Taylor**	31/10/19	Amber	31/12/19	31/01/20	An increase in the average daily number of customer registrations has been maintained since the official launch of the Customer Portal - and over 1000 customers have now personalised their account to access Council Tax information. Requirements were captured on time and ready for Yotta Alloy integration for Streets requests - the Digital Team work sprint was	Amber	08/07/19

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Title / Purpose of Project / Programme / Project Manager / Sponsor	Original End Date (as PID)	RAG Status to Original Date	Revised End Date (approved Project Board)	Expected End Date (as Project Status)	Status Update / Programme Office / PMGB comments	RAG Status	Latest Update Date
					originally re-scheduled to w/c 17 June (from 9 May) and then placed on hold due to Yotta's release of a system version update. A number of work requests were submitted for consideration by the Steering Group, highlighting the ambition of the Project. The Yotta Alloy integration is now booked for Sprint 60 (Streets), with Planning/GIS and Payments to follow later in the approved plan. Expected end date revised in view of this and services yet to be planned for integration (i.e. waste).		
Leisure Invest to Save Opportunities Explore further opportunities for invest to save schemes including the conversion of synthetic pitch at St Neots. **Programme: Facing the Future** **Project Manager: Jon Clarke (Leisure)** **Project Sponsor: Cllr John Palmer**	30/09/15	**Red** Historical delays due to legal issues with the lease.	01/03/19	01/03/19	**PMGB** - Project Manager is in the process of creating the closedown report and has requested support from the Programme Office. No revised dates have been provided. **Corporate Project Officer arranging meeting with Project Manager to assist with creation of Draft Report. Expected to meet in early July.**	Pending Closure	05/06/19

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Council Tax Automated Forms Introduce automated forms into business systems. **Programme: Facing the Future** **Project Manager: Ian Davies (Customer Services)** **Project Sponsor: John Taylor**	31/03/17	**Red** Restructure and lack of resources to test caused delays.	31/03/19	31/03/19	We are now at the stage where the Project Board agreed the project should continue as BAU. **Closedown Report reviewed by PMGB and has been referred back to Project Sponsor for clarifications and revision.**	Pending Closure	21/06/19
Levellers Lane Replace industrial roofs to address H & S and fulfil Council obligations. **Programme: Capital 2016/17** **Project Manager: Jackie Golby (Resources)** **Project Sponsor: Clive Mason**	24/03/17	**Red**	31/08/18	31/08/18	**PMGB -** Closedown Report received and reviewed at the January PMGB, the report was missing detail on what happened and there was no post project review. Met with Project Sponsor on July 4th 2019 to discuss concerns and a new version of the closedown report. Programme Office has received a revised version of the Closedown Report and will forward to PMGB.	Pending Closure	08/07/19
Phoenix Industrial Unit Roof Replace industrial roofs to address H & S and fulfil Council obligations. **Programme: Capital 2015/16** **Project Manager: Jackie Golby (Resources)** **Project Sponsor: Clive Mason**	28/02/17	**Red**	31/03/19	31/03/19	**PMGB -** Met with Project Sponsor on July 4th 2019 to discuss concerns; advised that this Project is now in the Pending Closure stages; a combined closedown report including Levellers Lane has been received by the Programme Office and will be forwarded to PMGB.	Pending Closure	08/07/19

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St Neots Pool Project **Programme: Capital 2017/18** **Project Manager: Jon Clarke (Leisure)** **Project Sponsor: Jayne Wisely**	09-Jul-18	Amber	16/07/18	16/07/18	**PMGB -** Project Manager is in the process of creating the closedown report and has requested support from the Programme Office. No revised dates have been provided. **Corporate Project Officer arranging meeting with Project Manager to assist with creation of Draft Report. Expected to meet in early July.**	Pending Closure	05/06/19
Dementia Friendly Workplace **Programme: Corporate Team** **Project Manager: Amanda Elphick (Customer Services)** **Project Sponsor: Adrian Dobbyne**	28/12/18	Green	28/12/18	28/12/18	**Project Sponsor -**The Project Manager has recently returned to work after being Out of Office since Christmas and is currently on a phased return to work. There is no further work to be done on this project and the Corporate Project Officer has been in touch with the Project Manager to arrange a time to work through drafting the Closedown Report and will meet in early July.	Pending Closure	11/06/19
One Leisure St Ives Changing Rooms **Programme: Capital 19-20** **Project Manager: TBC** **Project Sponsor: Jayne Wisely**	TBC	TBC	TBC	TBC	Awaiting approval. Identified on Leisure and Health's 2019-20 Service Plan. **A request has been made to PMGB for a Project Manager to be assigned to this project.**	Pending Approval	07/05/19

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3C ICT Projects where HDC are customers

Status updates, end dates and RAG statuses are lifted from 3C ICT's Bitrix site via the 3C ICT Project Managers' end of month full highlight report where available unless otherwise stated.

Title / Purpose of Project / Programme / Project Manager / Sponsor	Original End Date (as PID)	RAG Status to Original Date	Revised End Date (approved Project Board)	Expected End Date (as Project Status)	Status Update (In Flight) / Programme Office / PMGB comments	RAG Status	Latest Update Date
Environmental Health System Procurement Project has been broken down into two phases. Selection and Implementation. The Selection project is for the three Councils to choose a single supplier to replace current environmental health systems with a single system. **3C ICT Project Number: P0077** **Programme: 3C Shared Services** **Project Manager: Paul Ashbridge (3C ICT)** **Project Sponsor: Trevor Nicoll (SCDC)**	31/03/20	Green	31/03/20	31/03/20	Awaiting legal shared agreement to be drawn up. Site visits conducted on 27th June, further board meetings for Councils to decide on preferred supplier to be scheduled. **Programme Office: Lifted from Weekly Highlight Report W/E 12/07/19 – Full Highlight Report not on Bitrix.**	Green	12/07/19
Windows Server 2008 Migration There are a number of servers running Windows Server 2008 across	TBC	TBC	TBC	TBC	The PM is working with various stakeholders to understand the services affected and build into a list of stakeholders to speak to.	Green	01/07/19

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the 3 councils. Windows Server 2008 currently due to fall out of support in January 2020. Services and applications hosted on these platforms will need to be migrated to a new platform and tested. **3C ICT Project Number: P0084 Programme: 3C Shared Services Project Manager: Peter Holmes (3C ICT) Project Sponsor: Alex Young (3C ICT)**					The list of around 150 Windows 2008 servers has been reduced to around 40 that will definitely need a plan. **Programme Office: Lifted from Weekly Highlight Report W/E 28/06/19 – Full Highlight Report not on Bitrix.**		

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In close-down stage

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Consolidated Server Room Project To consolidate the three council's server rooms which will in turn improve flexibility and growth options, mitigate the current risks of out of support and aging hardware, leverage financial benefits and improve operation services. **3C ICT Project Number: P0035 Programme: 3C Shared Services Project Manager: Peter Holmes (3C ICT) Project Sponsor: Fiona Bryant (Cambridge City)**	12/12/2017	Red	30/06/19	30/06/19	Progress in recent weeks has been affected by the April 2019 Major Incident in Cambridge City. The project has largely migrated services from all 3 councils but there are some services remaining to be migrated that are being re-planned. Risks documents presented to Cambridge City Council, some updates and clarifications required ahead of the Server Room Consolidation Project Board on 7th June. Mimecast ingestion of HDC email continues, this is expected to take another 2 weeks. **Programme Office: Lifted from Weekly Highlight Report W/E 05/07/19 – Full Highlight Report not on Bitrix for second month in a row. Project Manager is reporting RAG Status as Green. End Dates need clarification.**	Green	05/07/19
Operations Back Office System – Yotta (Streets/Grounds/Recycling and Waste Services)	14/03/2019 (Phase1)	Amber	31/03/20	31/03/20	HDC training sessions for Version 2 of the software. ArcMap data being reviewed and corrected where required and acquired Litter Bin map data for Litter Minimisation Officer.	Amber	12/07/19

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Phase 1: Streets April 2019 Phase 2: Grounds Sept 2019 Phase 3: Waste Services May 2020 3C project across the three authorities. **3C ICT Project Number: P0075** **Programme: 3C Shared Services Project Manager: Tony Allen (3C ICT) Project Sponsor: Joel Carre (Cambridge City)**		Amber			Additional training continues. **Programme Office: Lifted from Weekly Highlight Report W/E 05/07/19 - Full Highlight Report W/E 30/06/19 appears incomplete, Project Progress section only states "Project Initiated"**	Amber	
Payment Card Industry Data Security Standards (PCIDSS) Following recommendation from NCC Group who were invited to analyse what the 3 authorities need to do to become PCI DSS compliant, this project was implemented. This is phase 1 of the project where we will focus on becoming PCI DSS P2PE compliant at the 3 authorities by	31/12/18	Red	30/04/2019	15/05/2019	The technical aspect of this project is complete and the PCIDSS P2PE elements are all in place and working allowing us to take secure chip and pin card payments. This project is currently Amber because resource is required from the Information Governance Team to complete policies which we are unable to complete the SAQ paperwork. Due to lack of resource within	Amber	12-Apr-19 **No Highlight Reports WE 31/05/19 Or 28/06/19**

Title / Purpose of Project / Programme / Project Manager / Sponsor	Original End Date (as PID)	RAG Status to Original Date	Revised End Date (approved Project Board)	Expected End Date (as Project Status)	Status Update (In Flight) / Programme Office / PMGB comments	RAG Status	Latest Update Date
updating PED (Chip and Pin). **3C ICT Project Number: P0072** **Programme: 3C Shared Services** **Project Manager: Emma Alterton (3C ICT)** **Project Sponsor: Nigel Brown (3C ICT)**		Red			this team, the original milestones would not be met. The policies have been delivered and the submission can therefore go ahead on the revised timescales to gain the compliance certificate. Training is available to all staff through the e-learning portal.	Amber	
Public Services Network (PSN) Compliance Certificates This project has been initiated to manage the processes and successful applications (PSN) Compliance Certificates for HDC and SCDC and the annual renewal of CCC's certificate for 2018, which will ensure all three Councils, are PSN compliant. **3C ICT Project Number: P0030** **Programme: 3C Shared Services** **Project Manager: Caroline Huggon (3C ICT)** **Project Sponsor: Ian Hackett (3C ICT)**	02/11/18	Red	30/06/19	30/06/19	For HDC the iLO upgrade to the telephone system was completed on 8th July. This risk has been closed on the Remedial Action Plan and an update sent to Cabinet Office. **Programme Office: Lifted from Weekly Highlight Report W/E 12/07/19 – Full Highlight Report not on Bitrix.**	Amber	12/07/19

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Title / Purpose of Project / Programme / Project Manager / Sponsor	Original End Date (as PID)	RAG Status to Original Date	Revised End Date (approved Project Board)	Expected End Date (as Project Status)	Status Update (In Flight) / Programme Office / PMGB comments	RAG Status	Latest Update Date
Aruba ClearPass (Council Anywhere) **3C ICT Project Number: P0082** **Programme: 3C Shared Services** **Project Manager: Tony Allen (3C ICT)** **Project Sponsor: Council Anywhere (3C ICT)**	31/12/19	Green	31/12/19	31/12/19	All core sites completed rollout – rollout planning and implementation for non-core sites currently underway. VMB have changed their processes for new requests and insist all new major requests are to be architected. This could result in a 6-8 week delay in progress resulting in further rollouts delayed until after 16th Aug 2019. (Project RAG Amber as result)	Amber	01/07/19
Eastnet MLL Migration **3C ICT Project Number: P0025** **Programme: 3C Shared Services** **Project Manager: Peter Holmes (3C ICT)** **Project Sponsor: TBC**	TBC	Red	29/02/20	29/02/20	Information has been gathered about all HDC & SCDC sites and roughly half of Cambridge City's 45 sites. MLL have been provided with the information requested to enable MLL and external suppliers to make necessary progress to take on the Wifi access point management. The CPSN exit has been agreed with VMB but NNI links between CPSN and Eastnet are pending, this is expected to take a further 2 weeks to conclude. Once they data centres are linked it should de-risk the need to run 2 separate core service environments	Red	02/07/19

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		Red			and 2 circuits at each site. Migrations will be able to begin without the need to maintain config in 2 places whilst site connections are in transition.	Red	
Council Anywhere **3C ICT Project Number: P0050** **Programme: 3C Shared Services** **Project Manager: Louise Slack (3C ICT)** **Project Sponsor: Oliver Morley (HDC)**	29/01/19	Red	31/07/19	31/07/19	Project still at red due to timescale slippage from April. **Programme Office: Full Highlight Reports do not contain summaries that can be shortened to this report.**	Red	28/06/19
Global Protect 1. Make flexible working more viable through better use of existing assets and new technology. 2. Improve levels of cross council partner working. **3.** Reduce security risk of laptops which do not come on the network for weeks at a time and miss critical updates. **3C ICT Project Number: P0006** **Programme: 3C Shared Services**	31/10/2018	Red	31/03/19	13/05/19	For clarity the VPN (Global Protect Client) is now delivered. From VPN Testing, several works packages have now been raised for User Acceptance and have been added to scope of "Global Protect" project. Project Closure report was distributed around Project Team. Draft and comments due back 7th June.	Pending Closure	31/05/19

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Title / Purpose of Project / Programme / Project Manager / Sponsor	Original End Date (as PID)	RAG Status to Original Date	Revised End Date (approved Project Board)	Expected End Date (as Project Status)	Status Update (In Flight) / Programme Office / PMGB comments	RAG Status	Latest Update Date
Project Manager: Paul Ashbridge (3C ICT) **Project Sponsor: Emma Alterton (3C ICT)**							
Obligation Tracker – S106 Monitoring System This project is to specify, procure and install Section 106 Obligation Tracker. **3C ICT Project Number: P0066** **Programme: 3C Shared Services** **Project Manager: Tony Allen (3C ICT)** **Project Sponsor: Clara Kerr (Development)**	28/2/19	Red	13/06/19	13/06/19	Project has been completed and has been closed and handed over to service.	Closed	31/05/19

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Shared Service Projects where HDC are customers

Title / Purpose of Project / Programme / Project Manager / Sponsor	Original End Date (as PID)	RAG Status to Original Date	Revised End Date (approved Project Board)	Expected End Date (as Project Status)	Status Update (In Flight) / Programme Office / PMGB comments	RAG Status	Latest Update Date
CCTV Control Room, Camera and Network Upgrade **Programme: Community** **Project Manager: Eddy Gardner (Community)** **Project Sponsor: Chris Stopford (Community)**	03/05/19	Red	30/09/19	30/09/19	Main BT circuits have been ordered, review of old circuits to be cancelled underway. Control room furniture and monitor wall replaced. Huntingdon main Link connected and 85% of radios rolled out. New digital cameras now commence rollout in Huntingdon Town. **PMGB – PM reports that project still Amber until digital camera rollout completed at the end of July to measure if existing targets can be met or need to be reviewed.**	Amber	03/07/19
Implementation of Financial Management System To introduce a new Financial Management System across the council. **Programme: 3C Shared Services** **Project Sponsor: Clive Mason (Resources)**	TBC	TBC	For HDC: 31/08/18	31/08/18	**PMGB -** A draft report has been received, however further information has been requested.	Pending Closure	19/03/19

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Financial Performance Monitoring Suite
July 2019 – Quarter 1

Executive summary

This report sets out the financial forecast for July, based on information at the end of June, for revenue and capital. The headlines are:

Revenue - the forecast outturn is an estimated underspend of £0.438m when compared to the approved budget, which is £0.365m higher than the previous forecast. At this stage in the year most service variations are small, however, Community, Development and Resources are forecasting larger variances, mainly as a result of delays in staff recruitment and additional income being generated.

Capital Programme – the forecast outturn is an estimated net overspend of £0.5m.

MTFS – The MTFS was previously updated as part of the 2019/20 Budget setting process. At the end of the current MTFS period, 2023/24, the value of savings that still need to be identified stands at £1.2m. The budget setting process for the financial year 2020/21 and onwards will start later this year and seek to identify savings that can be implemented over the new MTFS period to achieve this remaining target.

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Service Commentary Annex A

Service Commentary   **Annex A**

The following table provides the variances by service and where variances are greater than +/- £10,000 comments have been provided by the budget managers/Head of Service. Where there are adverse variances the budget managers have provided details of the actions they are undertaking to address the overspend.

Revenue Forecast Outturn	2018/19	2019/20							
	Outturn	Budget	Forecast Outturn (Gross)	Use of Reserves to Fund Exp	Contribution to Reserves	Net Service Forecast		Net Variation	
	£'000	£'000	£'000	£'000	£'000	£'000		£'000	%
Revenue by Service:									
Community	1,598	1,743	1,670	0	1	1,671 🟡		(72) 🟡	-4.1
Customer Services	2,419	2,678	2,668	0	107	2,775 🔴		97 🔴	3.6
ICT Shared Service	1,983	2,145	2,145	(50)	0	2,095 🟡		(50) 🟢	-2.3
Development	333	1,010	831	0	2	833 🟡		(177) 🟡	-17.5
Leisure & Health	279	(20)	(53)	0	25	(28) 🟢		(8) 🟡	-40.0
Operations	4,522	3,744	4,107	(210)	0	3,897 🔴		153 🔴	4.1
Resources	4,361	4,231	3,967	(158)	45	3,854 🟡		(377) 🟡	-8.9
Directors and Corporate	1,549	1,626	1,562	0	60	1,622 🟢		(4) 🟢	-0.2
Transformation	270	0	234	(234)	0	0		0	
Net Revenue Expenditure	**17,314**	**17,157**	**17,131**	**(652)**	**240**	**16,719** 🟡		**(438)** 🟢	**-2.6**
Contributions to/(from) Earmarked Reserves	(280)	0	(412)					(412)	0.0
Service Contribution to Reserves	3,257	3,285	3,723					438	13.3
Budget Requirement (Services)	**20,291**	**20,442**	**20,442**						
Financing:-									
Taxation & Government Grants	(11,841)	(11,664)	(11,664)					0	0.0
Contribution to/(from) Reserves	0	0	0					0	
Council Tax for Huntingdonshire DC	**(8,450)**	**(8,778)**	**(8,778)**						

Note:

Red – over spend by 2% or more

Amber – underspend by more than 4%

Green – overspend up to 2% and underspend up to 4%

2019/20 Quarter 1 Service Forecasts (Based on Actuals to 30/06/2019)

Previous Forecast (Net)	Service Area	2019/20 Budget	Q1 (July) Gross Forecast	Gross Variance £	Gross Variance %	Reserves From	Reserves To	Q1 July Net Forecast	Net Variance £	Net Variance %	Comments on Variations Exceeding +/- £10,000
	Head of Community										
85,876	Head of Community	86,494	86,820	326	+0.40			86,820	326	+0.40	
313,040	Environmental Protection Team	314,123	314,876	753	+0.20			314,876	753	+0.20	
237,638	Business Team	266,776	227,717	(39,059)	-14.60			227,717	(39,059)	-14.60	Savings from the staffing structure due to delays in the recruitment to vacant posts, they have been advertised but the calibre of candidates have not been sufficient to progress with appointment. Offset by additional costs of agency staff to ensure the implementation of the agreed service plans
567,746	Community Team	584,272	553,092	(31,180)	-5.30			553,092	(31,180)	-5.30	Some additional income at the start of the year from fees and changes, combined within some savings due to recruitment vacancies at the start of the year. Recruitment to vacant posts has been completed and appointments have been made.
145,289	Environmental Health Admin	146,997	133,971	(13,026)	-8.90		661	134,632	(12,365)	-8.40	Savings due to recruitment vacancies at the start of the year. Recruitment to vacant posts has been completed and appointments have been made.
(10,834)	Closed Churchyards	(13,000)	1,499	14,499	-111.50			1,499	14,499	-111.50	Unable to deliver the expected income for local levy due, recovery plan in place to get this delivered in time for 2020 annual billing exercise.
(117,724)	Licencing	(115,622)	(122,740)	(7,118)	+6.20			(122,740)	(7,118)	+6.20	
(90,891)	CCTV	(89,496)	(85,311)	4,185	-4.70			(85,311)	4,185	-4.70	
244,708	CCTV Shared Service	197,577	203,151	5,574	+2.80			203,151	5,574	+2.80	
96,775	Corporate Health & Safety	105,509	84,789	(20,720)	-19.60			84,789	(20,720)	-19.60	Savings due to recruitment vacancies at the start of the year. Recruitment to vacant posts has commenced
14,885	Emergency Planning	11,575	14,098	2,523	+21.80			14,098	2,523	+21.80	
252,644	Document Centre	247,662	259,306	11,644	+4.70			259,306	11,644	+4.70	Additional costs of staffing from delays in the procurement exercise for the outsourcing of Council printing activities, and extra additional costs from the continuation of printing at non-framework costs
1,739,152		1,742,867	1,671,268	(71,599)	-4.10	0	661	1,671,929	(70,938)	-4.10	

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Previous Forecast (Net)	Service Area	2019/20 Budget	Q1 (July) Gross Forecast	Gross Variance £	Gross Variance %	Reserves From	Reserves To	Q1 July Net Forecast	Net Variance £	Net Variance %	Comments on Variations Exceeding +/- £10,000
	Head of Customer Services										
106,909	Head of Customer Services	107,673	675	(106,998)	-99.40		106,998	107,673	0	+0.00	
1,058,825	Housing Needs	1,066,215	1,045,307	(20,908)	-2.00			1,045,307	(20,908)	-2.00	
820,313	Customer Services	803,951	805,336	1,385	+0.20			805,336	1,385	+0.20	
(122,411)	Council Tax Support	(122,896)	(121,577)	1,319	-1.10			(121,577)	1,319	-1.10	
(225,012)	Local Tax Collection	(227,770)	(226,794)	976	-0.40			(226,794)	976	-0.40	
1,069,444	Housing Benefits	1,050,444	1,164,694	114,250	+10.90			1,164,694	114,250	+10.90	
2,708,068		**2,677,617**	**2,667,641**	**(9,976)**	**-0.40**	**0**	**106,998**	**2,774,639**	**97,022**	**+3.60**	
	3C's ICT										
2,144,799	ICT Shared Service	2,145,425	2,144,799	(626)	+0.00	(50,000)		2,094,799	(50,626)	-2.40	Forecast based on actuals and predicted costs for 3C ICT for the year. Further analysis of the anticipated spend for HDC specific cost centres in 19/20 against actuals from previous years is required and is in progress.
2,144,799		**2,145,425**	**2,144,799**	**(626)**	**+0.00**	**(50,000)**	**0**	**2,094,799**	**(50,626)**	**-2.40**	
	Head of Development										
85,287	Head of Development	86,788	85,412	(1,376)	-1.60			85,412	(1,376)	-1.60	
152,540	Building Control	152,540	152,540	0	+0.00			152,540	0	+0.00	
163,417	Economic Development	181,240	133,476	(47,764)	-26.40			133,476	(47,764)	-26.40	(-£48K) due to time it is projected to take to recruit to 2 new posts)
628,307	Planning Policy	675,481	671,111	(4,370)	-0.60			671,111	(4,370)	-0.60	
(355,650)	Development Management	(319,782)	(420,770)	(100,988)	+31.60			(420,770)	(100,988)	+31.60	(-£53K) vacancies being recruited to. (-£31K) additional planning application fee income. (-£14K) underspend on planning application processing.
190,845	Housing Strategy	182,709	158,547	(24,162)	-13.20		1,620	160,167	(22,542)	-12.30	(-£22K) due to vacant posts in the team.
26,100	Public Transport	26,100	26,100	0	+0.00			26,100	0	+0.00	
25,000	Transportation Strategy	25,000	25,000	0	+0.00			25,000	0	+0.00	
915,846		**1,010,076**	**831,416**	**(178,660)**	**-17.70**	**0**	**1,620**	**833,036**	**(177,040)**	**-17.50**	

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Previous Forecast (Net)	Service Area	2019/20 Budget	Q1 (July) Gross Forecast	Gross Variance		Reserves		Q1 July Net Forecast	Net Variance		Comments on Variations Exceeding +/- £10,000
				£	%	From	To		£	%	
	Head of Leisure & Health										
82,363	Head of Leisure & Health	83,463	82,465	(998)	-1.20			82,465	(998)	-1.20	
176,481	One Leisure Active Lifestyles	176,686	177,507	821	+0.50			177,507	821	+0.50	
92,847	One Leisure St Ives Outdoor Centre	79,221	69,046	(10,175)	-12.80		25,000	94,046	14,825	+18.70	£14K down on budget due to a combination of loss of income due to the Cricket Club amalagamating with Warboys Cricket Club and a loss of income to hospitality. There is also a loss of income due to St Ivo reducing their usage of the site from September 2019
465,167	Leisure Centres Corporate	464,742	464,783	41	+0.00			464,783	41	+0.00	
120,994	The Club Alconbury Weald	121,299	121,150	(149)	-0.10			121,150	(149)	-0.10	
(282,766)	One Leisure St Neots	(276,475)	(303,475)	(27,000)	+9.80			(303,475)	(27,000)	+9.80	(-£27K) variance on budget. An increase of £25K on swimming income due to more swimmers using the pool and linked to the swimming pool refurbishment.
(202,227)	One Leisure Huntingdon	(169,441)	(184,039)	(14,598)	+8.60			(184,039)	(14,598)	+8.60	(-£14K) up on forecast to budget. This is predominantly in memberships £24K up on budget, having caught up on the growth curve of the investment. Hospitalty continues to be challenging being £8K off budget. Utility costs have increased with the unit cost for gas doubling.
(513,045)	One Leisure St Ives	(555,269)	(533,704)	21,565	-3.90			(533,704)	21,565	-3.90	+£21K down on Budget. Burgess Hall and Bar is up on Budget by -£33K. Dryside (including burgess) Income is down due to the loss of bookings from St Ivo School, the net loss of income is +£38K from September onwards. Swimming down on budget due to the disruption forecasted for the swimming pool refurbishment. Across all sites OLSI is the only one showing an underachievement on Memberships of +£19k.
(14,340)	One Leisure Ramsey	(22,307)	(20,871)	1,436	-6.40			(20,871)	1,436	-6.40	
79,073	One Leisure Sawtry	78,062	75,387	(2,675)	-3.40			75,387	(2,675)	-3.40	
4,547			**(20,019)**	**(51,751)**	**(31,732)**	**+158.50**	**0**	**25,000**	**(26,751)**	**(6,732)**	**+33.60**

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Previous Forecast (Net)	Service Area	2019/20 Budget	Q1 (July) Gross Forecast	Gross Variance £	Gross Variance %	Reserves From	Reserves To	Q1 July Net Forecast	Net Variance £	Net Variance %	Comments on Variations Exceeding +/- £10,000
	Head of Operations										
80,257	Head of Operations	81,762	80,395	(1,367)	-1.70			80,395	(1,367)	-1.70	
942,723	Green Spaces	1,024,402	1,179,055	154,653	+15.10	(179,109)		999,946	(24,456)	-2.40	-£40k underspent employee budget through failure to recruit to seasonal roles (salary level lower than available elsewhere), +£15k increase in playground equipment maintenance
157,588	Environmental & Energy Management	215,689	193,906	(21,783)	-10.10			193,906	(21,783)	-10.10	-£25k Salary saving resulting from staff secondments to capital projects and an in-year over achievement of efficiency savings in administration.
765,991	Street Cleaning	734,433	810,942	76,509	+10.40	(31,024)		779,918	45,485	+6.20	Unavoidable water standpipe cost +£25k, Part achievement of Efficiency from Litter bin reduction +£20k. Previously anticipated in year staff efficiency saving will
20,971	Public Conveniences	18,400	18,400	0	+0.00			18,400	0	+0.00	
2,383,984	Waste Management	2,386,322	2,403,066	16,744	+0.70			2,403,066	16,744	+0.70	+£10k Underacheivement of developer contribution against increase levy. +£23k Part achievent of first year
809,845	Facilities Management	748,344	852,799	104,455	+14.00			852,799	104,455	+14.00	+£54k impact of unanticipated historic saving, +£18k consultancy fees for a review of FM and creation of specs and documents, -£33k reduction in business rates payable
266,228	Fleet Management	265,383	261,973	(3,410)	-1.30			261,973	(3,410)	-1.30	0
(62,270)	Markets	(64,782)	(50,762)	14,020	-21.60			(50,762)	14,020	-21.60	+£10k due difficult trading period at the start of the year
(1,648,597)	Car Parks	(1,666,364)	(1,642,594)	23,770	-1.40			(1,642,594)	23,770	-1.40	+£20k impact on income predicted due to extended staggered project delivery of new machines and associated tariff changes in order to support customers better.
3,716,720		3,743,589	4,107,180	363,591	+9.70	(210,133)	0	3,897,047	153,458	+4.10	

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Previous Forecast (Net)	Service Area	2019/20 Budget	Q1 (July) Gross Forecast	Gross Variance £	%	Reserves From	To	Q1 July Net Forecast	Net Variance £	%	Comments on Variations Exceeding +/- £10,000
	Head of Resources										
88,949	Head of Resources	88,731	89,145	414	+0.50			89,145	414	+0.50	
4,994,508	Corporate Finance	4,903,760	4,843,843	(59,917)	-1.20			4,843,843	(59,917)	-1.20	+ £84k: unachieved saving due to delay in service (corporate) restructing. - £30k: additional interest earned from short term
666,112	Finance (Incl Payroll)	744,974	803,965	58,991	+7.90		45,000	848,965	103,991	+14.00	£33k Saving from Payroll transformation not yet achieved, assumed savings would be deliverd from November onwards; £60k additional Finance staff costs due to planned restructure effective from April not yet achieved (expected savings from October onwards) £10k additonal costs for E-Financial archive
629,576	Audit & Risk Management	623,696	629,740	6,044	+1.00			629,740	6,044	+1.00	
210,072	Legal	223,940	210,534	(13,406)	-6.00			210,534	(13,406)	-6.00	Due to 3C Cost recovered by HDC 18/19 Cambridge city council not budgeted for
519,467	HR Services	412,824	417,771	4,947	+1.20	(300)		417,471	4,647	+1.10	
60,662	Procurement	25,534	38,184	12,650	+49.50			38,184	12,650	+49.50	Cost saving to be derived for outsourcing as outsourcing hasn't been implenented
(2,942,112)	Commercial Estates	(2,792,450)	(3,066,642)	(274,192)	+9.80	(158,000)		(3,224,642)	(432,192)	+15.50	-£536k - Net impact of CIS income from recent CIS acquisitions and consequential MRP savings. +84k: Reduced income from pre-CIS estate due to vacancies (void costs i.e. including NDR/lost rental) and the current programme of lease renewal/rent reviews.
4,227,234		**4,231,009**	**3,966,540**	**(264,469)**	**-6.30**	**(158,300)**	**45,000**	**3,853,240**	**(377,769)**	**-8.90**	
	Corporate Team										
810,639	Democratic & Elections	811,208	739,662	(71,546)	-8.80		59,540	799,202	(12,006)	-1.50	Savings across Members Allowances
495,663	Directors	495,715	496,640	925	+0.20			496,640	925	+0.20	
321,940	Corporate Team	319,032	325,280	6,248	+2.00			325,280	6,248	+2.00	
1,628,242		**1,625,955**	**1,561,582**	**(64,373)**	**-4.00**	**0**	**59,540**	**1,621,122**	**(4,833)**	**-0.30**	
	Transformation										
16	Transformation	16	233,811	233,795	-	(233,811)		0	(16)	-	
16		**16**	**233,811**	**233,795**	**-**	**(233,811)**	**0**	**0**	**(16)**	**-**	
17,084,624	**HDC Total**	**17,156,535**	**17,132,486**	**(24,049)**	**-0.10**	**(652,244)**	**238,819**	**16,719,061**	**(437,474)**	**-2.50**	

7

CAPITAL PROGRAMME

The approved gross Capital Programme 2019/20 is £7.693m. Schemes totalling £2.134m from 2018/19 have been rephased to 2019/20, to give the total gross capital programme for 2019/20 of £9.827m.

The net expenditure (income) to date is £(0.467m) (25% of the year) and the Capital Programme is forecast to have a net overspend of £0.455m, this includes underspends, overspends and growth.

Variation Commentary Summary		£000s
	Overspend	
	Alms Close Development This project was tendered via the Procurement Portal, the tenders that have been received are in the region of £1.6m, with an additional £150,000 for consultants fees, this amounts to a potential overspend on the budget of £728,000. There are council contingencies Circa £80,000 which may be utilised but could amount to a saving on this sum. If the contingencies were not required then the committed additional spend would be c£648,000. The new design has increased the useable floor space, and has built in additional floor space in the event tenants seek to construct mezzanine flooring. Additional mezzanine floor space would increase the overall floor space of each unit by 50% to 75% of the ground floor areas. The council could obtain additional income through the lease in the event the tenant added mezzanine flooring. The tenderer that has been advised by professional consultants, whilst not the lowest it provides the council with minimal risk with relation to disputes regarding costs. The lowest tender was reconciled having to include several major works items and to accept this tender would put the council at risk. The last steps prior to acceptance of the tender will be a costing exercise, whereby the council will have to undertake a costing exercise to calculate investment return over a given period. As things stand the project is ready to proceed subject to financial approval.	728
	Health and Safety Works, Roof Works Minor overspend expected on works to meet statutory requirements, and completion of roofing works (retention).	12
	Cash Receipting Software Work to complete touch-tone phone payments for customers to pay invoices.	1
		741

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Variation Commentary Summary	£000s
Growth	
Insurance Settlement – East Field House Fire A settlement has been agreed with the Council's insurers to finance the replacement of IT equipment destroyed in the fire at Eastfield House, part of the equipment was replaced in 2018/19, the remainder will be replaced in 2019/20.	0
Salix Building Efficiency Salix has indicated that the money paid back into the fund from previous projects and the rollover from last year's budget is £61,593. They are expecting the council to invest a minimum of 75% (£46,194) in this financial year. The extra expenbditure is funded from savings made in revenue (utilities) budgets.	14
Oak Tree Development Work on the planning for the Oak Tree Development has commenced this is funded from grant.	0
	14
Underspend	
One Leisure Ramsey 3G Pitch Additional expenditure on the pitch at Ramsey (£154,000) is being funded from additonal grant from the football foundation (£161,000).	(7)
Re-Fit Projects The Project is scheduled to complete July 2019. Currently (prior to all variations being costed) £165889 is left to be paid. 2% of the total project costs must be kept as a retainer for 12 months following the completion of the project - approx £16,941.	(59)
Disabled Facilities Grants Additional Better Care Fund grant has been received in excess of the approved budget (£95,000), SCDC has shared their excess grant with the council (£80,000), and contribution from tenanta are forecast to be (£40,000).	(216)
Wheeled Bins Detailed planning for this years requirements for wheeled bins, taking into account new housing developments and bin stock it is expected that fewer bins will be required this year.	(18)
	(300)
Total Net Expenditure Overspend/(Underspend)	**455**

There is a risk that this level of forecast will not happen as there are schemes that are forecasted to overspend or underspend. This process is managed by the Finance and Procurement Governance Board, where final business cases will be examined.

The net spend on the Council's Capital Programme is financed via borrowing which has a revenue implication through the Minimum Revenue Provision (MRP).

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The table below shows the capital programme by scheme with proposed rephasing, expenditure to date and forecast outturn. The financing of the capital programme showing the funding from grants and contributions, capital receipts, use of earmarked and capital reserves and internal borrowing.

CAPITAL PROGRAMME SUMMARY

Division	Project	Budget Manager	Gross Expenditure						Grants, Contributions and Funding						Net Forecast Expenditure
			Approved Budget £	Rephase or Supplementary £	Revised Budget £	Expenditure £	Forecast £	Variance £	Approved Budget £	Rephase or Supplementary £	Updated Budget £	Income £	Forecast £	Variance £	Variance £
Community	Scanner	Chris Stopford	16,000		16,000		16,000								16,000
	Environmental Health Software	Chris Stopford	40,000		40,000		40,000								40,000
	CCTV Camera Replacements	Chris Stopford		78,000	78,000		78,000								78,000
	CCTV Pathfinder House Resilience	Chris Stopford		20,000	20,000		20,000								20,000
	CCTV Wi-Fi	Chris Stopford		250,000	250,000	1,253	250,000								250,000
	Lone Worker Software	Chris Stopford		20,000	20,000		20,000								20,000
Development	Disabled Facilities Grants	Keith Tayler	2,250,000		2,250,000	427,795	2,250,000		(1,150,000)		(1,150,000)	(1,340,854)	(1,366,000)	(216,000)	884,000
	A14 Upgrade	Andy Moffat	200,000		200,000		200,000								200,000
	Housing Company Set Up	Andy Moffat	206,000		206,000		206,000								206,000
Leisure and Health	One Leisure Improvements	Pete Corley	317,000	178,000	495,000	126,828	495,000								495,000
	One Leisure St Ives Outdoor New Fitness Offering	Pete Corley	125,000	108,000	233,000	500	233,000								233,000
	One Leisure Ramsey 3G	Martin Grey	266,000	334,000	600,000		754,067	154,067	(116,000)	(184,000)	(300,000)		(461,295)	(161,295)	292,772
	One Leisure St Ives Swimmjing Changing Rooms	Chris Keeble	250,000		250,000		250,000								250,000
	One Leisure Impressions Fitness Equipment	Daniel Gammons	531,000		531,000		531,000								531,000
	One Leisure St Neots Pool	Jon Clarke		14,000	14,000	765	14,000								14,000
	One leisure St Neots Synthetic Pitch	Jon Clarke				267,628									
Resources	Income Management Software	Claire Edwards	62,000		62,000		62,000								62,000
	Alms Close Development	Carl Egonu	1,022,000		1,022,000	12,201	1,750,000	728,000							1,750,000
	Oak Tree Remedial Work	Carl Egonu	950,000		950,000	2,400	950,000								950,000
	Oak Tree Centre Development	Carl Egonu				21,840	58,000	58,000					(58,000)	(58,000)	
	Health and Safety Works at Commercial Properties	Jackie Golby		23,000	23,000		24,620	1,620							24,620
	Energy Efficiency Works at Commercial Properties	Jackie Golby	25,000	19,000	44,000		44,000								44,000
	Commercial Property Roofs	Jackie Golby				9,350	9,500	9,500							9,500
	VAT Partial Exemption	Claire Edwards	59,000	110,000	169,000		169,000								169,000
	Cash Receipting	Claire Edwards		1,000	1,000		2,000	1,000							2,000
	FMS Archive	Claire Edwards		3,000	3,000	(690)	3,000								3,000
	Investment in Company	Claire Edwards		100,000	100,000		100,000								100,000
3C ICT	Robotics	Joe Bedingfield	50,000		50,000		50,000								50,000
	Flexible Working	Emma Alterton		33,000	33,000		33,000								33,000
	Transformation (Council Anywhere)	Emma Alterton		353,000	353,000		353,000								353,000
	Insurance Settlement (EFH IT Equipment)	Emma Alterton				11,258	126,300	126,300				(126,567)	(126,300)	(126,300)	

Division	Project	Budget Manager	Gross Expenditure						Grants, Contributions and Funding						Net Forecast Expenditure
			Approved Budget £	Rephase or Supplementary £	Revised Budget £	Expenditure £	Forecast £	Variance £	Approved Budget £	Rephase or Supplementary £	Updated Budget £	Income £	Forecast £	Variance £	Variance £
Operations															
	Fencing	Helen Lack	10,000		10,000	1,966	10,000								10,000
	Building Efficiences (Salix)	Julia Blackwell	19,000	13,000	32,000		46,200	14,200							46,200
	Wheeled Bins	Heidi Field	236,000		236,000	27,484	186,000	(50,000)	(92,000)		(92,000)	(47,023)	(60,000)	32,000	126,000
	Vehicle Fleet Replacement	Colin Moss	35,000	90,000	125,000	113,657	125,000					(9,135)			125,000
	Play Equipment	Helen Lack	35,000		35,000		35,000								35,000
	Re-fit Building	Julia Blackwell	37,000	254,000	291,000	900	233,000	(58,000)							233,000
	Parking Strategy	George McDowell	315,000		315,000	1,290	315,000								315,000
	Bridge Place Car Park	George McDowell	107,000		107,000	3,768	107,000								107,000
	Bridge Place Car Park (Rephase)	George McDowell	277,000	13,000	290,000		290,000								290,000
	Operations Back Office	Matt Chudley	253,000	37,000	290,000	6,697	290,000		(117,000)	(38,000)	(155,000)		(155,000)		135,000
	Pathfinder House Reception	Mark Houston				(10,780)									
Transformation															
	Customer Relationship Management	Tassie Hookham		83,000	83,000	29,707	83,000								83,000
Corporate Financing	Loan Repayments	Paul Loveday							(320,000)		(320,000)		(320,000)		(320,000)
	Housing Clawback Receipts	Paul Loveday							(500,000)		(500,000)		(500,000)		(500,000)
	Bridge Place Sale	Paul Loveday							(384,000)		(384,000)		(384,000)		(384,000)
	Total Expenditure		7,693,000	2,134,000	9,827,000	1,055,817	10,811,687	984,687	(2,679,000)	(222,000)	(2,901,000)	(1,523,579)	(3,430,595)	(529,595)	7,381,092

Net (underspend)/Overspend	455,092	

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Financial Dashboard

Council Tax Support Scheme

Currently, the actual take-up of Council Tax Support is running approximately £0.2m above the budgeted £6.7m. Any 2019/20 increase in Council Tax Support will impact in 2020/21.
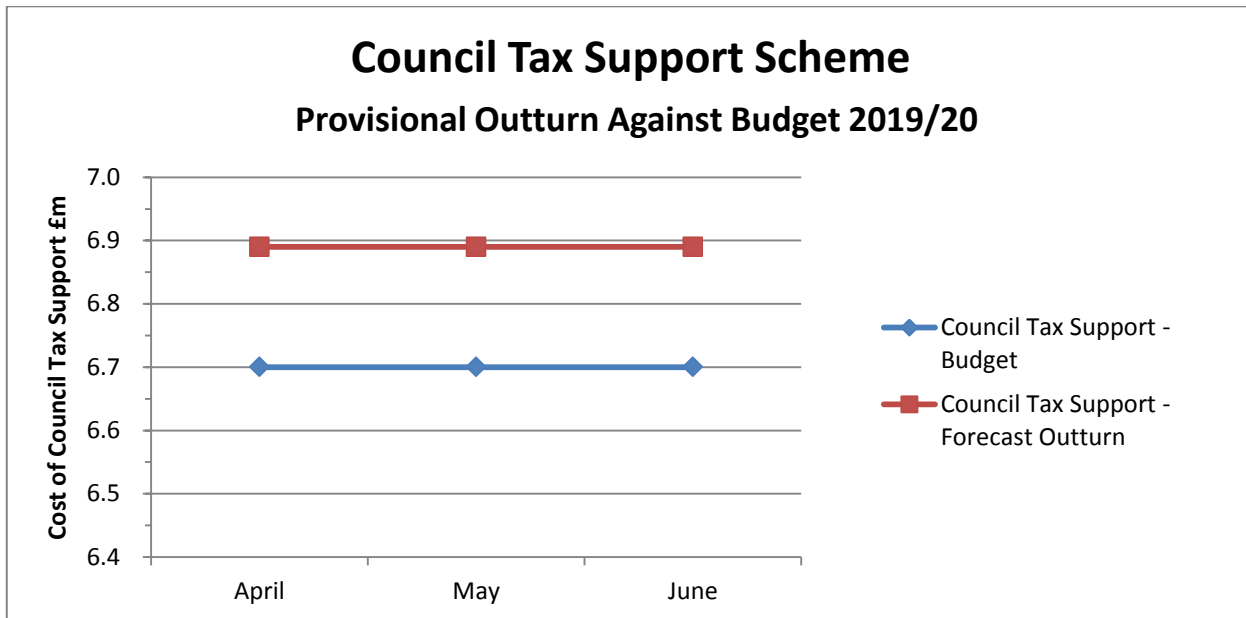
The impact of this increase on HDC will be proportionate to all Council Tax precepts (13.5% for HDC including parishes).

Collection of NDR
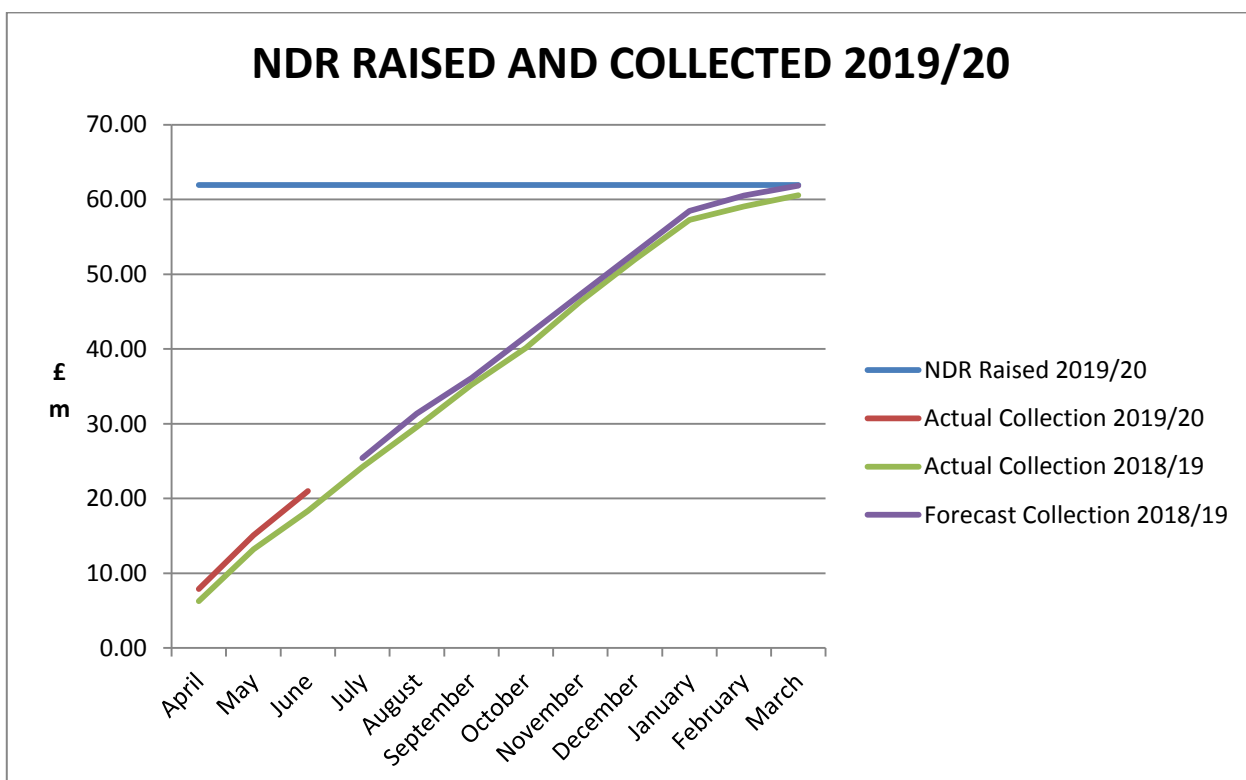
The NDR graph above shows the total amount of NDR bills raised in 2019/20 and the actual receipts received up to the end of June, with a forecast for receipts through to the end of the year, based on historical collection rates. The Council tax graph below provides the same analysis.

Collection of Council Tax

CONCIL TAX RAISED AND PAID 2019/20

Legend:
- Council Tax Raised 2019/20
- Actual Collection 2019/20
- Actual Collection 2018/19
- Forecast Collection 2018/19
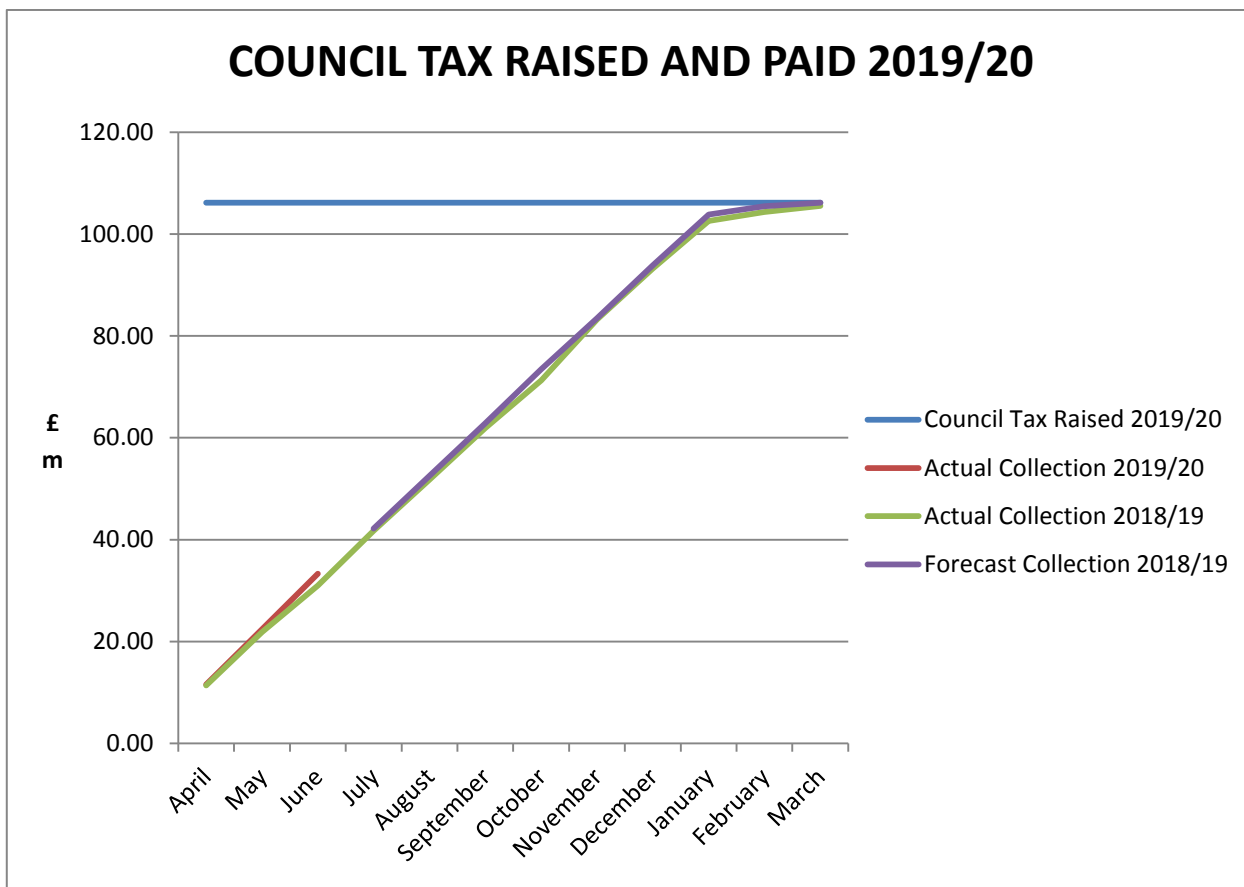
Miscellaneous Debt

The total outstanding debt as at 31st July 2019 is £1.619m (March 2019, £1.517m). £471k relates to Commercial Rents, £454k relates to homeless accommodation/prevention, £67k relates to schools and other customers use of One Leisure facilities and £206k relates to Operations.

New Homes Bonus

As part of the Local Government Financial Settlement 2019/20 issued in December 2018 the Government announced changes to local government financing that included the phasing out of the New Homes Bonus Scheme. After 2018/19 no new NHB will be paid and so the amount we receive will tail off over the next 4 years. The impact of this has been included in the 2019/20 MTFS.

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Register of Reviews of CIS Propositions 2019/20 Q1   **Appendix E**

The process of considering CIS opportunities is as follows:

Step 1
Property investment opportunities are both introduced by agents and actively sourced by the Commercial Estates Team. An initial review is undertaken against the outline criteria of the CIS such as yield, length of lease, tenant strength etc. and if they are judged to be reasonable investments, further preliminary initial due diligence is undertaken to determine the quality of the leases and an initial financial appraisal is undertaken.

Step 2
If Step 1 is passed, more detailed due diligence is undertaken (including detailed tenant strength review, ownership title, property energy efficiency, market analysis of rents and yield etc), this may lead to a site visit and more robust financial appraisal/modelling and further market scrutiny.

Step 3
If Step 2 is passed, then approval is sought from the members of the Treasury & Capital Management Group, the Managing Director, Corporate Director (Services) and the Head of Resources to submit a formal initial bid, subject to contract and relevant building and condition surveys

Step 4
If the bid submitted at Step 3 is successful, then this progresses to consideration by Overview and Scrutiny and approval for Cabinet.

Step 5
Once approval is given, formal legal and building condition due diligence commences by instruction of lawyers and building/specialist surveys are undertaken. This may take several weeks during which all concerns raised on legal and lease title and building condition are satisfied. If any significant concerns are unsatisfied, these can either be negotiated on price or withdraw from the purchase.

Reviews Undertaken   March – June 2019 (Q1)
Over the above period, 52 properties in total were considered, 49 propositions were reviewed up to stage 1, all bar four were outside the District. Three opportunities were considered to Stage 2; these were discounted as either poor properties, short leases income or overpriced. Two retail properties are still in consideration. By property type, the investments considered in Q1 are as follows:

Offices	11	Development Sites	2
Distribution	8	Retail High Street	7
Industrial/warehouse	7	Mixed Use	5
Car Park	4	Other (residential/ leisure etc)	8

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Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Approval of updated Neighbourhood and Community Planning Guide

Meeting/Date: Cabinet – 19th September 2019

Executive Portfolio: Executive Councillor for Growth

Report by: Planning Service Manager (Growth)

Wards affected: All

Executive Summary:

Following updates to the National Planning Practice Guidance (NPPG) on Neighbourhood Planning and the adoption of the Huntingdonshire Local Plan to 2036, both in May 2019, revisions to the Neighbourhood and Community Planning Guide were necessary. The revisions provide further depth to the guidance on amending or updating a neighbourhood plan; highlight new technical and financial support available when producing various supporting documents or assessments to a neighbourhood plan; detailing the documents that arise from any EU obligations which are triggered; minor updates to weblinks; and formatting. The report sets out these in greater detail, as well as some background to neighbourhood planning and the current situation of neighbourhood planning in the district.

Recommendation:

That Cabinet:

- Endorses the updated Neighbourhood and Community Planning Guide at Appendix 1 for publication.

1. PURPOSE OF THE REPORT

1.1 This report sets the background to what has been updated in the Neighbourhood and Community Planning Guide, why it is necessary and the positive benefits this has for neighbourhood planning groups in the district. The attached guide provides up to date guidance and resources available to neighbourhood planning groups when producing their neighbourhood plan and assists them in meeting the basic conditions. The report includes some introductory information on neighbourhood plans, it also addresses the importance of updating this guide and the current status of neighbourhood planning in the district.

2. WHY IS THIS REPORT NECESSARY/BACKGROUND

2.1 Neighbourhood planning was introduced in the Localism Act 2011 and gives communities direct power to develop a vision for their neighbourhood and shape the development and growth of their local area.

2.2 In order for a neighbourhood plan to be made, the plan must meet nationally specified basic conditions: that it is in accordance with the National Planning Policy Framework (NPPF) and the strategic policies of the Huntingdonshire Local Plan to 2036; that it contributes to sustainable development; and meets any EU obligations. After consultation, the plan can be examined by an independent examiner who decides whether the plan can be made (usually with some modifications). If the plan meets the basic conditions the plan can proceed to referendum. If approved at referendum, the plan can be made and adopted as part of the Huntingdonshire Development Plan and become a material consideration when determining planning applications in that area.

2.3 Three neighbourhoods plans have already been made: St Neots (2016), Godmanchester (2017) and Houghton and Wyton (2018). The Huntingdon Neighbourhood Plan is scheduled to proceed to referendum on 19 September 2019. Ten other neighbourhood plans are currently being prepared. Consultation on Grafham and Ellington's joint neighbourhood plan designation ended on 23 August 2019; this is the Council's first joint neighbourhood plan. Full details on the timelines of each neighbourhood plan can be found in the Council's document Neighbourhood Planning in Huntingdonshire.

2.4 Clearly, there is an appetite for neighbourhood planning in the district, and providing up to date guidance through a step by step approach in the Council's Neighbourhood and Community Planning Guide is key to sustain this and support neighbourhood groups through the neighbourhood plan process.

2.5 The Neighbourhood and Community Planning Guide was first published in 2015 with several small scale updates since (listed in the document information section of the guide). The scale of the updates this time is more substantial reflecting adoption of the Local Plan to 2036 and greater NPPG updates. The main changes are detailed below:

- Updates to how a neighbourhood plan can be updated or refreshed (pages 32-33 of the guide) – paragraph 106 (reference ID: 41-106-20190509) of the NPPG now includes three ways in which a neighbourhood plan can be updated and provides guidance on the level of examination required. Providing this information in the Neighbourhood and Community Planning Guide is essential, especially for Town and Parish Councils with made neighbourhood plans who over time may wish to update their plans.

- The addition of the 'Technical Support' package by Locality and updates to the financial support available as a result (page 14, 20 and 22 of the guide) – all groups writing a neighbourhood plan are eligible to apply for up to £9,000 in a neighbourhood planning grant still. The 'Technical Support' package, however offers additional financial support to groups facing particularly complex issues who may be eligible for a further £8,000 grant if looking to carry out extra assessments such as design codes or a housing needs assessment, allocating land for development or attempting to bring forward affordable housing. This is particularly important to include so that neighbourhood planning groups are aware of the support available to them when going through this process and the sorts of studies that can be done alongside the plan to support it.

- Details on further EU obligations (other than the Strategic Environmental Assessment (SEA)) – the inclusion of further information on Habitat Regulation Assessments (HRA), Environmental Impact Assessments (EIA) and Habitats and Wild Bird Directives on pages 12 and 13 of the guide. This information makes neighbourhood groups aware of the potential assessments that may arise depending on whether any of these EU obligations are triggered. The update also clarifies that support is available from HDC's Planning Policy Team in completing both the SEA and HRA screening process.

- The inclusion of HDC producing an indicative housing requirement figure for neighbourhood plan groups who ask for such information (page 22 of the guide) – this follows updates to paragraph 009 (reference ID: 41-009-20190509) of the NPPG whereby this figure can be used to support allocations in the neighbourhood plan.

- Removal of all references to the draft Local Plan or Core Strategy. These have been superseded by the adoption of the Local Plan to 2036 which includes all of HDC's strategic policies.

- Removal of the Community Planning proposals policy in Community Planning Tools section following the adoption of the Local Plan where the policy was removed.

3.   KEY IMPACTS / RISKS / OPTIONS

3.1   The key risk to not endorsing this updated version of the Neighbourhood and Community Planning Guide is that neighbourhood plan groups are

not provided with guidance and resources that are up to date. This has implications on the productivity of these groups in preparing plans that best meet their needs and the basic conditions.

3.2 The risk to HDC is that is a number of plans were to commence simultaneously this would put undue pressure on our teams, in terms of timescales and resource.

4 LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND / OR CORPORATE OBJECTIVES

4.1 The update to the Neighbourhood and Community Planning guide relates to the strategic objective *"Develop stronger and more resilient communities to enable people to help themselves."*

Our work programme includes:

- *"Support community planning including working with parishes to complete Neighbourhood and Parish Plans."*

5 COMMENTS OF OVERVIEW AND SCRUTINY

5.1 The Panel received a report on the approval of the updated Neighbourhood and Community Planning Guide at their meeting on 3rd September 2019.

5.2 The necessity of presenting what is, as some Members deem it to be, a technical guide to Overview and Scrutiny was questioned. In response, it was stated that the reasons for presenting the guide to the Panel was that; it is open and transparent to do so and that Members' input is desired.

5.3 A question arose over the purpose of the guide, although it was confirmed that the guide is designed to assist Town and Parish Councils in developing their neighbourhood plans.

6 LEGAL IMPLICATIONS

6.1 HDC are required under paragraph 3 of Schedule 4B to the Town and Country Planning Act 1990 (as amended) to provide advice or assistance to neighbourhood groups or town/parish councils wishing to carry out neighbourhood plans or orders.

6.2 Paragraph 022 (reference ID: 41-022-20150209) of the NPPG states that Local Authorities should be proactive in providing information to communities about neighbourhood planning.

7 RESOURCE IMPLICATIONS

7.1 The production of the updated guide was completed by Planning Policy Officers at HDC. Up to date guidance will reduce the time needed in

answering queries from neighbourhood planning groups improving efficiency.

8   REASONS FOR THE RECOMMENDED DECISIONS

8.1   To provide up to date guidance and resources to neighbourhood planning groups when preparing their neighbourhood plans.

BACKGROUND PAPERS

National Planning Policy Framework (NPPF)

Planning Practice Guidance (PPG) – Neighbourhood Planning

HDC's Neighbourhood Planning in Huntingdonshire (regularly updated)

Paragraph 3 of Schedule 4B to the Town and Country Planning Act 1990 (as amended)

APPENDICES:

Neighbourhood and Community Planning Guide

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Document Information

This guide will be edited and added to in response to experience of using it and as necessary in response to any future changes in the regulatory framework. A summary of the changes included in each version will be recorded here.

Version Schedule

Version	Date	Summary
1	December 2015	Includes all changes identified from the committee process: Overview and Scrutiny (Environmental Well-Being), 8 December 2015 Cabinet, 10 December 2015
2	April 2016	Includes changes identified since first published, and in particular following neighbourhood planning workshop, 15 March 2016
3	May 2016	Fixes a series of broken web links Identifies and links to newly added NPPG content on updating neighbourhood plans
4	July 2017	Includes changes relating to new neighbourhood planning regulations which came into force in autumn 2016 Fixes a series of broken web links
5	January 2019	Substantial updates to nationally provided guidance now hosted by 'Locality' Updates to reflect 2018 NPPF and NPPG Minor additions to guidance in Stage 2, Step 6 regarding policy writing Minor revisions to guidance in Stage 4 regarding CIL
6	August 2019	Minor revisions throughout removing reference to the Core Strategy and emerging Local Plan following the adoption of the Local Plan to 2036 in May 2019 Removal of Community Planning proposals policy in Community Planning Tools following the adoption of the Local Plan where the policy was removed Minor revisions to reflect changes to NPPF 2019 Revisions and additions throughout to reflect updates to the NPPG - including housing requirement figures and EU obligations Additions to Stage 4 updating a neighbourhood plan to reflect NPPG changes Fixes to any broken web links

Summary

Neighbourhood planning in a nutshell

What is it?	A plan for the neighbourhood area (most often the town/ parish area) including policies that inform planning decisions regarding development proposals.
Scope	Physical environment and development
Responsibility for action on the completed plan	• Huntingdonshire District Council assesses and determines planning applications • Community addresses non-planning actions
Benefits	• Has statutory weight as part of the development plan: planning applications are judged against the local plan and neighbourhood plan together • Can include at the back of the plan non-planning community-led actions which would previously have been included in a parish plan • Parishes with a 'made' neighbourhood plan receive 25% of Community Infrastructure Levy (CIL) receipts, instead of the default 15%. The plan-making process can include identifying shared spending priorities for CIL. • Process can bring the community together
Disadvantages	• Time and resource intensive: the need to meet statutory tests adds time into the process • Planning expertise/support required
Rough costs	~£5,000 to ~£30,000 (average is ~£14,000; £9,000 government grants are available)
Time estimate	2-3 years

Is a neighbourhood plan right for my area?

- If the primary issues of importance to your community relate to planning, and there is volunteer capacity to do one, a neighbourhood plan can be a powerful tool for shaping new development.
- Other community planning tools are available which may be better suited to meeting your community aspirations. In particular, if the primary issues of importance to your community relate to things other than planning, then a parish plan is a quicker and lighter-touch process than a neighbourhood plan for creating a plan of action for improving your community.

Support for neighbourhood planning

- **Guidance:** there is a wealth of excellent neighbourhood planning guidance available online. The Huntingdonshire Neighbourhood & Community Planning Guide provides links to some of this, plus a wide range of other sources of advice and information.
- **Funding:** all groups writing a neighbourhood plan or neighbourhood development order are eligible to apply for up to £9,000 in a neighbourhood planning grant and a technical support package of studies to support future development (correct as at July 2019).
- **Consultancy advice:** you may feel that you would value more intensive planning support from an independent expert to help you with specific parts of the process.

Neighbourhood planning process & HDC support

HDC has a statutory requirement to provide support to town and parish councils preparing neighbourhood plans. See below for details:

taking decisions: at key stages in the neighbourhood planning process, and leading on the formal stages of the neighbourhood planning process
providing advice: providing support in meeting the statutory tests for neighbourhood plans, and commenting on draft versions of the plan
providing assistance: explaining the process, and pointing to evidence and other sources of support

Stage	Step		HDC can...
Getting started	1: Getting organised		Meet with you to discuss your options
	2: Applying for a Neighbourhood Area		Provide a template neighbourhood area application letter and area map
	3: Consultation on the Application		If necessary, run consultation on area application
	4: Designation of the Neighbourhood Area		Formally designate the neighbourhood area
Preparing the Neighbourhood Plan	5: Community engagement and evidence		
	6: Developing Plan Content		Advise about policy writing
	7: Consulting on the Draft Plan		Provide a health-check of your plan before you consult on it
Getting the Plan in place	8: Submitting the Neighbourhood Plan		Provide a health-check of your revised plan before you submit it
	9: Consulting on the Submitted Plan		Run consultation on the submitted plan
	10: The Examination	Appoint Examiner	Appoint the Examiner
		Independent examination	
		Examiner reports	
	11: Progressing to Referendum		Formally recommend that the plan progresses to referendum
	12: The Referendum		Organise and publicise the referendum
	13: Adoption of the Plan		If a majority vote 'Yes', the plan is 'made' by Full Council and comes into force as part of the Development Plan
Delivering the Neighbourhood Plan	Implementation of the Neighbourhood Plan		Decide planning applications in your area in accordance with the district-wide local plan and your neighbourhood plan

Contact: for more advice and information, contact local.plan@huntingdonshire.gov.uk.

Contents

Introduction

What does this Neighbourhood and Community Planning in Huntingdonshire Guide do?

Helps you to identify the right community planning tool for your area

This guide first asks what you want to achieve in your community, and briefly sets out a range of community planning tools which can help you achieve your goals, highlighting the benefits and disadvantages of each tool.

Sets out Huntingdonshire District Council's support offer for a particular community planning tool: Neighbourhood Plans

A number of communities across Huntingdonshire and nationally are using neighbourhood plans to set out a shared vision for how they want to see their area develop. Huntingdonshire District Council (HDC) has a key role in providing support for this particular community planning tool. This guide sets out:

- An overview of the process for completing a neighbourhood plan in Huntingdonshire;
- How HDC can help you; and
- What town and parish councils preparing neighbourhood plans will be expected to do.

What does this guide not do?

There is a wide range of excellent community planning and neighbourhood planning resources freely available online. This guide is not intended to replicate existing online guidance but to focus on setting out the particular neighbourhood planning support offer for Huntingdonshire. Links are provided throughout to more detailed guidance.

Relationship with other Huntingdonshire community planning documents

This guide provides additional detail about neighbourhood planning to that provided in the 2013 Huntingdonshire Town & Parish Charter.

Document Information

For any queries about this document, please contact the planning policy team: local.plan@huntingdonshire.gov.uk.

This guide includes a range of links to websites providing supporting information, data or guidance. Every effort has been made to ensure that these links are up to date. As websites change these links can become invalid. In circumstances where links have become invalid please use a suitable search term for an internet search. Alternatively please contact the Local Plans team at the email address above for guidance.

Cross references have been included in the text as clickable internal links in electronic versions (pdf and web).

Picking the right tool for the job

What do you want to achieve?

There are a wide range of community planning tools available, of which neighbourhood plans are just one. It is important to consider what your community's aspirations are, and what community planning tool would best achieve them.

Deciding which tool is best for your community is a matter of judgement. The following example community aspirations below are intended to guide your thinking. More detail on each community planning tool is set out in the next section.

Community aspiration	Community planning tools which could achieve that aspiration
Development is likely to take place in our town/parish in the foreseeable future, and we want to influence where it goes and what it looks like.	• 'Neighbourhood Plan'
Our community wants to promote a number of developments across our town/parish.	
Our community needs a specific new development (e.g. a new community building, or affordable housing).	• 'Exceptions Housing' • 'Community Right to Build (CrTB)' • 'Community Land Trust'
Our community wants to address a range of local issues which don't directly relate to the physical environment (e.g. speeding problems, anti-social behaviour issues, the need for a new community group).	• 'Parish/ Community Plan'
Our community wants to save and run a village community facility	• 'Community Right to Bid (Assets of Community Value)'

Is there sufficient volunteer capacity in your community?

Having considered what you want to achieve, a further question to consider is whether there is sufficient volunteer capacity within your community for undertaking your proposed community planning tool. Successfully completing a neighbourhood plan in particular will require a significant and sustained commitment from a number of volunteers.

If you don't know whether there is sufficient interest and commitment for undertaking a particular community planning process, you can always advertise the idea and see what interest you get. If there isn't sufficient interest now, there is nothing to stop you trying again in a year or two.

Community Planning Tools

Neighbourhood Plan

What is it?	A plan for the neighbourhood area (often the town/ parish) including policies that inform planning decisions regarding development proposals.
Benefits	Gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area. The plan has statutory status: providing influence over planning decisions; giving the opportunity to specify sites for development; and enabling communities to add detail to Local Plan policies to shape development in their area. Community consultation can also identify non-planning goals which communities can tackle themselves. Areas with a neighbourhood plan in place receive more infrastructure funding arising from development in their area than areas without a neighbourhood plan.
Disadvantages	Time and resource intensive: before the neighbourhood plan comes into force, the community must follow a set process and meet a number of statutory tests, which lengthen the process, add costs, and require planning expertise.
Support organisations	Huntingdonshire District Council - Planning Policy team Nationally provided support is available from Locality
First step	Read this guide, then contact the Planning Policy team: local.plan@huntingdonshire.gov.uk

Exceptions Housing

What is it?	Housing development targeted at meeting the needs of local people at less than market cost, on land where development would not normally be granted. The site should be well related to the existing settlement and the houses should be occupied by people having a local connection to the settlement. N.B. The Local Plan policy LP 28 Rural Exceptions Housing allows for an element of market housing on an exceptions site, in order to encourage more sites to come forward.
Benefits	Provides additional low-cost housing in areas where it is needed, targeted to local people. Less resource intensive for communities than a Neighbourhood Plan or Community Right to Build; process can be completed in partnership with a Housing Association.
Disadvantages	Only delivers housing; can't be used for other community development proposals.
Support organisations	Huntingdonshire District Council - Housing Strategy team Cambridgeshire ACRE
First step	Contact the Housing Strategy team: housing.services@huntingdonshire.gov.uk

Neighbourhood Development Order

What is it?	Grants planning permission for specific types of development in a specific neighbourhood area. Created as a part of a neighbourhood plan.
Benefits	Enables communities to deliver small scale, site specific development within a neighbourhood plan without the need for a separate planning application (e.g. small scale rural exceptions affordable housing or a community building such as a village hall).
Disadvantages	See above for neighbourhood plans.
Support organisations	Huntingdonshire District Council - Planning Policy team
First step	Contact the Planning Policy team: local.plan@huntingdonshire.gov.uk

Community Right to Build (CrTB)

What is it?	A form of Neighbourhood Development Order that can be used to grant planning permission for small scale development for community benefit on a specific site or sites in a neighbourhood area.
Benefits	Enables communities to deliver small scale, site specific development without the need for a separate planning application (e.g. small scale rural exceptions affordable housing or a community building such as a village hall).
Disadvantages	Time and resource intensive: before the Right to Build Order comes into force, the community must follow a set process and meet a number of statutory tests, which lengthen the process, add costs, and require planning expertise. The process is similar to that required for Neighbourhood Plans, but is focused on a single site.
Support organisations	Huntingdonshire District Council - Planning Policy team Locality
First step	Read the Locality Guide: Understanding Community Right to Build Orders

Community Land Trust

What is it?	Community Land Trusts (CLTs) are local organisations set up and run by ordinary people to develop and manage homes as well as other assets important to that community, like community enterprises, food growing or workspaces.
Benefits	A helpful organisational structure enables communities to deliver their own services, housing, pubs or community enterprises. CLTs can be used in combination with another of the community planning tools set out here (e.g. rural exception site or Community Right to Build). Potentially beneficial for land/ organisations having charitable status. A way for communities to deliver their own services
Disadvantages	Can be complex to set up and resource intensive over a long period. Some parish councils may not be sufficiently resourced. Replicates what Registered Providers (housing associations) do.
Support organisations	Huntingdonshire District Council - Planning Policy team; Housing Strategy team Community Land Trust East
First step	Contact the Planning Policy team: local.plan@huntingdonshire.gov.uk

Community Right to Bid (Assets of Community Value)

What is it?	Enables communities to nominate public or private community assets of value to their community (e.g. a village pub). Once the community has nominated them they will be identified by the Local Planning Authority on a list of 'Assets of Community Value'. Once on the list, if an asset comes up for sale or lease, a community group has a period of time in which they can register their interest as a potential bidder, delaying a sale on the open market.
Benefits	Gives some protection to valued community facilities, by providing an extended window of opportunity for the community to get organised if such an asset is put up for sale.
Disadvantages	Just because an Asset is added to the list does not mean that the community will definitely be able to buy it for community use; they will need to be able to meet the asking price. Not all nominated Assets will be added to the formal list: to be added to the list, the Asset must meet certain tests relating to community value.
Support organisations	Huntingdonshire District Council - Corporate team: acv@huntingdonshire.gov.uk
First step	Read the Community Right to Bid page on the HDC website.

Village Design Statement

What is it?	A document created by the community informing the design of new development in an area.
Benefits	When adopted, it can become supplementary planning guidance. This means that they are a consideration which the council must take into account when determining planning applications.
Disadvantages	Unlike neighbourhood plans, village design statements do not become part of the statutory development plan, and therefore do not have much weight in determining planning applications.
Support organisations	Huntingdonshire District Council - Planning Policy team
First step	Contact the Planning Policy team: local.plan@huntingdonshire.gov.uk

Parish/ Community Plan

What is it?	A comprehensive plan for the area identifying community priorities and actions to address these.
Benefits	Enables communities to produce a comprehensive vision for their area, addressing all issues of interest to the community. Identifies non-planning goals which communities can tackle themselves. Non-development focused community goals can be achieved more quickly than development focused goals, which must follow a statutory process. No formal process to follow. Could be a helpful steppingstone to a Neighbourhood Plan or other community planning initiative.
Disadvantages	No influence over planning decisions. Time intensive: although there is no formal process to follow, most parish plans still take well over a year to produce, including getting started, consulting the community, and identifying priorities and actions. Non-development focused actions can also be identified and addressed alongside the neighbourhood planning process.
Support organisations	Cambridgeshire ACRE Huntingdonshire District Council - Planning Policy team
First step	Contact the Planning Policy team: local.plan@huntingdonshire.gov.uk

Introduction to Neighbourhood Plans

This guide seeks to explain HDC's approach to neighbourhood plans and how they can fit with the Development Plan. The advice is intended for town/parish councils that are contemplating drawing up a neighbourhood plan.

Neighbourhood Plan Process Overview

Stage	Steps		Time required[1]	Responsibility of:
Stage 1: 'Getting started'	'Step 1: Getting organised'			Town/ Parish Council
	'Step 2: Applying for a Neighbourhood Area'			
	'Step 3: Consultation on the Application' (only necessary in certain circumstances)		**6 weeks[2]**	HDC
	'Step 4: Designation of the Neighbourhood Area'			
Stage 2: 'Preparing the Neighbourhood Plan'	'Step 5: Community engagement and evidence'			Town/ Parish Council
	'Step 6: Developing Plan Content'			
	'Step 7: Consulting on the Draft Plan'		**6 weeks**	
Stage 3: 'Getting the Plan in place'	'Step 8: Submitting the Neighbourhood Plan'			
	'Step 9: Consulting on the Submitted Plan'		**6 weeks**	HDC
	'Step 10: The Examination'	Appoint Examiner		HDC + Town/ Parish Council jointly
		Independent examination		Examiner
		Examiner reports		
	'Step 11: Progressing to Referendum'		**~11 weeks**	HDC
	'Step 12: The Referendum'			
	'Step 13: Adoption of the Plan' If a majority vote 'Yes', the plan is 'made' by Full Council and comes into force as part of the Development Plan			
Stage 4: 'Delivering the Neighbourhood Plan'	Implementation of the Neighbourhood Plan			HDC + Town/ Parish Council jointly

1.   Only statutory timescales are shown here. The time taken to produce your plan will be much longer than the sum of these time periods. Some statutory timescales are not shown here as these are open to negotiation. See the steps for more details.
2.   Only relevant for neighbourhood areas other than a single town or parish.

The first stage of producing a neighbourhood plan is to get an area designated for it. There are four steps in this stage:

'Step 1: Getting organised'

'Step 2: Applying for a Neighbourhood Area'

'Step 3: Consultation on the Application'

'Step 4: Designation of the Neighbourhood Area'

Step 1: Getting organised

Who leads neighbourhood planning in Huntingdonshire?

In nearly all areas of Huntingdonshire, town and parish councils are responsible for neighbourhood planning[1]. However, guidance recommends that such councils get involvement from the wider community so that interested community members can play an active role in shaping the plan. The relationship between any group and the formal functions of the town/ parish council should be clear to the wider public.

Creating the best neighbourhood plan possible

Before getting started it is worth considering why you want to do a neighbourhood plan, and what you could achieve through the plan itself and through the plan-making process.

The best neighbourhood plans are:

- Based upon strong community engagement, and are owned by the wider community;
- Uniquely local;
- Complementary to Local Plan policies, providing additional policy detail;
- Not just about creating a nice-looking document, but have a focus on the implementation of community projects and ideas.

The Neighbourhood Planning process can:

- **Inform communities:** developing a neighbourhood plan can educate and inform the steering group and wider community about planning and the process of planning for the local community.

How can HDC help?

The Council will offer to meet you to help you consider how to get started on your neighbourhood plan. This meeting might cover matters such as:

- a run through of the process for preparing a neighbourhood plan
- the requirements to fit in with national planning policy
- what neighbourhood plans can cover, but also what they can't
- what may be involved in terms of technical work
- expectations of effective community engagement
- the requirements to fit in with the Local Plan and how this might shape the content of the neighbourhood plan
- possible resource and capacity considerations

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1   Areas with a parish meeting as opposed to a parish council will need to go through an extra step of applying to be designated as a neighbourhood forum. This designation is subject to certain tests. If you live in an area with a parish meeting please contact HDC in the first instance.

- **Tackle non-planning issues:** community consultation often flags up issues of importance to the community that are not related to the planning system, such as speeding or the need for new community groups. These should not be lost, and can be addressed separately to the creation of the planning-focused document.
- **Bring people together:** working with others over a period of time in the steering group can connect people, and if done well, community consultation events can also be enjoyable social occasions.

To create the best neighbourhood plan possible, it is important to get organised.

Likely time-scales for neighbourhood planning

Neighbourhood plans do not take a set amount of time. How long it takes to complete your neighbourhood plan is essentially down to you. When considering time-scales, it may be helpful to consider the following issues:

- **A serious time commitment:** Given the time requirements for getting organised, community engagement and evidence gathering, in addition to the statutory processes, your neighbourhood plan could take perhaps 2-3 years to complete. This is a significant time commitment for any group, so you will need to be committed and persistent to see it through to completion.
- **Quality over speed:** Your primary goal should be to create the best plan possible, based on comprehensive community involvement and solid evidence. This should be the main driver for how long your plan takes, rather than trying to get it done as quickly as possible.

You also need to think about the period which your neighbourhood plan will cover.

Likely costs of a neighbourhood plan

Based on experience nationally, the average cost of producing a neighbourhood plan is £13,000. This average figure masks the great variation between the costs of different neighbourhood plans. Case studies are available setting out individual plans' spending.

Funding is available to all groups preparing a neighbourhood plan. See the 'Support for Neighbourhood Planning' section for more details.

Project planning

Given the length of time the neighbourhood plan will take to produce, good project management is essential. This will enable you to manage the workload, and the wider community's expectations if things get delayed. It may therefore be useful to draw up a simple project plan to help you get organised. The project plan could set out:

- When you think you will be able to complete the different steps in the process
- Who will work on different parts of the plan
- Who will be the main point of contact with HDC

Some of these matters are considered in more detail in other parts of this guide. The initial meeting may not need to cover all of these items, but it is suggested that you make some preparation for the meeting and inform us if you will want to discuss other matters so that we can do any research or other work in order to be prepared to deal with your questions.

Guidance and Regulations

NPPG: neighbourhood planning

Other Resources

Locality Neighbourhood Plan Roadmap Guide,

Part B and Part C - Stage 1

Locality - Frequently Asked Questions a toolkit for Neighbourhood Planners

Locality - Project Planning Tool

Case studies providing breakdowns of spend on neighbourhood plans

Time needed

No time constraints: take as long as you need.

- Who will be responsible for taking actions at specific points
- Who you could get to help you draw up the plan
- 'Community engagement' in the plan-making process

The project plan doesn't have to be particularly detailed and you can leave parts that you will decide on later. The project plan can, and probably will, change as you go through the process.

You should also remember that you will mostly be relying on the time of volunteers so you will have to work within the limited time that they have. This means it may not be possible to make progress as quickly as you might like.

As shown in the 'Neighbourhood Plan Process Overview', some of the formal neighbourhood planning steps have specific time requirements. In each section of this guide, look for the orange box on the right to see whether there is a set timescale associated with that step.

Further tips for getting organised

- **Get help:** use available online resources referenced in this document, and take advantage of the support on offer.
- **Learn from the best:** read other neighbourhood plans to work out what you think works, and what doesn't. You can ask us for contacts from other neighbourhood planning groups that are further ahead in the process to learn from their experience.
- **Gather as broad a steering group as possible:** members of a diverse steering group will provide different perspectives, and their backgrounds will also help the group engage with different sections of the wider community.
- **Think about how to recruit and manage volunteers:** consider targeting people in your community with specific skills to help with particular tasks, and parcel up tasks into manageable chunks that might attract volunteers more than undefined roles which could last for several years.
- **Be creative, and have fun:** if you're going to put significant time and effort into this process, make it fun for all involved. Celebrate reaching milestones, and if you get bogged down in the process, remember why you are doing this!

Legal Requirements for Neighbourhood Plans

The Basic Conditions

To be successful at examination, a neighbourhood plan must meet a number of tests, known as Basic Conditions. At submission, a statement about how the plan meets the Basic Conditions should accompany the plan (See 'Step 8: Submitting the Neighbourhood Plan'). In summary, the neighbourhood plan must demonstrate that it is consistent with:

- **National planning policy:** as set out in the National Planning Policy Framework (NPPF) and National Planning Practice Guidance (NPPG);
- **Sustainable development:** contributing to improvements in environmental, economic and social conditions, or showing how consideration has been given to how any potential adverse effects arising from the proposals may be prevented, reduced or offset;
- **Strategic policies set out in the adopted development plan**: the strategic policies for Huntingdonshire are in the Local Plan;
- **EU obligations**; and
- A number of other basic conditions.

More information about some of the Basic Conditions is provided below.

Sustainable development

Your neighbourhood plan must demonstrate how it contributes to sustainable development, using sufficient and proportionate evidence. You may be able to use the Council's Local Plan Sustainability Appraisal to provide some of this evidence.

Sustainability Appraisal

A sustainability appraisal is a systematic process which can help you select the most sustainable options in your neighbourhood plan policies. It assesses the extent to which your emerging plan, when judged against reasonable alternatives, will help to achieve relevant environmental, economic and social objectives. While sustainability appraisal is not required for neighbourhood plans, and can involve a significant amount of work, it can help you make evidence-based decisions when writing your plan, particularly if you are choosing between sites for allocating development.

How can HDC help?
We can advise you at the start of the process about how to meet the basic conditions.

Guidance and Regulations
National Planning Policy Framework NPPG: The basic conditions

How can HDC help?
We can discuss with you the options for evidencing how your plan delivers sustainable development.

Guidance and Regulations
NPPG: Meeting the Basic Conditions

Other Resources
Local Plan to 2036: Final Sustainability Appraisal (December 2017)

Strategic policies in the local plan

Neighbourhood plans need to be in "general conformity with the strategic policies contained in the development plan for the area".

Huntingdonshire Local Plan to 2036

- The Council adopted the Local Plan which covers the period up to 2036. This replaces the Core Strategy and previous development plans.
- The Local Plan includes both strategic and non-strategic policies. The strategic policies are all policies in the Development Strategy (policies LP1-LP9), all site allocation policies, policies LP11 Design Context and LP24 Affordable Housing Provision.

Neighbourhood plans can be brought forward before an up to date Local Plan. Where a neighbourhood plan is brought forward before the emerging Local Plan is adopted, the Council is expected to work positively with the town/parish council to minimise any conflicts between the emerging plan.

How can HDC help?

We can discuss with you at the start what the requirement for general conformity with the development plan's strategic policies means.
We will check your draft and submitted plan to assess how it meets the requirement for general conformity.

Guidance and Regulations

NPPG: general conformity

Other Resources

Development Plan for Huntingdonshire

EU obligations

Your neighbourhood plan must be compatible with EU obligations in order to be legally compliant. The main relevant obligations relate to the environmental impacts of your plan.

Strategic Environmental Assessment

Strategic Environmental Assessment (SEA) integrates consideration of environmental impacts into the process of preparing a plan. Your neighbourhood plan will need to be 'screened' to check whether or not it will have certain impacts that trigger the need for a full SEA. This includes consultation with the Environment Agency, Natural England and Historic England.

Other EU obligations (see below) may also be triggered, depending on:

- the presence of protected species or habitats in or close to your area, and
- what your neighbourhood plan contains

Habitat Regulation Assessment

Habitat Regulation Assessment (HRA) assesses the potential effects arising from a plan against the conservation objectives of any site designated for its nature conservation importance.

How can HDC help?

We will discuss with you the steps that you need to take, and what evidence needs to be produced in order to comply with the EU obligations.

We will complete SEA and HRA screening for your neighbourhood plan at the appropriate stage as well as carry out consultations on these with the relevant bodies. This is free of charge.

Guidance and Regulations

NPPG: EU obligations

Other Resources

Environmental Impact Assessment

Environmental Impact Assessment (EIA) is a procedure to be followed to ensure that decisions are made in full knowledge of any significant effects to the environment and so that the public can participate early on in the process. This assessment has been completed as part of the preparation to the Local Plan so this would only be relevant when allocating additional large scale developments in your neighbourhood plan.

Habitats and Wild Bird Directives

These aim to protect and improve Europe's most important habitats and species. This will only be triggered if such protected species or habitats are within or close to your neighbourhood area.

EU obligations are complex, and if triggered, could require a substantial amount of work in order to address. It is important to discuss with us early in the process whether your plan is likely to trigger the need for a full SEA and assessments relating to other EU obligations.

> Locality Neighbourhood Plans Roadmap Guide, Part C - Stage 2
> Locality - Understand if your Plan requires SEA

Support for Neighbourhood Planning

Overview of support from Huntingdonshire District Council

HDC has a statutory requirement to provide support for neighbourhood planning, which is known as the 'Duty to Support'. This includes two specific roles:

- taking decisions at key stages in the neighbourhood planning process; and
- providing advice and assistance to the town and parish councils preparing neighbourhood plans. The advice and assistance we provide comprises a number of roles as set out below:

Advice	Assistance
• **Technical expertise** (e.g. explaining how you can meet the legal requirements for neighbourhood plans; providing advice in policy writing) • **Critical friend** (e.g. commenting on draft questionnaires, reviewing the draft plan)	• **Process guidance** (e.g. explaining the timescales and processes for examination and referendum) • **Provide and point to evidence** (e.g. population and housing evidence sources and data) • **Point you towards further support and funding** (e.g. connecting you with groups that are further ahead in the process)

Our support for neighbourhood planning is set out at each stage of the process in this guide, and is summarised at Appendix 1: 'Support from HDC'. In each section of this guide, look for the blue box on the right to see what assistance HDC can provide.

> **Keep talking to us!**
>
> Setting aside the detail of our neighbourhood planning support offer, it's important to remember that the best neighbourhood plans which make a real impact to development in their area, are the result of a constructive and ongoing conversation with HDC. Keeping in touch with HDC, and in particular at key points in the process will ensure that your neighbourhood plan:

- is based upon the most relevant evidence;
- is additional and complementary to local plan policies; and
- has teeth, in terms of influencing planning decisions.

A caveat

HDC is required to provide the neighbourhood planning assistance it considers appropriate. The planning policy team is responsible for the preparation of the local plan, including supporting evidence and other documents such as supplementary planning documents as well as for neighbourhood planning support.

Neighbourhood planning by definition is led by the community; we cannot and should not write your plan for you. The support offer set out in this guide is therefore focused on providing specific support at key points in the neighbourhood planning process.

Other support and funding

Online guidance

There is a wealth of excellent neighbourhood planning guidance available online. The following list provides links to some of these (N.B. this is not intended to be exhaustive):

Locality Neighbourhood Planning Key Resources	Consolidated nationally produced advice on preparing a neighbourhood plan including: • explanation of neighbourhood planning • toolkits and resources to support your preparation of specific elements of your plan, for instance choosing site allocations, good design and how to write planning policies • case studies of adopted neighbourhood plans
National Planning Practice Guidance: Neighbourhood Planning	Sets out the national requirements for the neighbourhood planning system including key stages and decisions (e.g. deciding neighbourhood areas, the legal tests for neighbourhood plans, and the process of independent examination and referendum).
Department of Communities & Local Government: Notes on neighbourhood planning	Update bulletins on neighbourhood plan progress nationally, including links to new resources as they become available.
Twitter #neighbourhoodplanning	Good for getting inspiration and following links to other's activities.

Funding

There is a significant amount of funding available to support neighbourhood planning:

- All groups writing a neighbourhood plan or neighbourhood development order will be eligible to apply for up to £9,000 in a neighbourhood planning grant (correct as at July 2019).
- Groups facing more complex issues can apply for specific packages of 'Technical Support' where needed, and may also be eligible for further £8,000 in grant if allocating housing; carrying out a housing needs assessment, design codes, site options and assessment; or wanting a plan health check.

Visit the Locality Neighbourhood Planning funding web-pages to find out more, and to fill in an Expression of Interest form.

In addition, the Council also receives funding from government for each neighbourhood plan produced. The funding pays for the examiner and referendum, as well as for some of the support we provide. This means that these formal stages of the neighbourhood planning process are free to groups preparing their plans.

Further practical support

As noted above, producing a successful neighbourhood plan requires some planning expertise. While the Council can provide a range of support as set out in this guide, you may feel that you would value more intensive planning support for specific parts of the process. The My Community grants and support web-page identifies some of the things that the grant funding available could be used for, including to engage an independent planning expert.

Step 2: Applying for a Neighbourhood Area

The town or parish council will need to apply for an area to be designated as a neighbourhood area.

Deciding on the 'Neighbourhood Area'

The most straightforward approach to producing a neighbourhood plan is to produce it for the whole of a single town or parish area. In nearly all cases, where a town or parish council applies for the whole their area to be designated as a neighbourhood area, HDC must designate it straight away.

However, the neighbourhood area does not have to follow existing administrative boundaries. An area can either be smaller or larger than the area of the town or parish:

- **Alternative Scenario 1 - smaller area:**
  A town council may decide that one particular area of their town is particularly cohesive and has its own identity so might consider drawing the area smaller than the area of the town council.
- **Alternative Scenario 2 - larger area:**
  Two or more adjacent parish councils for villages that are close together may decide that drawing up a neighbourhood plan for both parishes would have benefits because the plan could tackle issues shared by both villages.

There can be benefits to working together as a group of councils:

- Common issues can be tackled together
- There will be more people with a wider range of experience that can help with creating the plan
- Costs can be shared
- It can build upon one or a number of individual parishes' Parish Plans

You can even choose a neighbourhood area that goes across district council boundaries. However, you should be aware that this will be challenging as the neighbourhood plan will need to be in conformity with the local plan for each district.

If you decide that a larger area would make sense all the town or parish councils involved will need to agree, with one being the lead council that would make the area application.

You should also check whether there are other neighbourhood areas nearby. If you think that part of an area that is already designated as a neighbourhood area should be part of your area you will need to talk to us about how to proceed.

Whatever area you decide upon you will need to say why you have chosen it when you make your application.

How can HDC help?

We can advise you on things to consider when deciding upon the area for the neighbourhood plan.

Guidance and Regulations

NPPG: Designating a neighbourhood area

Other Resources

Neighbourhood Planning on HDC website,
Locality Neighbourhood Planning Roadmap Guide, Part C - Stage 1

Time needed

No time constraints: take as long as you need.

Making an application

To make an application for the designation of a neighbourhood area the town or parish council needs to write a letter to Huntingdonshire District Council. We have set up a 'Template Area Application Letter' to get you started.

The letter needs to include:

1. a statement explaining why the proposed neighbourhood area is considered to be an appropriate area; and
2. a statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the 1990 Act. Town and parish councils are relevant bodies[2].

A map showing the area that the application is for will need to be included with the letter. We can prepare this for you on request.

If the area being applied for is the same as the town or parish then all you need to do is tell us and we will provide the map. If you decide on a different area you can talk to us about producing a map.

How can HDC help?
We can provide the map needed for the application

Guidance and Regulations
Regulation 5

Other Resources
'Template Area Application Letter' Locality Neighbourhood Planning Roadmap Guide, Part C - Stage 1

Time needed
No time constraints: take as long as you need.

Step 3: Consultation on the Application

For applications for new neighbourhood areas covering the whole of a single parish or town area, HDC will process the application as soon as possible without the need for consultation.

For applications for new neighbourhood areas covering something other than a single parish or town area, HDC is required to consult the public and relevant consultation bodies. An application will be subject to public consultation for at least 6 weeks.

Consultation events will be held online on the Council's Consultation Portal.

We will tell you beforehand when the consultation will start and finish. You should publicise and promote the consultation locally.

How can HDC help?
This step is our responsibility.

Guidance and Regulations
NPPG: Designating a neighbourhood area

Other Resources
Locality Neighbourhood Plans Roadmap Guide, Part C - Stage 1

Time needed

2 Areas with a parish meeting as opposed to a parish council will need to go through an extra step of applying to be designated as a neighbourhood forum. This designation is subject to certain tests. If you live in an area with a parish meeting please contact HDC in the first instance.

We aim to process an application for a single parish or town boundary within 2 weeks.

For applications other than for a single parish or town area, we aim to set up and start the consultation within 2 weeks of receiving a complete application. The consultation takes at least 6 weeks.

Step 4: Designation of the Neighbourhood Area

For applications for new neighbourhood areas covering the whole of a single parish or town area, HDC will designate the application as soon as possible without the need for consultation, publicising the designation to everyone registered on the Consultation Portal.

For applications for new neighbourhood areas covering something other than a single parish or town area, after consultation the responses will be considered. A report detailing the main issues raised in responses will be prepared for the Executive Councillor for Housing, Planning and Economic Development. In most circumstances, this report will have a recommendation for the area to be designated.

Where the application is for a neighbourhood area wholly within Huntingdonshire, the Council has a total of 13 weeks to determine the application from the date that the consultation started. If the area extends outside Huntingdonshire we will have 20 weeks to determine the application.

How can HDC help?

This step is our responsibility.

Guidance and Regulations

NPPG: Designating a neighbourhood area

Other Resources

Locality Neighbourhood Planning Roadmap Guide, Part C - Stage 1

Time needed

We aim to process an application for a single parish or town area within 2 weeks.

In most other cases we have 13 weeks from the start of the consultation to determine the area application.

Stage 2: Preparing the Neighbourhood Plan

> The second stage of producing a neighbourhood plan is to draw up a draft plan. There are three main steps in this stage:
>
> 'Step 5: Community engagement and evidence'
>
> 'Step 6: Developing Plan Content'
>
> 'Step 7: Consulting on the Draft Plan'

Step 5: Community engagement and evidence

This is possibly the single most important step; the content of the neighbourhood plan depends on finding out what is needed for your area, from both community views and secondary evidence.

Community engagement

What is community engagement for neighbourhood planning?

Community engagement is the range of activities aimed at involving everyone in the community in the development of your neighbourhood plan. Your aim should be that all members of your community have the opportunity to shape what your neighbourhood plan says, and that they feel ownership over the final document.

Who to involve?

Community engagement should aim to involve everyone who might be affected by the neighbourhood plan. This will mainly be residents but it will also include anyone who travels into the area to work and visitors to the area. You should engage with businesses in the area as they may have different views. You should also seek to include landowners or their agents if you are thinking about designating land for any reason, or if development is proposed anywhere. A priority early on in the plan-making process should therefore be to list all the people and groups you can think of who you will need to involve.

Community engagement process

There are no hard and fast rules about how, or how many times, to ask for community views when developing a neighbourhood plan. However, before going ahead to write your plan, it may be helpful:

- At the start, to focus on informing people about what a neighbourhood plan is, that a neighbourhood plan is being prepared for their area, and how they can get involved;
- Early on in the process, to ask open questions, enabling everyone to say what is important to them, rather than limiting views to specified issues;
- Building on that initial engagement, to delve deeper into the issues people have highlighted as being important.

How can HDC help?
We can help you decide how best to involve the community and get their views. We can help you design a questionnaire, or comment on one you have prepared.

Guidance and Regulations
NPPG: Consulting on, and publicising, a neighbourhood plan

Other Resources
Locality Neighbourhood Planning Roadmap Guide, Part C - Stage 1
Locality - How to Consult with your Community
Locality - How to Write and Conduct Social Surveys to Gather Data for your Neighbourhood Plan
Locality - How to Use Social Media to Engage your Local Community

Community engagement methods

What engagement methods to use is up to you. Be creative to engage people's interest and imagination. It may help to research methods set out in other community planning guides. Methods could include:

- Polls or surveys (paper and/ or online)
- Online discussion forums, social media comments
- Market/ street stalls/ stalls at community events
- Open workshops
- A walk round your area, with people taking pictures of what they like or don't like
- Making a 3D model of your area, using approaches like Planning for Real

Evidence

There are a large number of sources of information on a wide range of topics that can support your plan, including:

- **Plans and Strategies:**
  As explained in 'Strategic policies in the local plan', your plan must be consistent with the development plan for the district. In addition, there are a number of other plans and strategies for the district and wider area which to a greater or lesser extent may affect your town or parish. Your goal should be to ensure that your plan is consistent with and complementary to (e.g. adds detail to) these plans and strategies. See 'Plans and Strategies' for links and advice.

- **Designations:**
  Policy designations for buildings (e.g. listed buildings), sites (e.g. scheduled ancient monuments), routes (e.g. public rights of way) and areas (e.g. local nature reserves) highlight what is special in your area, and what should therefore be protected or enhanced when planning for development. You need to take account of these kinds of designations when preparing your plan. See 'Designations' in Appendix 2 for links and advice.

- **Evidence:**
  The policies you include in your plan must be based upon robust evidence as well as upon community views. There is a huge range of evidence sources available in different formats, including written reports, data presented as interactive mapping or charts, and raw data. Given the breadth of information available, it is important to think carefully about what is the most relevant evidence that will actively inform your plan. In addition, see if you can minimise the collection of your own data: you may be able to use or build upon evidence gathered for the local plan, or for other nearby neighbourhood plans. See 'Evidence' for links and advice.

  If you need technical studies completing, for instance to support a Design Code on site selections, check the 'Technical Support' package from Locality as this work may be available for you through the government's support service for neighbourhood plans.

Time needed

No time constraints: take as long as you need.

How can HDC help?

We can point you to potentially relevant evidence sources for your plan.
We can provide a set of initial maps to help you consider the planning issues in your area

Guidance and Regulations

NPPG: Evidence

Other Resources

Appendix 2: 'Useful Resources'
Locality Neighbourhood Planning Roadmap Guide, Part C - Stage 1

Locality - How to Consult your Community

Locality - Listing of Neighbourhood Planning Guidance available

Time needed

No time constraints: take as long as you need.

Striking a balance between community engagement and secondary evidence

The best neighbourhood plans are built upon a balance of community views and secondary evidence:

Don't go overboard on community engagement:
Secondary evidence can help inform community discussion, moving the debate beyond one based solely upon personal opinion. Particular issues to consider include:

- Don't ask people questions you could find the answer to elsewhere: are there other sources of information providing answers to the questions you're asking, perhaps in existing evidence?
- Be aware of consultation fatigue: has community engagement happened recently in your area which might mean people are less willing to spend the time providing their views again? Can you use responses from other recent community engagement to inform your plan?
- Have things changed? If events happen or circumstances change or even just over time people's view change. You should think carefully about how best to re-consult if you think views have changed.

On the other hand, don't get swamped by evidence and data:
There is a huge amount of interesting evidence and data available and it's easy to get a bit overwhelmed by it and/ or to explore it in great detail. When looking through what evidence to use to inform your plan, it may be helpful to:

- Consider what story the evidence is telling you and why you're using it. In particular, it's important not to overwhelm the wider community with loads of figures and statistics that are not particularly relevant to the plan you're developing;
- Remember that informing your plan with this type of evidence is only one part of the story: making sure that the community is fully involved in shaping the plan is just as important.

Step 6: Developing Plan Content

What to consider when writing your plan

Once you have gathered community views and evidence, there is a wide range of things to think about when drawing up the draft plan:

- **Identify key issues/ themes for the plan to address -**
  This should be based on the engagement and consultation you have done and the evidence that you have collected.
- **Consistency with the strategic local plan policies -**
  The strategic policies are identified on page 4 of the Local Plan. These are the policies in the Development Strategy (policies LP1-LP9), all site allocations, policy LP11 Design Context and LP24 Affordable Housing Provision. National guidance prohibits a neighbourhood plan from promoting less development than is set out in these policies.
- **Develop clear aims for the Neighbourhood Plan -**
  These should seek to tackle the issues and themes bearing in mind that the policies with which to achieve these aims can only deal with planning matters.
- **How best to use processes such as Sustainability Appraisal -**
  Sustainability Appraisal (SA) can be a useful process to help demonstrate that the neighbourhood plan will contribute to sustainable development. The content of your neighbourhood plan will influence whether there is a need to think about SA, SEA and other EU obligations (see Legal Requirements for Neighbourhood Plans).
- **Write planning policies and guidance -**
  Policies should clearly identify the circumstances in which they apply. Guidance is available on how to write planning policies to help ensure you develop clear, positive policies that achieve the aims of your community and provide specific guidance for those wanting to develop. There is no need to replicate Local Plan policies as decisions will take both plans into account together.
- **Identify any projects or proposals for the neighbourhood area -**
  Do the projects you have in mind need to be enabled by policies?
- **Consider allocating specific sites for different uses -**
  If there are different options for where the development you want can go you should think about which is best. If you identify one option as better than the alternatives it is probably worth specifically identifying that in the plan. You will need to provide evidence explaining why the chosen site is the most sustainable option. Allocating specific development sites can be an empowering process which provides a good degree of certainty over future development but can be contentious. The government's 'Technical Support' package can help you with this part of your plan. You can ask us for an indicative housing requirement figure to help you shape your housing policies and any allocations you may choose to make. If you are allocating development you will also need to consider any extra infrastructure needed to ensure it is delivered in a sustainable way.

Considering the implementation of your neighbourhood plan early on

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How can HDC help?

We can provide support on issues such as:

- Making best use of the evidence
- What makes a good policy
- The role of supporting text
- The pros and cons of Sustainability Appraisal

We can advise about:

- The potential need to gather more evidence to support your plan.
- Whether you need to take additional work to address EU obligations.
- The use of monitoring indicators.

We can provide a health-check of your draft plan, advising you on whether changes may be needed to ensure it meets the Basic Conditions.

We will screen your plan to see if it requires a full Strategic Environmental Assessment under 'EU obligations'.

Guidance and Regulations

NPPG: Preparing a neighbourhood plan

Other Resources

Locality Neighbourhood Planning Roadmap Guide, Part C - Stage 2

When drafting your neighbourhood plan it is important to ensure that the priorities in it have a realistic chance of being delivered. To achieve this, you may wish to consider putting together an action plan for how to achieve the aims you have identified in the plan.

An action plan could also be a good way to identify your priorities for spending Community Infrastructure Levy (CIL) receipts. More information on CIL is available in Stage 4: 'Delivering the Neighbourhood Plan'.

You should also consider setting SMART (Specific, Measurable, Achievable, Realistic, Time-set) indicators to monitor the priorities in your plan. On the other hand, it may be more manageable to measure the implementation of your plan's priorities using indicators already included within the Council's Annual Monitoring Report, which provides information on issues such as housing delivery and a range of environmental measures.

Draft neighbourhood plan health-check

As set out in the 'Legal Requirements for Neighbourhood Plans' section, your plan will need to meet 'The Basic Conditions' in order to pass examination and be adopted ('made'). Please share with us drafts of your plan, so that we can advise you whether or not changes may be needed to ensure it meets the Basic Conditions. We will also advise on a number of additional considerations including whether the policies:

- deliver the plan's stated aims;
- are development-related (some plan aims may be achieved more successfully through community action rather than through a planning policy);
- are complementary to national and local planning policies (ie they provide additional detail and don't replicate);
- are locally specific; and
- are realistic (ie does the policy address development that is likely to come forward?).

We would particularly value providing input on your draft plan when you've finished writing it and are preparing to consult on it (see 'Pre-submission consultation'). This is the last opportunity to have a fully open discussion about all options and, if necessary, to make substantial changes to policies with no effect on the wider community's expectations. It's therefore important to consider the big questions at this point (e.g. what is the plan and its policies aiming to achieve?), and grapple with any difficult issues.

SEA and HRA Screening

This point is also often the most appropriate time to screen your draft plan as to whether it requires a full Strategic Environmental Assessment or a Habitats Regulations Assessment under EU obligations. We can do the screening for you free of charge, including completing consultation with relevant bodies; please contact us for more details.

Locality - How to Write Planning Policies for Your Neighbourhood Plan

Locality - How to keep your Neighbourhood Plan Simple

Locality - How to consider the Environment in Neighbourhood Plans

Locality - Low-Carbon Neighbourhood Planning: How to Create Happier, Healthier, Greener Communities

Locality - How to Undertake a Housing Needs Assessment

Locality - How to Assess and Allocate Sites for Development

Locality - Testing the Viability of Proposals in your Neighbourhood Plan

Locality - What Transport Matters can a Neighbourhood Plan Address

Locality - Good Design in Neighbourhood Planning

Locality - Making Local Green Space Designations in your Neighbourhood Plan

Locality - How To Commission Consultants to work on your Neighbourhood Plan

HDC Annual Monitoring Report

Time needed

No time constraints: take as long as you need.

Step 7: Consulting on the Draft Plan

Pre-submission consultation

The town/ parish council is required to undertake consultation for a period of at least 6 weeks on the draft neighbourhood plan.

You should try to publicise the consultation as widely as possible. You should specifically contact:

- HDC - all departments
- key consultees, based on the content of the plan (e.g. Natural England, the Environment Agency, Historic England)
- neighbouring district, town or parish councils, as applicable
- significant land-owners, particularly if you are proposing to allocate their land for any reason
- local community organisations

For everyone that comments you should record contact details (an email address is usually sufficient) so that you can inform them of any changes you make in order to address their comments, but also to send to HDC as part of the Consultation Statement when you submit the neighbourhood plan (See Stage 3: 'Step 8: Submitting the Neighbourhood Plan'). When gathering contact details you should clearly set out how they will (and will not) be used.

Other things to think about:

- Would a comment form help make sure you collect all the details you need?
- Where will you have copies of the plan available, both printed and electronic versions?
- Would it make sense to have a longer consultation period?
- Does the timing of the consultation make sense?

Responding to the consultation: are changes needed?

You should identify the main issues raised in comments on the draft plan. You should then decide whether you want to change the plan to try to address these issues. You may find that people raise issues that are not related to anything that is in the plan, in which case it is OK to decide that you will not change the plan to address those issues.

It may be a good idea to prompt people to suggest how the draft plan could be changed to address the issue they raise. However, you don't have to change the plan as they suggest.

We will comment on the revised draft plan. We will concentrate on whether or not the plan meets the Basic Conditions and in particular its consistency with the Local Plan.

You will need to set out information about the consultation in the Consultation Statement (see Stage 3: 'Step 8: Submitting the Neighbourhood Plan'). You may find it beneficial to look at how other town/ parish councils have done this or how we have done it for the Local Plan or our Supplementary Planning Documents.

How can HDC help?

We can help you publicise the consultation by providing contact details for key consultees.
We can also use our social media and other online tools to help publicise the consultation.
We will comment on the draft plan.

Guidance and Regulations

Regulation 14, Regulation 21 and Schedule 1.
NPPG: Consulting on, and publicising, a neighbourhood plan

Other Resources

Locality Neighbourhood Planning Roadmap Guide, Part C- Stage 2

Time needed

The consultation has to last at least 6 weeks.
There are no time constraints on how long responding to issues raised in the consultation should take.

Stage 3: Getting the Plan in place

This stage of producing a Neighbourhood Plan is the boring official bit where most of the actions are taken by HDC. There are six steps to this stage:

'Step 8: Submitting the Neighbourhood Plan'

'Step 9: Consulting on the Submitted Plan'

'Step 10: The Examination'

'Step 11: Progressing to Referendum'

'Step 12: The Referendum'

'Step 13: Adoption of the Plan'

Step 8: Submitting the Neighbourhood Plan

This step is when the town/ parish council passes over the neighbourhood plan to HDC.

What's required at submission?

You will need to send us a:

- **Basic Conditions Statement** -
  a statement setting out how the neighbourhood plan meets the Basic Conditions. See 'Legal Requirements for Neighbourhood Plans' for advice on what is included in the Basic Conditions. Please note that some of the Basic Conditions apply only to Neighbourhood Development Orders.
- **Consultation Statement** -
  a statement setting out who and how you consulted on the neighbourhood plan, the main issues raised and how you have addressed them in the final version of the plan. This should include a list of all the people/ organisations that made comments on the draft plan.
- **Consultees' contact details** -
  the contact details, usually an email address, for all the people/ organisations that made comments on the draft plan (See Pre-submission consultation) - this is important as we need this information when we consult on the submitted plan. This should not be part of the Consultation Statement as the contact details need to be kept private.
- **Copy of the Neighbourhood Plan** -
  It is advisable to send us a printed copy and an electronic version as we will need to publish your plan on our consultation portal.

The submission documents also need to include a map of the neighbourhood area but we can provide this.

How can HDC help?

We can advise on what needs to be included in each of the submission documents.
We can provide the map of the neighbourhood area.
Once submitted, we will check that the submission documents include everything that is required.

Guidance and Regulations

NPPG: Submitting a neighbourhood plan
NPPG - Basic Conditions for Neighbourhood Plan

Other Resources

Locality Neighbourhood Planning Roadmap Guide, Part C - Stage 3

Time needed

No time constraints: take as long as you need.

Stage 3: Getting the Plan in place

It will take us about 2 weeks to check the submission documents include everything that is required.

> It will take us about 2 weeks to check the submission documents.

Step 9: Consulting on the Submitted Plan

HDC will publicise the neighbourhood plan and consult on it for a period of at least 6 weeks. We will run an online consultation event on our Consultation Portal.

You can help us by publicising the consultation locally to ensure residents in your area are aware of the consultation to maximise their opportunities to comment. We will directly notify all people whose contact details you supply who have made comments earlier on in your plan's preparation.

We will make comments on the submitted plan if we consider that there are parts of the plan that do not meet the Basic Conditions.

How can HDC help?

This step is our responsibility.

Guidance and Regulations

NPPG: Submitting a neighbourhood plan

Other Resources

Locality Neighbourhood Planning Roadmap Guide, Part C - Stage 3

Time needed

The consultation must be open for at least 6 weeks

Step 10: The Examination

Choosing an Examiner

We will discuss the appointment of the examiner with you. There are two main options:

1. We can contact independent companies providing examiners, who will send us details of examiners, based on any specialisms we specify.
2. We can contact directly anyone we think would be a good examiner, for example someone who has examined other neighbourhood plans in Huntingdonshire.

We will discuss with you who we think is most appropriate and available within a reasonable timeframe. The decision of whom to appoint is the responsibility of HDC but we will decide jointly with you.

How can HDC help?

We will discuss appointing the examiner with you
We will jointly decide who to appoint

Guidance and Regulations

NPPG: The Independent Examination

Send items to the Examiner

HDC will send all the comments received during the submission consultation to the examiner along with all the submission documents.

Time needed

There are no constraints on how long this should take.

The Examination

The examination will probably be conducted by what is known as 'written representations' but could include hearings. The examiner will decide if hearings are necessary based on the complexity of the issues raised and the impact on whether the plan will meet the 'The Basic Conditions'.

How can HDC help?

We will check through the examiner's 'fact check' report and provide or correct any factual information

The Examiner's Report

The examiner writes a report that sets out whether:

- the plan meets the Basic Conditions as it stands;
- modifications will be necessary for the plan to meet the Basic Conditions; or
- modifications can't be made to enable the plan to meet the Basic Conditions

If the plan meets the Basic Conditions as it stands or if modifications are needed the recommendation is that the plan can proceed to a referendum.

However, if the examiner concludes that it is not possible to modify the plan to enable it to meet the Basic Conditions the recommendation will be that the plan cannot proceed to a referendum.

The report will be sent to the town/ parish council and to HDC in draft for 'fact checking', when basic information in the report, such as dates, sequence of events or names can be corrected before publication. It is not an opportunity to query or question the examiner's conclusions. This is a 'not for publication' version and should be kept confidential to HDC and the town/ parish council.

Once the final version of the Examiner's report has been received we will discuss with you how to proceed.

Where modifications are necessary they will need to be incorporated into the plan. Ideally, you will prepare an updated version but HDC can complete this if necessary as long as you provide an editable version of the document. We can help by providing any additional maps and plans requested by the examiners. Factual updates and correction of typos can be addressed at this stage.

Guidance and Regulations

NPPG: The independent examination

Time needed

The examiner will take as long as they need to properly examine the plan.
The examiner will ask us to 'fact check' their draft report usually allowing us 1 or 2 weeks.

Stage 3: Getting the Plan in place

Step 11: Progressing to Referendum

HDC has a procedure in place for when an examiner's report is received.

Although the examiner's report is not binding we have limited options available to us at this stage. We can:

1. **Act upon the examiner's report and progress the neighbourhood plan to referendum:**
   This option should be taken when the examiner either recommends that the plan meets the Basic Conditions as it stands or can meet them subject to modifications.
2. **Propose to take a substantially different decision from the examiner's recommendation:**
   This option can only be taken as a result of new evidence or a different view taken by the Council about a particular fact. In this case the Council must notify all those identified in the consultation statement (see 'Step 8: Submitting the Neighbourhood Plan') and invite representations on the alternative decision for a period of 6 weeks. Where necessary as a result of these representations the examination may need to be reopened.
3. **Decide not to progress the neighbourhood plan in light of the examiner's report:**
   This is only permissible where the examiner has recommended that the plan does not proceed to referendum as it fails to meet the basic conditions or legislative requirements and cannot be modified to do so.

We are required to make a decision about whether to progress the neighbourhood plan to referendum within 5 weeks of receiving the examiner's final report, or to agree with the town/ parish council a different timescale. Whether or not 5 weeks is realistic to consider, discuss, agree and make modifications depends upon the scale of modifications recommended by the examiner.

The decision as to whether the plan proceeds to referendum is an important one, since the neighbourhood plan will, subject to a majority 'yes' vote, become part of the development plan. Soon after receiving the examiner's final report we will therefore arrange to meet with you to discuss:

- The scale of modifications proposed by the examiner;
- Based upon the above, a realistic timescale for making modifications and taking the decision of whether or not to proceed to referendum, whether that is 5 weeks or a longer period; and
- A suitable target date to hold a referendum on the neighbourhood plan (see 'Step 12: The Referendum').

Once we have agreed an approach with you a report will be prepared for Cabinet to formally determine the course of action to be taken, in most cases agreeing to progress a modified version of the neighbourhood plan for referendum.

How can HDC help?

We lead on this step, but we will involve you in the discussion. We will arrange to meet with you soon after receiving the examiner's final report to discuss potential modifications and next steps.

Guidance and Regulations

NPPG: The independent examination

Other Resources

Locality Neighbourhood Planning Roadmap Guide, Part C - Stage 3

Time needed

5 weeks, or a different timescale agreed with you.

Step 12: The Referendum

Setting up the Referendum

As set out above, we will work with you to decide on a suitable date for the referendum. In most cases the referendum must be held within 56 working days of the formal decision to proceed to referendum, unless:

- the date is postponed within a limited time period to combine the referendum with another polling event; or
- a different date is agreed with the town/ parish council.

Assuming a majority 'Yes' vote, there is a requirement for the neighbourhood plan to be 'made' within 8 weeks of the referendum. As neighbourhood plans are 'made' by Full Council this may influence when we decide to hold the referendum.

The examiner may advise that the area for the referendum should be enlarged from the neighbourhood area. If this is the case those residents living in the larger area outside the neighbourhood area would be eligible to vote in the referendum in the same way as those living within the neighbourhood area.

We will do all the necessary administration for setting up the referendum and cover its costs. It is our responsibility to publicise the details and arrangements for the referendum 28 working days ahead of the date. All material published by us is limited to factual information and cannot support or oppose the neighbourhood plan.

If more than 50% of those voting vote in favour of the plan it can then be 'made'.

Gaining Support in the Referendum

A campaign organiser may promote a 'Yes' or 'No' vote in the referendum. Factors that will make a 'Yes' vote more likely include:

- publicity at all stages, so that the voting population know about the plan
- involvement of a range of partner organisations
- robust community involvement and engagement from the beginning and throughout the plan-making process
- involving and engaging with as many people as possible, including minority groups, land owners and their agents as well as local businesses
- basing the content of the plan on firm evidence and on the outcomes of community engagement and explaining how this has been done
- explaining key decisions made in producing the plan
- openness and transparency in the plan-making process
- clearly explaining the choices and compromises made in the plan
- addressing the diverse range of local needs and wants

There are limitations on things like campaign expenditure. We will be able to advise on this.

How can HDC help?
We will discuss with you when the referendum should be held. We can advise on the limitations on campaign expenditure.

Guidance and Regulations
NPPG: the referendum

Other Resources
Locality Neighbourhood Planning Roadmap Guide, Worksheet 7

Time needed
In most cases the referendum must be held within 56 working days of the formal decision to proceed to referendum, unless a different date is agreed with the town or parish council.

We have to give at least 28 working days notice that a referendum is going to take place.

The result of the referendum should be available within 1 week. |

Step 13: Adoption of the Plan

If more than 50% of those voting vote in favour of the plan it can then be 'made' by Cabinet.

Following a successful referendum, HDC Full Council will formally adopt the plan at their next scheduled meeting.

Once the neighbourhood plan is 'made' it becomes a part of the 'development plan' for Huntingdonshire. This means that it is a statutory material consideration in guiding future development and in the determination of planning applications within the neighbourhood plan area.

How can HDC help?

This step is our responsibility.

Guidance and Regulations

NPPG: the referendum

Other Resources

Locality Neighbourhood Planning Roadmap Guide, Worksheet 7

Time needed

Within 8 weeks of a successful referendum.

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Your neighbourhood plan has been 'made'- well done! This is a great achievement, so remember to make a point of celebrating this milestone.

However, the neighbourhood plan being 'made' is not the end of the story; the final neighbourhood plan stage is about delivering the priorities identified in your plan. Set out below are a number of things to consider to ensure that your neighbourhood plan creates positive change on the ground, as opposed to just being a nice-looking document.

Implementation of policies

Development management decisions

HDC will determine planning applications in your area in accordance with the development plan for the area, which will include the Local Plan and the neighbourhood plan.

Allocations of land for development

Allocating land for development in a neighbourhood plan does not automatically mean that the housing, shop or community building you want to see developed will magically pop up. Even as you write your neighbourhood plan you could start thinking about how you will ensure that the development you want to see happens. This could involve talking to landowners, talking to HDC about how the development could be delivered, or starting to consider how a project might be funded.

Community Infrastructure Levy

Under the requirements of the Community Infrastructure Levy Regulations 2010 (as amended), 15% of the Community Infrastructure Levy (CIL) collected as a result of development in a given parish area will be passed to the relevant town/ parish council, this is commonly known as the 'meaningful proportion'. Payments will be capped to £100 per council tax dwelling per year, for example, a town/ parish with 500 dwellings cannot receive more than £50,000 of CIL receipts per year.

For areas with an adopted neighbourhood plan the amount to be passed to the town/ parish council is 25% with no cap.

The 'meaningful proportion' is required to be used to support the development of the local area by funding the provision, improvement, replacement, operation or maintenance of infrastructure or anything else that is concerned with addressing the demands that development places on an area.

To ensure transparency town/ parish councils must publish for each financial year:

- their total CIL receipts;
- their total expenditure;

How can HDC help?

We can discuss with you how to ensure that neighbourhood plan priorities result in development (e.g. working with you to deliver exceptions housing).

How can HDC help?

We can advise on how and when you should spend the meaningful CIL proportion. We can also advise on what is required for the financial reporting.

Guidance and Regulations

NPPG: Spending CIL receipts

Other Resources

CIL on HDC website
Locality Neighbourhood Planning Roadmap Guide, Worksheet 8

- a summary of what the CIL was spent on; and
- the total amount of receipts retained at the end of the reported year from that year and previous years.

The CIL report must be published and sent to us by 31 December following the end of the reported year.

Time needed

Financial reporting needs to be done at the end of each financial year

Addressing community priorities which don't relate to planning

As noted earlier, neighbourhood plans often identify community priorities that don't relate to the planning system. Such priorities might include things like tackling speeding, addressing anti-social behaviour, or setting up a community group. These can often be addressed more quickly than priorities linked to the planning system. You can start to work on these actions even before your plan is 'made'.

Consider setting up a new working group to take forward community-based actions. The neighbourhood plan working group may feel in need of a rest!

How can HDC help?

We can point you to sources of help in addressing community priorities which don't relate to planning, both within the Council and in other organisations.

Time needed

No time constraints: take as much time as you need.

Monitoring and reviewing your neighbourhood plan

Monitoring

Keeping track of the progress of the objectives and policies included in your plan, monitored either by you or in our Annual Monitoring Report, will help you assess whether your plan's aims are being achieved, and if not, whether you need to do anything different to achieve them.

How can HDC help?

We can discuss with you whether there is a need to refresh or review your plan and the appropriate course of action.

Reviewing/ refreshing your neighbourhood plan

There is no requirement to update your neighbourhood plan, however, after a few years circumstances in your area may change, and you may wish to review or refresh your neighbourhood plan to bring it up to date.

Guidance and Regulations

NPPG: Updating a neighbourhood plan

The National Planning Practice Guidance identifies three ways in which neighbourhood plans can be updated; the process of doing so varies depending on the degree of change:

1. Minor (non-material) modifications to a neighbourhood plan – the Council can with the consent of the town/parish council update the plan. Such updates can include correcting any spelling errors or minor errors within the plan. Consultation, examination and referendum are not required.

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To make more substantial updates to the neighbourhood plan, consultation and examination are required as set out in the guidance with some additional requirements:

- the town/parish council must state whether they believe these modifications change the nature of the plan or not during the consultation and submission of the modified plan; and
- HDC, when sending the modified plan to the examiner, must state whether we believe the modifications change the nature of the plan.

Depending on the examiner's decision, one of the following courses of action will apply:

2. Material modifications which do change the nature of the plan – if the examiner decides that the proposed modifications do change the nature of the plan, the town/parish council must decide whether to continue with the examination. HDC are required to publicise and consider the examiner's report in line with the procedure of making a new neighbourhood plan. A decision can be made whether to take the modified plan to referendum, where if successful, the modified plan can be adopted as part of the development plan.

3. Material modifications which do not change the nature of the plan – such modifications can include the addition of a design code to support an existing policy. If the examiner decides the modifications do not change the nature of the plan and the basic conditions are still met, the plan does not need to go to referendum. HDC will be required to make the modified plan within 5 weeks following receipt of the examiner's report (unless otherwise agreed with the town/parish council). The modified plan will then form part of the development plan.

Appendix 1: Support from HDC

Appendix 1: Support from HDC

HDC support at each stage of the process

Table 1

Stage/ Step	HDC support	
	Taking key decisions/ formal process	**Advice and assistance**
Stage 1: 'Getting started'		
'Step 1: Getting organised'		A meeting, providing advice and information about: • neighbourhood area options • The legal requirements that neighbourhood plans must meet • The neighbourhood planning process • Initial evidence sources • Sources of additional support and funding
'Step 2: Applying for a Neighbourhood Area'		• Provide a template neighbourhood area application letter (see 'Template Area Application Letter') • Provide a map for neighbourhood area application
'Step 3: Consultation on the Application'	• For applications for something other than a single town or parish area, run consultation on neighbourhood area application	
'Step 4: Designation of the Neighbourhood Area'	• For applications for a single town or parish area, formally designate the neighbourhood area as soon as possible. • For applications for something other than a single town or parish area, assess responses to the consultation on neighbourhood area application, and • Formally designate the neighbourhood area	
Stage 2: 'Preparing the Neighbourhood Plan'		
'Step 5: Community engagement and evidence'		• Provide a set of initial maps to help you consider the planning issues in your area • Comment on a draft survey before it is used with the community

Stage/ Step	HDC support	
	Taking key decisions/ formal process	**Advice and assistance**
'Step 6: Developing Plan Content'		1 workshop, covering issues such as: • Making best use of the evidence • What makes a good policy • The role of supporting text • The pros and cons of Sustainability Appraisal Targeted advice about: • the potential need to gather more evidence to support your plan. • whether you need to take additional work to address EU obligations. • the use of monitoring indicators. Complete SEA screening of your draft plan. Provide all mapping required for the draft plan.
'Step 7: Consulting on the Draft Plan'		• Provide a 'health-check' of your plan before you consult on it. • Provide contact details for key consultees. • Help publicise the consultation using our social media and other online tools • Provide a 'health-check' of your revised plan before you submit it.
Stage 3: 'Getting the Plan in place'		
'Step 8: Submitting the Neighbourhood Plan'		• Advise on what needs to be included in each of the submission documents before you submit them. • Provide the map of the neighbourhood area. • Provide all mapping required for the submission draft plan • Once submitted, check the submission documents include everything that is required.
'Step 9: Consulting on the Submitted Plan'	• Run the consultation on the submitted plan • Collate comments from the examination consultation and submit them to the examiner	

Stage/ Step	HDC support	
	Taking key decisions/ formal process	**Advice and assistance**
'Step 10: The Examination'	• Formally appoint the neighbourhood plan examiner • Complete a 'fact check' of the examiner's report	• Discuss and decide jointly with you which examiner to appoint.
'Step 11: Progressing to Referendum'	• Formally recommend that the plan progresses to referendum (depending on the outcome of the examination)	A meeting to discuss: • Potential modifications in response to the examiner's report, • the provision of any additional mapping requested by the examiners, and • next steps in the process including dates for a referendum
'Step 12: The Referendum'	• Organise and publicise the referendum	
'Step 13: Adoption of the Plan'	• Formally 'make' (adopt) the plan	
Stage 4: 'Delivering the Neighbourhood Plan'		
	• Decide planning applications in your area in accordance with the Local Plan and your neighbourhood plan, as the development plan for the area.	• Discuss with you how to to ensure that neighbourhood plan priorities result in development (e.g. working with you to deliver exceptions housing). • Advise on how and when you should spend the meaningful CIL proportion. • Advise on what is required for the financial reporting. • Point you to sources of help in addressing community priorities which don't relate to planning. • Discuss with you whether there is a need to refresh or review your plan.

Appendix 2: Useful Resources

Plans, Strategies and Designations

Plans and Strategies

Planning

Huntingdonshire adopted development plan	As explained in 'Strategic policies in the local plan', your plan must be consistent with the development plan for the district. You will also need to work with us to minimise conflicts between your neighbourhood plan and the Local Plan.

Economy

Greater Cambridge Greater Peterborough Strategic Economic Plan	Sets out economic development priorities across the wider area, and identifies infrastructure priorities.

Environment

Cambridgeshire Green Infrastructure Strategy	Designed to assist in shaping and co-ordinating the delivery of green infrastructure in the county, to provide social, environmental and economic benefits now and in the future. While the priority areas identified in the Strategy are large scale, the ideas and principles set out here can apply at a local level too.
Huntingdonshire Tree Strategy	Sets out HDC's approach to the care and protection of existing trees and planting of new trees in the district.

Landscape & Design

Huntingdonshire Design Guide SPD	Sets out important design principles and explains key design requirements of HDC. Designed as a manual to inform and inspire, and is taken into account by the Council when considering planning proposals. Your neighbourhood plan should seek to add detail to, rather than repeat, principles set out here.
Huntingdonshire Landscape & Townscape Assessment SPD	Provides information on the visual character of Huntingdonshire's landscape and market towns. Intended to raise awareness and understanding of the special qualities of the district, and assist the Council and others in considering future priorities for the conservation, enhancement and regeneration of the area's countryside,villages and towns.

Local

Existing plans for your area	E.g. a parish plan or village design statement. The evidence, community views or priorities identified in these documents could form a starting point for your neighbourhood plan.

Appendix 2: Useful Resources

Transport

Market Town Transport Strategies	Produced for Huntingdon and Godmanchester, St Neots, St Ives and Ramsey. Developed to provide a five year programme of transport improvements to contribute to the prosperity and wellbeing of each town. While some of these strategies are a little dated, they may include content and ambitions that are still relevant and which could inform your plan.

Designations

Environment

Environmental protection designations	E.g. Ramsar sites and sites of special scientific interest. Available from the online mapping system Magic.gov.uk.
Agricultural Land Classification	Information about the classification of land quality for agriculture is available from the online mapping system Magic.gov.uk
Tree Preservation Orders	HDC information about Tree Preservation Orders (TPOs), which may affect trees in your area.

Heritage

Listed buildings Historic England mapping	This HDC web page provides information about listed buildings including an interactive map. You can also see scheduled ancient monuments and listed buildings on a map via the Historic England website.
Conservation areas	This HDC web page provides information about conservation areas including an interactive map.

Transport

Public Rights of Way	A layer available from the online mapping system My Cambridgeshire. Select Leisure & Culture/Public Rights of Way.
Cycle routes	Information about designated cycle routes compiled by the cycling charity Sustrans.

Evidence

General evidence sources	
Census 2011	The Census 2011 provides the most wide ranging, small area, and reliable dataset available for socio-economic statistics. The parish profile linked here is a good place to start when thinking about your parish.

Cambridgeshire Insight	Cambridgeshire County Council Research Group's evidence website provides lots of useful data in various formats including reports, spreadsheets and interactive data atlases. Many of the links below are from this website.
Huntingdonshire Infrastructure Delivery Plan 2017	This document identifies the infrastructure items required to support the allocations in the Local Plan to 2036. It identifies requirements for the following types of infrastructure: transport, education, libraries and lifelong learning, health and social care, emergency services, community facilities, sports facilities, green infrastructure and open space, utilities, waste management and flood protection and drainage.

Topic specific evidence sources

Crime

Cambridgeshire interactive crime atlas	A wide range of crime information at ward level.
Police.uk	Local crime map. Use the 'Find your neighbourhood' button to see information on crime in your area.

Deprivation

Index of Multiple Deprivation 2015: England IMD Explorer Cambridgeshire data atlas	Seven indices of deprivation are combined to form the composite Index of Multiple Deprivation 2015 (IMD2015). The indices include: income, employment, education, skills and training, health deprivation and disability, crime, barriers to housing and services and living environment. N.B. IMD 2015 is provided at Lower Super Output Area level, which is smaller than a ward. These areas do not neatly match parish boundaries.

Economy

Economy data atlas	Includes ward-level data on employees and employment (which includes self-employed workers).

Environmental

Huntingdonshire Water Cycle Study Update	A study of water cycle constraints (water supply, waste water treatment and surface water drainage management) in relation to planned growth in Huntingdonshire. This study can tell you in broad terms whether there are water cycle constraints in your area. (See 'Hunts_WCS Report Update' on the linked page.)
Air quality	The Council's Environmental Health team carries out air quality monitoring and pollutant dispersion modelling to ensure that traffic and industrial pollutants do not put public health at risk. A few small pockets in Huntingdonshire are designated Air Quality Management Areas, due to poor air quality, and a number of other sites considered to be at risk air pollution are also monitored annually. Read the annual Air Quality Assessment reports here to find out if there are any air quality issues in your area.
Huntingdonshire Strategic Flood Risk Assessment interactive map	Use the map to explore flooding issues in your area.

Appendix 2: Useful Resources

Topic specific evidence sources	
Geology	Interactive map of geological layers in Britain, available from www.magic.gov.uk/.

Health

Cambridgeshire JSNA Public Health Atlas	A range of health and wellbeing data, available at ward level.

Heritage

Conservation area character assessments	For each of Huntingdonshire's conservation areas, the character assessments set out: its heritage significance, the historic development of its built environment and analysis of its character. Some also include identification of opportunities for future enhancement.
Heritage Gateway	Online search engine drawing on national and local heritage evidence sources, including Cambridgeshire Historic Environment Record.
Local libraries, archives and web sites	May hold additional local historical information for your area.

Housing

Cambridge sub-region Housing Data Atlas	A wide range of housing information at parish and ward level.
Cambridge sub-region Strategic Housing Market Assessment	Comprehensive housing data resource setting out the need for market and affordable housing across a wide area including Huntingdonshire. This document has a strategic focus, so most data is at district, rather than town/ parish level.

Planning

Local Plan Sustainability Appraisal	The sustainability appraisal assesses the economic, environmental, and social effects of the Local Plan to 2036 at every stage of the preparation process. Its purpose is to allow decisions to be made that accord with sustainable development. The sustainability appraisal scoping report could be particularly helpful in giving you a head start in gathering evidence for your neighbourhood plan. It brings together evidence on a range of topics for Huntingdonshire, including identifying all plans relevant to the local plan, the district's broad characteristics and sustainability issues and problems.
Housing & employment completions monitoring	Data on past housing and employment land completions in Huntingdonshire is contained in the Annual Monitoring Report.
Huntingdonshire Housing & Economic Land Availability Assessment (HELAA)	Assessments of the potential for development in broad areas and specific sites within Huntingdonshire. This document supports the Local Plan to 2036. The HELAA was published in December 2017.

Topic specific evidence sources	
Population	
Census 2011 parish profiles	Provides data by age, ethnicity, and employment status by town and parish. N.B. These characteristics aren't linked together in the profile so you can't really interrogate them.
www.nomisweb.co.uk Census 2011 ward profile	If you want to dig further and are confident with statistics then most Census 2011 outputs are available from the NOMIS website. The 2011 ward profile is a good place to start, as you can click on 'query dataset' to get more detail such as data by age. N.B. Census wards may not match your neighbourhood plan area.
Cambridgeshire County Council population and dwelling etimates and forecasts	Available by parish/ward for estimates and wards by age bands; single year of age is available on request.
Traffic and travel	
Census Travel to Work data	The Census parish profiles referred to above show how people travelled to work in 2011.
Bus services	County Council bus timetable, which can be searched for information for your area.
County Council traffic count data	Search for 'traffic count'. Download the data and check by road name for traffic monitors in your area. Look at changes between the years for which data is provided. You can see where the traffic monitors were by using the Eastings/ Northings in the spreadsheet and putting these into a web map such as magic.gov.uk/

Appendix 2: Useful Resources

Template Area Application Letter

The following text can be used as a template for letters applying for designation of a neighbourhood area. Text marked ~text~ should be replaced with appropriate information.

Andy Moffat
Head of Development
Huntingdonshire District Council
Pathfinder House
St Mary's Street
Huntingdon
PE29 3TN

~Date~

Dear Mr Moffat,

~town/ parish council name~ : application for designation of a neighbourhood area

~town/ parish council name~ has resolved to produce a neighbourhood plan and formally applies for designation of a neighbourhood area as set out in Part 2, paragraph 5 of the Neighbourhood Planning (General) Regulations 2012 (as amended).

Attached is a map showing the area to which this application relates. This follows the parish boundary. This area is considered appropriate to be designated as a neighbourhood area because it is a properly constituted parish within the planning area of Huntingdonshire.

I confirm that ~town/ parish council name~ is the relevant body authorised to act in relation to this proposed neighbourhood area, as defined by Schedule 9, Part 1, paragraph 61(3), 2(a) of the Localism Act 2011.

Yours sincerely

~signed by town/ parish council chairman~

Chairman of ~town/ parish council name~

Appendix 3: Glossary

Affordable housing
A range of housing types provided at below market rates in order to meet the needs of those who can't afford housing on the open market.

Agricultural Land Classification
Classifies agricultural land in five categories according to versatility and suitability for growing crops. The top three grades, Grade 1, 2 and 3a, are referred to as 'Best and Most Versatile' land, and enjoy significant protection from development.

Annual Monitoring Report
A document produced each year to report on progress in producing the development plan and implementing its policies.

Community Infrastructure Levy (CIL)
Allows local authorities to raise funds from developers undertaking new building projects in their areas. Money can be used to fund a wide range of infrastructure such as transport schemes, schools and leisure centres.

Community Right to Bid
Aims to give community groups the time to develop bids and raise money to buy public assets that come onto the open market.

Community Right to Build
Allows local people to drive forward new developments in their area where the benefits (e.g. profits from letting homes) could stay within the community. These developments must meet minimum criteria and have local support demonstrated through a referendum.

Conformity
One of the basic conditions for neighbourhood plans is that they be in general conformity with strategic local policy.

Conservation Area
An area of special architectural or historic interest the character and appearance of which are preserved and enhanced by local planning policies and guidance.

Consultation
A communication process with the local community that informs planning decision-making.

Core Strategy
A development plan document forming part of a local authority's Local Plan, which sets out a vision and core policies for the development of an area.

Development Management
The process of administering and making decisions on different kinds of planning application.

Development Plan
A document setting out the local planning authority's policies and proposals for the development and use of land in the area.

Evidence Base
The evidence upon which a development plan is based, principally the background facts and statistics about an area, and the views of stakeholders.

Green Infrastructure
Landscape, biodiversity, trees, allotments, parks, open spaces and other natural assets.

Green Space
Those parts of an area which are occupied by natural, designed or agricultural landscape as opposed to built development; open space, parkland, woodland, sports fields, gardens, allotments, and the like.

Housing Associations
See Registered Providers

Independent Examination
An examination of a proposed Neighbourhood Plan, carried out by an independent person, set up to consider whether a Neighbourhood Plan meets the basic conditions required.

Appendix 3: Glossary

Infrastructure
Basic services necessary for development to take place e.g. roads, electricity, water, education and health facilities.

Legislation
The Acts of Parliament, regulations, and statutory instruments which provide the legal framework within which public law is administered.

Listed Buildings
Any building or structure which is included in the statutory list of buildings of special architectural or historic interest.

Local Plan
The name for the collection of documents prepared by your local planning authority for the use and development of land and for changes to the transport system. Can contain documents such as development plans and statements of community involvement.

Local Planning Authority
Local government body responsible for formulating planning policies and controlling development; a district council, metropolitan council, a county council, a unitary authority or national park authority.

Material Considerations
Factors which are relevant in the making of planning decisions, such as sustainability, impact on residential amenity, design and traffic impacts.

National Planning Policy Framework (NPPF)
The government policy document adopted in March 2012 intended to make national planning policy and guidance less complex and more accessible. It was later updated in July 2018 and further revised in February 2019. The National Planning Policy Framework introduces a presumption in favour of sustainable development. It gives five guiding principles of sustainable development: living within the planet's means; ensuring a strong, healthy and just society; achieving a sustainable economy; promoting good governance; and using sound science responsibly.

National Planning Practice Guidance (NPPG)
An online resource giving guidance on planning practice in support of the NPPF.

Policy
A concise statement of the principles that a particular kind of development proposal should satisfy in order to obtain planning permission.

Planning Permission
Formal approval granted by a council allowing a proposed development to proceed.

Qualifying Body
Either a parish/town council or neighbourhood forum, which can initiate the process of Neighbourhood Planning.

Referendum
A vote by the eligible population of an electoral area may decide on a matter of public policy. Neighbourhood Plans and Neighbourhood Development Orders are made by a referendum of the eligible voters within a neighbourhood area.

Registered Providers
These are independent housing organisations registered with the Housing Corporation under the Housing Act 1996. Most are housing associations, but there are also trusts, co-operatives and companies.

Site Of Special Scientific Interest (SSSI)
A protected area designated as being of special interest by virtue of its flora, fauna, geological or geomorphological features. SSSIs are designated under the Wildlife and Countryside Act 1981 by the official nature conservation body for the particular part of the UK in question.

Stakeholders
People who have an interest in an organisation or process including residents, business owners and government.

Strategic Environmental Assessment (SEA)
Environmental assessment as applied to policies, plans and programmes. Has been in place since the European SEA directive (2001/42/EC).

Sustainability Appraisal (SA)
An assessment of the environmental, social and economic impacts of a Local Plan from the outset of the preparation process to check that the plan accords with the principles of sustainable development.

Strategic Policy
A policy that is essential for the delivery of a strategy, for example, the overall scale and distribution of housing and employment in an area.

Supplementary Planning Document (SPD)
Provides detailed thematic or site-specific guidance explaining or supporting the policies in the Local Plan.

Sustainable Development
Contributing to improvements in environmental, economic and social conditions, or showing how consideration has been given to how any potential adverse effects arising from the proposals may be prevented, reduced or offset

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Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter:	Cambridgeshire and Peterborough Combined Authority Draft Local Transport Plan
Meeting/Date:	Cabinet – 19th September 2019
Executive Portfolio:	Executive Councillor for Housing, Planning and Economic Development
Report By:	Planning Service Manager – Growth
Wards affected:	All

Executive Summary:

The Cambridgeshire and Peterborough draft Local Transport Plan (LTP) establishes a vision, goals, objectives (see Appendix 1 of this report) and policies to respond to the Combined Authority's strategic approach to growth to 2050 and to address current challenges and opportunities. It builds on the work of previous Local Transport Plans and Local Plans in the Cambridgeshire and Peterborough Combined Authority Area. The vision for the Local Transport Plan is to deliver a world class transport network for Cambridgeshire and Peterborough that supports sustainable growth and opportunity for all. It should also consider the maintenance, operation and best use of existing transport assets, while at the same time considering increasing environmental constraints.

The Local Transport Plan is intended to complement, but not replace, the development of local transport policies and schemes. It aims to provide the overarching context that local planning authorities and developers should consider when prioritising investment in transport and supporting growth in the Combined Authority area. The Combined Authority has identified priority schemes, which support delivery of the vision and objectives for transport, some of which directly relate to the Huntingdonshire District Council area as well as other Districts. The LTP highlights potential funding sources for these projects.

Consultation on the draft LTP runs from Monday 17 June to Friday 27 September 2019 and can be found on the Cambridgeshire and Peterborough Combined Authority webpages.

This report provides an outline of the draft Local Transport Plan, specific projects and proposals and a draft consultation response on issues that relate specifically to the Huntingdonshire District Area, its corporate priorities and objectives.

Recommendation:

The Committee is recommended to provide comments on this consultation and delegate authority to submit the Council's final consultation comments on this consultation to the Service Manager - Growth, in consultation with the Executive Leader and Deputy Executive Leader.

1.   PURPOSE OF THE REPORT

1.1   The purpose of the report is to provide an outline of the draft Local Transport Plan, identify specific projects and proposals relevant to Huntingdonshire and present a draft consultation response to the draft LTP for approval by the Council.

2.   WHY IS THIS REPORT NECESSARY/BACKGROUND

2.1   The Cambridgeshire and Peterborough draft Local Transport Plan (LTP) establishes a vision, goals, objectives and policies to respond to the Combined Authority's strategic approach to growth to 2050 and to address current challenges and opportunities. It builds on the work of previous Local Transport Plans and Local Plans in the Cambridgeshire and Peterborough Combined Authority Area. The vision for the Local Transport Plan is to deliver a world class transport network for Cambridgeshire and Peterborough that supports sustainable growth and opportunity for all. It should also consider the maintenance, operation and best use of existing transport assets, while at the same time considering increasing environmental constraints.

2.2   The Local Transport Plan is intended to complement, but not replace, the development of local transport policies and schemes. It aims to provide the overarching context that local scheme promoters should consider when prioritising investment in transport and supporting growth in the Combined Authority area. The Combined Authority has identified priority schemes, which support delivery of the vision and objectives for transport, some of which directly relate to the Huntingdonshire District Council area and highlights potential funding sources for these projects.

2.3   The draft LTP has been produced in partnership with Peterborough City Council, Cambridgeshire County Council, the Greater Cambridge Partnership and the district councils of Cambridge, East Cambridgeshire, Fenland, Huntingdonshire and South Cambridgeshire. Engagement has also taken place with Highways England, Network Rail and neighbouring transport and highways authorities. Stakeholder consultations were also held with transport operators, industry groups and community organisations.

2.4   A Transport Delivery Plan will also be developed covering the period 2019-2035 to explain in more detail how the Local Transport Plan will be delivered and include programmes for the delivery of improvements to the transport network, and for its day-to-day management and maintenance. The Transport Delivery Plan will be prepared during the public consultation on the draft Local Transport Plan and identify phasing of schemes, delivery partners, potential funding and funding sources, key risks and deliverability. Further spatial (area and corridor) and thematic strategies and Transport Delivery Plans will also be produced. Transport Delivery Plans will be reviewed annually through the CA Medium-Term Financial Planning process and cover a four-year period; they will also form part of the Cambridgeshire and Peterborough Local Transport Plan.

3. OBJECTIVES OF THE DRAFT LTP

3.1 The LTP has three goals:
- Economy: Deliver economic growth and opportunity for all our communities.
- Society: Provide an accessible transport system to ensure everyone can thrive and be healthy.
- Environment: Protect and enhance our environment and tackle climate change together.

3.2 These goals are supported by a series of objectives which support sustainable growth and form the basis against which transport schemes and policies will be assessed and prioritised for development. (Figure 4.1, page 138-9 of Appendix 1).

3.3 The objectives are based around key themes of:
- enabling housing, employment, business and tourism by accommodating growth and connecting communities;
- providing a resilient and safe transport network;
- promoting social inclusion and accessible, affordable and sustainable transport networks for all;
- enabling health and wellbeing, providing healthy streets and facilitating active lifestyles
- improving air quality, reducing emissions and minimising the impact on climate change;
- delivering a transport network that protects and enhances our natural, historic and built environments

3.4 The draft Local Transport Plan promotes 'active modes' of transport e.g. cycling and walking over other forms of transport. A user hierarchy based around consideration of place and movement has been also been developed to help examine and select transport schemes on a more specific case by case basis. These can be found at figures 2.1 and 2.2 on page 67 of the draft LTP (see Background Documents).

4. PRIORITY SCHEMES IN HUNTINGDONSHIRE

4.1 Appendix A of the draft Local Transport Plan sets out a high level delivery plan of infrastructure projects. Additional detail regarding the timescales for delivery, and the sources of funding available to implement these projects are to be developed during the consultation period and will inform the programme of four-year Delivery Plans. The Delivery Plans will set out the Combined Authority's spending programme, based on the resources available and will be reviewed annually through their Medium-Term Financial Planning process.

4.2 Huntingdonshire specific projects can be found in Table A.3, Appendix A of the draft LTP (pages 180 to 187) and include:
- Improvements to the A1 Corridor (currently being explored by Highways England) including Brampton. Local improvements to junctions and existing roundabouts including the A1 Buckden

roundabout. Providing significant capacity for future housing and employment growth within Huntingdonshire, improving safety, improving journey times, reducing severance to local villages.

- A new railway corridor linking Cambridge, Bedford and Milton Keynes to Oxford. It will include new or expanded stations at Sandy, Tempsford, Cambourne or Bassingbourn, from which connections to St Neots, Huntingdon and a new travel hub at Alconbury Weald will be available. It will ensure that the preferred route option best serves Huntingdonshire through interchange with existing East Coast Main Line services.

- The Oxford to Cambridge Expressway, which will significantly improve accessibility to and from Huntingdonshire, journey times and reliability from Huntingdonshire to Cambridge and Bedford. The project will include dualling of the A428 between Cambourne / Caxton Gibbet and the Black Cat roundabout on the A1, and a new three-level grade separated interchange between the A1 and the A428. Subject to funding and planning approval, construction is expected to begin in 2021/22.

- Alconbury:
  o capacity and junction enhancements to the A141 around Huntingdon;
  o safeguarding of an alignment for the possible future re-routing of the A141 Huntingdon northern bypass; and
  o a new travel hub at Alconbury Weald with high-quality bus infrastructure linking this new development to Huntingdon.

- St Ives and Wyton Airfield
  o Capacity enhancements to the A1096 around St Ives and a transport interchange at Hartford, which would be the focal point of high quality bus infrastructure connecting St Ives (Busway) with Huntingdon, Alconbury Weald and potentially Wyton Airfield in the long-term.
  o Understand how the highway network north of the Great River Ouse can be more effectively connected with the wider strategic road network. A key part of this will involve examining the feasibility, viability, benefits and impacts (including environmental) of a road link, the 'Third River Crossing', connecting the A141 primary route to the north of the river and the existing A14 trunk road. An initial feasibility report is expected in March 2020.

- St Neots: Projects proposed to alleviate limited public transportation links from the town centre to the train station, residential and employment locations including a pedestrian and cycle bridge across the Great Ouse, providing a safer, traffic-free alternative to the B1428 and a northern link road from the east of St Neots to Little Paxton in the north.

- Improvements to the walking and cycling network in wider Huntingdon and St Ives

4.3   More general projects of interest which span the Combined Authority area include the Cambridgeshire Autonomous Metro: Cambridge to Cambourne and St Neots route and reinstating four tracks from

Huntingdon to Peterborough along the East Coast Main Line (found on pages 166 and 162 of the draft LTP respectively).

5. FUNDING OF TRANSPORT SCHEMES

5.1 Potential sources of funding both to start new transport schemes and continue with existing projects will be required. The draft LTP has identified a number of potential sources including:
- Central Government funding, for example the Housing Infrastructure Fund, and the Growth Deal;
- Direct contributions from private companies and/or developers;
- Mayoral Community Infrastructure Levy/ Strategic Infrastructure Tariff;
- Business Rates Supplement and/or Increment Retention;
- Council Tax Precept and/or Increment Retention;
- Stamp Duty Increment Retention; and
- Land Value Capture mechanisms.

6. SCHEME SELECTION

6.1 In the draft LTP the Combined Authority commits to identifying the process through which new schemes can come forward for development and investment decisions. Currently, the Combined Authority, Peterborough City Council, Cambridgeshire County Council, and the Greater Cambridge Partnership have different processes for scheme prioritisation. The feasibility of a single process will be investigated as part of the Combined Authority's budget setting and the business plan process for capital and revenue investment in schemes and policies.

7. CONSULTATION

7.1 A copy of the draft Local Transport Plan was distributed Council-wide via email for comment to the following recipients:

Name	Job Title
Neil Sloper	Head of Operations
Matt Chudley	Operations Manager Environmental Services
Andrew Rogan	Operations Manager Commercial Services
Chris Jablonski	Business Development Manager
George McDowell	Parking Services Manager
Helen Lack	Development Manager
Nigel McCurdy	Corporate Director (Place)
Clara Kerr	Service Manager - Growth
Jacob Jaarsma	Planning Service Manager (DM)
Susan Bedlow	Economic Development Manager
Charlotte Fox	Strategic Developments Team leader
Louise Brown	Conservation
Tamsin Miles	Arboricultural Officer
Oliver Morley	Corporate Director (People)
Jon Collen	Housing Needs and Resources Manager
Chris Stopford	Head of Community

Name	Job Title
Finlay Flett	Operational Manager (People)
Jayne Wiseley	Head of Leisure and Health
Jo Peadon	Active Lifestyles and Health Manager
Martin Grey	Sports Development Manager
Clive Mason	Head of Resources
Jackie Golby	Commercial Estates Manger

7.2   Key responses and recommendations included in the Council's consultation response to the draft Local Transport Plan include:

- The need to ensure a general cohesiveness of Combined Authority strategies, local plan ambitions and overall growth objectives to ensure that any infrastructure provided supports the agreed aspirations of the Combined Authority and district councils.
- A request for continued involvement in the development of further site, or infrastructure specific, Transport Delivery Plans especially those focussing on areas which involve or are in proximity to Huntingdonshire district council area.
- Support of district wide walking and cycling improvements as identified in figure 3.3 and on page 111 of the draft LTP especially around Huntingdon where improved infrastructure and alternatives modes of travel to vehicle use on the ring road would be very beneficial. A recommendation to include east/west multimodal infrastructure along the Cambridge-Oxford Corridor.
- A request to place greater emphasis on resolving missing links and capturing opportunities for longer distance cycle routes for commuting and recreation.
- Support for the development of local cycling and walking implementation plans and a recommendation to undertake early engagement with the council.
- Endorsement of the Combined Authority's ambition to provide faster, more reliable digital connectivity, with digital infrastructure such as fibre ducting delivered alongside transport infrastructure where appropriate. However, there is very little information to support this objective, or the identified infrastructure projects. Faster and more reliable digital infrastructure is a key component to achieving alternative working behaviours such as home working and video conferencing which can decrease the need to travel and contribute towards reducing congestion on our roads.
- A suggestion that additional focus should also be attributed to the 'first mile' and 'last mile' of journeys to encourage commuting and sustainable travel by providing a variety of travel options in both rural and urban areas and making them more desirable to get to and from by bicycle.
- A recommendation to ensure that working towards a multi-modal shift is included within the draft LTP and that specific measures are identified to achieve this aim.
- Assurances that involvement in scheme selection involves the input of district councils across the combined authority area.

- A recommendation that emphasis should also be placed on providing an effective transport network that can spread prosperity within the Combined Authority area by making areas attractive to new business investment and enabling business relocation into the region. This would be achieved as a result of improved ease of movement across the Combined Authority area and a greater choice of transportation options.
- A recommendation that further thought is given to funding sources intended to provide infrastructure especially with regard to the effect that this may have on local developer contributions, the impact upon affordable housing and the retention and growth of local businesses.
- A request for further detail as to how the Combined Authority will work towards enhancing the natural, historic and built environment and tackle air quality.
- Agreement that improvements are needed to tackle congestion at key junctions such as the Buckden and Brampton roundabouts and a recommendation to integrate multi-modal provision within the schemes.
- Notification of the omission of Ramsey from identified infrastructure projects.
- Request for the inclusion of a railway station at Alconbury Weald enabling a north-south rail connection which could bring benefits to residents, workers and businesses within the new development and create valuable links to other economic hubs.
- Support for a north-south / east-west rail interchange with the east coast main line near St Neots.

7.3   A full version of the draft consultation response has been provided as Appendix 2.

8.   KEY IMPACTS / RISKS

8.1   Potential resource implications if additional capacity is required to input into further development of the LTP.

8.2   Clarity around who will defend the LTP in any examination/appeal

9.   COMMENTS OF OVERVIEW AND SCRUTINY

9.1   The Panel received a report on Cambridgeshire and Peterborough Combined Authority's Draft Local Transport Plan and the Council's consultation response at their meeting on 3rd September 2019.

9.2   Concern was expressed that the consultation response does not specifically state that the Council wouldn't support a river crossing over the nature reserve. It was explained that as no river crossings have been proposed, it was not practical for the Council to support or oppose specific routes.

9.3 Members supported the position the Council is taking in respect that growth should not come at the expense of green space or affordable housing.

9.4 Concern was raised that the prioritisation of objectives in the consultation response is artificial as all objectives are complimentary of each other.

10. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

10.1 Subject to approval from Overview and Scrutiny Panel (Performance and Growth) the Council's final consultation response will be submitted to the Cambridgeshire and Peterborough Combined Authority by the deadline of 27 September 2019.

11. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND / OR CORPORATE OBJECTIVES

11.1 The draft Local Transport Plan assists in the delivery of a number of objectives related to the Council's work programme and key actions including:
- Supporting new and growing businesses and promoting business success
- Supporting the delivery of the Alconbury Enterprise Zone
- Supporting economic growth in market towns and rural areas
- Promoting inward investment
- Influencing the development of the Highways and Transport Infrastructure
- Strategy
- Facilitating the delivery of infrastructure to support housing growth
- Improving the quality of the environment, by including infrastructure that supports people to walk and cycle
- Facilitate and provide opportunities for positive activities that support residents' health and wellbeing needs
- Prioritising accessible, high quality, well maintained open space, walking & cycling facilities on new housing developments
- Collaborating with partners, providers and stakeholders in an enterprising fashion to enhance community resilience and build sustainable opportunities for people

12. LEGAL IMPLICATIONS

12.1 None, this is a consultation response.

13. HEALTH IMPLICATIONS

11.1 Projects identified in the draft Local Transport Plan if implemented will facilitate and provide opportunities for positive activities that support residents' health and wellbeing needs

14. OTHER IMPLICATIONS

14.1 The draft Local Transport Plan is accompanied by a Habitats Regulation Assessment and Community Impact Assessment which can be found on the Combined Authority [Local Transport Plan consultation webpage](#).

14.2 The drat LTP aims to deliver a transport network that protects and enhances our natural, historic and built environments

15. REASONS FOR THE RECOMMENDED DECISIONS

15.1 The draft Local Transport Plan provides opportunities to enhance and support opportunities for growth in Combined Authority Area and Huntingdonshire. The Council's response to this consultation will help to shape the final Local Transport Plan and provide a steer for future infrastructure projects across the district enabling and supporting Huntingdonshire's Local Plan to 2036 and the Council's Corporate Objectives. Recommendations provided in the Council's Consultation response will ensure that Huntingdonshire is adequately represented within the Local Transport Plan and that schemes support Huntingdonshire's Local Plan to 2036 and ambitions for growth.

15.2 It is recommended that Committee provide comments on this consultation and delegate authority to submit the Council's final consultation comments on this consultation to the Service Manager - Growth, in consultation with the Executive Leader and Deputy Executive Leader.

16. LIST OF APPENDICES INCLUDED

Appendix 1 - Cambridgeshire and Peterborough Combined Authority draft Local Transport Plan 2019: vision, goals, and objectives.

Appendix 2 – Huntingdonshire District Council's draft Consultation Response to the Cambridgeshire and Peterborough Combined Authority draft Local Transport Plan 2019.

BACKGROUND PAPERS

[Cambridgeshire and Peterborough Combined Authority draft Local Transport Plan 2019.](#)

Cambridgeshire and Peterborough Combined Authority draft Local Transport Plan Consultation [Report to Overview and Scrutiny Panel (Performance and Growth).](#)

CONTACT OFFICER

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Appendix 1: draft LTP Vision, Goals and Objectives

Vision

The Combined Authority's vision for this Local Transport Plan is:

To deliver a world-class transport network for Cambridgeshire and Peterborough that supports sustainable growth and opportunity for all

The vision is intended to capture the aspirations for Cambridgeshire and Peterborough's transport network, reflecting future ambition to provide:

- 'A world-class transport network' – Cambridgeshire and Peterborough aspire toward a transport system of the highest quality on a global stage, which meets the needs of residents, businesses, and visitors.

- 'Sustainable growth' – the network will support the delivery of future economic and housing growth across the region that enhances overall quality of life and protects or enhances the environment.

- 'Opportunity for all' – the network should support access to jobs, services and education for all, irrespective of income, age, ability, location, or access to a car.

Goals

Our goals are intended to outline (at a high level) what wider outcomes we want the transport network in Cambridgeshire and Peterborough to achieve. They are:
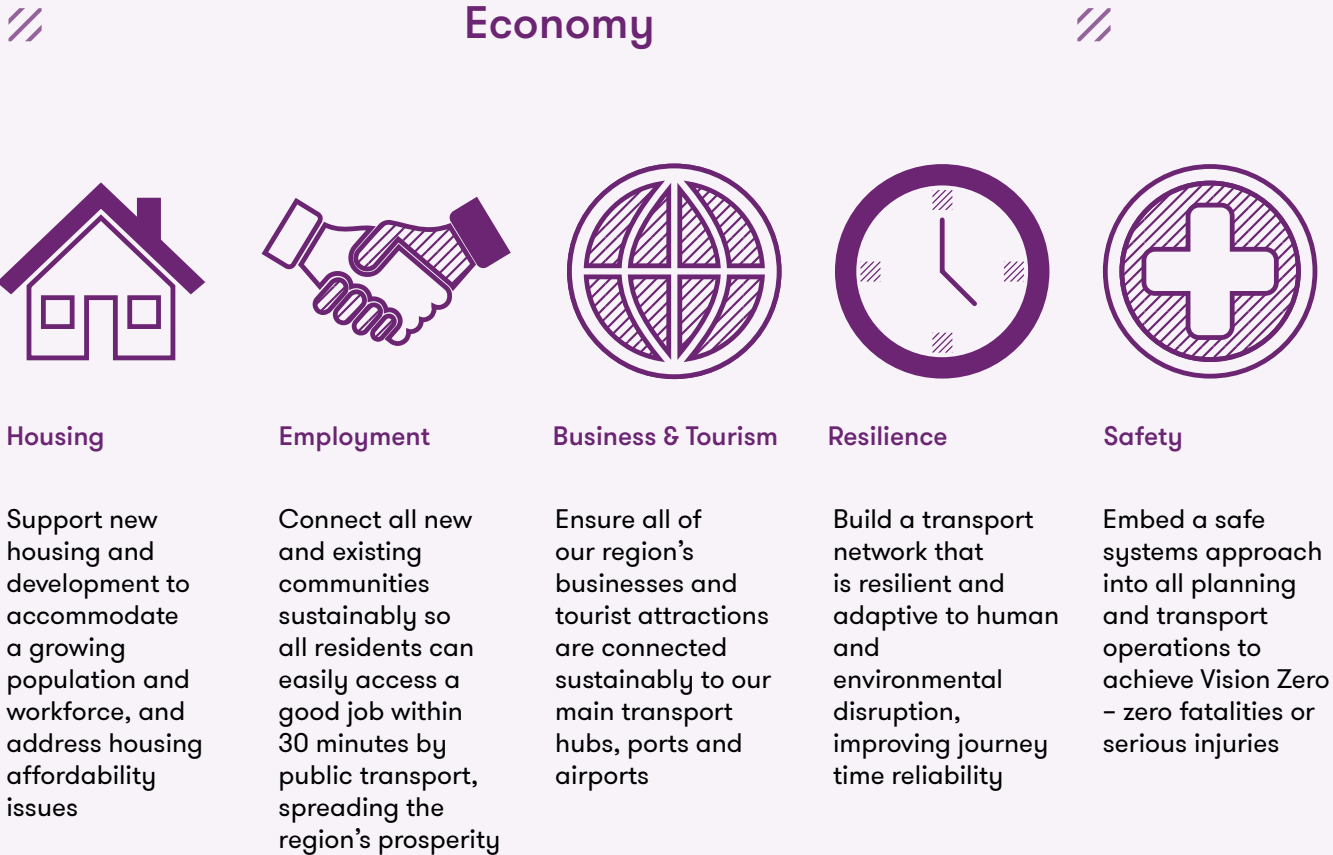
- Economy: Deliver economic growth and opportunity for all our communities.

- Society: Provide an accessible transport system to ensure everyone can thrive and be healthy.

- Environment: Protect and enhance our environment and tackle climate change together.

Objectives

The objectives of the Local Transport Plan underpin the delivery of the goals, and form the basis against which schemes, initiatives, and policies will be assessed. They address the challenges and opportunities inherent in accommodating growth sustainably, enhancing freight and tourism connections, and putting people and the environment at the heart of transport design and decision making. The objectives of the Local Transport Plan are described in Table i.

Economy

Housing

Support new housing and development to accommodate a growing population and workforce, and address housing affordability issues

Employment

Connect all new and existing communities sustainably so all residents can easily access a good job within 30 minutes by public transport, spreading the region's prosperity

Business & Tourism

Ensure all of our region's businesses and tourist attractions are connected sustainably to our main transport hubs, ports and airports

Resilience

Build a transport network that is resilient and adaptive to human and environmental disruption, improving journey time reliability

Safety

Embed a safe systems approach into all planning and transport operations to achieve Vision Zero – zero fatalities or serious injuries

Themes

/ Enabling development

/ Planning and designing developments sustainably

/ Expanding labour markets

/ Accessing ports and airports

/ Supporting the local visitor economy

/ Supporting business clusters

/ Freight

/ Building a transport network resilient and adaptive to climate change

/ Maintaining and managing the transport network

/ Safety for all – a safe systems approach

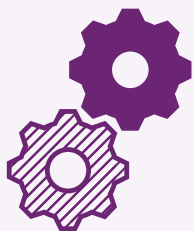/ Ensuring transport security

Modal Policies

Cycling   Walking   Parking   Rural transport services   Travelling by coach

Society

Accessibility

Promote social inclusion through the provision of a sustainable transport network that is affordable and accessible for all

Health & Wellbeing

Provide 'healthy streets' and high-quality public realm that puts people first and promotes active lifestyles

Air Quality

Ensure transport initiatives improve air quality across the region to exceed good practice standards

Environment

Environment

Deliver a transport network that protects and enhances our natural, historic and built environments

Climate Change

Reduce emissions to as close to zero as possible to minimise the impact of transport and travel on climate change

/ Transport accessibility for all

/ Transport pricing and affordability

/ Access to education and key services

/ The future of mobility

/ Public rights of way and waterways

/ Promoting and raising awareness of sustainable transport options

/ Supporting and promoting health and wellbeing

/ Improving air quality

/ Protecting our natural environment

/ Enhancing our built environments and protecting our historic environments

/ Reducing the carbon emissions from travel

Travelling by train

The local road network

Delivering a seamless public transport system

Improving public transport in our towns and cities

Making long distance journeys by car

Modal Policies

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APPENDIX 2 –DRAFT CONSULTATION RESPONSE

Overall Perspective

1. Have we provided a clear and complete explanation of what the Local Transport Plan is?
   Yes / No / Unsure

2. If No or Unsure please say why
   However, the document is very repetitive and could be reduced in size to make it more accessible and quicker to digest.

3. Have we provided a clear and complete explanation of why Cambridgeshire and Peterborough require a new Local Transport Plan?
   Yes / No / Unsure

4. If No or Unsure please say why
   No further comment.

Objectives

5. You will see below the ten objectives of the Local Transport Plan. Please rate them in order of importance to you were 1 is the most important to you and 10 is the least important to you.

   - **3 - Housing:** Support new housing and development to accommodate a growing population and workforce and address housing affordability issues
   - **1 - Employment:** Connect all new and existing communities sustainably so that all residents can easily access a good job within 30 minutes, spreading the region's prosperity
   - **6 - Business and Tourism:** Ensure all of our region's businesses and tourist attractions are connected sustainably to our main transport hubs, ports and airports
   - **8 - Resilience:** Build a transport network that is resilient and adaptive to human and environmental disruption, improving journey time reliability
   - **10 - Safety:** Embed a safe systems approach into all planning and transport operations to achieve Vision Zero - zero fatalities or serious injuries
   - **2 - Accessibility:** Promote social inclusion through the provision of a sustainable transport network that is affordable and accessible for all
   - **4 - Health and Wellbeing:** Provide healthy streets and high-quality public realm that puts people first and promotes active lifestyles
   - **9 - Air Quality:** Ensure transport initiatives improve air quality across the region to exceed good practice standards
   - **7 - Environment:** Deliver a transport network that protects and enhances our natural, historic and built environments
   - **5 - Climate Change:** Reduce emissions to as close to zero as possible to minimise the impact of transport and travel on climate change

APPENDIX 2 –DRAFT CONSULTATION RESPONSE

6. **To what extent do you agree with the overarching strategy in the Local Transport Plan?**
Strongly Agree / **Agree** / Neither Agree or Disagree / Disagree/ Strongly Disagree / Don't Know

7. **Please use the space below to provide any other comments you have about the Local Transport Plan. Is there anything we should have included but haven't, is there anything you think should have been omitted. Do you have any other general comments?**

General Comments

The draft Local Transport Plan (LTP) needs to ensure that its aims, objectives and projects are interlinked with all Combined Authority Strategies and Local Plans. Together these strategies must ensure that they enable the right growth to come forward in the right places, for the right reasons and at the right time. The Non-Statutory Spatial Framework (NSSF) needs to articulate growth aspirations that have been tested for sustainability in order to mitigate against the risk of any inappropriate development. Consultation on the NSSF has not yet been undertaken, nor a draft Framework published, therefore the Combined Authority approach to growth has not yet been adequately addressed. The LTP must ensure that it comes forward in a coordinated way that supports the agreed aspirations of the NSSF; this will ensure that the various strategies that impact upon the Cambridgeshire and Peterborough Combined Authority Area come forward as an aligned package with interlinking values and objectives.

The Council would value continued involvement in the development of further site, or infrastructure specific, Transport Delivery Plans especially those focussing on areas which involve or are in proximity to Huntingdonshire District Council Area. These include but are not limited to: The Cambridgeshire Autonomous Metro Cambridge to Cambourne and St Neots route; the Oxford to Cambridge Expressway and dualling of the A428, delivery of a new railway corridor between Bedford and Cambridge, Alconbury Weald transport and infrastructure improvements; A1 and A141 capacity enhancements, public transport enhancements, Wyton Airfield access, transport accessibility to St Ives and St Neots.

Huntingdonshire District Council's corporate objectives include:

- the facilitation and provision of opportunities for positive activities that support residents' health and wellbeing needs;
- prioritising accessible, high quality and well maintained open space, walking and cycling facilities on new housing developments; and
- improving the quality of the environment, by including infrastructure that supports people to walk and cycle.

APPENDIX 2 –DRAFT CONSULTATION RESPONSE

The Council supports district wide Huntingdonshire walking and cycling improvements as identified in Figure 3.3 and on page 111 of the draft LTP especially around Huntingdon where improved infrastructure and alternatives modes of travel to vehicle use on the ring road would be very beneficial. The development of Local Cycling and Walking Implementation Plans (LCWIPs) is welcomed and early engagement with the Council is encouraged to link LCWIPs with current and future growth objectives.

Consistent with the Council's corporate objectives it is agreed that modal shift should not be an add-on extra to the LTP. Opportunities to provide multi-modal transport corridors should be identified and promoted within the draft LTP. Additional focus should also be attributed to the 'first mile' and 'last mile' of journeys. Enabling multi-modal transport hubs and improved cycling, walking and public transport connections for residents and commuters is vital to encourage commuting and sustainable travel by providing a variety of travel options in both rural and urban areas.

Connectivity of cycling and walking routes within the district is limited outside key locations in Huntingdonshire. Greater emphasis should also be afforded to resolving missing links and capturing opportunities for longer distance cycle routes for commuting and recreation.

The Council approves of the Combined Authority's ambition to provide faster, more reliable digital connectivity, with digital infrastructure such as fibre ducting delivered alongside transport infrastructure where appropriate. However, there is very little information to support this objective, or the identified infrastructure projects. Faster and more reliable digital infrastructure is a key component to achieving alternative working behaviours such as home working and video conferencing which can decrease the need to travel and contribute towards reducing congestion on our roads.

Specific Comments

Scheme selection

In paragraph 1.89 the Combined Authority commits to identifying the process through which new schemes can come forward for development and investment decisions. Currently, the Combined Authority, Peterborough City Council, Cambridgeshire County Council, and the Greater Cambridge Partnership have different processes for scheme prioritisation. The draft LTP notes that the feasibility of a single process` will be investigated as part of the Combined Authority's budget setting and the business plan process for capital and revenue investment in schemes and policies. The Council would encourage further district consultation when options for scheme prioritisation have been identified.

APPENDIX 2 –DRAFT CONSULTATION RESPONSE

Funding

Paragraphs 1.90 to 1.92 of the draft LTP identify a number of potential funding sources for new transport schemes and existing projects. The Council agrees that investigation into funding sources is an important step towards the progression and implementation of identified infrastructure schemes.

It is recommended that more thought should be given to assess the impact of any potential new financial burdens on the viability of development coming forward. It is anticipated that some of the suggested funding streams such as Land Value Capture mechanisms could detrimentally slow development, reduce availability of sites and the appetite for development if profit margins are reduced significantly. In some cases this could halt development completely if land is already under option; this is likely to be more prevalent given the existing public knowledge of the Cam-OX corridor.

It is essential that the impact on housing delivery is minimised and that development comes forward in the right way. Any benefits from improved major infrastructure could be diminished if additional financial burdens impact upon viability or pre-determined profit margins. In particular, valuable infrastructure such as affordable housing, or open/green space could be affected. Affordable housing in many districts is already particularly vulnerable to financial pressures and therefore the impact upon this provision should be adequately assessed before a funding solution is chosen. As noted in earlier comments all Combined Authority strategies and district Local Plans must inform and interconnect to achieve the agreed growth objectives, therefore it would also be prudent to consider how the Combined Authority would tackle or accelerate affordable housing provision if funding for infrastructure impacts upon its delivery.

The benefits of new or improved transport corridors and infrastructure will not solely be realised along the route where it is established. Better transport connections will provide benefits to areas further afield potentially accelerating growth nearby. When assessing funding options for new infrastructure it is recommended that the Combined Authority consider what mechanisms should be put in place to ensure that all areas that could benefit from infrastructure provision fairly and proportionately contribute towards its implementation depending on which funding option is chosen.

Business Rates have become an increasingly important part of the Council's budget, any supplement to business rates should assess the impact that this may have on the retention and growth of businesses and the effect that this may have on the Combined Authority's vision to double GVA over 25 years.

APPENDIX 2 –DRAFT CONSULTATION RESPONSE

Strategy Overview

Paragraph 2.7 focusses on decreasing journey times in order to increase the geographical catchment from which to draw growing workforces, enabling businesses to grow. It is agreed that decreasing journey times enables better commuting and provides more accessible job opportunities for our residents. However, the overall strategy, aims and objectives of the draft LTP fail to address the issue of future business investment. Emphasis should also be placed on providing an effective transport network that can spread prosperity within the Combined Authority area by making areas attractive to new business investment and enabling business relocation into the region. This would be achieved as a result of improved ease of movement across the Combined Authority area and a greater choice of transportation options.

Environment

Paragraph 2.43 of the draft LTP includes objectives to deliver a transport network that protects and enhances our natural, historic and built environments. Ideas include linking to high quality open space, integrating environmental considerations including biodiversity net gain throughout development of the future transport network and ensuring that all new transport schemes cause minimal disruption to the environment both during construction and operation. Some of these actions may be supported by Local Plan policies, especially those relating to the conservation and enhancement of the built and natural environment. It is noted however that the draft LTP provides little information to expand on how this would be achieved from a Combined Authority perspective and what may be expected from local councils. The Council recommends further detail or an identified course of action to expand on this aim.

Paragraph 2.44 also aims to ensure that transport initiatives improve air quality across the region by investigating the electrification of local taxi fleets and running buses on sustainable fuels. There is mention within the document of a trial of electric and hybrid buses in Cambridge to understand and examine their operation on the local network, rapid electric vehicle charging points in Peterborough and the inclusion of high quality electric vehicles on the Cambridge Autonomous Metro network. However it is unclear when further projects would be identified to achieve this objective. It is suggested that a next step is identified to underpin this objective.

Huntingdonshire Local Strategies section 3

Paragraph 3.94, bullet three includes Wyton Airfield in the St Ives Spatial Planning Area. Wyton Airfield was removed from the St Ives Spatial Planning Area in the 'Submission' and now 'Adopted' Local Plan. Although removed from the St Ives Spatial Planning Area the Council confirms in Huntingdonshire's Plan to 2036 that it still considers that the site could provide the opportunity to make a positive

contribution to meeting future needs of the district. Any infrastructure to facilitate this aim is supported by the Council.

The Council welcomes reference to tackling congestion at key junctions such as the Buckden Roundabout in paragraph 3.96. Local capacity and safety improvements to the Buckden roundabout are also identified in 'Appendix A: High Level Delivery Plan'. It is recommended that the local capacity and safety improvements at Buckden should extend to multi-modal means of travel improving connectivity along the A1 corridor and reaching the more isolated small settlements to the East of Buckden. Such enhancements should also be considered alongside infrastructure improvements to the St Neots – Cambourne – Cambridge corridor.

The Council endorses the Combined Authority's intention to continue investment in the highways network and sustainable alternatives as identified in paragraph 3.102. It is recommended that additional focus should also be attributed to the 'first mile' and 'last mile' of journeys to encourage commuting and sustainable travel by providing a variety of travel options in both rural and urban areas and making them more desirable to get to and from by bicycle

Paragraph 3.103 identifies that the bus network is key to delivering greater connectivity throughout the Combined Authority area linking larger market towns with some smaller villages through more frequent local routes and establishing frequent services for core inter-urban routes. Huntingdonshire's Local Plan to 2036 identifies Ramsey as a Spatial Planning Area and one of four market towns within Huntingdonshire suitable for sustainable growth. The Spatial Planning Areas are responsible for providing approximately three quarters of the district's objectively assessed need for housing and the majority of employment and retail growth. The draft LTP has not identified any interventions, improvements or projects for the Ramsey area and the Council would support the inclusion and opportunity to improve infrastructure in and around this market town.

In order to work towards a local community and demand responsive public transport the Combined Authority must ensure that it not only works in partnership Huntingdonshire District Council but also key sector partners. This intention should be included in paragraph 3.104.

It is agree that all forms of public transport should be integrated to provide a comprehensive rural transport network as mentioned in paragraph 3.105. Integrated ticketing systems and rural travel hubs will enable rural areas to benefit economically and socially from enhanced public transport opportunities. Schemes identified to improve rural transport infrastructure should also include projects to join up cycling infrastructure where missing links exist creating a comprehensive cycle network and

APPENDIX 2 –DRAFT CONSULTATION RESPONSE

the establishment of longer routes that could be used for both recreation and commuting.

It is agreed that additional highway capacity and improved accessibility (identified in paragraph 3.107) are important to support and accelerate the delivery of homes and jobs at Alconbury Weald. The Council believes that a railway station will also provide benefit to the area. Enabling a north-south rail connection will bring benefits to residents, workers and businesses within the new development and create valuable links to other economic hubs.

Section 3.109 on page 111 of the draft LTP states that continued support for electric vehicles, in partnership with local districts and national government, will help to tackle carbon emissions and improve local air quality. Little information is provided to expand on how this would be achieved and what is expected from local councils. The Council recommends further detail or an identified course of action to expand on this aim.

'Figure 3.3 Summary of Key projects in Huntingdonshire' displays proposed infrastructure improvements from St Neots to Cambridge through the Cambridge Autonomous Metro and the dualling of the A428. Multi-modal transport infrastructure should also be illustrated in this area in order to reflect the Combined Authority's objectives and Huntingdonshire District Council's commitment to including infrastructure that supports walking and cycling.

Huntingdonshire District Council supports the intention to improve the A1 corridor and the need for upgrades at Brampton. Improvements at Buckden should also be included in paragraph 3.113 to mirror identified infrastructure projects set out in Appendix A of the draft LTP.

Paragraph 3.115 states that the Combined Authority will work with the East West Rail Company and the Department for Transport to deliver a new railway corridor linking Cambridge, Bedford, Milton Keynes and Oxford and to ensure that it best serves Huntingdonshire, including provision for new or expanded stations at St Neots. This is supported by the Council.

The A428 improvement scheme identified in paragraph 3.116 is one of a number of key strategic transport schemes within the district. A previous consultation was held in 2017 on the preferred route options and proposals for the Black Cat roundabout. The Council supports the 'Orange' route with the incorporated minor changes to move it slightly further south-west from St Neots where it crosses Potton Road and the B1046.

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The draft Local Transport Plan includes the dualling of the A428 between Cambourne / Caxton Gibbett and the Black Cat Roundabout, as part of the delivery of the wider Oxford to Cambridge Expressway. The existing A428 near to St Neots and Caxton Gibbet is the only remaining stretch of single carriageway between the two key economic hubs of Cambridge and Milton Keynes. The road is regularly congested and causes significant delays to the public and businesses. The Black Cat roundabout, where the A1 meets the A421 and the A428 near St Neots is a daily source of delays and congestion – currently in the top 20% nationwide.

Huntingdonshire District Council responded to the recent A428 consultation which closed on the 28 July 2019. The Council encourages the Combined Authority to take note of the submitted comments in the progression of this project and within any future Transport Delivery Plans.

The proposed local transport schemes for Alconbury Weald identified in paragraph 3.117 should also include a railway station. Enabling a north-south rail connection would benefit residents, workers and businesses within the new development and create valuable links to other economic hubs.

Paragraph 3.120 recognises St Neots as the largest Market Town in the District of Huntingdonshire. The town would benefit from a rail connection to Cambridge. The Council supports the inclusion of a North-South / East-West rail interchange with the East Coast Main Line.