

A meeting of the **CABINET** will be held in **CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **TUESDAY, 19 SEPTEMBER 2023** 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 meetings held on 18th July and 24th August 2023.

**Contact Officer: Rhiannon Leighton - (01480) 388550**

**2. MEMBERS' INTERESTS**

To receive from Members declarations as to disclosable pecuniary, other registerable and non-registerable interests in relation to any Agenda item. See Notes below.

**Contact Officer: Democratic Services - (01480) 388169**

**3. SAWTRY NEIGHBOURHOOD PLAN** (Pages 11 - 136)

To receive a report from the Chief Planning Officer on the Sawtry Parish Council Neighbourhood Plan Examination Outcome and Progression to Referendum.

Executive Councillor: T Sanderson

**Contact Officer: Frances Schulz (01480) 388432**

**4. FINANCE PERFORMANCE REPORT 2023/24, QUARTER 1** (Pages 137 - 168)

To receive a report detailing the Council's financial performance for 2023/2024 up to end-June 2023, including the revenue financial performance and prudential and treasury management indicators.

Executive Councillor: B Mickelburgh

**Contact Officer: Karen Sutton – (01480) 387072**

**5. CORPORATE PERFORMANCE REPORT, QUARTER 1 2023/24** (Pages 169 - 266)

To receive a report presenting details of the delivery of the Corporate Plan 2023/24 and project delivery for Quarter 1.

Executive Councillor: S Ferguson

**Contact Officer: (01480) 388065**

**6. HINCHINGBROOKE COUNTRY PARK** (Pages 267 - 270)

To receive the Minutes of the Hinchingsbrooke Country Park Joint Group held on 21st July 2023.

Executive Councillor: S Taylor.

**Contact Officer: Democratic Services - (01480) 388169**

11 day of September 2023

***Michelle Sacks***

Chief Executive and Head of Paid Service

**Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests.**

Further information on [Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests is available in the Council's Constitution](#)

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**Please contact Democratic Services, Tel No: (01480) 388169 / e-mail: Democratic.Services@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 (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN on Tuesday, 18 July 2023

PRESENT: Councillor S J Conboy – Chair.

Councillors L Davenport-Ray, S W Ferguson, M A Hassall, B A Mickelburgh, T D Sanderson, S L Taylor and S Wakeford.

APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillor B M Pitt.

### 22 MINUTES

The Minutes of the meeting held on 20th June 2023 were approved as a correct record and signed by the Chair.

### 23 MEMBERS' INTERESTS

Councillor Ferguson declared a Non-Registerable Interest under Minute 23/24 by virtue of his son being a tenant of a housing association property.

### 24 TENANCY STRATEGY

A report by the Regeneration and Housing Delivery Manager was submitted (a copy of which is appended in the Minute Book) following which the Tenancy Strategy was presented to the Cabinet.

The Executive Councillor for Jobs, Economy and Housing reported that the key change from the previous Strategy centred around the use of lifetime tenancies.

Following discussion the Cabinet were assured that working relationships were being developed with local housing providers to ensure open and ongoing lines of communication. It was also noted that whilst there may be aspirations to further develop the Strategy, it was important to remain realistic and mindful of budgetary constraints.

Whereupon, the Cabinet

RESOLVED

- a) that the contents of the report be noted; and
- b) that the Tenancy Strategy 2023 be approved.

## 25 GARDEN WASTE SUBSCRIPTION SERVICE

Consideration was given to a report by the General Manager for Operations (a copy of which is appended in the Minute Book) on the Household Garden Waste Subscription Service.

The Executive Councillor for Corporate and Shared Services referred to comments received from members of the public and also the comments raised by the Joint Overview and Scrutiny Panel at their meeting on 6th July 2023. It was acknowledged that, whilst not a popular decision, the planned introduction of the subscription service would protect the garden waste service for residents across the district.

The Cabinet heard that through the introduction of the subscription service, the continuation of the garden waste service would be possible, and due to the resulting balanced budget, focus could be directed to helping those residents most in need with specific mention being made of the forthcoming review of the Council Tax Support Scheme.

The Executive Councillor for Finance and Resources observed that in hindsight, had increases been made to Council Tax over previous years, the cost of continuing the garden waste collection free of charge may be feasible, however these increases had not been implemented, therefore the introduction of the subscription charge would be the only way to continue the service.

In discussing the views of Overview and Scrutiny and residents in detail, the following points were covered;

- that there is a need to generate income and operate efficiently as a Council, therefore the introduction of the subscription fee for this non-statutory service would allow for the continuation of the service. It was also noted that over 50% of Councils within the Eastern region already charge residents for garden waste collections;
- that garden waste collections are a non statutory service, there is no legal obligation to collect garden waste, however the proposed subscription fee would make the service self-sufficient;
- reference was made to a review of the service in the budget principles as discussed at a meeting of the Full Council in December 2022;
- that a consultation had not been carried out due to the unviable continuation of this non statutory service free of charge, however consultations were planned to discuss the implementation and alternative waste management options with residents;
- that a reduction in CO<sub>2</sub> was expected due to reduced collection rounds, resulting in a reduction in required collection vehicles and reduction in journey time for the collections;
- that work will be undertaken to encourage a behavioural change in residents as analysis of grey bins shows their contents currently include 42% of organic matter;
- that residents would be able to share green bins with their neighbours and it would be up to residents to make their own arrangements to this effect;
- that alternative collection options had been considered, the proposed subscription service will protect frontline services whilst retaining the non statutory green waste collections;

- that an increase in fly-tipping had been considered, however analysis of neighbouring authorities who had already introduced a subscription fee showed no increase to this problem, it was also noted that the Council has an effective enforcement team with the technology to support them;
- that concerns over the impact on local household recycling centres were understandable and that the situation would be monitored; and
- that despite being asked, no member of Overview and Scrutiny had been able to suggest a valid alternative to the introduction of the subscription service.

It was observed by the Executive Councillor for Jobs, Economy and Housing that the joint administration had inherited a budget with an £8 million shortfall and that the previous administration had not specified how they would have addressed this in the Medium Term Financial Strategy. It was also observed that the previous administration had made reference to continuing free of charge garden waste collections in their manifesto prior to 2022 but from 2022 had referenced a continuation of the collection. In addition to this, it was again noted that whilst this was not a decision any Councillor wished to make, it was the most practicable for the continuation of the service.

The Executive Councillor for Climate and Environment stated that whilst this was the most difficult decision to face the joint administration to date, the alternatives considered were not viable.

The Cabinet's attention was brought to an additional recommendation as proposed by Overview and Scrutiny;

to agree to complete a review of the impact of the introduction of a household waste subscription service on lower income residents.

it was clarified that an equality impact assessment would address these concerns. The Executive Councillor for Corporate and Shared Services proposed the inclusion of this recommendation within the report, this was seconded by the Executive Councillor for Finance and Resources, following which, the Cabinet agreed unanimously to add the recommendation to the report.

Whereupon, the Cabinet has

#### RESOLVED

- a) to note the risks associated with the proposal, both financially and reputationally, that have been highlighted within the report that may arise through emerging national waste policies and guidance, and changes to Cambridgeshire County Council's Waste Private Finance Initiative (PFI) Contract which require approval from the Department for Environment, Food and Rural Affairs (DEFRA);
- b) to agree to the introduction of a household garden waste subscription service from 1st April 2024, as set out within the service terms and conditions attached as Appendix 2 of this report;

- c) to agree to changes to the Waste Collection Policies, relating to the introduction of the chargeable subscription household garden waste service as set out in Appendix 2 of this report;
- d) to agree that for 2024/25 the annual collection charge be set at £57.50 per first bin and authorise the Executive Councillor for Corporate and Shared Services in consultation with the Managing Director to review and confirm the currently proposed £30 for each additional bin to the maximum of 4 bins;
- e) to agree to use the revenue generated by the chargeable subscription household garden waste service to fund the start-up project costs including service redesign, temporary staff resource, website redesign and implementation of associated IT systems (as set out in the financial model Table 3);
- f) to agree that the existing non-chargeable household garden waste collection service will cease from 31 March 2024. Arrangements will be made during Q2 FY 2024/25 to collect any bins from households that do not wish to subscribe and wish to return them;
- g) to agree to implement a robust communications campaign and incentivisation scheme to encourage subscription sign-ups and promote behaviour change for our residents in waste minimisation; and
- h) to agree to complete a review of the impact of the introduction of a household waste subscription service on lower income residents.

## **26 EXCLUSION OF PRESS AND PUBLIC**

### **RESOLVED**

that the 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).

## **27 SENIOR OFFICERS' COMMITTEE - CABINET NOTIFICATION**

In accordance with Officer Employment Procedure Rules contained within the Council's Constitution, the Executive Leader reported upon the outcome of the Senior Officers' Committee held on 11th July 2023. No objections were made on the proposed appointment to the post of Chief Executive, Returning Officer and Electoral Registration Officer. A final decision would be taken at Council on 19th July 2023.

Chair

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN on Thursday, 24 August 2023

PRESENT: Councillor S J Conboy – Chair.

Councillors S W Ferguson, B A Mickelburgh, T D Sanderson, S L Taylor and S Wakeford.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors L Davenport-Ray, M A Hassall and B M Pitt.

### **28 MEMBERS' INTERESTS**

No declarations were received.

### **29 CALL IN: GARDEN WASTE SUBSCRIPTION SERVICE**

A special meeting was convened in order that Cabinet could consider a report prepared by the Interim Managing Director (a copy of which is appended in the Minute Book) in response to the call-in for the decision of the Garden Waste Subscription Service made at the Cabinet meeting on 18 July 2023 (Minute No. 23/25 refers).

The Executive Councillor for Customer Services introduced the report which, following recommendations from the Overview and Scrutiny Joint Panel, included figures recently provided by Cambridgeshire County Council. In addressing the comments from the Overview and Scrutiny Joint Panel held on 10th August 2023, the Executive Councillor reassured the Cabinet that recycling waste was monitored; and the environmental impact and sensitivity analysis would be reviewed. He established that consultation with residents was not a statutory requirement; that previous Councils had made necessary decisions which, like this, had not been included in any political party's electoral mandate; and that evidence with regard to the impact of the scheme, including for grey bin waste and vulnerable residents, was covered in the agenda. It was hoped proposals to increase Council Tax Support to 100% for the most vulnerable would assist in mitigating the impact on the most vulnerable. This would be alongside collaboration with Town and Parish Councils.

Councillors recognised another method of achieving such savings had not been identified and was therefore the decision had been necessary.

The Deputy Leader and Executive Councillor for Planning and Executive Councillor for Leisure, Waste and Street Scene complimented the robust scrutiny and chairing of the Overview and Scrutiny Joint Panel.

The Executive Councillor for Finance and Resources and Executive Councillor for Customer Services were pleased that the livestreaming facilities provided the opportunity for transparency. The Executive Councillor for Finance and Resources also noted that the financial sustainability of the Council had to be prioritised over electoral mandates to allow operations to continue. The Councillor for Leisure, Waste and Street Scene concurred.

The Executive Councillor for Jobs, Economy and Housing, stated councillors had conversed and empathised with both residents and the opposition group. He noted there were insufficient grounds or proposed alternative options for a non-statutory public consultation.

This was reiterated by the Executive Leader who stated the Council would continue to listen and engage with residents, but it was necessary to charge in order that the Green Bin Collection Service could continue. To mitigate the impact of the charge, the Council would explore promotion of waste reduction.

The Executive Councillor for Jobs, Economy and Housing, noted that statutory consultation had been delayed by call-in, however, could now proceed.

The Executive Leader thanked the public, Officers, Councillors and the Call Centre for their involvement in the process; and thanked the Executive Councillors for Customer Services and Finance and Resources for supporting the process.

Whereupon, the Cabinet

RESOLVED

that the original decision of Cabinet to progress the Garden Waste Subscription Service be endorsed.

Chair

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

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Sawtry Village Neighbourhood Plan examination outcome and progression to referendum

**Meeting/Date:** Overview & Scrutiny (Performance and Growth)  
– 6 September 2023  
Cabinet – 19 September 2023

**Executive Portfolio:** Executive Councillor for Planning

**Report by:** Chief Planning Officer

**Ward(s) affected:** Sawtry

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### **Executive Summary:**

Following the examination of Sawtry Village Neighbourhood Plan 2022-2036 this report proposes acting upon the Examiner's report to accept the modifications proposed and progress to referendum on the 9 November 2023.

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

That Cabinet:

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

## **1. PURPOSE OF THE REPORT**

- 1.1 The report seeks agreement to act upon the Examiner's report into Sawtry Village Neighbourhood Plan 2022-2036 leading to a referendum on whether or not it should be brought into force as part of the statutory development plan. It also sets out a timetable for this process.

## **2. WHY IS THIS REPORT NECESSARY/BACKGROUND**

- 2.1 Sawtry Parish Council produced a submission version of their Neighbourhood Plan which was available for comment between 12 April 2023 to 24 May 2023.
- 2.2 Huntingdonshire District Council, in discussion with Sawtry Parish Council, appointed an independent examiner, David Hogger BA MSc MRTPI MCIHT, to review whether the submitted Neighbourhood Plan met the basic conditions as required by legislation. The Examiner's Report on Sawtry Village Neighbourhood Plan 2022-2036 was received 31 July 2023.
- 2.3 The Examiner sent their report to the local planning authority and Sawtry Parish Council. The Examiner is required to set out one of three options:
1. That the neighbourhood plan proceeds to referendum as submitted;
  2. That the neighbourhood plan is modified by the local planning authority to meet the basic conditions and the modified version proceeds to referendum; or
  3. That the neighbourhood plan does not proceed to referendum as it fails to meet the basic conditions and/ or legislative requirements and cannot be modified to do so.
- 2.4 The Examiner recommended that with appropriate modifications the neighbourhood plan would meet the basic conditions against which it is required to be tested and so should progress to referendum. These were discussed and agreed with representatives of Sawtry Parish Council.
- 2.5 The modified version of the Neighbourhood Plan, the Examiner's report and draft Decision Statement setting out the modifications considered by the Examiner as necessary to enable the submission neighbourhood plan to meet the required basic conditions are all included as Appendices to this report.
- 2.6 Huntingdonshire District Council has limited options in how to respond to the examiner's recommendations:
- a) Act upon the Examiner's report and progress the neighbourhood plan to referendum, whether or not the Examiner recommends modifications are necessary to meet the basic conditions;
  - b) Propose to take a decision substantially different from the Examiner's recommendation which is wholly or partly as a result of new evidence, or a different view taken by the local planning authority about a particular fact; or



- c) Decide not to progress the neighbourhood plan in light of the Examiner's report - this is only permissible where '3.' above is the case.

2.7 Having regard to the options set out in paragraph 2.6:

- It is considered that the modifications will enable Sawtry Village Neighbourhood Plan 2022-2036 to meet the basic conditions required; and
- There is no new evidence, or a different view taken by the local planning authority about a particular fact to indicate that option 'b)' in paragraph 2.6 should be followed.

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

- 3.1 Following approval by Cabinet, preparations will be made for a referendum to be held on the Sawtry Village Neighbourhood Plan 2022-2036 in accordance with the Regulations.
- 3.2 In addition to considering whether the neighbourhood plan meets the basic conditions the Examiner is required to recommend on the area to be covered by the referendum. In this instance they recommended that the referendum area be the same as the Sawtry Neighbourhood Plan area, approved by the District Council.
- 3.3 There is a statutory requirement through The Neighbourhood Planning (Referendums) Regulations 2012 (as amended) for 28 working days' notice to be given before the referendum is held. There is also a requirement that the referendum is held within 56 working days of the decision that the neighbourhood plan should proceed to referendum, unless there is an existing planned polling opportunity that the referendum could be combined with which the qualifying body (Sawtry Parish Council) have agreed. A potential date for the referendum has been discussed with Democratic Services. Holding the referendum on 9 November 2023 is proposed, which would meet both time requirements. This provisional date has been discussed with representatives of Sawtry Parish Council, and they have indicated that they support this date.
- 3.4 At the referendum residents will be able to vote on the question: 'Do you want Huntingdonshire District Council to use the Neighbourhood Plan for Sawtry to help it decide planning applications in the neighbourhood area?'
- 3.5 If a majority of votes cast by residents are 'yes', Full Council will be asked to 'make' the neighbourhood plan at its next available meeting, which, assuming that the referendum is held on 9 November 2023, would be on 13 December 2023. The plan will then become part of the statutory development plan for Huntingdonshire.

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

- 4.1 The Panel discussed the Sawtry Village Neighbourhood Plan examination outcome and progression to referendum at its meeting on 6th September 2023.
- 4.2 Councillor Martin praised the hard work of the Parish Council and those involved in the development of the Plan, a sentiment which was echoed by the Executive Councillor.
- 4.3 Following questions from Councillor Gleadow, the Panel heard that a Conservation Statement has not been produced for Sawtry. However the Neighbourhood Plan policies do use the Landscape and Townscape SPD which will be used to inform planning decisions and guide development proposals. The Panel further heard that due to not being able to contact landowners, it had been recommended by the Examiner to remove these portions of land within two of the recommended green spaces identified within the Plan.
- 4.4 Following the discussion, the Panel were informed that their comments would be added to the Cabinet report in order for Cabinet to make a decision on the recommendations.

#### **5. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND/OR CORPORATE OBJECTIVES**

- 5.1 Progressing Sawtry Village Neighbourhood Plan 2022-2036 through to referendum links to the Corporate Plan 'Priority 2: Creating a better Huntingdonshire for future generations.'

#### **6. LEGAL IMPLICATIONS**

- 6.1 A Neighbourhood Plan must meet the basic conditions set out in paragraph 8(2) of Schedule 4B to the Town and Country Planning Act 1990 (as amended). The Examiner's report has confirmed that the Sawtry Village Neighbourhood Plan 2022-2036, as proposed to be modified, meets all the basic conditions. Officers are satisfied that there are no conflicts with the basic conditions and legislative requirements.

#### **7. RESOURCE IMPLICATIONS**

- 7.1 As in previous years an Extra Burdens Grant of £20,000 can be claimed following the referendum, intended to meet the costs of the referendum and other resources involved in supporting the production of the neighbourhood plan.

#### **8. REASONS FOR THE RECOMMENDED DECISIONS**

- 8.1 The recommended decision is necessary to enable Sawtry Village Neighbourhood Plan 2022-2036 to proceed to referendum.

## 9. LIST OF APPENDICES INCLUDED

Appendix 1 – Sawtry Village Neighbourhood Plan 2022-2036 – Referendum Version

Appendix 2 – The Examiner’s Report of Sawtry Village Neighbourhood Plan 2022-2036

Appendix 3 - The draft Decision Statement setting out the modifications considered by the Examiner as necessary to enable the submission neighbourhood plan to meet the required basic conditions.

## 10. BACKGROUND PAPERS

- [Town and Country Planning Act 1990 \(as amended\)](#)
- [Planning and Compulsory Purchase Act 2004](#)
- [Localism Act 2011](#)
- [The Neighbourhood Planning \(Referendums\) Regulations 2012 \(as amended\)](#)
- [National Planning Practice Guidance \(Neighbourhood Planning\)](#)

## CONTACT OFFICER

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# Sawtry Village Neighbourhood Plan 2022 to 2036



## Referendum Version

## August 2023



# Sawtry Village Neighbourhood Plan 2022 to 2036

Referendum Version  
August 2023

Submission of the Neighbourhood Plan in accordance with Regulation 18  
of Neighbourhood Planning Regulations 2012



The Parish Council received professional planning support from NEIGHBOURHOOD-PLAN.CO.UK during the production of this Neighbourhood Plan.



NEIGHBOURHOOD-PLAN.CO.UK

For any query relating to the Neighbourhood Plan contact:

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The Old School House

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Tel: 01487 831771

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[www.sawtry-pc.gov.uk](http://www.sawtry-pc.gov.uk)

# Sawtry Village Neighbourhood Plan 2022 to 2036



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# Sawtry Village Neighbourhood Plan 2022 to 2036





## **SAWTRY NEIGHBOURHOOD PLAN: SECTIONS**

- 1. Foreword**
- 2. Neighbourhood Planning: purpose, benefits and legislative background**
- 3. The Village Scene and Contemporary Challenges**
- 4. Community Consultation**
- 5. Vision and Objectives**
- 6. Policies**
- 7. Cross Reference**
- 8. Non-planning Objectives**
- 9. Maps**
- 10. Statistical Tables**
- 11. Implementation and Delivery**
- 12. Monitoring and Review**
- 13. Glossary of Terms**

**Appendix 1 - Local Green Spaces Detailed Maps and Schedule**

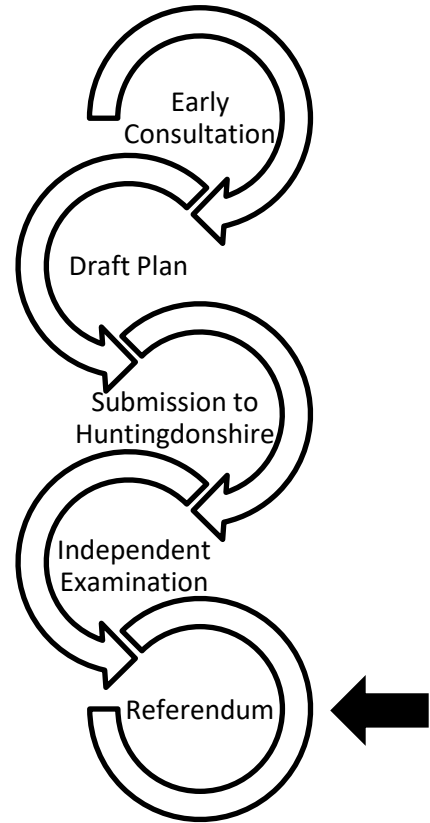
**Appendix 2 - The Neighbourhood Planning Project**

## 1. Foreword

1.1 This document contains Sawtry’s Neighbourhood Plan (referred to both as the ‘Plan’, the ‘Neighbourhood Plan’ and as the ‘Neighbourhood Development Plan’). It has been developed by the Parish Council supported by the Neighbourhood Planning Group and our Planning Consultant. It is now available on the websites of Huntingdonshire District Council and Sawtry Parish Council for public viewing.

1.2 The Neighbourhood Plan has been drawn up by Sawtry Parish Council which is the designated body for the plan area. The Neighbourhood Plan had to go through a number of stages including statutory public consultation and an Independent Examination to be followed by a local referendum requiring a majority ‘yes’ vote of all those voting in the referendum for it to be accepted. In the event of a ‘yes’ vote, Huntingdonshire District Council will proceed to ‘make’ the Neighbourhood Plan for the Parish of Sawtry.

1.3 Before submitting this Plan to the Local Planning Authority, the Parish Council publicised and consulted on a draft plan under Regulation 14 of the Neighbourhood Planning (General) Regulations 2012. After consideration of the comments made at that consultation stage, revisions were incorporated. The Parish Council forwarded the Submission Plan to Huntingdonshire District Council; they undertook a second round of statutory consultation under Regulation 16. Huntingdonshire District Council appointed an Independent Examiner who issued seventeen modifications and recommended that the Plan, once modified, proceeds to Referendum. His modifications have been incorporated into this version of the Plan which will be voted upon by the local electorate in a Referendum. As stated above, a simple majority in that election will determine whether the Plan is ‘made’ or rejected.



1.4 The key sections of this document are:

- Neighbourhood Planning – its purpose, benefits and the legislative background.
- The Village Scene and Contemporary Challenges.
- The Community Consultation.
- **The Vision, Objectives and Policies – the ‘core’ of the Plan.**
- Further sections covering referencing data; non-planning objectives; maps; tables; implementation and delivery; monitoring and review; and the Glossary.
- Two appendices provide details of the Local Green Spaces and describe the Neighbourhood Planning Project.

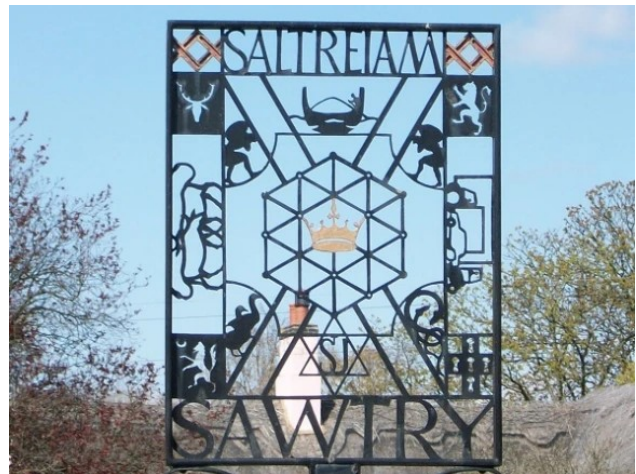
1.5 Please read and consider the Policies (coloured in blue) in particular. The Neighbourhood Plan sets down a series of planning policies which will form part of Huntingdonshire’s wider statutory development plan. The Neighbourhood Plan has to be in general conformity with the Huntingdonshire Local Plan. This Plan, if approved, will carry legal weight alongside the Huntingdonshire Local Plan and other material considerations such as the National Planning Policy Framework when planning applications are determined.

## 2. Neighbourhood Planning: purpose, benefits and legislative background

2.1 In broad terms, neighbourhood planning allows communities, residents, employees and business to come together through a local parish council or neighbourhood forum and have a say in where they think new

houses, businesses and shops should be located and how they should be designed. Our neighbourhood plan has been devised to influence developments and the use of land in the period from 2022 to 2036. In themselves, these are major benefits for the future of our community. Furthermore, there are financial advantages in having a neighbourhood plan: the proportion of the Community Infrastructure Levy (CIL) received by the Parish Council would be increased from 15% (and subject to an annual cap) to 25% (with no annual cap). For example, in a development project raising £500,000 in CIL, the contribution to the Parish Council would rise from £75,000 to £125,000. The main priorities for the Parish element of CIL contributions will be to go towards the delivery of the Greenfields extension and the extension to St Andrew's Cemetery.

- 2.2 The Sawtry Neighbourhood Plan forms part of the statutory Development Plan. This means that Huntingdonshire District Council will determine planning applications within the Parish in accordance with the development plan which includes this Neighbourhood Plan unless material planning considerations indicate otherwise (see [Section 38\(6\)](#)<sup>1</sup> of the Planning and Compulsory Purchase Act 2004).
- 2.3 Designation of Neighbourhood Planning Area. Sawtry Parish Council's application for the designation of a Neighbourhood Area relating to the whole of the parish was [approved](#)<sup>2</sup> on 23 October 2019. Sawtry Parish Council is the 'qualifying body' under Section 61G of the Town and Country Planning Act 1990 (as amended) for the designated neighbourhood area in order to develop a neighbourhood plan. The area of the Neighbourhood Plan is based upon the parish boundary, which was seen as appropriate as this area is recognised as the distinct community of Sawtry. This Neighbourhood Plan is a Community Led Plan. It has been prepared by the Parish Council with professional support. It has been informed by public participation and early consultation with the local community. The formal Neighbourhood Plan preparation process involved two statutory periods of public consultation as prescribed in [Regulations](#)<sup>3</sup>.
- 2.4 A Neighbourhood Plan is a planning document and is about the use and development of land. Neighbourhood planning gives communities more control over the future of their area by giving local people the chance to have their say in what happens where they live.
- 2.5 A neighbourhood plan can establish general planning policies for the development and use of land in a particular area. Plans can include local priorities, planning policies, proposals for improving an area or providing new facilities or infrastructure and allocation of key sites for development.
- 2.6 Neighbourhood planning is a tool to promote sustainable growth and will not be able to prevent development in an area. Neighbourhood plans can only include proposals for an equal (or greater) amount of growth than is set out in the [Local Plan](#)<sup>4</sup>. They must also accord with national planning policy
- 2.7 **The Localism Act 2011** ([LA 2011](#))<sup>5</sup> introduced measures under four main headings: new freedoms and flexibilities for local government, new rights and powers for communities and individuals, reform to make the planning system more democratic and more effective, reform to ensure that decisions about housing are taken locally. With regard to neighbourhood plans, the Localism Act provided new powers for people to make such plans and to delegate decision-making from central government.



<sup>1</sup><http://www.legislation.gov.uk/ukpga/2004/5/section/38>

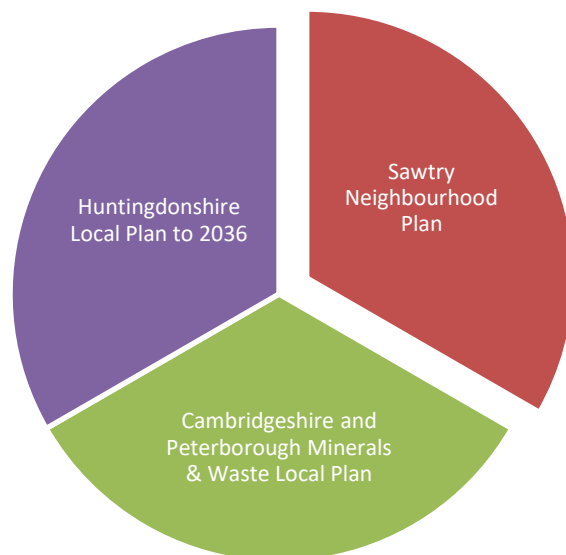
<sup>2</sup><https://huntingdonshire.gov.uk/media/4040/sawtry-designation.pdf>

<sup>3</sup><https://www.legislation.gov.uk/uksi/2012/637/contents/made>

<sup>4</sup><http://www.huntingdonshire.gov.uk/media/3872/final-adopted-local-plan-to-2036.pdf>

<sup>5</sup><https://www.legislation.gov.uk/ukpga/2011/20/contents>

- 2.8 **The Town & Country Planning Act 1990 (TCPA 1990<sup>6</sup>)** is the main planning legislation that includes the legal framework for local plans and neighbourhood plans. Schedule 4B paragraphs 8(1) and 8(2) define the criteria to be satisfied by a draft neighbourhood plan in order to meet the ‘Basic Conditions’.
- 2.9 **The Planning and Compulsory Purchase Act 2004 (PCPA 2004<sup>7</sup>)** Section 38A explains the meaning of ‘neighbourhood development plan’; and Section 38B describes its allowable provisions.
- 2.10 **Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)**. Every Neighbourhood Plan needs to consider the requirement for a Sustainability Appraisal (incorporating a Strategic Environmental Assessment) for the Neighbourhood Plan. SA is a mechanism for considering and communicating the impacts of an emerging plan, and potential alternatives in terms of key sustainability issues.
- 2.11 The Parish Council considers that there will be no significant environmental effects arising from the Neighbourhood Plan. They have produced SEA and Habitats Regulation Assessment (HRA) Screening Assessments for the Neighbourhood Plan which has demonstrated that a SEA is not required. Consequently, no SA incorporating an SEA has been undertaken for the Neighbourhood Plan.
- 2.12 **The National Planning Policy Framework (NPPF<sup>8</sup>)** sets out the Government’s planning policies for England and how these should be applied. It provides a framework within which locally-prepared plans for housing and other developments can be produced. Applications for planning permission are required to be determined in accordance with the relevant development plan; they should also contribute to the achievement of sustainable development which is explained in NPPF paragraph 8 as meeting three objectives: economic, social and environmental. These objectives should be achieved through plans which apply the policies contained in the NPPF.
- 2.13 **Planning Practice Guidance** sets out the government’s [advice<sup>9</sup>](#) on how to undertake neighbourhood planning within England. This is set out in detail within Section 41 of Planning Practice Guidance.
- 2.14 The ‘**Development Plan**’ for Sawtry comprises 3 main components as follows:



<sup>6</sup><https://www.legislation.gov.uk/ukpga/1990/8/contents>

<sup>7</sup><https://www.legislation.gov.uk/ukpga/2004/5/contents>

<sup>8</sup><https://www.gov.uk/government/publications/national-planning-policy-framework--2>

<sup>9</sup><https://www.gov.uk/government/collections/planning-practice-guidance>

- 2.15 **All policies within the Neighbourhood Plan should be read in conjunction with the Huntingdonshire Local Plan to 2036<sup>10</sup>. When determining proposals for development, no policy will be applied in isolation and account will be taken of all relevant policies.**
- 2.16 The policies in the Neighbourhood Plan must be in 'general conformity' with the strategic policies of the Local Plan. Huntingdonshire District Council as the Local Planning Authority defines which policies are to be considered 'strategic' with regard to the production of a neighbourhood plan. It is clear that some of the policies and all the allocations within the Huntingdonshire Local Plan to 2036 are to be considered 'strategic' for the purposes of neighbourhood planning. Details of which policies are deemed 'strategic' is set out in the introduction of the Huntingdonshire Local Plan to 2036<sup>11</sup>.
- 2.17 **The Huntingdonshire Local Plan to 2036** adopted in May 2019 provides a framework for sustainable development and is complementary to the NPPF. The [Local Plan](#)<sup>12</sup> includes some 38 policies under which planning applications are considered and also identifies areas of land (allocations) for development. The purpose of the Local Plan is to set out the strategy for development in the whole of Huntingdonshire; policies for managing development; and details of sites for development to meet the needs of Huntingdonshire. Sawtry is designated as a 'Key Service Centre' (KSC) in the Local Plan and as such has a role in meeting the development needs of the district through a series of allocations for development in the Local Plan. The strategy also sets out a role for further sustainable development at KSCs in contributing to the social and economic sustainability of these settlements and supporting a thriving rural economy.

2.18 During the development of Sawtry's Neighbourhood Plan some adjacent parishes have applied for the designation of their Neighbourhood Areas. Those approved include: Alconbury Weston in August 2022; Glatton on 5 September 2022; the Giddings; Winwick and Hamerton on the 30 March 2023. No further progress on their Neighbourhood Plans has taken place to date.

2.19 The other neighbouring parishes are Conington; Wood Walton; Abbots Ripton; Upton and Coppingford. None of these Parishes is working on Neighbourhood Plans.

2.20 In addition to the Development Plan there are also a number of **other planning documents** known as Supplementary Planning Documents (SPDs<sup>13</sup>) which cover the whole of Huntingdonshire. These include: Huntingdonshire Design Guide SPD (2017); Cambridgeshire Flood and Water SPD (2017); Wind Energy Development in Huntingdonshire SPD (2014); Developer Contributions SPD (2011) (with updated costs annually or successor documents); and Huntingdonshire Landscape and Townscape SPD (2022).



<sup>10</sup> For example, Policy LP8 on Key Service Centres in the Huntingdonshire Local Plan sets out the overall strategic policy framework when considering proposals in relation to the principle of development in the Built-up Area and the Countryside. Other policies in the Huntingdonshire Local Plan will also be relevant to planning applications that come forward in Sawtry

<sup>11</sup> See the yellow box between paragraphs 1.12 and 1.13 on Page 4 of the Huntingdonshire Local Plan to 2036

<sup>12</sup> <http://www.huntingdonshire.gov.uk/media/3872/final-adopted-local-plan-to-2036.pdf>

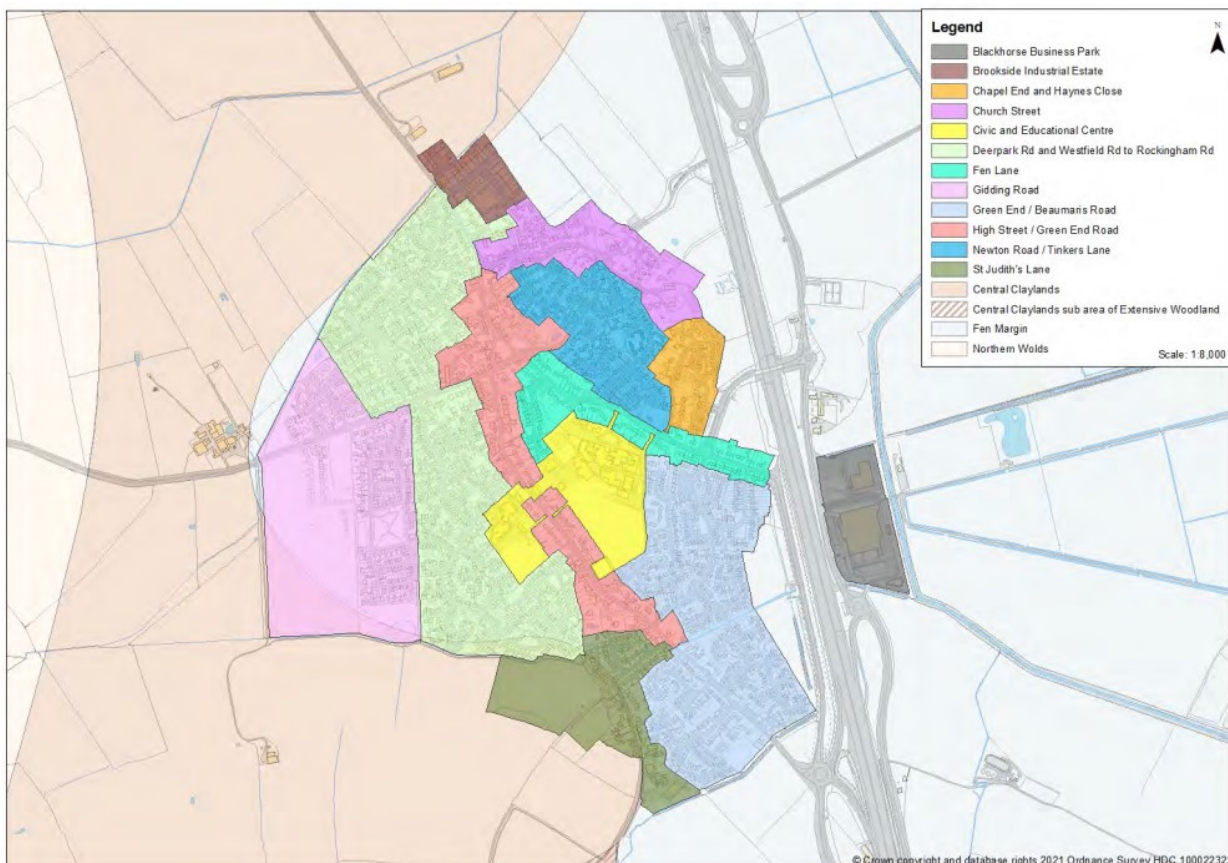
<sup>13</sup> <http://www.huntingdonshire.gov.uk/planning/planning-policy-documents/>



2.21 Part of Sawtry is covered by the Sawtry Conservation Area. There is unfortunately no published Conservation Area Character Statement or appraisal for this Conservation Area. A character appraisal where published has a purpose to identify and record those special qualities that make up the architectural and historic character.

2.22 **The Huntingdonshire Landscape and Townscape SPD<sup>14</sup>** supports the delivery of the Huntingdonshire Local Plan to 2036 by guiding the preparation and consideration of planning applications to enhance the quality of new development within Huntingdonshire; and providing a methodology for neighbourhood planning groups to produce their own landscape and townscape assessments to support policies within neighbourhood plans.

2.23 The revised SPD is accompanied by an interactive map. The SPD forms a material planning consideration in determination of planning applications and appeals alongside the Local Plan and any ‘made’ neighbourhood plans. [Chapter 12<sup>15</sup>](#) of the SPD deals with Sawtry as a Key Service Centre and sets out the key features for twelve character areas situated within the village. Sawtry Parish Council responded to the consultation on the draft SPD in 2021 with a number of recommendations in four character areas primarily relating to the historic core of the village, the development of shopping facilities, and the location of new industrial sites.



**Character Areas for Sawtry in the Huntingdonshire Landscape and Townscape SPD**

2.24 The above documents, taken into consideration with the present-day character of Sawtry, and its history, strongly influence the content of this emerging neighbourhood plan.

<sup>14</sup><https://huntingdonshire.gov.uk/planning/planning-policy-documents/landscape-and-townscape-spd-2022>

<sup>15</sup><https://huntingdonshire.gov.uk/media/6104/15-chapter-12-sawtry.pdf>

### 3. The Village Scene and Contemporary Challenges

3.1 **Sawtry History.** The origins of ‘Saltrede’, an area for salt making, can be traced back several thousand years. Archaeological evidence points to a settlement around Sawtry from pre-Roman times, including an Iron Age farmstead. The site of a medieval village, now protected as a Scheduled Monument which includes a Civil War Gun Platform, lies to the north east of the village. It was listed in the Domesday Book in 1086 as having three churches: All Saints, St Andrew and Judith, the latter surviving until 1573.



*Artefacts from Judith's Grange*

3.2 For many centuries, the three separate parishes existed until their amalgamation. Sawtry Abbey was built in 1147 and destroyed in 1540 following the dissolution of the monasteries. In 1879, the churches of All Saints’ and St Andrews were demolished, and their materials used in 1880 to construct the present All Saints’ church on the site of its predecessor. In September 1979, a major archaeological dig near Archer’s Wood unearthed many artefacts in the site of Judith’s Grange, including buckles, coins, knives, rings and scissors.

3.3 Sawtry is situated midway between Peterborough and Huntingdon. The great majority of its built-up area is close to the A1M and on its west side. The eastern area of the Parish comprises flat Fenland and, in the southern extremity, the Monks Wood National Nature Reserve. The western area of the Parish includes the undulating Central Claylands Landscape, Aversley Wood and Archer’s Wood. Much of the Parish land surrounding the village is given over to agriculture.

3.4 **Local Shops Past and Present.** In the early 1900s Sawtry enjoyed the charm of an idyllic rural setting. Many local shops were based around the village green. On the corner of Church Street and High Street there was once a sweet shop (Dora Garrett’s) adjacent to the cobbler (Mr Gaunt’s). Further down toward the Green was Newton’s the Bakers and a newsagent (now Boots the chemists). In a cottage overlooking the Green resided Percy Slater the photographer. Opposite, on the west side of the Green were Burtons Drapers, Lamberts Grocers and the Post Office. Chequers, a popular public house of its time, is now a private residence.



*Sawtry Mill 1864*

3.5 On the south side of the Green is Greystones, one of the two public houses remaining in the village. The Cross Keys public house opposite was demolished and in the 1970s was replaced on the site by a parade of small shops and businesses known as Greenways. Further down Green End Road are more retail outlets including J R Green Newsagents, The Co-operative Funeralcare and The Bell Inn.

3.6 At the north end of Sawtry, on the Glatton Road, the Co-operative supermarket opened, having been transferred from its Green End Road premises.





*Mr Gaunt the Cobbler (about 1920)*



*Local Drapers in the 1920s*

3.7 **Heritage Assets.** In terms of designated heritage assets, Sawtry has some 17 listed buildings as shown in the table below. Apart from these formally listed buildings, there are many other local ‘assets’ (buildings, structures, archaeological sites, parks, gardens and public works of art) of importance to the character of our parish. These are termed ‘non-designated heritage assets’ and the recently created Cambridgeshire Local Heritage List [Project](#)<sup>16</sup> has been formed to identify suitable candidates for local listing. Another useful website is the Cambridgeshire Historic Environment Record ([CHER](#)<sup>17</sup>). Searches via the [Heritage Gateway](#)<sup>18</sup> which pulls together numerous heritage records, including the CHER, indicate that Sawtry has over 60 non-designated heritage assets which could be considered for inclusion in the Heritage List Project. War time history in Sawtry included a Prisoner of War camp on Woodwalton Lane.

<b>Sawtry Listed Buildings</b>		
<b>Grade 2*</b>	<b>Grade 2:</b>	
<b>Manor House Farmhouse, St Judiths Lane</b>	<b>Barn about 20 Yards East of Manor House Farmhouse</b>	<b>Greystones, The Green</b>
	<b>Boundary Post, Old Great North Road</b>	<b>Lowcote House, Woodwalton Lane</b>
	<b>Thatched Cottage, Chapel End</b>	<b>The Manor, Tinkers Lane</b>
	<b>Church of All Saints, Church Causeway</b>	<b>The Manor House, High Street</b>
	<b>The Francis Pottery, Church Street</b>	<b>Mells, Cottage, Tinkers Lane</b>
	<b>Grange Farm Cottage, Woodwalton Lane</b>	<b>Row of Five Headstones in Churchyard of former Parish Church of St Andrew</b>
	<b>Green End House, Scotney Way</b>	<b>St Bosworths House, St Judiths Lane</b>
		<b>Village Lockup, The Green</b>
		<b>White Cottage Green End Road</b>

<sup>16</sup><https://local-heritage-list.org.uk/cambridgeshire>

<sup>17</sup><https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/archaeology/cambridgeshire-historic-environment-record-cher>

<sup>18</sup><https://www.heritagegateway.org.uk/gateway/>



3.8 As part of our work on the Neighbourhood Plan, we shall contribute to the list compiled by Huntingdonshire District Council. At the time of writing, the project has been publicised to households in and around Sawtry. Several candidates for local listing have already been identified such as the Fire Pump accommodation adjacent to the Green.



*Fire Pump Accommodation*



*Plaque*

3.9 The Parish also contains four scheduled monuments as follows:

- Site of Sawtry Judith village adjoining Archers Wood
- Sawtry moat and shrunken medieval village
- Sawtry Abbey: A Cistercian abbey on the southern edge of Sawtry Fen
- Monk's Hole barrow, 630m NNE of Monk's Wood Farm



*Sawtry Abbey Earthworks*

3.10 **Transport.** Sawtry is well-served by transport links. The A1M, formerly the Great North Road, runs north-south close to the village on its east flank. A few miles south of Sawtry, the newly extended A14 provides east-west access. Railway links are provided by the East Coast Main Line between London and Edinburgh. Cross-country services are available through Peterborough station. Local bus services provide access to Huntingdon, St Ives, Cambridge, Peterborough and outlying villages (except on Sundays). However, recent economy measures have reduced the frequency of services and resulted in cancellations – a source of major concern especially to the elderly and disabled.



The A1M from St Andrew's Flyover

3.11 In 2021, Census statistics (Table 10.7<sup>19</sup>) revealed that some 88.8% of Sawtry households owned 1 or more cars, significantly more than Cambridgeshire (83.1%) and England (76.5%); the difference may be due to the rural location of the village and the need for personal mobility: 53.2% of households owned two or more cars, significantly more than the county or country percentages.

3.12 **Population and Employment.** Census figures reveal the growth of Sawtry, especially in the past sixty years.

1911	1921	1931	1951	1961	1971	1981	1991	2001	2011	2018 (est)
994	909	915	1113	986	1749	3651	4865	5568	6540	6960

3.13 These figures are based on the **Ward** of Sawtry and are not strictly comparable year on year because of boundary changes; for example, 2018 boundary changes amended the parishes to be included in the Ward. More useful figures for the Neighbourhood Plan relate to the **Parish** of Sawtry. The 2011 Census figure reported 5250; Cambridgeshire County Council (CCC) estimates yield 5675 for mid-2018 and 5825 for mid-2020. The 2021 Census figure for the Parish of Sawtry was 5,900 (rounded to nearest 100).

3.14 In 2021, Census data (Table 10.1<sup>20</sup>) showed that ethnicity in Sawtry was predominantly 'white' at 95.6%, compared with 88.6% (Cambridgeshire) and 81.0% (England). Table 10.2<sup>21</sup> age distributions were broadly similar in Sawtry to Cambridgeshire and England.

3.15 Census data from 2021 revealed broadly similar occupational category levels in Sawtry, Cambridgeshire and England (Table 10.3<sup>22</sup>). The professional level was noticeably lower in Sawtry to Cambridgeshire. Activity analysis (Table 10.4<sup>23</sup>) indicated 62% of Sawtry were engaged in full-time or part-time employment, a percentage above the County and country figures. The Census 2021 figures show a higher rate of Economically Active in Employment in Sawtry to both Cambridgeshire and England.

3.16 **Dwelling Stock.** For the Parish of Sawtry, the dwelling stock figures are:

- 2011 Census 2,200
- 2018 Cambridgeshire County Council (CCC) estimate 2,425, and
- 2020 CCC estimate 2,530 (from Cambridgeshire Insight).

The 2021 Census figure for dwelling stock is not available. Current [projections](#)<sup>24</sup> (on a 2020 base) for 2026 suggest a population of 7,260 and a dwelling stock of 3,180 and by 2036 suggest a population of 7,450 and a dwelling stock of 3,315. However, these projections are based on just 440 dwellings being built from 2020 to 2036. Furthermore, the number of successful planning applications in recent years is already for some

<sup>19</sup> See Table 10.7 on page 59 in section 10

<sup>20</sup> See Table 10.1 on page 57 in section 10

<sup>21</sup> See Table 10.2 on page 57 in section 10

<sup>22</sup> See Table 10.3 on page 57 in section 10

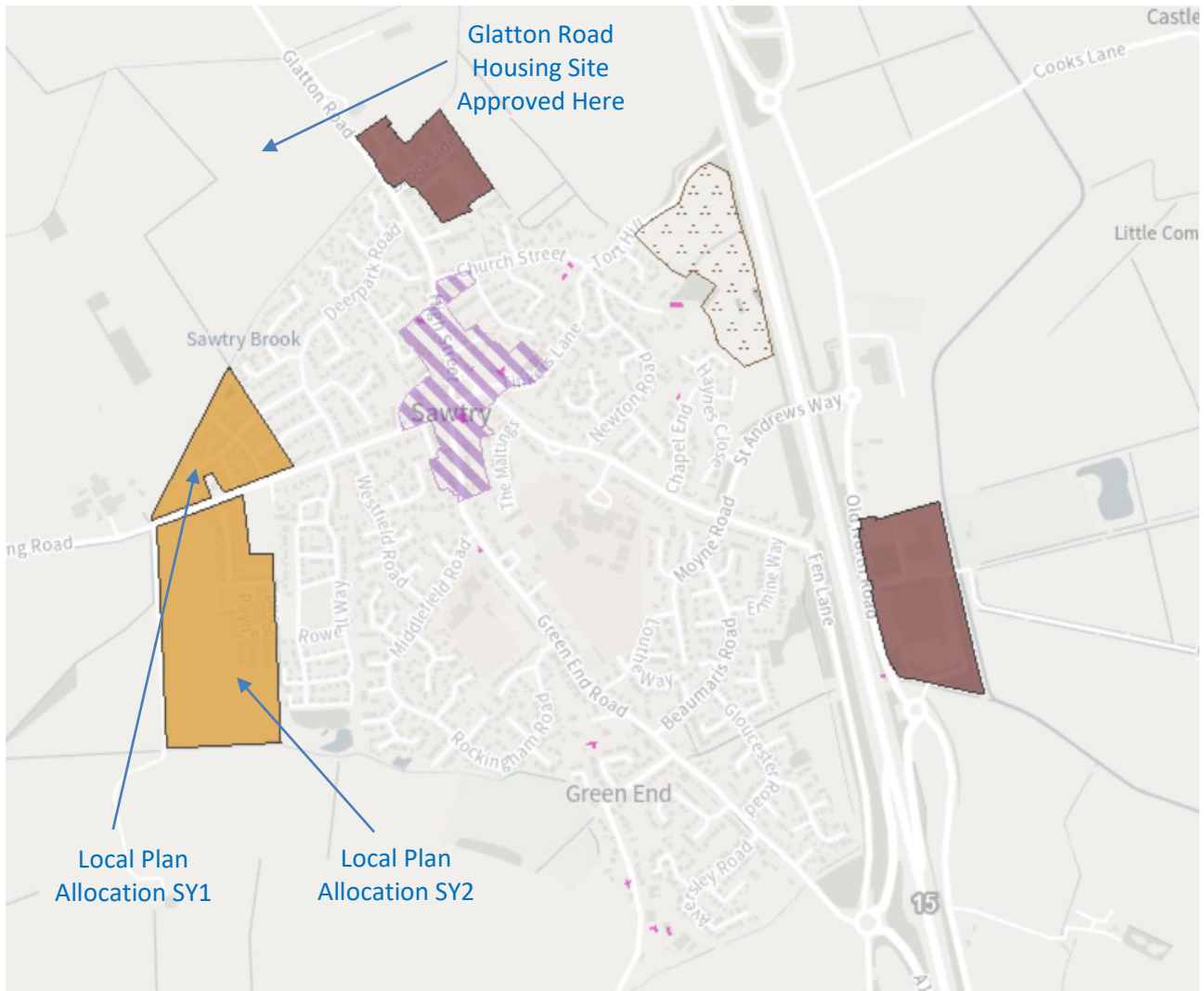
<sup>23</sup> See Table 10.4 on page 58 in section 10

<sup>24</sup><https://cambridgeshireinsight.org.uk/population/population-forecasts/>



963 estate homes plus several private developments. This implies a much larger population by 2036, possibly in the region of 8,000.

**3.17 Residential Development.** In general, the character of the village is dominated by rapid post-1950s development comprising a variety of architectural styles and materials, although some roads within the village have retained their distinctive rural character. Table 10.5<sup>25</sup> compares the types of dwelling and ownership in Sawtry compared with those of Cambridgeshire and England in 2011. Some 86% of Sawtry homes were detached, semi-detached, or bungalows – noticeably higher than county and country percentages. Strikingly, Sawtry had only 10% as terraced houses and very few flats or maisonettes (4%). This detailed data is not yet available from the 2021 Census, but headline figures continue to show very few flats, maisonettes or apartments in Sawtry. In Sawtry, over 75% of homes were owned either outright or with some form of loan; less than 11% were social and just under 14% were private rented (Table 10.6<sup>26</sup>).



Extract from the Huntingdonshire Local Plan Policies Map © Huntingdonshire District Council

**3.18** Under the Huntingdonshire Local Plan, adopted in May 2019, Sawtry was designated a Key Service Centre with allocations of 375 homes to the west of the village along the Gidding Road (80 dwellings on allocated site SY1 East of Glebe Farm; and 295 dwellings on allocated site SY2 South of Gidding Road). A further development of 340 homes has been approved recently to the north along the Glatton Road<sup>27</sup>. These are

<sup>25</sup> See Table 10.5 on page 58 in section 10

<sup>26</sup> See Table 10.6 on page 58 in section 10

<sup>27</sup> Granted Outline Planning Permission under 20/01407/OUT, with Reserved Matters Consent under 22/01080/REM still under consideration

shown on the extract from the Local Plan Policies Map above. The planning applications for SY1, SY2 and for Glatton Road have caused concern amongst local residents for several reasons. The development on both sides of Gidding Road has already affected patterns of traffic flow, mainly in Green End Road, with consequent congestion and parking difficulties. Residents fear that traffic from the Glatton Road proposal will exacerbate matters to an unreasonable degree.

3.19 Pedestrians regularly complain of the hazards in traversing busy roads with insufficient crossing points. Other concerns refer to the lack of infrastructure development and the attendant risk of flooding witnessed in various parts of the village. Some palliative solutions have been proposed to improve the flow of traffic, such as additional double yellow lines and possible one-way routes through the village. However, infrastructure improvements appear to have been overlooked and certainly fail to match the growth of residential accommodation

3.20 **Education.** Meridian Trust (MT), formerly Cambridge Meridian Academies Trust (CMAT), exists to provide, support, and champion high-quality education at the heart of local communities. Sawtry Village Academy, part of the MT family, is a mixed secondary and sixth form college for students aged 11 to 18 years. In 2021 its roll was some 850 with a capacity of 1200. Ofsted rated the Academy as good in 2018.



3.21 Sawtry Junior Academy is also part of the MT family and caters for pupils aged 7 to 11 (Key Stage 2); in 2021 it had some 229 children on its rolls with a capacity for 260. The majority of its pupils come from the village of Sawtry; the remainder are from surrounding villages. In the 2019 Ofsted inspection it was rated good. Sawtry Infants School, for pupils aged 4 to 7, was also rated good in July 2019, and appears to be full to capacity, nominally 180.

3.22 Following the anticipated population growth, a further need has been identified for a single form entry mixed primary school in the new Glatton Road proposal and 2.3 hectares of land was secured in the Planning Obligation for the provision of a primary school. It was initially suggested to have a proposed entry date of September 2023 but is now more likely to be 2024, 2025 or even later. This is dependent upon the delivery of the housing development and associated infrastructure.

3.23 **Religious Observance.** As shown in Table 10.8<sup>28</sup>, just over 47% of individuals in Sawtry identified as Christian with almost 45% as having no religion; the remaining percentage comprised six other faiths and 'faith not stated'. These figures are similar to those of Cambridgeshire and England, although Sawtry has a higher percentage of 'no religion'.

3.24 All Saints' Parish Church is located in Church Causeway. Services are conducted on Sunday mornings (both in person and live broadcast online) and Morning Prayer each Monday morning. There is also a monthly Messy Church and both weekly and monthly Connect groups active in both the church building and wider community. These include weekly Alpha+ held at Greystones public house each Monday, Weekly Little Saints (Carer and Toddler group) held in Methodist Hall, Monthly Causeway (Older persons group) held in All Saints' Church.

3.25 Sawtry Methodist Church is located in Green End Road. Sunday worship is offered weekly, either in the Church building, online or both. St Benedict's Catholic Community does not currently celebrate Mass in Sawtry Methodist Church although St Luke's, Orton Malborne, Peterborough is available

<sup>28</sup> See Table 10.8 on page 59 in section 10

**3.26 Medical and Dental Services.** Wellside Surgery provides medical care to approximately 8,200 patients living in Sawtry and the surrounding villages. Recently, Wellside Surgery closed its dispensary. Repeat prescriptions can now be obtained online and collected from a local pharmacy. The present partnership comprises four GPs supported by a comprehensive integrated team including a Practice Manager, Practice Nurses, Health Care Assistant, Receptionists, Dispensers, Administrators and a Medical Secretary. A surgery has existed on the current site in the High Street for over 30 years. The practice is housed in purpose-built premises which have been extended over time to support the needs of our practice population. Sawtry Dental is located in Gidding Road and has provided private services for more than 25 years.

**3.27 Community Services.** CARESCO is a registered charity which has served the local community in Sawtry and its satellite villages for some forty years. [CARESCO](http://www.caresco.org.uk/)<sup>29</sup> operates its many services from a purpose-built headquarters in the heart of the village. As notified in their annual report, these include an adult day care club called the Green End Day Club, the Cave workshop, a Friday drop-in cafe, a carers support group, a music-based social group, a Christmas Day party, and a Charity Shop which helps to fund these activities. In partnership with other organisations CARESCO also hosts the local foodbank and the village car scheme. CARESCO publishes the popular Sawtry Eye [magazine](#)<sup>30</sup> every two months. In June 2022, CARESCO was awarded the Queen’s Award for Voluntary Services which is the highest award that a local voluntary group can receive. At present, its main challenge involves planning for a new permanent building to replace the ageing modular headquarters.

**3.28 Sawtry Library** operates from the centre of the village under the aegis of Cambridgeshire County Council. In addition to lending services, it provides a number of office facilities.

**3.29 Sports and Leisure Facilities.** Several sports clubs exist for badminton, bowling, cricket, fishing, football, golf, table tennis, walking, and running (Sawtry Walk to Run). Several community groups co-operate in the organisation of a summer event, Sawtry Sport 4 All, to encourage families’ participation in the day’s activities (excluding Covid restriction periods). Over a period of seven years, the Sawtry Youth Project raised funds for the construction of a skatepark on St Judith’s field, which proved a popular attraction when opened in September 2021. The Leisure Centre on Green End Road contained a sports hall, gym and crèche; this was operated by One Leisure, on behalf of Huntingdonshire District Council. Now, the MT Academy Leisure team operate newly upgraded facilities in the same building which is based adjacent to Sawtry Village Academy.



**3.30** At the end of 2022 the swimming pool was closed within the Leisure Centre, although the other facilities remain open. The longer-term impact that the swimming pool closure may have on the overall operation and sustainability of the sports and leisure facilities within Sawtry is unknown.

**3.31** The Parish Council and Sawtry Sports and Leisure Association operate Greenfields which comprises sports fields and buildings on a site to the east of the A1M. Plans are in hand to extend the buildings. The facilities at Greenfields are actively used for football by Sawtry Colts Football Club for both boys and girls; together with Sawtry FC for adult football. It has been used for cricket by Sawtry Cricket Club for senior and junior teams.

**3.32 Surface Water.** The Lead Local Flood Authority is aware that Sawtry was affected by the flood events of December 2020, and there remain potential flood risks within Sawtry as illustrated on Maps 3 and 4. Areas of particular concern for surface water flooding in particular are highlighted on Map 3, this includes large areas at the southern side of the village, together with large parts of the north and west. The

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<sup>29</sup><http://www.caresco.org.uk/>

<sup>30</sup><http://www.caresco.org.uk/?page=sawtryeye&m=sawtryeye>

Neighbourhood Plan encourages increased resilience to flooding through the promotion of rainwater harvesting and the use of sustainable drainage for flood mitigation.

3.33 The NPPF together with the Huntingdonshire Local Plan Policy LP15 Surface Water sets out a comprehensive policy framework addressing flood risk (alongside Local Plan Policy LP5 on Flood Risk); it is not therefore necessary for the Neighbourhood Plan to include policies on this topic. A proactive approach to mitigating and adapting to climate change with reference to surface water flooding needs to be taken. The Cambridgeshire Flood and Water SPD<sup>31</sup> sets out relevant advice regarding allowing future developments to be built in ways that are considerate of flood risk. The Cambridgeshire County Councils Surface Water Planning Guidance<sup>32</sup> also provides technical guidance for developers. The LLFA would encourage the management of surface water runoff in Sawtry to use Sustainable Drainage Systems in order to mimic the natural drainage properties of a site.

## 4. Community Consultation

- 4.1 The Covid-19 restrictions, which were introduced in March 2020, blocked the normal methods of public meetings and face-to-face discussions as a means of gathering views and opinions. In their place, the NPG adopted a strategy which employed the following approaches:
- Leaflet and paper questionnaire drops to each of the 2,600 households in the Parish.
  - Online questionnaires for residents, community groups and businesses.
  - Notices and articles in the Sawtry Eye magazine distributed to every household.
  - Communication via email, both individually and grouped.
  - Announcements on the Parish Council website.
  - Telephone interviews.
  - Social media groups, such as those hosted by Facebook and Nextdoor.
  - From September 2021, after Covid restrictions had been relaxed, public presentations and displays.
- 4.2 Completed paper questionnaires were collected at specified addresses and using 'drop boxes' situated at several frequently visited locations such as retail outlets and the academies. Security precautions were in place to maintain the privacy of personal data gathered and stored both online and on paper as required by the General Data Protection Regulation (GDPR).
- 4.3 The questionnaires for residents, community groups and businesses are shown in the Consultation Statement; equivalent online versions of each were accessible through publicised internet links.
- 4.4 The paper and online responses to 197 residents' questionnaires were combined and analysed under two headings: problems/challenges and ideas for improvements. The results are summarised in the Consultation Statement by two reports:
- a. Problems/challenges: the most common complaints related to the poor state of roads and footpaths, inconsiderate parking, and excessive speeding by vehicles. Some of the issues could be addressed as policies in the neighbourhood plan and some would need to be set aside as non-planning objectives.
  - b. Suggestions for improvements: this report yielded fruitful material towards the formulation of both a vision for Sawtry and objectives for the Neighbourhood Plan.
- 4.5 A remarkable initiative by the Principal of Sawtry Junior Academy yielded 164 responses which are also analysed in the Consultation Statement. The volume of this effort shows the young people of Sawtry have very constructive ideas on how the village can be improved in the years ahead.

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<sup>31</sup><http://www.huntingdonshire.gov.uk/planning/planning-policy-documents>

<sup>32</sup><https://www.cambridgeshire.gov.uk/asset-library/Surface-Water-Planning-Guidance-June-2021.pdf>



4.6 Responses to a further 16 questionnaires were received from businesses and community groups. Many were followed up on an individual basis to obtain more detailed information.

4.7 Early in September 2021, a display was mounted in the Leisure Centre as part of the Sawtry Sport 4 All event which attracted visitors from far and wide. The display explained the role and importance of Neighbourhood Planning and appeared to be well received. Later in the month, a presentation open to the public was given in the CARESCO headquarters. On both occasions, the opportunity to collect further opinions ('preferences') was taken by means of the 'Quick Questionnaire' and its explanatory notes which are shown in the Consultation Statement. The analysis of the 193 replies reveals the popular desire for leisure, medical and health facilities, and for concern over the environment.



4.8 At the start of 2022, green areas across the village were surveyed to obtain possible candidates for designation as Local Green Spaces (LGS). This work is summarised in the chart in the Local Green Space Evidence document. As part of the continuing community consultation, articles were distributed to every household in Sawtry to elicit preferences on the selection of LGS. The details of this substantial project are described in the supporting Local Green Space Evidence document.

## 5. Vision and Objectives

5.1 **Vision:** The following vision has been developed:

**To preserve the rural character of the Parish, promote health and safety, support climate change policies, develop community services and facilities, and encourage business developments.**

5.2 **Objectives:** The following are the objectives for the Neighbourhood Plan:

- 5.2.1. To conserve and enhance the natural environment of Sawtry including through designating new Local Green Spaces and through encouraging woodland planting.
- 5.2.2. To preserve and enhance the historical core of the village and the significance of the Sawtry Conservation Area and to create distinctive, high quality and well-designed places and buildings.
- 5.2.3. To support climate change adaptation and mitigation in the village including in new development.
- 5.2.4. To protect and preserve important community assets including local services and facilities by encouraging the retention and growth of community facilities including through the identification of allocations for additional recreational and leisure facilities.
- 5.2.5. To facilitate the growth of community health infrastructure including health services covering: physical, mental and dental.
- 5.2.6. To facilitate the need for sufficient educational and nursery provision for a growing community.
- 5.2.7. To provide the opportunity for the centre of the village to provide potential accommodation for further retail and charitable activities.
- 5.2.8. To encourage increased use of sustainable transport methods including through the development of active travel including safe cycling and walking routes.
- 5.2.9. To provide off-street parking areas and opportunities for electric vehicle charging as part of an approach to mitigating traffic problems within the village.
- 5.2.10. To implement measures which enhance the personal safety of individuals.

**5.2.11. To support the growth and expansion of business and employment opportunities.**

5.3 The table in Section 8 cross references the objectives to the policies and the NPPF.

**6. Policies**

**6.1. The Built environment**

**6.1.1 Housing.** The NPPF prescribed guidance for ensuring both a sufficient supply of homes (Section 5) and for local needs assessment (paragraph 61). Huntingdonshire’s Local Plan sets the context for sustainable development in paragraph 1.6.

6.1.2 In policy LP8 Sawtry was designated a Key Service Centre; that policy sets out a framework for built development. The Local Plan also allocated two sites for development. Local Plan policies LP1, LP2, LP8, LP10, LP11, LP12, LP13, LP20, LP24, LP25, LP26 and LP28 cover the policy framework for housing adequately. This includes addressing windfall housing proposals and potential rural exception sites (which could be considered in Sawtry if there is local needs evidence). The Local Plan delivers the strategic housing requirement.

6.1.3 There is currently insufficient evidence available at a local level to set out a policy approach towards the provision of First Homes. First Homes are a specific kind of discounted market sale housing<sup>33</sup> and should be considered to meet the definition of ‘affordable housing’ for planning purposes. The forthcoming review of the Huntingdonshire Local Plan will need to consider evidence of need for First Homes and set out a suitable policy framework. In the meantime it is considered that national policy in the NPPF and advice set out in Planning Practice Guidance can be used in decision making on planning applications.

6.1.4 The community consultation revealed a strong local resistance to any further major home-building in the village, with concern that there had been a rapid recent expansion in new housing that is unbalanced with local infrastructure. Furthermore, there was a clear lack of interest in small homes such as flats and maisonettes – surprising, perhaps, in view of the dwelling stock figures in Table 10.2<sup>34</sup>: in comparison with County and Country statistics, Sawtry has a higher proportion of bungalows, semi-detached houses and, markedly, detached houses; the village has a significantly lower proportion of terraced houses, flats and maisonettes.



*295 Bovis Homes under construction in 2022*

**6.2. The Natural Environment**

**6.2.1 Green Spaces.** Despite the growth in housing, Sawtry enjoys an essentially rural setting. There is also a wealth of footpaths within and around the village, often connected by green and other spaces of various sizes and shapes. The community clearly values the amenity and recreational benefits conferred by these areas. As part of the consideration of Local Green Spaces a recent survey identified some 77 green areas across the village as listed in the Local Green Spaces Evidence document.

<sup>33</sup> See <https://www.gov.uk/guidance/first-homes>

<sup>34</sup> See Table 10.2 on page 57 in section 10



6.2.2 In 2012, the Government introduced a new designation of Local Green Space through the NPPF allowing local communities to put forward green areas of particular importance to them for protection. Paragraph 103 of the NPPF identifies that policies for managing development within a Local Green Space should be consistent with those for Green Belts. That means that, once designated, planning permission will only be granted for the development of the sites in very special circumstances or if the development clearly enhances the Local Green Space for the purpose it was designated or is functionally related to it. Local Green Spaces may be suitable to accommodate biodiversity enhancement or flood risk attenuation measures where this doesn't undermine the purpose of identifying the site as Local Green Space in the first place. Biodiversity enhancement measures such as tree, hedge or wildflower planting do not require planning permission. Some of the Local Green Spaces will contain utility infrastructure underneath them, works to the utilities constitutes permitted development.



6.2.3 Local Green Space designation will not be appropriate for most green areas or open space. The designation should only be used where the green space meets the criteria set out in the NPPF. Namely that it is in reasonably close proximity to the community it serves; where the green area is demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and where the green area concerned is local in character and is not an extensive tract of land.

6.2.4 Of the 77 green areas across the village, several, listed below, have been selected as candidates for designation as Local Green Spaces. The sites listed in the policy have been assessed as according with the criteria for Local Green Space as set out in the NPPF.

6.2.5 The engagement with the local community has confirmed the strength of interest in maintaining and extending these areas, often by volunteer efforts with the support of the Parish Council: planters provide colour and floral displays around the village; more benches and picnic areas are sought to enhance amenity and recreational opportunities. There may be opportunities within the new housing coming forward in Sawtry for new green spaces to be provided that can provide opportunities for green corridors to be developed between existing Local Green Spaces and new development.

## Policy SNP1 - The natural environment and protecting green spaces

Proposals to enhance the village and surrounding areas through appropriate landscaping and planting, especially around any new developments, will be encouraged.

The Neighbourhood Plan supports proposals that protect and enhance the natural features that are a key component of the landscape and provide habitat for biodiversity enhancement, including:

- Measures to protect and enhance our natural environment and landscape character and to maintain tree cover and hedgerows and to increase tree and woodland cover will be promoted wherever possible;
- Proposals that provide favourable conditions for biodiversity including maintenance and enhancement of habitat connectivity and landscape scale conservation. Mitigation measures will be sought where any loss would be unavoidable and cause significant harm.

The following sites are designated as Local Green Spaces and are identified on Map 5 in Section 9:

1. The Green and adjacent small area
2. Land off Bramble End and Monks Way
3. Land (Playing field) at Rowell Way
4. Land North of Gidding Road along Sawtry Brook
5. Land including wooded area North of roundabout at Green End Road and Bill Hall Way
6. Land South of Woollard Walk and West of Elm Way
7. Land at Deerpark Road, Coppins Close and Shawley Road
8. Land between Farm Close and Westerman Close
9. Land West of Glatton Road along Sawtry Brook
10. Land at Haynes Close
11. Land on the corner of Fen Lane and Newton Road
12. Land West of Chestnut Close including Jubilee Walk
13. Land between St David’s Way and All Saints Way
14. Land at The Maltings
15. Land West of Gloucester Road
16. Land between Saxon Close and Wheatsheaves
17. St Judith’s Field and Dog Walking Area

The designated areas of Local Green Space will be protected in a manner consistent with the protection of land within Green Belts. Proposals to use the areas of Local Green Space for biodiversity enhancement or surface water flood risk attenuation and associated infrastructure will be supported in principle where this does not conflict with their demonstrably special significance indicated in the Appendix to this Plan.

*(Note – detailed maps and descriptions of the Local Green Spaces are contained in Appendix 1)*

**6.2.5.1 Policy Justification.** All three major questionnaires in the community consultation emphasised the importance of protecting the environment and supporting national initiatives such as the Queen’s Green Canopy and the Woodland Trust tree planning scheme. Aside of purely climate change considerations, increased areas of green spaces and woodland will enhance the appearance of the countryside. Paragraph 102 of the NPPF specifies the conditions for the designation of Local Green Spaces which are then protected from development. NPPF paragraphs 174 and 179 supports measures to protect and enhance the natural environment, biodiversity and geodiversity. Local Plan policies 30, 31 and 32 aims to avoid adverse impacts resulting in loss of biodiversity and geodiversity; in paragraph 8.24 the planting of new trees is encouraged. SNP1 extends these Local Plan policies and supports Objective 1 above.



**6.2.6 The Impact of Climate Change.** National policy aims to reduce the reliance on fossil fuels for heating and transport applications. In the local area, only limited progress has been achieved employing practical steps such as setting aside areas for electric vehicle charging points and solar panel systems. For the immediate future, every encouragement should be given to speed the adoption of low-carbon and energy efficient processes. Addressing flood risk is part of responding to the impact of climate change. Surface water flooding is an issue in Sawtry as detailed in paragraphs 3.31 and 3.32. The Huntingdonshire Local Plan Policy LP15 Surface Water sets out a comprehensive policy framework addressing flood risk alongside Local Plan Policy LP5 on Flood Risk.

## Policy SNP2 - Climate change mitigation

To support climate change mitigation proposals for new development which encourage and include the use of renewable energy generation and low-carbon modes of transport will be supported subject to compliance with other policies.

Where planning permission is required, proposals for installing renewable or low-carbon energy generation on existing premises will be supported subject to compliance with other policies.

The installation of renewables or low carbon energy generation must not compromise the visual quality of the building nor streetscene and must be well integrated.

Proposals for small-scale community led renewable energy generation will be supported where the following criteria are met:

- They provide energy to one or more local community facilities;
- They respect the rural and/or settlement character of the locality;
- They will not adversely affect biodiversity;
- Residential amenity is protected.

**6.2.6.1 Policy Justification.** Mitigating and adapting to the effect of climate change will contribute to sustainable development in terms of meeting environmental objectives. Paragraph 152 of the NPPF calls for progression towards a low carbon economy by the reduction of greenhouse gas emissions, which is achievable, for example, through the use of renewable energy for transport (NPPF Section 9) and home heating. In practical terms these measures can also be achieved by progression towards zero carbon green hydrogen technologies. SNP2 is compliant with Local Plan policies 16 (Sustainable Travel) and 35 (Renewable and Low Carbon Energy).

### 6.3 Community Infrastructure and Services

**6.3.1 Recreation, Sporting and Leisure.** Open space can take many forms including parks, village greens, play areas, sports pitches, allotments, semi-natural areas and substantial private gardens. Many provide important recreational and sporting facilities or are important for biodiversity. The Village benefits from a wide range of community facilities providing recreation, sporting and leisure opportunities. Consultation feedback in the early questionnaires emphasised the importance placed on sporting and recreational facilities amongst both the young people and adults. Developer contributions may be required to pay for, or contribute towards, the cost of additional infrastructure and services needed as a result of new development. The Huntingdonshire Developer Contributions SPD (2011) (with updated costs annually or successor documents) explains the relationship between developer contributions and the Community Infrastructure Levy and provides guidance on the types of contribution that will be sought and the basis for charges.



6.3.2 The consultation in relation as to how facilities and provision could be improved or enhanced further covered a wide range of activities, both indoor and outdoor. Specific requests for enhancement to existing provision relate both to the need to improve the current Greenfields facilities (for which planning application 20/01407/OUT, a Glatton Road development, allocated funding of £216,977), and to extend the site, ideally on a new area adjacent to the existing facility; need for a replacement for the Astro Turf pitch in the village centre; and provision of an outdoor table tennis facility. CIL funding has been allocated to provide a full size 3G pitch to replace the small sand dressed pitch at Sawtry

Academy/Leisure Centre. A full size 3G pitch in the village would complement rather than replace the grass football pitches at Greenfields.

6.3.3 The Greenfields site involves two main parts a fishing lake and the sports field. It lies to the east of the A1 and Old North Road so accessibility is limited to a degree by the distance. Footway links between the main village and Greenfields exist for the entire route. Greenfields is owned by the Parish Council and is operated by Sawtry Sports and Leisure Association. Sawtry Fishing Lake is a 2-acre lake actively used for fishing of Carp and various other species. The sports field comprises a clubhouse, car parking, 6 football pitches and a cricket square. Greenfields is used for football by Sawtry FC and Sawtry Colts Football Club; until recently, it has also been used for cricket by Sawtry Cricket Club.

6.3.4 The existing Greenfields site is used to capacity with no space for expansion, there are also only small gaps between the various pitches that limit spectating opportunities and can lead to conflict between games underway on neighbouring pitches. There is overlap between the football and cricket facilities that can lead to difficulties. The car parking available is insufficient to cater for peak activity which can lead to off-site car parking conflict with the neighbouring employment uses. Greenfields has been successful but has simply outgrown the current site and additional space is needed for expansion. The expansion need includes additional football pitches and possibly a new cricket square.



6.3.5 Elsewhere in Sawtry several sports clubs exist for badminton, bowling, cricket, fishing, football, golf, table tennis, walking and running. There is also a skatepark, a kick wall and outdoor gym equipment on St Judith's field. The Leisure Centre on Green End Road contains a sports hall and gym now run by Meridian Trust Academy Leisure team. At the end of 2022 the swimming pool was closed within the Leisure Centre, although the other facilities remain open. The longer-term impact that the swimming pool closure may have on the overall operation and sustainability of the sports and leisure facilities within Sawtry is unknown.

## Policy SNP3 - Recreation and leisure

Land north of Greenfields shown on Map 7 in Section 9 is identified for community use and proposals to create new or enhanced community facilities for recreation and leisure including new pitches together with associated infrastructure including additional parking and/or drainage measures will be supported. Proposals should include appropriate soft landscaping. Proposals to use this land for any alternative use will not be permitted. Developments will be supported which extend or improve the existing sporting, leisure and recreational facilities including the sports pavilion on the existing Greenfield site subject to including suitable landscaping. Proposals to promote sustainable travel modes such as the inclusion of cycle parking will be particularly supported.

Other recreation and leisure developments in the Parish will be supported if they extend or improve the existing sporting, leisure and recreational facilities, including the sports pavilion on the existing Greenfield site subject to including suitable landscaping.

6.3.5.1 **Policy Justification.** NPPF paragraph 92 promotes healthy and safe communities, including the provision of sports facilities and routes which encourage walking and cycling. The recent community consultation revealed a strong demand for additional swimming pools and football fields especially amongst school age students. Local Plan policy 22 enables the development of



community facilities such as sports venues; policy 23 permits sport or leisure allocations in appropriate areas of the countryside.

**6.3.6 Medical and Health Services.** Frequent concerns have been raised over the ability of Wellside Surgery to support the rapidly growing population in and around Sawtry, currently some 8,200. Responses to the residents' questionnaire raised concerns over the current capacity of the local surgery and the consequent difficulty in making appointments with medical staff. The rapid growth in household numbers raised fears that this problem will be exacerbated unless increased medical services are approved. New development can impact on the provision of local infrastructure including medical and health facilities; in appropriate circumstances developer contributions may be required towards medical and health facilities. The Huntingdonshire Developer Contributions SPD (2011) (with updated costs annually or successor documents) explains the relationship between developer contributions and the Community Infrastructure Levy and provides guidance on the types of contribution that will be sought and the basis for charges.



**6.3.7** The analysis of Quick Questionnaire responses indicated that its second most desirable improvement was the expansion of health services in the village in relation to the Wellside Surgery; the pharmacy; and mental health provision. In consultation it had been suggested that an option for an additional site for further facilities could be adjacent to Rowell Way. However, the preference for expansion of health facilities would initially be to explore options to expanding the Wellside Surgery accommodation. NPPF paragraph 92(c) enables and supports the development of identified local health facilities. Local Plan policy 22 describes the conditions under which the development of health centres will be supported.

**6.3.8** The policy looks to cover primary care services that provide the first point of contact in the healthcare system, acting as the 'front door' of the NHS. As defined by NHS England, primary care includes general practice, community pharmacy, dental, and optometry (eye health) services.

## Policy SNP4 - Medical and health

Development proposals that involve the enlargement, improvement or replacement of the current medical, health, dental and mental health services in Sawtry will be supported and encouraged in order to balance health provision with the growth in housing that has already taken place and is planned.

Development proposals that would result in the loss of medical or health facilities will not be supported unless:

- evidence is provided to demonstrate that they are poorly used or not viable in terms of community demand or need for that specific type of primary care service; or
- adequate replacement provision is made elsewhere nearby, within or close to the community served by the geographical catchment for the specific medical or health facility.

**6.3.8.1 Policy Justification.** Huntingdonshire Local Plan Policy 22 supports the extension of existing health facilities where required to support the needs of the local community. The expansion of the local surgery, medical and mental health services has not matched the rapid development of housing estates in Sawtry.

**6.3.9 Community Facilities and Volunteer Services.** ‘Community Facilities’ is a generic term used for community infrastructure, services and facilities. This includes village halls, places of worship including any associated halls, community centres and multi-use facilities. These facilities typically provide opportunities for community uses such as events, sports and activities. Community facilities can also provide space for arts or cultural activities, and serve wider purposes such as providing affordable space for events or small businesses to hire. Although medical and health services are community facilities, these are covered by Policy SNP4. In the same way education and nursery facilities are covered by Policy SNP7.



**6.3.10** Sawtry and surrounding villages benefit from a range of services which support young people, families and the elderly. Many such services are delivered by CARESCO, a registered charity created in 1982 and aiming to meet the needs of the community. Its activities are described in detail on its [website](http://www.caresco.org.uk/)<sup>35</sup>, which is a testament to the remarkable achievements of its permanent staff and some 140 regular volunteers.

**6.3.11** CARESCO’s very success has brought problems, notably with regard to its ageing accommodation which will need to be replaced in a few years. They are currently exploring the option of erecting a new community building as replacement accommodation in the medium term. The CARESCO team charged with the new building project and the Parish Council have explored possible opportunities at a number of sites across the village. The need for a replacement for the current headquarters will be needed in the period up to 2036. Work has progressed sufficiently on the feasibility study to specifically look to allocate a site in the Neighbourhood Plan for a mix of activities including a community building alongside some additional car parking provision, and land at Belgrave Square has been identified to be suitable for this joint purpose. The support for proposals which look to improve or replace the community facilities currently provided by CARESCO is important to the sustainability of the village. Support would equally apply if CARESCO were to change its name or if a successor organisation took over the services. The site at Belgrave Square is not subject to surface water flood risk which is an issue in much of the northern and western parts of the village.

**6.3.12** If proposals are to be developed through enabling development then viability evidence would need to demonstrate that all profits are reinvested in the development of enhanced or additional facilities. It should be noted the viability evidence would need to be independently reviewed by Huntingdonshire District Council as part of the determination of any planning application, the cost of this would be at the developer’s expense.

**6.3.13** A mechanism to protect and keep valued buildings or land in use for the community is the Community Right to Bid Scheme. It gives local community groups the opportunity to nominate buildings or other land to be included on the Huntingdonshire Council’s [list](#)<sup>36</sup> of Assets of Community Value. An asset should contribute to the community’s social well-being or social interests. Once on the register, 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. Currently Sawtry has no recorded Assets of Community Value.

<sup>35</sup><http://www.caresco.org.uk/>

<sup>36</sup><https://www.huntingdonshire.gov.uk/council-democracy/community-right-to-bid/>

6.3.14 Policy LP 22 - Local Services and Community Facilities of the Huntingdonshire Local Plan to 2036 looks to support new community facilities and to safeguard against their loss. The supporting text to Policy LP22 in paragraphs 6.47 to 6.49 on page 92 of the Huntingdonshire Local Plan to 2036 details the type of evidence necessary to demonstrate how it can be shown that community facilities might be considered to be poorly used or not viable<sup>37</sup>. This is equally relevant to the application of this Neighbourhood Plan policy. Policy LP 32 - Protection of Open Space - is also relevant as it looks to protect against the loss of open space, outdoor recreation facilities, allotments and areas of garden land that provide amenity value. New development can impact on the provision of local infrastructure including community facilities; in appropriate circumstances developer contributions may be required towards community facilities.



6.3.15 The cemetery at All Saints’ is now closed, and the adjacent civil cemetery is fully occupied; many burials now occur at St Andrew’s cemetery. With the rapidly growing population of Sawtry, and in anticipation of future needs, it is proposed to double the available area of St Andrew’s cemetery. The land for the extension is already owned by the Parish Council. This additional space is likely to provide sufficient capacity for burials across the plan period and beyond as alternatives to burials continues to grow.

## Policy SNP5 - Community facilities

Development proposals that result in the improvement and expansion of community facilities or the provision of new community facilities will be supported subject to the following criteria being met:

- The proposal will not adversely affect residential amenity or the living conditions of the occupiers of neighbouring properties;
- The proposal will not lead to traffic congestion or adversely affect the free flow of traffic; and
- Access arrangements and off-street parking including cycle parking to promote active travel can be satisfactorily provided.

Proposals to redevelop, extend or replace an existing community facility through enabling development on part or all of the land or buildings occupied by the existing community facility, will be supported where it can be demonstrated through viability evidence that all profits are being reinvested in the development of enhanced or additional community facilities. Proposals which look to improve or replace the community facilities currently provided by CARESCO (or any successor community organisation) will be supported in principle.

<sup>37</sup>In particular paragraph 6.49 states: “Assessing the level of community support for a local service or facility is a matter of judgement, but could be informed by information such as evidence of the level of recent usage, as well as the number and nature of comments made on an application by members of the local community. For commercially run facilities such as local shops and pubs, the Council considers that a robust marketing exercise is the most transparent way of demonstrating that such facilities are no longer viable. This should be of sufficient duration to allow the local community time to consider making a bid to run or acquire premises of value through the Community Right to Bid. In seeking to justify the loss of local services or community facilities, applicants will also be required to consider whether existing premises or sites can be adapted to retain a viable community facility or service. Effective marketing will in most cases need to be for a continuous period of 12 months at a value reflecting its permitted use with details kept of any offers received and detailed reasoning for declining them. However, in particular circumstances it may be appropriate for alternative arrangements to establish if there is any realistic prospect of maintaining the service or facility.”



Land at Belgrave Square shown on Map 10 in Section 9 is identified for community use (alongside off-street car parking under Policy SNP9). Proposals for a community building will be supported in principle. Proposals to use this land for any alternative use will not be permitted.

Land east of St Andrew’s cemetery, as shown on Map 8 in Section 9, is identified for cemetery use and proposals to create new or enhanced cemetery facilities will be supported. An appropriate risk assessment will need to accompany any planning application. Proposals to use this land for any alternative use will not be supported.

Development proposals that would result in the loss of a community facility, as identified on Maps 12 and 13 in Section 9, will not be supported unless

- evidence is provided to demonstrate that the facility is poorly used or not viable in terms of community demand/needs; or
- adequate replacement provision is made elsewhere, within or close to the community served.

**6.3.15.1 Policy Justification.** Although Sawtry does not suffer from a high level of deprivation, there are many individuals and families in need of support, whether for social contact, mental stimulation or food parcels. The current services and facilities are dependent to a large extent on volunteer labour, much of which is organised by CARESCO, and operated within limited accommodation. In pursuit of social objectives, NPPF paragraphs 92 and 93 aims to promote social interaction and to provide social, recreational and cultural facilities for all sections of the community.



**6.3.16 Village Centre Retail and Shopping Facilities.** A century ago, Sawtry’s shops were concentrated around the Green and served the needs of a village much smaller than today. Progressively, the majority of those shops have closed and have largely been replaced by retail outlets along the Green End Road. There is a Co-op store of modest size, but most weekly food shopping is obtained from supermarkets in Huntingdon, Peterborough and Oundle. With the growth in population, there is clearly a commercial opportunity for more and varied retail outlets and for additional food convenience provision.

**6.3.17 Village Centre Opportunity Site.** At the junction of High Street and Gidding Road is the RJ Landowners site, they are an independent Land Rover garage offering servicing and repairs to all makes and models of Land Rover. The site generally contains numerous stored vehicles and two functional buildings. The site lies at the heart of the Conservation Area and the current commercial use does not preserve the character or appearance of the street scene.



**6.3.18** This commercial site is located at the historical centre of village life, and presents an opportunity to restore some of Sawtry’s original historic character which has been lost over the years. In terms of location within the core of the village centre it provides a suitable location for re-use for retail or community uses. Discussions with the current owner have demonstrated a willingness to vacate the site in the fullness of time, subject to continuing business operation and the employment of his staff. The nature of the vehicle servicing use would better suit an industrial unit or similar location elsewhere in Sawtry. As such the site offers an opportunity for redevelopment and enhancement.



## Policy SNP6 - Retail and shopping provision and village centre opportunities

Development proposals that increase the number of shops and retail outlets in Sawtry or diversify the range of retail provision in terms of sizes of units and types of goods and services provided in Sawtry will be supported subject to the following criteria being met:

- The proposal will not adversely affect residential amenity or the living conditions of the occupiers of neighbouring properties;
- The proposal will not lead to traffic congestion or adversely affect the free flow of traffic; and
- Access arrangements and off-street parking including cycle parking to promote active travel can be satisfactorily provided; or where on-street parking is required this would not adversely affect the residential amenity of neighbouring properties.

Land at the junction of High Street and Gidding Road shown on Map 9 in Section 9 is identified as an opportunity site for enhancement and re-use. Proposals for development will be supported where they lead to enhancement of the overall site and quality of built form and contribute to the vitality of the village centre. Proposals should be for retail or community uses, or for a mixed-use proposal including retail or community uses that contributes to improved local services and facilities. Proposals to demolish the existing frontage building on the corner of High Street and Gidding Road would only be supported where the public benefit to the community from new facilities outweighs the heritage contribution that the traditional building makes to the character and appearance of the Conservation Area.

**6.3.18.1 Policy Justification.** For its size, Sawtry possesses a somewhat limited number of shops, which are mainly strung along busy thoroughfares such as Green End Road, High Street and the Glatton Road. The ensuing levels of roadside parking and traffic congestion create serious risks of accidents. The development of a supermarket and a shopping area away from through routes would cater for the steadily increasing population and would promote road safety.

**6.3.18.2** The proprietor of the Land Rover business adjacent to the Green has indicated a willingness to relocate to an industrial site, if a suitable unit became available by 2036. Such an opportunity would be most welcome as offering the possibility of restoring Sawtry's historical centre and providing retail and community facilities. Local Plan policy 2 aims to protect the character of existing settlements, while conserving and enhancing the historic environment. Paragraph 190 of the NPPF encourages the conservation and enhancement of the historic environment and the desirability of new developments making a positive contribution to local character and distinctiveness.

**6.3.19 Educational and Nursery Places.** The steady and continuing influx of families has created a demand for additional school and nursery provision which will continue for years to come. The Infants School appears to be at full capacity; the Junior Academy currently has some available spaces; the Village Academy, reportedly, will be able to increase its annual intake of pupils for some years to come. New development can impact on the provision of local infrastructure including education facilities; in appropriate circumstances developer contributions may be required towards education facilities. The Huntingdonshire Developer Contributions SPD (2011) (with updated costs annually or successor documents) explains the relationship between developer contributions and the Community Infrastructure Levy and provides guidance on the types of contribution that will be sought and the basis for charges.



6.3.20 A development of 340 homes has been approved recently to the north along the Glatton Road<sup>38</sup>. Following the anticipated population growth, a further need has been identified for a single form entry mixed primary school in the Glatton Road scheme approved. The planning application considered this need and 2.3 hectares of land was secured in the Planning Obligation for the provision of a primary school. It was initially suggested to have a proposed entry date of September 2023 but is now more likely to be 2024, 2025 or even later. This is dependent upon the delivery of the housing development and associated infrastructure. As the education provision was one of the key considerations that resulted in the planning permission being granted, it is considered imperative that the delivery of this new primary school takes place.

## Policy SNP7 - Education and nursery provision

**Great weight should be attached to the need for an expansion of school places in order to meet the demands of a growing population. Proposals for the enlargement of education and nursery provision will be supported in principle subject to other policies in the development plan.**

**Development proposals that would result in the loss of education and nursery facilities will not be supported unless it can be shown that they are poorly used, not viable in terms of community demand/needs, or unless adequate replacement provision is made elsewhere nearby within or close to the community served.**

6.3.20.1 **Policy Justification.** NPPF paragraph 95 urges local planning authorities to ensure sufficient school places become available. Cambridgeshire County Council plans are in hand for the provision of additional primary school places in anticipation of increased demand by the mid-2020s. Local Plan policy 22 includes the provision of schools within its scope.

### 6.4. Highways and Traffic

6.4.1 **Sustainable Transport Methods (Active Travel).** Sawtry and its environs are blessed with a network of footways often linking attractive green spaces. The village and wider Parish are also fortunate to have a number of Rights of Way, including public footpaths, bridleways and a byway. The community consultation revealed a desire to extend footpaths, develop cycle routes, and provide areas furnished with benches for social interaction.

6.4.2 The Government through Active Travel England is looking to make walking, wheeling and cycling the preferred choice for everyone to get around in England. Active travel is the term often used to encompass elements such as walking to school, cycling to work, or other everyday journeys you make to get from place to place; rather than just walking or cycling solely for leisure or fitness. In addition, active travel can offer a convenient, accessible and affordable way to move more for shorter journeys. National policy in the NPPF does not refer to active travel but instead refers to sustainable transport, but includes within paragraph 104 c) that policies should look for opportunities to promote walking, cycling and public transport use are identified and pursued. Active travel and sustainable travel modes not only positively contribute to addressing climate change but also can assist in maintaining a healthy community.

6.4.3 The Huntingdonshire Local Plan to 2036 contains Policy LP 16 which indicates that new development will be expected to contribute to an enhanced transport network that supports an increasing proportion of journeys being undertaken by sustainable travel modes. The main location for growth in Sawtry to the north and east are somewhat distant from many of the services and facilities in

<sup>38</sup> Granted Outline Planning Permission under 20/01407/OUT, with Reserved Matters Consent under 22/01080/REM still under consideration

the village so new opportunities for walking and cycling are required to promote active travel or sustainable travel modes of transport.

6.4.4 The Neighbourhood Plan can support these ambitions and promote sustainable transport modes such as public transport, alongside the promotion of active travel such as walking and cycling. It seeks to move away from the use of private car for short journeys to help tackle climate change, pollution and congestion. Whilst current provision for pedestrians is reasonably extensive, the provision for cyclists is not significant. An important driver for promoting cycling is the provision of secure cycle parking and storage at the destination. Often the key to encouraging people to use cycles is the knowledge that they can be left in a safe location.



6.4.5 There are a number of footpaths that pass through the village open spaces where lighting and the orientation of properties limits their use in the dark. A number of the footways, in the centre of the village are narrow, for example High Street, and this can deter use by particular groups such as wheelchair users or parents with children. Narrow streets and on-street parking also make cycling difficult and increase the feeling of danger, particularly for young people travelling to school. Making more effective use of off-street networks of links for walking and cycling across the village can help to improve accessibility without over-engineering the road network.

6.4.6 The Parish Council will look to work specifically with Cambridgeshire County Council as the Highways Authority to help facilitate these matters. The Active Travel [Strategy](#) for Cambridgeshire<sup>39</sup>, is currently in draft form following consultation. It provides a comprehensive set of policies that will enable quality provision of active travel infrastructure and initiatives in Cambridgeshire to contribute to the County Council’s target to achieve net zero carbon by 2045. By enabling and encouraging more people to travel by active travel modes, the number of journeys made by car can be reduced. The Cambridgeshire’s Local Cycling and Walking Infrastructure Plan (LCWIP) has been developed and will sit under Cambridgeshire’s Active Travel Strategy. The LCWIP process identifies the top priority active travel routes in each district for new or improved infrastructure for walking and/or cycling. Whilst it is noted that Sawtry is not specifically referenced in some of these documents, the Neighbourhood Plan is an opportunity for the Parish Council to work with the County Council to gain support on potential actions that could then be incorporated into the County Transport Investment Plan.

6.4.7 Sawtry benefits from an extensive public rights of way network which includes routes within the village itself and across the wider parish. The A1(M) to the east of the village does bisect some of the rights of way connections to/from the village.

6.4.8 Some parts of the village still have rural lanes which have no dedicated footways - Tinkers Lane, Church Street and Tort Hill being particular examples. This is a particularly distinctive characteristic of these informal lanes and the introduction of engineered footways would harm this character. Low trafficked areas can accommodate shared surface roads without compromising pedestrian safety.

## Policy SNP8 - Footpaths and cycle ways

**Sawtry Parish Council will work with Cambridgeshire County Council as the Highway Authority to promote active travel opportunities across the Parish of Sawtry. Proposals to develop or improve appropriate sustainable transport infrastructure will be supported. Proposals that include extending footways, paths and cycle ways linked by communal areas to encourage active travel and social interaction both within existing and proposed development will be particularly supported.**

<sup>39</sup><https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/transport-plans-and-policies/cambridgeshires-active-travel-strategy>

**Proposals that would harm the particularly distinctive characteristic of the rural informal lanes (including Tinkers Lane, Church Street and Tort Hill which operate as shared surface roads) such as the introduction of engineered footways would not be supported.**

**6.4.8.1 Policy Justification.** Paragraphs 92 and 104 of the NPPF promote healthy and safe communities and sustainable methods of transport by encouraging the development of footpaths and cycle ways. Existing routes within Sawtry and in the surrounding countryside can be enhanced with signage and, in suitable green spaces, with benches for rest areas and social interaction. Such requests were made in numerous questionnaire responses. Local Plan policy 16 supports the use of sustainable travel modes, such that development proposals should seek to utilise, and where possible, provide safe, coherent and easy to use footpaths and cycle routes.

**6.4.9 Parking Requirements.** On-street car parking can lead to localised traffic congestion along the Green End Road, especially at school arrival and departure times. Across the village, particularly in the older parts, there are several properties with no off-street car parking opportunities. The move to a low carbon economy and the shift towards electric vehicles emphasise the need for off-street parking to allow vehicles to be charged without cables trailing across footways which would be a trip hazard. Failure to identify and set aside areas to resolve this problem may call for the introduction of a one-way traffic pattern within Sawtry which could inconvenience many local residents.

6.4.10 In the wider village centre, excluding the school sites, there are three locations used for off-street car parking at: the Village Hall; Greenways (shopping parade); and Greystones (public house). The last of these is a private car park free for patrons of Greystones, but chargeable for occasional users; the other two areas provide public car parking (non-chargeable). Greenways provides 17 parking spaces and the Village Hall has approximately 60 defined parking spaces. In the wider village hall space, there are also some further 20 spaces at the Library, Youth and Community Centre and CARESCO’s ‘Cave’. The Village Hall car park also serves CARESCO and the Leisure Centre.



6.4.11 Whilst there may be modest room for a small expansion of the Greenways parking, this is an important location for short-term parking to facilitate visits to the shops. As such it is intended to operate as a short-stay location with high levels of turnover and doesn’t ideally suit the longer periods of occupation required by residents wishing to charge vehicles (although this could be a possibility overnight). The Village Hall car park caters for longer stays when people visit events or use services and facilities; it can also offer the opportunity for the provision of electric vehicle charging points in the future, which the Neighbourhood Plan policies will look to support. This car park is part of a multi-activity community hub, and parking already effectively occupies the area available, and so additional car parking capacity here would not be likely. Moreover, retaining the flexibility to develop the community hub is considered to be imperative as the village continues to grow.

6.4.12 The Neighbourhood Plan is looking for space to provide additional off-street car parking together with the dedicated opportunity for electric vehicle charging provision. Sawtry Parish Council have undertaken an overview across the village for sites which may offer an opportunity for additional off-street car parking with electric vehicle charging provision. They also want to consider supporting electric vehicle charging provision within the existing off-street car parking provision within the village at the Village Hall and potentially Greenways. Searching additional parking capacity would be for a multi-use space allowing both residents to charge vehicles and to provide some additional off-street car parking close to village centre services and facilities. Work has progressed sufficiently on the feasibility



study to specifically look to allocate a site in the Neighbourhood Plan for a mix of activities including additional car parking provision together with a community building, land at Belgrave Square has been identified to be suitable for this joint purpose.

6.4.13 The Huntingdonshire Local Plan to 2036 contains Policy LP 16 on Sustainable Travel and Policy LP 17 on Parking Provision and Vehicle Movement. This latter policy indicates that proposals must incorporate adequate parking for vehicles and cycles. Advice on parking arrangements is contained in the Huntingdonshire Design Guide [SPD](#) (2017)<sup>40</sup>.

## Policy SNP9 - Off-street parking and electric vehicle charging

Land at Belgrave Square shown on the Map 10 in Section 9 is identified for public off-street parking, for equipping with electric vehicle charging points (alongside community use including a community building under Policy SNP5). Proposals to use this land for any alternative use will not be permitted.

Proposals for any off-street parking provision should include measures to manage surface water run-off through appropriate measures including sustainable drainage.

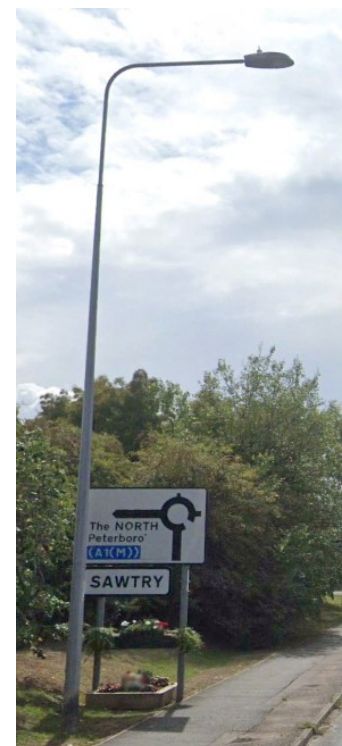
Proposals to install electric vehicle charging points, where they need planning permission, in off-street public and privately owned car parks across Sawtry will be supported. Proposals to install secure cycle parking and storage across Sawtry will be supported.

Proposals to develop on-street electric vehicle charging infrastructure, including through the use of existing street furniture across Sawtry, will be supported subject to:

- they should not adversely affect the historic environment or highway or pedestrian safety;
- they are in compliance with other relevant legislation, for example section 278 of the Highways Act 1980; and
- they do not detrimentally impact areas of significance as referenced in the HDC Landscape and Townscape SPD (March 2022).

6.4.13.1 **Policy Justification.** Growing traffic congestion and roadside parking are not sustainable and require remedial measures. Furthermore, the demand for electric vehicle charging points is predicted to increase rapidly in the years ahead. To prevent hazards to pedestrians, charging points and their associated cables need to be sited away from public footpaths whenever possible. NPPF Section 9 refers to parking design requirements as part of sustainable transport. These include convenience, safety, security, compliance with national design codes, and the provision of charging points for plug-in and ultra-low emission vehicles. Local Plan Policies 16 Sustainable Travel, and 17 Parking Provision and Vehicle Movement, include conditions applicable to the development of parking areas. The Parish Council own the land at Belgrave Square and the proximity to the retail core of the village makes it accessible for use for additional off-street public car parking, alongside a new community building; together with the opportunity for community electric vehicle charging points.

6.4.14 **Safer Communities.** Many consultation responses expressed concerns over anti-social behaviour, teenage drinking and drug use, vandalism, burglary, and the possibility of criminals entering the village via



<sup>40</sup><http://www.huntingdonshire.gov.uk/media/2573/huntingdonshire-design-guide-2017.pdf>

the A1M. Suggested remedies included greater police presence and the installation of CCTV. Related issues recommended more pedestrian crossings, improved street lighting, regular litter collection and additional bins for collecting dog waste. There are footpaths that pass through the village open spaces where lighting and the orientation of properties limits their use in the dark.

6.4.15 The Parish Council consider that a variety of measures will be needed to enhance the personal safety of individuals. In new development this will include designing layouts that promote opportunities for natural surveillance and ensuring that pedestrian linkages are well lit and avoid the potential for anti-social behaviour. The aim should be to ensure that crime and disorder, and the fear of crime, do not undermine the quality of life or social cohesion.

6.4.16 The NPPF in paragraph 92 b) looks for planning policies and decisions aiming to achieve healthy, inclusive and safe places which are safe and accessible, so that crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion – for example through the use of attractive, well-designed, clear and legible pedestrian and cycle routes, and high quality public space, which encourage the active and continual use of public areas.

6.4.17 It is possible through permitted development rights to undertake some elements of public infrastructure such as street lighting and CCTV; although planning permission is required in some circumstances. Planning has a role in ensuring that new development contributes to social cohesion and safe and healthy environments.

## SNP10 - Safer communities

**Development proposals will be supported which aim to achieve safe places and which avoid the fear of crime and disorder. Development should facilitate social interaction and community cohesion alongside a healthy and safe environment which enhances the personal safety of individuals.**

**The Parish Council will support appropriate proposals which include:**

- a layout of development which creates safe, convenient and overlooked attractive streets and spaces;
- high quality open space which is integral to the overall layout of the development;
- carefully planned landscaping; and
- other appropriate measures to improve public safety.

**6.4.17.1 Policy Justification.** Fears and concerns over vandalism, anti-social behaviour, litter and dog fouling have led to calls for measures which protect the individual and preserve the appearance of the village scene. As part of promoting healthy and safe communities, NPPF paragraph 92(b) aims to avoid crime, disorder and the fear of crime by the provision of safe places. The installation of adequate street lighting and closed-circuit television systems are practical measures which should achieve a degree of personal safety.

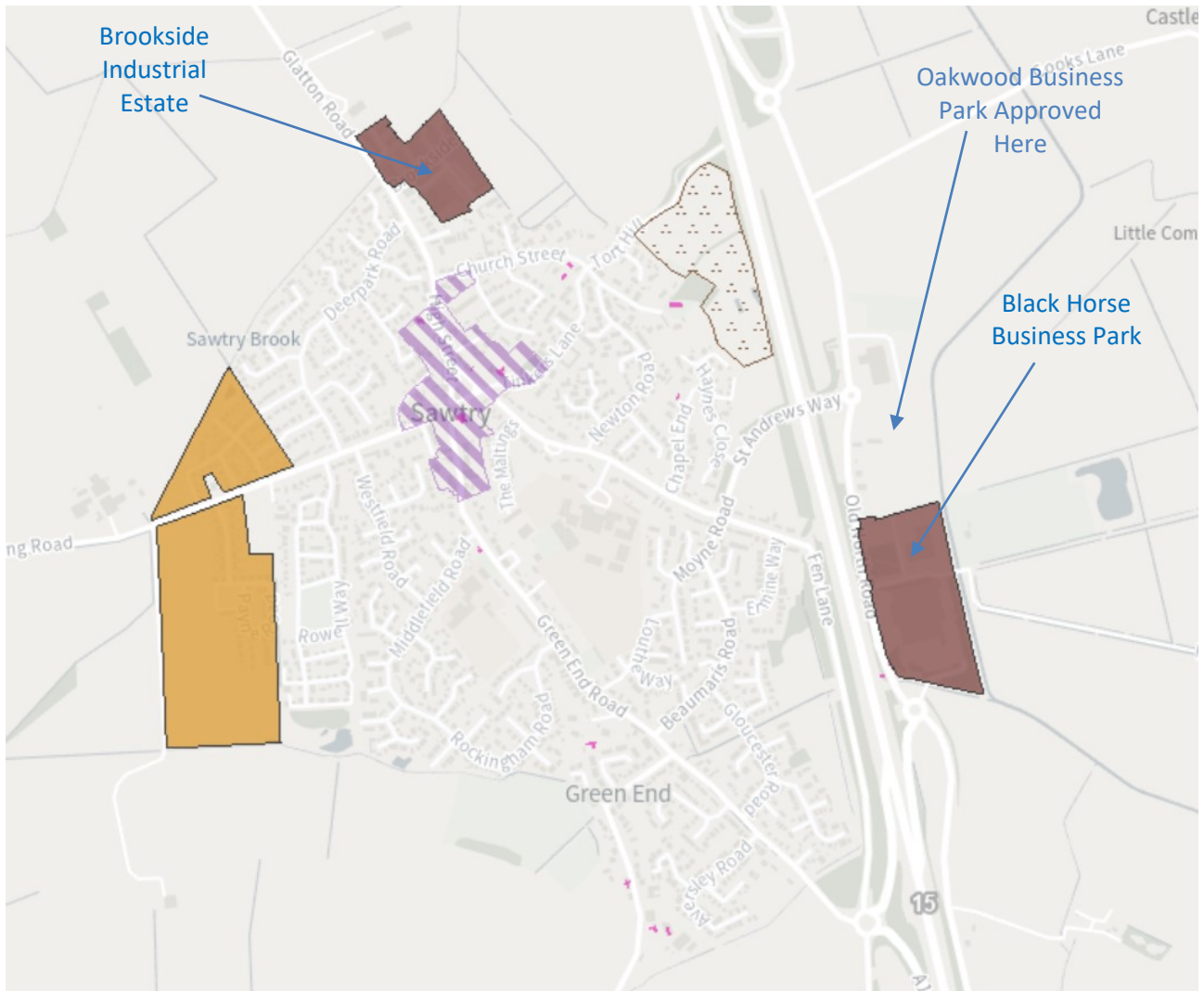
### 6.5 Business and employment.

6.5.1 The creation of new business ventures should be encouraged to help develop the local economy and provide apprenticeship and training opportunities for young adults. The Huntingdonshire Local Plan through Policy LP 18 identifies the Black Horse Business Park and Brookside Industrial Estate as Established Employment Areas; these are shown on the extract from the Local Plan Policies Map below.

6.5.2 Policy LP 18 of the Local Plan identifies that proposals for 'B' class which are B2 (General Industrial), B8 (Storage & Distribution) uses will be supported within Established Employment Areas and on land immediately adjoining them where it can be successfully integrated with the existing site. The

use classes have been amended subsequently since the Local Plan was developed with the former B1 use class having been subsumed into the wider use class E Commercial, Business and Service, in particular as E g) i) office ii) the research and development of products or processes or iii) any industrial process, (which can be carried out in any residential area without causing detriment to the amenity of the area). As such reference to the 'B' classes in the Local Plan should now include use class E g) as well.

6.5.3 Policy LP 19 Rural Economy of the Local Plan supports farm diversification, the expansion of existing businesses and proposals for new development in the countryside in specific circumstances. It supports proposals in the countryside where it is within a defined Established Employment Area; or b. immediately adjoins and is capable of being integrated with an Established Employment Area; or involves the reuse of land in use or last used for business uses (class 'B'); or involves the reuse or replacement of existing buildings as set out in Local Plan Policy LP 33 Rural Buildings.



Extract from the Huntingdonshire Local Plan Policies Map © Huntingdonshire District Council

6.5.4 Under Local Plan Policy LP 19 various planning permissions were granted for development to the north of Black Horse Business Park now known as Oakwood Business Park which sits between St Andrew’s cemetery to the north and Sawtry Motors to the south. There is an area of undeveloped land between Sawtry Motors and the Black Horse Business Park. Although most business activity in Sawtry is focussed to the north at Brookside and to the east along the A1M corridor, there are some businesses located within the residential areas of the village. Ideally, businesses will relocate out of residential parts of Sawtry to the east side of the A1M thus limiting the impact of HGVs on the streets within the village. The Parish Council’s preferred locations for new enterprises are the Black Horse Business Park and the new Oakwood Business Estate originally intended for occupation by Spirotec and nearing completion by Barnack Estates. The Parish Council would prefer not to see the enlargement of the Brookside Industrial Estate which although is a defined Established Employment Area is not ideally located. This can only be accessed by traffic, particularly delivery vehicles and HGVs going through Sawtry or Glatton, which is not ideal and can lead to air quality and road safety concerns within the villages.



6.5.5 Policy LP 8 of the Local Plan supports development proposals within the Built-up Area or on land well-related to the Built-up Area of a Key Service Centre. This would include proposals for business and employment.

6.5.6 A balanced community requires access to housing, employment and local services and facilities. Continued improvements to facilitate better pedestrian and cycle linkages to Brookside Industrial Estate, Black Horse Business Park and Oakwood Business Park would improve accessibility.

## Policy SNP11 - Business and employment

Development proposals related to the expansion of existing businesses and new employment facilities which will be supported in principle where they are within the Built-up Area or on land well-related to the Built-up Area of Sawtry; or are within a defined Established Employment Area or immediately adjoin and are capable of being integrated with an Established Employment Area; or are otherwise supported other Development Plan policies.

The Neighbourhood Plan looks to encourage appropriate proposals that comply with development plan policies connected with the Established Employment Area at Black Horse Business Park and the permitted Oakwood Business Park. Proposals for high quality and professional occupation employment, such as research and development, that would diversify the existing local employment provision will be particularly supported.

Proposals for new businesses including research and development or industrial units that would provide commitments to local employment, training and apprenticeship schemes will be particularly supported subject to compliance with other development plan policies.

Proposals for business and employment will need to demonstrate how they can contribute to continued improvements to facilitate better pedestrian and cycle linkages to improve accessibility and to promote active travel. Proposals must provide for the provision of on-site secure cycle parking and storage.

Proposals at or relating to Brookside Industrial Estate will need to satisfactorily demonstrate that traffic movements, particularly HGV movements that would need to go through Sawtry, would not lead to



unacceptable impacts on the historic environment; living conditions (including relating to noise and disturbance); air quality; and pedestrian safety within the Parish.

**6.5.6.1 Policy Justification.** The NPPF Section 6 seeks to satisfy sustainable economic objectives by building a strong competitive economy. One approach would be to identify suitable sites for investment. Under Local Plan Policies 18 and 19 a proposal for business development will be supported on land within an Established Employment Area or adjoining an Established Employment Area. Sawtry has a significantly lower proportion of professional occupations (19.0%) in the 2021 Census to Cambridgeshire (26.6%) and a lower proportion than for England (20.3%). Consequently, the provision of professional occupations and high-quality employment such as research and development would be particularly supported.



## 7. Cross Reference

7.1 The section below cross-references the objectives and policies with the policies of the Local Plan and the NPPF framework.

Serial	Objective	Neighbourhood Plan Policy	Local Plan Policy	NPPF paragraph
5.2.1	To conserve and enhance the natural environment of Sawtry including through designating new Local Green Spaces and through encouraging woodland planting.	<b>Policy SNP1 – The natural environment and protecting green spaces</b>	Local Plan policies LP30, LP31 and LP32 aim to avoid adverse impacts resulting in loss of biodiversity and geodiversity; in paragraph 8.24 the planting of new trees is encouraged.	Paragraph 102 of the NPPF specifies the conditions for the designation of Local Green Spaces which are then protected from development. NPPF paragraphs 174 and 179 supports measures to protect and enhance the natural environment, biodiversity and geodiversity.
5.2.2	To preserve and enhance the historical core of the village and the significance of the Sawtry Conservation Area and to create distinctive, high quality and well-designed places and buildings.	<b>Policy SNP6 - Retail and shopping provision and village centre opportunities; and Policy SNP1 – The natural environment and protecting green spaces; and Policy SNP9 - Off-street parking and electric vehicle charging</b>	Local Plan policy LP2 aims to protect the character of existing settlements, while conserving and enhancing the historic environment. Policies LP11 Design Context, LP12 Design Implementation and LP13 Placemaking are a suite of policies that promotes high quality design and well-designed places.	Paragraph 190 of the NPPF encourages the conservation and enhancement of the historic environment and the desirability of new developments making a positive contribution to local character and distinctiveness. Section 12 of the NPPF sets out a framework for achieving well-designed places.
5.2.3	To support climate change adaptation and mitigation in the village including in new development.	<b>Policy SNP2 - Climate change mitigation; and Policy SNP8 - Footpaths and cycle ways; and Policy SNP9 Off-street parking and electric vehicle charging</b>	SNP2 is compliant with Local Plan policies LP16 (Sustainable Travel) and LP35 (Renewable and Low Carbon Energy).	Paragraph 152 of the NPPF calls for progression towards a low carbon economy by the reduction of greenhouse gas emissions, which is achievable, for example, through the use of renewable energy for transport (NPPF Section 9) and home heating.

5.2.4	To protect and preserve important community assets including local services and facilities by encouraging the retention and growth of community facilities including through the identification of allocations for additional recreational and leisure facilities.	<b>Policy SNP3 - Recreation and leisure; and Policy SNP4 - Medical and health; and Policy SNP5 - Community facilities; and Policy SNP7 - Education and nursery provision</b>	Local Plan policy LP22 enables the development of community facilities such as sports venues; policy LP23 permits sport or leisure allocations in appropriate areas of the countryside.	NPPF paragraphs 92 and 104 promote healthy and safe communities, including the provision of sports facilities and routes which encourage walking and cycling.
5.2.5	To facilitate the growth of community health infrastructure including health services covering: physical, mental and dental.	<b>Policy SNP4 - Medical and health; and Policy SNP5 - Community facilities</b>	Local Plan policy LP22 describes the conditions under which the development of health centres will be supported.	NPPF paragraph 92(c) enables and supports the development of identified local health facilities.
5.2.6	To facilitate the need for sufficient educational and nursery provision for a growing community.	<b>Policy SNP7 - Education and nursery provision; and Policy SNP5 Community facilities</b>	Local Plan policy LP22 includes the provision of schools within its scope.	NPPF paragraph 95 urges local planning authorities to ensure sufficient school places become available.
5.2.7	To provide the opportunity for the centre of the village to provide potential accommodation for further retail and charitable activities	<b>Policy SNP6 - Retail and shopping provision and village centre opportunities</b>	Local Plan policy LP22 is also applicable to community facilities such as shops and libraries.	NPPF paragraphs 92 and 93 aim to promote social interaction and to provide social, recreational and cultural facilities for all sections of the community.
5.2.8	To encourage increased use of sustainable transport methods including through the development of active travel including safe cycling and walking routes.	<b>Policy SNP8 - Footpaths and cycle ways</b>	Local Plan policy LP16 supports the use of sustainable travel modes, such that development proposals should seek to utilise, and where possible, provide safe, coherent and easy to use footpaths and cycle routes.	Paragraphs 92 and 104 of the NPPF promote healthy and safe communities and sustainable methods of transport by encouraging the development of footpaths and cycle ways.

5.2.9	To provide off-street parking areas and opportunities for electric vehicle charging as part of an approach to mitigate traffic problems within the village.	<b>Policy SNP9 - Off-street parking and electric vehicle charging and Policy SNP8 - Footpaths and cycle ways</b>	Local Plan policies LP16, titled Sustainable Travel and LP17, titled Parking Provision and Vehicle Movement, include conditions applicable to the development of parking areas.	NPPF Section 9 refers to parking design requirements as part of sustainable transport.
5.2.10	To implement measures which enhance the personal safety of individuals.	<b>Policy SNP10 – Safer communities</b>	Local Plan policy LP4 looks for planning obligations to address funding for community safety where necessary. Policy LP12 addresses public safety as part of movement.	NPPF paragraph 92(b) aims to avoid crime, disorder and the fear of crime by the provision of safe places.
5.2.11	To support the growth and expansion of business and employment opportunities.	<b>SNP11 Business and employment</b>	Under Local Plan Policies LP18 and LP19 a proposal for business development (class 'B') will be supported on land within an Established Employment Area and in other circumstances. The Local Plan designated the Black Horse Business Park and the Brookside Industrial Park as Established Employment Areas.	NPPF Section 6 seeks to satisfy sustainable economic objectives by building a strong competitive economy.



## 8. Non-planning Objectives

8.1 This section will record issues raised locally which are not admissible as planning policies but which are relevant to wishes expressed during the community consultation.

	<b>Subject Area</b>	<b>Problem</b>	<b>Objective</b>	<b>Agent</b>
1	Roads	Poor state of road surfaces; potholes	Fill cracks and potholes; resurfacing as necessary	Cambridgeshire County Council (CCC) Highways
2	Pavements	Cracked and uneven surfaces: tripping and falling hazards	Repairs and re-levelling where needed	CCC Highways
3	Road safety	Hazardous junctions and roundabouts, such as St Andrews Way, junction of Tinkers Lane and Fen Lane and sections of Great North Road	New crossing points and speed limits; parking restrictions with double yellow lines	Sawtry Parish Council (SPC), Cambs Police and CCC Local Highways Initiatives
4	Speeding	Several main routes through Sawtry such as High Street, Fen Lane and Green End Road suffer from inconsiderate driving	Traffic surveys, speed monitors, 'sleeping policemen' and other control measures	SPC followed up by CCC action
5	Infrastructure and flood risks	New estates and continued covering of grass surfaces have led to concerns over possible flooding	Proper survey by the relevant agencies and companies to quantify risks and identify remedies	Environment Agency, Anglian Water, CCC, HDC, Middle Level Commissioners and Sawtry IDB
6	Litter	Excessive litter despite the Litter Pickers efforts	More bins, including dog bins; more publicity and education	SPC and volunteers
7	Bus schedules	No Sunday services which are needed for travel to employment	Schedules to be reviewed, the contribution of the demand responsive transport pilot known as TING operated by Vectare be reviewed	Cambridgeshire and Peterborough Combined Authority, SPC and bus operators
8	Electric vehicles	Lack of charging points off-road	Planning actions	SPC to lead research
9	Amenities in woodland and green spaces	Residents wish for benches and picnic areas	Projects for local enhancement of existing spaces	Volunteer initiatives
10	Drug abuse and anti-social behaviour	Individuals gather in various popular locations for their activities	Reduction of anti-social and criminal behaviour by monitoring and enforcement	Cambridgeshire Police
11	Youth provision	Lack of sporting and social groups for organised activities	Greater emphasis on recruiting volunteer youth leaders	Residents
12	Disability awareness	Insufficient facilities for mentally and physically disabled	Extra provision, for example dedicated workshop facilities	SPC, CCC and CARESCO



- 8.2 In relation to the non-planning objective No.5, Anglian Water have identified that their: *“draft Drainage and Wastewater Management Plan<sup>41</sup> states that we will have a medium term mixed strategy to address capacity in our water recycling catchment for Sawtry, with the main solution of SuDS. Over the longer term to 2050 the strategy is for 25% surface water removal from our network. This demonstrates that we have a strong focus on removing surface water from the sewerage system through a range of mixed SuDS and traditional attenuation strategies and this will help to provide capacity in our water recycling network in the future.”*

## 9. Maps

### 9.1 The Designated Neighbourhood Area (Map 1)

9.1.1 Sawtry Parish Council, as a qualifying body, applied for the designation of Sawtry Parish as a neighbourhood area and this was approved by Huntingdonshire District Council (HDC) on 23 October 2019. This approval was in accordance with regulations 5 and 5A of the Neighbourhood Planning (General) Regulations 2012 as amended. The designated area applicable to the Plan is illustrated below on Map 1. A slightly clearer base map to that on the designated neighbourhood area is shown on Map 11.

### 9.2 Sawtry Conservation Area (Map 2)

9.2.1 A conservation area is 'an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance'. The areas may vary in character and size from a small group of buildings to a major part of a town, but their status means that they are worthy of protection.

9.2.2 Extra controls exist within and alongside a conservation area over things such as:

- proposals to demolish buildings - most buildings in a conservation area are protected, whether they are old or not,
- alterations to residential properties that would normally be allowed under 'permitted development',
- the protection of trees.

9.2.3 These controls ensure that building design quality is strengthened, so that the area can be preserved and its character and appearance improved.

9.2.4 The Sawtry conservation area is one of 61 within Huntingdonshire and is shown below on Map 2.

### 9.3 Flood Risk (Maps 3 & 4)

9.3.1 The Environment Agency offers two types of flood risk mapping online.

- **Surface Water Flood Risk Map:** at <https://check-long-term-flood-risk.service.gov.uk>, this is a flood risk map that illustrates the level of risk of surface water flooding. The data can then also be explored to look at the potential depth of surface water flooding and the velocity and direction of flow of surface water flooding. Many parts of Sawtry are at risk of surface water flooding.
- **Flood Risk Map for Planning:** available from <https://flood-map-for-planning.service.gov.uk>, this interactive map allows the user to assess flood risk from rivers in a selected area and to obtain further details. Only limited parts of Sawtry are subject to this fluvial flood risk, the area to the east of the A1 is where flood risk is concentrated.

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<sup>41</sup><https://www.anglianwater.co.uk/about-us/our-strategies-and-plans/drainage-wastewater-management-plan/draft-plan/level-3-summary/>

9.3.2 The surface water flood risk map is shown at Map 3 and the flood risk map for planning which shows river flooding is at Map 4.

#### 9.4 Local Green Spaces (Map 5)

9.4.1 The proposed 17 Local Green Spaces are shown on Map 5. More detailed maps of each of the 17 proposed Local Green Spaces are shown in Appendix 1.

#### 9.5 Proposed Allocations (Maps 6, 7, 8, 9 & 10)

9.5.1 The Neighbourhood Planning Group have identified a number of proposed site allocations. Map 6 illustrates an overview of the site allocations. Maps 7, 8, 9 & 10 then illustrate the four individual site allocations. The four allocations are:

- **Proposed Greenfields Sports Area Extension (Map 7) (Policy SNP3)** - The existing sports fields to the east of the A1M are fully utilised and increasing in popularity. The growth, both in Sawtry's population and the number of sports teams, clearly indicate a requirement for an extension to the playing area. Of alternatives considered, the most suitable site is to the north of the current Greenfields sports field. The Parish Council have contacted the agent for the owner, Conington Estates, and it is hoped to progress matters in due course.
- **St Andrew's Cemetery Extension (Map 8) (Policy SNP5)** -The cemetery at All Saints' is now closed, and the adjacent civil cemetery is fully occupied; many burials now occur at St Andrew's cemetery. With the rapidly growing population of Sawtry, and in anticipation of future needs, it is proposed to double the available area of St Andrew's cemetery.
- **Village Centre Opportunity Site (RJ Landrovers) (Map 9) (Policy SNP6)** -This business site is located at the historical centre of village life, and presents an opportunity to restore some of Sawtry's original character which has been lost over the years. Discussions with the current owner have shown his willingness to vacate the site in the fullness of time, subject to continuing business operation and the employment of his staff.
- **Belgrave Square Proposed Allocation for Off-Street Car Parking, Electric Vehicle Charging Points and a Community Building (Map 10) (Policy SNP5 and Policy SNP9)** - This area is owned by Sawtry Parish Council (Land Registry Title CB 159461). For some years, the car park had been rented to the Working Men's Club for a peppercorn rent under a lease which expired in 2018. However, other groups and private individuals have also made use of the park rent-free, somewhat unfair to the Club. The situation was investigated by a Parish Council working party which recommended that the area should be set aside for the benefit of the entire village. Aside of car parking, and electric vehicle charging points, a portion of the area can be developed as a community building in the years ahead. Such a project would be in accord with the findings of the Neighbourhood Plan consultation period.

9.5.2 The overview map of the proposed allocations is shown below, followed by the four individual maps.

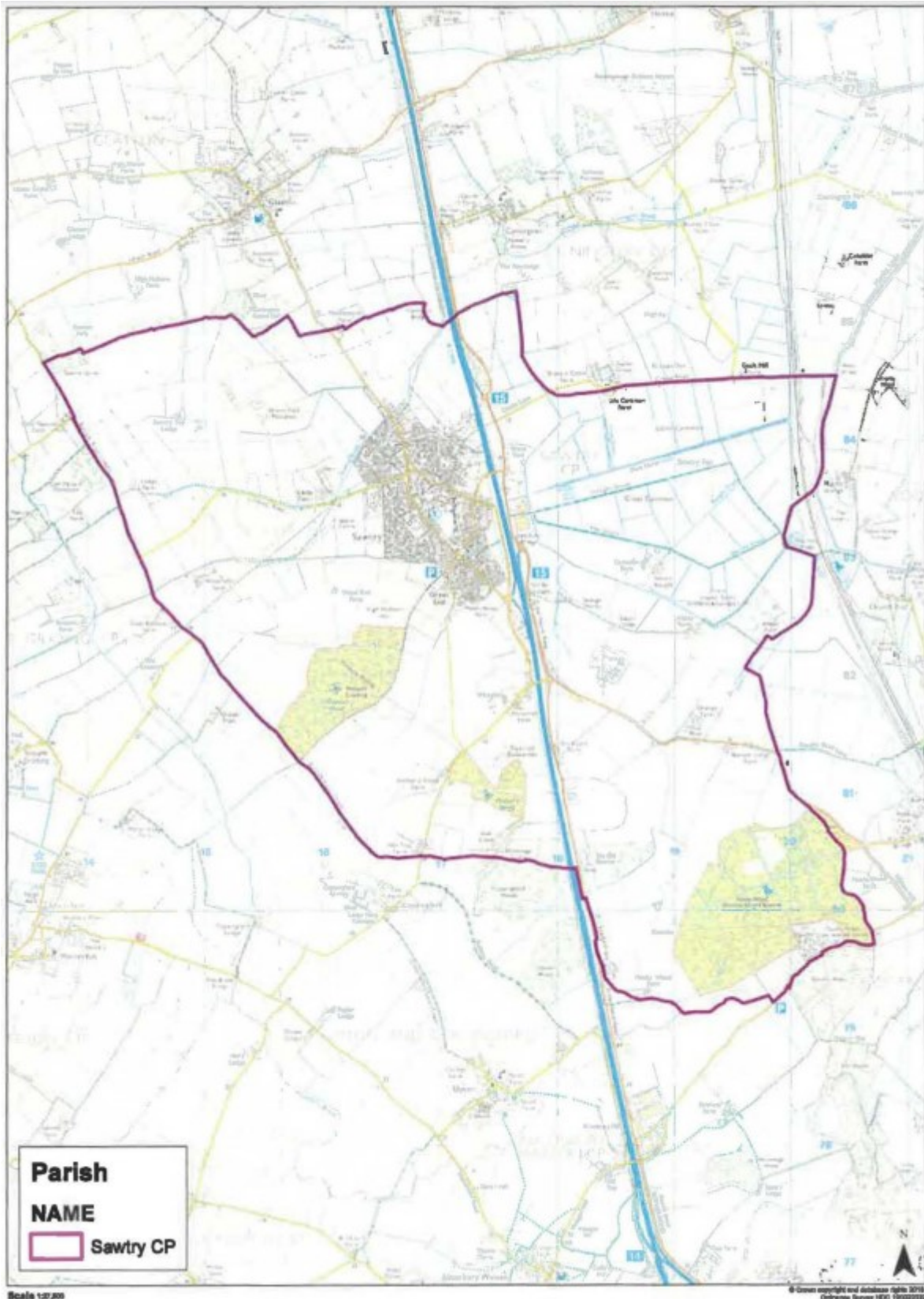
#### 9.6 Sawtry Parish (Map 11)

9.6.1 The relationship between Sawtry Parish and the surrounding parishes is shown on Map 11. It also provides a slightly clearer base map to that on the designated neighbourhood area Map 1.

#### 9.7 Community Facilities (Maps 12 and 13)

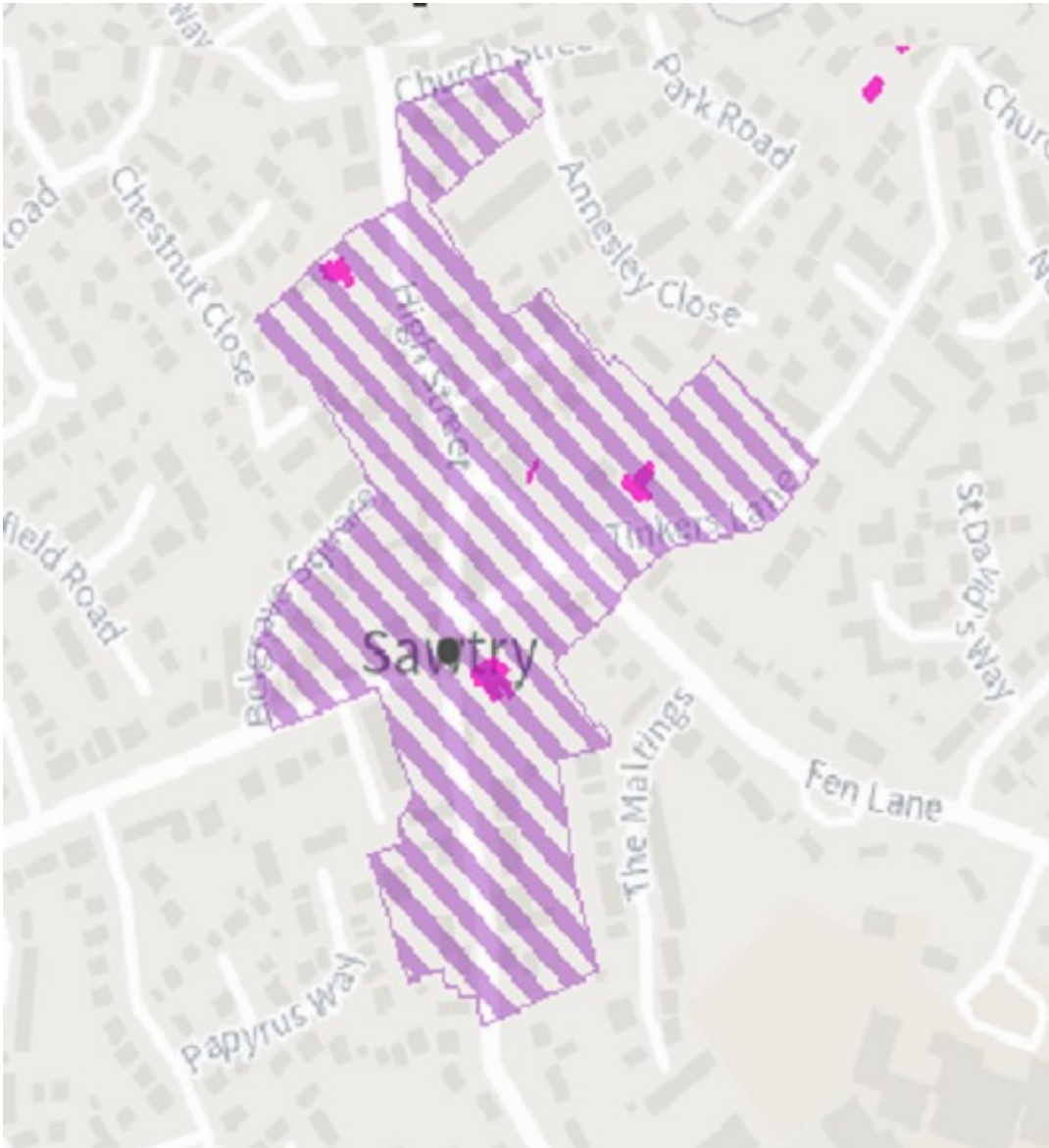
9.7.1 The general locations of the community facilities protected by Policy SNP5 are shown on Maps 12 and 13.

### Map 1 - Sawtry Designated Neighbourhood Area



© Huntingdonshire District Council

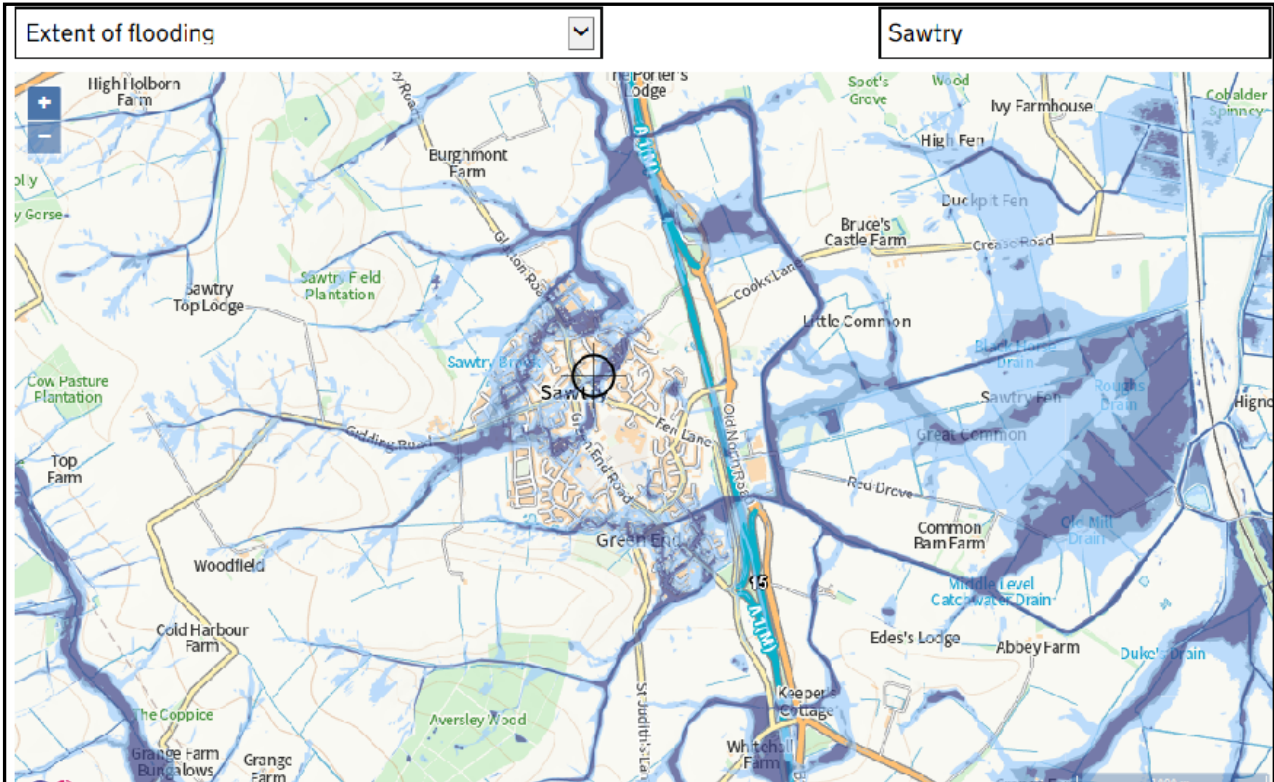
Map 2 - Sawtry Conservation Area



© Huntingdonshire District Council



### Map 3 - Surface Water Flood Risk Map



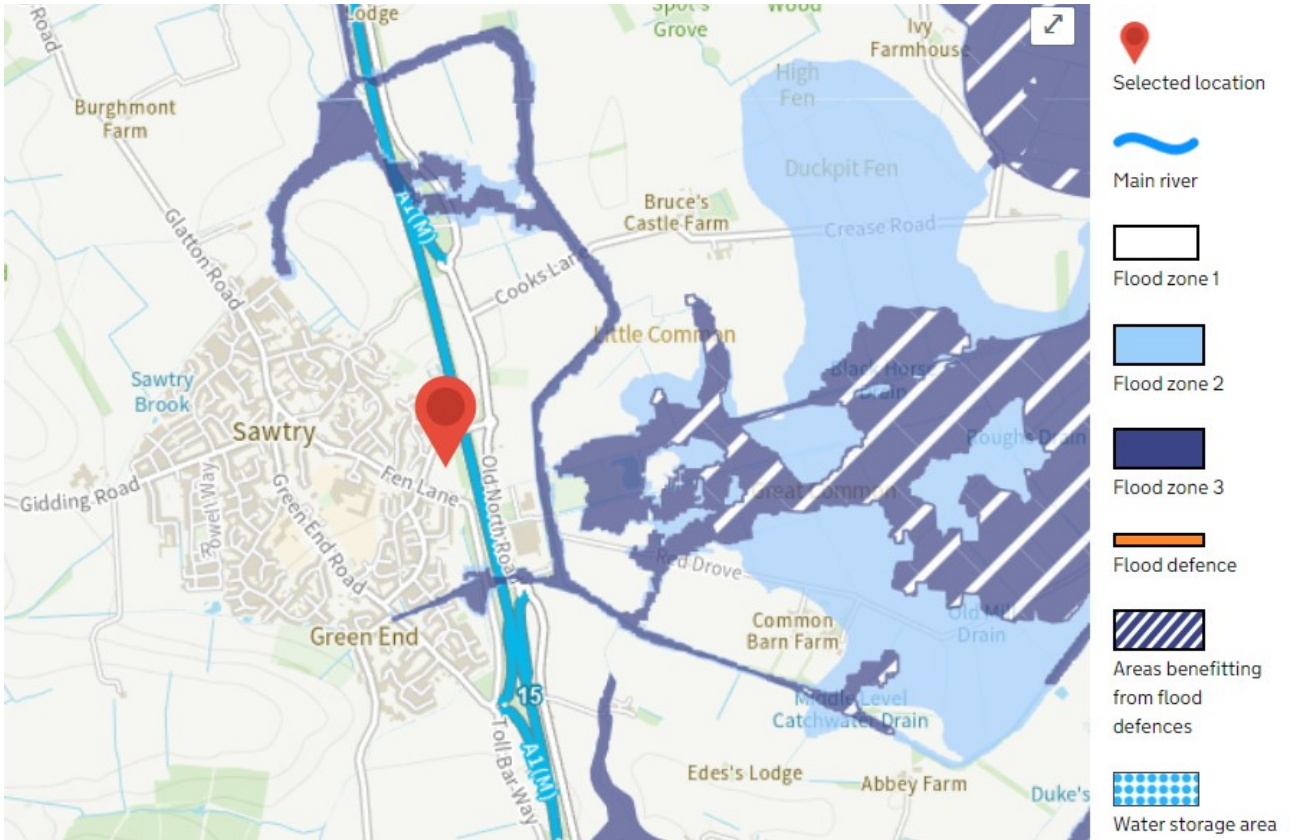
Extent of flooding from surface water

- High
- Medium
- Low
- Very low
- ⊕ Location you selected

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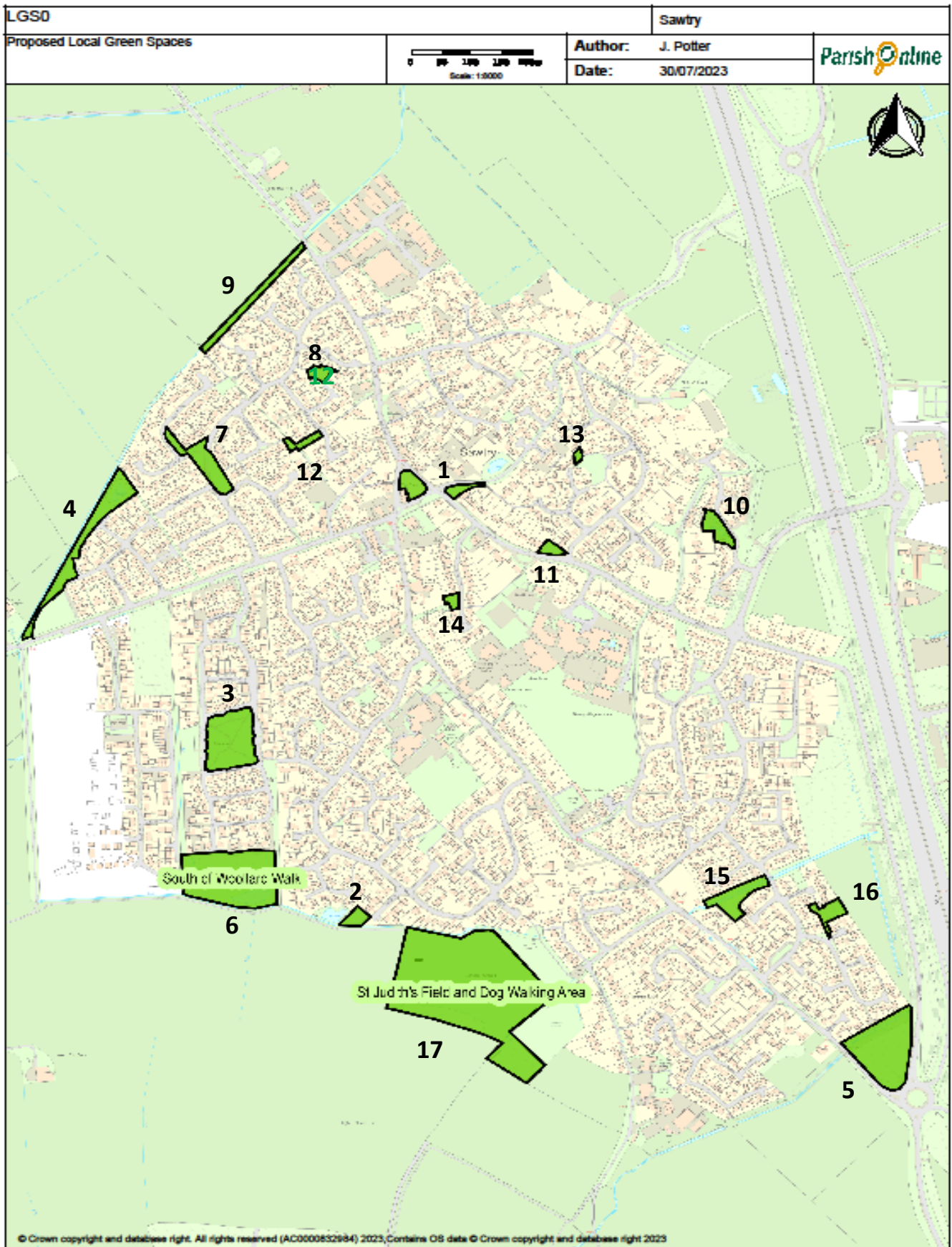


**Map 4 - Flood Risk Map for Planning (River Flooding)**



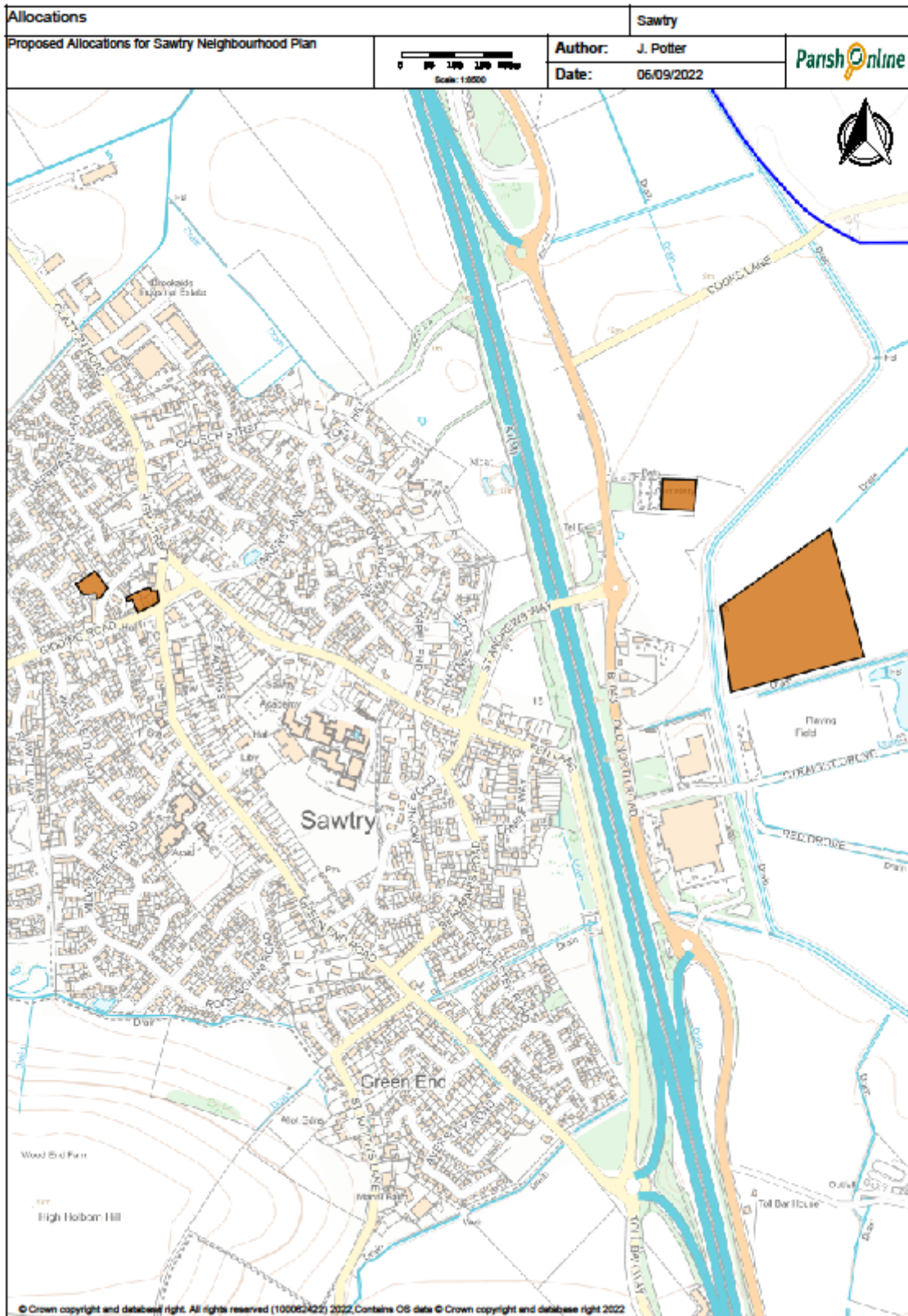
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# Map 5 – Local Green Spaces

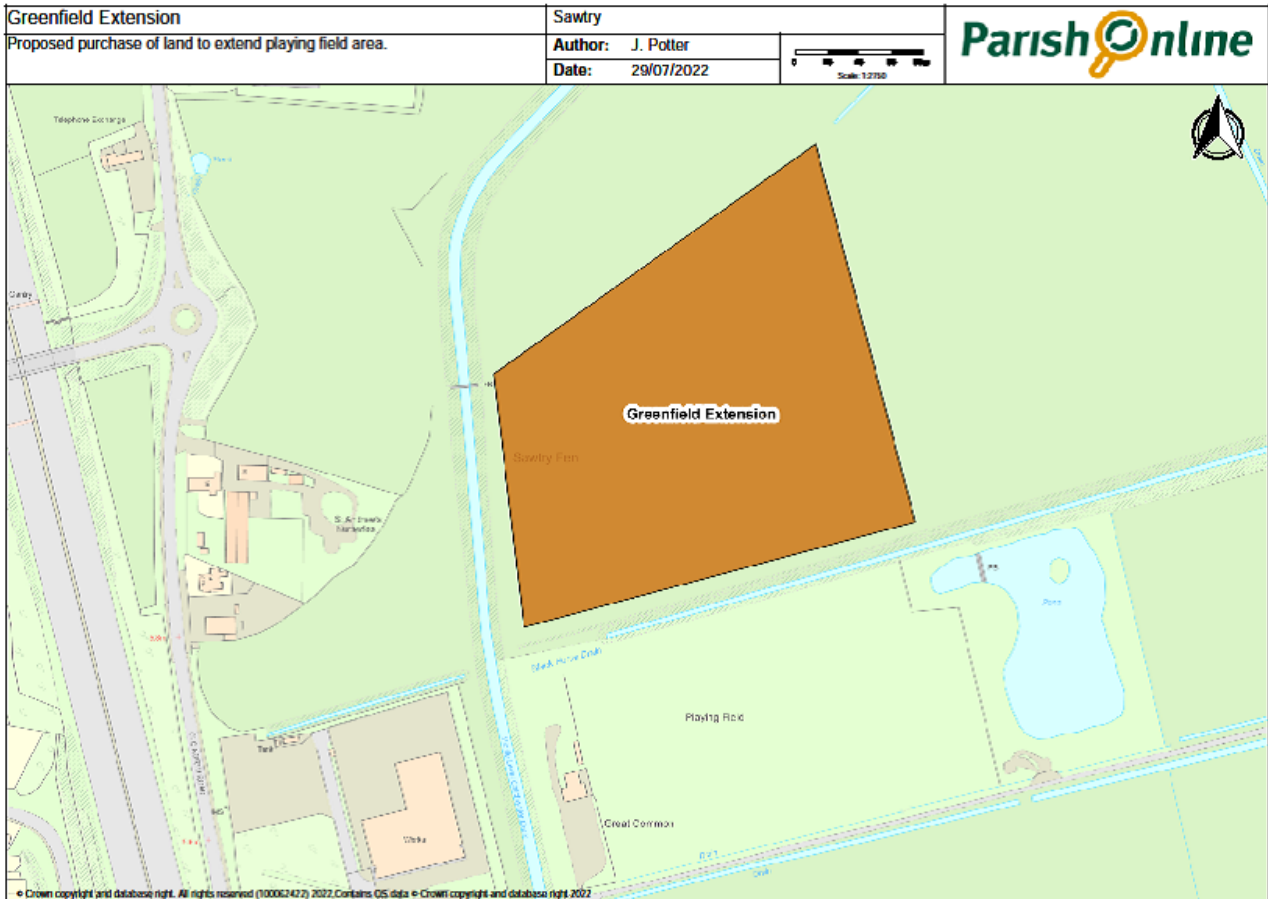




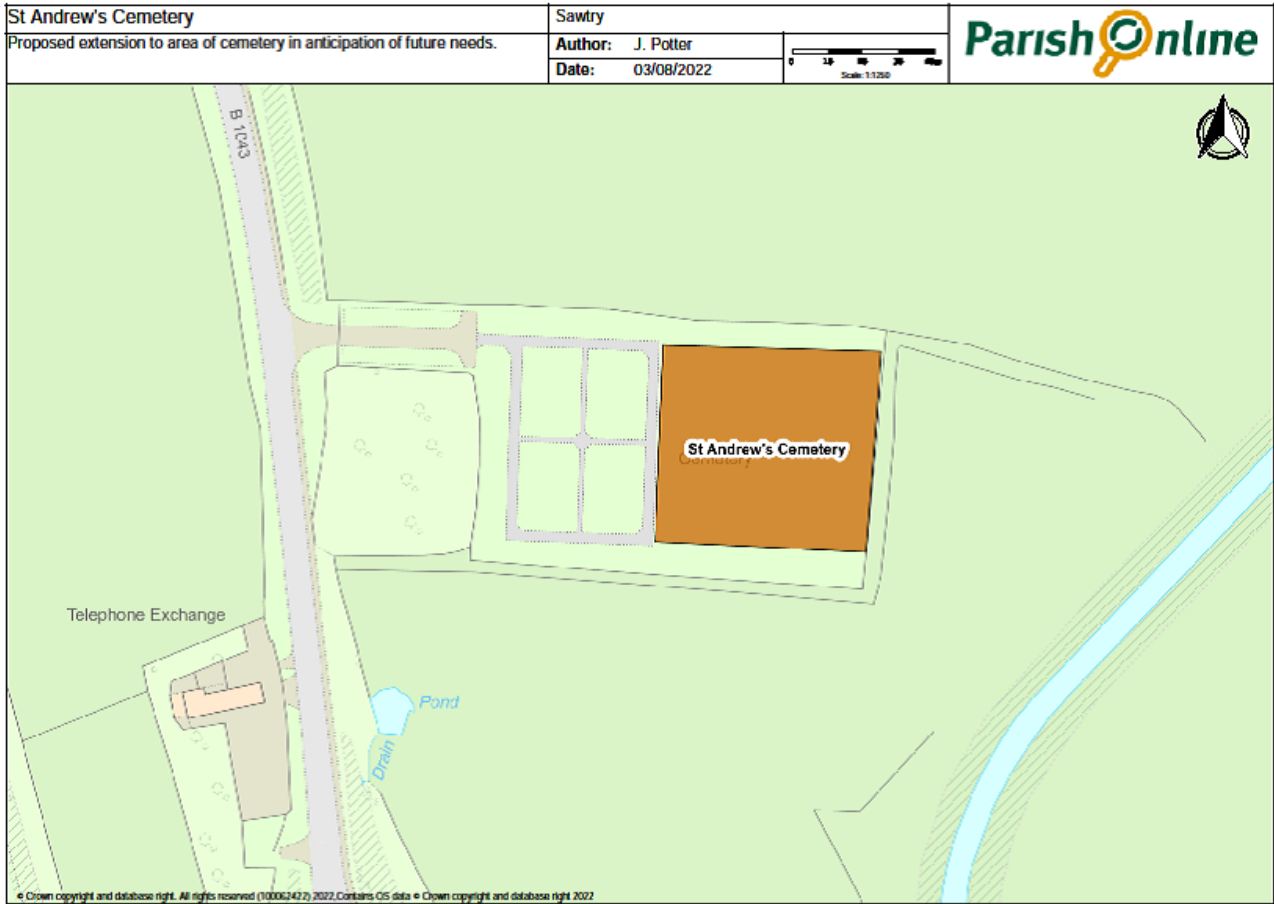
# Map 6 – Overview of Proposed Allocations



# Map 7 – Proposed Allocation for Sport and Recreation (Greenfields Extension)

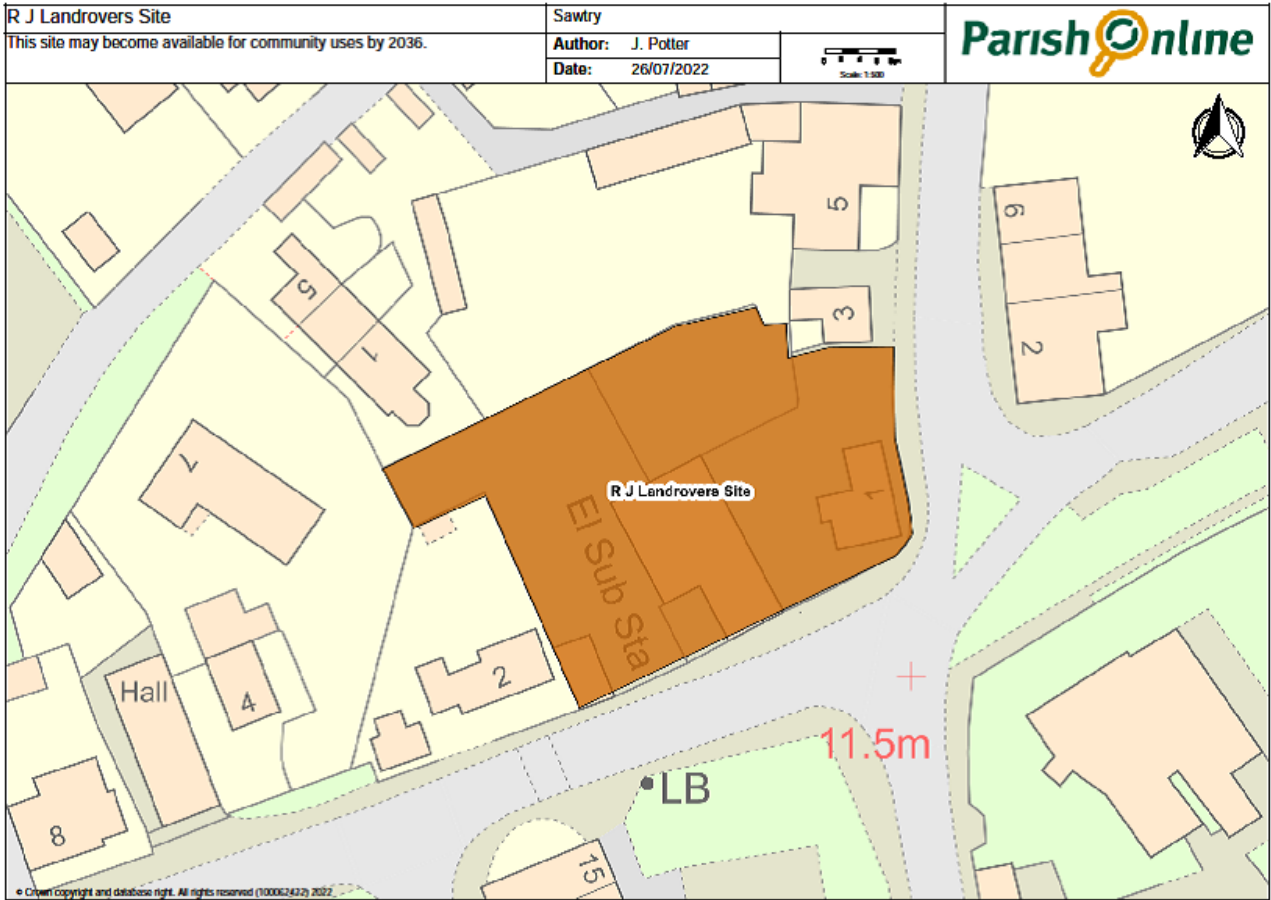


### Map 8 – Proposed Allocation for Cemetery (St Andrews Extension)

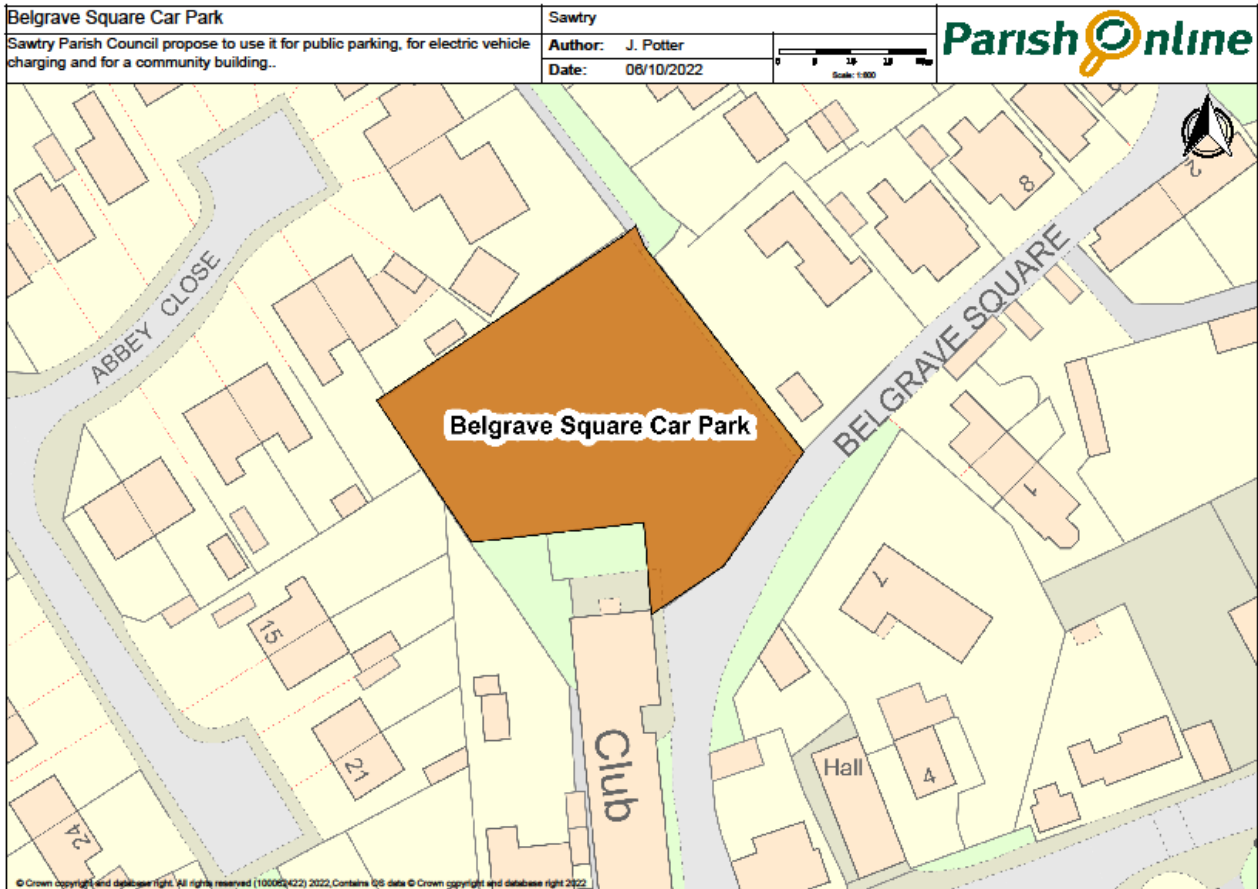




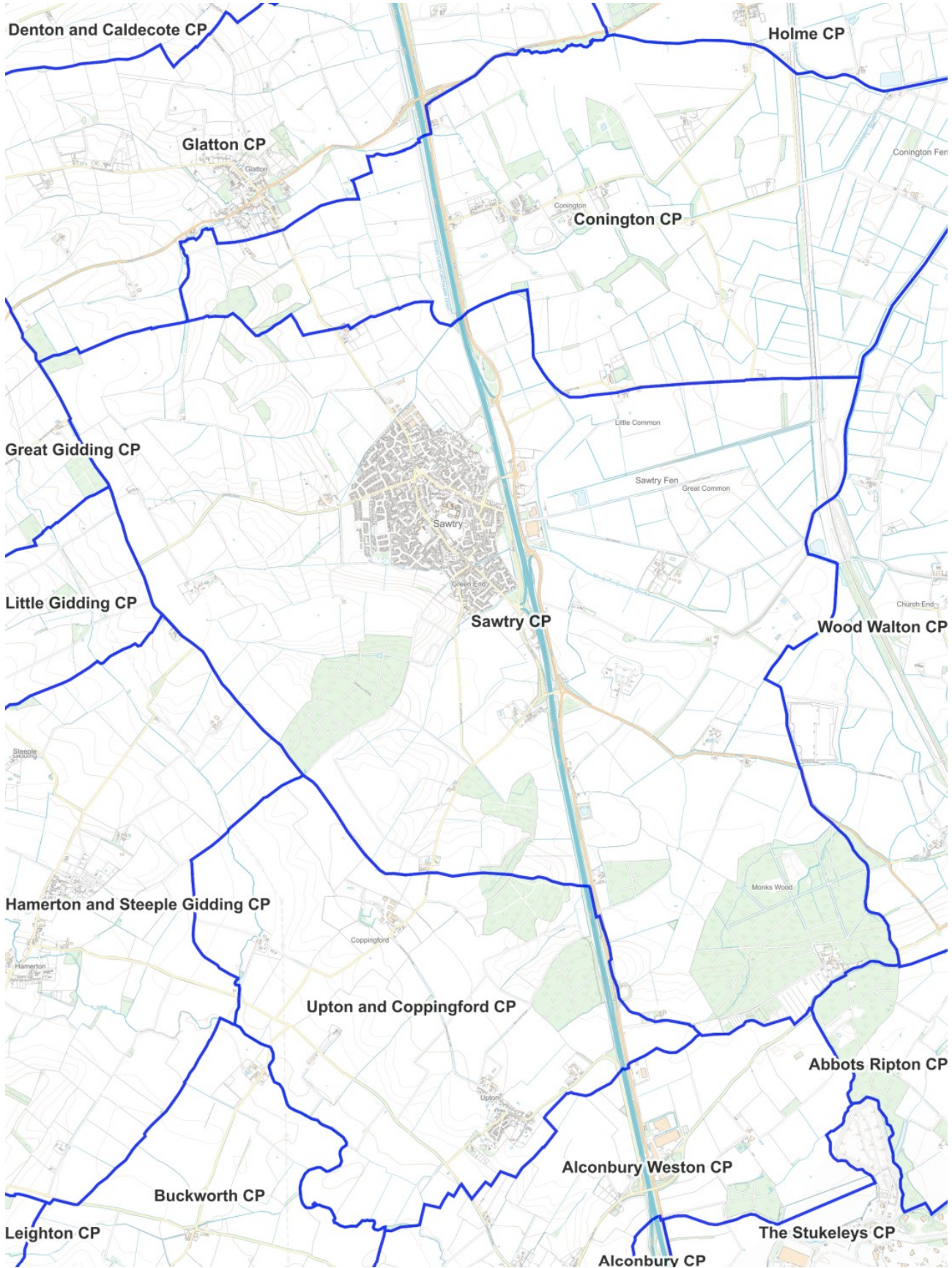
### Map 9 – Proposed Allocation for Village Centre Opportunity Site (RJ Landrovers)



# Map 10 – Proposed Allocation for Off-Street Car Parking, Electric Vehicle Charging Points and a Community Building (Belgrave Square)



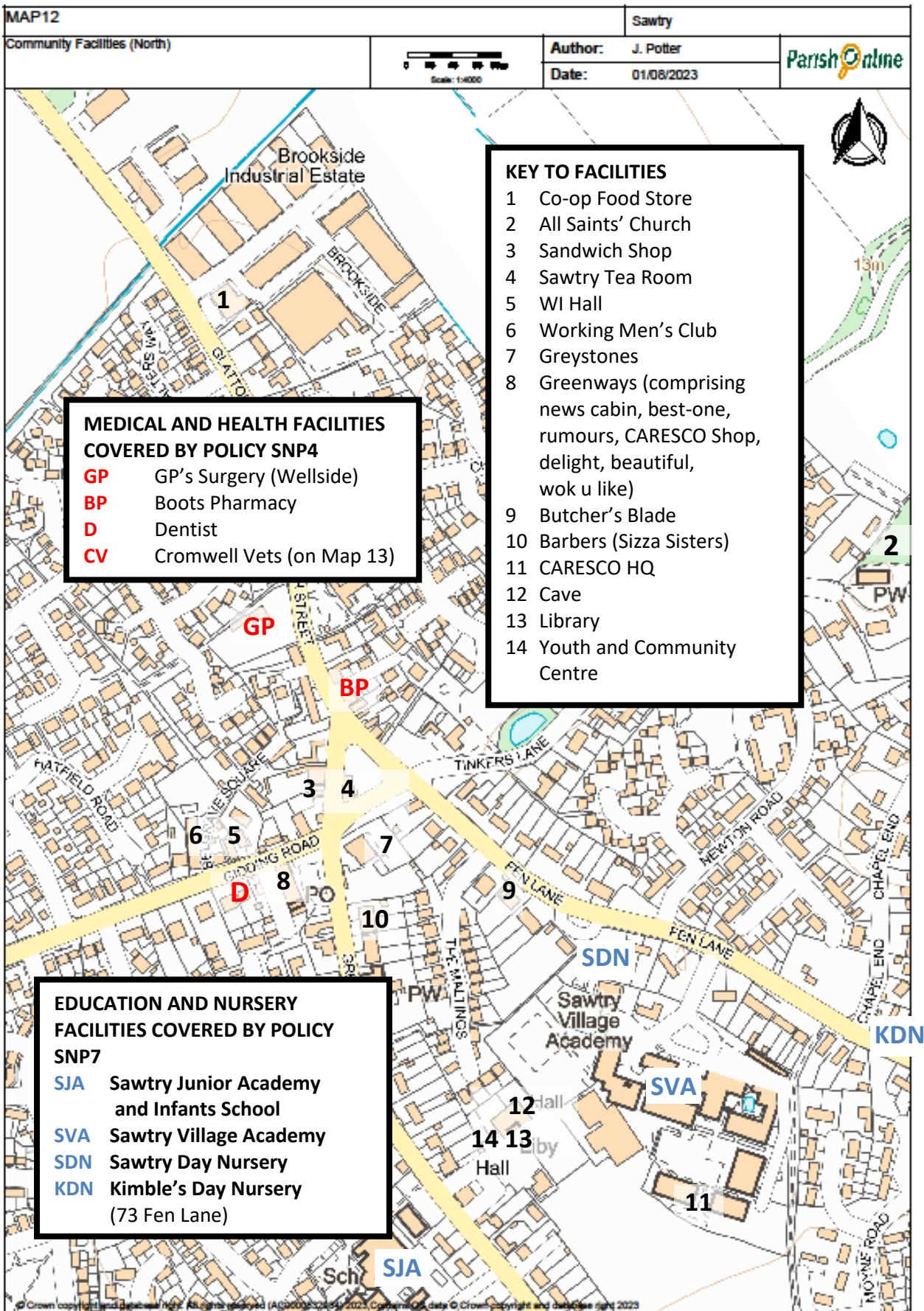
### Map 11 – Sawtry Parish



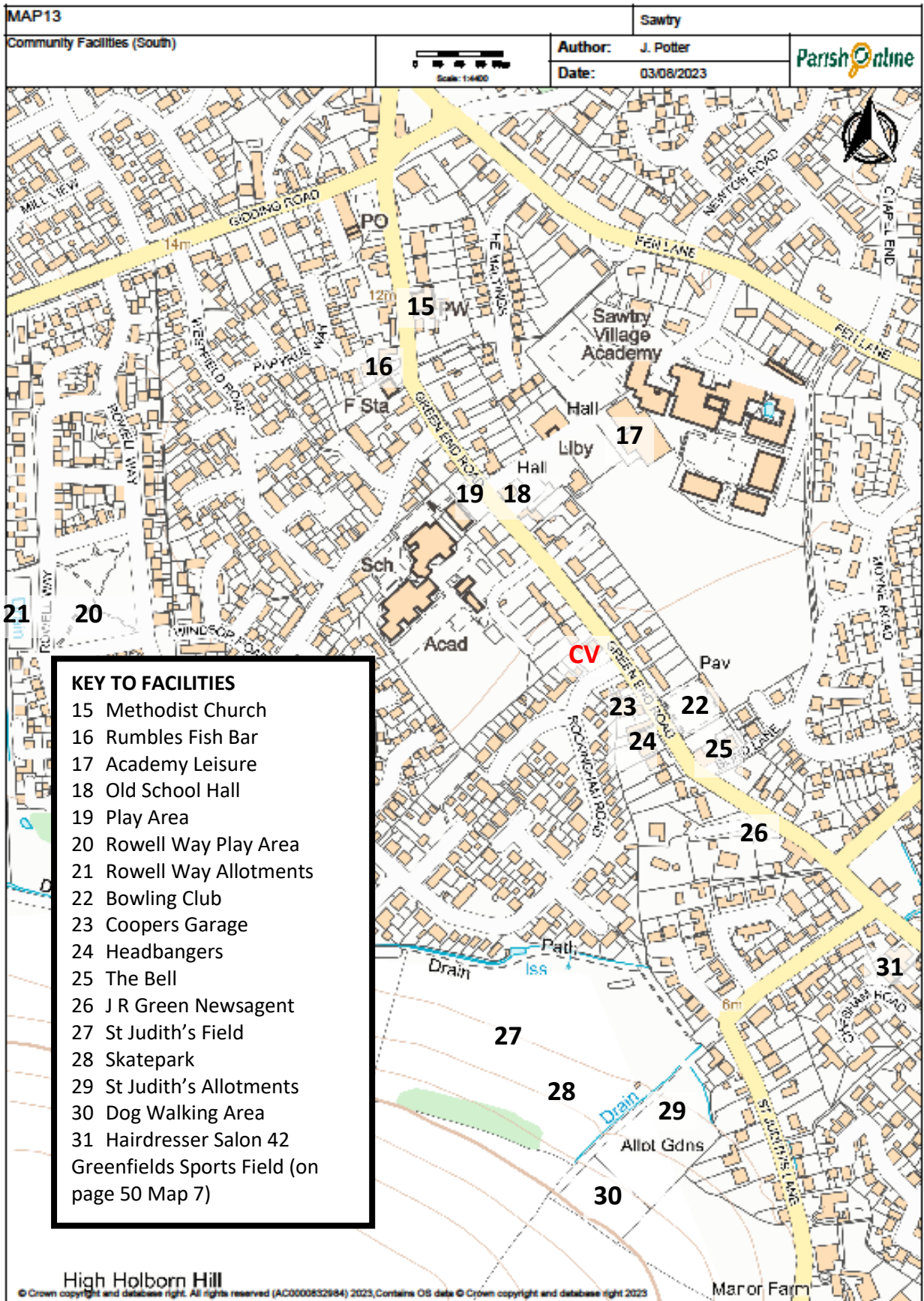
Sawtry Parish Area (Designated Neighbourhood Plan Area) and Neighbouring Parish Areas



Map 12 – Protected Community Facilities (North)



Map 13 – Protected Community Facilities (South)





## 10. Statistical Tables

(Please note that only limited data from the Census 2021 has yet been released at the Parish level, where this is available it has been included)

### 10.1 SAWTRY ETHNICITY (Census 2021)

Group	Sawtry	Cambridgeshire	England
White	95.6	88.6	81.0
Asian/Asian British	1.2	5.8	9.6
Black/African/Caribbean/Black British	1.0	1.4	4.2
Mixed/multiple ethnic groups	1.8	2.9	3.0
Other Ethnic Group	0.5	1.3	2.2
Figures are shown as percentages			
Data excludes households that did not answer the question about ethnicity			

### 10.2 SAWTRY AGE DISTRIBUTION (Census 2021)

Age Band (years)	Sawtry	Cambridgeshire	England
0 to 14	16.9	16.5	17.3
15 to 19	5.5	5.7	5.7
20 to 64	57.8	59.2	58.6
65 to 74	10.7	9.9	9.9
75 to 84	6.6	6.3	6.1
85 +	2.5	2.4	2.4
Figures are shown as percentages			

### 10.3 SAWTRY ECONOMIC ACTIVITY BY OCCUPATION (Census 2021)

Occupation	Sawtry	Cambridgeshire	England
Managers, directors and senior officials	13.9	13.4	12.9
Professional occupations	19.0	26.6	20.3
Associate professional and technical occupations	15.8	13.2	13.3
Administrative and secretarial occupations	11.3	8.6	9.3
Skilled trades occupations	11.3	9.2	10.2
Caring, leisure and other service occupations	8.5	8.1	9.3
Sales and customer service occupations	5.9	5.8	7.5
Process plant and machine operatives	6.1	6.3	6.9
Elementary occupations	8.2	8.7	10.5
Figures are shown as percentages			

**10.4 SAWTRY ECONOMIC ACTIVITY BY TYPE** (Source ONS)

Type of Activity	Sawtry	Cambridgeshire	England
Full-time employee	47.2	42.6	38.6
Part-time employee	14.8	13.4	13.7
Full-time student	2.6	3.2	3.4
Self-employed	8.9	9.8	9.8
Unemployed	2.8	3.0	4.4
Retired	14.4	12.7	13.7
Other/not declared	9.3	15.3	16.4
Figures are shown as percentages			

*In the 2021 Census Economic Activity by Type is not yet fully available but Economic Activity Status is released; this shows:*

*Economically Active In Employment – Sawtry 63.4% (Cambridgeshire 60.0%; England 57.4%)*

*Economically Active Unemployed – Sawtry 2.6% (Cambridgeshire 2.4%; England 3.5%)*

*Economically Inactive – Sawtry 33.9% (Cambridgeshire 37.5%; England 39.1%)*

**10.5 SAWTRY DWELLING COUNTS 2011** (Source ONS)

Type of Dwelling	Sawtry	Cambridgeshire	England
Bungalows	17	13	9
Flats/maisonettes	4	15	24
Terraced houses	10	21	26
Semi-detached houses	27	23	24
Detached houses	42	25	16
Figures are shown as percentages			

*In the 2021 Census the full breakdown of Accommodation Type is not available, but headline Accommodation Type is released; this shows:*

*Whole House or Bungalow – Sawtry 95.8% (Cambridgeshire 85.3%; England 77.4%)*

*Flat, Maisonette or Apartment – Sawtry 4.1% (Cambridgeshire 13.9%; England 22.2%)*

*Caravan or Mobile Home – Sawtry 0.1% (Cambridgeshire 0.8%; England 0.4%)*

**10.6 DWELLING OWNERSHIP AND TENANCY** (Census 2021)

Ownership and Tenancy	Sawtry	Cambridgeshire	England
Owned: Owned outright	36.0	34.2	32.5
Owned: Owned with a mortgage or loan or shared ownership	39.6	31.1	29.8
Social rented	10.7	15.2	17.1
Private rented or lives rent free	13.7	19.5	20.6
Figures are shown as percentages			

**10.7 SAWTRY CAR OWNERSHIP** (Source Census 2021)

Number of Cars	Sawtry	Cambridgeshire	England
No cars owned in household	11.2	16.9	23.5
One car	35.7	41.6	41.3
Two cars	38.7	30.4	26.1
Three or more cars	14.4	11.2	9.1
Figures are shown as percentages			

**10.8 SAWTRY RELIGIOUS BELIEFS** (2021 Census voluntary question)

Number of Cars	Sawtry	Cambridgeshire	England
No religion	44.9	43.2	36.7
Christian	47.3	45.1	46.3
Buddhist	0.3	0.5	0.5
Hindu	0.2	1.1	1.8
Jewish	0.1	0.3	0.5
Muslim	0.4	2.1	6.7
Sikh	0.2	0.2	0.9
Other religion	0.6	0.6	0.6
Not answered	6.1	7.0	6.0
Figures are shown as percentages			



## 11. Implementation and Delivery

- 11.1 The implementation and delivery section sets out what actions are required to turn this Neighbourhood Plan into reality on the ground.
- 11.2 The Parish Council needs the help of public and private partners to create a sustainable community and deliver the policies set out in this Neighbourhood Plan. The Parish Council will work with a number of partners to implement the Plan. Reference to infrastructure providers below includes a wide range of organisations such as utility companies and water management bodies (including the Lead Local Flood Authority, Anglian Water, the Middle Level Commissioners, and Sawtry Internal Drainage Board).
- 11.3 New development creates a need to provide new infrastructure, facilities and services to successfully incorporate new development into the surrounding area to benefit existing, new and future residents. As provided for within national planning policy, appropriate financial contributions will be obtained from developers to combine with public funding to deliver the necessary facilities in infrastructure. The determination of planning applications also allows matters to be secured through planning conditions. The table below sets out the relevant implementation partners for the Neighbourhood Plan policies.
- 11.4 The Neighbourhood Plan provides a positive framework to ensure that development in Sawtry will bring positive benefits to the Parish.

Policy	Delivery Partners	Implementation Method
Policy SNP1 – The natural environment and protecting green spaces	PC, HDC, CCC, PD, LS, IP, CG & LR	Determination of Planning Applications & Planning Obligations and Community Infrastructure Levy or Community Initiatives
Policy SNP2 - Climate change mitigation	PC, HDC, CCC, PD, CG,IP, LR & B	Pre-Application Consultation and Determination of Planning Applications
Policy SNP3 - Recreation and leisure	PC, HDC, CCC, LR, CG & LS	Determination of Planning Applications & Planning Obligations and Community Infrastructure Levy, Other Funding Bids or Community Initiatives
Policy SNP4 - Medical and health	PC, HDC, CCC, HP, LR & CG	Determination of Planning Applications & Planning Obligations and Community Infrastructure Levy, Local Health Funding or Community Initiatives
Policy SNP5 - Community facilities	PC, HDC, CCC, PD, HP, IP, LR, LS & CG	Determination of Planning Applications & Planning Obligations and Community Infrastructure Levy, Other Funding Bids or Community Initiatives
Policy SNP6 - Retail and shopping provision and village centre opportunities	PD, PC, HDC, PD, LR, B & CG	Determination of Planning Applications & Planning Obligations and Community Infrastructure Levy or Community Initiatives
Policy SNP7 - Education and nursery provision	LS, CCC, HDC, PC, PD, IP & LR	Determination of Planning Applications & Planning

		Obligations and Community Infrastructure Levy or Local Education Funding
Policy SNP8 -Footpaths and cycle ways	PC, CCC, HDC, PD, LR & CG	Determination of Planning Applications & Planning Obligations and Community Infrastructure Levy, Local Highway Improvement Bids or Community Initiatives
Policy SNP9 - Off-street parking and electric vehicle charging	PC, LR, CG, HDC & CCC	Determination of Planning Applications & Planning Obligations and Community Infrastructure Levy, Local Authority or Government Funding Opportunities or Community Initiatives
Policy SNP10 – Safer communities	PC, CP, HDC, CCC, PD, IP, LR & CG	Determination of Planning Applications & Planning Obligations and Community Infrastructure Levy, Local Authority or Government Funding Opportunities or Community Initiatives
Policy SNP11 - Business and employment	B, PD, PC, HDC, CCC & IP	Determination of Planning Applications & Planning Obligations and Community Infrastructure Levy

Key

- Sawtry Parish Council (PC)
- Huntingdonshire District Council (HDC)
- Cambridgeshire County Council (CCC)
- Health Providers (HP)
- Private Developers (PD)
- Local Schools (LS)
- Infrastructure Providers (IP)
- Cambridgeshire Police (CP)
- Community Groups (CG)
- Local Residents (LR)
- Local Businesses (B)



11.5 The Parish Council is committed to Localism and bringing greater locally informed influence over planning decisions and it will be the key organisation in the implementation, monitoring and review of the Neighbourhood Plan. The Council will build upon its excellent track record in engaging in planning decisions (reactively through being consulted and proactively through promoting the policies and proposals of this Plan), and by delivering projects and infrastructure for the local community. However, the Council recognises the need to involve a range of other organisations if the potential of this plan is to be realised.

11.6 In England, communities that draw up a Neighbourhood Plan and secure the consent of local people in a referendum, which is then legally ‘made’, benefit from 25% of the Community Infrastructure Levy (CIL) revenues arising from development that takes place in their area. However, this only applies to development permitted after the making of the NP and is not applied retrospectively. Up until that time the provision of eligibility for 15% of the CIL generated in the area applies, subject to a cap per annum as specified in CIL Regulations.



11.7 Contributions through CIL will be obtained from any housing development taking place in the Parish. The money raised through CIL is used to fund district-wide and local infrastructure projects that benefit local communities as set out in Section 216 (2) of the Planning Act 2008. under Regulation 59 (1) and (3) of the Community Infrastructure Levy Regulations 2010 (as amended), CIL must be applied by the Charging Authority to fund the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area; or support the provision, improvement, replacement, operation or maintenance of infrastructure outside its area where to do so would support the development of its area.



11.8 The element of CIL which is the district portion will be spent by Huntingdonshire District Council on district-wide infrastructure in line with the priorities that HDC has set<sup>42</sup>. The neighbourhood proportion of the CIL monies goes to the Parish Council and will be spent on local infrastructure as required by law. The main priorities for the Parish element of CIL contributions will go towards the delivery of the Greenfields extension for which planning application 20/01407/OUT (a Glatton Road development) allocates funding (£216,977) and the extension to St Andrew’s Cemetery. At the end of the 2021/22 financial year, Sawtry Parish Council held £231,795.88 in CIL receipts retained to spend on local infrastructure.

11.9 In addition, the Parish Council will seek to influence annual and other budget decisions by Huntingdonshire District Council and Cambridgeshire County Council on housing, open space and recreation, economic development, community facilities and transport, through respective plans and strategies. The Parish Council will also work with the appropriate agencies and organisations to develop funding bids aimed at achieving Neighbourhood Plan policies and objectives. This might include the Lottery, UK Government programmes and any partnership programmes.

## 12. Monitoring and Review

12.1 Continual plan review is a fundamental element of the planning system. It is important to check that the plan is being implemented correctly, ensure that outcomes match objectives and to change the plan if they are not. This Neighbourhood Plan will be carefully monitored by the Parish Council and reviewed if it becomes apparent that the vision, goals and objectives of the Plan are not being met.



12.2 Monitoring is a shared responsibility of the Parish Council as the qualifying body; Huntingdonshire District Council as the Local Planning Authority; and users of the Neighbourhood Plan. The Parish Council will consider the effectiveness of the policies and proposals in the Neighbourhood Plan each time it makes representations on a planning application; alongside seeking views on the Neighbourhood Plan at each Annual Parish Meeting. The Parish Council will request Huntingdonshire District Council to raise with it any issues arising out of the development management process in determining individual planning applications. Users of the Neighbourhood Plan are encouraged to make comments on monitoring of the Neighbourhood Plan to the Parish Council at any point.

<sup>42</sup><https://huntingdonshire.gov.uk/planning/community-infrastructure-levy-cil/cil-funding/infrastructure-delivery/>

- 12.3 The Neighbourhood Plan has been prepared to guide development up to 2036. It is unlikely that the Neighbourhood Plan will remain current and entirely relevant for the entire plan period and may, in whole or in part, require some amendments before 2036.
- 12.4 There are a number of circumstances under which a partial review of the plan may be necessary, in accordance with best practice, Sawtry Parish Council and its partners will consider undertaking a partial review of the Neighbourhood Plan no later than 5 years following its finalisation. As currently committed development progresses this may necessitate a need to review the Neighbourhood Plan as will any future review of the Huntingdonshire Local Plan.

## 13. Glossary of Terms

- 13.1 The majority of the glossary is copied from the NPPF to ensure consistency<sup>43</sup>. The terms set out below are either included within the Neighbourhood Plan or are within parts of the NPPF or the Huntingdonshire Local Plan to 2036 that is referred to in the Neighbourhood Plan.

**Affordable housing** \*: Housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is for essential local workers); and which complies with one or more of the following categories: affordable housing for rent; starter homes; discounted market sales housing; and other affordable routes to home ownership including shared ownership, relevant equity loans, other low cost homes for sale (at a price equivalent to at least 20% below local market value) and rent to buy (which includes a period of intermediate rent). [Note: a more detailed definition is included in the NPPF<sup>44</sup>]

**Allocation (of Land)** \*: Allocating land is the identification of a piece of land for a specific future use. Allocation in a neighbourhood plan does not automatically mean that the housing, shop or community building desired for development will materialise.

**Amenity** \*: A positive element or elements that contribute to the overall character or enjoyment of an area. For example, open land, trees, historic buildings and the inter-relationship between them, or less tangible factors such as tranquillity.

**Ancient Woodland**: An area that has been wooded continuously since at least 1600 AD. It includes ancient semi-natural woodland and plantations on ancient woodland sites (PAWS).

**Basic Conditions Statement**: This describes how a neighbourhood plan meets the Basic Conditions as set out in [paragraph 8\(2\) of Schedule 4B to the Town and Country Planning Act 1990](#)<sup>45</sup> as applied to neighbourhood plans by Section 38A of the Planning and Compulsory Purchase Act 2004.

**Community Consultation** \*: The process of engaging with a community to identify the proposals for inclusion the neighbourhood plan.

**Community Infrastructure Levy (CIL)** \*: A levy allowing local authorities to raise funds from owners or developers of land undertaking new building projects in their area.

**Conservation (for heritage policy)**: The process of maintaining and managing change to a heritage asset in a way that sustains and, where appropriate, enhances its significance.

**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.

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<sup>43</sup> Those items in the glossary which do not match the NPPF or are not defined in the NPPF glossary are marked with an Asterix \*

<sup>44</sup> See Annex 2 on page 64 of the NPPF

<sup>45</sup><https://www.legislation.gov.uk/ukpga/1990/8/schedule/4B>

**Designated Area** \*: The area described by a parish or town council in an application to the local planning authority under Regulation 5 of the Neighbourhood Planning Regulations 2012 (as amended). In this case the designated area is the entire Parish of Sawtry.

**Development plan**: Is defined in Section 38 of the Planning and Compulsory Purchase Act 2004, and includes adopted local plans, neighbourhood plans that have been made and published spatial development strategies, together with any regional strategy policies that remain in force. Neighbourhood plans that have been approved at referendum are also part of the development plan, unless the local planning authority decides that the neighbourhood plan should not be made.

**Economic development** \*: Development, including those within the B Use Classes, public and community uses and main town centre uses (but excluding housing development).

**Green infrastructure**: A network of multi-functional green and blue spaces and other natural features, urban and rural, which is capable of delivering a wide range of environmental, economic, health and wellbeing benefits for nature, climate, local and wider communities and prosperity.

**Habitat Regulations Assessment (HRA)** \*: Is a requirement to ensure that there are no likely significant effects on internationally important sites and nature conservation caused through the implementation of a Local Plan or Neighbourhood Plan.

**Heritage asset**: A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).

**Historic environment**: All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora.

**Huntingdonshire Local Plan to 2036** \*: The plan, adopted in May 2019, is for the future development of the local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004.

**International, national and locally designated sites of importance for biodiversity**: All international sites (Special Areas of Conservation, Special Protection Areas, and Ramsar sites), national sites (Sites of Special Scientific Interest) and locally designated sites including Local Wildlife Sites.

**Key Service Centres** \*: The seven areas, including Sawtry, designated in the Huntingdonshire Local Plan to reflect both the concentration of services and facilities in these locations and their role in providing services to residents of other nearby communities.

**Living Conditions** \*: The circumstances affecting the way in which people live, especially with regard to their well-being. Relevant factors include: internal space; access to external space; outlook; privacy; daylight; sunlight; overbearing impact; impact from pollution including noise.

**Local Green Spaces** \*: Under the NPPF paragraph 101, these are green areas of particular local importance which meet a set of criteria and are designated to protect them from development.

**Local planning authority**: The public authority whose duty it is to carry out specific planning functions for a particular area. All references to local planning authority include the district council, London borough council, county council, Broads Authority, National Park Authority, the Mayor of London and a development corporation, to the extent appropriate to their responsibilities. *[The local planning authority for this area is Huntingdonshire District Council]*

**Local Plan:** A plan for the future development of a local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. A local plan can consist of either strategic or non-strategic policies, or a combination of the two.

**Neighbourhood plans:** A plan prepared by a parish council or neighbourhood forum for a designated neighbourhood area. In law this is described as a neighbourhood development plan in the Planning and Compulsory Purchase Act 2004.

**NPPF \*:** National Planning Policy Framework, this forms the overall planning policy produced by the Government to inform the making of Development Plans including Neighbourhood Plans and decision making on planning applications.

**Open space:** All open space of public value, including not just land, but also areas of water (such as rivers, canals, lakes and reservoirs) which offer important opportunities for sport and recreation and can act as a visual amenity.

**Policies Map \*:** A document which illustrates on a base map all the policies and proposals contained in this Neighbourhood Plan or another document which forms part of the Development Plan.

**Planning condition:** A condition imposed on a grant of planning permission (in accordance with the Town and Country Planning Act 1990) or a condition included in a Local Development Order or Neighbourhood Development Order.

**Planning obligation:** A legally enforceable obligation entered into under Section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal.

**Planning Practice Guidance \*:** this forms the overall national planning practice guidance and advice produced by the Government to inform the making of Development Plans including Neighbourhood Plans and decision making on planning applications.

**Referendum:** A vote by the eligible population of an electoral area to 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.

**Ramsar sites:** Wetlands of international importance, designated under the 1971 Ramsar Convention.

**Rural exception sites:** Small sites used for affordable housing in perpetuity where sites would not normally be used for housing. Rural exception sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection. A proportion of market homes may be allowed on the site at the local planning authority's discretion, for example where essential to enable the delivery of affordable units without grant funding. *[Also see Policy LP 28 of the Local Plan]*

**Scheduled Monument \*:** Those monuments that are given legal protection by being scheduled by Historic England.

**Self-build and custom-build housing:** Housing built by an individual, a group of individuals, or persons working with or for them, to be occupied by that individual. Such housing can be either market or affordable housing. A legal definition, for the purpose of applying the Self-build and Custom Housebuilding Act 2015 (as amended), is contained in Section 1(A1) and (A2) of that Act.

**Setting of a heritage asset:** The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.

**Settlement Boundary \*:** The boundary drawn around various towns and villages to limit new development and define the 'built-up area' of the settlement. Outside of the settlement boundary is considered to be the countryside.

**Significance (for heritage policy):** The value of a heritage asset to this and future generations because of its heritage interest. The interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting. For World Heritage Sites, the cultural value described within each site's Statement of Outstanding Universal Value forms part of its significance.

**Special Areas of Conservation (SAC):** Areas defined by regulation 3 of the Conservation of Habitats and Species Regulations 2017 which have been given special protection as important conservation sites.

**Special Protection Areas (SPA):** Areas classified under regulation 15 of the Conservation of Habitats and Species Regulations 2017 which have been identified as being of international importance for the breeding, feeding, wintering or the migration of rare and vulnerable species of birds.

**Site of Special Scientific Interest:** Sites designated by Natural England under the Wildlife and Countryside Act 1981.

**Strategic Environmental Assessment (SEA):** A procedure (set out in the Environmental Assessment of Plans and Programmes Regulations 2004) which requires the formal environmental assessment of certain plans and programmes which are likely to have significant effects on the environment.

**Supplementary planning documents:** Documents which add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.

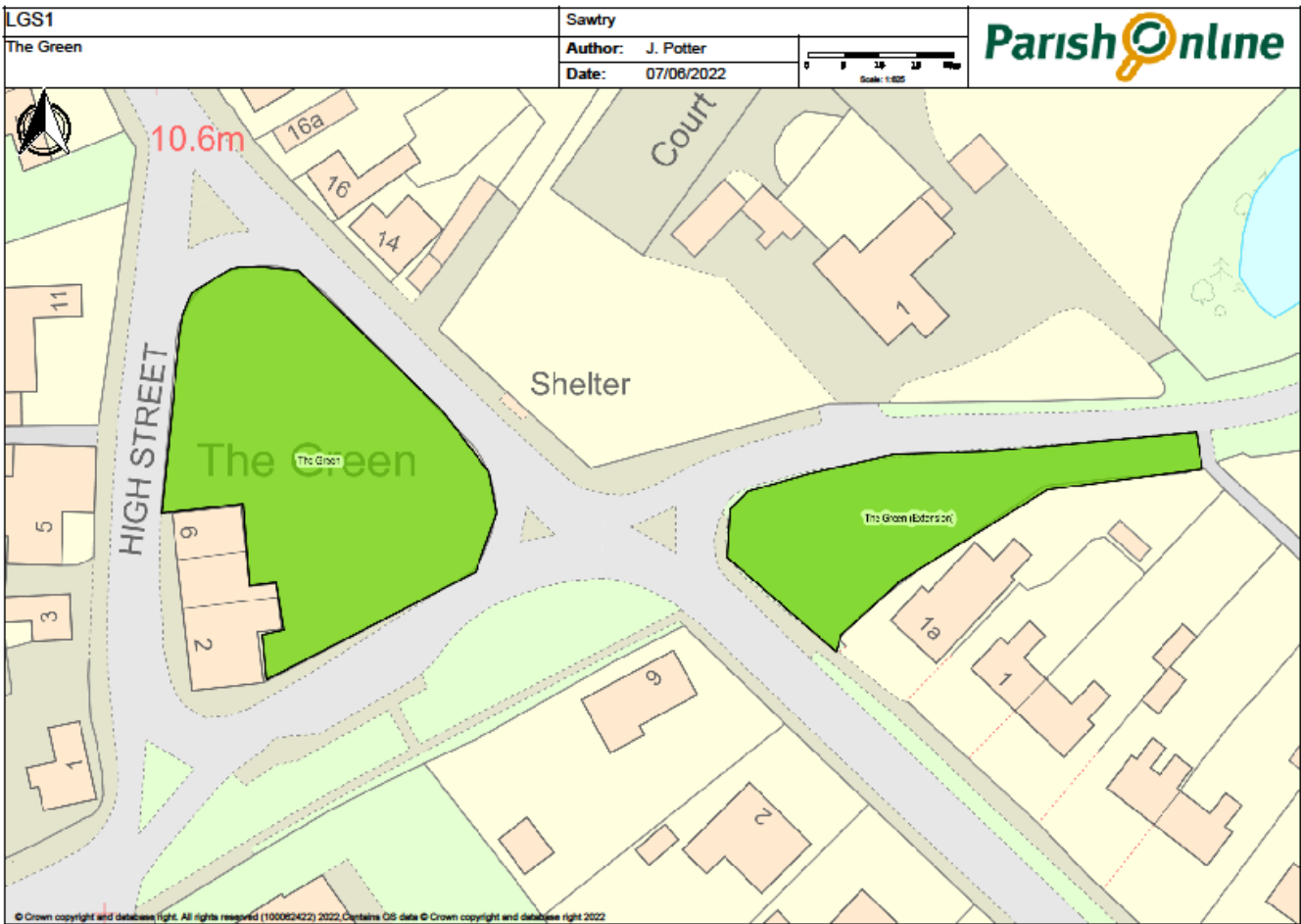
**Sustainable transport modes:** Any efficient, safe and accessible means of transport with overall low impact on the environment, including walking and cycling, low and ultra-low emission vehicles, car sharing and public transport.

**Windfall sites:** Sites not specifically identified in the development plan.

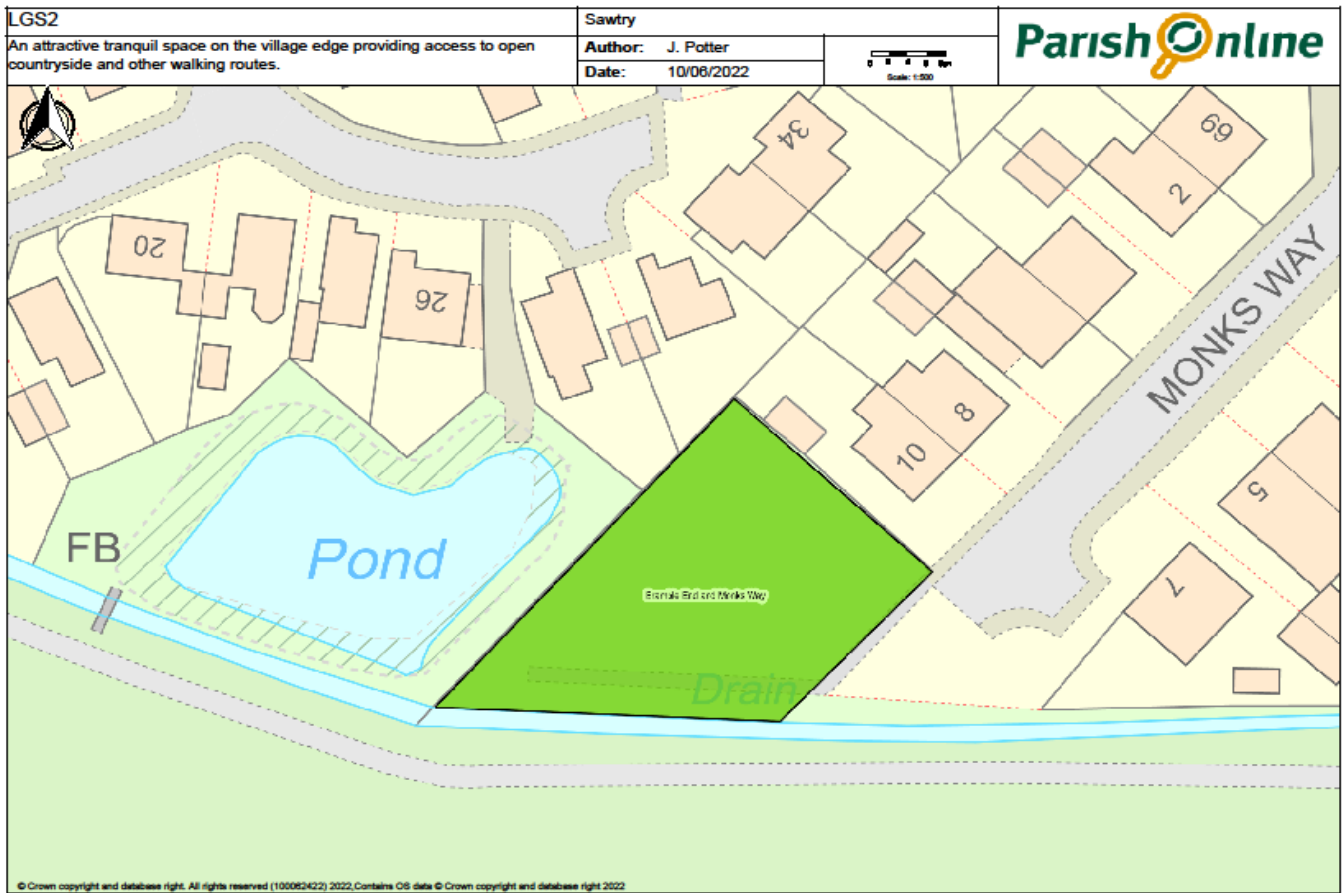




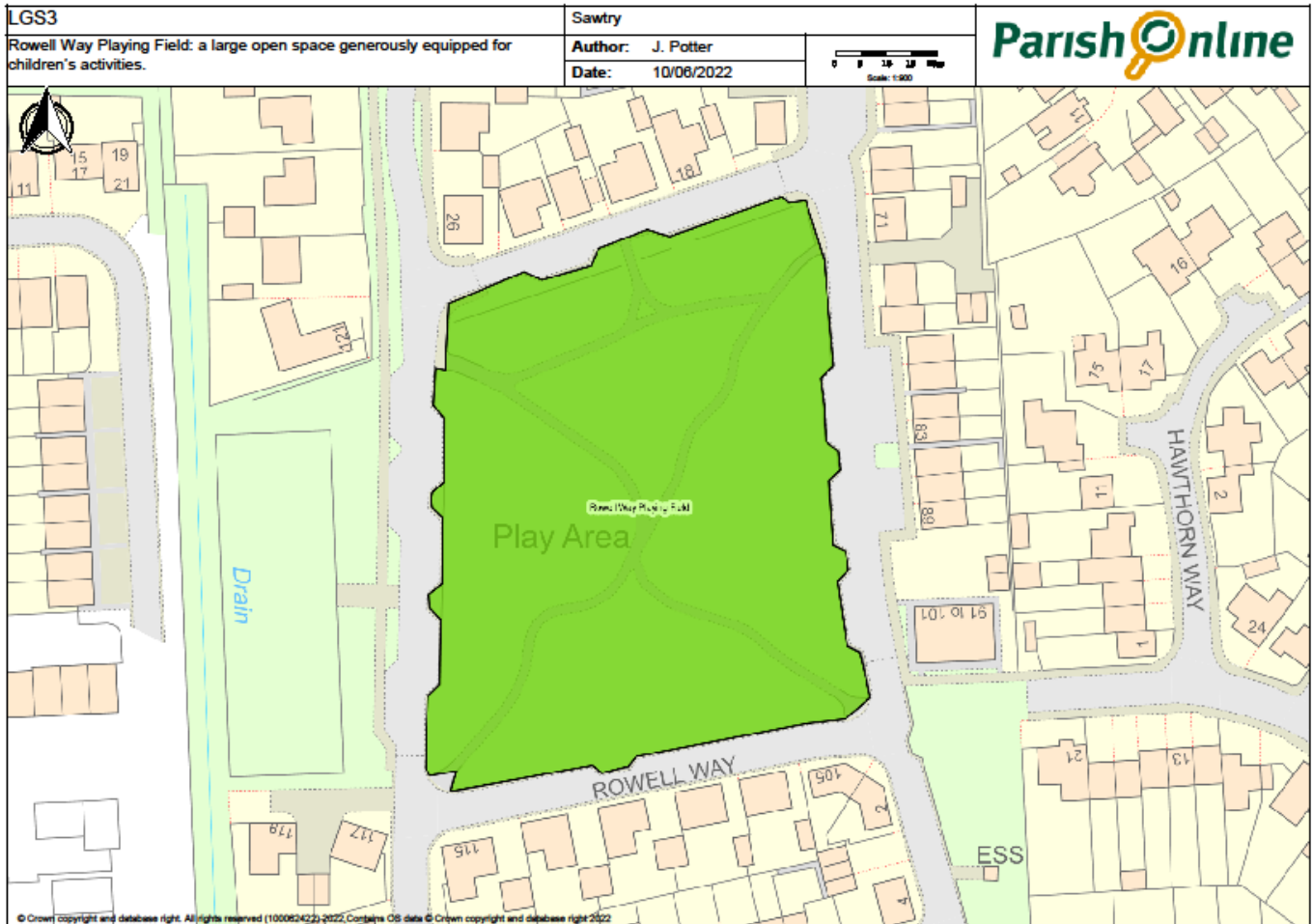
Appendix 1 - Local Green Spaces Detailed Maps and Schedule



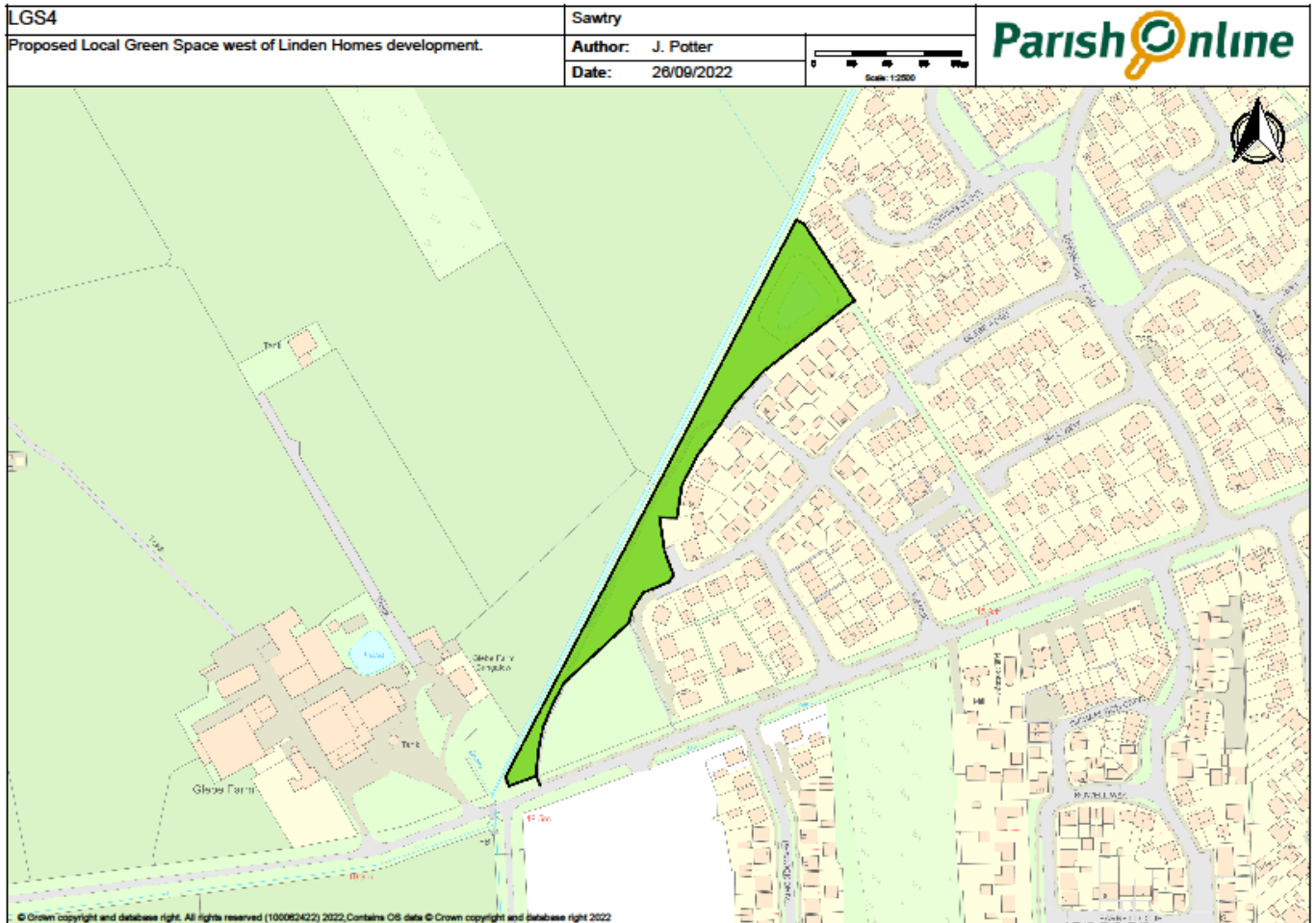
Site	Demonstrably Special Significance				
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness
<p>LGS1 The Green and adjacent small area - the original village heart which is a key open space contributing to the character and appearance of the Conservation Area; popular for recreation</p>	✓	✓	✓	✓	✓



Site	Demonstrably Special Significance				
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness
LGS2 Land off Bramble End and Monks Way - An attractive tranquil space on the village edge containing numerous trees, providing access to open countryside and other walking routes			✓	✓	✓



Site	Demonstrably Special Significance				
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness
LGS3 Land (Playing field) at Rowell Way - A large open space generously equipped for children’s activities. It has been well-designed as multi-functional green space and provides a ‘village green’ style of area within this new housing area			✓		✓

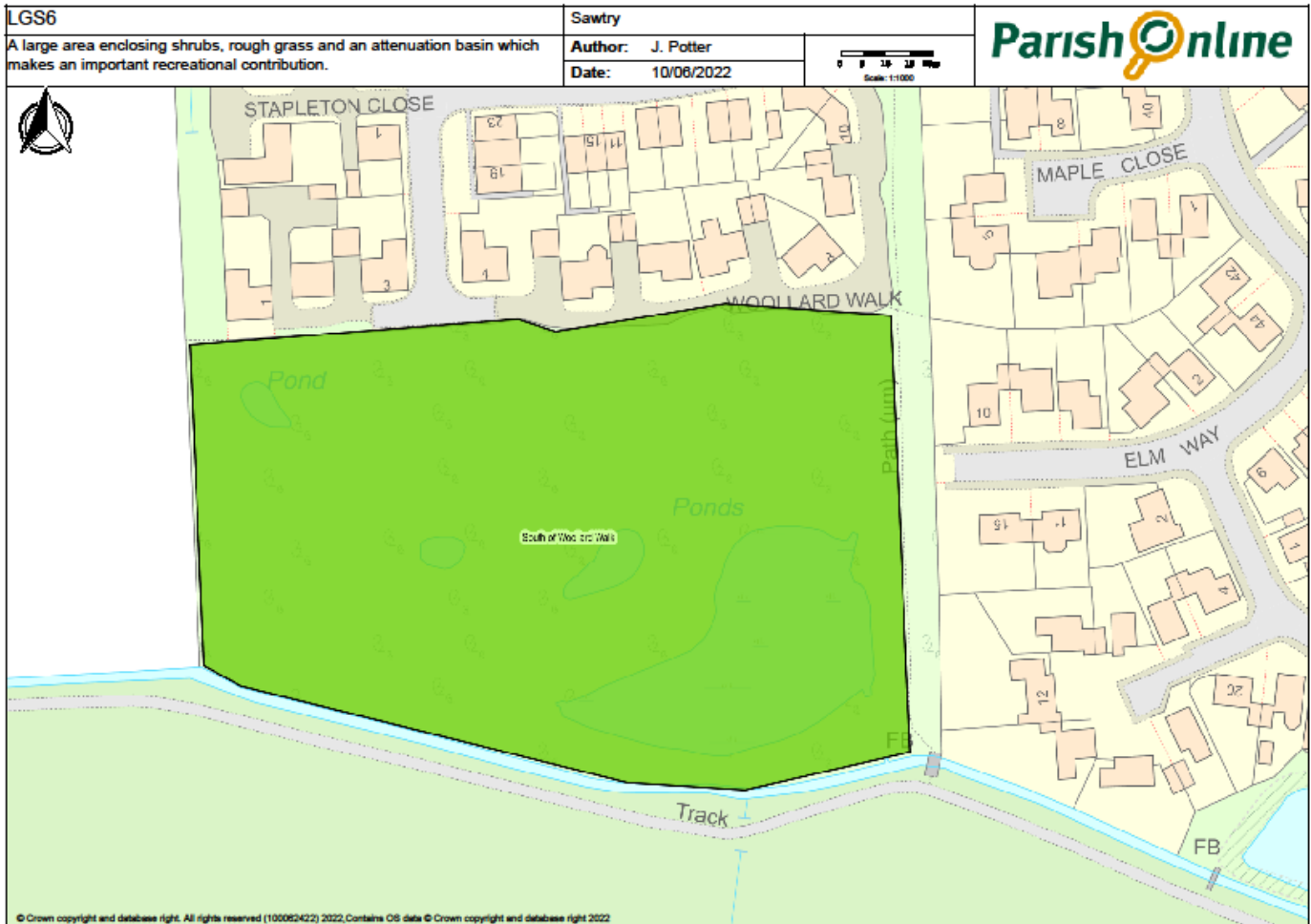


Site	Demonstrably Special Significance				
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness
LGS4 Land North of Gidding Road along Sawtry Brook—this is the remaining space set aside for public enjoyment; it includes an attractive route for walking and contains trees and hedgerows. It provides an attractive setting and green edge to this modern housing area			✓	✓	✓



Site	Demonstrably Special Significance				
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness
LGS5 Land including wooded area North of roundabout at Green End Road and Bill Hall Way - This area of woodland which contains numerous informal footpaths is the only feasible LGS in the southernmost portion of Sawtry; it is an attractive area for woodland walks and for wildlife	✓		✓	✓	✓





Site	Demonstrably Special Significance				
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness
<p>LGS6 Land South of Woollard Walk and West of Elm Way – This is a large area enclosing shrubs, rough grass and an attenuation basin which makes an important biodiversity contribution. It abuts an important route for recreation</p>				✓	✓



Site	Demonstrably Special Significance				
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness
LGS7 Land at Deerpark Road, Coppins Close and Shawley Road – These areas collectively provide a green heart akin to a ‘village green’ style area in the heart of this large area. The green heart contributes positively to the streetscene character and the areas provide informal recreational opportunities	✓		✓		



Site	Demonstrably Special Significance				
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness
LGS8 Land between Farm Close and Westerman Close - A tranquil area, with an ancient oak tree and on popular walking routes	✓		✓		✓

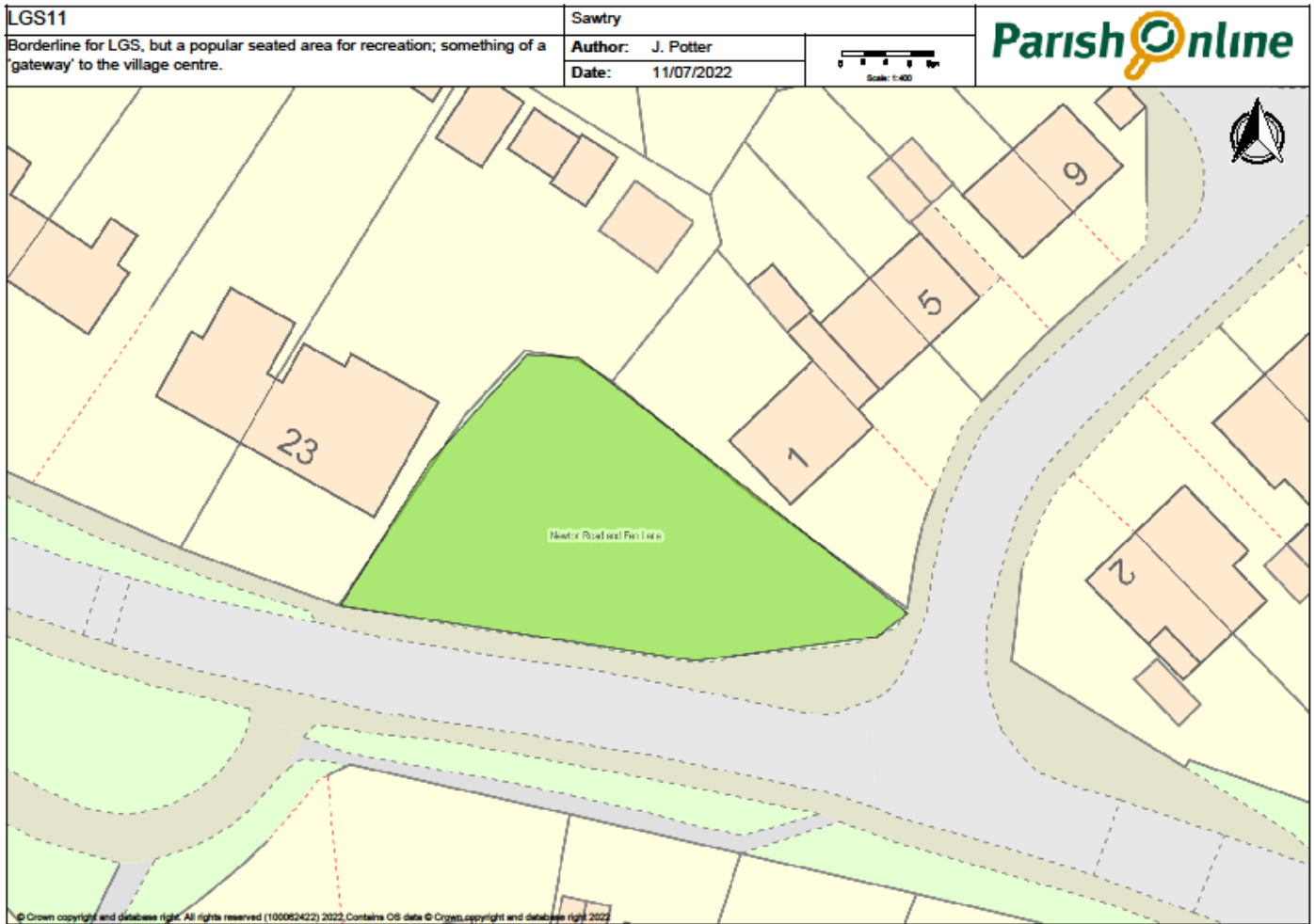


Site	Demonstrably Special Significance				
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness
LGS9 Land West of Glatton Road along Sawtry Brook – This is an area of growing importance for protection in view of the large estate planned to the north. It is used as a popular dog walking route; the hedging and drain are habitat for wildlife	✓	✓	✓	✓	✓

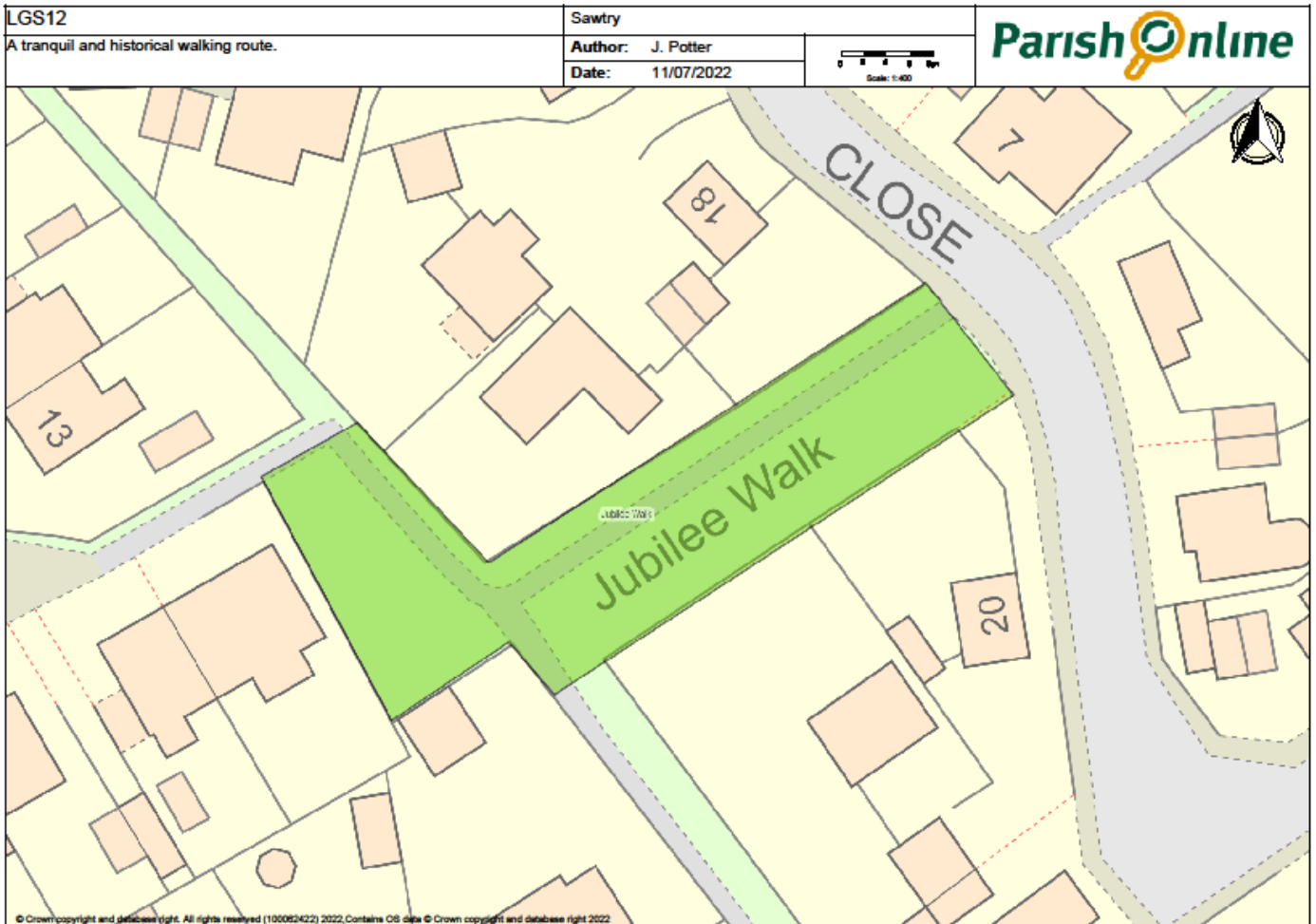


Site	Demonstrably Special Significance				
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness
LGS10 Land at Haynes Close – This is a well-planned communal area in this modern development which supports wildlife and provides an important visual green heart to the area	✓			✓	✓

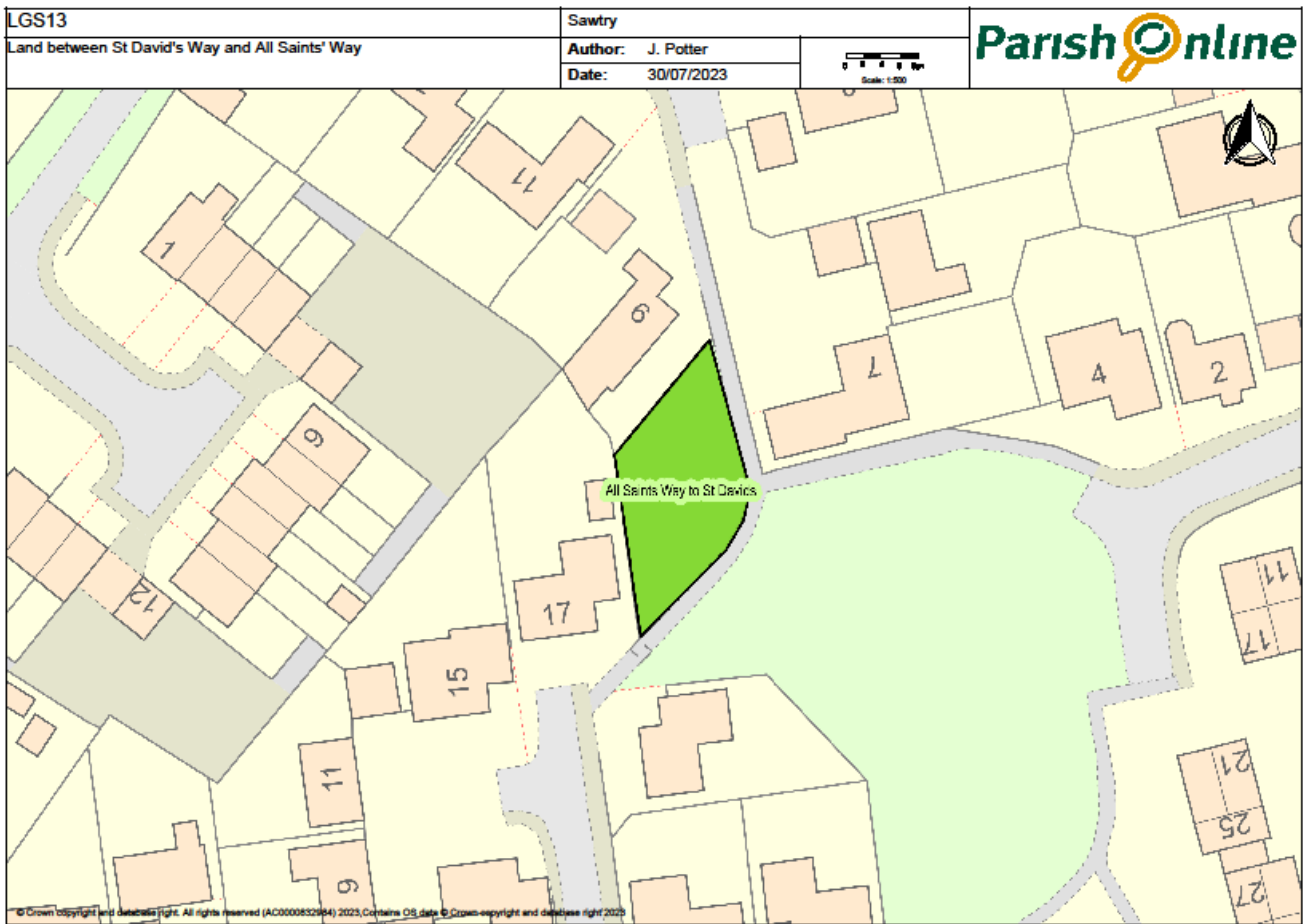




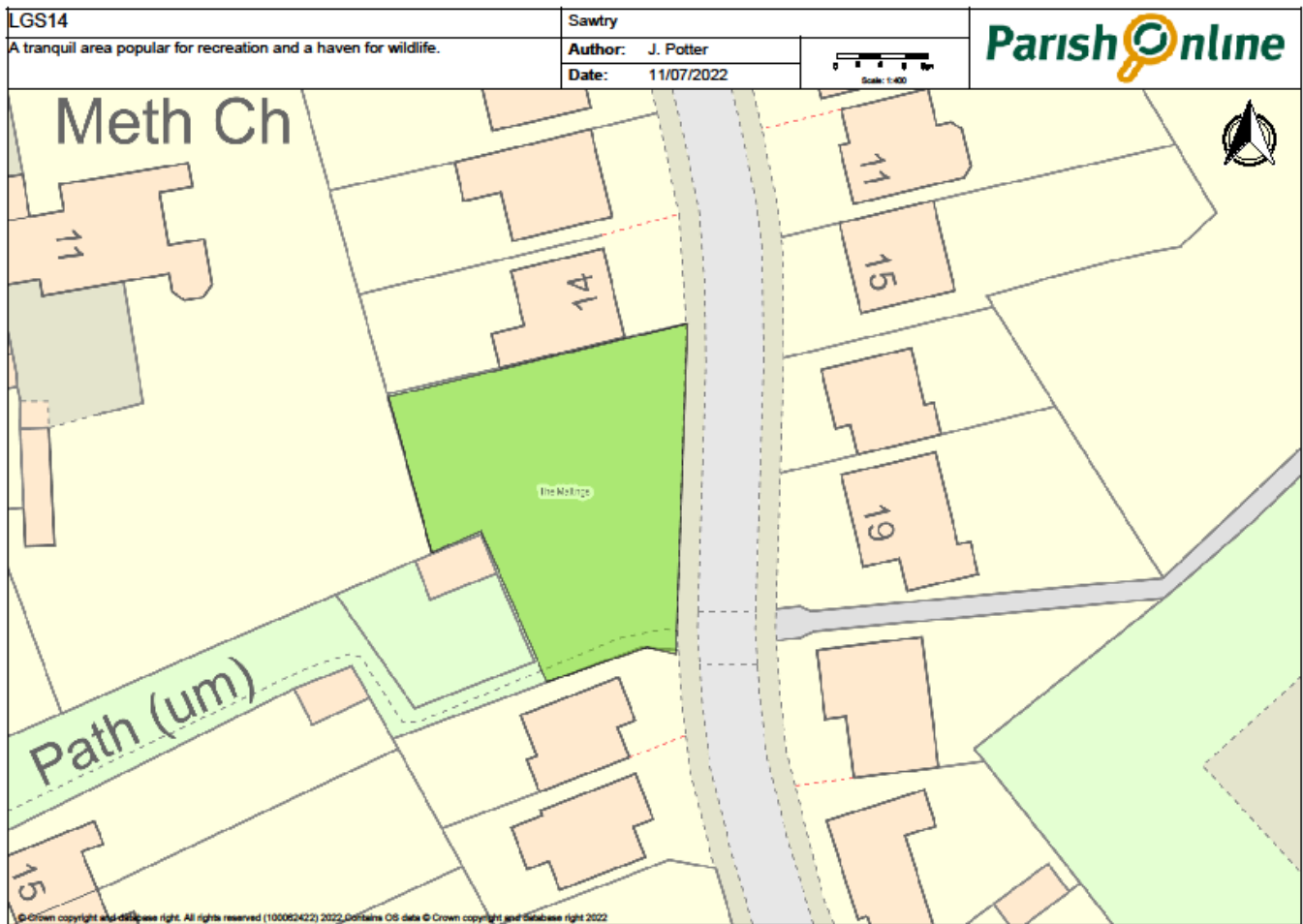
Site	Demonstrably Special Significance				
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness
<p>LGS11 Land on the corner of Fen Lane and Newton Road – This is a popular seated area for recreation; it operates as something of a 'gateway' to the village centre</p>	✓		✓	✓	



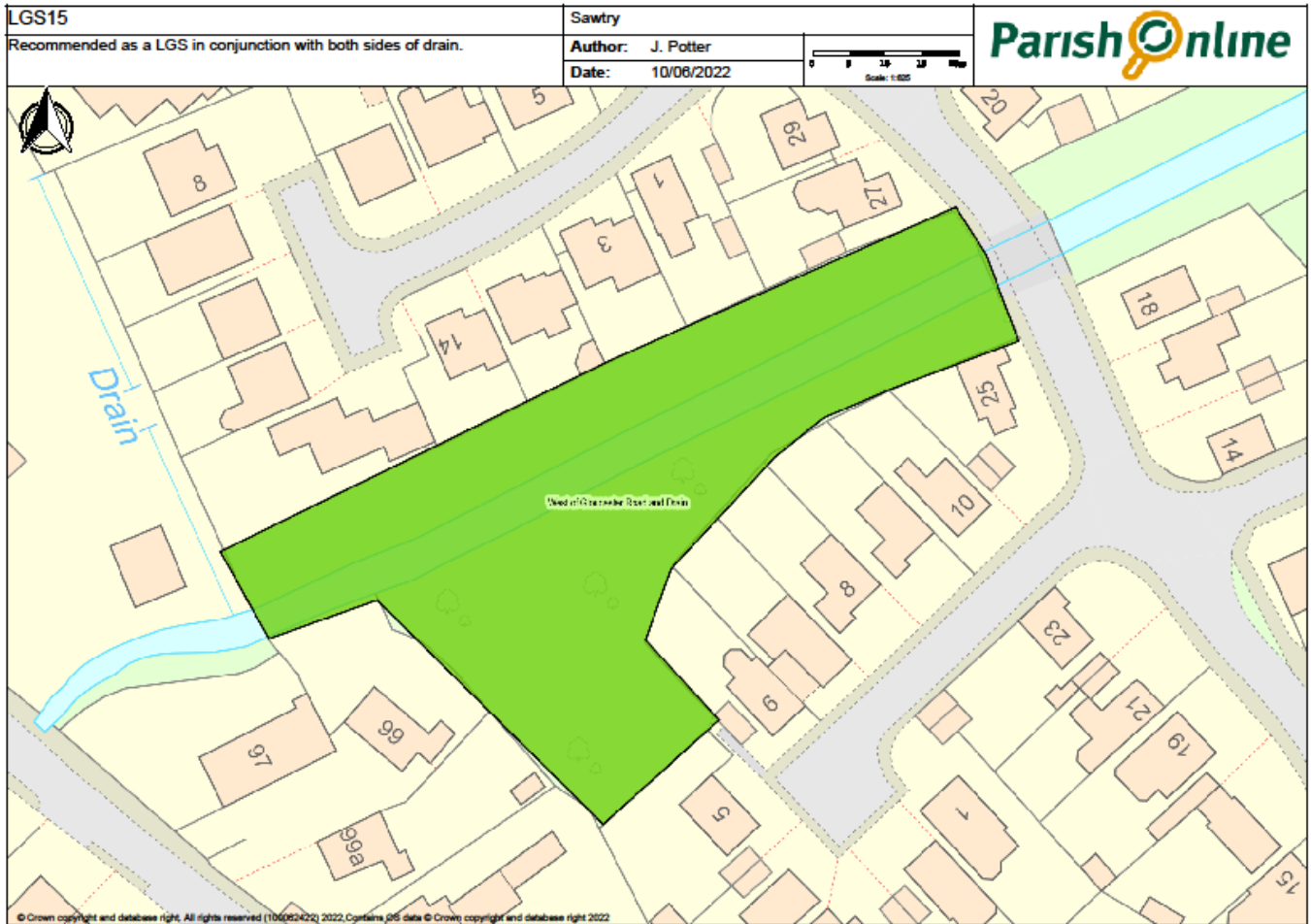
Site	Demonstrably Special Significance				
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness
<p>LGS12 Land West of Chestnut Close including Jubilee Walk – This is part of the overall network of walkways around the village, it includes numerous attractive chestnut trees; it is somewhat of a village feature. The trees provide important habitat for birds</p>	✓		✓	✓	✓



Site	Demonstrably Special Significance				
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness
LGS13 Land between St David's Way and All Saints Way - An open area which contributes to this communal area and provides the only grassed space to the homes bounded by Newton Road, Tinkers Lane and Fen Lane. The LGS covers the western part but excludes land to the east whose ownership was recorded as pending at the time of making the Neighbourhood Plan. A future review of the Neighbourhood Plan will consider whether the LGS should be extended when the land ownership has been resolved.	✓		✓	✓	



Site	Demonstrably Special Significance				
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness
<p>LGS14 Land at The Maltings – An area used by residents for dog walking; it provides wildlife habitat and contains a children’s play area</p>			✓	✓	✓

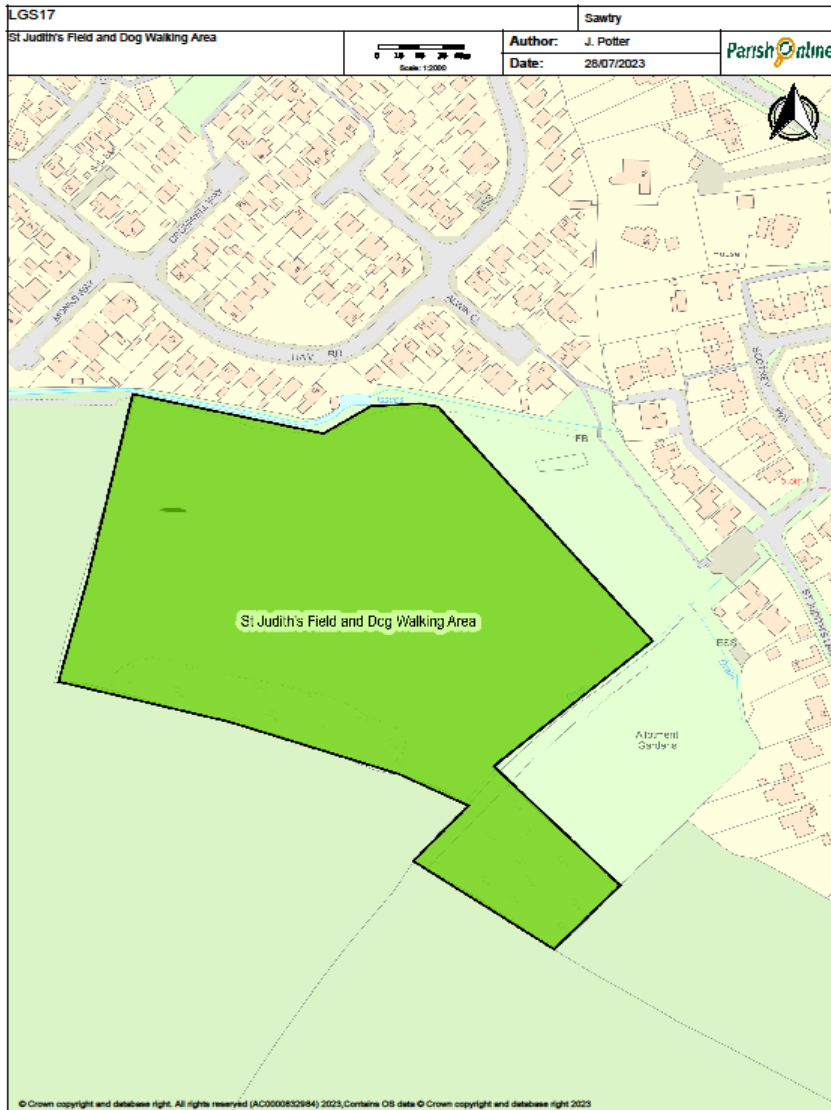


Site	Demonstrably Special Significance				
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness
LGS15 Land West of Gloucester Road – This area includes numerous attractive mature trees; it is somewhat of a village feature incorporating the brook. The trees and brook provide important habitat for wildlife	✓		✓	✓	✓





Site	Demonstrably Special Significance				
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness
LGS16 Land between Saxon Close and Wheat Sheaves – although this is somewhat of a ‘backland’ green space it is a very attractive wooded area with undulating terrain, it also provides good biodiversity habitat. Although not a formal route, local residents use this space as a shortcut to get to the larger green area to the east	✓			✓	✓



Site	Demonstrably Special Significance				
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness
LGS17 St Judith's Field and Dog Walking Area - A large open space with the feel of parkland and equipped with play equipment and the skatepark; very popular for walking, exercise and recreation. The majority has been designated as LGS, leaving a lower section excluded to allow for possible future development for built sports facilities	✓	✓	✓	✓	✓

## Appendix 2 – The Neighbourhood Planning Project

- 1 In 2017, Sawtry Parish Council explored the possibility of developing a Neighbourhood Development Plan, but the scheme did not progress. However, in the autumn of 2019, the Parish Council appointed a lead councillor who formed a small team of volunteers, the Neighbourhood Planning Group (NPG), essentially comprising professional individuals. Sawtry Parish Council, as a qualifying body, applied for the designation of Sawtry Parish as a neighbourhood area and this was approved by Huntingdonshire District Council (HDC) on 23 October 2019. This approval was in accordance with regulations 5 and 5A of the Neighbourhood Planning (General) Regulations 2012 (as amended). The designated area applicable to the Plan is illustrated in Section 10.1.
- 2 The NPG was recognised as a group subservient to the Planning Committee of the Parish Council. Initially, a team member, who was a professional project manager, contributed to the work which followed a conventional project management approach. A Strength, Weaknesses, Opportunities and Threats (SWOT) analysis was performed, stakeholders were identified, and a communication strategy was developed. NPG meetings were organised and their proceedings were minuted in accordance with common office practice. Simple research revealed that considerable help would be available to the NPG from the Huntingdonshire District Council Planning Team and online from various sources such as Locality. From the outset, it was clear that consultancy support would be needed throughout the project and that funding would be sought from Sawtry Parish Council and Locality.
- 3 The NPG contacted Cambridgeshire ACRE (Action with Communities in Rural England), which had originally offered a project initiation meeting in 2017, for consultancy support. However, for staffing reasons the meeting was delayed, re-scheduled for early 2020, and in consequence the NPG decided to commence planning the extensive stage of community consultation. With the assistance of the HDC Planning staff, a detailed paper questionnaire ('the Initial Survey') was prepared. The intention was to hold public meetings and face-to-face interviews with residents, businesses and community groups in order to elicit their views and opinions on the future development of Sawtry in the period to 2036. Before this plan could be implemented, Covid-19 infections and the subsequent lockdown restrictions imposed a complete block on any form of personal contact. An alternative approach to the community consultation then became essential and which began by seeking a suitable team of professional consultants.
- 4 As a first step, Cambridgeshire ACRE were considered suitable in view of their experience and sound reputation in neighbourhood planning. Unfortunately, a key member of staff announced his intention to leave ACRE at short notice. The NPG became concerned at this abrupt change and considered that two more consultancy teams should be identified. Three contenders were then considered: ACRE, a highly competent nationwide group, and a small Norfolk team. In the selection process, ACRE was considered a risk in view of possible staffing turbulence in the early stages of the project; the nationwide team indicated potential costs well in excess of the NPG's budget. Both were eliminated and the Norfolk team were chosen; their marketing material showed them to be an attractive partner and they appeared to possess a reasonable track record in neighbourhood planning. Regrettably, soon after their appointment, it became clear that a working relationship would be difficult to establish and that their level of support would fall short of their written undertakings.
- 5 By late summer of 2020, the NPG lacked consultancy support and was also forced to rely on 'Zoom' software for the conduct of its routine progress meetings. As a way forward from the impasse, the Chairman of Sawtry Parish Council recommended seeking advice from the Godmanchester Town Council



which had recently completed the examination and referendum of its neighbourhood plan. In a subsequent Zoom meeting with two members of the Godmanchester team, the NPG were advised to begin the community consultation process with a simple questionnaire which could identify perceived problems and aspirations in the community and which could progress into a 'vision' for Sawtry's future, into shared objectives, and, ultimately, into policies for the neighbourhood plan. The NPG took this advice on board and began working on a revised plan for the months ahead.

- 6 As the NPG began preparation for the lengthy stage of Community Consultation, a search for professional consultancy support was also initiated. A nearby village recommended their consultant, Mr Anthony Northcote at NEIGHBOURHOOD-PLAN.CO.UK. The NPG followed up this lead with further research and contact was made in April 2021 with Mr Northcote who agreed to provide support to the NPG. Soon after, Sawtry Parish Council entered a contractual agreement with his company, and he provided strong support throughout all stages of the project.

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**Intelligent Plans**  
and examinations

# **Report on Sawtry Village Neighbourhood Development Plan 2022 - 2036**

**An Examination undertaken for Huntingdonshire District Council with the support of Sawtry Parish Council on the March 2023 submission version of the Plan.**

Independent Examiner: David Hogger BA MSc MRTPI MCIHT

Date of Report: 31 July 2023

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## **Main Findings - Executive Summary**

From my examination of the Sawtry Village Neighbourhood Plan (the Plan/SVNP) and its supporting documentation including the representations made, I have concluded that subject to the policy modifications set out in this report, the Plan meets the Basic Conditions.

I have also concluded that:

- The Plan has been prepared and submitted for examination by a qualifying body: Sawtry Parish Council;
- The Plan has been prepared for an area properly designated – the Designated Area as identified on Map 1 on page 44;
- The Plan specifies the period to which it is to take effect – 2022 – 2036; and
- The policies relate to the development and use of land for a designated neighbourhood area.

I recommend that the Plan, once modified, proceeds to referendum on the basis that it has met all the relevant legal requirements.

I have considered whether the referendum area should extend beyond the designated area to which the Plan relates and have concluded that it should not.

## **1. Introduction and Background**

### **Sawtry Village Neighbourhood Plan 2022—2036**

- 1.1 The Parish of Sawtry lies midway between Huntingdon and Peterborough and is dissected by the A1M. Indeed, the actual settlement of Sawtry lies immediately west of the motorway. The eastern part of the Parish is relatively flat while to the west the landscape is more undulating. Much of the Parish is agricultural in nature and this provides an attractive setting for the village itself.
- 1.2 The village includes a number of important heritage assets and open areas, which I saw on my visit, including the village green. There is a relatively wide range of community facilities and services available, including schools, places of worship, shops, meeting halls and recreation facilities.
- 1.3 The Consultation Statement (March 2023) confirms that, although there was a failed attempt in 2017 to develop a neighbourhood development plan, the process of preparing this Neighbourhood Plan commenced in 2019. However, progress was thwarted by the Covid-19 pandemic and the Parish Council had to consider an alternative approach to public consultation.

- 1.4 Unable to enter into face-to-face discussions, the Parish Council (via the Neighbourhood Planning Group) employed a number of other initiatives, including distributing questionnaires to all households in the Parish; making on-line questionnaires available (for example to community groups and businesses); telephone interviews; and placing articles in the local magazine (the Sawtry Eye). Once Covid-19 restrictions were relaxed, public presentations and displays were arranged.

### The Independent Examiner

- 1.5 As the Plan has now reached the examination stage, I have been appointed as the examiner of the Sawtry Village Neighbourhood Plan by Huntingdonshire District Council (HDC), with the agreement of the Sawtry Parish Council (SPC).
- 1.6 I am a chartered town planner and former government Planning Inspector, with extensive experience in the preparation, examination and implementation of development plans and other planning policy documents. I am an independent examiner, and do not have an interest in any of the land that may be affected by the draft Plan.

### The Scope of the Examination

- 1.7 As the independent examiner I am required to produce this report and recommend either:
- (a) that the neighbourhood plan is submitted to a referendum without changes; or
  - (b) that modifications are made and that the modified neighbourhood plan is submitted to a referendum; or
  - (c) that the neighbourhood plan does not proceed to a referendum on the basis that it does not meet the necessary legal requirements.
- 1.8 The scope of the examination is set out in Paragraph 8(1) of Schedule 4B to the Town and Country Planning Act 1990 (as amended)('the 1990 Act'). The examiner must consider:
- Whether the Plan meets the Basic Conditions;
  - Whether the Plan complies with provisions under s.38A and s.38B of the Planning and Compulsory Purchase Act 2004 (as amended) ('the 2004 Act'). These are:
    - it has been prepared and submitted for examination by a qualifying body, for an area that has been properly designated by the local planning authority;
    - it sets out policies in relation to the development and use of land;
    - it specifies the period during which it has effect;



- it does not include provisions and policies for 'excluded development'; and
- it is the only neighbourhood plan for the area and does not relate to land outside the designated neighbourhood area.
- Whether the referendum boundary should be extended beyond the designated area, should the plan proceed to referendum.
- Such matters as prescribed in the Neighbourhood Planning (General) Regulations 2012 (as amended)('the 2012 Regulations').

1.9 I have considered only matters that fall within Paragraph 8(1) of Schedule 4B to the 1990 Act, with one exception. That is the requirement that the Plan is compatible with the Human Rights Convention.

### The Basic Conditions

1.10 The 'Basic Conditions' are set out in Paragraph 8(2) of Schedule 4B to the 1990 Act. In order to meet the Basic Conditions, the neighbourhood plan must:

- Have regard to national policies and advice contained in guidance issued by the Secretary of State;
- Contribute to the achievement of sustainable development;
- Be in general conformity with the strategic policies of the development plan for the area;
- Be compatible with and not breach European Union (EU) obligations (under retained EU law)<sup>1</sup>; and
- Meet prescribed conditions and comply with prescribed matters.

1.11 Regulation 32 of the 2012 Regulations prescribes a further Basic Condition for a neighbourhood plan. This requires that the making of the neighbourhood development plan does not breach the requirements of Chapter 8 of Part 6 of the Conservation of Habitats and Species Regulations 2017.<sup>2</sup>

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<sup>1</sup> The existing body of environmental regulation is retained in UK law.

<sup>2</sup> This revised Basic Condition came into force on 28 December 2018 through the Conservation of Habitats and Species and Planning (Various Amendments) (England and Wales) Regulations 2018.

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## 2. Approach to the Examination

### Planning Policy Context

- 2.1 The Development Plan for this part of Huntingdonshire, not including documents relating to excluded minerals and waste development, is the Huntingdonshire Local Plan to 2036. Work has commenced on an updated Local Plan but is at a very early stage, with the examination programmed to start in Autumn 2027.<sup>3</sup>
- 2.2 The planning policy for England is set out principally in the National Planning Policy Framework (NPPF). The Planning Practice Guidance (PPG) offers guidance on how this policy should be implemented. A revised NPPF was published on 20 July 2021 and it is this document to which I have had regard in determining whether the SVNP meets the Basic Conditions along with its accompanying PPG.

### Submitted Documents

- 2.3 I have considered all policy, guidance and other reference documents I consider relevant to the examination, including those submitted which comprise:
- the submission version of the Sawtry Village Neighbourhood Plan (March 2023);
  - the Map on page 44 of the Neighbourhood Plan, which identifies the area to which the proposed Neighbourhood Development Plan relates;
  - the Consultation Statement (March 2023);
  - the Basic Conditions Statement (March 2023);
  - the Strategic Environmental Assessment Screening Request and the Habitats Regulations Assessment Screening Request, both March 2023;
  - the Evidence for Local Green Spaces (March 2023);
  - the Site Allocation Evidence (March 2023);<sup>4</sup>
  - all the representations that have been made in accordance with the Regulation 16 consultation; and
  - the responses to my Questions dated 8 June 2023, from both Huntingdonshire District Council and Sawtry Parish Council, dated 28 June and 30 June 2023 respectively.<sup>5</sup>

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<sup>3</sup> See Huntingdonshire Local Development Scheme March 2023.

<sup>4</sup> View the Regulation 16 documents at:

<https://consult.huntingdonshire.gov.uk/kse/event/37400>

<sup>5</sup> View at: <https://www.huntingdonshire.gov.uk/planning/neighbourhood-planning/>

## Site Visit

- 2.4 I made an unaccompanied site visit to the Neighbourhood Plan Area on 25 June 2023, to familiarise myself with the locality, and visit relevant sites and areas referenced in the Plan and evidential documents.

## Written Representations with or without Public Hearing

- 2.5 This examination has been dealt with by written representations. I considered hearing sessions to be unnecessary as the consultation responses clearly articulated the objections to the Plan and presented arguments for and against the Plan's suitability to proceed to a referendum.

## Modifications

- 2.6 Where necessary, I have recommended modifications to the Plan (**PMs**) in this report in order that it meets the Basic Conditions and other legal requirements. For ease of reference, I have listed these modifications separately in the Appendix.

# 3. Procedural Compliance and Human Rights

## Qualifying Body and Neighbourhood Plan Area

- 3.1 The SVNP has been prepared and submitted for examination by SPC as the qualifying body for an area that was originally designated by HDC on 23 October 2019.
- 3.2 It is the only Neighbourhood Plan for the Parish and does not relate to land outside the designated Neighbourhood Plan Area.

## Plan Period

- 3.3 The Plan specifies (on the front cover) the period to which it is to take effect, which is from 2022 to 2036.

## Neighbourhood Plan Preparation and Consultation

- 3.4 The Consultation Statement summarises the approach to consultation undertaken by the Parish Council. Following the creation of the Neighbourhood Plan Group in in autumn 2019, local residents were invited to provide feedback on the contents of the Plan – both written and on-line. All Parish Council meetings included an agenda item for an up-date to be given on the preparation of the SVNP; newsletters were distributed to all residents and significant use was made of Facebook to disseminate information.

3.5 I am able to conclude that opportunities to contribute towards the preparation of the SVNP have been available to all interested parties at the relevant stages, including at both the Regulation 14 stage (5 December 2022 – 28 January 2023) and the Regulation 16 stage (12 April 2023 – 24 May 2023). I consider that, overall, the approach towards the preparation of the SVNP has been conducted in a fair and inclusive manner, especially bearing in mind the limitations imposed by the Covid-19 pandemic. Therefore, I am satisfied sufficient regard has been had to advice in the PPG on plan preparation and engagement and the process has been procedurally compliant in accordance with the legal requirements.

#### Development and Use of Land

3.6 The Plan sets out policies in relation to the development and use of land in accordance with s.38A of the 2004 Act.

#### Excluded Development

3.7 The Plan does not include provisions and policies for 'excluded development'.<sup>6</sup>

#### Human Rights

3.8 I have seen no evidence that the Plan breaches Human Rights (within the meaning of the Human Rights Act 1998), and it is not a matter that has been raised by any of the respondents.

### 4. Compliance with the Basic Conditions

#### EU Obligations

4.1 The Neighbourhood Plan was screened for Strategic Environmental Assessment (SEA Request– March 2023) and Habitats Regulations Assessment (HRA Request – March 2023). The conclusion reached was that the SVNP does not require a full SEA or HRA to be undertaken because the Plan would not have any significant adverse environmental effects. Having read the documentation, I support this conclusion.

#### Main Issues

4.2 I have approached the assessment of compliance with the Basic Conditions of the SVNP as two main matters:

- General issues of compliance of the Plan, as a whole; and
- Specific issues of compliance of the Plan policies.

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<sup>6</sup> See section 61K of the 1990 Act.

## General Issues of Compliance of the Plan

### [National Policy, Sustainable Development and the Development Plan](#)

- 4.3 There are fourteen chapters in the SVNP, which are the Foreword; Neighbourhood Planning; the Village Scene; the Neighbourhood Planning Project; Community Consultation; Vision and Objectives; Policies; Cross Reference; Non-planning Objectives; Maps; Statistical Tables; Implementation and Delivery; Monitoring and Review; and Glossary of Terms.
- 4.4 It is clear to me that HDC and SPC have co-operated in the preparation of the SVNP<sup>7</sup> and, subject to the detailed comments and modifications that I set out below, I conclude that the SVNP has had proper regard to national policy and guidance. I also conclude that subject to the recommendations that I make:
- the SVNP is in general conformity with the strategic policies of the adopted Development Plan for the area, and that overall, the document provides an appropriate framework that will enable Sawtry to continue to evolve as a community whilst ensuring that the quality of life, particularly for residents, will be retained and enhanced; and
  - that the policies, as modified, are supported by appropriate evidence, are sufficiently clear and unambiguous and that they can be applied with confidence.<sup>8</sup>

## Specific Issues of Compliance of the Plan's Policies

### [Foreword \(page 6\)](#)

- 4.5 The Foreword succinctly summarises how the Neighbourhood Plan has been formulated and the processes that its preparation has followed.

### [Neighbourhood Planning \(page 6\)](#)

- 4.6 Chapter 2 appropriately describes the function of the document, the legislative background and the relationship between the SVNP, the Huntingdonshire Local Plan to 2036 and other supplementary planning documents.

### [The Village Scene \(page 11\)](#)

- 4.7 The history of Sawtry is set out in Chapter 3, together with background information regarding, for example, heritage assets; transport; employment; residential development; and community facilities. This

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<sup>7</sup> Reflecting, for example, the advice in PPG IDs 41-040-20160211 and 41-009-20190509.

<sup>8</sup> PPG Reference ID: 41-041020140306.



provides a helpful summary of the evolution of the village and the current services and facilities that it provides.

#### [The Neighbourhood Planning Project \(page 18\)](#)

4.8 Chapter 4 summarises the approach that has been taken by SPC towards the preparation of the SVNP. HDC suggests the deletion of this Chapter. I acknowledge that the text encapsulates the many difficulties that have been encountered in the preparation of the document and demonstrates the doggedness of the Parish Council in seeking to complete the process. However, I agree with HDC that its inclusion in the SVNP is not necessary to meet the Basic Conditions and recommend Chapter 4 is moved from the main body of the statutory Plan, to form a new Appendix 2 to the SVNP as in **PM1**.

#### [Community Consultation \(page 19\)](#)

4.9 Chapter 5 describes with clarity the consultation processes that have been employed, including as a result of the Covid-19 restrictions.

#### [Vision and Objectives \(page 20\)](#)

4.10 The Vision and Objectives for the Parish are clearly established in Chapter 6 of the SVNP. I am satisfied that all the objectives satisfactorily reflect existing national and local planning guidance.

4.11 The British Horse Society<sup>9</sup> suggests the inclusion of text (in a number of locations in the SVNP) regarding the objective of supporting the needs of 'non motorised users'<sup>10</sup> (e.g. horse riders). Whilst I agree that the needs of horse riders are a valid consideration, I am not convinced that the inclusion of the suggested objective in paragraph 6.2.8 (page 21) is an appropriate location for such a reference. I consider the objective in paragraph 6.2.8 is intended primarily to apply to movements associated with functional activities, such as travelling to work, education facilities or shopping and not to leisure pastimes.

4.12 I am aware that the Huntingdonshire Local Plan up to 2036 (HLP), in policy LP16, supports opportunities for sustainable travel and seeks to protect or enhance 'non-motorised users' routes'. I consider that there is no justification for repeating this support in the SVNP and it is not necessary in order to meet the Basic Conditions.

#### [Conclusion on Introductory Chapters 1 to 6](#)

4.13 I consider that, particularly having regard to the objectives of the SPC, the first six chapters of the SVNP do provide helpful background

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<sup>9</sup> Representation Ref: SNPS:31.

<sup>10</sup> Representation Ref: SNPS:32.

information for the decision maker and that, subject to **PM1**, the Basic Conditions are met.

## [Policies \(page 21\)](#)

### *The Built Environment*

- 4.14 This chapter of the SVNP explains the planning framework (with regard to housing) provided by the HLP – including the allocation of two housing sites (East of Glebe Farm and South of Gidding Road).
- 4.15 HDC<sup>11</sup> suggest an amendment to paragraph 7.1.2 in order to clarify the position regarding windfall and rural exception sites for housing. I consider this is necessary to provide clarity for the decision maker and I note that the Parish Council has agreed.<sup>12</sup> This modification will accord with national advice and meets the Basic Conditions and I recommend accordingly in **PM2**.

### *Policy SNP1 - The natural environment and protecting green spaces (page 22)*

- 4.16 Policy SNP1 seeks to enhance the natural character of the village and its setting. The policy identifies 17 Local Green Spaces (LGS), which I saw on my visit. Planning advice<sup>13</sup> stipulates that landowners should be contacted at an early stage about proposals to designate any part of their land as Local Green Space. SPC has not been able to ascertain details of the owners of parts of two of the proposed LGS sites. These are sites 13 and 17 (see plan on page 48 of the SVNP).
- 4.17 The Parish Council's document entitled 'Evidence for Local Green Spaces' (March 2023) includes a plan which is entitled Enclosure 1: District Council map of maintained Sawtry Grass Areas. The Plan identifies 'land pending ownership' with regard to:
- a very small area to the north-east of site 17; and
  - a majority of site 13 (a small area to the north-west is identified as being owned and managed by HDC)
- 4.18 I would expect to see clearly documented evidence detailing the reasonable, best endeavours, to ascertain details about the owners of the aforementioned two areas of proposed LGS, bearing in mind the land use policy constraints that come with LGS designation. Whilst I recognise more general opportunities were available to comment through the Regulation 14 and 16 consultations, in the absence of robust evidence of the focused, ongoing efforts made during the period of Plan preparation, I cannot be certain that the owners have had a reasonable opportunity to engage. On that basis I recommend, in **PM3**, that the small part of site

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<sup>11</sup> Representation Ref: SNPS:8.

<sup>12</sup> See response to my Question 15.

<sup>13</sup> Open space, sports and recreation facilities, public rights of way and local green space, PPG Reference ID: 37-019-20140306.

17 and the majority of site 13 (which are identified as 'land pending ownership' in the aforementioned document) should be deleted from the proposed LGS designation. I do not consider that the deletion of these two parcels of land will have any significant consequences for either the 'deleted' or the 'retained' LGS land.

- 4.19 HDC suggests<sup>14</sup> that LGS9 should incorporate connections to potential development to the north (Glatton Road development) and should also include two green spaces at Gidding Road.<sup>15</sup> I do not consider that there is currently sufficient evidence to conclude that such designations would meet the requirements for LGS designation. I am told by the Parish Council that construction on the Glatton Road site is expected 'shortly'.<sup>16</sup> At this very early stage in the development at Glatton Road, there is currently no maintained open space and therefore there is no land that is demonstrably special to the local community or is of particular local significance (see also paragraph 4.24 below).
- 4.20 With regard to green spaces at the Bovis Homes site in Gidding Road (Ref 19/00462/REM) and the Local Plan allocation south of Gidding Road, similar arguments exist. In any event I have seen no evidence that the owners of any of the aforementioned land have been consulted or would support such a designation.
- 4.21 Concerns have been raised by HDC with regard to whether or not the landowner has agreed to the allocation of LGS on land at Haynes Close (LGS10).<sup>17</sup> I am not aware of any objection to this designation and the Parish Council has confirmed, in response to my Question 6, that all owners of the proposed LGS have been notified, with the exception of parts of LGS13 and LGS17 (as referred to above).
- 4.22 With regard to the remaining designated LGS sites, I am satisfied that they are particularly important to the local community and meet the other requirements of NPPF paragraphs 101<sup>18</sup> and 102. I also note that SPC confirms that (with the above exceptions), all owners have been notified of the proposed LGS designations.<sup>19</sup>
- 4.23 The Middle Level Commissioners have commented on a number of the proposed areas of LGS.<sup>20</sup> However, the final clause in the policy makes it clear that the appropriate use of an area of LGS in relation to 'surface water flood risk attenuation and associated infrastructure' will be supported and I consider that to be sufficient in these circumstances where policies in the HLP address issues of flooding and water

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<sup>14</sup> Representation Ref: SNPS:9.

<sup>15</sup> Representation Ref: SNPS:9.

<sup>16</sup> See answer to my Question 8.

<sup>17</sup> Representation Ref: SNPS:4.

<sup>18</sup> LGS designation should be capable of enduring beyond the end of the Plan period.

<sup>19</sup> See answer to my Question 6 to SPC.

<sup>20</sup> Representation Ref: SNPS:28.

infrastructure (e.g. policy LP5 on Flood Risk and policy LP6 on Waste Water Management).

- 4.24 I agree with the Parish Council that any further areas of LGS are best considered in any future review of the SVNP. By their very nature, potential future areas of LGS cannot be proposed with sufficient certainty and in any event the advice in the NPPF makes it clear that the LGS should be in existence, otherwise how can the land, for example, be deemed to be of value to the local community. In any event, I have seen no evidence that the landowner(s) would be supportive of such designations.
- 4.25 As modified, I am satisfied that policy SNP1 has regard to national policies and meets all the other Basic Conditions.

*Policy SNP2 – Climate change mitigation (page 24)*

- 4.26 Policy SNP2 establishes the Parish Council's approach towards mitigating climate change. For example, support in principle is given to renewable energy regeneration and small-scale community led renewable energy generation. As such, I conclude that the policy will contribute to the achievement of sustainable development and meet all the other Basic Conditions.

*Policy SNP3 – Recreation and leisure (page 25)*

- 4.27 Land north of Greenfields is identified for community use and, with one exception, policy SNP3 clearly establishes the requirements. In the interests of clarity, however, I consider the third line of the policy should be modified in order to remove any uncertainty regarding the provision of parking and drainage measures. This is recommended in **PM4**.
- 4.28 HDC<sup>21</sup> suggests amendments to policy SNP3 and I agree that it should be made clear that the last sentence of the policy applies to the whole Parish, and I recommend accordingly in **PM5**.
- 4.29 HDC suggests amendments<sup>22</sup> with regard to the funding of Greenfields, which I understand is now progressing. SPC has agreed that paragraphs 7.3.2 and 12.8 should be updated to reflect the current position. I agree that such a factual update should be made but this can be done without the need for a formal modification (see paragraph 4.61).
- 4.30 Policy SNP3 as modified, will contribute to the achievement of sustainable development and meet all the other Basic Conditions.

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<sup>21</sup> Representation Ref: SNPS:11.

<sup>22</sup> Representation Ref: SNPS:10.

*Policy SNP4 – Medical and health (page 26)*

4.31 Policy SNP4 supports improvements to healthcare in the Parish and seeks to prevent the loss of existing services that are viable. Sawtry has a growing population and I consider that the retention and improvement of existing healthcare facilities is a justified objective. However, in response to an objection from HDC<sup>23</sup>, SPC suggest modifications to this policy<sup>24</sup> and I agree that modifications are necessary in the interests of clarity, and I recommend accordingly in **PM6**.

*Policy SNP5 – Community facilities (page 28)*

4.32 Policy SNP5 supports the appropriate provision and/or improvement of community facilities but a decision maker would require greater clarity with regard to the occupancy of the facility, as referred to in the second clause of the policy, and **PM7** is therefore recommended.

4.33 The Environment Agency<sup>25</sup> advise that the proposed extension to St Andrew’s Cemetery would have to meet a number of environmental requirements, including in relation to flood risk. The need to meet this requirement should be made clear in clause 4 of policy SNP5. Both HDC and SPC support such a modification<sup>26</sup> and I agree it is necessary to provide clarity to the decision maker. Therefore, I recommend **PM8**.

4.34 HDC suggests (in answer to my Question 2) that cross-references to other relevant documentation could be referred to in the supporting text. I do not consider this to be necessary to meet the Basic Conditions but if there is agreement between HDC and SPC, the factual references could be included as minor amendments (see paragraph 4.61).

4.35 I also consider that the wording of the final clause of policy SNP5, with regard to the loss of a community facility, should be clarified for the benefit of the decision maker and I recommend accordingly in **PM9**.

4.36 The last clause of policy SNP5 lists the community facilities which the Parish Council is seeking to protect. I appreciate that it may be difficult to accurately plot the aforementioned facilities on a plan, but I consider it would be of significant assistance to the decision maker if the location of the facilities could be identified. I am sure that HDC could assist if necessary. I therefore recommend **PM10**.

4.37 Policies SNP4 and SNP5 (as modified), on health and community facilities, accord with national advice and meet all the other Basic Conditions.

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<sup>23</sup> Representation Ref: SNPS:12.

<sup>24</sup> See response to my Question 18.

<sup>25</sup> Representation Ref: SNPS:21.

<sup>26</sup> See response to my Question 2.



*Policy SNP6 – Retail and shopping provision and village centre opportunities (page 30)*

- 4.38 I saw on my visit the range of retail opportunities in the village, and I consider that SPC are justified in seeking improvements to retail and shopping provision. In particular, I agree that land at the junction of High Street and Gidding Road (R J Landrovers - as shown on Map 9) is correctly allocated as a Village Centre Opportunity Site. The appropriate redevelopment of this site would visually enhance this part of the village centre and contribute to improved local services and facilities. I agree that, if possible, the existing frontage building should be retained for its contribution to the appearance of the Conservation Area.
- 4.39 The approach encapsulated in policy SNP6 is in general conformity with the strategic policies of the Development Plan and meets all the other Basic Conditions.

*Policy SNP7 – Education and nursery provision (page 31)*

- 4.40 The population of the village is increasing and, consequently, the demand for nursery and school places is also rising. Policy SNP7 confirms that, in principle, proposals for education and nursery facilities will be supported.
- 4.41 Section 7.4 of the Plan (page 31) addresses issues of highways and traffic. The British Horse Society suggests a number of amendments to this Section, but I am satisfied that issues relating to equestrianism are appropriately addressed in policies LP4 and LP16 of the HLP and that there is no justification for the repetition of existing policy advice.
- 4.42 Policy SNP7 will contribute to the achievement of sustainable development and will meet all the other Basic Conditions.

*Policy SNP8 – Footpaths and cycle ways (page 32)*

- 4.43 Policy SNP8 provides support for improving travel opportunities across Sawtry but, in the interests of clarity, I consider that it should be made clearer that the policy applies to all of the Parish and not just Sawtry village. **PM11** is therefore recommended.
- 4.44 HDC<sup>27</sup> suggests amendments to policy SNP8 regarding footpaths and cycleways. Firstly, it is suggested that the specific reference to SPC and Cambridgeshire County Council should be deleted, and I agree that this would be appropriate because there may be other parties seeking to improve sustainable transport infrastructure. **PM12** is therefore recommended.
- 4.45 Secondly, HDC suggests that other forms of linkage should be referred to in the policy, but I am satisfied that in this regard the policy meets the

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<sup>27</sup> Representation Ref: SNPS:14.

Basic Conditions. In terms of 'new' provision, nothing is ruled out unless it would harm the character of the 'rural informal lanes'.

- 4.46 The British Horse Society<sup>28</sup> suggests a number of potential upgrades of footpaths to bridleways. However, I have seen no evidence regarding the feasibility of achieving these upgrades. In any event, Local Plan policies LP4 (Contributing to Infrastructure Delivery) and LP16 (Sustainable Travel) adequately address the issue and there is currently no justification for proposing specific bridleway improvements at this time.

#### *Policy SNP9 – Off-street parking and electric vehicle charging (page 34)*

- 4.47 Policy SNP9 sets out the approach of SPC to off-street parking and electric vehicle charging. The justification for this policy is clearly established in the supporting text. However, the final clause of the policy would benefit from greater clarity and therefore I recommend **PM13** (which has the support of HDC and SPC).<sup>29</sup>
- 4.48 Policies SNP8 and SNP9 relate to issues of movement and, as modified, will contribute to sustainable development and meet all the other Basic Conditions.

#### *Policy SNP10 – Safer Communities (page 35)*

- 4.49 I consider that policy SNP10 does not make it sufficiently clear to a decision maker how the policy should be interpreted. Consequently, SPC has suggested some revised wording for policy SNP10 and the inclusion of additional supporting text after paragraph 7.4.13. I agree that some amendments to the text are necessary, but I consider that some of the suggested text is not required because, as the Parish Council correctly states, many elements that contribute to a safe environment do not require planning permission. In the interests of clarity, I therefore recommend **PM14**.
- 4.50 In terms of the policy itself, I consider it would benefit from the inclusion of more detail (as an aid to the decision maker) and therefore I recommend **PM15**.
- 4.51 Modified policy SNP10 meets national advice and all the other Basic Conditions.

#### *Policy SNP11 – Business and employment (page 37)*

- 4.52 HDC has suggested that the wording of policy SNP11 and its supporting text, in paragraph 7.5.4 should be amended.<sup>30</sup> With regard to the supporting text, I consider that this clearly establishes the support of the

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<sup>28</sup> Representation Ref: SNPS:33.

<sup>29</sup> See response to my Question 3.

<sup>30</sup> Representation Ref: SNPS:17.

Parish Council for appropriate development at Oakwood Business Estate and Black Horse Business Park, and summarises the reasons why development at Brookside Industrial Estate may be considered less favourably (poor access/location).

- 4.53 I have read Local Plan policies LP8 (Key Service Centres), LP18 (Established Employment Areas) and LP19 (Rural Economy) and in summary these support appropriate employment development in a Key Service Centre such as Sawtry. I consider that policy SNP11 is locally distinctive, and in general conformity with the strategic policies of the Development Plan.
- 4.54 I also consider that there is no need to refer to 'scale' in the second clause of policy SNP11 because this is adequately addressed in the aforementioned Local Plan policies. I therefore recommend the deletion of the reference to scale in the policy, but agree that it would assist decision makers if greater clarity was provided with regard to the potential traffic implications arising from development at the Brookside Industrial Estate. Consequently, I recommend **PM16** and **PM17**.
- 4.55 Policy SNP11 (as modified) has regard to national policies and meets all the other Basic Conditions.

#### Other Chapters in the Plan

- 4.56 Chapter 8 (page 38) cross-references the objectives and policies of the SVNP with those in the HLP and the NPPF and, as such, provides a useful reminder of the inter-relationship of policies. This is followed in Chapter 9 (page 41) by a list of Non-planning objectives. These are clearly identifiable as aspirations of the Parish Council which cannot be addressed through the SVNP.<sup>31</sup>
- 4.57 Chapter 10 (page 42) includes 11 Maps which provide locational information, primarily with regard to the policies of the SVNP. Statistical information about the community is given in Chapter 11 (page 55).
- 4.58 Chapter 12 relates to Implementation and Delivery (page 58) and Chapter 13 (page 60) is entitled Monitoring and Review. Both chapters provide appropriate information regarding the evolution of the SVNP. The final chapter (14 on page 61) is a glossary of terms.
- 4.59 Although these aforementioned chapters are relatively extensive, they do provide additional information which may be of value to the decision maker and as such I consider that they are in accord with the Basic Conditions.

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<sup>31</sup> PPG Reference ID: 41-004-20190509.

## Other Matters

4.60 A number of representations were submitted (at the Regulation 16 stage) by the Middle Level Commissioners<sup>32</sup> but I am satisfied that the issues raised are appropriately addressed in other documentation, such as the NPPF (section 14) and Huntingdonshire Local Plan policies LP5: Flood risk; LP6: Waste Water Management; LP15: Surface Water; LP30: Biodiversity and Geodiversity; and LP38: Water Related Development.

## Minor Amendments

4.61 Amendments to the text can be made consequential to the recommended modifications, alongside any other minor non-material changes<sup>33</sup>, factual up-dates, or corrections in agreement between the Parish and District Councils.<sup>34</sup>

## 5. Conclusions

### Summary

- 5.1 The Sawtry Village Neighbourhood Plan has been duly prepared in compliance with the procedural requirements. My examination has investigated whether the Plan meets the Basic Conditions and other legal requirements for neighbourhood plans. I have had regard for all the responses made following consultation on the Neighbourhood Plan, and the evidence documents submitted with it.
- 5.2 I have made recommendations to modify a number of policies and text to ensure the Plan meets the Basic Conditions and other legal requirements. I recommend that the Plan, once modified, proceeds to referendum.

### The Referendum and its Area

5.3 I have considered whether or not the referendum area should be extended beyond the designated area to which the Plan relates, and I conclude that the Sawtry Village Neighbourhood Plan (as modified) has no policy or proposals which I consider significant enough to have an impact beyond the designated Neighbourhood Plan boundary, requiring the referendum to extend to areas beyond that boundary. I recommend that the boundary for the purposes of any future referendum on the Plan should be the boundary of the designated Neighbourhood Plan Area.

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<sup>32</sup> Representation Ref: SNPS:23 to SNPS:28.

<sup>33</sup> PPG Reference ID:41-106-20190509.

<sup>34</sup> See for example Representation Ref: SNPS:6 and SNPS:18.

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## Overview

- 5.4 The Parish of Sawtry displays a wide range of building styles and land uses and there are opportunities for further enhancement, for example, in the centre of the village. Overall, I found that the architecture, use of materials, provision of services and facilities and the proximity of open space, all contribute to making the Parish an attractive place to live and work. It is clear that local residents value the character of the locality and the wide range of facilities that the village provides.
- 5.5 The SVNPN is a very well presented document, and the text has a clear flow, which is of benefit to the decision maker. It is evident that significant effort has been invested in the preparation of the Plan and there is no reason to doubt that the community's Vision for the Parish, of *preserving the rural character of the village, whilst developing community services and encouraging new businesses*, will be achieved.

*David Hogger*

Examiner



## Appendix: Modifications (17)

### Notes:

- Additions are shown in **bold** and deletions denoted with ~~strikethrough~~.
- Page references are those in the submitted draft Sawtry Neighbourhood Plan.
- In the interests of brevity, where whole paragraphs have been deleted, the modification refers to the deletion of all the text.

<b>Proposed modification number (PM)</b>	<b>Page no./ other reference</b>	<b>Modification</b>
PM1	Pages 18 and 19  Paragraphs 4.1 to 4.6	Remove <u>all</u> of Chapter 4 (paragraphs 4.1 to 4.6) to form a new Appendix 2.  (Note: Subsequent Chapter and paragraph numbers will have to be changed).
PM2	Page 21  Paragraph 7.1.2	Modify the penultimate sentence of paragraph 7.1.2 to read:  This includes addressing windfall housing proposals and potential rural exception sites ( <b>which could be considered in Sawtry if there is local needs evidence</b> ).
PM3	The plans on Pages 48, 77 and 81  (Policy SNP1)	Modify the boundaries of LGS sites 13 (St David's Way and All Saints Way) and 17 (St Judith's Field and dog walking area) so that 'land pending ownership' (as identified on Plan 1 of the Evidence for Local Green Spaces March 2023) is excluded.
PM4	Page 25  Policy SNP3	Modify the first sentence to read:  Land north of Greenfields shown on Map 7 in chapter 10 is identified for community use and proposals to create new or enhanced community facilities for recreation and leisure, including new pitches, together with associated infrastructure, including additional

		parking <b>and</b> /or drainage measures, will be supported.
PM5	Page 25 Policy SNP3	Modify the last sentence of the policy to read:  <b>Other recreation and leisure</b> <del>D</del> developments <b>in the Parish</b> will be supported <del>which</del> <b>if they</b> extend or improve the existing sporting, leisure and recreational facilities, including the sports pavilion on the existing Greenfield site subject to including suitable landscaping.
PM6	Page 26 Policy SNP4	Delete <u>all</u> of the second clause in the policy and replace it with:  <b>Development proposals that would result in the loss of medical or health facilities will not be supported unless:</b>  <ul style="list-style-type: none"> <li>• <b>evidence is provided to demonstrate that they are poorly used or not viable in terms of community demand or need for that specific type of primary care service; or</b></li> <li>• <b>adequate replacement provision is made elsewhere nearby, within or close to the community served by the geographical catchment for the specific medical or health facility.</b></li> </ul>
PM7	Page 28 Policy SNP5	Modify the first sentence of the second clause of the policy to read:  <del>Proposals which look to develop or replace</del> <b>to redevelop, extend or replace an existing community facility</b> facilities through enabling development on part or all of the land or buildings <b>occupied by the existing community facility</b> , will be supported where it can be satisfactorily demonstrated through viability evidence that all profits are being reinvested in the development of

		enhanced or additional community facilities.
PM8	Page 28 Policy SNP5	Delete <u>all</u> of the penultimate clause and replace it with:  <b>Land east of St Andrew’s cemetery, as shown on Map 8 in chapter 10, is identified for cemetery use and proposals to create new or enhanced cemetery facilities will be supported. An appropriate risk assessment will need to accompany any planning application. Proposals to use this land for any alternative use will not be supported.</b>
PM9	Page 29 Policy SNP5 (final clause)	Delete <u>all</u> of the final clause and replace it with:  <b>Development proposals that would result in the loss of a community facility, as identified on Plan --<sup>35</sup>, will not be supported unless</b>  <ul style="list-style-type: none"> <li>• <b>evidence is provided to demonstrate that the facility is poorly used or not viable in terms of community demand/needs; or</b></li> <li>• <b>adequate replacement provision is made elsewhere, within or close to the community served.</b></li> </ul> [See PM10 below].
PM10	Page 28/29	Insert a Plan which identifies the community facilities to which policy SNP5 applies.
PM11	Page 32 Policy SNP8	In the second line of the policy insert <b>‘the Parish of’</b> before Sawtry.
PM12	Page 32 Policy SNP8	Modify the second sentence of policy SNP8 to read:  <del>Proposals of parties, including local land owners, community organisations,</del>

<sup>35</sup> To be numbered by the Parish Council.

		<p><del>Sawtry Parish Council, Huntingdonshire District Council and Cambridgeshire County Council</del> to develop or improve appropriate sustainable transport infrastructure will be supported.</p>
PM13	<p>Page 34 Policy SNP9</p>	<p>Delete <u>all</u> of the final clause and replace it with:</p> <p><b>Proposals to develop on-street electric vehicle charging infrastructure, including through the use of existing street furniture across Sawtry will be supported subject to:</b></p> <ul style="list-style-type: none"> <li>• <b>they should not adversely affect the historic environment or highway or pedestrian safety;</b></li> <li>• <b>they are in compliance with other relevant legislation, for example section 278 of the Highways Act 1980; and</b></li> <li>• <b>they do not detrimentally impact areas of significance as referenced in the HDC Landscape and Townscape SPD (March 2022)</b></li> </ul>
PM14	<p>Page 35 Paragraph 7.4.13</p>	<p>Insert a new paragraph of text after paragraph 7.4.13 to read:</p> <p><b>The Parish Council considers that a variety of measures will be needed to enhance the personal safety of individuals. In new development this will include designing layouts that promote opportunities for natural surveillance and ensuring that pedestrian linkages are well lit and avoid the potential for anti-social behaviour. The aim should be to ensure that crime and disorder, and the fear of crime, do not undermine the quality of life or social cohesion.</b></p>

PM15	Page 35 Policy SNP10	<p>Add a new second clause in the policy to read:</p> <p><b>The Parish Council will support appropriate proposals which include:</b></p> <ul style="list-style-type: none"> <li>• <b>a layout of development which creates safe, convenient and overlooked attractive streets and spaces;</b></li> <li>• <b>high quality open space which is integral to the overall layout of the development;</b></li> <li>• <b>carefully planned landscaping; and</b></li> <li>• <b>other appropriate measures to improve public safety.</b></li> </ul>
PM16	Page 37 Policy SNP11	<p>Delete all of the second clause of the policy and replace it with:</p> <p><b>The Neighbourhood Plan looks to encourage appropriate proposals that comply with development plan policies connected with the Established Employment Area at Black Horse Business Park and the permitted Oakwood Business Park. Proposals for high quality and professional occupation employment, such as research and development, that would diversify the existing local employment provision will be particularly supported.</b></p>
PM17	Page 37 Policy SNP11	<p>Add a new final clause to the policy to read:</p> <p><b>Proposals at or relating to Brookside Industrial Estate will need to satisfactorily demonstrate that traffic movements, particularly HGV movements that would need to go through Sawtry, would not lead to unacceptable impacts on the historic environment; living conditions (including relating to</b></p>



		<b>noise and disturbance); air quality; and pedestrian safety within the Parish.</b>
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## **Appendix 3 - Draft Decision Statement**

### **Sawtry Village Neighbourhood Plan 2022-2036**

#### **Draft Decision Statement**

Following an independent examination Huntingdonshire District Council's Cabinet confirmed on the 19 September 2023 that Sawtry Village Neighbourhood Plan will proceed to a Neighbourhood Planning Referendum.

#### **Background**

The Sawtry neighbourhood area was designated on 23 October 2019 under the Neighbourhood Planning (General) Regulations (2012). The plan area covers the parish of Sawtry and is contiguous with the Parish council's administrative boundary.

Sawtry Parish Council, as the qualifying body, submitted The Sawtry Village Neighbourhood Plan 2022-2036 and its supporting evidence to Huntingdonshire District Council 21 March 2023. The statutory six week submission consultation was held from 12 April 2023 to 24 May 2023.

Huntingdonshire District Council, in discussion with Sawtry Parish Council, appointed an independent examiner, David Hogger BA MSc MRTPI MCIHT, to review whether the submitted Neighbourhood Plan met the basic conditions as required by legislation. The examiner issued his report on 31 July 2023 which recommended that the Neighbourhood Plan, subject to the modifications proposed in his report, met the basic conditions and should proceed to referendum.

Following discussions with the qualifying body it was decided that the Examiner's recommendations would be accepted in full.

The Basic Conditions are:

- Having regard to national policies and advice contained in guidance issued by the Secretary of State, it is appropriate to make the neighbourhood plan;
- The making of the neighbourhood plan contributes to the achievement of sustainable development;
- The making of the neighbourhood plan is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area);

- The making of the neighbourhood plan does not breach, and is otherwise compatible with, European Union (EU) obligations; and
- Prescribed conditions are met in relation to the neighbourhood plan and prescribed matters have been complied with in connection with the proposal for the neighbourhood plan.

Regulations 32 and 33 of the Neighbourhood Planning (General) Regulations (2012) (as amended) set out two basic conditions in addition to those set out in primary legislation and referred to above. These are:

- The making of the neighbourhood plan does not breach the requirements of Chapter 8 of Part 6 of the Conservation of Habitats and Species Regulations 2017, which set out the habitat regulation assessment process for land use plans, including consideration of the effect on habitats sites.
- Having regard to all material considerations, it is appropriate that the neighbourhood development order is made where the development described in an order proposal is Environmental Impact Assessment development (this is not applicable to this examination).

## **Decision and Reasons**

Huntingdonshire District Council's Cabinet considered the recommendations on 19 September 2023 and agreed to accept the Examiner's proposed modifications and approve Sawtry Village Neighbourhood Plan 2022-2036 Plan to proceed to referendum.

The modifications to the Neighbourhood Plan, as needed to ensure it meets the Basic Conditions and in accordance with the Examiner's recommendations are listed in the following table.

## Examiner's Recommended Modifications Received 31 July 2023

The statement below sets out the modifications considered by the examiner as necessary to enable the submission neighbourhood plan to meet the required basic conditions.

### Notes:

- Additions are shown in bold and deletions denoted with strikethrough.
- Page references are those in the submitted draft Sawtry Neighbourhood Plan.
- In the interests of brevity, where whole paragraphs have been deleted, the modification refers to the deletion of all the text.

Proposed modification number (PM)	Page no./ other reference	Modification
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PM3	The plans on Pages 48, 77 and 81 (Policy SNP1)	Modify the boundaries of LGS sites 13 (St David's Way and All Saints Way) and 17 (St Judith's Field and dog walking area) so that 'land pending ownership' (as identified on Plan 1 of the Evidence for Local Green Spaces March 2023) is excluded.
PM4	Page 25  Policy SNP3	Modify the first sentence to read:  Land north of Greenfields shown on Map 7 in chapter 10 is identified for community use and proposals to create new or enhanced community facilities for recreation and leisure, including new pitches, together with associated infrastructure, including additional

		parking <b>and</b> /or drainage measures, will be supported.
PM5	Page 25 Policy SNP3	Modify the last sentence of the policy to read:  <b>Other recreation and leisure</b> Developments <b>in the Parish</b> will be supported <del>which</del> <b>if they</b> extend or improve the existing sporting, leisure and recreational facilities, including the sports pavilion on the existing Greenfield site subject to including suitable landscaping.
PM6	Page 26 Policy SNP4	Delete <u>all</u> of the second clause in the policy and replace it with:  <b>Development proposals that would result in the loss of medical or health facilities will not be supported unless:</b>  <ul style="list-style-type: none"> <li>• <b>evidence is provided to demonstrate that they are poorly used or not viable in terms of community demand or need for that specific type of primary care service; or</b></li> <li>• <b>adequate replacement provision is made elsewhere nearby, within or close to the community served by the geographical catchment for the specific medical or health facility.</b></li> </ul>
PM7	Page 28 Policy SNP5	Modify the first sentence of the second clause of the policy to read:  <del>Proposals which look to develop or replace</del> <b>to redevelop, extend or replace an existing community facility</b> facilities through enabling development on part or all of the land or buildings <b>occupied by the existing community facility</b> , will be supported where it can be satisfactorily demonstrated through viability evidence that all profits are being reinvested in the development of



		enhanced or additional community facilities.
PM8	Page 28 Policy SNP5	Delete <u>all</u> of the penultimate clause and replace it with:  <b>Land east of St Andrew’s cemetery, as shown on Map 8 in chapter 10, is identified for cemetery use and proposals to create new or enhanced cemetery facilities will be supported. An appropriate risk assessment will need to accompany any planning application. Proposals to use this land for any alternative use will not be supported.</b>
PM9	Page 29 Policy SNP5 (final clause)	Delete <u>all</u> of the final clause and replace it with:  <b>Development proposals that would result in the loss of a community facility, as identified on Plan --<sup>35</sup>, will not be supported unless</b>  <ul style="list-style-type: none"> <li>• <b>evidence is provided to demonstrate that the facility is poorly used or not viable in terms of community demand/needs; or</b></li> <li>• <b>adequate replacement provision is made elsewhere, within or close to the community served.</b></li> </ul> [See PM10 below].
PM10	Page 28/29	Insert a Plan which identifies the community facilities to which policy SNP5 applies.
PM11	Page 32 Policy SNP8	In the second line of the policy insert <b>‘the Parish of’</b> before Sawtry.
PM12	Page 32 Policy SNP8	Modify the second sentence of policy SNP8 to read:  <del>Proposals of parties, including local land owners, community organisations,</del>

<sup>35</sup> To be numbered by the Parish Council.

		<p><del>Sawtry Parish Council, Huntingdonshire District Council and Cambridgeshire County Council</del> to develop or improve appropriate sustainable transport infrastructure will be supported.</p>
PM13	<p>Page 34 Policy SNP9</p>	<p>Delete <u>all</u> of the final clause and replace it with:</p> <p><b>Proposals to develop on-street electric vehicle charging infrastructure, including through the use of existing street furniture across Sawtry will be supported subject to:</b></p> <ul style="list-style-type: none"> <li>• they should not adversely affect the historic environment or highway or pedestrian safety;</li> <li>• they are in compliance with other relevant legislation, for example section 278 of the Highways Act 1980; and</li> <li>• they do not detrimentally impact areas of significance as referenced in the HDC Landscape and Townscape SPD (March 2022)</li> </ul>
PM14	<p>Page 35 Paragraph 7.4.13</p>	<p>Insert a new paragraph of text after paragraph 7.4.13 to read:</p> <p><b>The Parish Council considers that a variety of measures will be needed to enhance the personal safety of individuals. In new development this will include designing layouts that promote opportunities for natural surveillance and ensuring that pedestrian linkages are well lit and avoid the potential for anti-social behaviour. The aim should be to ensure that crime and disorder, and the fear of crime, do not undermine the quality of life or social cohesion.</b></p>

PM15	Page 35 Policy SNP10	<p>Add a new second clause in the policy to read:</p> <p><b>The Parish Council will support appropriate proposals which include:</b></p> <ul style="list-style-type: none"> <li>• <b>a layout of development which creates safe, convenient and overlooked attractive streets and spaces;</b></li> <li>• <b>high quality open space which is integral to the overall layout of the development;</b></li> <li>• <b>carefully planned landscaping; and</b></li> <li>• <b>other appropriate measures to improve public safety.</b></li> </ul>
PM16	Page 37 Policy SNP11	<p>Delete all of the second clause of the policy and replace it with:</p> <p><b>The Neighbourhood Plan looks to encourage appropriate proposals that comply with development plan policies connected with the Established Employment Area at Black Horse Business Park and the permitted Oakwood Business Park. Proposals for high quality and professional occupation employment, such as research and development, that would diversify the existing local employment provision will be particularly supported.</b></p>
PM17	Page 37 Policy SNP11	<p>Add a new final clause to the policy to read:</p> <p><b>Proposals at or relating to Brookside Industrial Estate will need to satisfactorily demonstrate that traffic movements, particularly HGV movements that would need to go through Sawtry, would not lead to unacceptable impacts on the historic environment; living conditions (including relating to</b></p>

		<b>noise and disturbance); air quality; and pedestrian safety within the Parish.</b>
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Public  
Key Decision - No

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Finance Performance Report (Q1)  
**Meeting/Date:** Cabinet – 19 September 2023  
**Executive Portfolio:** Executive Councillor for Finance and Resources  
**Report by:** Director of Finance and Corporate Resources  
**Ward affected:** All

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### **Executive Summary:**

The quarter 1 expenditure forecast takes into account those factors affecting expenditure and income that are known by the end of June 2023.

### **REVENUE FORECAST**

The net revenue budget for 2023/24 totals £24.344m (including carry forwards of £0.231m), the forecast outturn as at the end of quarter 1 is £23.828m. Including a contribution from reserves of £0.044m this gives a forecast underspend of £0.560m.

#### **This is as a result of (Large variations only);**

Increased income – Interest receipts £1.247m, Council Tax and Housing Benefit income £0.103m, Community Team grant funding £0.077m

Reduced income - Commercial Estates £0.152m

Underspends – Facilities Management £0.373m, Development Management and Planning Policy £0.239m, Commercial Estates £0.108m.

Overspends – Housing Benefits subsidy £0.264m, Waste Management staffing £0.103m, Strategic Insight & Delivery £0.146m, One Leisure £0.165m, provision for in-year pay awards £0.750m.

### **CAPITAL FORECAST**

The approved original budget is £29.392m, which included re-phased budget from prior years of £15.898m. At the year end the actual budget rephased was £18.342m, which is £2.444m more rephased than budgeted, and also in addition funded housing grant of £0.744m has been confirmed from DLUHC. The current budget is therefore £32.580m (£29.392m + £2.444m + £0.744m). The forecast outturn is £20.434m as a result of potential re-phasing to 2024/25 (subject to evaluation during the upcoming MTFS process) of £12.146m.

#### **This is as a result of (Large variations only);**

The most significant variations being, Future High Streets £9.4m, Market Town Programme £1.2m, Ramsey Food Hall £0.8m, Rural Prosperity £0.2m, Hinchingsbrooke Country Park £0.9m, Vehicles £0.5m, Housing Company £0.2m, Disabled Facilities Grants £0.1m, Rural Prosperity £0.2m; against overspends on Fareham office enhancements £0.5m and CIL grants £0.7m (funded from CIL reserve), and £0.3m on St Ives Pitch Replacement.

**Recommendation(s):**

It is recommended that:

- Cabinet considers and comments on the revenue financial performance to the end of June 2023, as detailed in Appendix 1 and summarised in paragraph 3.2.
- Cabinet is invited to consider and comment on the capital financial performance at the end of June 2023, as detailed in Appendix 2 and summarised in paragraph 3.3.
- Cabinet is invited to consider and comment on the prudential and treasury management indicators at the end of June 2023, as detailed in Appendix 3.



## PURPOSE OF THE REPORT

1.1 To present details of the Council's projected financial performance for 2023/2024.

- Revenue outturn estimated underspend of £0.560m.
- Capital outturn estimated underspend/rephasing of £12.146m.

## BACKGROUND

2.1 The budget and MTFs for 2023/24 approved in February 2023, assumed a net expenditure budget of £24.113m in addition to this £231k of carry forwards have been added to make a current budget for 2023/24 of £24.344m. A gross capital budget of £29.392m was approved, increased to £32.580m due to additional re-phasing of schemes at the year-end of £2.444m, and funded housing grant of £0.744m not included in the budget.

2.2 The detailed analysis of the Q1 forecast outturn as at 30 June 2023 is attached at Appendix 1 for revenue, and Appendix 2 for capital.

2.3 Prudential indicators and Treasury indicators for Q1 are attached as Appendix 3.

## FINANCIAL PERFORMANCE

3.1 Financial Performance Headlines

The outturn position for the current financial year and the impact of variations will be incorporated within the MTFs.

**Revenue** The current budget is £24.344m, the forecast outturn, (including contribution from reserves of £0.044m), is £23.828m which is an underspend of £0.560m.

**Increased income including;** Interest received £1,247k, Council Tax family annexes grant £61k, Housing Benefit DWP grant income £42k, Community Team grant funding for posts £77k (domestic abuse and asylum seekers work).

**Reductions in income;** Commercial Estates rental income due to higher than expected unit vacancy rates £152k, One Leisure £8k.

**Underspends including;** Facilities Management electricity and gas saving £178k, business rates £128k and vacant posts £52k. Development Management agency staff saving £169k, Planning Policy salary savings £52k and extra income and HACT saving £19k. Commercial Estates vacant posts and part year vacant posts £108k.

**Overspends including;** Housing Benefit subsidy shortfall £306k, Waste Management increased use of agency staff to sickness and leave £103k. Strategic Insight & Delivery salary costs of staff currently delivering programmed work £146k. One Leisure business rates £41k, electricity £45k, £67k supplies and services including extra licence costs, and in-year pay awards of £750k.

**MTFS** The MTFs was updated as part of the 2023/24 Budget setting process and will again be updated as part of the 2024/25 Budget setting process which will commence in August. The revision of the MTFs will include 2022/23 outturn variations and others occurring or foreseen in 2023/24 that have an impact on future years.

**Capital** The approved original budget is £29.392m, which included budgeted rephasings of £15.898m. At the year end the actual budget rephased was £18.342m, which is £2.444m more rephased than budgeted. As a result the current budget including growth from a funded scheme, is £32.580m (£29.392m+£2.444m+£0.744m).

### 3.2 Summary Revenue Variances by Service (Appendix 1 for detail)

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

Head of Service	Budget £'000s	Budget c/fwd £'000s	Current Budget £'000s	Forecast Actual £'000s	Reserve Movements £'000s	Forecast Variance £'000s	Comments
<b>Corporate Resources</b>	8,100	51	8,151	7,339	-	(812)	Under spend relates to utility bills being lower than forecast initially (electricity (£76k) & gas (£102k)), lower business rates at PFH (£128k), salary savings due to the vacant Facilities Manager role (£52k) and increase in interest received (£1,247k)
<b>Chief Operating Officer</b>	5,261	36	5,297	5,205	-	(92)	In year savings - Building Control salaries (£80k), Environmental Protection recruitment at a lower grade (£61k). Additional grants - Council Tax grant from government (£60k), Support for Domestic Abuse and Homes for Ukraine (£77k). Additional costs Housing Benefit subsidy shortfall (£264k) and other miscellaneous additional costs across several cost centres.
<b>Economic Development</b>	206	-	206	210	-	4	
<b>Housing Strategy</b>	196	-	196	200	-	4	
<b>Corporate Leadership</b>	1,289	-	1,289	1,229	-	(60)	Staff vacancies
<b>Chief Planning Officer</b>	967	128	1,095	882	-	(213)	Planning Policy salary savings (£36k), Savings on agency staff (£169k) reduced income is offset by the pre-application service income.
<b>Strategic Insight and Delivery</b>	98	16	114	358	-	244	Reduced Markets income (£49k) & Car Parking permits income (£60k), Strategic Insight and Delivery overspends (mainly salary) (£145k)
<b>Operations</b>	5,108	-	5,108	5,250	-	142	Street Cleaning loss of Places for People income £71k, Green Spaces £41k (commuted sums expected to offset this overspend), offset by recharge of CCTV project costs. Less income from 2nd green bins £32k.
<b>Leisure and Health</b>	266	-	266	430	-	164	
<b>ICT</b>	2,622	-	2,622	2,725	(44)	59	Lower recharges to partners (£60k)
<b>Total</b>	<b>24,113</b>	<b>231</b>	<b>24,344</b>	<b>23,828</b>	<b>(44)</b>	<b>(560)</b>	

Further analysis of the revenue variance and service commentary are in Appendix 1. This provides the variances by service and where the variances are greater than +/- £10,000 comments have been provided by the budget managers/Head of Services. Where there are adverse variances the budget managers have provided details of the actions they are undertaking and where possible indicated if this will have an ongoing impact on the MTFs.

### 3.3 Capital Programme (Appendix 2 for detail)

The approved gross capital programme for 2023/24 is £29.392m, this total included budgeted rephasings of £15.898m. At the year end a total of £18.342m was rephased, an additional rephase of £2.444m. The total current budget is £32.580m including growth of £0.744m (£29.392m+£2.444m+£0.744m).

The capital programme is forecast to have an in-year underspend of £12.146m, as detailed in the table below. As part of the MTFs, the capital expenditure programme will be reviewed in line with future needs and available funding.

The table below shows the total variances for each Service and the main reasons for the variances.

Head of Service	Existing and New Bids	Budget Rephase (1)	Original Budget	Year End Rephase (2)	Net Rephase (3)	Growth	Current Budget	YTD Actual	Forecast	Over/(Under) Spend	Comment on Variances
	£000	£000	£000	£000		£000	£000	£000	£000	£000	
Finance and Corporate Resources	1,398	452	1,850	1,033	581	0	2,431	186	3,009	579	Additional expenditure on Fareham to enhance tenant appeal. Will be funded from savings in other budgets
Community Services	1,650	39	1,689	0	(39)	0	1,650	411	1,551	(99)	The DFG approval process takes longer than previously
Chief Planning Officer	3,570	0	3,570	0	0	0	3,570	0	4,278	708	Additional CIL expenditure funded from the CIL reserve
Housing Manager	0	206	206	206	0	0	206	0	744	(206)	Housing Company not going ahead this year
Customer Services	0	0	0	34	34	0	34	0	34	0	
Leisure and Health	600	12	612	133	121	0	733	57	938	205	The tenders for the pitch replacement at OLSI were higher than estimated.
Operations	1,638	328	1,966	584	256	0	2,222	442	1,705	(516)	Extending of vehicle lives, and more wheeled bin income
Insights and Delivery	43	3,217	3,260	3,661	444	0	3,704	9	2,799	(905)	Hinchingbrooke Country Park scheme delayed as a result of planning permission delays
ICT	498	431	929	403	(28)	0	901	3	720	(181)	Hardware replacement savings.
Place	4,097	11,213	15,310	12,289	1,076	744	17,130	81	4,655	(11,731)	Work on the Market Town Programme to be rephased to 2024/25
<b>Total</b>	<b>13,494</b>	<b>15,898</b>	<b>29,392</b>	<b>18,342</b>	<b>2,444</b>	<b>744</b>	<b>32,580</b>	<b>1,188</b>	<b>20,434</b>	<b>(12,146)</b>	

(1) This is the estimated rephase when the budget is set.  
(2) This is the actual rephase at the year end when all costs are known  
(3) This is the actual rephase less the budget rephase. Original budget + net rephase + growth = Current budget

### 3.4 Council Tax and Business Rates Collection

The Council Tax collection rate at the end of quarter 1 (27.51%) is slightly lower than the previous year (28.73%), due to reprofiling of some instalments; as a result more are due in February and March 2024.

The Business Rates collection rate at the end of quarter 1 (33.01%) is slightly higher than at the end of quarter in the previous year (32.32%).

The number of working age Council Tax Support claimants at the end of quarter 1 was 3,986 which is 140 less than at the end of quarter 1 in 2022/23 (4,126). The number of pensioner council tax support claimants has remained fairly static, 2,867 at the end of quarter 1 2023/24, compared to 2,900 for the same period last year.

## UPDATE ON THE COMMERCIAL INVESTMENT STRATEGY AND INVESTMENT PROPERTY

4.1 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. The CIS supplements the income from the legacy estate of investment properties, held for the purpose of generating revenue income.

4.2 At the end of Quarter 1, the financial projections for the CIS and investment properties are:

<b>CIS Investments</b>	<b>Budget (£'000s)</b>	<b>Forecast Outturn (£'000s)</b>	<b>Variance (£'000s)</b>
<b>Cash Investments</b>			
CCLA Property Fund	(262)	(160)	102
<b>Total Cash Investments</b>	<b>(262)</b>	<b>(160)</b>	<b>102</b>
Property Rental Income	(4,379)	(4,226)	153
MRP	581	581	0
<b>Total Property Investments</b>	<b>(3,798)</b>	<b>(3,645)</b>	<b>153</b>
<b>TOTAL</b>	<b>(4,060)</b>	<b>(3,805)</b>	<b>255</b>
<b>CIS Borrowing (Maturity Loans)</b>			
<b>Property</b>	<b>Lender</b>	<b>Amount</b>	<b>% (Fixed)</b>
Wakefield	PWLB	£11,963,000	2.18
Fareham	PWLB	£5,000,000	2.78
Rowley Centre	PWLB	£7,292,000	2.49

#### 4.3 Market Update and Activity

The commercial property market faces challenges at present with uncertainty created by cost of living pressures and interest rate rises. Demand remains for smaller units, particularly in the industrial and storage sectors, but occupiers seem reluctant to commit to larger spaces, with the impression being that many are waiting to see what impact interest rate rises will have on the wider economy, as well as their direct influence on the ability to finance expansion.

New investment activity by the Council remains temporarily paused due to high rates of borrowing and budget constraints. We do however remain alert to the availability of any opportunities that may add extra value to the current portfolio, or that could potentially generate exceptional returns, sufficient to justify borrowing.

The CIS portfolio provides a small but diverse portfolio of good quality property investments. Unfortunately, reflective of market conditions for larger units, it is suffering from a number of vacancies at present.

The two Fareham office properties were vacated in the third quarter of last year and are now undergoing refurbishment and reconfiguration to give an improved specification and greater scope for future letting, enabling them to be let either on a floor by floor basis, or as whole buildings.

2 Stonehill, Huntingdon was vacated in February and, although our agents report a healthy number of enquiries, interested parties seem to be holding back from making offers at the present time.

21a Little End Road, Eaton Socon has now been vacant for a year; it is suitable for immediate occupation but, although local demand had initially justified an optimistic asking price enquiries have dwindled and a price reduction has been necessary.

The business restructure of the Prezzo restaurant chain has resulted in a recent second vacant restaurant at Rowley Arts Centre, St Neots. Both have unfortunately suffered from recent anti-social behaviour, although action has been taken to try to prevent re-occurrence. There had been encouraging interest in the former Frankie & Benny's unit but unfortunately the prospective tenant has now put his acquisition plans on hold. It is reassuring that the gym there continues to thrive and both Pizza Express and Cineworld remain open and trading.

The table below show the activity in relation to leases, rents and vacant properties in the last quarter and a forecast for the next quarter.

Property Statistics	Quarter 1 Actual	Quarter 2 Forecast
Number of lettable units held by HDC	186	186
No. let on typical commercial leases	128	128
No. let on long leases	24	24
No. let on non commercial leases	17	17
No. vacant	15	17
Vacant properties by town;		
• Huntingdon	8	8
• St Neots	5	7
• St Ives	0	0
• Fareham	2	2
Property Activity	Quarter 1 Actual	Quarter 2 Forecast
Number of leases renewed	0	0
Number of rents reviewed	5	1
Number of new lettings	2	2
Number of units under offer	2	1
Number of leases ended	2	0
Financial changes * **	Quarter 1 Actual	Quarter 2 Forecast
Increases/(decrease) in annual rents receivable due to lease renewals	£0	£0
Increases/(decrease) in annual rents receivable due to rent reviews	£11,457	£8,666
Increase in annual rents receivable due to new leases	£53,299	£17,500
Decrease in annual rents receivable due to vacations & insolvencies	-£87,140	£0

\*Although the transaction completed this quarter some reviews and renewals may be backdated so effective from previous quarters.

\*\* Where stepped rents are agreed the figures quoted relate to the average rent.

## 5 COMMENTS OF OVERVIEW & SCRUTINY

5.1 The Panel discussed the Finance Performance Report Q1 at its meeting on 6th September 2023.

- 5.2 It was clarified to the Panel, following a question from Councillor Jennings, that the interest rates within the report were based on current rates and would be adjusted throughout the year as appropriate.
- 5.3 Following a further question from Councillor Jennings, the Panel heard that conversations on the staff pay award were ongoing and that any reports within the media were speculative. However the Panel were assured that the current options being considered were affordable within the budget.
- 5.4 Councillor Jennings further queried a decrease in the expected income for additional green bins, the Panel heard that this was due a lower charge being made for the current year additional bin collection as it covered a shorter period of time, allowing charging to be brought in line with the subscription service due to be introduced in April 2024.
- 5.5 The Panel heard that there was confidence that timescales and funding would be achievable across the planned Market Towns Programme following a question from Councillor Gleadow.
- 5.6 Councillor Jennings inquired about the reduction in cash interest forecast within Table 4.2 as it was felt this contradicted the positive predictions across the report. The Officer confirmed that the detail would be sought and reported back to the Panel. It was also confirmed that PWLB loan maturity dates, taken to purchase commercial properties, would be added to this Table going forward.
- 5.7 The Panel were advised that whilst guarantees are not possible, the planned works to the properties within Fareham would maximise opportunities for yield, with potential tenants having expressed an interest in future rental already having been received.
- 5.8 Following an enquiry from Councillor Gardener, the Panel heard that work was ongoing to relet the empty properties at the Rowley Centre in St Neots and that it was anticipated that marketing the two spaces together could generate greater interest.
- 5.9 Following the discussion, the Panel were informed that their comments would be added to the Cabinet report in order for Cabinet to make a decision on the recommendations.

## **6. RECOMMENDATIONS**


- Cabinet is invited to consider and comment on the revenue financial performance at the end of June 2023, as detailed in Appendix 1 and summarised in paragraph 3.2.
- Cabinet is invited to consider and comment on the capital financial performance at the end of June 2023, as detailed in Appendix 2 and summarised in paragraph 3.3.
- Cabinet is invited to consider and comment on the prudential and treasury management indicators at the end of June 2023, as detailed in Appendix 3.

## **7. LIST OF APPENDICES INCLUDED**

Appendix 1 – Financial Performance Monitoring Q1 Revenue  
Appendix 2 – Financial Performance Monitoring Q1 Capital  
Appendix 3 – Prudential and Treasury Indicators for Q1

## **CONTACT OFFICER**

Karen Sutton, Director of Finance and Corporate Resources

 01480 387072



## Q1 Forecast 2023/24 - Revenue

## Head of Service Summary

Head of Service	Year to Date			Full Year				Contribution To /(From) Reserves £000	Over/ (Under) Spend £000	Comments
	Actual £000	Current Budget £000	Over/ (Under) Spend £000	Forecast £000	Original Budget £000	Budget c/fwd £000	Current Budget £000			
<b>Corporate Resources</b>										
Income	(1,835)	(1,817)	(18)	(6,687)	(5,542)	-	(5,542)	-	(1,145)	Under spend relates to utility bills being lower than forecast initially (electricity (£76k) & gas (£102k)), lower business rates at PFH (£128k), salary savings due to the vacant Facilities Manager role (£52k) and increase in interest received (£1,247k). Also includes provision for in-year pay awards
Expenses	2,403	2,657	(254)	14,026	13,642	51	13,693	-	333	
<b>Net</b>	<b>568</b>	<b>840</b>	<b>(272)</b>	<b>7,339</b>	<b>8,100</b>	<b>51</b>	<b>8,151</b>	<b>-</b>	<b>(812)</b>	
<b>Chief Operating Officer</b>										
Income	(6,756)	(6,630)	(126)	(26,236)	(26,101)	-	(26,101)	-	(135)	Building Control salary savings (£80k), Environmental Protection recruitment at lower grade than budget (£61k), Council Tax extra government grant (£60k), Housing Benefits shortfall in subsidy cost £264k, savings on utility bills at the Mobile Home Park (£60k), Community Team grant funding received and less community chest grants paid (£124k)
Expenses	7,832	7,854	(22)	31,441	31,362	36	31,398	-	43	
<b>Net</b>	<b>1,076</b>	<b>1,224</b>	<b>(148)</b>	<b>5,205</b>	<b>5,261</b>	<b>36</b>	<b>5,297</b>	<b>-</b>	<b>(92)</b>	
<b>Economic Development</b>										
Income	5	-	5	(9)	(6)	-	(6)	-	(3)	
Expenses	57	53	4	219	212	-	212	-	7	
<b>Net</b>	<b>62</b>	<b>53</b>	<b>9</b>	<b>210</b>	<b>206</b>	<b>-</b>	<b>206</b>	<b>-</b>	<b>4</b>	
<b>Housing Strategy</b>										
Income	-	-	-	(157)	(157)	-	(157)	-	-	
Expenses	94	94	-	357	353	-	353	-	4	
<b>Net</b>	<b>94</b>	<b>94</b>	<b>-</b>	<b>200</b>	<b>196</b>	<b>-</b>	<b>196</b>	<b>-</b>	<b>4</b>	
<b>Corporate Leadership</b>										
Income	-	-	-	-	-	-	-	-	-	Staff vacancies
Expenses	135	194	(59)	1,229	1,289	-	1,289	-	(60)	
<b>Net</b>	<b>135</b>	<b>194</b>	<b>(59)</b>	<b>1,229</b>	<b>1,289</b>	<b>-</b>	<b>1,289</b>	<b>-</b>	<b>(60)</b>	
<b>Chief Planning Officer</b>										
Income	(917)	(967)	50	(2,002)	(1,931)	-	(1,931)	-	(71)	Planning Policy salary savings (£36k), Savings on agency staff (£169k) reduced income is offset by the pre-application service income.
Expenses	567	643	(76)	2,884	2,898	128	3,026	-	(142)	
<b>Net</b>	<b>(350)</b>	<b>(324)</b>	<b>(26)</b>	<b>882</b>	<b>967</b>	<b>128</b>	<b>1,095</b>	<b>-</b>	<b>(213)</b>	
<b>Strategic Insight and Delivery</b>										
Income	(778)	(843)	65	(3,391)	(3,578)	-	(3,578)	-	187	Reduced Markets income (£49k) &, Car Parking permits income (£60k), Strategic Insight and Delivery overspends (mainly salary) (£145k)
Expenses	1,029	1,054	(25)	3,749	3,676	16	3,692	-	57	
<b>Net</b>	<b>251</b>	<b>211</b>	<b>40</b>	<b>358</b>	<b>98</b>	<b>16</b>	<b>114</b>	<b>-</b>	<b>244</b>	
<b>Operations</b>										
Income	(568)	(515)	(53)	(2,719)	(2,522)	-	(2,522)	-	(197)	Street Cleaning loss of Places for People income £71k, Green Spaces £41k (commuted sums expected to offset this overspend), offset by recharge of CCTV project costs. Less income from 2nd green bins £32k.
Expenses	1,680	1,603	77	7,969	7,630	-	7,630	-	339	
<b>Net</b>	<b>1,112</b>	<b>1,088</b>	<b>24</b>	<b>5,250</b>	<b>5,108</b>	<b>-</b>	<b>5,108</b>	<b>-</b>	<b>142</b>	

## Q1 Forecast 2023/24 - Revenue

## Head of Service Summary

Head of Service	Year to Date			Full Year						Comments
	Actual £000	Current Budget £000	Over/ (Under) Spend £000	Forecast £000	Original Budget £000	Budget c/fwd £000	Current Budget £000	Contribution To /(From) Reserves £000	Over/ (Under) Spend £000	
<b>Leisure and Health</b>										
Income	(1,499)	(1,492)	(7)	(6,101)	(6,107)	-	(6,107)	-	6	Business rates increase (£41k), electricity (£45k) supplies and services (£67k) mainly fitness related licences.
Expenses	1,984	1,964	20	6,531	6,373	-	6,373	-	158	
<b>Net</b>	<b>485</b>	<b>472</b>	<b>13</b>	<b>430</b>	<b>266</b>	<b>-</b>	<b>266</b>	<b>-</b>	<b>164</b>	
<b>ICT</b>										
Income	(1,254)	(1,273)	19	(5,037)	(5,097)	-	(5,097)	-	60	Lower recharges to partners (0.06m)
Expenses	2,882	2,868	14	7,762	7,719	-	7,719	(44)	(1)	
<b>Net</b>	<b>1,628</b>	<b>1,595</b>	<b>33</b>	<b>2,725</b>	<b>2,622</b>	<b>-</b>	<b>2,622</b>	<b>(44)</b>	<b>59</b>	
<b>Total</b>	<b>5,061</b>	<b>5,447</b>	<b>(386)</b>	<b>23,828</b>	<b>24,113</b>	<b>231</b>	<b>24,344</b>	<b>(44)</b>	<b>(560)</b>	



## Q1 Forecast 2023/24 - Revenue

## Service Detail

## Monitoring Report - Service Grouping

Head of Service	Service Grouping	Year To Date			Full Year						Commentary On Underspend/Overspend
		Actuals £000	Current Budget £000	Over/ (Under) Spend £000	Forecast £000	Original Budget £000	Budget Carry Forwards £000	Current Budget £000	Contribution To/(From) Reserves £000	Over/ (Under) Spend £000	
	Expenses	229	247	(18)	1,103	1,114	0	1,114	0	(11)	Unbudgeted expenditure to enable streaming of meetings, maternity pay and maternity cover. SRAs lower than budget and IRP invoice not accounted for but budget allocation best guess before review of Members Allowances.
	Net Impact	177	197	(20)	881	916	0	916	0	(35)	

## Q1 Forecast 2023/24 - Revenue

## Service Detail

## Monitoring Report - Service Grouping

Head of Service	Service Grouping	Year To Date			Full Year					Commentary On Underspend/Overspend		
		Actuals £000	Current Budget £000	Over/ (Under) Spend £000	Forecast £000	Original Budget £000	Budget Carry Forwards £000	Current Budget £000	Contribution To/(From) Reserves £000		Over/ (Under) Spend £000	
Corporate Resources	<b>Human Resources</b>											
	Income	0	0	0	0	0	0	0	0	0		
	Expenses	163	172	(9)	672	674	0	674	0	(2)		
	<b>Net Impact</b>	<b>163</b>	<b>172</b>	<b>(9)</b>	<b>672</b>	<b>674</b>	<b>0</b>	<b>674</b>	<b>0</b>	<b>(2)</b>		
	<b>Risks &amp; Control</b>											
	Income	0	0	0	0	0	0	0	0	0		
	Expenses	176	179	(3)	761	760	8	768	0	(7)		
	<b>Net Impact</b>	<b>176</b>	<b>179</b>	<b>(3)</b>	<b>761</b>	<b>760</b>	<b>8</b>	<b>768</b>	<b>0</b>	<b>(7)</b>		
	<b>Commercial Estates</b>											
	Income	(1,415)	(1,603)	188	(4,227)	(4,379)	0	(4,379)	0	152	Unit vacancy level at a higher than expected level, this partially offset by underspends within building maintenance, utilities and business rates.	
Expenses	280	404	(124)	1,760	1,835	33	1,868	0	(108)	There are also a couple of vacant posts which with one post expected to be filled part way through the year and other post to be vacant for the year.		
<b>Net Impact</b>	<b>(1,135)</b>	<b>(1,199)</b>	<b>64</b>	<b>(2,467)</b>	<b>(2,544)</b>	<b>33</b>	<b>(2,511)</b>	<b>0</b>	<b>44</b>			
Chief Operating Officer	<b>Building Control</b>											
	Income	(1)	0	(1)	(6)	0	0	0	0	(6)	This is a shared service. The lead partner, Cambridge City Council's Q1 forecast indicates a significant underspend for the year.	
	Expenses	0	0	0	176	250	0	250	0	(74)		
	<b>Net Impact</b>	<b>(1)</b>	<b>0</b>	<b>(1)</b>	<b>170</b>	<b>250</b>	<b>0</b>	<b>250</b>	<b>0</b>	<b>(80)</b>		
	<b>Environmental Protection Team</b>											
	Income	(36)	(31)	(5)	(48)	(42)	0	(42)	0	(6)	Variance in employment due to recruitment at lower grade than previous post holder and a vacant post.	
	Expenses	90	123	(33)	417	473	0	473	0	(56)		
	<b>Net Impact</b>	<b>54</b>	<b>92</b>	<b>(38)</b>	<b>369</b>	<b>431</b>	<b>0</b>	<b>431</b>	<b>0</b>	<b>(62)</b>		
	<b>Business Team</b>											
	Income	(5)	(7)	2	(12)	(25)	0	(25)	0	13	Additional grant funding received provisioned for Domestic Abuse and Asylum Seekers work, to fund posts which are already in our base budget.	
	Expenses	63	69	(6)	273	284	0	284	0	(11)		
	<b>Net Impact</b>	<b>58</b>	<b>62</b>	<b>(4)</b>	<b>261</b>	<b>259</b>	<b>0</b>	<b>259</b>	<b>0</b>	<b>2</b>		
	<b>Community Team</b>											
	Income	(42)	(6)	(36)	(319)	(278)	0	(278)	0	(41)		
	Expenses	200	217	(17)	716	716	36	752	0	(36)		
	<b>Net Impact</b>	<b>158</b>	<b>211</b>	<b>(53)</b>	<b>397</b>	<b>438</b>	<b>36</b>	<b>474</b>	<b>0</b>	<b>(77)</b>		
	<b>Environmental Health Admin</b>											
	Expenses	33	31	2	132	133	0	133	0	(1)		
	<b>Net Impact</b>	<b>33</b>	<b>31</b>	<b>2</b>	<b>132</b>	<b>133</b>	<b>0</b>	<b>133</b>	<b>0</b>	<b>(1)</b>		
<b>Licencing</b>												
Income	(125)	(118)	(7)	(350)	(363)	0	(363)	0	13			
Expenses	42	65	(23)	246	264	0	264	0	(18)			
<b>Net Impact</b>	<b>(83)</b>	<b>(53)</b>	<b>(30)</b>	<b>(104)</b>	<b>(99)</b>	<b>0</b>	<b>(99)</b>	<b>0</b>	<b>(5)</b>			
<b>Emergency Planning</b>												
Expenses	17	11	6	32	26	0	26	0	6			
<b>Net Impact</b>	<b>17</b>	<b>11</b>	<b>6</b>	<b>32</b>	<b>26</b>	<b>0</b>	<b>26</b>	<b>0</b>	<b>6</b>			

## Q1 Forecast 2023/24 - Revenue

## Service Detail

## Monitoring Report - Service Grouping

Head of Service	Service Grouping	Year To Date			Full Year					Commentary On Underspend/Overspend	
		Actuals £000	Current Budget £000	Over/ (Under) Spend £000	Forecast £000	Original Budget £000	Budget Carry Forwards £000	Current Budget £000	Contribution To/(From) Reserves £000		Over/ (Under) Spend £000
Chief Operating Officer Page 150 of 270	<b>Council Tax Support</b>										Changes to the way in which grants are allocated by Central Government meant that funding received for CTS Administration Grant also included a sum for CT Family Annexes £60k  A shortfall in HB subsidy for non HRA HB expenditure accounts for the variance between income and expenditure in this area.  There is an underspend on employees just over £10k linked to several vacancies. Plans are underway to recruit to fill the vacancies in the coming months.  Mobile Home Sales - There have been two sales which accounts for the increase in the budget. It is not possible to predict future sales hence the variance. Electricity - Budget was inflated due to the increase of utility price rises. Water - HDC and Anglian water are currently in dispute due to commissioned works on the site. Payments are paused until works are finalised and an agreement is met between both parties.
	Income	(182)	(122)	(60)	(183)	(122)	0	(122)	0	(61)	
	Expenses	(1)	0	(1)	0	0	0	0	0	0	
	<b>Net Impact</b>	<b>(183)</b>	<b>(122)</b>	<b>(61)</b>	<b>(183)</b>	<b>(122)</b>	<b>0</b>	<b>(122)</b>	<b>0</b>	<b>(61)</b>	
	<b>Local Tax Collection</b>										
	Income	(5)	0	(5)	(248)	(250)	0	(250)	0	2	
	Expenses	2	0	2	5	0	0	0	0	5	
	<b>Net Impact</b>	<b>(3)</b>	<b>0</b>	<b>(3)</b>	<b>(243)</b>	<b>(250)</b>	<b>0</b>	<b>(250)</b>	<b>0</b>	<b>7</b>	
	<b>Housing Benefits</b>										
	Income	(5,846)	(5,826)	(20)	(23,859)	(23,817)	0	(23,817)	0	(42)	
	Expenses	6,559	6,459	100	26,015	25,709	0	25,709	0	306	
	<b>Net Impact</b>	<b>713</b>	<b>633</b>	<b>80</b>	<b>2,156</b>	<b>1,892</b>	<b>0</b>	<b>1,892</b>	<b>0</b>	<b>264</b>	
	<b>Housing Needs</b>										
	Income	(480)	(482)	2	(1,051)	(1,049)	0	(1,049)	0	(2)	
	Expenses	540	536	4	2,081	2,081	0	2,081	0	0	
	<b>Net Impact</b>	<b>60</b>	<b>54</b>	<b>6</b>	<b>1,030</b>	<b>1,032</b>	<b>0</b>	<b>1,032</b>	<b>0</b>	<b>(2)</b>	
	<b>Customer Services</b>										
	Expenses	199	226	(27)	886	902	0	902	0	(16)	
	<b>Net Impact</b>	<b>199</b>	<b>226</b>	<b>(27)</b>	<b>886</b>	<b>902</b>	<b>0</b>	<b>902</b>	<b>0</b>	<b>(16)</b>	
	<b>Document Centre</b>										
	Expenses	45	42	3	165	173	0	173	0	(8)	
<b>Net Impact</b>	<b>45</b>	<b>42</b>	<b>3</b>	<b>165</b>	<b>173</b>	<b>0</b>	<b>173</b>	<b>0</b>	<b>(8)</b>		
<b>Housing Miscellaneous</b>											
Income	(34)	(38)	4	(160)	(155)	0	(155)	0	(5)		
Expenses	16	48	(32)	189	243	0	243	0	(54)		
<b>Net Impact</b>	<b>(18)</b>	<b>10</b>	<b>(28)</b>	<b>29</b>	<b>88</b>	<b>0</b>	<b>88</b>	<b>0</b>	<b>(59)</b>		
<b>Chief Operating Officer</b>											
Income	0	0	0	0	0	0	0	0	0		
Expenses	27	27	0	108	108	0	108	0	0		
<b>Net Impact</b>	<b>27</b>	<b>27</b>	<b>0</b>	<b>108</b>	<b>108</b>	<b>0</b>	<b>108</b>	<b>0</b>	<b>0</b>		



## Q1 Forecast 2023/24 - Revenue

## Service Detail

## Monitoring Report - Service Grouping

Head of Service	Service Grouping	Year To Date			Full Year						Commentary On Underspend/Overspend
		Actuals £000	Current Budget £000	Over/ (Under) Spend £000	Forecast £000	Original Budget £000	Budget Carry Forwards £000	Current Budget £000	Contribution To/(From) Reserves £000	Over/ (Under) Spend £000	
Economic Development	<b>Economic Development</b>										
	Income	5	0	5	(9)	(6)	0	(6)	0	(3)	
	Expenses	57	53	4	219	212	0	212	0	7	
	<b>Net Impact</b>	<b>62</b>	<b>53</b>	<b>9</b>	<b>210</b>	<b>206</b>	<b>0</b>	<b>206</b>	<b>0</b>	<b>4</b>	
Housing Strategy	<b>Housing Strategy</b>										
	Expenses	55	55	0	200	196	0	196	0	4	
	<b>Net Impact</b>	<b>55</b>	<b>55</b>	<b>0</b>	<b>200</b>	<b>196</b>	<b>0</b>	<b>196</b>	<b>0</b>	<b>4</b>	
	<b>Market Towns</b>										
	Income	0	0	0	(157)	(157)	0	(157)	0	0	
	Expenses	39	39	0	157	157	0	157	0	0	
<b>Net Impact</b>	<b>39</b>	<b>39</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		

## Q1 Forecast 2023/24 - Revenue

## Service Detail

## Monitoring Report - Service Grouping

Head of Service	Service Grouping	Year To Date			Full Year						Commentary On Underspend/Overspend
		Actuals £000	Current Budget £000	Over/ (Under) Spend £000	Forecast £000	Original Budget £000	Budget Carry Forwards £000	Current Budget £000	Contribution To/(From) Reserves £000	Over/ (Under) Spend £000	
Corporate Leadership	<b>Directors</b>										Savings from vacant posts
	Expenses	97	154	(57)	1,060	1,118	0	1,118	0	(58)	
	<b>Net Impact</b>	<b>97</b>	<b>154</b>	<b>(57)</b>	<b>1,060</b>	<b>1,118</b>	<b>0</b>	<b>1,118</b>	<b>0</b>	<b>(58)</b>	
	<b>Executive Support &amp; Business Planning</b>										
	Expenses	38	40	(2)	169	171	0	171	0	(2)	
	<b>Net Impact</b>	<b>38</b>	<b>40</b>	<b>(2)</b>	<b>169</b>	<b>171</b>	<b>0</b>	<b>171</b>	<b>0</b>	<b>(2)</b>	
Chief Planning Officer	<b>Planning Policy</b>										Implementation Team - £13.5k underspend attributed to: £36k Salary savings due to 2 x vacancies in the Implementation team and £17k additional CIL income to forecast offset by £30k increased consultancy costs for CIL governance review. Planning Policy - £30k underspend for Q1 is attributed to: £9k HACT saving, £10k PPA income and £16k saving due to vacancy in strategic team.
	Income	(39)	(20)	(19)	(499)	(429)	0	(429)	0	(70)	
	Expenses	197	225	(28)	1,260	1,144	89	1,233	0	27	
	<b>Net Impact</b>	<b>158</b>	<b>205</b>	<b>(47)</b>	<b>761</b>	<b>715</b>	<b>89</b>	<b>804</b>	<b>0</b>	<b>(43)</b>	
	<b>Development Management</b>										
	Income	(878)	(947)	69	(1,503)	(1,502)	0	(1,502)	0	(1)	
	Expenses	370	418	(48)	1,624	1,754	39	1,793	0	(169)	
	<b>Net Impact</b>	<b>(508)</b>	<b>(529)</b>	<b>21</b>	<b>121</b>	<b>252</b>	<b>39</b>	<b>291</b>	<b>0</b>	<b>(170)</b>	
Strategic Insight & Delivery	<b>Markets</b>										Maximising available space for trader pitches however with the current scale of charges and discount schemes, the budgeted income is unachievable. The service is going to discuss the fees and charges with the portfolio holder for options.  Parking permits income is currently low plus recruited to 2 vacant posts. The performance of these posts has not been baselined
	Income	(26)	(41)	15	(114)	(163)	0	(163)	0	49	
	Expenses	43	53	(10)	131	131	0	131	0	0	
	<b>Net Impact</b>	<b>17</b>	<b>12</b>	<b>5</b>	<b>17</b>	<b>(32)</b>	<b>0</b>	<b>(32)</b>	<b>0</b>	<b>49</b>	
	<b>Car Parks - Off Street</b>										
	Income	(634)	(709)	75	(2,649)	(2,835)	0	(2,835)	0	186	
	Expenses	523	535	(12)	1,422	1,531	16	1,547	0	(125)	
	<b>Net Impact</b>	<b>(111)</b>	<b>(174)</b>	<b>63</b>	<b>(1,227)</b>	<b>(1,304)</b>	<b>16</b>	<b>(1,288)</b>	<b>0</b>	<b>61</b>	
	<b>Transformation</b>										
	Income	0	0	0	(215)	(215)	0	(215)	0	0	
Expenses	94	131	(37)	518	518	0	518	0	0		
	<b>Net Impact</b>	<b>94</b>	<b>131</b>	<b>(37)</b>	<b>303</b>	<b>303</b>	<b>0</b>	<b>303</b>	<b>0</b>	<b>0</b>	

## Q1 Forecast 2023/24 - Revenue

## Service Detail

## Monitoring Report - Service Grouping

Head of Service	Service Grouping	Year To Date			Full Year						Commentary On Underspend/Overspend
		Actuals £000	Current Budget £000	Over/ (Under) Spend £000	Forecast £000	Original Budget £000	Budget Carry Forwards £000	Current Budget £000	Contribution To/(From) Reserves £000	Over/ (Under) Spend £000	
Strategic Insight & Delivery	<b>Car Park - On Street</b>										
	Income	(2)	0	(2)	(10)	0	0	0	0	(10)	Accrued too much grant payments from prior years to be paid over to County. This is because for several years on street parking was not charged.
	Expenses	(45)	0	(45)	(24)	0	0	0	0	(24)	
	<b>Net Impact</b>	<b>(47)</b>	<b>0</b>	<b>(47)</b>	<b>(34)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(34)</b>	
	<b>Parks and Open Spaces</b>										
	Income	(18)	(16)	(2)	(48)	(46)	0	(46)	0	(2)	The new cafe staffing structure has been introduced in 23/24 which has seen an increase in the FTE, currently we are forecasting that the level of income is on par with 22/23
	Expenses	130	115	15	610	601	0	601	0	9	
	<b>Net Impact</b>	<b>112</b>	<b>99</b>	<b>13</b>	<b>562</b>	<b>555</b>	<b>0</b>	<b>555</b>	<b>0</b>	<b>7</b>	
	<b>Service Group: Countryside</b>										
	Income	(93)	(69)	(24)	(350)	(277)	0	(277)	0	(73)	Increased salary costs
	Expenses	179	165	14	760	672	0	672	0	88	
	<b>Net Impact</b>	<b>86</b>	<b>96</b>	<b>(10)</b>	<b>410</b>	<b>395</b>	<b>0</b>	<b>395</b>	<b>0</b>	<b>15</b>	
<b>Service Group: Strategic Insight &amp; Delivery</b>											
Income	(5)	(8)	3	(5)	(42)	0	(42)	0	37	Increased salary costs	
Expenses	105	55	50	332	223	0	223	0	109		
<b>Net Impact</b>	<b>100</b>	<b>47</b>	<b>53</b>	<b>327</b>	<b>181</b>	<b>0</b>	<b>181</b>	<b>0</b>	<b>146</b>		
Operations	<b>CCTV</b>										
	Income	(72)	(75)	3	(109)	(115)	0	(115)	0	6	CCTV project costs are expended and recharged to partners, hence the large variances against both income and expenses. Projects costs and income relate to extra income from additional work for Cambridge CC and external customers.
	Expenses	2	0	2	1	0	0	0	0	1	
	<b>Net Impact</b>	<b>(70)</b>	<b>(75)</b>	<b>5</b>	<b>(108)</b>	<b>(115)</b>	<b>0</b>	<b>(115)</b>	<b>0</b>	<b>7</b>	
	<b>CCTV Shared Service</b>										
	Income	(4)	(4)	0	(521)	(338)	0	(338)	0	(183)	CCTV project costs are expended and recharged to partners, hence the large variances against both income and expenses. Projects costs and income relate to extra income from additional work for Cambridge CC and external customers.
	Expenses	170	164	6	798	624	0	624	0	174	
	<b>Net Impact</b>	<b>166</b>	<b>160</b>	<b>6</b>	<b>277</b>	<b>286</b>	<b>0</b>	<b>286</b>	<b>0</b>	<b>(9)</b>	
	<b>Service Group: Head of Operations</b>										
	Expenses	0	0	0	150	150	0	150	0	0	Increased salary costs £69k offset by Watercourse cost underspend of £28k
	<b>Net Impact</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>150</b>	<b>150</b>	<b>0</b>	<b>150</b>	<b>0</b>	<b>0</b>	
	<b>Service Group: Green Spaces</b>										
	Income	(2)	(5)	3	(313)	(306)	0	(306)	0	(7)	Increased salary costs £69k offset by Watercourse cost underspend of £28k
	Expenses	238	243	(5)	1,019	971	0	971	0	48	
	<b>Net Impact</b>	<b>236</b>	<b>238</b>	<b>(2)</b>	<b>706</b>	<b>665</b>	<b>0</b>	<b>665</b>	<b>0</b>	<b>41</b>	
<b>Service Group: Street Cleansing</b>											
Income	(12)	(20)	8	(23)	(80)	0	(80)	0	57	Loss of contract income due to Places for People taking the work back in house, plus increased salary costs.	
Expenses	238	234	4	990	975	0	975	0	15		
<b>Net Impact</b>	<b>226</b>	<b>214</b>	<b>12</b>	<b>967</b>	<b>895</b>	<b>0</b>	<b>895</b>	<b>0</b>	<b>72</b>		
<b>Service Group: Waste Management</b>											
Income	(475)	(411)	(64)	(1,714)	(1,644)	0	(1,644)	0	(70)	There has been a drop off in the take up of 2nd Green Bins in 23/24 which has seen the income dip when compared to the budget and 22/23 actuals. The 2nd Green bin budget was increased in 23/24 by £33k.	

## Q1 Forecast 2023/24 - Revenue

## Service Detail

## Monitoring Report - Service Grouping

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		Actuals £000	Current Budget £000	Over/ (Under) Spend £000	Forecast £000	Original Budget £000	Budget Carry Forwards £000	Current Budget £000	Contribution To/(From) Reserves £000	Over/ (Under) Spend £000	
	Expenses	961	874	87	4,673	4,570	0	4,570	0	103	However this has been offset by increased bulky waste and skip income. Use of agency staff to cover sickness, holidays and vacancies has contributed to the large over spend.
	Net Impact	486	463	23	2,959	2,926	0	2,926	0	33	

## Q1 Forecast 2023/24 - Revenue

## Service Detail

## Monitoring Report - Service Grouping

Head of Service	Service Grouping	Year To Date			Full Year					Commentary On Underspend/Overspend	
		Actuals £000	Current Budget £000	Over/ (Under) Spend £000	Forecast £000	Original Budget £000	Budget Carry Forwards £000	Current Budget £000	Contribution To/(From) Reserves £000		Over/ (Under) Spend £000
Operations	<b>Fleet Management</b>										
	Income	(3)	0	(3)	(39)	(39)	0	(39)	0	0	
	Expenses	71	88	(17)	338	340	0	340	0	(2)	
	<b>Net Impact</b>	<b>68</b>	<b>88</b>	<b>(20)</b>	<b>299</b>	<b>301</b>	<b>0</b>	<b>301</b>	<b>0</b>	<b>(2)</b>	
Leisure & Health	<b>Leisure &amp; Health Facilities</b>										
	Income	(1,446)	(1,444)	(2)	(5,821)	(5,895)	0	(5,895)	0	74	See detailed comments below
	Expenses	1,922	1,901	21	6,195	6,104	0	6,104	0	91	
	<b>Net Impact</b>	<b>476</b>	<b>457</b>	<b>19</b>	<b>374</b>	<b>209</b>	<b>0</b>	<b>209</b>	<b>0</b>	<b>165</b>	
	<b>One Leisure Active Lifestyles</b>										
	Income	(53)	(48)	(5)	(280)	(212)	0	(212)	0	(68)	See detailed comments below
	Expenses	62	63	(1)	336	269	0	269	0	67	
	<b>Net Impact</b>	<b>9</b>	<b>15</b>	<b>(6)</b>	<b>56</b>	<b>57</b>	<b>0</b>	<b>57</b>	<b>0</b>	<b>(1)</b>	
3CICT Shared Service	<b>ICT Shared Service</b>										
	Income	(1,254)	(1,273)	19	(5,037)	(5,097)	0	(5,097)	0	60	The fees and charges being levied and predicted for professional services to carry out upgrades and software changes is higher than previous years. This is the cause of the forecast overspend. Corrective actions being put in place include renegotiating with suppliers, examining changes in the way in which some work can be bundled together, re-visiting the overtime costs vs professional services and timings for work to take place e.g. in hours vs out of hours.
	Expenses	2,882	2,868	14	7,762	7,719	0	7,719	(44)	(1)	
<b>Net Impact</b>	<b>1,628</b>	<b>1,595</b>	<b>33</b>	<b>2,725</b>	<b>2,622</b>	<b>0</b>	<b>2,622</b>	<b>(44)</b>	<b>59</b>		
	<b>Total</b>	<b>5,061</b>	<b>5,447</b>	<b>(386)</b>	<b>23,828</b>	<b>24,113</b>	<b>231</b>	<b>24,344</b>	<b>(44)</b>	<b>(560)</b>	

**One Leisure Comments****Income: £8k**

The total income for One Leisure is £8k off overall budget for 2023-2024. The key issue within the re-forecast has been in the health and fitness direct debit and overall membership line whereby we are predicting to be £274k off budget. This is largely to do with associated local low-cost competition mainly centred around Huntingdon and St Ives Indoor Leisure Centre. As a like for like we are predicting that we will be circa +£400k up in 2023-2024 actual income versus 2022-2023 actual income. The local competition has inhibited our progression against our approved budgets, but we continue to develop and change our existing plans towards the budgetary target.

To compensate and mitigate this position we are predicting to be +£221k up on our learn to swim programme versus 2023-2024 budget. This is an increase on a like for like basis versus 2022-2023 of £260k. To note a forward plan for the former Training Shed facility (St Ives Outdoor Centre) will be submitted as part of the quarter 2 re-forecast as we are currently predicting a deficit versus budget position in 2023-2024 of £145k.

**Expenditure: £157k**

**Buildings** is overspent by £89k. This can be attributed to an overspend in business rates versus budget of **£41k** as the new commercial rates were re-evaluated following the development and approval of the 2023-2024 budgets.

In addition, within buildings there is another **£45k** overspend versus budget due to an increase for electricity costs at Ramsey Leisure Centre. The forecasted usage for April – June 2023 has been higher than budget therefore we have re-forecast at the higher rate and can and will amend once we receive actual billing information from the suppliers. All other utility costs remain to budget until we receive actual information.

Continuing with expenditure there has been a negative variance of **£67k in supplies and services across** One Leisure. In the main £30k of this is to do with new licences for a fitness related application which was budgeted for but appears at a higher costs. The Business and Operations Manager is investigating this and we will look to amend the re-forecast in quarter 2 in a positive manner subject to the finds of the investigation.

There is another £37k across multiple lines within supplies and services all related to the ongoing business operation of One Leisure. These are unbudgeted costs and we don't foresee any further continuation of this for the remainder of 2023-2024. One Leisure senior management will look to review all management purchase order approval levels and ensure strict controls for the rest of the financial year.

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## Q1 Forecast 2023/24 - Capital Programme

Head of Service	Project Name	Existing/New	Budget	Original	Year End	Net	Growth	Current	YTD Actual	Forecast	Over/(Under)	Comment on Variances
		Bids	Rephase	Budget	Rephase	Rephase		Budget	£000	£000	Spend	
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Finance and Corporate Resources Page 157 of 270	Bridge Place Car Park	0	0	0	0	0	0	0	9	9	9	
	Loves Farm Community Centre	0	0	0	0	0	0	0	0	0	0	
	Loves Farm Lighting	0	0	0	0	0	0	0	0	9	9	
	Retro-Fit Buildings	0	226	226	0	(226)	0	0	0	0	0	
	Health and Safety Works on Commercial Properties	0	9	9	51	42	0	51	0	51	0	
	Energy Efficiency Works at Commercial Properties	0	22	22	81	59	0	81	(2)	81	0	
	Estates Roof Replacement	0	32	32	130	98	0	130	0	130	0	
	Re-Letting Enhancement Works	0	163	163	500	337	0	500	0	500	0	
	Re-Letting Incentives	0	0	0	150	150	0	150	0	150	0	
	Upgrade/Replacement of Public Toilets	0	0	0	10	10	0	10	(6)	(6)	(17)	
	Fareham Offices Capital Works	1,350	0	1,350	0	0	0	1,350	185	1,939	589	This is part funded by £400k from reserves, included in original budget
	VAT Exempt Capital	21	0	21	0	0	0	21	0	21	0	
	Company Share Investment	0	0	0	100	100	0	100	0	100	0	
	Capita & Payment Portal Upgrade	0	0	0	11	11	0	11	0	11	0	
	Democratic Services Software	27	0	27	0	0	0	27	0	16	(11)	No longer going to cloud based solution, so server upgrade needed, will be paid under Windows Server 2012 Upgrade project, and will fall within budget. To be used to cover NLIS upgrade costs as required.
<b>Total</b>		<b>1,398</b>	<b>452</b>	<b>1,850</b>	<b>1,033</b>	<b>581</b>	<b>0</b>	<b>2,431</b>	<b>186</b>	<b>3,009</b>	<b>579</b>	
Community Services												
	Disabled Facilities Grants	1,650	39	1,689	0	(39)	0	1,650	411	1,551	(99)	The arrangements that were in place with Chorus Homes re pre approved works has been ended now that the stock has been transferred to Places for People. All works need individual pre-approval. There are 53 cases awaiting approval from PFP meaning payments have not yet been made.
<b>Total</b>		<b>1,650</b>	<b>39</b>	<b>1,689</b>	<b>0</b>	<b>(39)</b>	<b>0</b>	<b>1,650</b>	<b>411</b>	<b>1,551</b>	<b>(99)</b>	
Chief Planning Officer												
	Community Infrastructure	3,476	0	3,476	0	0	0	3,476	0	4,215	739	All expenditure funded from CIL reserve
	Conservation Area Appraisals	94	0	94	0	0	0	94	0	63	(31)	
<b>Total</b>		<b>3,570</b>	<b>0</b>	<b>3,570</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,570</b>	<b>0</b>	<b>4,278</b>	<b>708</b>	
Housing Manager												
	Housing Fund	0	0	0	0	0	744	744	0	744	0	
	Housing Company	0	206	206	206	0	0	206	0	0	(206)	This project will not start this year. A review will be undertaken into the viability of a housing company, and a decision will be taken as to whether to continue to include this budget in future years.
<b>Total</b>		<b>0</b>	<b>206</b>	<b>206</b>	<b>206</b>	<b>0</b>	<b>744</b>	<b>950</b>	<b>0</b>	<b>744</b>	<b>(206)</b>	
Customer Services												
	Voice Bots	0	0	0	34	34	0	34	0	34	0	Customer Services will be starting work on this next quarter.
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>34</b>	<b>34</b>	<b>0</b>	<b>34</b>	<b>0</b>	<b>34</b>	<b>0</b>	

## Q1 Forecast 2023/24 - Capital Programme

Head of Service	Project Name	Existing/New	Budget	Original	Year End	Net	Growth	Current	YTD Actual	Forecast	Over/(Under)	Comment on Variances		
		Bids	Rephase	Budget	Rephase	Rephase		Budget	£000	£000	Spend			
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000			
Leisure and Health	Leisure Cents - Future Improve	300	0	300	63	63	0	363	0	0	(17)	Relates to the OLSI Pitch Replacement, CIL £125k, HDC Capital £175k, Football Foundation sinking fund £250K. Variance of £17,471 to be funded from condition survey		
	One Leisure Ramsey 3G	0	0	0	70	70	0	70	0	0	(70)			
	OL St Ives Changing Rooms	0	12	12	0	(12)	0	0	0	0	0			
	OLSI Pitch Replacement	300	0	300	0	0	0	300	0	592	292			
	<b>Total</b>	<b>600</b>	<b>12</b>	<b>612</b>	<b>133</b>	<b>121</b>	<b>0</b>	<b>733</b>	<b>57</b>	<b>938</b>	<b>205</b>			
Operations	Lone Worker Software	0	0	0	0	0	0	0	0	0	0	Extra income expected from developers. Vehicle lives have been extended as much as possible to avoid purchasing new vehicles. The underspend will need to be rephased to meet expenditure on the delayed purchases in future years.		
	Wheeled Bins	254	153	407	0	(153)	0	254	43	236	(18)			
	Vehicles & Plant	1,357	175	1,532	564	389	0	1,921	399	1,422	(498)			
	Waste & Grounds Maintenance Tablet & Smartphones	27	0	27	0	0	0	27	0	27	0			
	<b>Total</b>	<b>1,638</b>	<b>328</b>	<b>1,966</b>	<b>584</b>	<b>256</b>	<b>0</b>	<b>2,222</b>	<b>442</b>	<b>1,705</b>	<b>(516)</b>			
Page 158 of 270 Insights and Delivery	Play Equipment	30	0	30	4	4	0	34	0	34	0	Delay in getting planning permission (still ongoing) has delayed some works. Change Request supported for use of this against CPE remedial works due to increased volume of works.		
	Park Fencing	0	0	0	0	0	0	0	2	2	2			
	St.Ives Park	0	80	80	80	0	0	80	0	80	0			
	Hinchingbrooke Country Park	0	2,689	2,689	2,706	17	0	2,706	(3)	1,812	(894)			
	St Neots Riverside Park Path/Cycle Imps	0	433	433	421	(12)	0	421	2	421	0			
	Parking Strategy	13	0	13	148	148	0	161	0	148	(13)			
	Civil Parking Enforcement	0	0	0	217	217	0	217	0	217	0			
	Ramsey Car Park	0	0	0	0	0	0	0	7	0	0			
	Districtwide Signage	0	0	0	70	70	0	70	0	70	0			
	Priority Park Power	0	15	15	15	0	0	15	0	15	0			
	<b>Total</b>	<b>43</b>	<b>3,217</b>	<b>3,260</b>	<b>3,661</b>	<b>444</b>	<b>0</b>	<b>3,704</b>	<b>9</b>	<b>2,799</b>	<b>(905)</b>			
	ICT	Hardware Replacement (HDC IT)	230	120	350	0	(120)	0	230	0	135		(95)	Provisional spend - if next 2 quarters go according to plan, £95k will be returned, with £100k in capital programme going forward Accounting for the new telephony reporting solution that has been procured and is awaiting contractual sign off before progressing with the implementation. Work with 3C ICT's information governance, web and application support teams to establish appropriate controls is almost complete. From Q2, we will plan the best use of both capital and reserve funds to further develop how the data warehouse is used. Until we knew what was needed from the new data centre procurement unable to determine solution and costs required. Also working with CCTV regarding replacement hardware at EFH. 75% of spend expected - however Democratic Services upgrade will push towards 100%
		AV Equipment	0	30	30	60	30	0	60	0	60		0	
Telephony Replacement		8	0	8	68	68	0	76	0	20	(56)			
Shared Data Centre Capacity		0	0	0	6	6	0	6	0	6	0			
Information@Work Consolidation		0	20	20	0	(20)	0	0	0	0	0			
Replacement Corporate Scanners		0	7	7	0	(7)	0	0	0	5	5			
Data Warehouse & GIS		0	0	0	16	16	0	16	0	16	0			
Datacentre Racks		215	244	459	244	0	0	459	0	419	(40)			
Server & SQL Server 2012 Migration		0	10	10	10	(0)	0	10	2	15	5			
Windows 2012 Server Replacement		45	0	45	0	0	0	45	0	45	0			
UPS Replacement	0	0	0	0	0	0	0	1	0	0				
<b>Total</b>	<b>498</b>	<b>431</b>	<b>929</b>	<b>403</b>	<b>(28)</b>	<b>0</b>	<b>901</b>	<b>3</b>	<b>720</b>	<b>(181)</b>				

Q1 Forecast 2023/24 - Capital Programme

Head of Service	Project Name	Existing/New Bids	Budget Rephase	Original Budget	Year End Rephase	Net Rephase	Growth	Current Budget	YTD Actual	Forecast	Over/(Under) Spend	Comment on Variances
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Place	Market Towns Programme	497	337	834	615	278	0	1,112	0	0	(1,112)	Matched to MTP highlight report for June 2023  There is an addition budget of £50k in the St Neots Master Plan Phase 1 code  Vibrant Communities, Business and IP, Manufacturing Digitalisation and Net Zero projects being funded by UK Shared Prosperity Fund. Covers the projects Business Pillar, Local Communities Digital Infrastructure,  Remaining budget to be slipped in 24/25. Total budget for this is £1445k (£295K accelerated underspend in 22/23 + £1150 UKSPF) Underspend may need rephasing to 24/25 including £67k contingency
	Future High Streets	774	10,870	11,644	11,370	500	0	12,144	(0)	2,728	(9,416)	
	Market Square	0	0	0	0	0	0	0	0	3	0	
	Market Town St Ives	0	0	0	0	0	0	0	0	15	0	
	Transport Project	0	0	0	0	0	0	0	0	50	0	
	Solar Benches	0	0	0	1	1	0	1	1	1	0	
	Covered Benches	0	0	0	5	5	0	5	5	5	0	
	Sites for SMEs	0	0	0	6	6	0	6	0	0	(6)	
	Wayfinding & Info - Digital Screens	0	0	0	200	200	0	200	0	200	0	
	Smarter Towns	0	0	0	71	71	0	71	0	71	0	
	Moores Walks	0	6	6	20	14	0	20	0	4	(16)	
	UK Shared Prosperity Fund	68	0	68	0	0	0	68	8	56	(12)	
	Rural Prosperity	479	0	479	0	0	0	479	0	242	(237)	
St Neots Masterplan Phase 1	285	0	285	0	0	0	285	0	260	(25)		
Ramsey Food Hall	1,150	0	1,150	0	0	0	1,150	0	335	(815)		
Market Towns Future Schemes	844	0	844	0	0	0	844	0	752	(92)		
<b>Total</b>		<b>4,097</b>	<b>11,213</b>	<b>15,310</b>	<b>12,289</b>	<b>1,076</b>	<b>0</b>	<b>16,386</b>	<b>81</b>	<b>4,655</b>	<b>(11,731)</b>	
	<b>Grand Total</b>	<b>13,494</b>	<b>15,898</b>	<b>29,392</b>	<b>18,342</b>	<b>2,444</b>	<b>744</b>	<b>32,580</b>	<b>1,188</b>	<b>20,434</b>	<b>(12,146)</b>	
								32,580				

## Q1 Forecast 2023/24 - Capital Programme

Head of Service	Project Name	Existing/New Bids	Budget Rephase	Original Budget	Year End Rephase	Net Rephase	Growth	Current Budget	YTD Actual	Forecast	Over/(Under) Spend	Comment on Variances
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
	<b>Funding</b>											
	<b>Grants and Contributions</b>											
	DFGs	0	0	(1,300)	0	0	0	(1,300)	0	(1,300)	0	
	Wheeled Bins	0	0	(101)	0	0	0	(101)	(16)	(101)	0	
	Market Town Funding (Including future schemes)	0	0	(1,678)	0	(278)	0	(1,956)	0	(752)	1,204	
	Future High Streets	0	0	(11,644)	0	(500)	0	(12,144)	0	(2,728)	9,416	
	St Neots Riverside Park Path/Cycle Imps (Rephase)	0	0	(401)	0	0	0	(401)	0	(421)	(20)	
	St Ives Park	0	0	(80)	0	0	0	(80)	0	(80)	0	
	Priory Park Mains Power (CIL)	0	0	(15)	0	0	0	(15)	0	(15)	0	
	Hinchingbrooke Country Park (CIL)	0	0	(1,254)	0	(246)	0	(1,500)	0	(606)	894	
	UK Shared Prosperity Fund	0	0	(68)	0	0	0	(68)	0	(56)	12	
	Rural England Prosperity Fund	0	0	(479)	0	0	0	(479)	0	(242)	237	
	Ramsey Food Hall (CPCA)	0	0	(1,150)	0	0	0	(1,150)	0	(335)	815	
	St Neots Masterplan Phase 1	0	0	(285)	0	0	0	(285)	0	(260)	25	
	Upgrade works at Fareham	0	0	(400)	0	0	0	(400)	0	(400)	0	
	OLSI Pitch Replacement (CIL)	0	0	(175)	0	0	0	(175)	0	(175)	0	
	Wayfinding	0	0	0	0	(200)	0	(200)	0	(200)	0	
	Smarter Towns	0	0	0	0	(71)	0	(71)	0	(71)	0	
	Moores Walk	0	0	0	0	(14)	0	(14)	0	(4)	10	
	Small Accelerated Projects	0	0	0	0	(13)	0	(13)	0	(6)	6	
		0	0	0	0	0	(744)	(744)	0	(744)	0	
		0	0	0	0	0	0	0	0	0	0	
				<b>(19,030)</b>		<b>(1,322)</b>	<b>(744)</b>	<b>(21,096)</b>	<b>(16)</b>	<b>(8,498)</b>	<b>12,599</b>	
		0	0	0	0	0	0	0	0	0	0	
	<b>Use of Capital Reserves</b>	0	0	0	0	0	0	0	0	0	0	
	Community Infrastructure Levy Reserve	0	0	(3,476)	0	0	0	(3,476)	0	(4,215)	(739)	
				<b>(3,476)</b>		<b>0</b>	<b>0</b>	<b>(3,476)</b>	<b>0</b>	<b>(4,215)</b>	<b>(739)</b>	
		0	0	0	0	0	0	0	0	0	0	
	<b>Capital Receipts</b>	0	0	0	0	0	0	0	0	0	0	
	Loan Repayments	0	0	(9)	0	0	0	(9)	0	(9)	0	
	Housing Clawback Receipts	0	0	(350)	0	0	0	(350)	0	(350)	0	
	Asset Sales	0	0	0	0	0	0	0	(11)	0	0	
				<b>(359)</b>		<b>0</b>	<b>0</b>	<b>(359)</b>	<b>(11)</b>	<b>(359)</b>	<b>0</b>	
	<b>Net</b>			<b>6,527</b>		<b>1,122</b>	<b>0</b>	<b>7,649</b>	<b>1,162</b>	<b>7,362</b>	<b>(287)</b>	

## Capital Prudential Indicators

### Summary of Capital Expenditure

	2023/24 Original Budget £000s	2023/24 Current Budget £000s	2023/24 Forecast Outturn £000s
Property, Plant and Equipment	6,575	5,721	4,387
Investment Properties	1,576	2,262	2,851
Intangible Assets	47	169	167
REFCUS	20,469	20,916	10,616
Infrastructure	6	0	0
Community Assets	513	3,206	2,313
Loan	206	306	100
<b>Total</b>	<b>29,392</b>	<b>32,580</b>	<b>20,434</b>

### Summary of Capital financing

	2023/24 Original Budget £000s	2023/24 Current Budget £000s	2023/24 Forecast Outturn £000s
Capital Receipts Applied	359	359	359
Capital Grants and Contributions	19,030	21,096	8,497
Community Infrastructure Levy	3,476	3,476	4,215
Minimum Revenue Provision	2,771	2,771	2,771
Internal Borrowing/Resources	3,756	4,878	4,592
<b>Total</b>	<b>29,392</b>	<b>32,580</b>	<b>20,434</b>

### Summary of Capital Financing Requirement (CFR)

	2023/24 Original Budget £000s	2023/24 Current Budget £000s	2023/24 Forecast Outturn £000s
Opening CFR	71,592	72,260	72,260
Net expenditure	3,756	4,878	4,592
<b>Closing CFR</b>	<b>75,348</b>	<b>77,138</b>	<b>76,852</b>

## Summary of Capital Receipts

	2023/24 Original Budget £000s	2023/24 Current Budget £000s	2023/24 Forecast Outturn £000s
Housing Clawback	350	350	350
Loan Repayments	9	9	9
<b>Total</b>	<b>359</b>	<b>359</b>	<b>359</b>

## Proportion of Financing Costs to Net Revenue Stream

	2023/24 Original Budget £000s	2023/24 Current Budget £000s	2023/24 Forecast Outturn £000s
Net Revenue Stream (Total Service Expenditure)	24,113	24,344	23,828
Financing Costs (MRP and Interest Payable)	3,548	3,548	3,546
<b>Proportion of Net Revenue Stream</b>	<b>14.7%</b>	<b>14.6%</b>	<b>14.9%</b>



## Treasury Management Indicators

### Treasury Management Summary

	01.04.23 Balance £m	Movement £m	30.06.23 Balance £m	30.06.23 Rate %
Long-term borrowing	34.36	0.00	34.36	2.83
Short-term borrowing	0.00	0.00	0.00	0.00
<b>Total borrowing</b>	<b>34.36</b>	<b>0.00</b>	<b>34.36</b>	
Long-term investments <sup>(1)</sup>	4.00	0.00	4.00	3.98 <sup>(1)</sup>
Short-term investments <sup>(2)</sup>	40.00	(4.50)	35.50	4.60
Cash equivalents <sup>(3)</sup>	11.52	0.67	12.19	4.61
<b>Total investments</b>	<b>55.52</b>		<b>51.69</b>	
<b>Net borrowing/(Investing)</b>	<b>(21.16)</b>		<b>(17.33)</b>	

<sup>(1)</sup> CCLA Property Fund - based on 2022/23 quarter 1 2023/24 figures not published yet.

<sup>(2)</sup> DMO investments

<sup>(3)</sup> Money market funds and bank deposits

### Borrowing

	01.04.23 Balance £m	Net Movement £m	30.06.23 Balance £m	30.06.23 Weighted Average Rate %	30.06.23 Weighted Average Maturity (years)
Public Works Loan Board	34.34	0.00	34.34	2.83%	21
Salix Loan	0.02	0.00	0.02	0.00%	3
<b>Total borrowing</b>	<b>34.36</b>		<b>34.36</b>	<b>2.83%</b>	<b>21</b>

## Investments

	01.04.23	Net	30.06.23	30.06.23	30.06.23
	Balance	Movement	Balance	Income	Weighted
	£m	£m	£m	Return	Average
				%	Maturity
					Days
Banks & building societies (unsecured)	1.12	(0.63)	0.49	1.15	1
Government	40.00	(4.50)	35.50	4.61	61
Money Market Funds	10.40	1.30	11.70	4.75	1
Loans to other organisation	2.08	0	2.08	6.59	>365
Other Pooled Funds					
Property fund (CCLA)	4.00	0	4.00	3.98 <sup>(1)</sup>	>365
<b>Total investments</b>	<b>57.60</b>	<b>(3.83)</b>	<b>53.77</b>	<b>4.34</b>	

<sup>(1)</sup>Based on 2022/23 as figures for 2023/24 quarter 1 not available yet.

## Investment Benchmarking – Treasury investments managed in-house

	Weighted Average Risk <sup>(1)</sup>	Credit Rating	Weighted Average Maturity at Execution (days) %	Weighted Average Maturity (days)	Weighted Average Rate of Return %
01/04/2023	1.04	AA	32	17	3.90
30/06/2023	1.05	AA-	38	19	4.00

<sup>(1)</sup>This is a new measure from Link Group, will be used as a comparative from the next report, it works on a scale of 1 to 7, with 7 highest risk.

## Debt Limits

	30.06.23 Actual £m	2023/24 Operational Boundary £m	2023/24 Authorised Limit £m	Complied?
General	10.02	70.00	80.00	Yes
Loans	0.08	15.00	20.00	Yes
CIS	24.26	30.00	35.00	Yes
<b>Total debt</b>	<b>34.36</b>	<b>115.00</b>	<b>135.00</b>	

## Investment Limits

	30.06.23 Actual £m	2023/24 Limit £m	Complied?
<b>Deposit Accounts</b>			
NatWest	0.485	4.00	Yes
Debt Management Office (DMO)	35.500	Unlimited	Yes
Barclays	0.002	4.00	Yes
<b>Money Market Funds</b>			
Aberdeen Liquidity Fund	1.700	4.00	Yes
BlackRock Institutional sterling liquidity Fund	1.700	4.00	Yes
CCLA Public Sector Deposit Fund	1.650	4.00	Yes
Federated Short Term Prime Fund	1.750	4.00	Yes
HSBC Global Liquidity Funds ESG	1.600	4.00	Yes
Insight Liquidity Funds	1.050	4.00	Yes
Invesco	1.350	4.00	Yes
Legal & General Sterling Liquidity Fund	0.900	4.00	Yes
<b>Property Fund</b>			
CCLA Property Fund	4.000	5.00	Yes
<b>Total</b>	<b>51.687</b>		

## Treasury Management Indicators

The Authority measures and manages its exposures to treasury management risks using the following indicators.

### Security

The Council has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

### Average Credit Rating

	30.06.23 Actual	2023/24 Target	Complied?
Portfolio average credit rating	AA-	A-	Yes

Ratings are from highest to lowest AAA, AA+, AA, AA-,A+,A,A-

## Liquidity

The Council has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three-month period, without additional borrowing.

### Total Cash Available

	30.06.23 Actual £m	2023/24 Target £m	Complied?
Total cash available within 3 months	47.69	10.00	Yes

### Interest Rate Exposures (Discretionary local measure)

This indicator is set to control the Council's exposure to interest rate risk. The upper limits on the one-year revenue impact of a 1% rise or fall in interests was:

### Interest Rate Risk

Interest rate risk indicator	30.06.23 Actual	30.06.23 Theoretical <sup>1</sup>	2023/24 Limit	Complied?
Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates	£0	£324,600	£630,000	Yes
Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates	£0	£324,600	£630,000	Yes

<sup>1</sup>In reality all borrowing is at a fixed interest rate (with PWLB) and so changes in rates will only be realised when and if the loans need to be refinanced. The loans that may need refinancing (ie those linked to asset purchases) have a weighted average years to maturity of 20 years. CIPFA no longer recommends setting limits for interest rate exposure, this is a locally adopted indicator.

## Maturity Structure of Borrowing

This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of all borrowing were:

### Maturity Structure

	30.06.23 Actual	Upper Limit	Lower Limit	Complied?
Under 12 months	0.2%	80%	0%	Yes
12 months and within 24 months	0.0%	80%	0%	Yes
24 months and within 5 years	0.1%	80%	0%	Yes
5 years and within 10 years	0.0%	100%	0%	Yes
10 years and above	99.7%	100%	0%	Yes

## Principal Sums Invested for Periods Longer than a Year

### Sums Invested for Beyond One Year

	2023/24	2024/25	2025/26
Actual principal invested beyond year end (CCLA Property Fund)	£4.00m	£4.00m	£4.00m
Limit on principal invested beyond year end	£12.00m	£10.00m	£8.00m
Complied?	Yes	Yes	Yes

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

## HUNTINGDONSHIRE DISTRICT COUNCIL

<b>Title/Subject Matter:</b>	Corporate Performance Report, Quarter 1 2023/24
<b>Meeting/Date:</b>	Cabinet, 19 September 2023
<b>Executive Portfolio:</b>	Councillor Stephen Ferguson, Executive Councillor for Customer Services
<b>Report by:</b>	Business Intelligence & Performance Manager Performance and Data Analyst
<b>Ward(s) affected:</b>	All

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### **Executive Summary:**

The purpose of this report is to brief Members on progress with Corporate Plan actions and operational performance measure results and forecasts as at the end of Quarter 1 (April to June 2023). The Corporate Performance Report attached also provides updates on corporate project delivery.

### **Recommendations:**

The Cabinet is invited to consider and comment on progress and performance during Quarter 1, as summarised in the Corporate Performance Report attached and detailed in Appendices A, B and C.

## 1. PURPOSE

- 1.1 The purpose of this report is to present an update on delivery of the Corporate Plan and project delivery during Quarter 1 (April to June 2023).

## 2. BACKGROUND

- 2.1 The Council's Corporate Plan 2023-2028 was approved at the Council meeting in March 2023. The performance data in the attached Corporate Performance Report and its appendices relates to the performance measures and actions selected for 2023/24.
- 2.2 In line with Corporate Plan action 54 ("Refresh of operational performance management to deliver improvement and provide consistent and transparent tracking of what we do and how we do it"), a new approach to reporting on performance and progress made has been reflected in a new report format. An in-depth review of past performance and benchmark results for other councils has informed targets and intervention levels set for all operational performance measures. This included discussion at the Overview & Scrutiny (Performance and Growth) Panel meeting in June 2023, where the new report format was also previewed.
- 2.3 Performance data has been collected in accordance with standardised procedures.

## 3. PERFORMANCE MANAGEMENT

- 3.1 Members of Cabinet and 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 delivery against our strategic outcomes and regular reporting should enable Scrutiny to maintain a strategic overview. Their comments will be shared with Cabinet following the Overview and Scrutiny Panel's meeting on 6 September 2023.
- 3.2 Progress on Corporate Plan actions and operational performance measures is reported quarterly. The **Corporate Performance Report** attached summarises progress and performance by outcome. The report is focused on outcomes, with a single page summary from the accountable officer for each outcome (either a Corporate Director or Assistant Director) followed by tables and pie charts summarising the status of actions, performance measures and projects linked to the outcome. A full list is also provided for each outcome which shows the status reported for each action, performance measure and project linked to that outcome as at Q1.
- 3.3 Further detail is also available in appendices to the Corporate Performance Report. **Appendix A** provides updates on actions from responsible officers, covering both progress against planned delivery and the impact that has had on the outcome (note: many actions were new and therefore were in early planning stages during Quarter 1). **Appendix B** provides updates on performance measures, showing performance this year broken down by month and how this compares to targets, intervention levels and last year's performance, where possible. This is provided via graphs to make such comparisons simpler and provide a visual indicator of direction of travel. For those who may need to use screen readers to access the information, an accessible table version is available online here: <https://www.huntingdonshire.gov.uk/media/di5lwjij/q1-accessibility-compliant-pi-spreadsheet.xlsx>. **Appendix C** provides details of the status of projects.

3.4 The following table summarises overall progress in delivering actions for 2023/24:

Status of Key Actions	Number	Percentage
Green (on track)	40	85%
Amber (within acceptable variance)	7	15%
Red (behind schedule)	0	0%

Note: some actions being delivered through projects/programmes are not included in this table as their status is being reported via project reporting mechanisms instead and this avoids any double counting.

3.5 Forecast outturn statuses for operational performance measures are summarised here:

Corporate Indicator results	Number	Percentage
Green (achieved)	26	93%
Amber (within acceptable variance)	2	7%
Red (below acceptable variance)	0	0%

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

Corporate project status	Number	Percentage
Green (progress on track)	11	65%
Amber (progress behind schedule, project may be recoverable)	5	29%
Red (significantly behind schedule, serious risks/issues)	1	6%

Details of all projects can be found in **Appendix C**.

#### 4. COMMENTS OF OVERVIEW & SCRUTINY PANELS

4.1 The Panel discussed the Corporate Performance Report Q1 at its meeting on 6th September 2023.

4.2 It was observed by Councillor Gardener that some items were showing as a green status for the year when in actual fact they were currently under an amber status. It was explained that the current amber status was shown on the graphs and that the reason for the year end status showing as green was anticipated improvements over the year that would result in an overall green status. The Panel were advised that future reports would be revised to show both current and year end statuses in all summary tables.

4.3 Following an enquiry from Councillor Pickering on One Leisure admissions, the Panel was advised that full details of why performance was expected to partially recover by the end of March would be sought from the Portfolio Holder and reported back to the Panel.

4.4 Whilst the Panel praised the new format of the report, Councillor Jennings expressed concerns that in many cases the introductory commentary did not consider RAG status or performance into account, focusing on the positives and not the fuller picture. The Panel heard that this observation was noted and that this would be reviewed going

forward with a possibility of merging the summary and detail sections to avoid unnecessary repetition. It was further observed by Councillor Gardener that the report layout was not as clear as the presentation shown to the Panel regarding the changes to the report style. Consideration will be given to amending the layout to reflect this feedback and the views of other stakeholders.

- 4.5 Councillor Martin enquired whether further detail could be provided regarding PI 15 to include detail on extensions to planning applications. The Panel were advised that this would be investigated and provided as part of the Planning update for the Panel's October meeting if available. Following a question from Councillor Gardener, it was noted that clarification would be given on PI 13 results and whether withdrawn applications were included.
- 4.6 The Panel were advised, following a query from Councillor Jennings, that the RAG status at year end would be reflective of the overall annual status where cumulative measures are used.
- 4.7 Following the discussion, the Panel were informed that their comments would be added to the Cabinet report in order for Cabinet to make a decision on the recommendations.

## 5. RECOMMENDATIONS

- 5.1 The Cabinet is invited to consider and comment on progress and performance during Quarter 1 and the status of current projects, as summarised in the **Corporate Performance Report** and detailed in **Appendices A, B and C**.

## 6. LIST OF APPENDICES INCLUDED

### **Corporate Performance Report, Quarter 1, 2023/24**

**Appendix A** – Progress on Corporate Plan Actions, Quarter 1, 2023/24

**Appendix B** – Operational Performance Measure Graphs, Quarter 1, 2023/24

**Appendix C** – Project Performance, June 2023

## CONTACT OFFICERS

### **Corporate Performance Report**

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Emma Charter, Performance and Data Analyst, email [emma.charter@huntingdonshire.gov.uk](mailto:emma.charter@huntingdonshire.gov.uk)

### **Project Performance (Appendix C)**

Liz Smith, Chief Delivery Officer, email [liz.smith@huntingdonshire.gov.uk](mailto:liz.smith@huntingdonshire.gov.uk)

Nathaniel Murphy, Project and Programme Support Officer, email

[Nathaniel.murphy@huntingdonshire.gov.uk](mailto:Nathaniel.murphy@huntingdonshire.gov.uk)



# Performance Report Quarter 1 - 2023/24

Do - Enable - Influence



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## Outcome 1: Improving the happiness and wellbeing of residents

We want the highest possible quality of life for the people of Huntingdonshire. It will be a place which attracts employers and visitors and somewhere residents are proud to call home. We will be evidence based, responsive and support the foundations of a good life. This includes personal independence, prosperity, social connection, community and good health.



*As set out in the detailed description of the outcome, there are many factors that contribute to happiness, health and wellbeing. Furthermore, we know that many of these factors are not within the direct control of our district council.*

*Our work in this area recognises these issues, using our 'Do, Enable, Influence' model to drive work with our statutory and voluntary sector partners as well as our communities. To give this work focus we are using the evidence-based 'Wider Determinants of Health' model as a framework for our approach. Such models show the contributions of the factors that determine health and wellbeing (e.g., health behaviours, various socio-economic factors).*

*Some of these factors we can influence directly with our own service delivery (**do**). For example, there is a strong evidence base that physical activity is beneficial for a whole range of health outcomes and improves mood and a feeling of happiness. Our One Leisure Facilities (338,323 attendances in Q1), Active Lifestyles programmes (6,277 attendances) and Sports Development activities and programmes (3,069 attendances) are therefore all significant contributors to the health and wellbeing of our residents. We also seek to **enable** others to be more active and a good example of this is the recently agreed Indoor and Built Sports Facilities Strategy and Playing Pitch and Outdoor Sports Strategy which seeks to maximise the provision and use of such facilities across the district.*

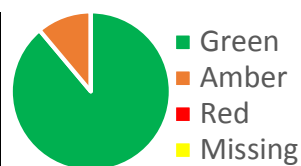
*Where we cannot deliver or enable, we will continue to seek to **influence**. We are increasingly using our wider determinants model with partners (including our recently relaunched Place Board) to address the fact that the health and wellbeing of the population is not predominantly determined by the provision of health services.*

*Our colleagues at Cambridgeshire County Council are currently undertaking a Quality-of-Life survey across the county which includes a question on residents' level of happiness. We will seek to use the Huntingdonshire data from this survey to assess progress against this outcome.*



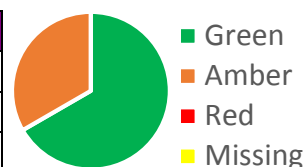
## Performance Summary:

Status of actions	Number	%
<b>Green (on track)</b>	8	89%
<b>Amber (within acceptable variance)</b>	1	11%
<b>Red (behind schedule)</b>	0	0%

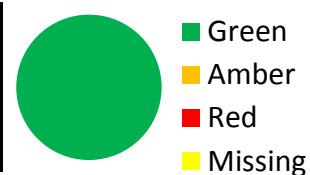


Note: 1 action is being reported on through a project/programme.

Operational PI year-end forecast status	Number	%
<b>Green (achieved)</b>	2	67%
<b>Amber (within acceptable variance)</b>	1	33%
<b>Red (below acceptable variance)</b>	0	0%



Corporate project status	Number	%
<b>Green (progress on track)</b>	1	100%
<b>Amber (behind schedule, project may be recoverable)</b>	0	0%
<b>Red (significantly behind schedule, serious risks/issues)</b>	0	0%



Action	Status
1. Refresh Huntingdonshire's Community Strategy via a new Residents Outcome Strategy – linking Community and Health, building on the Place Strategy findings.	G
3. Run a pilot with new movers to the area which seeks to support positive outcomes from residents' first arrival in Huntingdonshire.	G
4. Listen to local residents and respond to their input on service delivery.	G
5. Formally build assessments of the impact on the Corporate Plan priorities into Council decision making.	A
6. Refresh our Social Value Procurement Policy and work with other local anchor institutions to encourage them to do the same.	G
7. Work via the Integrated Care System to seek to embed an approach which places a focus on activity in the long-term interests of residents in ways of working across system partners.	G
8. Continue to work with statutory partners to secure improvements to transport options for Huntingdonshire, including active travel.	G
9. Formally engage with relevant stakeholders, residents and businesses to explore how place strategy priorities are transformed into practical delivery.	G
10. Explore a campaign which seeks to extol the virtues of spending local and being physically active. Reviewing the benefits that places like Preston, Wigan and East Ayrshire have gained from this approach.	G

Note: action 2 is being reported on through a project/programme (see 'UK Shared Prosperity Fund Programme' under the 'Forward-Thinking Economic Growth' outcome).

Operational Performance Indicator year-end forecast status	Status
1a. Number of attendances at One Leisure Active Lifestyles programmes	G
1b. Number of attendances at Sports Development activities and programmes	G
2. Number of One Leisure Facilities admissions – swimming, Impressions, fitness classes, sports hall and pitches (excluding Burgess Hall and school admissions)	A

Project/Programme	Status
Community Health Prevention	G

## Outcome 2: Keeping people out of crisis



**We will identify the root causes that lead people into crises and find ways to prevent them. We will do this through our own actions. We will also work in partnership with residents, businesses, community groups, charities and our public sector partners.**

*One of the most immediate issues for a significant number of our residents is the ongoing cost of living crisis. Our resident advice and information (RAI) team supports people struggling with issues such as benefits, housing and access to support funds. The number of calls to the team continues to rise, with the team taking calls from 671 residents in Q1.*

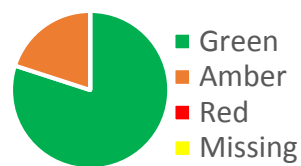
*A fantastic example of how our RAI, Housing and Benefits teams worked together over a prolonged period to provide support for someone in financial crisis involves a person referred to the RAI team in May 2022. Following initial support through food bank parcels, vouchers and referral to Citizens Advice, the team spent time encouraging them to gather documentation and evidence needed as their financial situation deteriorated and threat of eviction grew. By April 2023, the resident was offered a flat but started to worry, calling us daily, stressed and overwhelmed about being able to afford their rent and confused about their housing benefit and service charges. By listening to their concerns, and working with colleagues, we found answers to put their mind at rest. We also looked at grants for white goods and sought help from Citizens Advice when the resident was taken to court over unpaid rent. The resident recently called into Pathfinder House to leave flowers as a thank you, saying “Thank you for all the help you have given me. No one else has ever done that for me”.*

*Our partners often encounter financially vulnerable people but are unclear how to link them with appropriate support. To this end, we developed our ‘Social Solutions’ tool to allow partners to populate a webform for the RAI team to follow up. In Q1, we provided training to community partners in our ‘Warm Space’ network and agreed a pilot project for the Police to use the tool. During the rest of the year, we will continue to develop and extend the use of this tool.*

*One of the main principles of addressing inequality is targeting interventions to those most in need. Our One Leisure Concessionary Membership Scheme saw an 88% increase in demand following the inclusion of a flyer in the annual Council Tax billing mailout. Over 215 applications were approved in April 2023 alone. Given the evidence-based wide-ranging benefits of physical activity (mental and physical health, social engagement, fitness to work), such a targeted approach will play a part in keeping the more vulnerable out of crisis.*

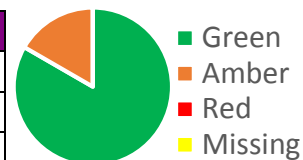
## Performance Summary:

Status of actions	Number	%
<b>Green (on track)</b>	4	80%
<b>Amber (within acceptable variance)</b>	1	20%
<b>Red (behind schedule)</b>	0	0%

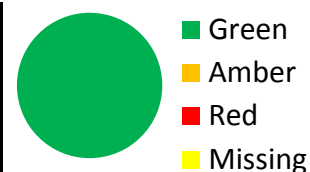


Note: 2 actions are being reported on through projects/programmes.

Operational PI year-end forecast status	Number	%
<b>Green (achieved)</b>	5	83%
<b>Amber (within acceptable variance)</b>	1	17%
<b>Red (below acceptable variance)</b>	0	0%



Corporate project status	Number	%
<b>Green (progress on track)</b>	1	100%
<b>Amber (behind schedule, project may be recoverable)</b>	0	0%
<b>Red (significantly behind schedule, serious risks/issues)</b>	0	0%



Action	Status
12. Develop proposals to pilot activity to use Council debt data to target support before people enter crisis.	G
13. Recognise that community sector partners are often the first point of call for those in a community, and as such we will work with community groups to explore appetite and define shared ways of working.	G
15. Work with partners to explore options as to how we use early warning signs as opportunities to seek to offer support, with a view to preventing needs escalating.	G
16. Continue to work with statutory partners to secure improvements to transport options for Huntingdonshire, including active travel.	G
17. Work proactively with partners to promote safety and address issues at the earliest opportunity.	A

Note: actions 11 & 14 are being reported on through projects/programmes (see 'Financial Vulnerability For Residents Programme' below and 'Community Health Prevention' under 'Improving the Happiness and Wellbeing of Residents')

Operational Performance Indicator year-end forecast status	Status
3. The number of residents enabled to live safely at home and prevented from requiring care or a prolonged stay at hospital due to a Disabled Facilities Grant (DFG)	G
4. Average time (in weeks) between date of referral and practical completion of jobs funded through Disabled Facilities Grants	A
5. Average number of days to process new claims for Housing Benefit and Council Tax Support	G
6. Average number of days to process changes of circumstances for Housing Benefit and Council Tax Support	G
7. Number of homelessness preventions achieved	G
8. Number of households housed through the housing register and Home-Link scheme	G

Project/Programme	Status
Financial Vulnerability For Residents Programme	G

## Outcome 3: Helping people in crisis

**Where a crisis has already happened, we will work holistically to understand the issues, the cause of these issues and what opportunities exist to address them. We will seek to prevent multiple personal crises becoming entrenched and unmanageable by addressing root causes.**



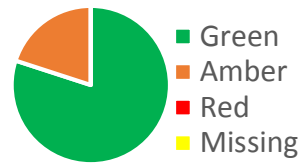
*There are many forms and causes of crisis. One of the most significant for most of us would be not having a permanent home. We continue to intervene in a timely way to prevent homelessness and our actions in Q1 prevented 110 households from becoming homeless. We have an upper limit target for the number of households in temporary accommodation and this target was not breached during Q1, with numbers at the end of each month so far this year also lower than those recorded in the corresponding months last year.*

*It is our view that where a crisis occurs, this should be addressed as soon as possible. However, this will not address the root causes of that crisis. To that end, we are developing a range of interventions (broadly based on the wider determinants of health model) that seek to support individuals in a holistic way. During Q1, in partnership with Cambridgeshire County Council and Citizens Advice Rural Cambridgeshire, we have begun to develop an innovative pilot to offer a package of support to those in financial crisis, using Council Tax debt and attachment of benefits orders as an indicator of this.*

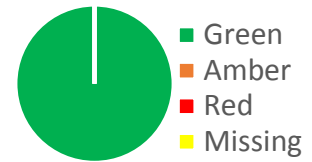
*For those in crisis, for the financially vulnerable, and for those working with them, access to financial support services can be confusing and frustrating. Often this is not due to the availability of such support, but the complexity and range of offers available. As providers and funders of such services, both HDC and Cambridgeshire County Council have embarked on a project to consider if a simpler, more accessible model might be developed. As part of this, a mapping exercise is currently being undertaken with the aim of developing a clearer, consistent picture of those providing, funding and delivering such services.*

**Performance Summary:**

Status of actions	Number	%
<b>Green (on track)</b>	4	80%
<b>Amber (within acceptable variance)</b>	1	20%
<b>Red (behind schedule)</b>	0	0%



Operational PI year-end forecast status	Number	%
<b>Green (achieved)</b>	1	100%
<b>Amber (within acceptable variance)</b>	0	0%
<b>Red (below acceptable variance)</b>	0	0%





Action	Status
18. Continue to support those impacted via the cost-of-living crisis via a partnership approach which seeks to deal with not just the presenting issue, but wherever possible the cause of it.	G
19. Continue to support refugees and other guests, seeking to support good community relations and smooth transition into long-term residency or return home.	G
20. Formally propose to partners that we build financial, social and physical solutions into crisis management. Reducing the likelihood of crises repeating in the future.	G
21. Continue to champion WeAreHuntingdonshire.org and other cross cutting sources of information to deliver services that are convenient for the resident rather than structured around the organisation delivering them.	A
22. Formally engage with relevant stakeholders, residents and businesses to explore how place strategy priorities are transformed into practical delivery.	G

Operational Performance Indicator year-end forecast status	Status
9. Number of households in Temporary Accommodation	G

## Outcome 4: Improving housing



**We want everyone to live in a safe, high quality home regardless of health, stage of life, family structure, income and tenure type. Homes should be energy efficient and allow people to live healthy and prosperous lives. New homes should be zero carbon ready and encourage sustainable travel.**

*This outcome saw more committee exposure than any other, with the area's First Homes Position Statement and the Mid-term review of the Housing Strategy gaining Cabinet approval within Q1, while work was also completed on the Tenancy Strategy ready for the July meeting cycle. These reports highlighted the scale of change in the profile of coming demand, with the district's over-70 population due to double over the next 20 years and marked increases in the number of people living with dementia also expected.*

*These are not just static documents, and the First Homes Position Statement has also led to impacts on developments. The area's first site in Spaldwick has had the benefit of this approach and has protected the rented element on site.*

*Through our Community Safety Partnership, work is underway with Fire and other partners to align checks carried out when professionals cross thresholds to assess preventable risks to the household and to offer appropriate support where needed.*

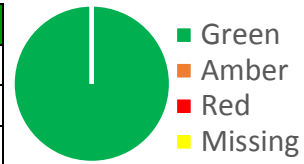
*We have also sought to influence and enable, promoting Salix decarbonisation opportunities to our housing Registered Provider (RP) partners, to support alignment with our climate change ambitions ahead of a full RP conference in the autumn. We are also supporting a RP with a development to replace non-decent homes in Huntingdon with new homes.*

*There were an additional 341 homes with a Council Tax banding at the end of Q1 (a proxy measure for new homes completed during the quarter). All three measures of speed in processing planning applications were on target at the end of June. The reduction in the number of planning applications over 26 weeks old with no current extension of time in place is also progressing well – currently over four months ahead of schedule against agreed monthly targets. This shows 'backlog' cases have continued to fall.*

*Work is progressing with work to secure 21 properties for use by Ukrainian guests and subsequent availability in the longer-term to support other residents in need of affordable housing.*

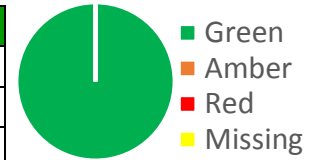
## Performance Summary:

Status of actions	Number	%
<b>Green (on track)</b>	7	100%
<b>Amber (within acceptable variance)</b>	0	0%
<b>Red (behind schedule)</b>	0	0%

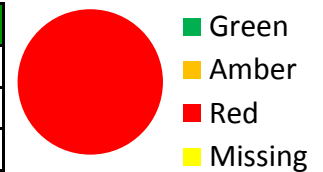


Note: 1 action is being reported on through a project/programme.

Operational PI year-end forecast status	Number	%
<b>Green (achieved)</b>	6	100%
<b>Amber (within acceptable variance)</b>	0	0%
<b>Red (below acceptable variance)</b>	0	0%



Corporate project status	Number	%
<b>Green (progress on track)</b>	0	0%
<b>Amber (behind schedule, project may be recoverable)</b>	0	0%
<b>Red (significantly behind schedule, serious risks/issues)</b>	1	100%



Action	Status
23. Complete Mid Term Review of the Housing Strategy. The Housing Strategy was completed in 2020, this review will enable us to take into account recent studies of need and Census data.	G
24. Adopt First Homes Position Statement. Until the update of the Local Plan is completed it is necessary to complete a position statement on First Homes.	G
25. Adopt new Tenancy Strategy to support people to live healthy and independent lives.	G
27. Maintain the level of new housing delivery, which meets the needs of Huntingdonshire residents, including the type of home and tenure (open market and social housing).	G
28. Work in partnership to look at best practice and funding to improve housing conditions, including retrofit programmes in social and private housing.	G
29. Work with Registered Providers to improve conditions in existing accommodation through regeneration schemes.	G
30. Work with Health and Social Care Providers to explore future models of housing, support and care enabling people to live independently for longer.	G

Note: action 26 is being reported on through a project/programme (see 'Longhurst Contract - HDC Surplus Sites (Affordable Housing)' below).

Operational Performance Indicator year-end forecast status	Status
10. Net change in number of homes with a Council Tax banding	G
11. Number of new affordable homes delivered	G
12. Percentage of planning applications processed on target – major (within 13 weeks or agreed extended period)	G
13. Percentage of planning applications processed on target – minor or other (within 8 weeks or agreed extended period)	G
14. Percentage of planning applications processed on target – household extensions (within 8 weeks or agreed extended period)	G
15. Number of planning applications over 26 weeks old where there is no current extension of time in place	G

Project/Programme	Status
Longhurst Contract - HDC Surplus Sites (Affordable Housing)	R

## Outcome 5: Forward-thinking economic growth

**We want our local economy to attract businesses that prioritise reducing their carbon footprint. A place where businesses choose to start up, grow and invest in high value jobs so they and our residents and high streets, can flourish and thrive. Local people should be able to develop their skills to take advantage of these opportunities, with businesses and education providers working more closely together to deliver an inclusive economy.**



*Quarter One has seen significant work with the Cabinet to brief on the opportunities available to Huntingdonshire, and strong engagement with those interested in investing in Huntingdonshire. This is a key starting point for the work to refresh the area's Economic Growth Strategy. Strong work has also taken place to engage with the CPCA on transport, skills and business support as key drivers of our local economy.*

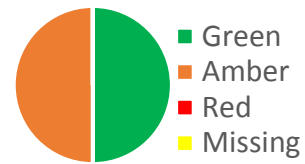
*Transport remains an area of major opportunity for Huntingdonshire. Recent progress includes the announcement of the East-West Rail preferred route and significant conversations taking place on the Making Connections consultation, the Bus Service Improvement Plan and the review of the Ting Service, leading into the network review. There is a strong desire from residents for more transport options that support economic and social benefits.*

*The Market Town Programme continues to work innovatively to consider not just the physical needs of St Neots but also how the space will be used and how it will attract and retain visitors to make the most of the town centre.*

*The Made in Huntingdonshire Campaign is ongoing. This aims to support local businesses, influence behaviours of consumers and generate significant social benefits through local employment.*

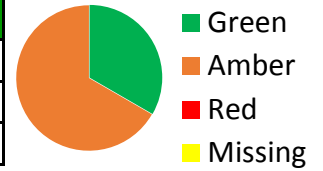
## Performance Summary:

Status of actions	Number	%
<b>Green (on track)</b>	3	50%
<b>Amber (within acceptable variance)</b>	3	50%
<b>Red (behind schedule)</b>	0	0%



Note: 3 actions are being reported on through projects/programmes.

Corporate project status	Number	%
<b>Green (progress on track)</b>	1	33%
<b>Amber (behind schedule, project may be recoverable)</b>	2	67%
<b>Red (significantly behind schedule, serious risks/issues)</b>	0	0%



Action	Status
31. Promote Huntingdonshire as a destination for high value inward investment, prioritising businesses that are proactively reducing their carbon emissions. Annual report on activity produced.	G
33. Scope the refresh of the Huntingdonshire Economic Growth Strategy and produce quarterly economic insights report.	A
36. Work with intermediaries, professional service networks, investors and developers to understand the health of the economy, develop responses and attract investment.	G
37. Work with the CPCA and partners to complete a review of the future demand for Further Education (FE) provision in the St. Neots area and development of the Local Skills Implementation Plan, prioritising connections between FE provision and local employers aligned to core growth sectors.	A
38. Influence the implementation of the CPCA Economic Growth Strategy and commissioning of future business support provision.	G
39. Influence delivery of infrastructure including East West Rail, A428, A141 Strategic Outline Business Case and future Transport Strategies.	A

Note: actions 32, 34 & 35 are being reported on through projects/programmes (see 'UK Shared Prosperity Fund programme', 'Market Town Programme' and 'Local Plan' below).

Project/Programme	Status
UK Shared Prosperity Fund programme	A
Market Towns Programme	A
Local Plan	G



## Outcome 6: Lowering our carbon emissions



**We will take positive action to reduce carbon emissions and become a net zero carbon Council by 2040. We will enable and encourage local people and businesses to reduce carbon emissions and increase biodiversity across Huntingdonshire.**

*It has been a busy first quarter across the Council with action and achievement to lower carbon emissions after declaring a climate and ecological emergency in February 2023 and adoption of our Climate Strategy and Action Plan.*

*We are concluding our review of emissions for 2022/23 which saw emissions reduced by 30.1% from electricity and by 22% from gas against our 2020/21 baseline saving 559tCO<sub>2</sub>e. Our Climate conversation for 2023 is set for 17<sup>th</sup> and 18<sup>th</sup> November to demonstrate what we are doing, to celebrate activity in our communities, check priorities/challenges to influence wider community action.*

*The Council's priority climate actions are on target with experts commissioned to support our fleet plans to transition to lower carbon (including the case for Hydrotreated Vegetable Oil) and review of our built assets to establish our Energy Strategy and Plan so we continue to set an example of how to reduce emissions.*

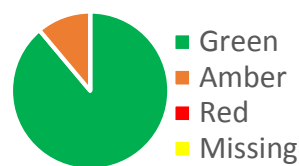
*An Electric Vehicle (EV) survey is underway, building on our Parking Strategy, to establish an EV charging strategy and plan to best support Huntingdonshire's needs for this low carbon travel option. This will allow us to secure funding opportunities like the £300k secured to support rural EV charging from the Government's Rural Fund enabling more low carbon transport adoption.*

*The Biodiversity for All project is accelerating - our sites assessed and prioritised for Biodiversity improvement, ready for community consultation, criteria informed by one of four climate research partnerships with Anglia Ruskin University. This demonstrates how you can plan biodiversity improvement and make it happen, influencing and supporting partners to do the same with 10 pilot community sites.*

*The green skills pilot has supported five unemployed residents with employability, achieving City and Guilds qualifications in horticulture whilst delivering more biodiversity at Hinchingsbrooke Country Park.*

## Performance Summary:

Status of actions	Number	%
<b>Green (on track)</b>	8	89%
<b>Amber (within acceptable variance)</b>	1	11%
<b>Red (behind schedule)</b>	0	0%

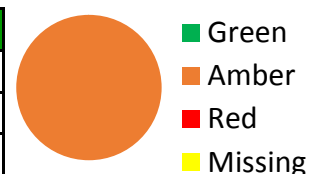


Note: 3 actions are being reported on through projects/programmes.

Operational PI year-end forecast status	Number	%
<b>Green (achieved)</b>	1	100%
<b>Amber (within acceptable variance)</b>	0	0%
<b>Red (below acceptable variance)</b>	0	0%



Corporate project status	Number	%
<b>Green (progress on track)</b>	0	0%
<b>Amber (behind schedule, project may be recoverable)</b>	1	100%
<b>Red (significantly behind schedule, serious risks/issues)</b>	0	0%



Action	Status
40. Review our assets to improve energy efficiency and reduce the carbon impact of our buildings	G
41. Deliver Fleet Review Plan for lower carbon alternatives for service delivery	G
42. Deliver Energy Strategy	G
43. Establish Climate Conversation to openly account against the Climate Action Plan, listen to feedback from local people, evaluate priorities, develop actions towards Environmental Innovation	G
45. Deliver Electric Vehicle Charging Strategy	G
46. Pilot Community Carbon Reduction Plans	G
49. Develop the Council's procurement rules to further embed social and environmental value	A
50. Expand the current Green Business Awards Scheme, celebrating best practice and sharing knowledge	G
51. Deliver Huntingdonshire Plan for Nature and contribute to the Local Nature Recovery Strategy to guide greater biodiversity and nature restoration in the district	G

Note: actions 44, 47 & 48 are being reported on through projects/programmes (see 'Local Plan' and 'UK Shared Prosperity Fund programme' under the 'Forward-Thinking Economic Growth' outcome and the 'Biodiversity For All' project below).

Operational Performance Indicator year-end forecast status	Status
16. Efficiency of vehicle fleet driving – Energy Efficient Driving Index score for the Waste service	G

Project/Programme	Status
Biodiversity For All	A

## Outcome 7: Delivering good quality, high value-for-money services

**Around 80% of our resources are aligned to business as usual (BAU) service delivery and this priority focuses on delivering good quality, high value for money services with good control and compliance with statutory functions. We will continue to provide a wide range of existing statutory and important services and seek to improve their efficiency and effectiveness.**



*This quarter has seen significant improvements to the way the Council manages performance. A full refresh of the operational performance management approach has been completed providing more transparent tracking of what we do and how we do it. We now have 27 key Performance Indicators (PI) with clear links to our outcomes – making it simpler to track what HDC are ‘doing’ against each outcome. Every PI has a target so there is much greater clarity on performance. A number of other improvements have been made and were presented at the Overview and Scrutiny meeting in June.*

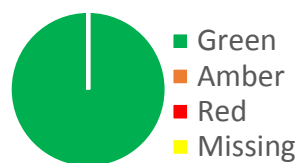
*What does this mean in practice? The full set of performance measures are available in this pack, but for this outcome the following are noteworthy in demonstrating we are achieving this outcome:*

- *All of the 11 PIs for this outcome are forecast to meet target at year-end*
- *The number of missed bin collections is 28% lower than the same point last year, the percentage of waste reused/recycled/composted is on target and whilst the amount of waste collected per person is higher than last year the data last year was heavily impacted by lower organic waste collections due to the dry and hot conditions.*
- *Other indicators are seeing good performance with collection rates for Council Tax and NNDR forecast to achieve target which means income is available to deliver essential public services. Customer Service metrics are also forecast to meet targets ensuring customer can access services.*
- *Finally, data on staff sickness and turnover is encouraging with more detailed information on this key area being presented to Employment Committee. This ensures we have an active and capable workforce.*

*Looking ahead, whilst the performance indicators do align against the outcomes in the Corporate Plan, some do not capture the outcomes we are seeking as well as we would like. Further improvements to the performance indicators used will come forward to ensure what we ‘do’ is ever more transparent and accessible. We expect to see this progress in Q2.*

## Performance Summary:

Status of actions	Number	%
<b>Green (on track)</b>	6	100%
<b>Amber (within acceptable variance)</b>	0	0%
<b>Red (behind schedule)</b>	0	0%

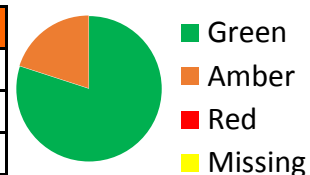


Note: 8 actions are being reported on through projects/programmes.

Operational PI year-end forecast status	Number	%
<b>Green (achieved)</b>	11	100%
<b>Amber (within acceptable variance)</b>	0	0%
<b>Red (below acceptable variance)</b>	0	0%



Corporate project status	Number	%
<b>Green (progress on track)</b>	8	80%
<b>Amber (behind schedule, project may be recoverable)</b>	2	20%
<b>Red (significantly behind schedule, serious risks/issues)</b>	0	0%



Action	Status
52. Refresh our Commercial Investment strategy to develop proposals for future strategic investments	G
53. Deliver a renewed Workforce Strategy to prepare the Council for the changing skills needed in our future workforce and to ensure that we can continue to attract, retain and nurture talent	G
54. Refresh of operational performance management to deliver improvement and provide consistent and transparent tracking of what we do and how we do it	G
63. Do these things well to enable local people to thrive and take new opportunities	G
64. Enable our outstanding volunteers in our parks, nature reserves and elsewhere to continue to improve the quality of those spaces	G
65. Our well-run Council will act as a model for our peers	G

Note: actions 55-62 are being reported on through projects/programmes (see 'Customer Services Improvement Programme', 'Council Tax Support Scheme Review', 'Additional Funding for Energy Bill Rebate', 'Planning Improvement programme', 'Green Bins Project', 'Civil Parking Enforcement', 'Hinchingsbrooke Country Park' and 'Riverside Park St. Neots' below).


Operational Performance Indicator year-end forecast status	Status
17a. Percentage of household waste reused/recycled/composted	G
17b. Collected household waste per person (kilograms)	G
18. Percentage of sampled areas which are clean or predominantly clean of litter, detritus, graffiti, flyposting, or weed accumulations	G
19. Number of missed bins	G
20. The number of programmed food safety inspections undertaken	G
21. Percentage of calls to Call Centre answered	G
22. Average wait time for customers calling the Call Centre	G
23. Council Tax collection rate	G
24. Business Rates collection rate	G
25. Staff sickness days lost per full time equivalent (FTE)	G
26. Staff turnover	G

Project/Programme	Status
Riverside Park St. Neots	G
Civil Parking Enforcement	A
Hinchingsbrooke Country Park	A
Additional Funding for Energy Bill Rebate	G
Planning Improvement programme	G
Green Bins Project	G
Council Tax Support Scheme Review	G
Council Tax Support Fund (2023/24)	G
Customer Services Improvement Programme	G
HR System	G

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## Appendix A: Progress on Corporate Plan Actions



**Outcome: Improving the happiness and wellbeing of residents**

**Activity type: Do**

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
1. Refresh Huntingdonshire's Community Strategy via a new Residents Outcome Strategy – linking Community and Health, building on the Place Strategy findings.	Cllr Pitt	<p>Work being informed by financial vulnerability programme and system wide work led by the Integrated Care System (ICS) to better understand voluntary and community sector support across the system.</p> <p>Work will be informed by continued development of place strategy work on health embedded and inclusive economy. However these complex system wide approaches may take longer to develop than the time frame given for the refresh of the community strategy.</p>	<b>G</b>	<p>Closer alignment and co-ordination of statutory and voluntary support to residents.</p> <p>Linking our community strategy to the delivery of the residents outcomes of the corporate plan.</p>

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
2. Deliver the skills and employment workstream of the UK shared prosperity programme.	Cllr Pitt	This action is being delivered as a project overseen by our Major Change Board. As such, the progress update as at the end of Quarter 1 can be found in Appendix C (Projects and Programmes update). See 'UK Shared Prosperity Fund Programme' under the Forward-Thinking Economic Growth outcome. This work also provides a contribution to Action 12.		
3. Run a pilot with new movers to the area which seeks to support positive outcomes from residents' first arrival in Huntingdonshire.	Cllr Pitt	Draft material has been produced linked to the quantified wider determinants model. Four potential cohorts for delivery identified which expands the pilot beyond new movers.	<b>G</b>	Better recognition of the contribution of various factors, opportunities and services to overall resident outcomes. Earlier engagement of residents with available support.
4. Listen to local residents and respond to their input on service delivery.	Cllr Conboy	Local Plan consultations continue to take place, including those for the Call for Sites and Issues Papers. An Electric Vehicle charge point survey has also started and is hosted on the Let's Talk Huntingdonshire website. The Town and Parish forum has also taken place during this period.	<b>G</b>	The Communications Team has developed a set of Engagement Principles. These have been agreed by Cabinet and will now be shared more widely with officers. On the back of the Town and Parish forum, the Communications Team will be exploring ways in which Town and Parish councils can collaborate through the Let's Talk Huntingdonshire Website.



## Outcome: Improving the happiness and wellbeing of residents

### Activity type: Enable

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
5. Formally build assessments of the impact on the Corporate Plan priorities into Council decision making.	Cllr Hassall	Initial pilot reviewed with first draft presented for testing.	A	The impact assessment approach used for key strategic projects successful ie: ensure equality amongst customer groups and net environmental benefit.
6. Refresh our Social Value Procurement Policy and work with other local anchor institutions to encourage them to do the same.	Cllr Mickelburgh	Additional resource recruited to Procurement to provide capacity for service manager to review and develop policies. Draft policy is scheduled to be completed in Q3.	G	Capacity identified.



## Outcome: Improving the happiness and wellbeing of residents

### Activity type: Influence

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
7. Work via the Integrated Care System to seek to embed an approach which places a focus on activity in the long-term interests of residents in ways of working across system partners.	Cllr Pitt	<p>We continue to influence ICS partners to recognise the wider determinants of health model and therefore the role the Council can play in delivering health and wellbeing outcomes.</p> <p>ICS agreement to fund Community Preventative Health project focusing on evidence-based physical activity interventions for those at risk of frailty and those at risk of cardiovascular disease. Programme will deliver through a mix of direct delivery through Active Lifestyles and Voluntary and Community Sector delivery.</p> <p>Delivery commenced July 2023.</p> <p>Also see Actions 1, 11 and 14.</p>	G	<p>Improved health and wellbeing at a population level. Increased focus on preventative health activity.</p> <p>Long term reduction in fracture, frailty, dementia, and cardiovascular disease.</p>

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
8. Continue to work with statutory partners to secure improvements to transport options for Huntingdonshire, including active travel.	Cllr Wakeford	Work continuing with Cambridgeshire & Peterborough Combined Authority (CPCA)/HDC on a range of transport options – Local Transport and Connectivity Plan (LTCP), Bus Strategy Improvement Plan (BSIP) remain under discussion. Active Travel Fund 4 identifies three schemes in Huntingdonshire for additional studies. Active engagement underway on active travel toolkit consultation.	G	Ongoing dialogue with CPCA/Cambridgeshire County Council (CCC) enables active conversation to ensure outcomes align with our Corporate Plan and growth agenda associated with the update to our Huntingdonshire Local Plan.
9. Formally engage with relevant stakeholders, residents and businesses to explore how place strategy priorities are transformed into practical delivery.	Cllr Conboy	Action planning sessions have been prioritised and planned, the first two in July - Inclusive Economy and Health Enabled.	G	Sessions have been co-designed with volunteer stakeholders to demonstrate new ways of working.
10. Explore a campaign which seeks to extol the virtues of spending local and being physically active.	Cllr Taylor	Currently developing a brief around the extended use of the Huntingdonshire Futures website which can serve as a two way mechanism for informing the public of best practice, and gathering input	G	Move toward a do-enable-influence platform that can render community voice to all local stakeholders.

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
Reviewing the benefits that places like Preston, Wigan and East Ayrshire have gained from this approach.		and examples of community action from the public.		



## Outcome: Keeping people out of crisis

### Activity type: Do

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
11. Resource and lead a key change programme which reviews the way we support residents in need across a range of local providers. This will see us work with partners to review and define ways of	Cllr Pitt	This action is being delivered as a project overseen by our Major Change Board. As such, the progress update as at the end of Quarter 1 can be found in Appendix C (Projects and Programmes update). See 'Financial Vulnerability For Residents Programme' under the 'Keeping People Out of Crisis' outcome.		

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
working, particularly around financial distress. Seeking to develop more holistic support which address root causes and prevent issues escalating.				
12. Develop proposals to pilot activity to use Council debt data to target support before people enter crisis.	Cllr Ferguson	<p>Pilot scoped and being developed via a project group which includes CCC and Citizens Advice Rural Cambs.</p> <p>Project development has contributed to a number of other Actions (e.g 3,7, 11).</p>	<b>G</b>	<p>Offer will be an integrated support deal for those in debt including skills support. Intended outcomes for participants in the pilot are lower debt levels, increased financial skills, access to skills and employment offers, increased levels of physical activity, health and wellbeing.</p> <p>The outcome expected for HDC is understanding how personalised packages of interventions can support those at risk of entering crisis.</p>






## Outcome: Keeping people out of crisis

### Activity type: Enable


2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
13. Recognise that community sector partners are often the first point of call for those in a community, and as such we will work with community groups to explore appetite and define shared ways of working.	Cllr Pitt	Minimum governance standard approach agreed with Hunts Forum and at HDC Assurance Board.	G	Remove barriers to becoming delivery partners, by setting out a rapid proportionate set of governance requirements. Aim is to use these to broaden delivery of ICS funded physical activity programme.
14. Deliver our health inequalities project in partnership with our community and continue to work with health to seek funding opportunities and identify ways to maximise the	Cllr Pitt	This action is being delivered as a project overseen by our Major Change Board. As such, the progress update as at the end of Quarter 1 can be found in Appendix C (Projects and Programmes update). See 'Community Health Prevention' under the 'Improving the Happiness and Wellbeing of Residents' outcome.		

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
contribution of our leisure service to health improvements.				

	<h2>Outcome: Keeping people out of crisis</h2> <h3>Activity type: Influence</h3>
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2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
15. Work with partners to explore options as to how we use early warning signs as opportunities to seek to offer support, with a view to preventing needs escalating.	Cllr Pitt	Council Tax pilot working to develop a 'basket of opportunities' approach that can be applied through different mechanisms to different cohorts.	<b>G</b>	Earlier use of support services.
16. Continue to work with statutory partners to secure	Cllr Wakeford	Contacts established to build specification for UK Shared Prosperity Fund (UKSPF)	<b>G</b>	Active travel feasibilities will ensure a pipeline of potential projects if funding becomes available and will

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
improvements to transport options for Huntingdonshire, including active travel.		Programme's Active travel studies (CCC and CPCA).		influence the work of statutory transport partners.
17. Work proactively with partners to promote safety and address issues at the earliest opportunity.	Cllr Pitt	Work still in development.	A	No immediate impact as this work is still in development.




## Outcome: Helping people in crisis

### Activity type: Do


2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
18. Continue to support those impacted via the cost-of-living crisis via a partnership approach which	Cllr Pitt	Via Social Solutions tool, which has now been taken up by the police, and the continued use of the Resident Advice and Information (RAI) team.	G	121 individual people helped through social solutions form since 19/12/2022.

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
seeks to deal with not just the presenting issue, but wherever possible the cause of it.				
19. Continue to support refugees and other guests, seeking to support good community relations and smooth transition into long-term residency or return home.	Cllr Pitt	HDC is supporting Ukrainian families, Afghan entrants to the UK and asylum seekers placed in Huntingdonshire by the Home Office. We work closely with our community and local partners.	G	There are 300+ Ukrainian guests, 8 Afghan families and over 100 asylum seekers within Huntingdonshire. They have been supported well by the District Council and our communities.

	<p><b>Outcome: Helping people in crisis</b></p> <p><b>Activity type: Enable</b></p>
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2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
20. Formally propose to partners that we	Cllr Pitt	Working jointly with Cambridgeshire County Council to explore the broader outcomes model and its	G	No immediate impact as this work is still in development.

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
build financial, social and physical solutions into crisis management. Reducing the likelihood of crises repeating in the future.		suitability to be used as a shared model with the County Council around crisis prevention and a range of other joint devolution projects.		



**Outcome: Helping people in crisis**

**Activity type: Influence**

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
21. Continue to champion WeAreHuntingdonshire.org and other cross cutting sources of information to deliver services that are convenient for the resident rather	Cllr Pitt	Still being used solely to access the Social Solutions tool.	<b>A</b>	Users are able to access the Social Solutions tool within WeAreHuntingdonshire.org to refer people in need of support to our Resident Advice and Information Team.

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
that structured around the organisation delivering them.				
22. Formally engage with relevant stakeholders, residents and businesses to explore how place strategy priorities are transformed into practical delivery.	Cllr Conboy	Action planning sessions have been prioritised and planned, the first two in July - Inclusive Economy and Health Enabled.	G	Sessions have been co-designed with volunteer stakeholders to demonstrate new ways of working.



## Outcome: Improving Housing

### Activity type: Do

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
23. Complete Mid Term Review of the Housing Strategy.	Cllr Wakeford	The Mid Term Review of the Housing Strategy was agreed by Cabinet on the 20th June 2023.	G	The review will enable us to align its housing activities with the Corporate Plan. It

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
The Housing Strategy was completed in 2020, this review will enable us to take into account recent studies of need and Census data.				will also enable us to use the most up to date information and projection of need to inform the housing policy.
24. Adopt First Homes Position Statement. Until the update of the Local Plan is completed it is necessary to complete a position statement on First Homes.	Cllr Wakeford	The First Homes Position Statement was agreed by Cabinet on the 20th June 2023.	<b>G</b>	This enables the Council to influence the delivery of First Homes in the district. Our first site in Spaldwick has had the benefit of this approach and has protected the rented element on site.
25. Adopt new Tenancy Strategy to support people to live healthy and independent lives.	Cllr Wakeford	The Tenancy Strategy will be going through the committee cycle in July 2023.	<b>G</b>	The Strategy will provide guidance on how the Council expect tenancies to be managed in the district and aims to influence Registered Providers (RPs) approach in their tenancy policies.



2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
26. Maximise use of Council owned sites to deliver housing, for example working with the Longhurst Group.	Cllr Wakeford	This action is being delivered as a project overseen by our Major Change Board. As such, the progress update as at the end of Quarter 1 can be found in Appendix C (Projects and Programmes update). See 'Longhurst Contract - HDC Surplus Sites (Affordable Housing)' under the 'Improving Housing' outcome.		



## Outcome: Improving Housing

### Activity type: Enable

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
27. Maintain the level of new housing delivery, which meets the needs of Huntingdonshire residents, including the type of home and tenure (open market and social housing).	Cllr Wakeford	The Council has a strong supply chain of sites delivering affordable housing. We are working with our Registered Providers (RPs) to maximise the number of new homes being delivered this year.	<b>G</b>	This work is delivering a number of 100% Land Led affordable housing sites which are attracting grants, enabling a higher level of social rented homes to be delivered than previously.

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
28. Work in partnership to look at best practice and funding to improve housing conditions, including retrofit programmes in social and private housing.	Cllr Wakeford	Mid Term Review of Housing Strategy was shared with our RP partners including the Action Plan. This includes objectives in relation to this action.	G	Longhurst have been successful in getting grant funding from the Social Housing Decarbonisation Fund, we have also shared information on Salix decarbonisation scheme with our RPs.




## Outcome: Improving Housing

### Activity type: Influence

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
29. Work with Registered Providers to improve conditions in existing accommodation through regeneration schemes.	Cllr Wakeford	Discussions ongoing with Places for People on one potential scheme in Huntingdon.	G	The impact of this opportunity will be that non-decent homes will be removed from stock and also the opportunity to inform the type and size of new homes being delivered to meet need.

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
30. Work with Health and Social Care Providers to explore future models of housing, support and care enabling people to live independently for longer.	Cllr Wakeford	Work continues with Cambridgeshire County Council on the demand for older persons accommodation, including attendance at Housing Board. The review of the Housing Strategy also identifies this as a high priority.	G	Completion of the review of the Housing Strategy has enabled the Council to focus on this area. This work will inform and influence the type of housing brought forward by RPs.



## Outcome: Forward-thinking Economic Growth

### Activity type: Do

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
31. Promote Huntingdonshire as a destination for high value inward investment, prioritising businesses that are proactively reducing their	Cllr Wakeford	The Made in Huntingdonshire campaign commenced in Q4 2022-23. The Invest in Huntingdonshire website promotes the district as an investment location aligned to our priorities. A pipeline of investment enquiries are being worked on.	G	New case studies showcasing innovation and local sector strengths published will attract investment. New investment enquiries include international businesses seeking carbon neutral buildings.

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
carbon emissions. Annual report on activity produced.				
32. Deliver Year 1 of a programme of UKSPF funded business support activities, including Green Business Grants and support for start-ups and small and medium-sized enterprises (SMEs) to grow.	Cllr Wakeford	This action is being delivered as a project overseen by our Major Change Board. As such, the progress update as at the end of Quarter 1 can be found in Appendix C (Projects and Programmes update). See 'UK Shared Prosperity Fund programme' under the 'Forward-Thinking Economic Growth' outcome.		
33. Scope the refresh of the Huntingdonshire Economic Growth Strategy and produce quarterly economic insights report.	Cllr Wakeford	Intelligence and data scoping has commenced to ensure alignment to Local Plan timings. Resource is being scoped to deliver this work.	<b>A</b>	No immediate impact as this work is being planned and scoped.
34. Continue the delivery of the Market Town Programme, including completion of the	Cllr Wakeford	This action is being delivered as a project overseen by our Major Change Board. As such, the progress update as at the end of Quarter 1 can be found in Appendix C (Projects and Programmes update). See 'Market Town Programme' under the 'Forward-Thinking Economic Growth' outcome.		

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
Accelerated Programme, ongoing delivery of Future High Street projects in St. Neots, development of new Retail Hub activity in Ramsey, and delivery of UKSPF funded Vibrant Communities project.				
35. Commence the update to the adopted Local Plan including refreshing the evidence base, starting community engagement and a call for sites.	Cllr Sanderson	This action is being delivered as a project overseen by our Major Change Board. As such, the progress update as at the end of Quarter 1 can be found in Appendix C (Projects and Programmes update). See 'Local Plan' under the 'Forward-Thinking Economic Growth' outcome.		



## Outcome: Forward-thinking Economic Growth

Activity type: Enable

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
36. Work with intermediaries, professional service networks, investors and developers to understand the health of the economy, develop responses and attract investment.	Cllr Wakeford	Work is being scoped to hold quarterly meetings to share and exchange information and receive feedback on local market intelligence. Monthly and regular contact points are ongoing.	G	No immediate impact as this work is being planned and scoped.



## Outcome: Forward-thinking Economic Growth

### Activity type: Influence

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
37. Work with the CPCA and partners to complete a review of the future demand for Further Education (FE) provision in the St. Neots area and development of the Local Skills Implementation Plan, prioritising connections between FE provision and local employers aligned to core growth sectors.	Cllr Wakeford	Amber due to external factors outside HDC's control. This project is behind delivery owing to capacity and resource constraints at the Cambridgeshire and Peterborough Combined Authority. The latest update meeting took place on 19th June 2023.	A	No immediate impact as this work is being planned and scoped.
38. Influence the implementation of the CPCA Economic Growth Strategy and commissioning	Cllr Wakeford	Work has commenced on providing detail of local priorities for the Implementation Plan of the CPCA Economic Growth Strategy. Planned series of meetings with CPCA on	G	No immediate impact as this work is being planned and scoped.



2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
of future business support provision.		upcoming Devolution 2 to inform future priorities and funding opportunities.		
39. Influence delivery of infrastructure including East West Rail, A428, A141 Strategic Outline Business Case and future Transport Strategies.	Cllr Wakeford	Continued participation at the Strategic Stakeholder Board. Amber due to Transport Action Network's (TAN) challenge (external factor outside HDC's control). In May it was confirmed the Court of Appeal refused TAN's application to appeal the refusal of permission for a Judicial Review of the Secretary of State's decision to grant the A428 Development Consent Order.	A	No immediate impact. This is a long term project over multiple years.




## Outcome: Lowering our Carbon Emissions

### Activity type: Do

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
40. Review our assets to improve energy efficiency and reduce the	Cllr Davenport-Ray	Linked to the Council's Energy Strategy, this will inform our strategy.	G	Evidence based strategy will deliver a plan to continue to reduce the Council's emissions.

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
carbon impact of our buildings.				
41. Deliver Fleet Review Plan for lower carbon alternatives for service delivery.	Cllr Davenport-Ray	Expert support commissioned to support our fleet plans to transition to lower carbon (including the case for Hydrotreated Vegetable Oil).	G	Fuel use is a significant contributor to HDC's carbon emissions. This 'do' action is expected to result in lower carbon emissions from vehicle-based activities such as waste collection.
42. Deliver Energy Strategy.	Cllr Davenport-Ray	Two alternative suppliers evaluated to progress work. Support to apply for further decarbonisation funding.	G	Demonstrating a clear accountable energy strategy will deliver our carbon targets and demonstrate good practice.
43. Establish Climate Conversation to openly account against the Climate Action Plan, listen to feedback from local people, evaluate priorities, develop actions towards Environmental Innovation (Place Strategy).	Cllr Davenport-Ray	Climate Conversation Week planned with dates set and support to run engagement procured.	G	Demonstrating our progress, engaging with our communities across Huntingdonshire will inform/influence decisions that reduce carbon emissions.

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
44. Review Local Plan (ensuring plan for Biodiversity Net Gain referencing the National Planning Policy Framework).	Cllr Davenport-Ray	This action is being delivered as a project overseen by our Major Change Board. As such, the progress update as at the end of Quarter 1 can be found in Appendix C (Projects and Programmes update). See 'Local Plan' under the 'Forward-Thinking Economic Growth' outcome.		




## Outcome: Lowering our Carbon Emissions

### Activity type: Enable

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
45. Deliver Electric Vehicle Charging Strategy.	Cllr Davenport-Ray	Scope agreed by Climate Working Group (Scrutiny Panel). Survey launched 6th June. Rural Fund secured up to £325k to support rural charging based on strategy in 24/25.	<b>G</b>	Identifying HDC's role within the Electric Vehicle charging infrastructure market will enable us to support communities within this remit when opportunities arise.
46. Pilot Community Carbon Reduction Plans.	Cllr Davenport-Ray	Work completed with Anglia Ruskin University to explore models of community influence.	<b>G</b>	Identifying the practical information that will support carbon reduction plans at a Parish community level.

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
47. Deliver Biodiversity for All (2023-2025) to enable community action and support green skills development.	Cllr Davenport-Ray	This action is being delivered as a project overseen by our Major Change Board. As such, the progress update as at the end of Quarter 1 can be found in Appendix C (Projects and Programmes update). See 'Biodiversity for All' under the 'Lowering our Carbon Emissions' outcome.		
48. Commission Active Travel Studies (UKSPF) to influence/inform future investment priorities.	Cllr Wakeford	This action is being delivered as a project overseen by our Major Change Board. As such, the progress update as at the end of Quarter 1 can be found in Appendix C (Projects and Programmes update). See 'UK Shared Prosperity Fund programme' under the 'Forward-Thinking Economic Growth' outcome.		



## Outcome: Lowering our Carbon Emissions

### Activity type: Influence

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
49. Develop the Council's procurement rules to further embed social and	Cllr Mickelburgh	Additional resource recruited to Procurement to provide capacity for service manager to review and develop policies.	A	Capacity identified.

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
environmental value.				
50. Expand the current Green Business Awards Scheme, celebrating best practice and sharing knowledge.	Cllr Davenport-Ray	Scoping with Cambridge City Council and Economic Development to identify best practice.	G	Shaping the scheme to best engage and influence emissions from businesses.
51. Deliver Huntingdonshire Plan for Nature and contribute to the Local Nature Recovery Strategy to guide greater biodiversity and nature restoration in the district.	Cllr Davenport-Ray	Draft specification in discussion with the Wildlife Trust to commission the work this year.	G	The work will identify priority opportunities for increased carbon sequestration through increased quality and quantity of habitat.



## Outcome: Delivering good quality, high value-for-money services

### Activity type: Do

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
52. Refresh our Commercial Investment strategy to develop proposals for future strategic investments.	Cllr Mickelburgh	Strategic Estates Manager vacancy filled.	G	Subject matter expert available in house to guide Commercial Investment Strategy (CIS) refresh and development.
53. Deliver a renewed Workforce Strategy to prepare the Council for the changing skills needed in our future workforce and to ensure that we can continue to attract, retain and nurture talent.	Cllr Hassall	Project scoped, timeline developed, project promoted and officer being recruited.	G	The work will ensure that the strategy is scoped correctly and meets all targets set with a dedicated resource.
54. Refresh of operational performance management to	Cllr Ferguson	Review of targets and intervention levels completed and reported to Overview and Scrutiny (Performance & Growth) Panel in June. New public	G	Improved reporting, targets and intervention levels are enabling us to identify earlier where services

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
deliver improvement and provide consistent and transparent tracking of what we do and how we do it.		report format developed to allow more focus on the impact our work is having on achieving outcomes.		require support to meet expected standards or cope with increased demand.
55. Undertake Customer Services improvement programme to ensure that our customers are always at the heart of what we do.	Cllr Ferguson	This action is being delivered as a project overseen by our Major Change Board. As such, the progress update as at the end of Quarter 1 can be found in Appendix C (Projects and Programmes update). See 'Customer Services Improvement Programme' under the 'Delivering good quality, high value-for-money services' outcome.		
56. Deliver the Council Tax Support project to ensure we offer the best support to those that need it.	Cllr Ferguson	This action is being delivered as a project overseen by our Major Change Board. As such, the progress update as at the end of Quarter 1 can be found in Appendix C (Projects and Programmes update). See 'Council Tax Support Scheme Review' under the 'Delivering good quality, high value-for-money services' outcome.		
57. Ensure that the Additional Funding for Energy Bill Rebate is delivered to those who are eligible.	Cllr Ferguson	This action is being delivered as a project overseen by our Major Change Board. As such, the progress update as at the end of Quarter 1 can be found in Appendix C (Projects and Programmes update). See 'Additional Funding for Energy Bill Rebate' under the 'Delivering good quality, high value-for-money services' outcome.		



2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
58. Undertake the Development Management Improvement programme to improve the performance of the planning service.	Cllr Sanderson	This action is being delivered as a project overseen by our Major Change Board. As such, the progress update as at the end of Quarter 1 can be found in Appendix C (Projects and Programmes update). See 'Planning Improvement programme' under the 'Delivering good quality, high value-for-money services' outcome.		
59. Implement the review of the collection of Green waste and develop proposals for the collection of food waste.	Cllr Taylor	This action is being delivered as a project overseen by our Major Change Board. As such, the progress update as at the end of Quarter 1 can be found in Appendix C (Projects and Programmes update). See 'Green Bins Project' under the 'Delivering good quality, high value-for-money services' outcome.		
60. Progress delivery of Civil Parking Enforcement across the District to enforce on-street parking activity.	Cllr Taylor	This action is being delivered as a project overseen by our Major Change Board. As such, the progress update as at the end of Quarter 1 can be found in Appendix C (Projects and Programmes update). See 'Civil Parking Enforcement' under the 'Delivering good quality, high value-for-money services' outcome.		
61. Deliver the enhancement of visitor facilities at Hinchingsbrooke Country Park.	Cllr Taylor	This action is being delivered as a project overseen by our Major Change Board. As such, the progress update as at the end of Quarter 1 can be found in Appendix C (Projects and Programmes update). See 'Hinchingsbrooke Country Park' under the 'Delivering good quality, high value-for-money services' outcome.		

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
62. Upgrade path and cycleways at Riverside Park St. Neots.	Cllr Taylor	This action is being delivered as a project overseen by our Major Change Board. As such, the progress update as at the end of Quarter 1 can be found in Appendix C (Projects and Programmes update). See 'Riverside Park St. Neots' under the 'Delivering good quality, high value-for-money services' outcome.		



## Outcome: Delivering good quality, high value-for-money services

### Activity type: Enable

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
63. Do these things well to enable local people to thrive and take new opportunities.	Cllr Ferguson	This action refers to a range of identified projects. Overall progress on these is good and is reported to Members in the quarterly report.	G	All of the projects are focused on our outcomes, with delivery driving achievement and each project specifying the benefits they will create.
64. Enable our outstanding volunteers in our parks, nature reserves and elsewhere to continue to improve the quality of those spaces.	Cllr Taylor	Volunteer base maintained.	G	Maintaining active volunteer base and encouraging participation supports health and well-being of those volunteering and provides opportunities for co-design of service provision.



## Outcome: Delivering good quality, high value-for-money services

### Activity type: Influence

2023/24 Actions	Portfolio Holder	Progress Update at Quarter 1	Status	Impact as a Result of Action
65. Our well-run Council will act as a model for our peers.	Cllr Conboy	The Council continues, where it can, to participate in formal benchmarking with other Councils. In Q1 we also hosted a Town & Parish forum which focused on a number of key areas.	G	By benchmarking we can establish performance against others (e.g. our Council Tax collection rate is top quartile nationally). The Town & Parish session focused on the HDC priorities, Place Strategy, Health initiatives and Biodiversity as well as an update on Planning.

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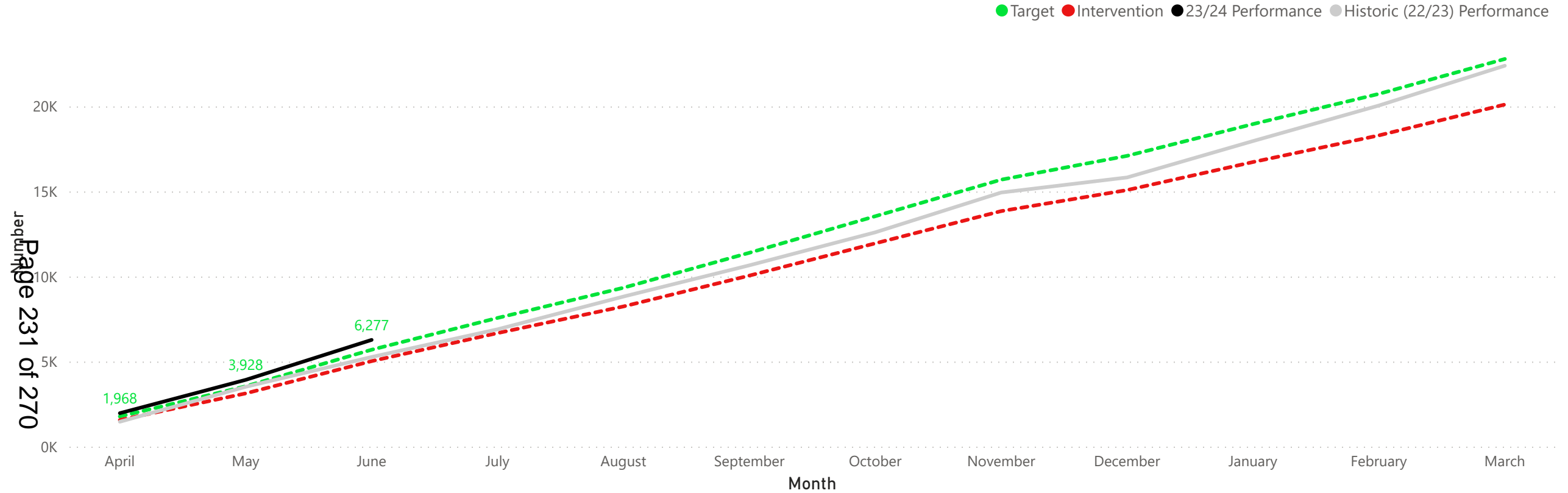
# Appendix B: Operational Performance Measure Graphs, Quarter 1, 2023/24



Improving the happiness and wellbeing of residents	Latest Status	Outturn Status
PI1a Number of attendances at One Leisure Active Lifestyles programmes	G	G
PI1b Number of attendances at Sports Development activities and programmes	G	G
PI2 Number of One Leisure Facilities admissions – swimming, Impressions, fitness classes, sports hall and pitches (excluding Burgess Hall and school admissions)	A	A
Keeping people out of crisis	Latest Status	Outturn Status
PI3 The number of residents enabled to live safely at home and prevented from requiring care or a prolonged stay at hospital due to a Disabled Facilities Grant (DFG)	R	G
PI4 Average time (in weeks) between date of referral and practical completion of jobs funded through Disabled Facilities Grants	A	A
PI5 Average number of days to process new claims for Housing Benefit and Council Tax Support	A	G
PI6 Average number of days to process changes of circumstances for Housing Benefit and Council Tax Support	A	G
PI7 Number of homelessness preventions achieved	G	G
PI8 Number of households housed through the housing register and Home-Link scheme	G	G
Helping people in crisis	Latest Status	Outturn Status
PI9 Number of households in Temporary Accommodation (snapshot at end of each period)	G	G
Improving Housing	Latest Status	Outturn Status
PI10 Net change in number of homes with a Council Tax banding	G	G
PI11 Number of new affordable homes delivered (reported quarterly only)	A	G
PI12 Percentage of planning applications processed on target – major (within 13 weeks or agreed extended period)	G	G
PI13 Percentage of planning applications processed on target – minor or other (within 8 weeks or agreed extended period)	G	G
PI14 Percentage of planning applications processed on target – household extensions (within 8 weeks or agreed extended period)	G	G
PI15 Number of planning applications over 26 weeks old where there is no current extension of time in place (total at end of each period)	G	G
Lowering our carbon emissions	Latest Status	Outturn Status
PI16 Efficiency of vehicle fleet driving – Energy Efficient Driving Index score for the Waste service	G	G
Delivering good quality, high value-for-money services	Latest Status	Outturn Status
PI17a Percentage of household waste reused/recycled/composted	G	G
PI17b Collected household waste per person (kilograms)	A	G
PI18 Percentage of sampled areas which are clean or predominantly clean of litter, detritus, graffiti, flyposting, or weed accumulations	G	G
PI19 Number of missed bins	G	G
PI20 The number of programmed food safety inspections undertaken	G	G
PI21 Percentage of calls to Call Centre answered	A	G
PI22 Average wait time for customers calling the Call Centre	G	G
PI23 Council Tax collection rate	G	G
PI24 Business Rates collection rate	G	G
PI25 Staff sickness days lost per full time equivalent (FTE) (Rolling 12 month total)	G	G
PI26 Staff turnover (Rolling 12 month total)	G	G

## Outcome: Improving the happiness and wellbeing of residents

PI 1a. Number of attendances at One Leisure Active Lifestyles programmes



Latest commentary from service:

Q1 has been very busy with Business as Usual and new projects/programmes coming on-line. Group classes continue to go from strength to strength; 16 new sessions or courses have started in Q1. Beginners Pilates for Men has been really successful as a short six week course and will now convert to a sustainable class. Reporting has been affected by the same delays as One Leisure Facilities (see below). A provisional total has been provided until final figures can be confirmed. This is currently indicating performance is 10% above target and over 1,000 more attendances in Q1 than in the same quarter last year.

Latest year-end forecast:

24,000

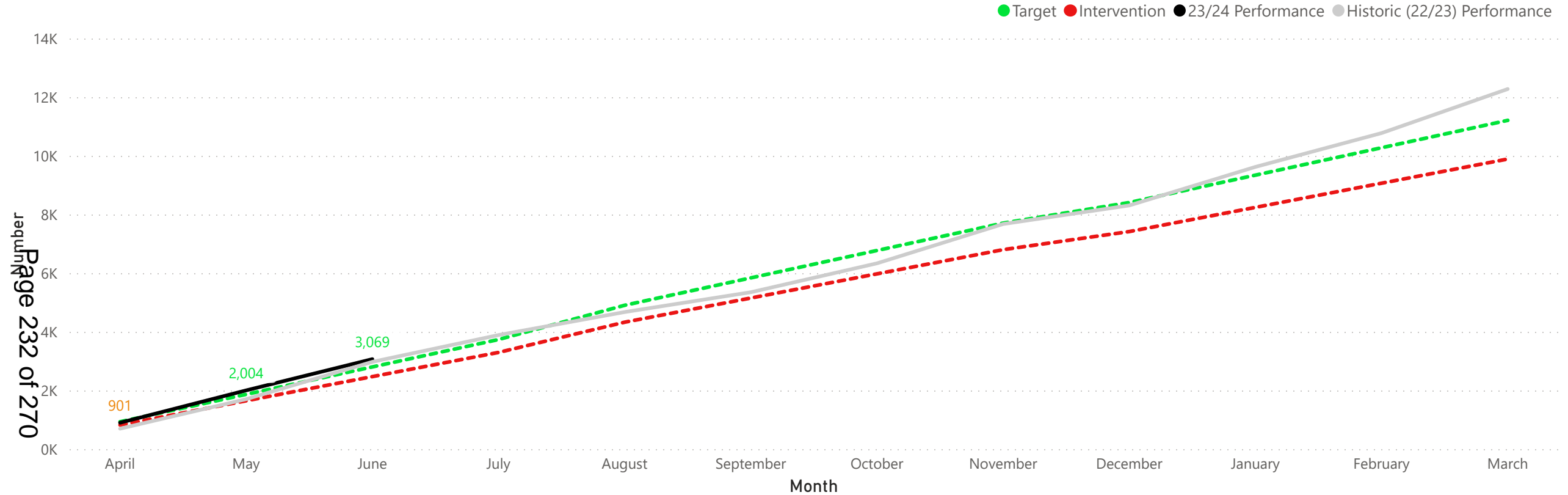
Latest projected outturn status:

G



# Outcome: Improving the happiness and wellbeing of residents

## PI 1b. Number of attendances at Sports Development activities and programmes



### Latest commentary from service:

Although operating with reduced resources and with some sessions being postponed, the sessions running have been popular and number of attendances are positive. The Walking Sports programmes in May had particularly good numbers for the month. Performance is 9.5% above target and attendances are higher than in Q1 last year.

### Latest year-end forecast:

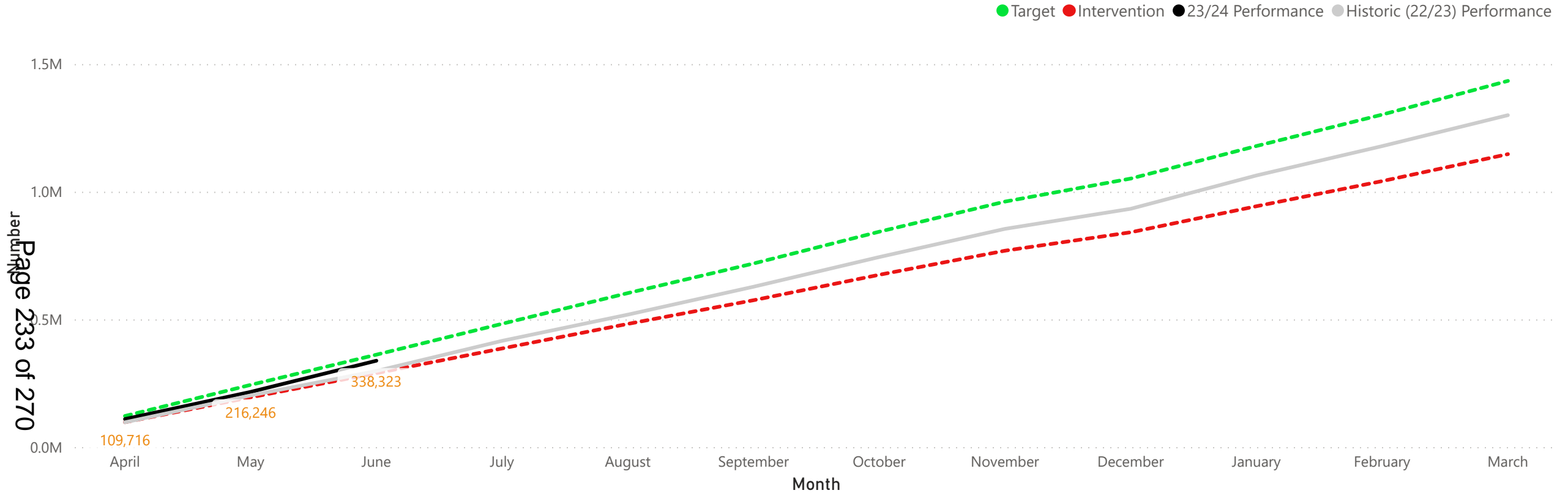
12,100

### Latest projected outturn status:

G

## Outcome: Improving the happiness and wellbeing of residents

PI 2. Number of One Leisure Facilities admissions - swimming, Impressions, fitness classes, sports hall and pitches (exc Burgess Hall & school admissions)



Latest commentary from service:

Performance at the end of Q1 was 6.5% below the higher target set this year and we are projecting that admissions will finish 2% below the year-end target. Despite this, attendances remain higher than achieved in 2022/23. Forthcoming service disruptions to be aware of at St Ives are the resurface of the Hockey astro and Football 3G pitches- both pitches will be out of use for August to the end of September.

Latest year-end forecast:

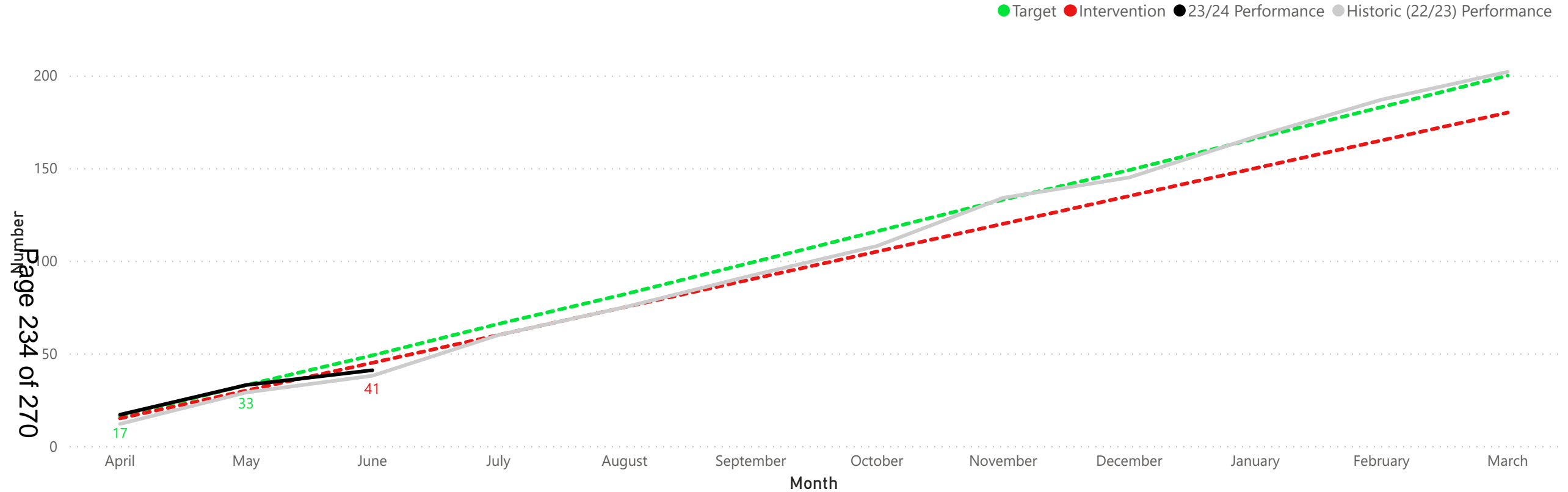
1,405,895

Latest projected outturn status:

A

## Outcome: Keeping people out of crisis

PI 3. The number of residents enabled to live safely at home and prevented from requiring care or a prolonged stay in hospital due to a Disabled Facilities Grant (DFG)



Latest commentary from service:

The performance reported relates to completed adaptations. While below target at the end of Q1, the number completed remains higher than the 38 completed in Q1 last year. A similar dip in completions was seen last June and there have been 53 new cases approved to the end of June so the service is reporting that performance is on track to achieve the year-end target.

Latest year-end forecast:

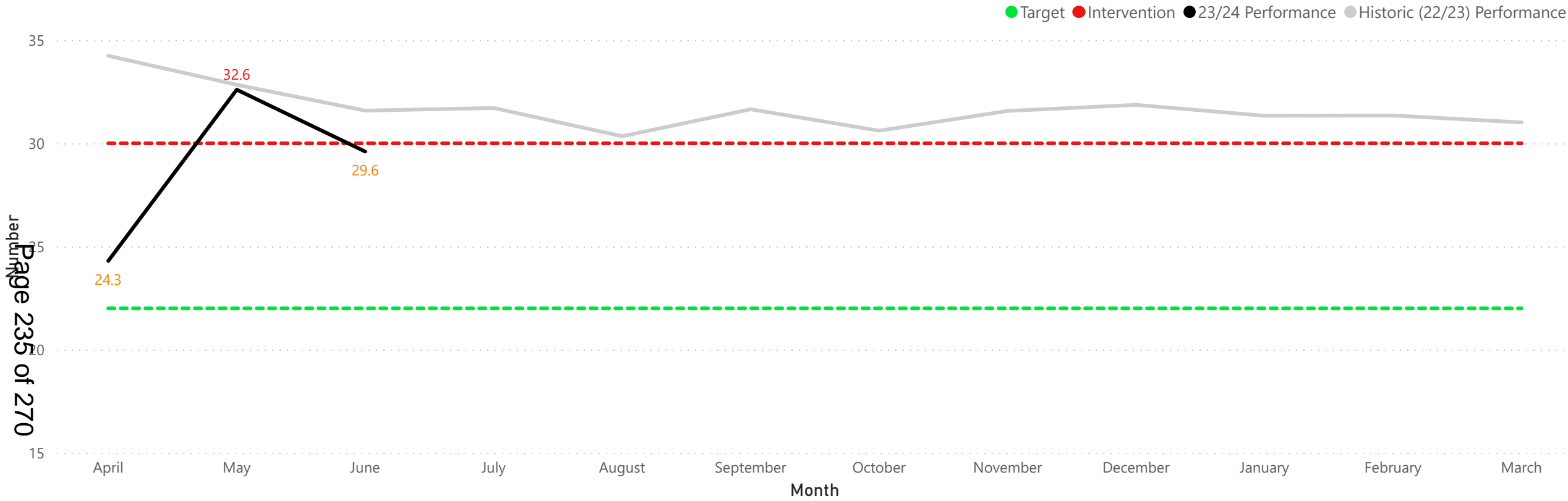
200

Latest projected outturn status:

G

Outcome: Keeping people out of crisis

PI 4. Average time (in weeks) between date of referral and practical completion of jobs funded through Disabled Facilities Grants



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Latest commentary from service:

Performance is better than reported at this point last year but the average time taken exceeds the 22 weeks target and is only just below the intervention level at the end of Q1. The average time taken has been affected by an issue with how long Places for People have been taking to provide consent for adaptations. This issue has been resolved through SLT intervention since the end of Q1 but will continue to dramatically influence the time taken as previous referrals counted after completion throughout the remainder of the year are likely to include this delay.

Latest year-end forecast:

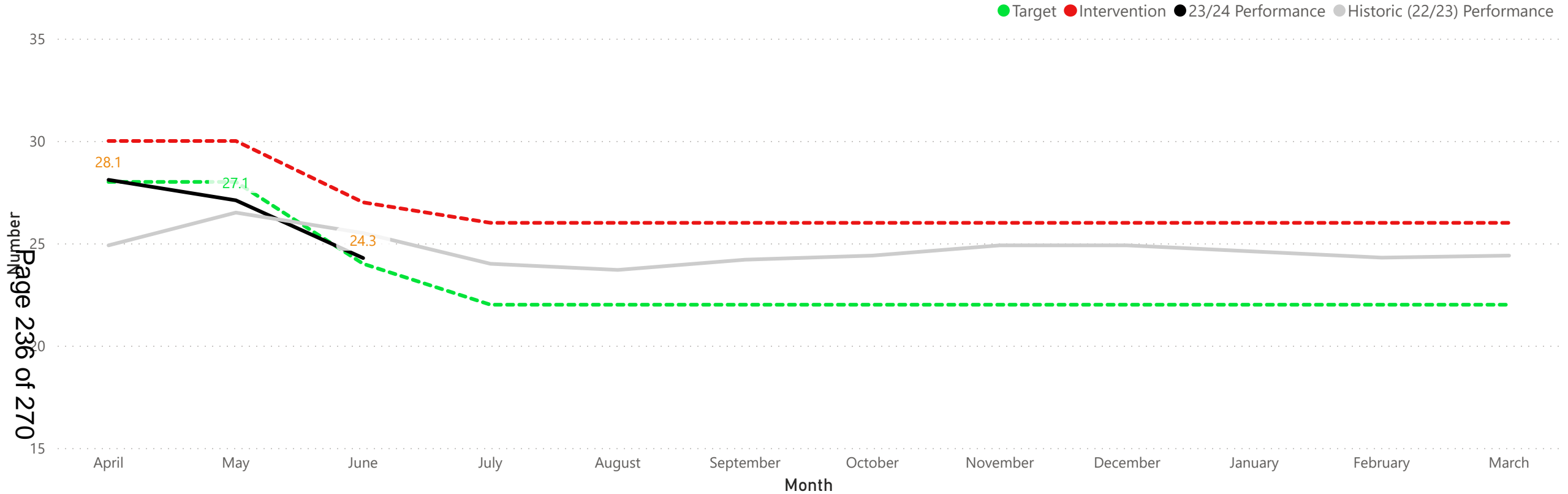
30

Latest projected outturn status:

A

# Outcome: Keeping people out of crisis

PI 5. Average number of days to process new claims for Housing Benefit and Council Tax Support



Latest commentary from service:

Whilst the outturn figure is just 0.3 over the 24 day target, actual performance in June was 18.3 days and reflects a significant improvement on the previous month. Performance at the end of Q1 is also better than the 25.5 days recorded at the same point last year. This is partially due to changes implemented by the team following a review of current processes. A combination of the seasonal increase in work volumes, more data being received via Universal Credit and the complexity of claims assessment increasing as more straightforward cases are now managed by the DWP are all contributing factors which make assessment targets more challenging. However, the service is forecasting that performance will be at the target level by the year end.

Latest year-end forecast:

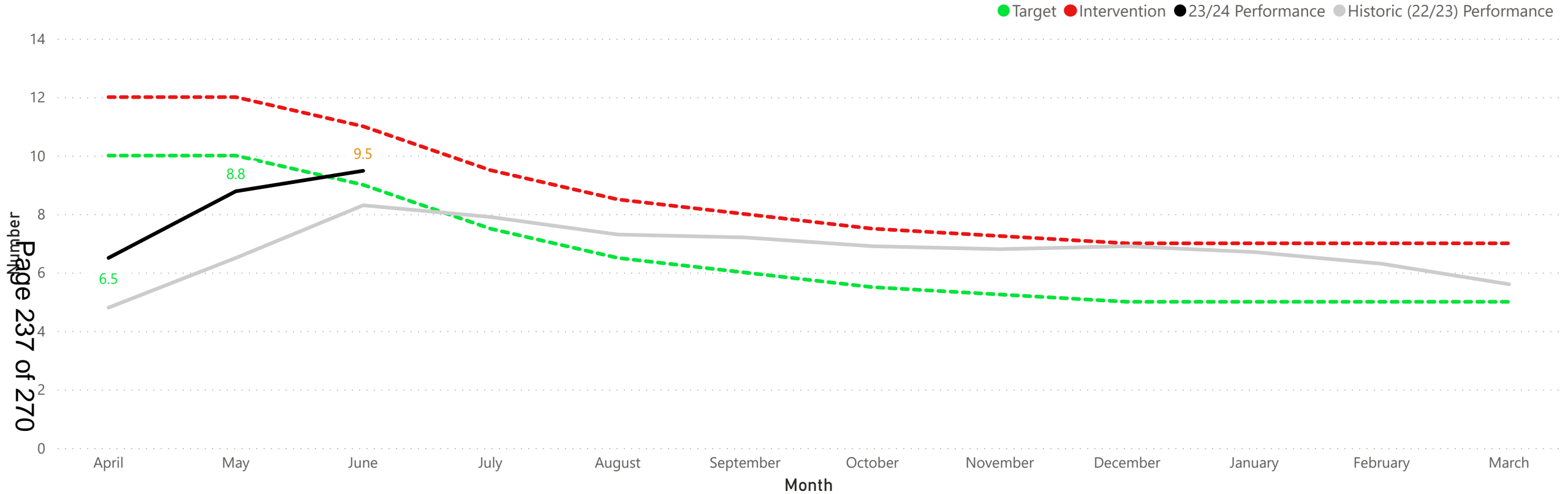
22

Latest projected outturn status:

G

## Outcome: Keeping people out of crisis

PI 6. Average number of days to process changes of circumstances for Housing Benefit and Council Tax Support



**Latest commentary from service:**

While outturn at the end of June is over target, and higher than at the end of June last year, the actual performance during the month of June was almost 1 day lower than during the month of May. A combination of the seasonal increase in work volumes, more data being received via Universal Credit and the complexity of claims assessment increasing as more straightforward cases are now managed by the DWP, are all contributing factors.

The team are currently reviewing processes and have identified areas where changes can be implemented immediately to mitigate the impact as we look to improve performance. Work around automation of processes is also underway and the service is forecasting that it can achieve the target for the year.

**Latest year-end forecast:**

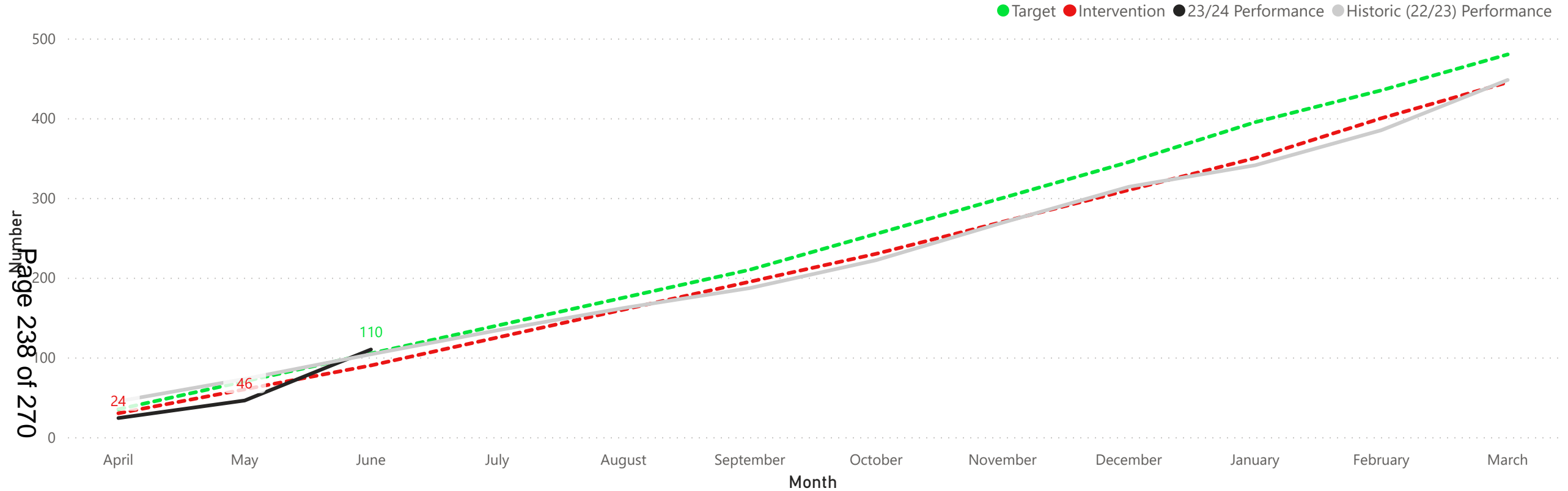
5

**Latest projected outturn status:**

G

# Outcome: Keeping people out of crisis

## PI 7. Number of homelessness preventions achieved



### Latest commentary from service:

The number of successful homelessness preventions fluctuates throughout the year depending on the rate of homelessness presentations and the opportunity to intervene in a timely way to reach a successful outcome. The fluctuation is highlighted in the 'Red' performance shown for April and May, while a particularly high number of preventions in June brought performance above target and to a higher level than reported at the end of Q1 last year. The figure is considered in combination with PI 9 showing the number of households in temporary accommodation (TA) which indicated that we are not losing opportunities to intervene, which might result in the numbers in TA increasing.

### Latest year-end forecast:

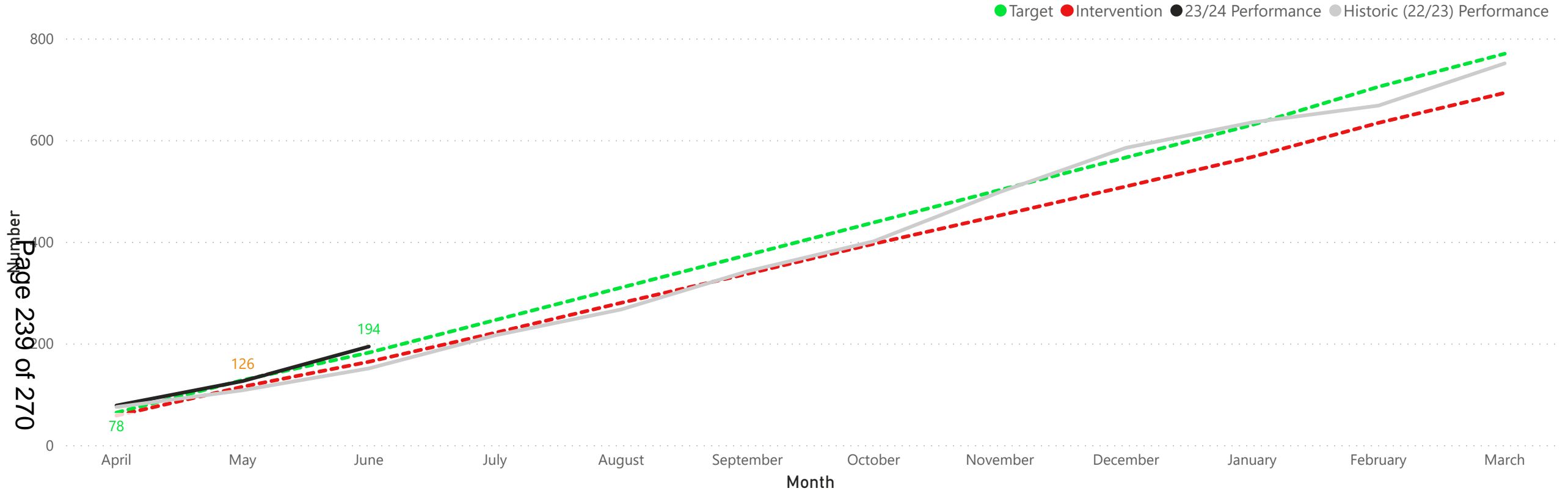
480

### Latest projected outturn status:

G

## Outcome: Keeping people out of crisis

PI 8. Number of households housed through the housing register and Home-Link scheme



### Latest commentary from service:

The number of households housed will vary from month to month depending on the number of vacancies arising within existing social rented stock plus the additional units that are delivered through the new build programme.

This variance is seen in the 'Amber' status reported in May before a higher number housed in June brought performance back above target and well above the 151 housed in Q1 last year. Our current forecast is that we are still on target to meet the figure of 770 housed in the year.

### Latest year-end forecast:

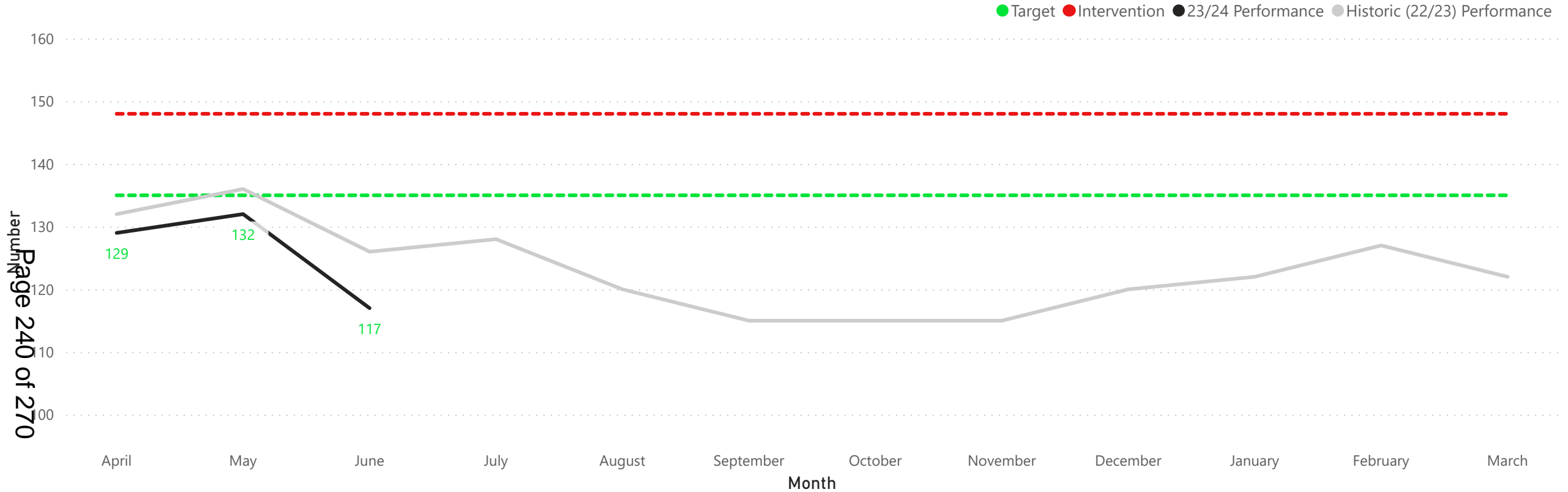
**770**

### Latest projected outturn status:

**G**



PI 9. Number of households in Temporary Accommodation



Latest commentary from service:

The number of households in temporary accommodation (TA) at any one time will depend upon the number of homelessness presentations to the council, how successful we are at preventing homelessness wherever possible and our ability to move households through TA into settled housing solutions as quickly as possible. Given the current combination of these factors, we are aiming to hold the maximum number of households in TA as 135 at any one time. The figure at end of Q1 dropped to 117 due to several households signing up for newbuild tenancies towards the end of the month. So far the number in TA has been lower than the number reported in 2022/23 at the end of each month of the new municipal year.

Latest year-end forecast:

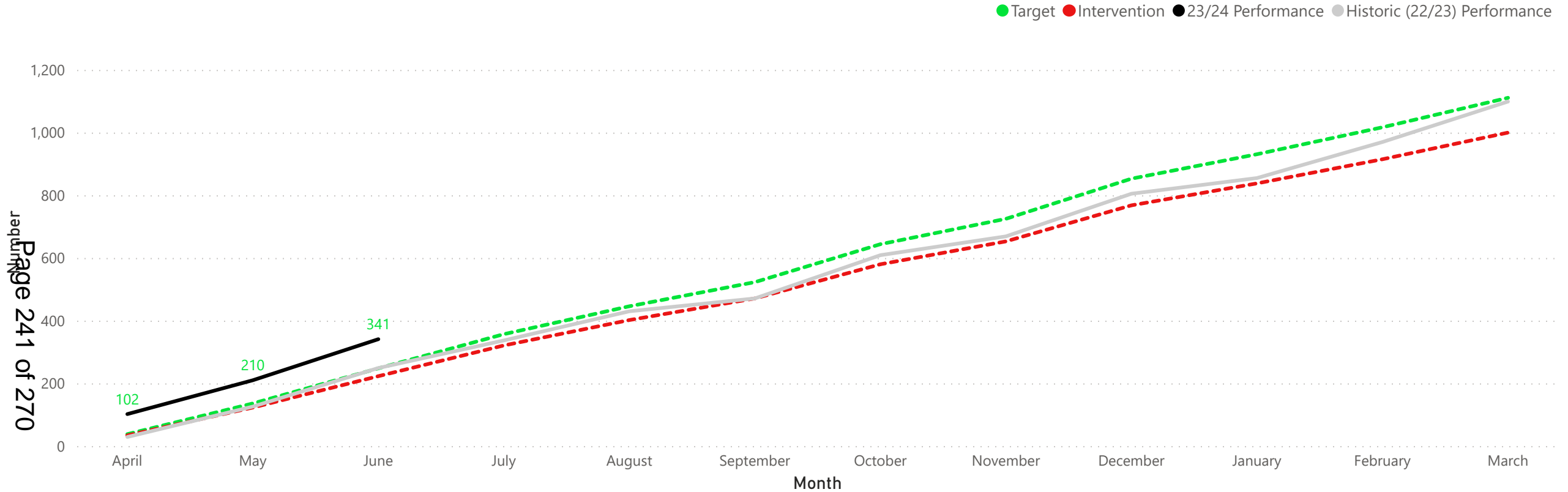
135

Latest projected outturn status:

G

# Outcome: Improving housing

PI 10. Net change in number of homes with a Council Tax banding



Latest commentary from service:

There were an additional 341 homes with a Council Tax banding on 29 June 2023 than recorded at 29 March 2023. This is above our target line (modelled on patterns seen in recent years) and is over a third higher than the increase in homes with a Council Tax banding in Q1 last year, indicating that this indicator is currently on track to exceed the year end target.

Latest year-end forecast:

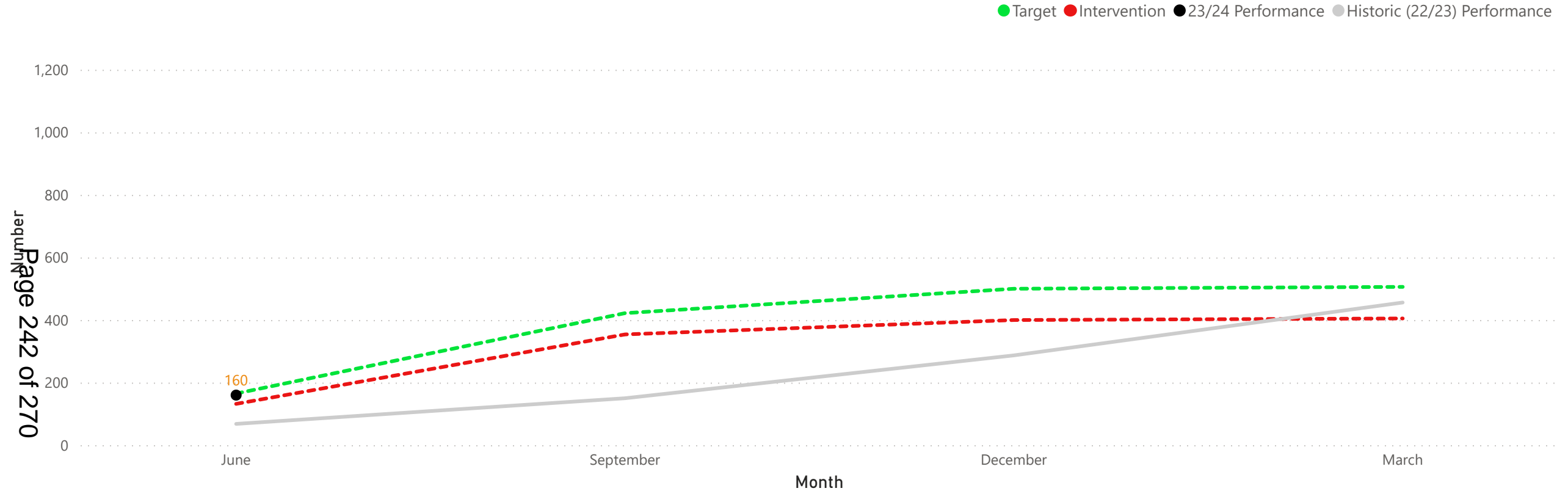
1,111

Latest projected outturn status:

G

## Outcome: Improving housing

PI 11. Number of new affordable homes delivered (updated quarterly only)



**Latest commentary from service:**

Performance to June (160) is slightly lower than forecast (165) but is within tolerance and is significantly higher than the 68 delivered by the end of Q1 last year. There is potential to increase outturn beyond the 506 forecast but a significant number are towards the end of the year and may slip to next year. As noted in the recent report to O&S on Corporate Plan targets, past data shows significant variance from the Registered Providers' forecasts is common (both up and down) but this remains the best indicator of how many affordable homes will be delivered and our Housing Policy and Enabling Officer continues to work closely with Registered Providers.

**Latest year-end forecast:**

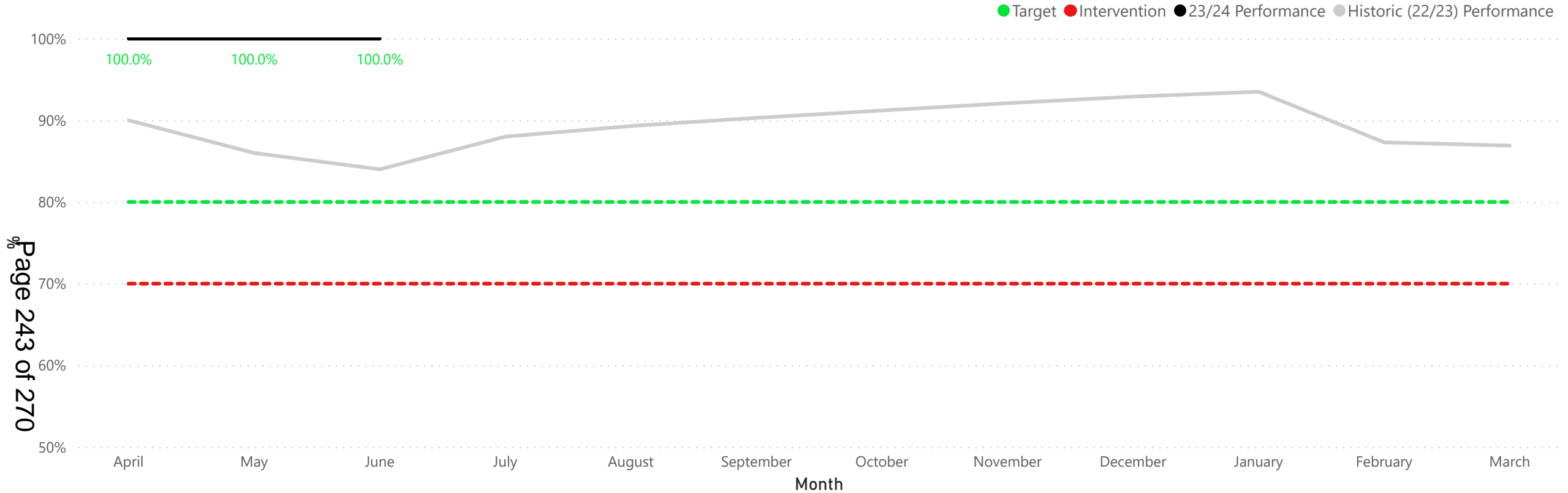
**506**

**Latest projected outturn status:**

**G**

## Outcome: Improving housing

PI 12. Percentage of planning applications processed on target – major (within 13 weeks or agreed extended period)



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**Latest commentary from service:**

Five Major applications have now been determined over the year and all have been processed within time or agreed extensions of time. As this number remains low, the possibility of volatility in this performance indicator remains but performance to the end of Q1 is higher than the 90% achieved in Q1 last year and the service is forecasting that they will meet or exceed the performance target.

**Latest year-end forecast:**

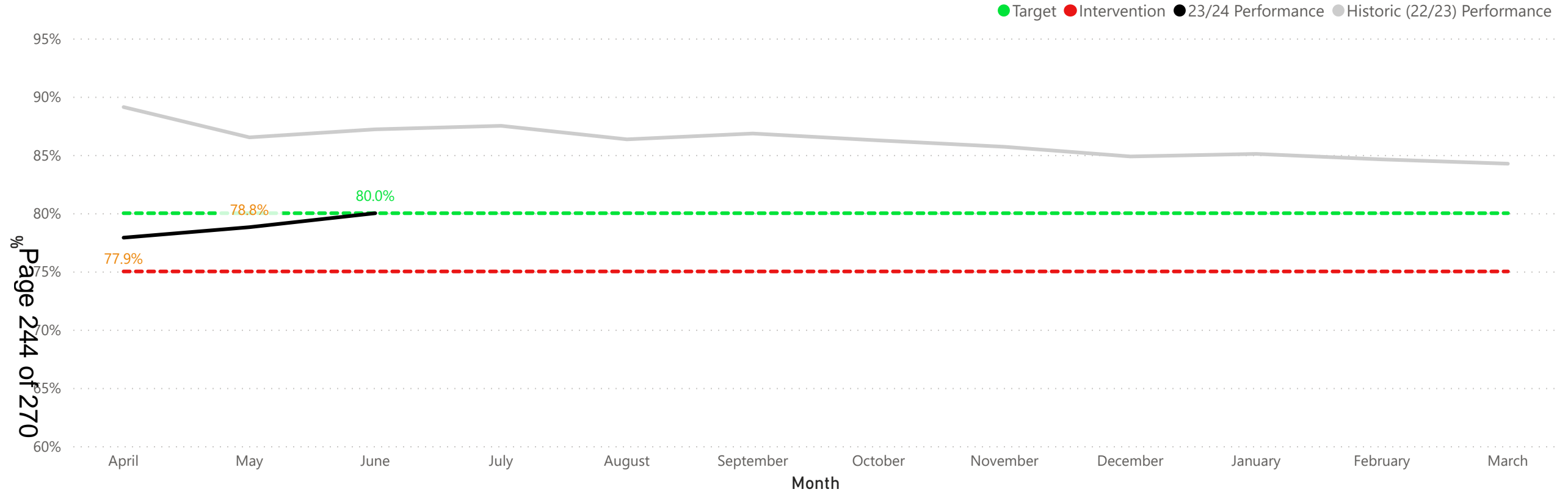
**85.0%**

**Latest projected outturn status:**

**G**

## Outcome: Improving housing

PI 13. Percentage of planning applications processed on target – minor or other (within 8 weeks or agreed extended period)



**Latest commentary from service:**

While results so far are lower than achieved during Q1 last year, continued improvement in performance on minor and other applications during June has raised the year to date performance to the target level and the service is forecasting that they will exceed the target at the year end. Reduction of the backlog has been an important factor in improving this performance, as shown in the figures reported for PI 15.

**Latest year-end forecast:**

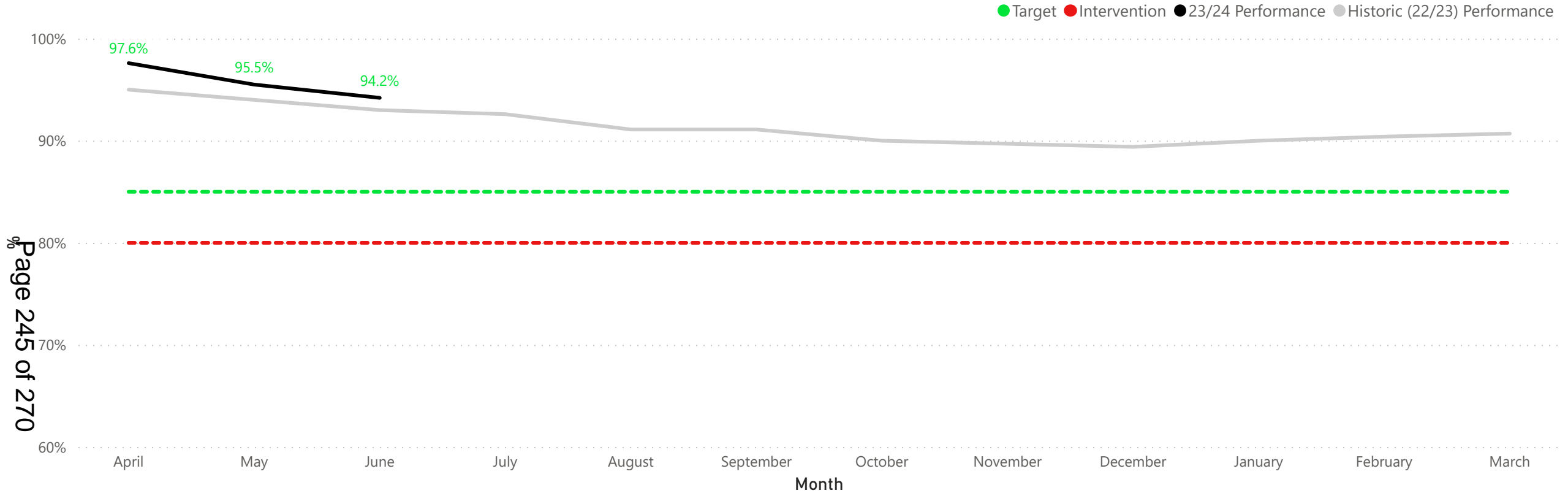
**82.0%**

**Latest projected outturn status:**

**G**

## Outcome: Improving housing

PI 14. Percentage of planning applications processed on target – household extensions



Latest commentary from service:

Performance throughout Q1 has remained well above target and results are higher than last year's results (93% at the end of Q1 2022/23). The service is currently forecasting year-end performance of 90% against the 85% target but will continue to monitor performance closely.

Latest year-end forecast:

90.0%

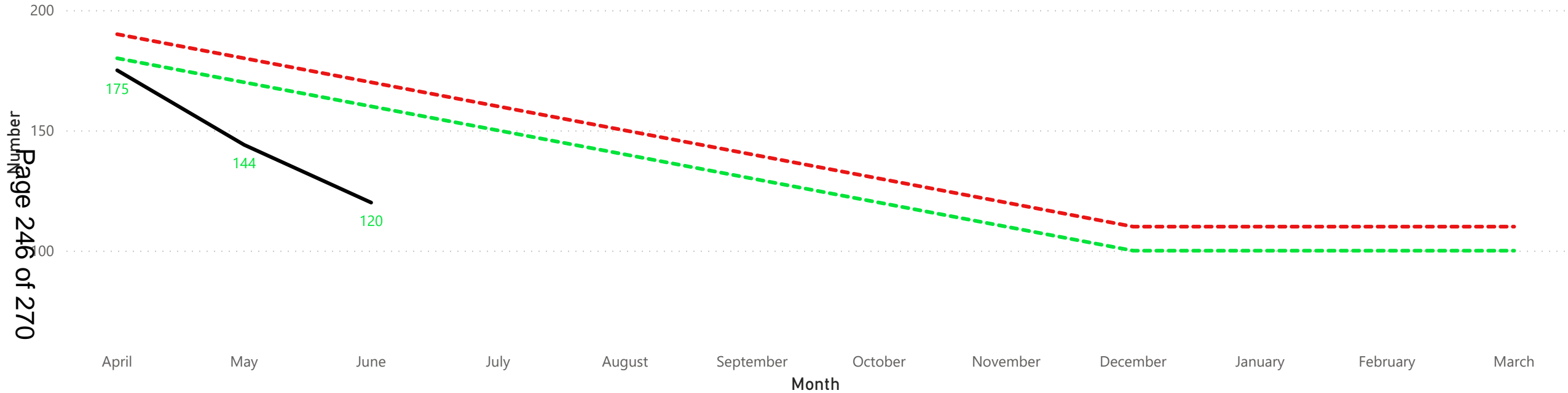
Latest projected outturn status:

**G**

## Outcome: Improving housing

PI 15. Number of planning applications over 26 weeks old where there is no current extension of time in place

● Target ● Intervention ● 23/24 Performance



Latest commentary from service:

Continued efforts to proactively manage cases and reduce the backlog are reflected in the reduction of cases that are over 26 weeks old without an extension of time. At the end of Q1, progress with the number of these cases was ahead of schedule by over four months and the service is on track to reduce the number to the target level of 100 or below from the end of Q3.

Latest year-end forecast:

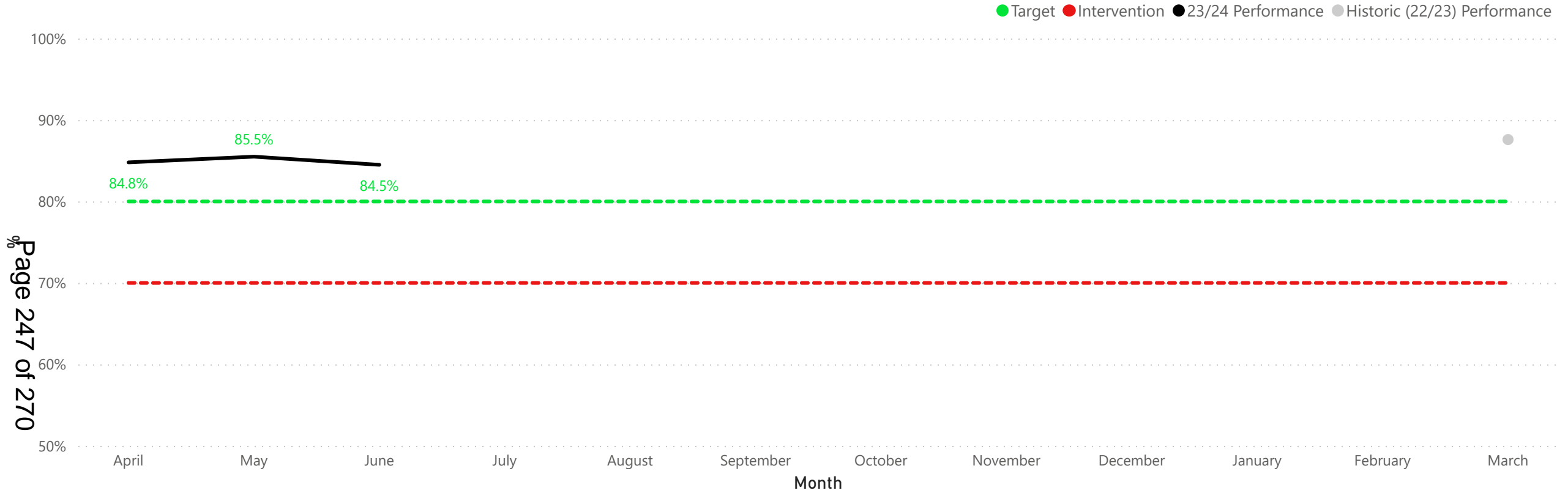
100

Latest projected outturn status:

**G**

# Outcome: Lowering our carbon emissions

PI 16. Efficiency of vehicle fleet driving – Energy Efficient Driving Index score for the Waste service



Latest commentary from service:

Driver's scores are monitored and used to assess individual performance. Any issues are highlighted to drivers and resolutions put in place. Performance is above target and forecast to remain 'Green' this year.

Latest year-end forecast:

80.0%

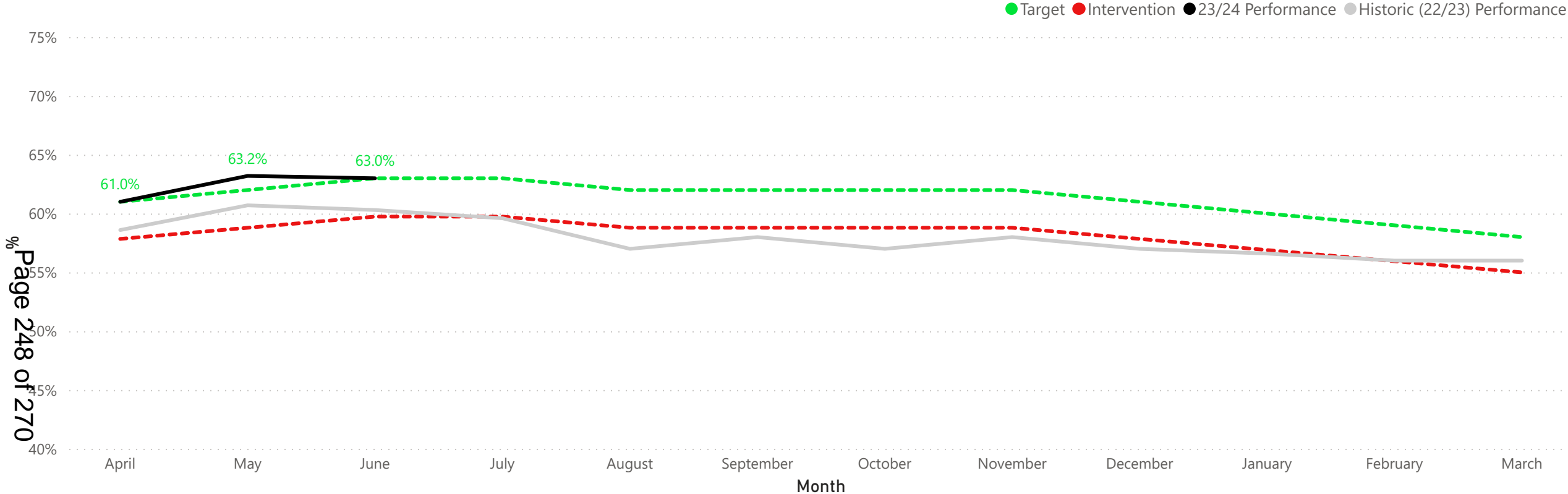
Latest projected outturn status:

**G**



**Outcome: Delivering good quality, high value-for-money services**

PI 17a. Percentage of household waste reused/recycled/composted



Latest commentary from service:

Performance is on target at the end of Q1 and on track to achieve the year end target. The percentage of household waste reused/recycled/composted is 2.7 percentage points higher than at the same time last year, largely due to an increase in the tonnage of organic waste collected (up by over a quarter compared to the same period last year).

Latest year-end forecast:

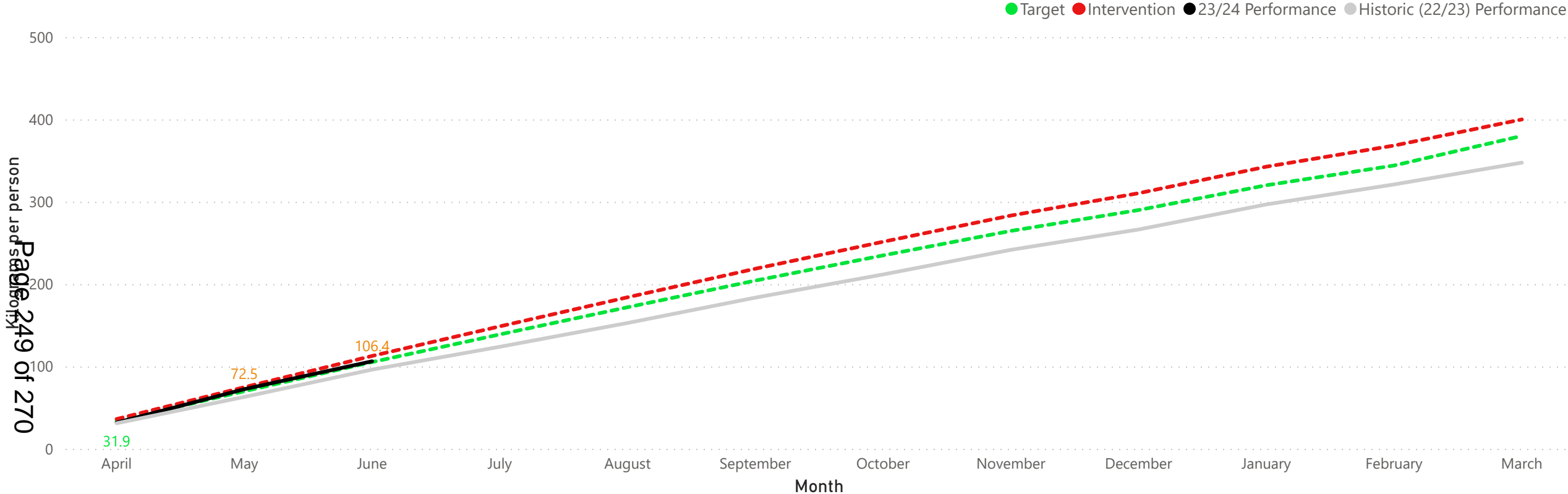
58.0%

Latest projected outturn status:

G

Outcome: Delivering good quality, high value-for-money services

PI 17b. Collected household waste per person (kilograms)



Latest commentary from service:

The latest figure is around 9% higher than last year due to an increase in organic waste collected (linked to the dry and hot conditions last year). While slightly over target at this stage, the service is currently forecasting that the total amount collected this year will come in on target.

Latest year-end forecast:

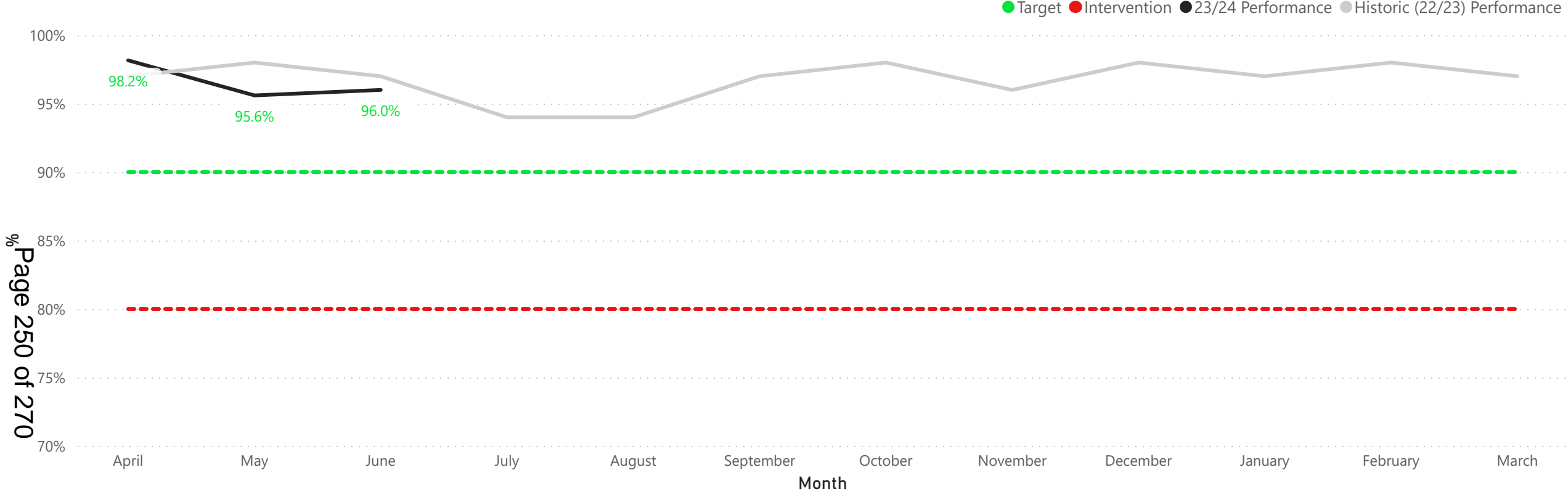
380

Latest projected outturn status:

G

**Outcome: Delivering good quality, high value-for-money services**

PI 18. Percentage of sampled areas which are clean or predominantly clean of litter, detritus, graffiti, flyposting, or weed accumulations



**Latest commentary from service:**

Continued monitoring of locations of concern have enabled us to continue with a high pass rate. Failures are mainly for weeds which are the responsibility of CCC. They have changed from a proactive regime of weed spraying to a reactive one. Performance has dipped below results for the same period last year but remains on track to remain above target for the remainder of the year.

**Latest year-end forecast:**

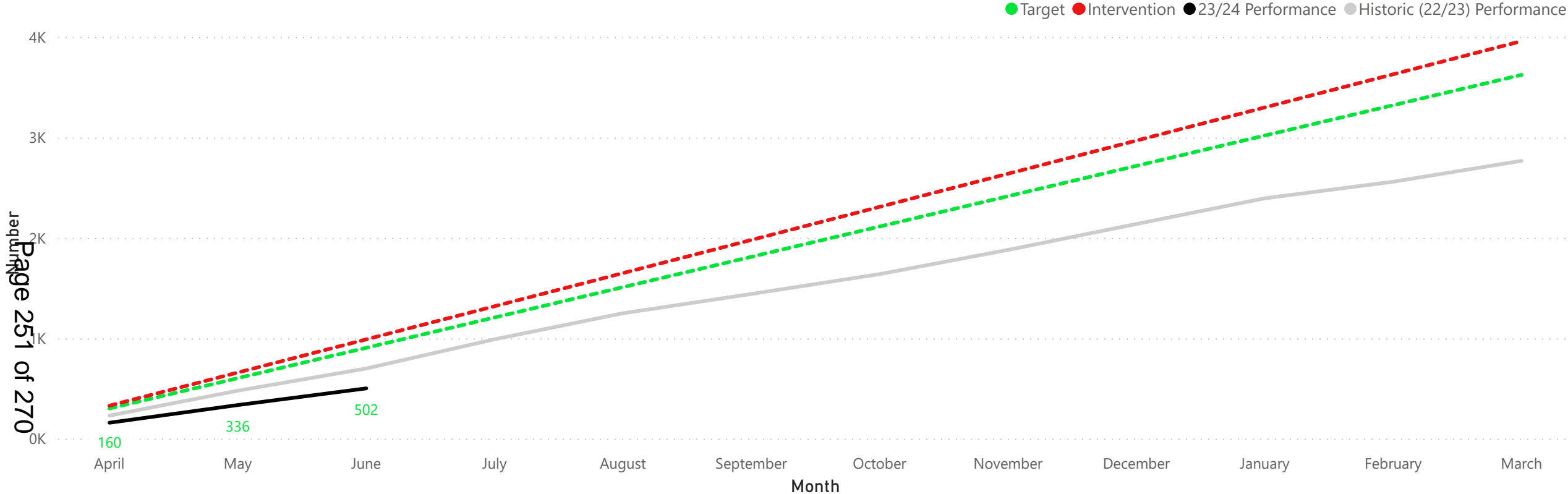
90.0%

**Latest projected outturn status:**

**G**

Outcome: Delivering good quality, high value-for-money services

PI 19. Number of missed bins



Latest commentary from service:

Performance in Q1 is 44.5% better than target and 28% better than at Q1 last year. Weekly reports are provided to all crews highlighting previous missed collections.

Latest year-end forecast:

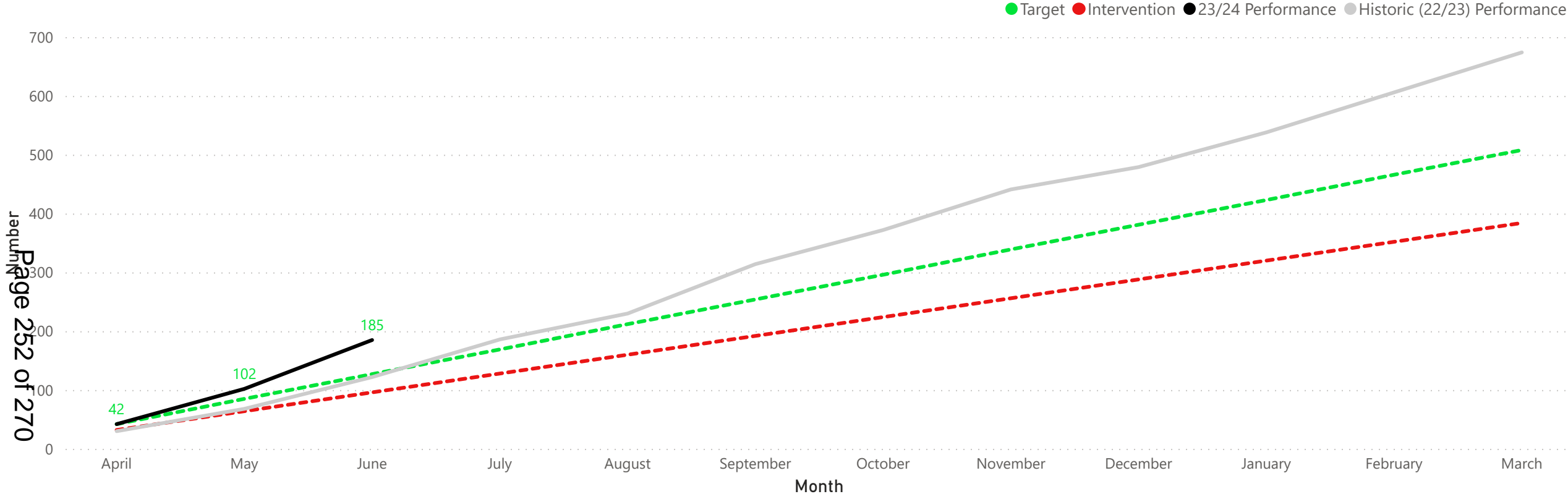
3,624

Latest projected outturn status:

G

Outcome: Delivering good quality, high value-for-money services

PI 20. The number of programmed food safety inspections undertaken



Latest commentary from service:

Progress with food hygiene inspections is exceeding the target set. Over 50% more inspections were completed between April and June this year than were completed in the same period last year and the service is forecasting that they will exceed the year-end target of 508 inspections this year.

Latest year-end forecast:

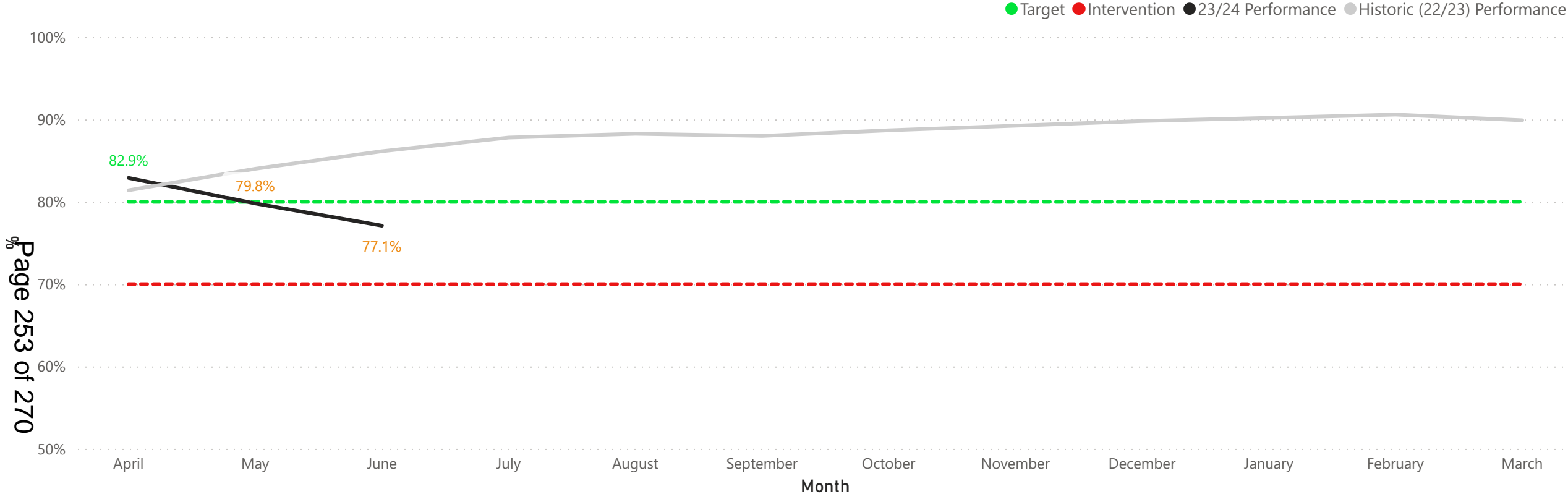
522

Latest projected outturn status:

G

Outcome: Delivering good quality, high value-for-money services

PI 21. Percentage of calls to Call Centre answered



Latest commentary from service:

We are currently around 3 percentage points below our target for calls answered and 9 percentage points lower than performance at the same point last year. Around 8,000 summons were sent out in June and we have three vacancies we are currently looking to recruit to. We expect performance to remain as 'Amber' for Q2 while we recruit and train however we expect to recover to 'Green' by the end of the year.

Latest year-end forecast:

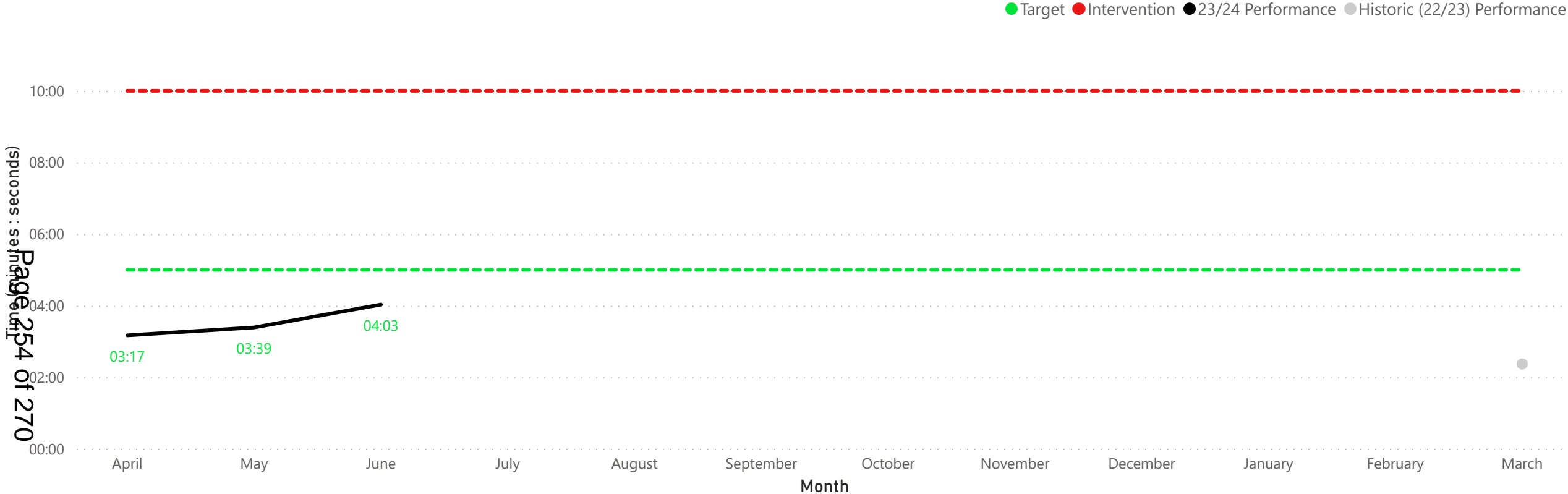
80.0%

Latest projected outturn status:

G

Outcome: Delivering good quality, high value-for-money services

PI 22. Average wait time for customers calling the Call Centre



Latest commentary from service:

The average wait time has increased during the quarter but we have continued to meet our 5 minute target. Average lengths might increase further during the year as we handle additional Benefits related calls but the service is currently forecasting only a small increase. Historic data prior to March 2023 is not available for this measure.

Latest year-end forecast:

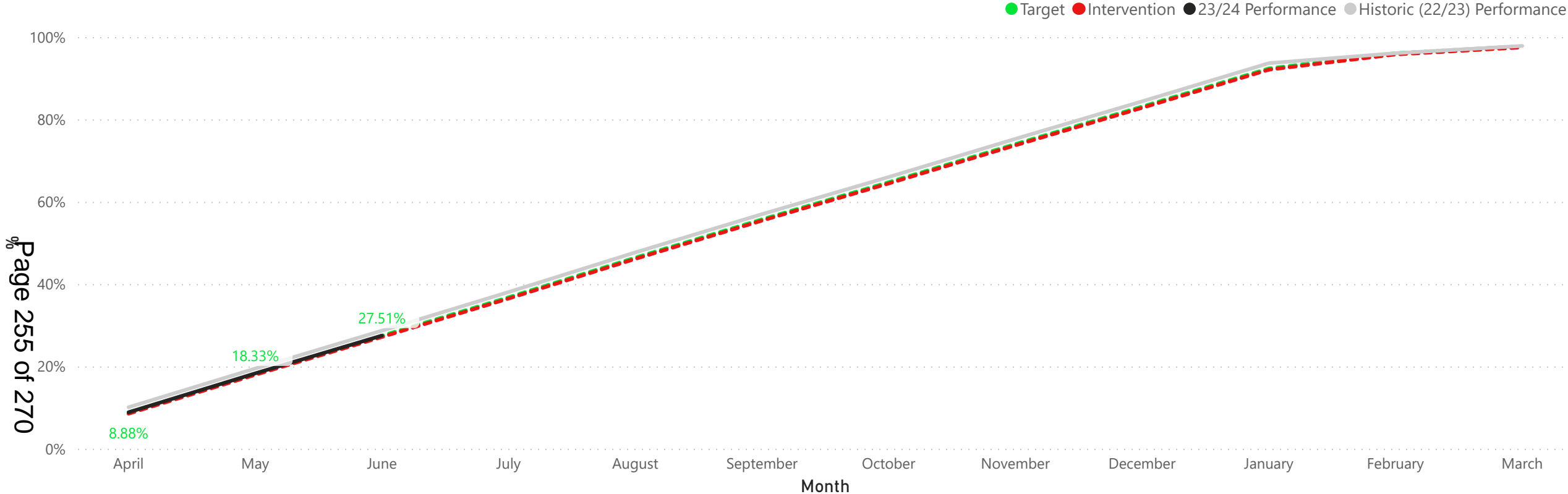
04:10

Latest projected outturn status:

G

**Outcome: Delivering good quality, high value-for-money services**

**PI 23. Council Tax collection rate**



**Latest commentary from service:**

There has been a reprofiling of Council Tax instalments in 2023/24, with a higher proportion of customers due to pay instalments in February/March 2024. Therefore the monthly targets and the percentage of Council Tax collected so far are lower than last year. However, the final outturn projected is the same as achieved in 2022/23 and the collection rate remains above the reprofiled target for Q1.

**Latest year-end forecast:**

**97.86%**

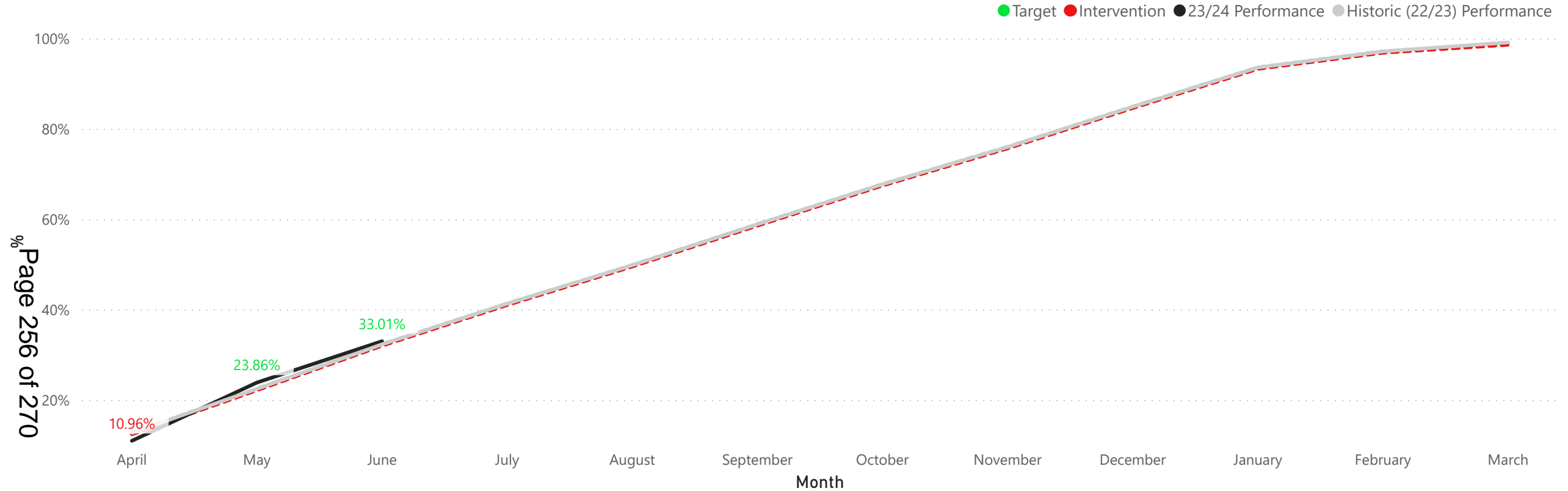
**Latest projected outturn status:**

**G**



## Outcome: Delivering good quality, high value-for-money services

### PI 24. Business Rates collection rate



#### Latest commentary from service:

The collection rate remains above target and higher than achieved in Q1 last year, with the final outturn projected to be at the same level as achieved in 2022/23. The 'Red' performance shown for April reflects the impact of one large payment (c£1.4m) received after the month end accounts. Receiving that payment in May returned performance to above target and demonstrates the volatility which can impact performance against target on a month to month basis.

#### Latest year-end forecast:

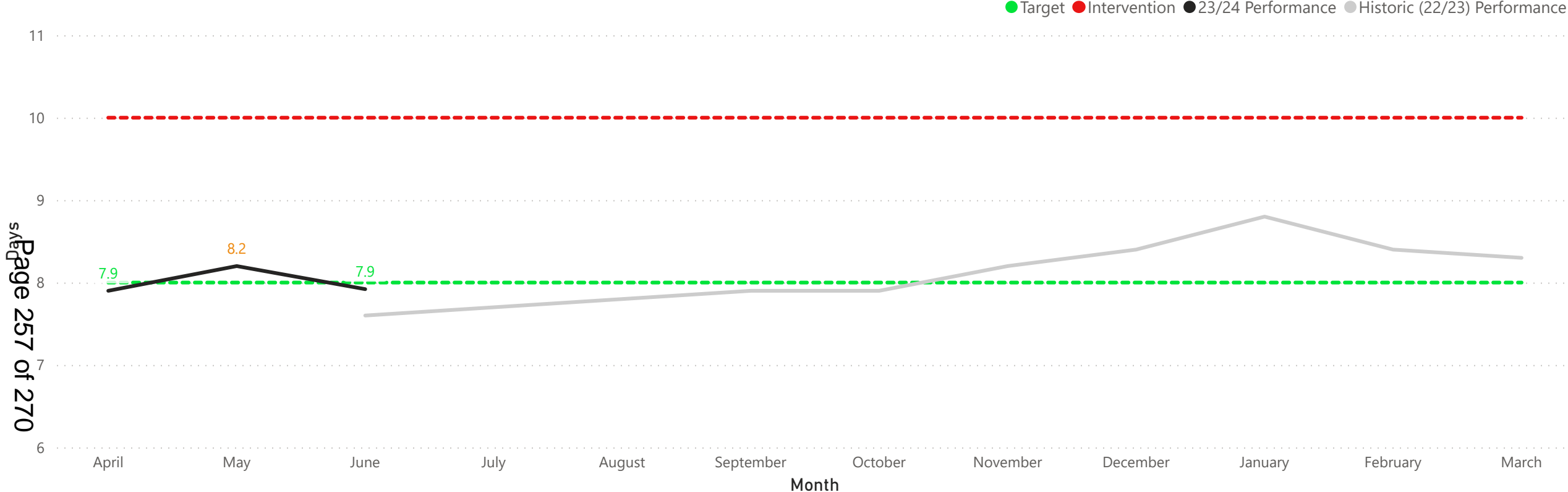
**99.12%**

#### Latest projected outturn status:

**G**

**Outcome: Delivering good quality, high value-for-money services**

PI 25. Staff sickness days lost per full time equivalent (rolling 12 month total)



Latest commentary from service:

Sickness has fallen from the end of 2022/23 (8.3 days/FTE in the twelve months to the end of March) and is currently below target, although the 7.9 days/FTE at the end of Q1 is slightly higher than reported at the end of Q1 last year (7.6 days/FTE). The HR team is currently forecasting that sickness will fall further to 6 days/FTE at the end of March 2024.

Latest year-end forecast:

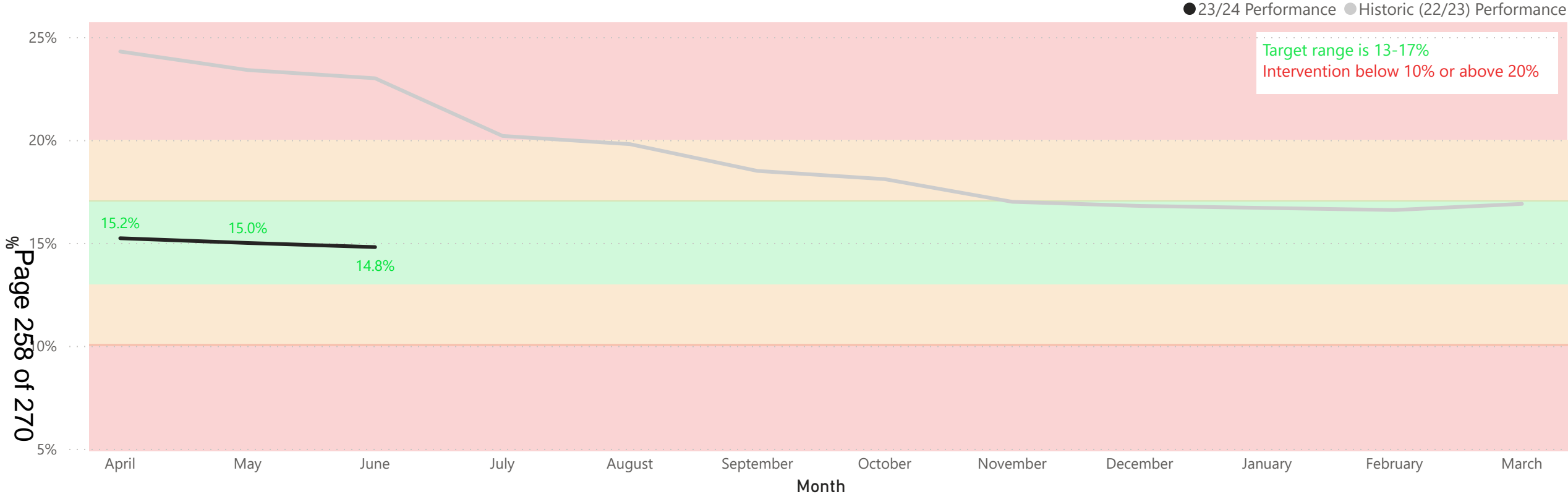
6.0

Latest projected outturn status:

G

Outcome: Delivering good quality, high value-for-money services

PI 26. Staff turnover (rolling 12-month total)



Latest commentary from service:

Staff turnover has fallen since the end of 2022/23 (from 16.9% for the year to 31 March 2023). This continues the pattern we expected with numbers reducing in line with fewer "kick-starter" positions ending and impacting our turnover figures. The current forecast from the HR team is that turnover will fall slightly further but remain in our target range of 13-17%.

Latest year-end forecast:

14.0%

Latest projected outturn status:

G

## Appendix C: Projects and programmes update



### Outcome: Improving the happiness and wellbeing of residents

Title	Commentary on progress	Status	Impact of project/programme so far
<b>Community Health Interventions</b>  i) <b>Health Inequalities programme</b>	i) Continuation of delivery of 2022/23 programme and 'project termination' via sustainability plans for ongoing delivery of individual projects when fixed-term funding ends. Community activities across the district due to start: Hail Weston Stretch and Relax; Hilton Cooking on a Budget; Yaxley and Farcet Men's Shed and Issue One of the St Neots Directory.	<span style="font-size: 2em; color: green;">G</span>	The programme consists of a broad range of community-based activities to improve health and wellbeing.  Both programmes deliver evidence-based preventative interventions for frailty and CVD (Cardiovascular disease). The work will reduce number of residents getting into poor health in the long term, reducing pressures on the NHS due to reduction in fracture, frailty, dementia, and cardiovascular disease. Shorter term outcomes include improvement of strength and balance (frailty cohort) and amount of physical activity undertake per week (CVD cohort)
ii) <b>Community Health Prevention Project</b>	ii) Integrated Care System funding secured for 2023/24 programme for– those at risk of frailty and its consequences and those at risk of developing cardiovascular disease. Physical activities programme commenced for the summer holiday period. Other delivery being planned.		



## Outcome: Keeping people out of crisis

Title	Commentary on progress	Status	Impact of project/programme so far
<b>Financial vulnerability for residents programme</b>	<p>Developing pilot project on support for those in Council Tax debt has generated greater understanding on range of offers available to the financially vulnerable.</p> <p>With partners we are developing a group of offers that can be deployed / offered in several ways. We are also exploring how all those working with the financially vulnerable can most easily link those in need with the support that is available but not always easily visible/accessed.</p> <p>Work has commenced with system partners to map providers of support to the financially vulnerable.</p>	<b>G</b>	<p>Better recognition of the contribution of various factors to overall resident outcomes.</p> <p>Closer working and learning between different organisations groups supporting residents, in particular HDC (Huntingdonshire District Council), Citizen’s Advice Rural Cambs and Cambridgeshire County Council. A shared recognition that service offers need to be more accessible to those that might benefit from them has started work on how we might deliver those offers more seamlessly.</p> <p>Earlier engagement of residents with available support.</p>



## Outcome: Improving Housing

Title	Commentary on progress	Status	Impact of project/programme so far
<b>Longhurst Contract - HDC Surplus Sites (Affordable Housing)</b>	Planning permission for Station Road, Warboys has delayed the project delivery. Local Planning Authority raised concerns around the submitted scheme, that needs resolution.	<b>R</b>	To increase the number of quality affordable homes for residents across the district.



## Outcome: Forward-thinking economic growth

Title	Commentary on progress	Status	Impact of project/programme so far
<b>Market Towns Programme</b>	<p>iii) Made up of 9 projects, 3 of which are on track (Smarter Towns, St Neots legacy programme, Huntingdon &amp; St Ives)</p> <p>iv) The other 6 projects have a planned return to green, with Ramsey Great Whyte Pedestrian and Produce Hub being the main project at risk, due to the river Culvert having weight restriction issues.</p> <p>v) Remaining projects (Ramsey Business Hub, Digital Screens, Old Falcon, Priory Centre and St Neots Transport Programme) are Amber due to delays with building materials/supplies, concerns around content management, existing budget allocation versus what is available, construction schedule and</p>	<b>A</b>	<p>Improvement to the local economic development of the 4 market towns in the district and creating increased high-quality jobs and skills prospects for local residents.</p> <p>Additional benefits to HDC of increased NNDR potential.</p>

Title	Commentary on progress	Status	Impact of project/programme so far
	ongoing legal work to secure market lease, respectively.		
<b>UK Shared Prosperity Fund programme</b>	vi) Made up of 7 projects, 2 of which are on track (Community based employment and skills provision & Vibrant Communities)  vii) Business and IP Centres, Green Business Programme, Manufacturing Digitisation and Start up and Entrepreneurship programme at Amber status due to procurement and external supplier priority activities.  <b>viii) Active travel feasibility is in initiation stage, no current concerns, or issues.</b>	<b>A</b>	Improvement to the local economic development of the 4 market towns in the district and creating increased high-quality jobs and skills prospects for local residents.
<b>Local Plan</b>	ix) Analysis of responses received on the Draft Land Availability Assessment Methodology consultation and preparation of a revised methodology to be tested on sample sites in July prior to finalisation.  x) Analysis of responses received on the Draft Settlement Hierarchy Methodology, preparation of revised indicators and liaison with NHS and County Education partners for data provision.	<b>G</b>	Enablement of providing a framework for the district to shape how land use and places will change and develop in the future. This will ensure all future development in the district is coordinated, prioritised and appropriate (e.g: socially, environmentally, economically) to ensure Huntingdon is a good place to live and work.



## Outcome: Lowering our carbon emissions

Title	Commentary on progress	Status	Impact of project/programme so far
<b>Biodiversity for all</b>	Awaiting signed funding agreement from Cambridge & Peterborough Combined Authority (CPCA) to deliver to 3-year programme of biodiversity improvements to both district owned, and town/parish owned land.	<b>A</b>	Demonstrating our progress, engaging with our communities across Huntingdonshire will inform/influence decisions that increase our percentage of biodiversity across the district.



## Outcome: Delivering good quality, high value-for-money services

Title	Commentary on progress	Status	Impact of project/programme so far
<b>Riverside Park St Neots</b>	Activity being managed through the Open Spaces Service Plan.	<b>G</b>	Improvement to aesthetics and access to Riverside Park.
<b>Civil Parking Enforcement</b>	Cost of signs and lines maintenance significantly higher than expected through CCC (Cambridgeshire County Council) provider and altered the viability of undertaking this work through the planned route. Timeframes remain unaffected. Other options for signs and lines to be assessed to enable successful outcome. Monthly reporting will highlight what is required to move this forward for the maintenance work.	<b>A</b>	The district will take on the ownership and responsibility of parking enforcement.



Title	Commentary on progress	Status	Impact of project/programme so far
<b>Hinchingsbrooke Country Park</b>	There have been delays with areas of work, such as the planning pre-application, commissioning the ground condition survey and working through complex details, such as the infrastructure required for electric vehicle charging points.	<b>A</b>	Increased facilities for residents at the Country Park, to encourage increased visitor numbers and enabling improved health and well-being for residents.  Additional benefits to HDC of increased revenue from car parking and hospitality facilities.
<b>Additional Funding for Energy Bill Rebate</b>	Project to: <ul style="list-style-type: none"> <li>• Ensure that people who do not have a contract with an energy supplier, but who have electricity costs, benefit from a £400 payment (416 Applicants - £166,400 distributed)</li> <li>• Make £200 grant payment to UK households that use alternative fuels for heating instead of mains gas completed (469 Applicants - £93,800 distributed)</li> </ul> <b>Project now successfully completed</b>	<b>G</b>	Will support residents on lower incomes and ensure they do not get into crisis.
<b>Planning Improvement programme</b>	Structured delivery team in place following recruitment of a project manager and the service delivered two projects ahead of time (phase 2).  Next period will focus on approval to begin discovery work – process mapping of all planning app pathways (front-to-end) across August and September.	<b>G</b>	Will allow all planning applications to be managed and reported on consistently. Will enable development of improved customer experience and increased income opportunities, creating additional capacity in back-office service activities.
<b>Green Bins project</b>	Key decision pathways underway with programme delivery elements in planning. These include automation of systems for scaling all payment options, FAQs, customer contacts,	<b>G</b>	To provide the Council with financial sustainability to continue to deliver essential services to all residents.

Title	Commentary on progress	Status	Impact of project/programme so far
	communications. Of particular importance is the delivery of Town/parish council and local community engagement sessions to identify and validate a number of schemes that can support lower income residents, who may not be able to afford a charge but can be supported to positively contribute to recycling garden waste.		
<b>Council Tax Support Scheme review</b>	Consultant services procured to support modelling of new scheme, which went to public consultation at the end of July and ends 10 <sup>th</sup> September 2023.	G	Will support residents on lower incomes and ensure they do not get into crisis.
<b>Council Tax Support Fund (2023/24)</b>	Council Tax bills reduced by £25 for those customers in receipt of Council Tax Support – completed in March 2023.  DLUCH allow remaining funds to be used to support other vulnerable households in paying their Council Tax. Options for distribution of the remaining funding being assessed, and software to support delivery anticipated to be received in September.	G	Will support residents on lower incomes and ensure they do not get into crisis.
<b>Customer Services Improvement programme</b>	Project currently being scoped, and recruitment of Project director undertaken. Discovery work to be undertaken in October and continue over Q3.	G	Will allow all customer contacts to be managed and reported on consistently. Will enable development of improved customer experience via additional digital channels, creating additional capacity in back-office service activities.
<b>HR system</b>	Project requires final upgrade before completion.	G	Will allow all staff management responsibilities to be managed securely and consistently within a bespoke system.

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## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the HINCHINGBROOKE COUNTRY PARK JOINT GROUP held in Countryside Centre, Hinchingbrooke Country Park, Brampton Road, Huntingdon, PE29 6DB on Friday, 21 July 2023.

PRESENT: Councillor M L Beuttell – Chair.  
Councillors Billington, C Lowe and S L Taylor.

APOLOGIES: An apology for absence from the meeting was submitted on behalf of Councillor D J Shaw.

### 12. MINUTES

The Minutes of the meeting held on 21st April 2023 were approved as a correct record and signed by the Chair.

### 13. MEMBERS' INTERESTS

No declarations were received.

### 14. SENIOR RANGER'S REPORT

The Group received and noted the contents of the Senior Ranger's report (a copy of which is appended in the Minute Book) and a PowerPoint presentation on park activities for the period April to June 2023. In doing so, comment was made as follows:

#### **Staffing & Volunteers**

The Group heard that staffing had remained unchanged for the period and noted the hard work of the staff. Volunteers continued to play an important part with work parties proving especially useful for project work.

#### **General Park Management**

It was noted that grass growth had been substantial over the season due to the warm wet weather. Wildlife surveys were being undertaken over the summer months whilst maintenance on habitats was reduced to minimise disruption to wildlife. Maintenance continues throughout the park however in areas of high traffic such as pathways, maintaining potholes and repairing fences.

#### **Looking forward**

A new tractor had been procured and meadow cutting was underway. The warden informed the Group that the cut grass was then either

made into hay bales which were sold or composted to provide habitats for snakes and fungi around the park.

Work was underway to repair the damaged café roof. The sails which provide an awning cover during hotter periods are taken down in windy weather so as not to cause damage.

There has been a high level of interest from community groups to use facilities across the Park. Canoeing sessions on the main lake area were of particular note.

Negotiations were underway to provide a dog wash on the main park site. This would be operated by an external supplier but a ground rent would be paid to the park.

### **Satellite sites**

A survey had confirmed that the number of bee orchids at Spring Common had been maintained which was positive.

### **Café and Hospitality**

The coffee machines have been a popular introduction to the café. Quarter 1 had seen an increased income of £20,000 for the café. Hot meals have been reintroduced and different options are being trialled to see which are the most viable.

The food trailer works have been completed and this is now ready to be utilised over the summer, it's portable nature ensures that it can be used in high traffic areas.

### **Events**

Christmas events are being planned with a suggestion that a Christmas Eve dinner will be hosted for individuals to enjoy the festive season. The interactive trails proved very popular at Easter and were hosted entirely by volunteers. Indoor car boot sales have been trialled and appear to work better in the winter months.

The Countryside Centre has benefitted from repeat bookings and big events.

### **Investment project**

Planning for the project has now been submitted, with the tender process being planned for Autumn to ensure accurate costings once work is able to go ahead with construction planned for 2024. A flexible approach will be taken to construction as it is anticipated that multiple contractors will be on site so flexibility will ensure best use of time and resources.

There were some notable changes to the plans, with a standard width to the access road and safety zones being included. The lighting planned for the top car park would be mindful of the bat flight line as well as balancing brightness to minimise the effect on local wildlife. EV charging would be considered alongside implementation of air source heating in the centre. These two considerations would have

long term benefits for the environment as well as a beneficial impact on budgets.

Cllr Billington queried if the use of wind power had been considered for the site and the Group heard that due to the situation of the site which is sheltered by trees it would not be practical or efficient.

### **Finance**

The Group heard that there was a general increase in running costs due to national inflation but income generated had increased alongside a long term vacancy which had helped to balance the budget. The Group heard that the vacancy would be filled once the investment project had been completed. It was further noted that staffing costs in the café had increased following a shift from casual staff to permanent staff however this provided better resilience and continuity for the team.

The Group heard that a communication plan was in place to ensure visibility and engagement with stakeholders once the planning application had been submitted.

### **15. DATE OF NEXT MEETING**

The next meeting of the Group was amended and will now be held on 24th November 2023 at 10am.

Chair

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