



A meeting of the **CABINET** will be held in the **CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **TUESDAY, 17 JUNE 2025** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

AGENDA

APOLOGIES

1. MINUTES (Pages 5 - 8)

To approve as a correct record the Minutes of the meeting held on 15th May 2025.

Contact Officer: Democratic Services - (01480) 388169

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.

3. GREAT STAUGHTON NEIGHBOURHOOD PLAN EXAMINATION OUTCOME AND PROGRESSION TO REFERENDUM (Pages 9 - 122)

To consider a report proposing acting upon the Examiner's report to accept the modifications proposed and progress to referendum, following the examination of the Great Staughton Neighbourhood Plan.

Executive Councillor: T Sanderson.

4. DISCRETIONARY CHARGES IN PLANNING INFRASTRUCTURE AND PUBLIC PROTECTION (Pages 123 - 136)

To consider a report outlining a strategic proposal to review and enhance discretionary Charges in Planning, Infrastructure and Public Protection, focusing on enhancing service delivery, covering rising operational costs, reacting to national government changes and ensuring the sustainability of the services

Executive Councillor: B Mickelburgh

Contact Officer:

5. CORPORATE PERFORMANCE INDICATORS 2025/26 (Pages 137 - 164)

To consider a report presenting the refreshed targets and tolerances for the suite of key performance indicators approved in the Corporate Plan 2025/26.

Executive Councillor: S Ferguson.

6. CORPORATE PERFORMANCE REPORT, QUARTER 4 2024/25 (Pages 165 - 302)

To consider a report on progress with Corporate Plan actions/projects and the results of operational performance measures as at the end of Quarter 4 (January to March 2025).

Executive Councillors: S Ferguson and L Davenport-Ray.

7. FINANCE PERFORMANCE REPORT - PROVISIONAL OUTTURN 2024/25 (Pages 303 - 330)

To consider a report setting out the provisional outturn for the financial year 2024/25 for both revenue and capital.

Executive Councillor: B Mickelburgh

8. TREASURY MANAGEMENT OUTTURN REPORT 2024/25 (Pages 331 - 368)

To consider a report which sets out the treasury performance for the period between 1 April 2024 and 31 March 2025.

Executive Councillor: B Mickelburgh.

9. HINCHINGBROOKE COUNTRY PARK JOINT GROUP MINUTES (Pages 369 - 372)

To receive the Minutes of the Hinchingsbrooke Country Park Joint Group meetings held on 2nd April 2025 and 25th April 2025.

Executive Councillor: J Kerr.

9 day of June 2025

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

Filming, Photography and Recording (including Live Streaming) at Council Meetings

This meeting will be filmed for live and/or subsequent broadcast on the Council's YouTube site. The whole of the meeting will be filmed, except where there are confidential or exempt items. If you make a representation to the meeting you will be deemed to have consented to being filmed. By entering the meeting you are also consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you have any queries regarding the streaming of Council meetings, please contact Democratic Services on 01480 388169.

The District Council also permits filming, recording and the taking of photographs at its meetings that are open to the public. Arrangements for these activities should operate in accordance with [guidelines](#) agreed by the Council.

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 Cabinet.

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.

This page is intentionally left blank

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, 15 May 2025

PRESENT: Councillor S J Conboy – Chair.

Councillors L Davenport-Ray, S W Ferguson, J E Harvey, S A Howell, J E Kerr, B A Mickelburgh, T D Sanderson and S Wakeford.

APOLOGY(IES): None.

1 MINUTES

The Minutes of the meeting held on 15 April 2025 were approved as a correct record and signed by the Chair.

2 MEMBERS' INTERESTS

No declarations were received.

3 APPOINTMENT OF EXECUTIVE COUNCILLORS

RESOLVED

1. that the executive responsibilities for the Municipal Year 2025/26 be allocated as follows:

Place	Councillor S J Conboy
Planning	Councillor T D Sanderson
Economy, Regeneration and Housing	Councillor S Wakeford
Climate, Transformation and Workforce	Councillor L Davenport-Ray
Governance and Democratic Services	Councillor J E Harvey
Resident Services and Corporate Performance	Councillor S W Ferguson
Open Spaces, Waste and Street Scene	Councillor J E Kerr
Finance and Resources	Councillor B A Mickelburgh
Communities, Health and Leisure	Councillor B M Pitt

2. that Executive Councillors be appointed to serve as ex-officio Members of the following:

Executive Councillor with responsibility for employment matters	Employment Committee
Executive Councillor with responsibility for Development Management and Planning Enforcement	Development Management Committee
Executive Councillor with responsibility for Customer Services	Licensing and Protection/ Licensing Committee

4 HINCHINGBROOKE COUNTRY PARK JOINT GROUP

RESOLVED

that Councillors M L Beuttell, C A Lowe, J E Kerr, and D J Shaw be appointed to serve on the Hinchingsbrooke Country Park Joint Group for the ensuing Municipal Year.

5 LOCAL PLAN ADVISORY GROUP

RESOLVED

that Councillors E Butler, K Gulson, J Neish, T Sanderson, M Hassall, D Dew and C Gleadow be appointed to serve on the Local Plans Advisory Group for the ensuing Municipal Year.

6 MEMBER DEVELOPMENT WORKING GROUP

RESOLVED

that Councillors T Alban, C Lowe, T Sanderson, S Ferguson, J Harvey and S Wakeford be appointed to serve on the Member Development Working Group for the ensuing Municipal Year.

7 LONDON-LUTON AIRPORT WORKING GROUP

RESOLVED

that Councillors I Gardener, I Taylor and N Hunt be appointed to serve on the Shared Services Joint Group.

8 SHARED SERVICES JOINT GROUP

RESOLVED

that Councillor L Davenport-Ray be appointed to serve on the Shared Services Joint Group with Councillor B Mickelburgh as the substitute for the ensuing Municipal Year.

9 TREASURY AND CAPITAL MANAGEMENT GROUP

RESOLVED

to note that the Executive Leader, Deputy Executive Leader and Executive Councillor with responsibility for capital activity and treasury management form the membership of the Treasury and Capital Management Group.

10 HUNTINGDONSHIRE DISTRICT COUNCIL VENTURES LTD - SHAREHOLDER REPRESENTATIVE

RESOLVED

that Councillor L Davenport-Ray be appointed as Huntingdonshire District Council Ventures Ltd – Shareholder Representative for the ensuing Municipal Year.

11 ONE LEISURE HUNTINGDON SHADOW BOARD

RESOLVED

that Councillors S Bywater, S Cawley, D Keane, S Taylor, S Howell, N Hunt and C Gleadow be appointed to serve on the One Leisure Huntingdon Shadow Board for the ensuing Municipal Year.

Chair

This page is intentionally left blank

Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Great Staughton Neighbourhood Plan examination outcome and progression to referendum

Meeting/Date: Cabinet – 17 June 2025

Executive Portfolio: Executive Councillor for Planning

Report by: Chief Planning Officer

Ward(s) affected: Great Staughton Parish

Executive Summary:

Following the examination of the Great Staughton Neighbourhood Plan this report proposes acting upon the Examiner's report to accept the modifications proposed and progress to referendum.

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 the Great Staughton Neighbourhood Plan 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 Following the examination of a neighbourhood plan the Examiner sends their report to the local planning authority and the town/parish council preparing the neighbourhood plan. 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.

- 2.2 The local planning authority 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.

- 2.3 Great Staughton Parish Council produced a submission version of their Neighbourhood Plan which was available for comment between 11 December 2024 and 5 February 2025. The Examiner's Report on the Great Staughton Neighbourhood Plan was received on 3 April 2025. 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.

- 2.4 The Examiner proposed a number of modifications to the submitted neighbourhood plan. These have been discussed and agreed with representatives of Great Staughton 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 Having regard to the options set out in paragraph 2.2:

- It is considered that the modifications will enable the Great Staughton Neighbourhood Plan 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 2.2 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 Great Staughton Neighbourhood Plan 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 he recommended that the referendum area be the same as the Great Staughton 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 (Great Staughton Parish Council) have agreed. A potential date for the referendum has been discussed with Democratic Services. Holding the referendum on 4 September 2025 is proposed, which would meet both time requirements. This provisional date has been discussed with representatives of Great Staughton 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 Great Staughton 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 4 September 2025, would be on 15 October 2025. The plan will then become part of the statutory development plan for Huntingdonshire.

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

- 4.1 Progressing the Great Staughton Neighbourhood Plan through to referendum links to the Corporate Plan Priority 2: Creating a better Huntingdonshire for future generations.

5. LEGAL IMPLICATIONS

- 5.1 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 Great Staughton Neighbourhood Plan, 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.

6. RESOURCE IMPLICATIONS

- 6.1 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.

7. REASONS FOR THE RECOMMENDED DECISIONS

- 7.1 The recommended decision is necessary to enable the Great Staughton Neighbourhood Plan to proceed to referendum.

8. LIST OF APPENDICES INCLUDED

Appendix 1 – Great Staughton Neighbourhood Plan (as modified)
Appendix 2 – The Examiners Report of Great Staughton Neighbourhood Plan
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.

9. 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

Name/Job Title: Natalie Elworthy, Senior Planning Policy Officer
Tel No: 01480 388433
Email: Natalie.elworthy@huntingdonshire.gov.uk

Great Staughton Neighbourhood Plan

Referendum Version - April 2025

2021 to 2036



1.1 This page is intentionally blank

Parish Chairman's Foreword

The Neighbourhood Plan (NP) for Great Staughton supports and complements the Huntingdonshire Local Plan. The Great Staughton Neighbourhood Plan is seeking to address key priorities identified by the community in the Parish of Great Staughton.

The purpose of the Great Staughton Neighbourhood Plan is to define the aspirations, key priorities, and needs of residents and businesses within this area. This is to ensure these views are taken into account when local planning authorities, such as Huntingdonshire District Council (HDC), Cambridgeshire County Council (CCC) and the secretary of state take planning decisions.

Neighbourhood Plans, when complete and adopted, will form part of the statutory development plan for an area. They will be used to promote and guide what goes where and, importantly, will be used to help determine planning applications.

Great Staughton Parish Council considers that this is an important right to exercise, and in 2021 the Parish Council applied for the parish area to be designated a neighbourhood planning area. Huntingdonshire District Council (HDC) approved this application in February 2021.

Thank you to residents, businesses, landowners and other stakeholders who responded to the Regulation 14 and Regulation 16 versions of the Neighbourhood Plan and to those who responded to consultation on the Strategic Environment Assessment Environmental Report. The Parish Council submitted the Neighbourhood Plan to HDC and an examination was held into the Neighbourhood Plan in early 2025. The recommendations from the Examiner are included in this version of the Neighbourhood Plan. HDC will hold a Referendum on this updated version of the Neighbourhood Plan. I would encourage you to respond positively to the Referendum on the Neighbourhood Plan to ensure that the views of our local community setting out the future aspirations for Great Staughton become part of the Development Plan.

Contents

1.	Introduction	1
2.	The Character of Great Staughton	6
3.	Great Staughton Future	11
4.	Great Staughton Vision	14
5.	Spatial Strategy and Housing	17
	Policy GSNP 1 – Spatial Strategy	
	Policy GSNP 2 – Defining the Built up Area Boundary	
	Policy GSNP 3 – NHS Healthcare Facility at Brook Farm	
	Policy GSNP 4 - Housing Allocation at The Green	
	Policy GSNP 5 - Housing Mix	
	Policy GSNP 6 - Allocation of Affordable Housing	
6.	Village Character	34
	Policy GSNP 7 - Landscape and Townscape Characteristics	
	Policy GSNP 8 – Local Green Space	
7.	Historic Environment	40
	Policy GSNP 9 – Great Staughton Conservation Areas	
	Policy GSNP 10 – Designated and Non Designated Heritage Assets	
8.	Natural Environment	45
	Policy GSNP 11 – Biodiversity and Wildlife Habitats	
9.	Climate Change	53
	Policy GSNP 12 – Sustainable Construction and Energy Efficiency	
	Policy GSNP 13 – Community Led Renewable Energy Projects	
	Policy GSNP 14 – Water Efficiency	
	Policy GSNP 15 – Surface Water Flood Risk	
10.	Transport and Accessibility	60
	Policy GSNP 16 – Walkable Neighbourhoods	
	Policy GSNP 17 – Road Safety and Parking	
	Policy GSNP 18 – New Pedestrian and Cycle Routes	
11.	Economy and Village Facilities	65
	Policy GSNP 19 – Protect Local Services and Facilities	
12.	Monitoring and Review	68
13.	Glossary	69
	Appendix 1 – Views and Vistas Assessment	72

2 Introduction

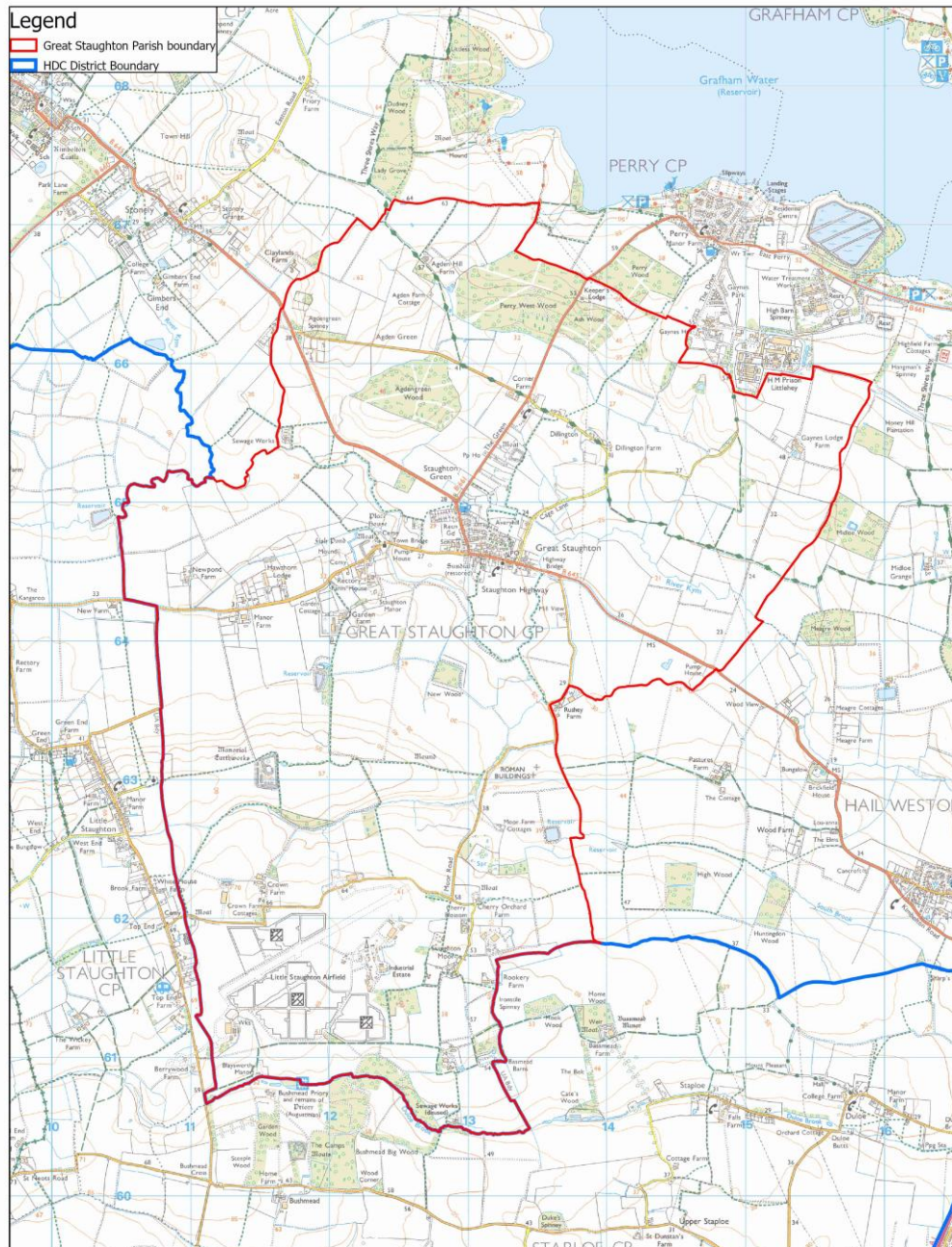
- 2.1 Great Staughton comprises a number of small hamlets and a village which together create a strong and vibrant community within an attractive and valued environment. The Community Land Trust with the support of the parish has secured 12 new affordable homes at Jewell Close which have met some of our local housing needs. However, recent data shows that further housing is needed to meet local needs, house prices are still out of the reach of many, whilst the overall population is in decline which may impact the viability and vitality of important services in the parish.
- 2.2 Alongside these issues, there are a number of opportunities to improve local health care facilities and services and address some of the issues caused by traffic speeds, the need to address the impact of climate change and provide sustainable solutions by protecting and enhancing our natural habitats and green spaces.
- 2.3 The District Council has advised the Parish Council that a further 30 homes are needed to meet the indicative housing requirement to implement Great Staughton's contribution to the total housing requirement set out in Huntingdonshire's Local Plan. The Parish Council, through the Neighbourhood Plan, wants to ensure that proposed development meets the needs of residents; provides the infrastructure and services that are needed; ensures that development is high quality; and safeguards those important habitats, green spaces and buildings that are important to Great Staughton's community.
- 2.4 So, how are we going to ensure that the Parish Council and communities' aspirations are met? The Localism Act 2011 introduced new rights and powers to allow local communities to prepare Neighbourhood Plans, which establish general planning policies for the development and use of land in the neighbourhood. These Plans, when properly "made", become part of the legal planning framework for the designated area. This means that when planning applications are submitted to develop or change the use of land, Huntingdonshire District Council should make decisions in accordance with the Neighbourhood Plan unless there are material considerations that indicate otherwise.
- 2.5 The Great Staughton Neighbourhood Plan includes a vision statement, aims, objectives and planning policies, including an allocation for housing and an allocation for a health care facility, securing new doctor's surgery facilities, and policies which seek to minimise the impact of climate change and protect our important wildlife habitats.
- 2.6 Parish Councils are encouraged to produce their own Neighbourhood Plans enabling local people to have a say as to how their neighbourhood grows and develops. The Neighbourhood Plan Area contains the administrative area of Great Staughton Parish. The Parish Council is responsible for the preparation of the Plan. Neighbourhood Plans cannot contradict main government planning policies or the strategic policies in the Huntingdonshire Local Plan. For example, they cannot propose less development than is planned for in the adopted Local Plan.
- 2.7 The Neighbourhood Plan is a plan for the parish of Great Staughton. The Parish Council's application for the designation of a Neighbourhood Plan area was approved by Huntingdonshire District Council (HDC) on 21st January 2021. The Neighbourhood Plan boundary is shown at Map 1.

Description: Great Staughton Neighbourhood Plan Area

Scale = 1:24,000

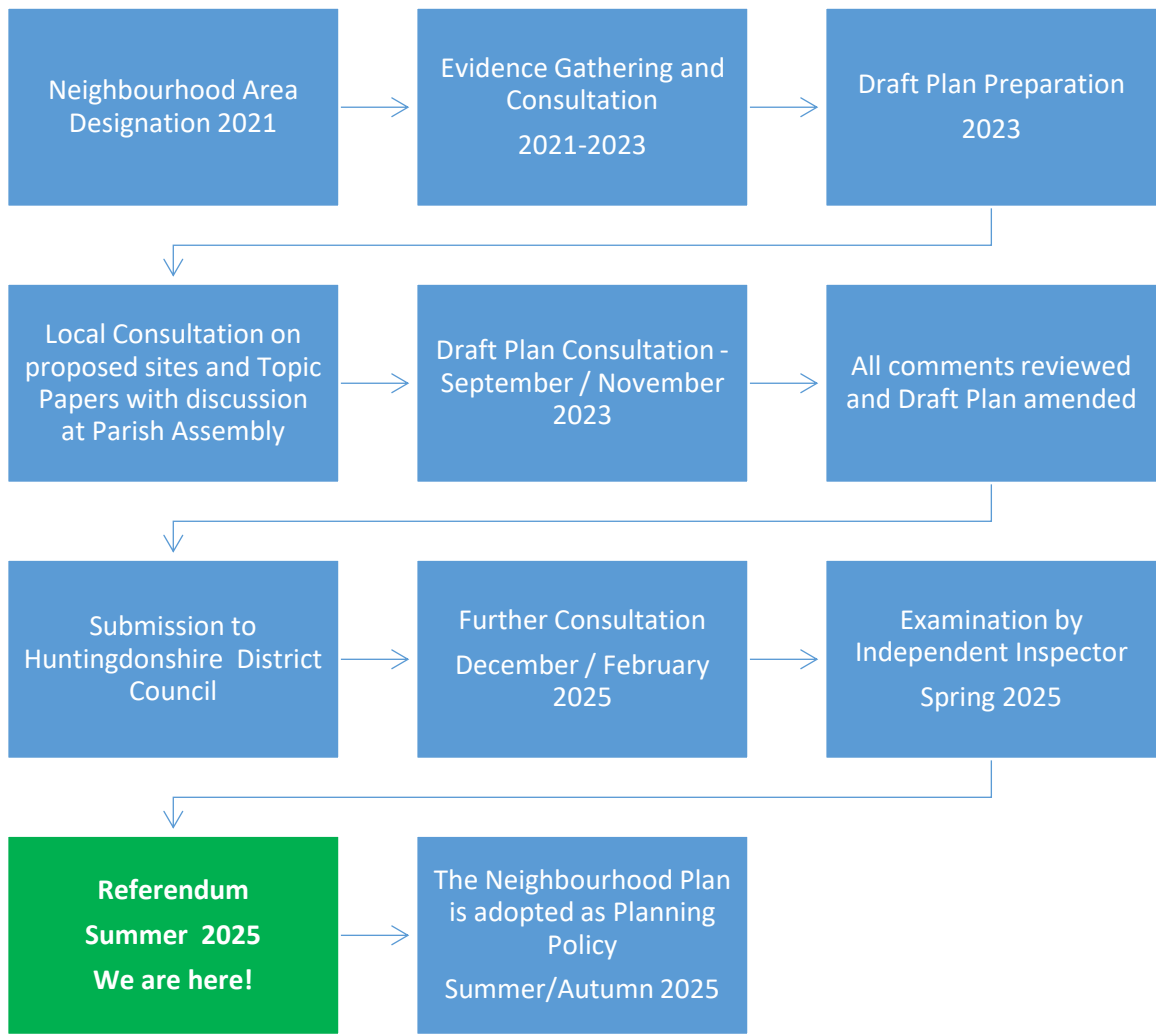
Date Created: 28/10/2022

Huntingdonshire
DISTRICT COUNCIL
© Crown copyright and database rights 2022
Ordnance Survey HDC 100022322

**Map 1 – Great Staughton Designated Plan area**

- 2.8 The Parish Council are the lead organisation for the Neighbourhood Plan supported by the Great Staughton Neighbourhood Plan Group (NPG). There is no other neighbourhood plan for the Neighbourhood Plan area and the Plan only relates to the administrative boundaries of Great Staughton and no other Neighbourhood Plan area. The Neighbourhood Plan period is 2021 to 2036, mirroring the end date of the existing Huntingdonshire Local Plan adopted in 2019. Although it takes account of development since 2011, the start date of the Neighbourhood Plan is 2021. An agreed vision for the Neighbourhood Plan is
- ‘To value, protect and enhance the rural and historical character and community spirit of Great Staughton, ensuring that future development retains the green spaces and vistas, but also provides a sustainable community with appropriate facilities for its residents’.
- 2.9 This is the Referendum Version of the Neighbourhood Plan and will be subject to a Referendum led by HDC.
- 2.10 Great Staughton Neighbourhood Plan group and the Parish Council has completed a significant amount of community consultation which has informed the Neighbourhood Plan even during the Covid -19 pandemic. The full details of the consultation are included within a Consultation Statement which is submitted alongside this Neighbourhood Plan to HDC.
- 2.11 Initially, a survey was distributed to all residents and businesses in the village in October 2021. This was distributed as a leaflet with responses invited on-line or on paper. Approximately 66% of the responses were submitted on-line.
- 2.12 A 50% response rate was achieved from properties in the village (184 responses), and the results analysed and circulated to the Neighbourhood Plan Group, other interested parties, and the Parish Council.
- 2.13 Members of the public were invited to a workshop held in the village hall facilitated by Cambridgeshire Acre on March 10th, 2022. The findings from that workshop informed a SWOT analysis and objectives were agreed by the NPG.
- 2.14 Paper copies were made available at the Parish Assembly on 28th April 2022 where 30 residents were present. Comments were invited. Paper copies were also made available at the Jubilee celebrations in the village hall on June 5th. The vision and objectives were then circulated in the Autumn 2022 edition of the local magazine (for consultation).
- 2.15 A further Assembly meeting was held in May 2023 where the proposals for local housing allocations, non-designated heritage assets, views and vistas and the Great Staughton Settlement and Landscape Character Assessment were discussed ahead of the parish council meeting.
- 2.16 Additionally, the occupiers of the properties proposed to be designated as Non-Designated Heritage Assets were notified and given the opportunity to put their views forward to the NPG. These comments have been taken on board in developing this version of the Neighbourhood Plan.
- 2.17 The Great Staughton website has carried updates throughout the preparation of the Neighbourhood Plan. The Parish Council and the Great Staughton community Facebook pages have include updates and initial community findings.

- 2.18 A regulation 14 consultation was undertaken between 20th September 2023 and 2nd November 2023. A leaflet was distributed to every household and business in the Parish and notices placed on the Parish Website and magazine. The Parish Council consulted with stakeholders and consultation bodies whose interest it is considered may be affected by the draft Great Staughton Neighbourhood Plan. The responses to the Regulation 14 consultation have been considered and, where appropriate, the Neighbourhood Plan has been amended to take into account the representations. A summary of the representations and the Parish Council's response is included in the Consultation Statement.
- 2.19 A further consultation was completed on the Strategic Environment Assessment Environmental Report in Summer 2024. The responses have been considered and where appropriate included in this Neighbourhood Plan. The responses are set out in the accompanying Consultation Statement.
- 2.20 A regulation 16 consultation on the Submitted Plan was completed by HDC between 11th December 2024 and 5th February 2025. Examination of the Great Staughton Neighbourhood Plan commenced in February 2025. The Examiner's report was issued on 3rd April 2025 and it recommended that the Plan met all legal requirements and can proceed to referendum with modifications.
- 2.21 We want to ensure that Great Staughton produces a plan which provides for sustainable development which benefits the local community whilst avoiding placing unrealistic pressure on the cost and deliverability of development.
- 2.22 The key milestones of our Neighbourhood Plan process are summarised and highlights are in the chart below:



3 The Character of Great Staughton

Location

- 3.1 Great Staughton is a small village in Huntingdonshire to the south of the A14 and west of the A1. Great Staughton lies approximately 11 miles (18 km) south-west of Huntingdon and 6 miles (10 km) north-west of St Neots. The parish itself covers 2,055 hectares making it the second largest parish by area in Huntingdonshire, after Sawtry. Its nearest village neighbours are Perry to the north-east, Kimbolton & Stonely to the northwest and Hail Weston to the South East.
- 3.2 The location of the Parish is close to the A1 and A14 and provides good transport links for businesses and people including access to St Neots station with trains to London, Peterborough, onward to Edinburgh and additionally Gatwick. The village is close to the local leisure attraction of Grafham Water. Its closest urban environment is the expanding town of St. Neots which provides shopping, entertainment, and rail services.

Settlement and Character

- 3.3 The size of the Parish of Great Staughton results in it having a wide variety of settlement types and rural aspects. These different settings are significant and are a hallmark of the Parish.
- 3.4 There are a number of distinctive character areas within the Parish. These areas are identified as follows.
- Character area 1: The Highway; The Causeway; Green Lane and The Green; Marked in Red on the map 2
 Character area 2: The Town Marked in Blue on the map 2
 Character area 3: Dillington Marked in purple on the map 2

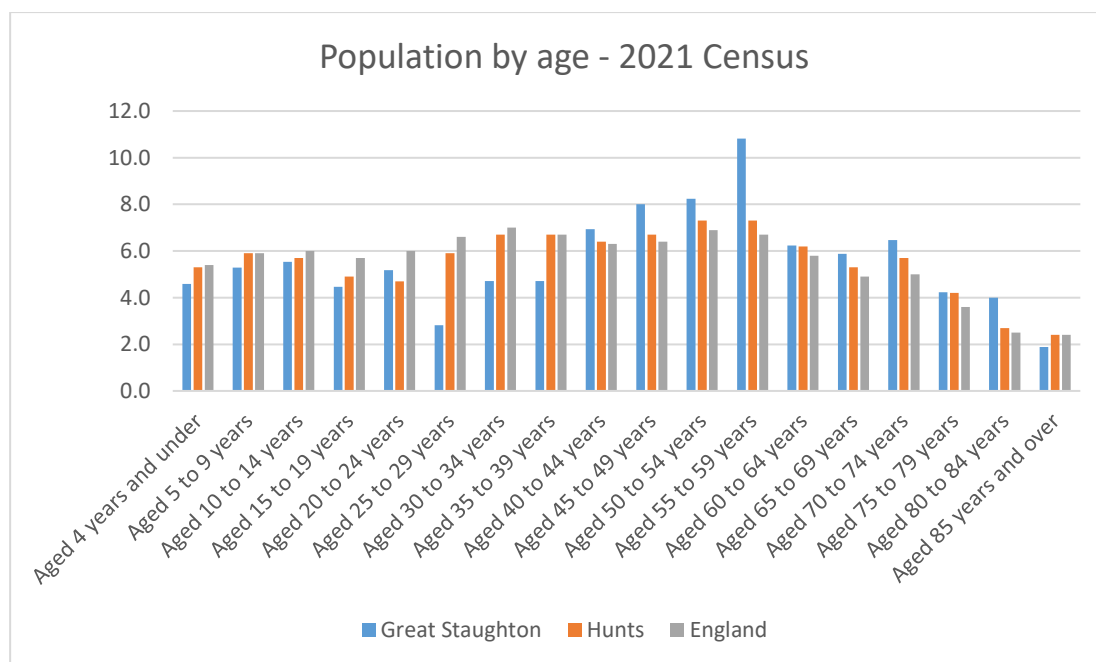
Character area 4: Beachampstead Rd, Moorycroft, Lye Close and Manor Close Marked in Green on the map 2
 Character area 5: The Moor Marked in Yellow on the map 2
 Character area 6: Natural: Kym Valley; The Meadows; River Walk on map 2

- 3.5 The detail of each of these area characteristics is reported in the Great Staughton Landscape and Village Character Assessment which is available as part of the submission documents.

Residents

- 3.6 Great Staughton is, geographically, the second largest parish in Huntingdonshire but with a low density of residents. The parish saw limited population growth between the 1911 and 2011 Censuses. When looking at population figures, it should be noted that the parish boundary changed in 1982 when the parish of Perry was formed by joining West and East Perry. West Perry was previously part of Great Staughton Parish and so its population would have been included in Great Staughton's figures in 1911.
- 3.7 The 2021 census data for Great Staughton Parish shows that the population over the 10 years has decreased by approximately 5%. In 2011 the population for the parish was 896, in 2019 it was 865 which has decreased again in 2021 to 850. The population is forecast to continue with very little growth (less than 5%) over the next 18 years.
- 3.8 Great Staughton has a slightly older age profile than district and county averages, although its population is forecast to age up to 2036: the share of population aged 65 and above is expected to increase from 22% to 32% while the shares of people in younger age groups are forecast to fall.

- 3.9 The parish is a family-orientated community with three quarters of households being one family households. The highest shares of households are one family with dependent children (23% of all households) and couples aged under 65 with no children (17%). These account for higher shares of households than across Huntingdonshire.

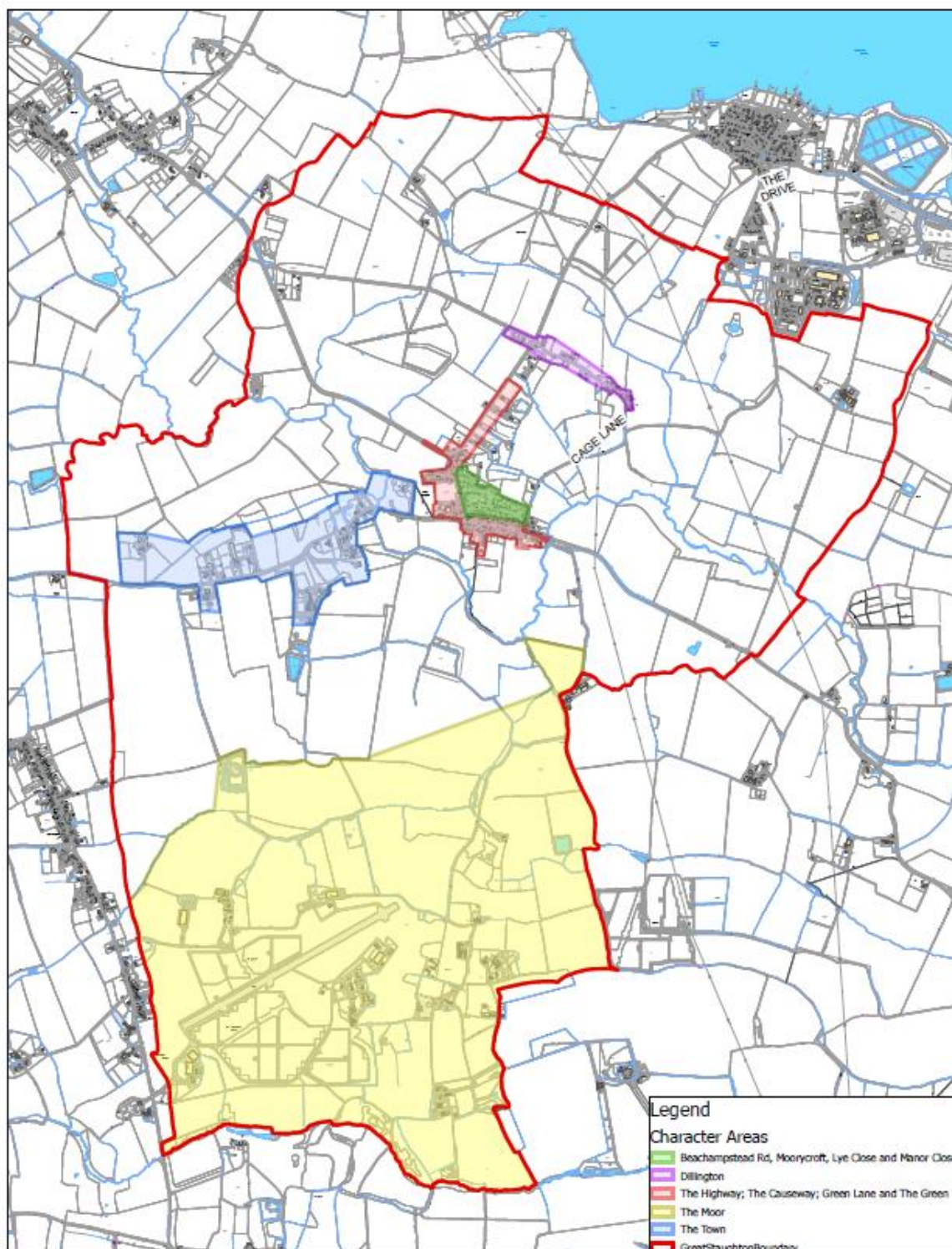


Source: ONS Census 2021
<https://www.nomisweb.co.uk/>

Description: Great Staughton Character Areas

Scale = 1:30,000

Date Created: 11/09/2023



© Crown copyright and database right. All rights reserved (100064043) 2023, Contains OS data © Crown copyright and database right 2023

Map 2 – Great Staughton Character Areas

Housing

- 3.10 Great Staughton is home to 356 dwellings and has experienced extremely limited housing growth, just 30 new homes in the last 20 years.
- 3.11 Great Staughton has a Community Land Trust and has successfully developed 12 new affordable homes at Jewell Close. Each property was completed and occupied in 2023. Importantly, the scheme was significantly oversubscribed by families and individuals in housing need with a strong local connection
- 3.12 Great Staughton has a high share of detached housing (66%) and low shares of semi-detached and terraced housing and flats, which is consistent with the parish’s below-average population density.
- 3.13 Great Staughton has an above-average housing size compared to Huntingdonshire, with 39% of homes having four or more bedrooms. Housing tenure is dominated by owner occupation, with three quarters of households owning their own property.

Number of bedrooms	2021
Total:	356
1 bedroom	9
2 bedrooms	48
3 bedrooms	140
4 +bedrooms	159

Source: ONS 2021 Census

- 3.14 Average and lower quartile house prices in Great Staughton are high. The average (median) price paid for a residential property in Great Staughton was 30% above the Huntingdonshire average last year. At lower quartile levels, anyone seeking to buy a property in Great Staughton would require an annual income of £57,071 for a semi-detached property and £86,821 for a detached home. To put this into context, a household with two

people working full-time (35 hours/week) and earning the National Living Wage (£8.91/hour) will only earn around £32,432 per annum. Even a couple both earning the median salary for Great Staughton would struggle to reach the threshold for a lower quartile semi-detached property.

- 3.15 Great Staughton has very limited social housing stock and private rented housing stock.

Employment

- 3.16 Great Staughton has a high rate of employment (63%) among its adult population. This is counter-balanced by a quarter of its population (36%) being economically inactive, i.e., not in work nor looking for a work. A significant proportion of this group are those who are retired rather than being inactive for any other reason.
- 3.17 There are many important employment providers in the Village. The local service industry includes a butcher’s shop, hairdressers, the school, and Doctors. In addition, there are more industrial type sites based on the Airfield on Staughton Moor, and commercial distribution sites along The Town. There are local engineering units based on farming workshops and barns in The Town. Littlehey prison in the neighbouring Parish of Perry is also a source of significant local employment.

Landscape

- 3.18 Great Staughton is located within National Character Area 88: Bedfordshire and Cambridgeshire Claylands. At a more local level, the Huntingdonshire Landscape and Townscape Assessment (2022) defines the Parish within the Southern Wolds and Great Staughton stands within Area 3: Western Claylands, of the Cambridgeshire Landscape Guidelines (1991). To the north is the Grafham Water Landscape Character Area which impacts the northern part of the Parish.

- 3.19 The Cambridgeshire Landscape Guidelines (1991) identifies Great Staughton as an area as a gently undulating landscape which is subdivided by the shallow Ouse Valley. The area generally consists of large scale arable farmland with open fields, sparse and trimmed hedges and watercourses which are cleared of bankside vegetation.
- 3.20 The area is distinctive for a number of reasons. Firstly, the area is characterised by remnants of deserted medieval villages including ridge and furrow fields, medieval settlement earthworks, moated sites and ruined churches. Secondly, scattered woodlands and particularly ancient, semi natural woodlands which are of importance in terms of their visual and nature conservation interest but which can appear isolated. Church spires enliven the skyline and views. Finally, existing and former wartime airfields including the airfield at Staughton have a significant impact on the area.
- 3.21 The Huntingdonshire Landscape and Townscape Assessment (2022) defines the Parish within the Southern Wolds. The key characteristics are defined as the relatively gentle topography, including the broad valleys of the river Kym and well-wooded landscape, with hedged fields, and some more recent plantations. The significant modern influences on the landscape are described as conifer plantations, power lines, housing estates, industrial areas, airfield, prison and the Anglian Water buildings around Grafham Water.
- 3.22 A particular concern is the harsh edges of many new developments, which are often poorly integrated into the surrounding landscape. It is important that this is addressed in any future developments, and also that improvements are made where possible to improve the quality and reduce the adverse visual impact of existing developments.
- 3.23 The parish has a network of public footpaths regularly used not just by villagers, but also by various walking groups, including for local health walks (publicised by Huntingdonshire District Council).

4 Great Staughton Future

- 4.1 The key issues facing Great Staughton have been identified from a series of public consultations with the Great Staughton community, from the documentary evidence collated by the Neighbourhood Plan Group including a Planning Policy Context Analysis and a Demographic, Social and Economic Report. These have informed the themes and the basis of the policies in this Neighbourhood Plan.
- 4.2 From a SWOT analysis the Neighbourhood Plan Group has identified a series of challenges that can be addressed through the Neighbourhood Plan.
- 4.3 A SWOT analysis of the Parish was prepared and is shown below. The Community Workshop on 10th March 2022 reviewed the SWOT analysis and made amendments to reflect the community's perceptions and the evidence prepared at that time.

Strengths	Weaknesses
<p>Strong Community Spirit</p> <ul style="list-style-type: none"> • Sense of family orientated community • Strong rural character valued by residents • Safe (low crime rate) • Tranquillity (village life) with the exception of motorbikes • 12 new homes - Community Land Trust <p>Economy</p> <ul style="list-style-type: none"> • Relatively wealthy parish with limited deprivation • High rates of employment • Range of local employment opportunities • Established Employment Area at Little Staughton Airfield • Local people working in local businesses • Businesses seeking to expand <p>Key Services</p> <ul style="list-style-type: none"> • Retains key facilities including church, Public Houses, Village Hall, butcher's shop, primary school and doctors' surgery. • Recreation ground and facilities: 2 tennis courts, Village Hall, 1 senior and 1 youth football team. <p>Character and Heritage</p> <ul style="list-style-type: none"> • Two Conservation Areas • Roman sites and Scheduled Ancient Monuments • Ancient and semi natural woodlands • Valued vistas and views • Historic Church <p>Open Space</p> <ul style="list-style-type: none"> • Valued informal and formal Green and Blue (River Kym) Spaces • Rich in wildlife sites, SSSIs, biodiversity and geodiversity • Proximity to Grafham Water <p>Getting Around</p> <ul style="list-style-type: none"> • Good public rights of way network providing good access to countryside and options for local dog walking for villagers, walking group and local health walks • Walking routes providing access to Little Staughton, East Perry, River Kym and connections between Dillington and Great Staughton • Proximity to St Neots station with direct trains to London, Edinburgh and Gatwick Airport 	<p>Housing</p> <ul style="list-style-type: none"> • Housing shortfall - Few new homes completed since 2011 yet housing requirement is 60 units (2011 to 2036) • High share of large, detached homes • Low share of semi-detached, terraced housing and flats • High average house prices • Lack of social housing stock and private rented housing • Deprivation indicators include access to key services, access to housing, air quality and road traffic accidents (includes Hail Weston parish) <p>Economy</p> <ul style="list-style-type: none"> • Higher than average rates of unemployment during Covid • Lack of business starter units • Poor Broadband • Lack of planning control at Staughton Moor creating bad neighbour developments <p>Services and Infrastructure</p> <ul style="list-style-type: none"> • Doctors Surgery is no longer fit for purpose to serve the community • NP Survey indicates: Lack of café, modern village hall, activities to meet needs of families and young people • Lack of a central meeting space/ focal point • The village needs a general food store with post office • Strong reliance on oil based energy and lack of resilience <p>Heritage and Character</p> <ul style="list-style-type: none"> • No Conservation Area Appraisals • No definition or protection of important green spaces <p>Getting Around</p> <ul style="list-style-type: none"> • Cars and motorbikes speeding • Safety of roads around Dillington (rat runs) and associated noise • Issues with lorries /HGVs • Limited bus service - both timetabling and frequency issues • Lack of off-street parking and lack of car parking at Great Staughton Surgery • Key hazard points and road surface conditions • Lack of cycle paths to St Neots and Dillington and footpaths out of village

Opportunities	Threats
<p>Improved Services</p> <ul style="list-style-type: none"> • New NHS Healthcare facility • Modern village hall, family friendly café, and activities for different age groups including Youth Club • Village hub including retail and business • Identify improved footpaths / cycleways within Great Staughton and to Dillington and St Neots (commuting) • S106 / CIL funding to secure supporting infrastructure and facilities <p>Village and Landscape Character and Heritage</p> <ul style="list-style-type: none"> • Define settlement boundaries which supports development inside the boundary and restricts development outside • Protect, enhance landscape and provide green areas for recreation, sports and allotments uses • Promote good design to ensure development in keeping with scale, location and appearance of buildings, use traditional local materials • Protect property Character throughout the village. • Review Roman sites and medieval earth works; protect ridge and furrow field • Complete Conservation Area Appraisals • Protect area between The Town/ The Green; south of The Highway and green spaces at Beachampstead road, East of Cage Lane and between Cage Lane settlements and Dillington. Visually important gaps. <p>Housing</p> <ul style="list-style-type: none"> • NP could provide clarity on current housing needs in the parish and influence housing accordingly. Evidence on housing need (HNS, estate agent survey, affordable housing list) will be needed to support this. • Consider further CLT development. <p>Economy</p> <ul style="list-style-type: none"> • Opportunity to retain and accelerate high concentrations of small local employment and start-ups in village centre • Managed approach to Staughton Moor <p>Climate Change</p> <ul style="list-style-type: none"> • Encourage sustainable energy production and zero carbon developments • Enhance ecology, biodiversity, wildlife habitat 	<p>Housing Growth</p> <ul style="list-style-type: none"> • Further housing growth to meet housing requirement (60 dwellings 2011 to 2036) • Any loss of district wide 5 year housing land supply leading to unplanned schemes • Development beyond Infilling, within gardens or clusters of no more than 10 units <p>Services / Infrastructure</p> <ul style="list-style-type: none"> • Changing needs - Ageing population - 32% will be over 65 with 5% over 85 by 2036 • Further loss or downgrading of doctor's surgery, shops and local facilities with lack of planning control • Loss of community facilities • Unable to provide facilities such as general food store with permanent Post Office <p>Traffic/parking issue</p> <ul style="list-style-type: none"> • Traffic/ parking issues exacerbated by further development including tourism <p>Village and Landscape Character</p> <ul style="list-style-type: none"> • Deterioration of rural character, green spaces, vistas and views • District wide Policy LP9 supports proposals for development on land well-related to the built-up area but does not define the built-up area <p>Natural Environment</p> <ul style="list-style-type: none"> • Flood Risk and water management issues • Increased Light pollution <p>Strategic Growth outside NP Area</p> <ul style="list-style-type: none"> • What are the implications of growth of the Cambridge to Oxford Arc Vision? • Proposals for Bedfordshire's growth at Denny Brook and associated areas for 20,000 new homes

5 Great Staughton Vision

- 5.1 Taking into account the results of the village surveys, conversations with stakeholders and outputs of the workshop, as well as information, intelligence and evidence gathered through the Neighbourhood Plan process, the following vision and themes were developed which have guided the proposed policies.

Vision for Great Staughton

To value, conserve and enhance the rural and historical character and community spirit of Great Staughton, ensuring that future development retains the green spaces and vistas, but also provides a sustainable community with appropriate facilities for its residents.

Themes

Spatial strategy

- 5.2 Great Staughton Neighbourhood Plan recognises and supports the principles for appropriate development throughout Huntingdonshire as identified in the Local Plan.
- 5.3 The Great Staughton Neighbourhood Plan develops those principles to be applicable to Great Staughton as suggested and supported by residents.

Housing Growth, Mix and Design

- 5.4 There was concern that the village development boundary had been 'lost' since the publication of the adopted Local Plan resulting in a degree of ambiguity in areas that are part of the built up area, where development would be supported, and those areas that are considered to be in the countryside. The community considered taking a more proactive position in identifying the development

boundary and sites for housing to meet the indicative housing requirement that were of a mix and type that met local needs. There was recognition of the imbalance in house sizes in the parish which has resulted in a shortage of smaller homes for older people looking to downsize, or for young couples looking to stay in the village, and the Neighbourhood Plan would suggest ways to redress this balance.

- 5.5 There was also concern that the recent development at Jewell Close only partly met the local housing need and house prices were accelerating. The Census indicated that the population was in decline and a positive approach was needed to respond to these challenges.

Conservation and Heritage

- 5.6 Great Staughton has two Conservation Areas but lacks a Conservation Area Appraisal which could positively influence development proposals and their design. The community wanted some support in the Neighbourhood Plan for such an appraisal. Additionally, it was considered that both designated and non-designated heritage assets are worthy of protection. Heritage assets are already protected under heritage legislation and planning policy but additional evidence has been provided through the Neighbourhood Plan to justify the protection of non-designated heritage assets and provide material which could be helpful in their conservation.
- 5.7 It was also considered important to retain the distinct character of different parts of the village and to ensure their continued separation. In terms of the village character, views, vistas and some landscape features are important to protect. Little Staughton Airfield lies south of the village and its history and heritage are important to the village story.

Getting Around

- 5.8 The community consultation exercise identified weaknesses in the existing footpath and cycle way network. This includes the lack of footpaths or cycleways linking places within the village and linking the village to Dillington and to St Neots which could be used to support more sustainable work journeys. It was also identified that there is no footway to the village cemetery. Additionally, traffic safety issues were raised due to levels of HGV movements through the village, in part due to inappropriate development at Staughton Moor, the speed of traffic, accident points and the volume of motorbikes through the village. The lack of a frequent and quality bus service is also identified.

The Environment and Sustainability

- 5.9 The village is heavily reliant upon oil as its primary energy source for heating and residents consider that a more sustainable and resilient solution is required. Additionally, there is common ground that new development and renovation of existing properties should seek to be more sustainable, be energy efficient and achieve carbon reduction measures.

Services and Facilities

- 5.10 Great Staughton is identified as a small settlement in the Local Plan which reflects the level of services within the village. The community consultation highlighted both the valued services and facilities in the village which are important to protect whilst seeking to secure a retail and business hub that provided a wider range of facilities including the desire for improved

healthcare facilities and a permanent, full time Post Office. Growth in population could make services generally more viable and there may scope for a 'village hub' initiative to support a wider range of potential services.

- 5.11 The Community recognises the need to have suitable development in terms of housing and business units but would want to ensure these are not in unsuitable areas resulting in traffic issues on rural roads.

Objectives

- 5.12 To underpin the vision, this Neighbourhood Plan identifies 9 strategy objectives addressing the key issues facing Great Staughton and the SWOT analysis during the life of the Neighbourhood Plan.

OBJECTIVES

Growth and the future	Neighbourhood Plan Policies
To support growth in line with Great Staughton's Indicative housing requirement	GSNP 1 GSNP 2
To ensure any additional housing provision meets the needs of local people within the Neighbourhood Plan area	GSNP 3 GSNP 4 GSNP 5 GSNP 6
Village Character	
To preserve and enhance the village characteristics of Great Staughton that are considered distinctive and make it special	GSNP 7 GSNP 8 GSNP 9
To protect and enhance the historic character of Great Staughton	GSNP 10 GSNP 11
To protect and enhance the setting of Great Staughton's settlements together with its valued green and blue spaces.	GSNP 6 GSNP 12
Climate Change	
To ensure that Great Staughton is resilient against the future impacts of Climate Change	GSNP 13 GSNP 14
To manage development coming forward in the parish which will exacerbate existing flood risk and to take any opportunities to reduce existing flood risk	GSNP 15
Transport and connections	
To improve transport connections and accessibility around parish for all non-motorised users including those with disabilities	GSNP 17 GSNP 18 GSNP 19
Local Facilities, Services and Business	
To support provision of a new NHS facility and to facilitate the provision of appropriate commercial and retail activities.	GSNP 3 GSNP 19

6 Spatial Strategy and Housing

Objectives

- To support growth in line with Great Staughton’s Indicative housing requirement
- To ensure any additional housing provision meets the needs of local people within the Neighbourhood Plan area
- To preserve and enhance the village characteristics of Great Staughton that are considered distinctive and make it special
- To support the provision of a new NHS facility and to facilitate appropriate commercial and retail activities.

6.4 The Local Plan states ‘individual plots and minor scale development opportunities which would provide infill and rounding off opportunities on land which is physically, functionally and visually related to existing buildings, taking account of any environmental development constraints subject to exclusions are supported’. The intent of this policy is to provide a positive spatial strategy which supports the needs of the parish to 2036 and which is consistent with the Local Plan.

Policy GSNP 1 - Spatial Strategy

6.1 Huntingdonshire has an overall housing figure for the district of 20,100 new homes for the plan period 2011 to 2036. The Neighbourhood Plan fully supports the implementation of the Local Plan.

6.2 Following a request by the Parish Council, HDC have advised that to ensure Great Staughton makes its appropriate contribution to the housing needs of the district, a total of 60 dwellings are needed in the parish for the period between 2011 and 2036.

6.3 Monitoring data up to 31 March 2023 shows that there has been a total of 25 dwellings completed (net) in the parish between 1 April 2011 and 31 March 2023. There are a further 5 homes with planning permission (net) yet to be completed. This means that approximately 30 of the 60 homes needed to meet the indicative housing requirement have already been met, leaving 30 homes required for the remaining period up to 2036.

Policy GSNP 1 – Spatial Strategy

Great Staughton will grow sustainably through the plan period in accordance with the growth strategy identified in the Huntingdonshire Local Plan. This Neighbourhood Plan provides for at least 60 dwellings to be developed in the Neighbourhood Plan area between 2011 and 2036. This growth will be met through:

- i. the implementation of planning permissions and new planning permissions granted between 1 April 2011 and 31 March 2036;
- ii. “windfall” sites and infill plots within the Built Up Area Boundary identified on Map 3 that come forward during the Plan period and are not specifically identified in the Plan;
- iii. on land at Brook Farm, The Highway, such residential development as is demonstrably necessary to enable the delivery of a GP surgery / NHS healthcare facility in accordance with Policy GSNP3; and
- iv. an allocation of 0.71 hectares for approximately 20 dwellings to the south of 29 The Green.
- v. “windfall” sites on land well related to the Built-Up Area Boundary identified on Map 3 that come forward during the Plan period and are in accordance with local and national policy.

Development proposals will only be supported if it can be demonstrated that there is, or will be, sufficient infrastructure capacity to meet all the necessary requirements arising from a proposed development.

Where appropriate, development may need to be phased spatially and chronologically to enable the provision of infrastructure in a timely manner with conditions or planning obligations to be used in securing any phasing arrangements.

Policy GSNP 2 – Built Up Area Boundary

- 6.5 Great Staughton is identified in the Huntingdonshire Local Plan as a Small Settlement where proposals for development which are within the built up area are supported subject to the criteria set out in the Local Plan and the Neighbourhood Plan. Additionally, the Local Plan restricts developments outside of the built-up areas in hamlets and smaller groups of dwellings. These areas, outside the built up area, are broadly defined in the Local Plan and can include isolated properties or areas of ribbon development and fragmented development which are physically and visually detached from the main built form.
- 6.6 Development outside the identified Built Up Area will be supported where it accords with the specific opportunities allowed for through Local Plan policies: LP 10 'The Countryside', LP 19 'Rural Economy', LP 22 'Local Services and Community Facilities', LP 23 'Tourism and Recreation', LP 28 'Rural Exceptions Housing', LP 33 'Rural Buildings' and LP 38 'Water Related Development'.
- 6.7 The Local Plan does not include a development boundary or envelope which identifies the built up area for Great Staughton. Planning Officers assess each proposal on a site by site basis. The intent of Policy GSNP 2 is to identify the Built Up Area Boundary which directs development within the settlement whilst protecting the countryside from encroachment. It also seeks to ensure that essential infrastructure is provided to support the needs of any development.
- 6.8 There are 4 areas of housing in the Parish as well as a few scattered dwellings. These are:
 - The Town
 - Dillington

- Staughton Highway and The Green.
 - Staughton Moor
- 6.9 Of the 370 dwellings in the parish, approximately 300 can be found in the area around The Highway and The Green. The Town area has 18 dwellings which are in reasonably close proximity to each other and then another dozen spaced out over a mile along the access and egress to and from the village. Dillington is a grouping of approximately 18 dwellings and The Moor area has a further 17 well-spaced dwellings. In addition, there are a few isolated dwellings scattered across the parish.
- 6.10 The only area which conforms to Huntingdonshire Local Plan's definition of a built up area, is Staughton Highway and The Green. The other 3 areas do not constitute an area of 30 dwellings, they are physically separated from other parts of the parish by significant amounts of countryside which is
- important to be retained and therefore are not considered to constitute built up areas as defined in the Huntingdonshire Local Plan. These areas are in the countryside in respect of Local Plan policies.
- 6.11 Importantly, development in Staughton Highway and The Green would represent a more sustainable form of development as the vast majority of community services such as the primary school, doctor's surgery, pre-school, village hall, retail outlets, playing field and the pub are all within the Staughton Highway and The Green area.
- 6.12 Development proposals on windfall sites and infill development for, with small scale development in the Built Up Area Boundary, will be supported subject to the location, size and design of the development respecting the character in the immediate area and the settlement as a whole.

POLICY GSNP 2 – Built Up Area Boundary

The Built Up Area Boundary of The Green and Staughton Highway is defined as a red line on Map 3; this defines the 'built-up area' for the parish of Great Staughton.

Within the Built Up Area Boundary, infill development for small scale development, windfall development appropriate to the scale of the village, a GP / NHS healthcare facility at Brook Farm (and essential enabling housing), and housing at The Green, will be supported where development would not adversely affect the character of the existing settlement and the undeveloped nature of the surrounding rural areas; and would respect its landscape setting.

Development proposals outside of the Built Up Area Boundary will only be supported where there is material evidence of a local community need that would be met by the proposal; or where the proposal complies with requirements of other national or local policies or sites that are allocated as part of a strategic policy in the Adopted Local Plan.

Development Proposals will only be supported if it can be demonstrated that there is, or will be, sufficient infrastructure capacity to support and meet all the necessary requirements arising from the development. Development may need to be phased spatially and chronologically to ensure the provision of infrastructure in a timely manner with conditions or planning obligations to be used in securing any phasing arrangements.

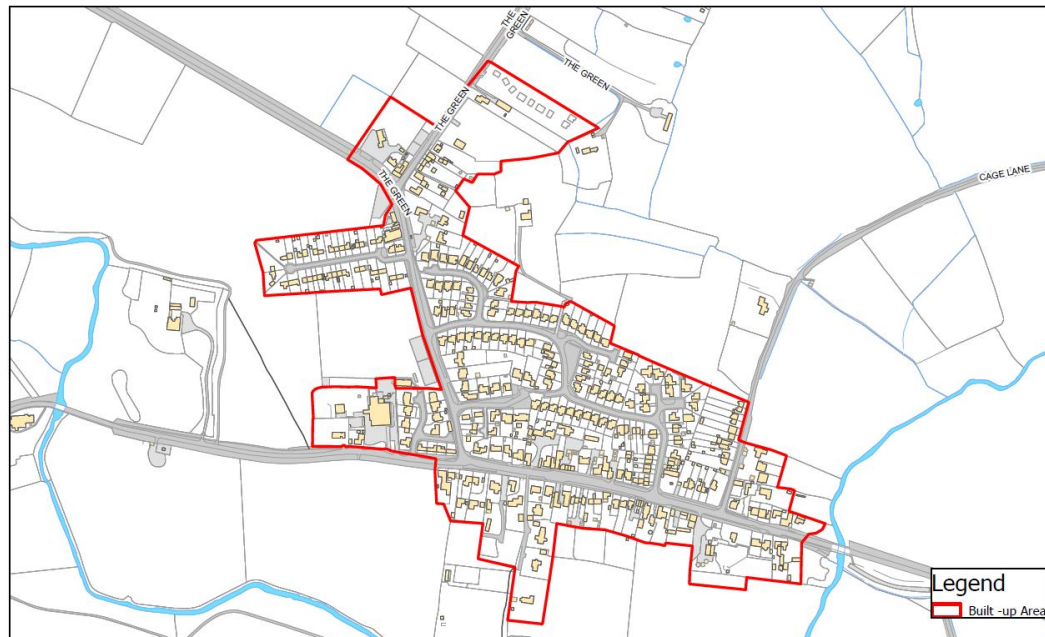
Description: Great Staughton



Scale = 1: 5,000

Date Created: 11/09/2023

Huntingdonshire
DISTRICT COUNCIL
© Crown copyright and database rights 2023
Ordnance Survey HDC 100025322



Map 3 – Built Up Area Boundary

Site Options and Assessment

- 6.13 The Neighbourhood Plan has explored whether the parish can satisfy the indicative housing requirement. It has also explored development propositions that could encompass a new community building for the provision of a community hall, NHS services and training services, as well as affordable housing, retirement homes, and private housing and small scale commercial development.
- 6.14 The Parish has completed a robust and sound assessment process to establish the most appropriate sites for development.
- 6.15 A specific call for housing sites was issued in August to October 2022 including sites to support the provision of a community hall, NHS and training services as well as affordable housing, retirement homes, open market housing and small scale commercial units. Eight sites were submitted in response to the Call for Sites and a further two were identified through the Huntingdonshire HELAA (2017).
- 6.16 AECOM completed a Site Options and Assessment Analysis on behalf of the Parish Council, to establish whether the 10 sites are suitable, available and deliverable in accordance with national planning guidance.
- 6.17 The results of the AECOM Site Options and Assessment 2023) identified a total of 5 sites that were rated 'Amber'. No sites were identified as Green. Amber rated sites are considered to be potentially suitable for allocation subject to the identified constraints being addressed.
- 6.18 The Parish Council published the results of the assessment on its website on 11th May 2023 and invited members of the community to its Parish Assembly where it was unanimously agreed that further housing sites should be found to meet local housing needs and to address the need for a new GP Surgery / NHS Healthcare facility. The community at that event also concluded that the favoured sites were firstly, Brook Farm and secondly the site to the south of 29 The Green.
- 6.19 The Parish Council at its meeting on 25 May 2023 considered the potential amber sites against the outcomes of the AECOM site options assessment, the poll at the Parish Assembly and the agreed objectives in the draft Neighbourhood Plan.
- 6.20 The AECOM Site Options and Assessment Report was updated in November 2023 to take on board surface water flood data which had not been considered in the May 2023 version of the report. This highlighted flood risk at both the Brook Farm and South of the Green allocations.
- 6.21 In accordance with national policy and the Huntingdonshire's Flood and Water Supplementary Planning Document, a Sequential Test Report was prepared in consultation with stakeholders including the Environment Agency, Cambridgeshire County Council as Local Lead Flood Authority and HDC. This assesses whether there are reasonably available lower risk sites for the proposed development to which the development could be steered. Additionally, a site specific flood risk assessment was completed by the landowner for the site south of Green site.
- 6.22 The Parish Council has concluded that the site at Brook Farm is the only site that offered the potential for a new GP Surgery / NHS health facility albeit there are a number of constraints that need to be addressed to ensure that the development is brought forward in

a way which conserves and enhances the nearby heritage and landscape assets and addresses very low flood risk issues.

- 6.23 The Parish Council considers that, although there are recognised flood risks on the site to the south of 29 The Green, there are no other lower risk sites which would be suitable or appropriate to meet its housing needs within the parish. The allocation will require a robust surface water flood risk strategy to be submitted with any planning application.
- 6.24 The site sits within the built up part of the settlement particularly given the more recent Community Land Trust Housing at Jewell Close.
- 6.25 Therefore, the two allocations to meet the needs of the Parish are proposed at Brook Farm, The Highway as part of a wider development which will bring forward a new GP Surgery and NHS health facility and a further housing allocation at to the south of 29 The Green .
- 6.26 In September 2023, HDC concluded that as the Great Staughton Neighbourhood Plan will not have significant effects on the environment, a Strategic Environmental Assessment (SEA) and Habitats Regulation Assessment (HRA) are not required.
- 6.27 Responses to the consultation on the Screening Opinion did not agree with these conclusions. Historic England consider that due to the potential impact of the allocation at Brook Farm on designated heritage assets that an SEA would be appropriate. The Environment Agency highlighted the surface water risk on the proposed allocation at land south of 29 The Green. Natural England considered that significant impacts on the environment and habitats were unlikely but

expressed that views of local wildlife organisations should also be sought in determining if an SEA/HRA was required.

- 6.28 Taking into consideration the specialist advice from Historic England, the Environment Agency and Natural England, HDC state that an SEA should be undertaken, however it is unlikely that an HRA would be required.
- 6.29 AECOM have prepared a SEA Environmental Report April 2024. The SEA Environmental Report includes wider observations and recommendations in respect of the Neighbourhood Plan as a whole, and not simply the sites allocations. The recommendations from that report, together with the responses to the consultation on the SEA Environmental Report during the summer 2024 have been taken on board and, where appropriate, included in the Neighbourhood Plan.

Policy GSNP 3 Allocation of land for a new Local NHS Health Facility

6.30 The intent of this policy is to support a GP Surgery / NHS health facility to replace the existing doctor's surgery in The Highway which is not suitable for current health care needs in Great Staughton.

6.31 Discussions have been held between the landowner, the local Doctors, Cambridgeshire and Peterborough Integrated Care System and the Parish Council. A draft plan of a suitably sized surgery on the site together with supportive housing and car parking has been prepared. Similar projects elsewhere are being reviewed together with the options for financing. Initial support for the project has been obtained from the NHS.

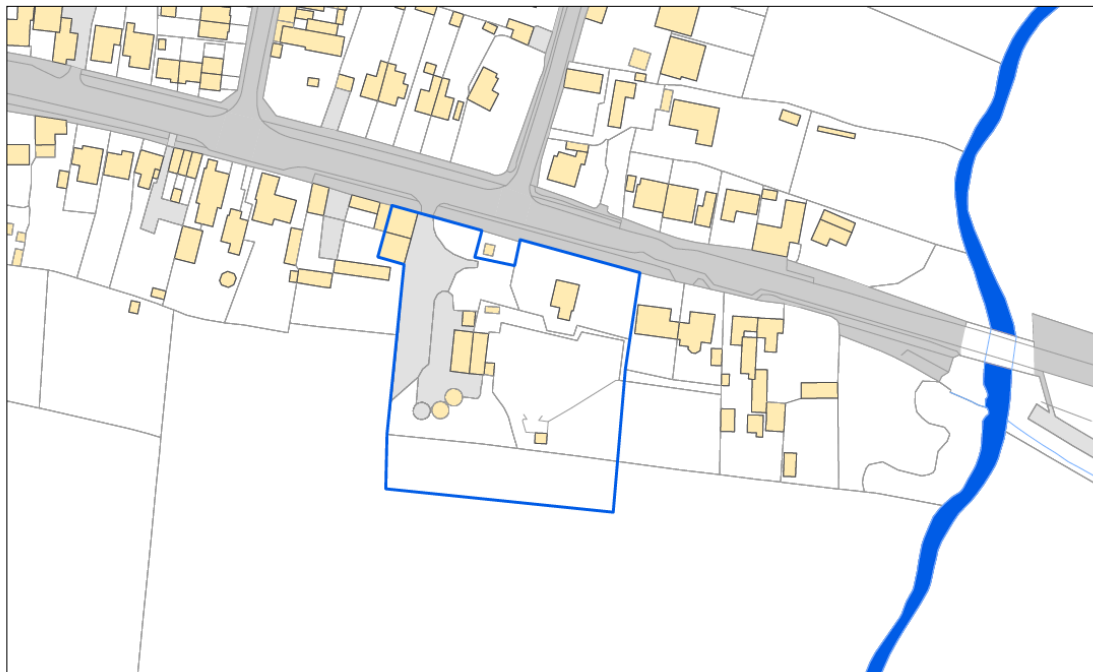
Description: Brook Farmyard



Scale = 1: 300

Date Created: 07/09/2023

Huntingdonshire
DISTRICT COUNCIL
© Crown copyright and database rights 2023
Ordnance Survey MDIC 100023302



Map 4 – Allocation at Brook Farm

POLICY GSNP 3 – Healthcare Facility and Enabling Housing at Brook Farm

A site at Brook Farm, as defined on Map 4, is allocated for provision of a healthcare facility and enabling housing development.

A comprehensive development of the whole of the allocated site for a healthcare facility (GP Surgery, dispensary and NHS healthcare facility) and enabling housing will be supported where, as appropriate, the proposal is designed and landscaped so as to enhance the character and appearance of the area, the Conservation Area and the setting of the nearby Listed Buildings.

The following criteria also apply.

- i. Demonstrate that the proposed new healthcare facility meets the needs of local residents.
- ii. Conserve the existing landscaping including the Veteran Tree (TPO).
- iii. Contribute positively to the character of the Conservation Area and the setting of nearby heritage assets including Listed Buildings, ensuring that the earthwork remains of ridge and furrow are preserved intact, demonstrated by the submission of a Heritage Impact Assessment.
- iv. Provide an energy and water-resource efficient building with a low carbon footprint for the duration of the lifecycle of the building.
- v. Provide an accessible and user-friendly building for all including those with limited mobility.
- vi. Provide safe vehicular access to and from the site.
- vii. Provide car parking to meet local planning authority standards, secure cycle parking facilities and an ambulance pick up/drop off point.
- viii. Incorporate landscaping to ensure development results in both the protection of existing landscape character and the enhancement of landscape value and character.
- ix. In consultation with the Environment Agency, the Local Lead Flood Authority and the District Council, provide a site-specific flood risk assessment and mitigation strategy, demonstrating that all flood risk, both on the site and elsewhere, can be managed safely over the lifetime of the development, considering the impact of climate change.
- x. Demonstrate through a Site Contamination Report that the brownfield site can be remediated satisfactorily.
- xi. Safeguard the living conditions of residents by ensuring that any residential curtilage is a minimum of 15m from the sewage pumping station.

Residential development will be supported where an independent Viability Assessment demonstrates that such development is essential to enable the delivery of the healthcare facility.

Development proposals for the provision of enhanced community facilities of an appropriate scale, as part of the NHS facility, will be supported including proposals for recreation, leisure, spiritual, social, education, and retail facilities.

- 6.32 Great Staughton has a local Doctor's Surgery which is located towards the centre of The Highway and comprises an extended residential garage which in terms of its size, location and age is no longer suitable to provide appropriate health care for the parish's residents. Additionally, the surgery is in the centre of the village where existing traffic congestion and parking issues are key concerns expressed by the local community.
- 6.33 The Parish Council has been working with the GP practice to understand its longer term needs. Additionally, the Greater Cambridge Partnership has awarded the Great Staughton Community Land Trust a grant award of £15,000 to facilitate the scoping, viability and promotion of a new GP Surgery / NHS healthcare facility.
- 6.34 Through the call for sites, Brook Farm has been offered as a site for a GP Surgery /NHS Healthcare Facility. The site is previously developed land within the built-up area and is well related to services within the village. There is an existing dwelling on site which would need to retain / share access with any new development.
- 6.35 There is a range of designated and non-designated heritage assets near the allocation including medieval landscape features. The current uses and buildings neither conserve nor enhance the setting of the listed buildings or the nearby Conservation Area. As such there is an opportunity to visually improve this important site at the entrance to The Highway.
- 6.36 Given the potential impact upon the Conservation Area, nearby listed buildings, landscape, archaeological sites including levelled former remains of ridge and furrows within the site, and key views of the River Kym, it is important to protect and enhance the character, setting and significance of the site. The earthwork remains of ridge and furrow should be preserved intact. The proposal can make a positive contribution through appropriate design to avoid significant harm to the historic environment. Therefore, the development must be accompanied by a Heritage Impact Assessment to demonstrate the positive impact upon the nearby heritage assets.
- 6.37 The landscape and visual impacts of the development would need to be ameliorated by significant native landscaping to assimilate the development into the settlement.
- 6.38 There is a sewage pumping station adjacent to the existing entrance. Anglian Water have an encroachment policy which ensures that there is a minimum of 15 metres between the pumping station and the curtilage of any residential property to ensure the amenity of occupiers and to maintain the pumping station. This policy needs to be addressed in the site's design, layout and viability report.
- 6.39 The site lies within Flood Zone 1 for fluvial flooding. However, the Flood Risk Map for Surface Water indicates that there is a surface water flooding risk on the site's northern boundary. Any design will have to ensure that the flood risk, particularly access and egress from the site can be managed safely, without increasing the risk of flooding elsewhere.
- 6.40 The SSSI Risk Impact Zone and Grade 3 agricultural land classification would need to be considered in a planning application and development must avoid and safeguard a TPO on site.
- 6.41 The site is suitable for a health facility with associated car parking and other small business, or community uses if

the constraints identified in the AECOM's site assessments including landscape and heritage impacts are mitigated through design.

- 6.42 The Neighbourhood Plan supports this site for residential development solely on the basis of it being enabling development to provide a doctors' surgery / NHS healthcare facility. Affordable housing contributions through a planning obligation will need to consider the effect on the viability of the development scheme including its requirement to facilitate the delivery of the GP surgery.
- 6.43 The site is at eastern edge of the village, many patients at the existing surgery travel by car and the new surgery will have significant off-road patient parking. There is a footpath from the village centre to the site. Some patients will find it a little more difficult to visit a surgery at this location, equally others will find it easier. Any new surgery is expected to serve a larger patient population, and this site reduces the parking and congestion issues in the village centre. On balance the Parish Council consider the location accessible and meeting the expressed needs of the community in Great Staughton.
- 6.44 There is flexibility on the land uses proposed on the site and also the possibility of extending development into the field to the rear if demonstrated to be needed through the site viability assessment.

Policy GSNP 4 Allocation for Housing at The Green

- 6.45 The intent of Policy GSNP4 is to ensure that development of a site at The Green is completed in a sensitive way, that delivers housing to meet local needs and any scheme is design and landscape led.
- 6.46 The 0.71 hectare site, to the south of 29 The Green, is situated on the northern edge of the village, to the south of Jewell Close. To the east is open countryside which is relatively well screened by existing landscaping which limits the potential impact of the development on the landscape. It has good access to services and facilities of Great Staughton.
- 6.47 The site lies within Flood Zone 1 for fluvial flooding and has a low risk of fluvial flooding. The site has areas of low, medium and high risk surface water flooding across the site. The Flood Risk Map indicates that this site contains a significant surface water flow path. Any design will have to ensure, demonstrated through the submission of a site specific flood risk assessment and mitigation strategy, that the flood risk can be managed safely, over the lifetime of the development and considering the impact of climate change without increasing the risk of flooding elsewhere. Such an assessment and mitigation measures will need to be approved by Environment Agency, the Local Lead Flood Authority and the District Council.

- 6.48 More specifically, the SuDs system will need to be designed to a 1 in 100 year plus 40% climate change rainfall event. The design of the development will need to ensure that the existing flow path across the site is not obstructed by designing a flow path around the boundary or through the site. The finished floor levels should be sufficiently set above adjacent ground levels (at least 300mm) with external levels falling away. The design should ensure that there are no low spots in the vicinity of the access points in which water could pond to a level where it could potentially enter any dwelling.
- 6.49 There is an Anglian Water sewer crossing the site, that the developer will need to consider in terms of site layout. The sewer is protected by easements and should not be built over or located in private gardens where access for maintenance and repair could be restricted. The existing sewer should be located in highways or public open space.
- 6.50 Additionally, the scheme will be expected to address transport impacts on The Green, current infrastructure capacity issues, and an electricity pylon on the western boundary of the site.
- 6.51 The development will also need to retain where possible the existing boundary hedging and safeguard the setting and views of the nearby listed building, 31 and 33 The Green. The site will also need to be subject to an archaeological evaluation.
- 6.52 As such the site is considered suitable for low density residential development across a net developable area of 85% of the site. This results in an estimated capacity of 20 dwellings consistent with the finding of Huntingdonshire District Council's HELAA 2017.
- 6.53 The scheme must provide at least 40% affordable housing in line with Huntingdonshire District Council's affordable planning policy and accord with the policies in this Neighbourhood Plan and the District's Local Plan. The allocation of affordable housing should be made in accordance with Policy GSNP 6 – Allocation of affordable housing. For the avoidance of doubt, if the site were to provide a total of 8 affordable homes (40% of 20 homes), 4 of these affordable homes would be first offered to those with a local connection. Without the implementation of the allocation of affordable housing policy in line with Policy GSNP 6, the Parish Council would not support the allocation of this site at The Green.
- 6.54 It is demonstrated at Policy GSNP5 below that the existing housing stock in Great Staughton is significantly weighted towards larger homes. To rebalance the housing stock and to enable existing residents to downsize or for young people to get onto the housing ladder, the development should be predominantly 1 and 2 bedroom dwellings. This is supported by local community engagement responses.
- 6.55 The Green is a busy B road with few opportunities for existing and new residents to cross the road safely to gain access to the Recreation Ground and the Pavillion. Development will be supported that contributes to or facilitates an improved pedestrian controlled crossing at the B645 in consultation with the Local Highways Authority.

POLICY GSNP 4 – Housing Allocation at The Green.

The site, as defined on Map 5, totalling 0.71 hectares to the south of 29 The Green is allocated for the development for approximately 20 dwellings. Development proposals must:

- i. provide at least 40% affordable housing that meets locally identified affordable housing needs;
- ii. provide a mix of house sizes and tenures incorporating predominantly smaller units (1 and 2 bedroom units) suitable for older people seeking to downsize and younger adults seeking their first homes;
- iii. In consultation with the Environment Agency, the Local Lead Flood Authority and the District Council, provide a site specific flood risk assessment and mitigation strategy, demonstrating that the surface water flow path across the site is maintained and all flood risk, both on the site and elsewhere, can be managed safely over the lifetime of the development, considering the impact of climate change;
- iv. Finished floor levels of all dwellings must be at least 300mm above existing ground levels unless demonstrated in the flood mitigation strategy that such measures are not required;
- iv. provide a safe vehicular access to and from the site;
- v. provide off-street parking spaces (for cars and cycles) dedicated to each dwelling, alongside further visitor parking, to meet the needs generated by the development and in line with Local Plan standards;
- vi. make provision for a suitable access for the maintenance of foul drainage infrastructure;
- vii. provide an ecological survey to determine the presence of protected species, measures for their protection and ecological enhancement; and
- viii. provide an archaeological evaluation secured by condition on any planning consent.

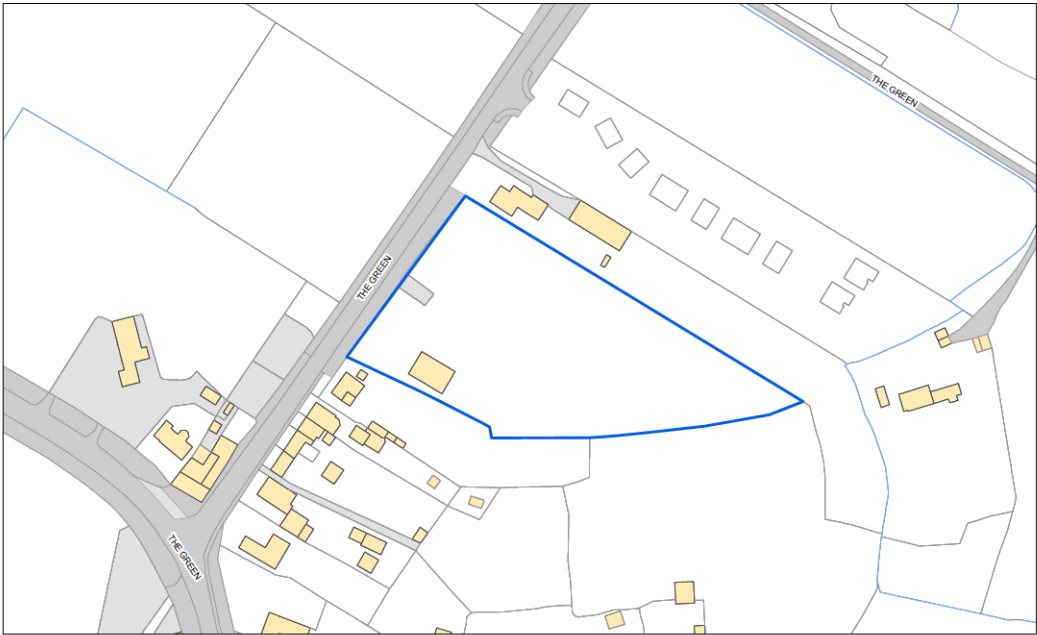
Subject to the tests set out in Paragraph 57 of the NPPF (December 2023), development will be expected to contribute to the improved quality, visibility and identification of the B645 Pedestrian Crossing to enable residents to safely cross The Green and to access the recreation ground.

In order to ensure the development contributes positively to the existing landscape, built environment and historic character the following design principles will apply:

- i. Reflect the existing densities in adjoining areas;
- ii. Retain and protect trees and hedgerows along the boundaries and incorporate new native hedgerow and tree screening to mitigate the visual impact of the development on the landscape;
- iii. Ensure different tenures (affordable housing units) are well integrated and designed to the same high quality, creating a scheme of tenure neutral homes and spaces and
- iv. Ensure that the development safeguards the setting and significance of the nearby Listed Building and views associated with the heritage asset within a rural setting.

Description: Land South of 29 The Green

Scale = 1:300
Date Created: 07/09/2023



Map 5 – Housing Allocation at The Green

Policy GSNP- 5 – Housing Mix

- 6.56 The intent of this policy is to ensure that new housing developments coming forward in the parish should be specifically aimed at meeting the parish’s needs and include a range of housing types. This will help enable local people to stay in the parish at different stages of their lifetime.

6.57 The provision of a housing choice will assist in ensuring a range of needs are met. The provision of a mix of house sizes will ensure the longer term sustainability of the village and its neighbourhoods with broad based communities supporting village services and facilities.

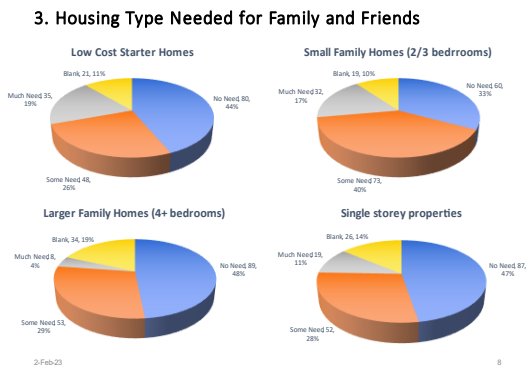
6.58 The proportion of the smallest (1 and 2 bedroom) dwellings in Great Staughton is below national levels and below the proportion in Huntingdonshire as a whole. The proportion of detached, 4-bedroom dwellings in the parish was well above both comparator areas, with the proportion of mid-sized (3
- bedroom) homes relatively even across all comparator areas. The proportion of smaller bedroom dwellings in the parish is significantly below the levels seen across Huntingdonshire and England.

6.59 Numbers of people living in Great Staughton are expected to increase across the older age groups (65-85+) and decrease across the younger age groups (0-64). Population is expected to increase most among 75-84 year olds (+190) and over 85 year olds (+150) but most in percentage terms among over 85 year olds (+167%) and 75-84 year olds (+58%). The share of population aged 65 and above is therefore expected to increase from 22% to 32%, while the shares of people in younger age groups are forecast to fall.

6.60 At the time of the 2011 Census, three quarters (75%) of the 358 households in Great Staughton were one-family households, particularly one-family households (couples) aged under 65 with no children (17%) and one-family

households with dependent children (23% of all households). Compared to district averages, Great Staughton had higher shares of one-family households, particularly couples all aged 65 and over, couples aged under 65 with no children and one- family households with dependent children. It had a lower share of one person households and of lone parent families. The 2021 Census reports that 24% of all households were one person households.

- 6.61 New housing should not come forward in an unbalanced way. Those wishing to move within or relocate to the area will have a range of circumstances and preferences, and they should be offered a range of choices. Given the profile of the existing and forecast population, and the current housing stock which has high levels of 4 bedroom homes, priority is given to providing smaller sized homes.
- 6.62 However, the housing mix provision also aligns with the wider objectives of the community and does not limit choice or threaten viability. The community engagement and consultation has highlighted a stronger demand for low cost starter homes and smaller 2/ 3 bedroom homes.



It is expected that during the plan period, an additional 240 individuals will join the 75+ age group in Great Staughton ward. It is projected that by the end of the plan period there will be 760 individuals in the 75+ age category.

- 6.63 The community consultation has highlighted the need for homes for elderly people and for those with disability. Given that there is unlikely to be a large volume of additional specialist housing for older persons delivered during the Plan period, it is considered appropriate, given the demographic shift to a higher proportion of elderly people, to support Local Plan proposals to ensure homes are built to adaptable and accessible standards.

POLICY GSNP 5 - Housing Mix

Housing development should contribute to meeting the existing and future needs of the parish. A mix in the size and tenure of housing will be required taking into account the needs of young people looking for smaller homes, growing families as well as the needs of older residents.

In order to address the need for smaller homes, proposals for dwellings with one or two bedrooms will be supported in principle, subject to other relevant policies in the plan.

Policy GSNP- 6 Allocation of Affordable Housing

- 6.64 The intent of the policy is to ensure that a proportion of affordable homes in the parish are offered firstly to those with demonstrated affordable housing needs and have a strong connection to Great Staughton. The Local Connections criteria is based upon the Great Staughton Community Land Trust's criteria and offers a consistent approach to addressing housing need in the parish.
- 6.65 The Neighbourhood Plan Spatial Strategy seeks to support an additional 30 dwellings to meet the indicative housing requirement for the parish.

- 6.66 It is considered that a significant proportion of the affordable housing coming forward in the parish should be allocated firstly to residents with a connection to the parish either through residence, employment or close family. It is accepted that such a policy approach is unusual and presents a conflict with district priorities to allocate S106 affordable housing on a district wide needs basis. However, securing an element of the affordable housing units for those with a connection to Great Staughton is considered essential to facilitate a cohesive community and to achieve key principles of sustainable development.
- 6.67 This principle of local allocation of affordable housing, and the policy format has been adopted in the Waterbeach Neighbourhood Plan in South Cambridgeshire. The Plan is available at:
<https://www.scambs.gov.uk/media/19884/waterbeach-np-made-version-march-2022-reduced-1.pdf>.
- 6.68 If the Local Plan target of 40% were achieved on the remaining 30 homes needed, a further 9 affordable homes might be expected in the Neighbourhood Plan area. This is based on full delivery of the Local Plan indicative housing requirement minus completions, with no affordable homes on smaller windfall sites.
- 6.69 The demand for affordable homes for those with a local connection is demonstrated by the significant demand expressed for the Jewell Close development. There were 336 recorded bids but there was a level of duplication. The total unique bids across all properties was 233. The total number of bids counted per shortlist was:
- 3 x 3 bed houses – 80 bids per shortlist
 – total of 18 confirmed connections
- 2 x 2 bed houses – 85 bids per shortlist
 – total of 13 confirmed connections
- 2 x 1 bed flats – 54 bids per shortlist
 - total of 15 confirmed connections
- 2 x 2 bed bungalows – 94 bids per shortlist –
 - total of 12 confirmed connections
- 6.70 The social rental properties in Jewell Close were let to applicants with the following connections:
- Living in Great Staughton – 5
 Living in connected village – 1
 Family living in Great Staughton – 2
 Employment in Great Staughton – 1
- 6.71 It is worth noting that there may have been more connections which were not confirmed. This figures above only report on the applicants who responded to the request for proof of connections.
- 6.72 Given the extent of the need for affordable housing in Great Staughton and considering the likely sites to come forward, it is considered appropriate that local people should be given first preference on 50% of all affordable rental and 50% of Low Cost Affordable Housing. The Community Land Trust has developed criteria for a Local Connection it is proposed that the same approach is adopted through the Neighbourhood Plan for consistency. The criteria have been adopted by the District Council in the S106 agreement for the development of affordable housing at Jewell Close.
- 6.73 It is important to note that Perry was once a part of Gt Staughton Parish and still shares many close ties including Joint Parish Charities, Designated school for both villages, a Shared Parish Church, cemetery and a Joint village magazine. For this reason, the criteria include Perry as a 'second qualifying parish' if at any one time the number of eligible applicants with a qualifying

local connection to Great Staughton is less than the number of available houses.

- 6.74 In the view of Great Staughton Parish Council, 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 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.

POLICY GSNP 6 - Allocation of Affordable Housing

In respect of all new affordable housing provision within the Parish, a minimum of 50% of the affordable homes for rent and 50% of Low Cost Home Ownership shall be occupied by households with a strong local connection

The above provisions will be subject to a cascade mechanism so that if a social landlord or developer of an affordable dwelling has not received an application from a person meeting the definition of a strong local connection within 3 months of the property first being offered to those with a local connection, it will be made available to address wider affordable housing needs.

A proposal comprising a different percentage (to that set out in this policy) of affordable homes to be tied to a local connection criterion will be supported where this is justified through provision of up to date evidence on anticipated housing completion figures and affordable housing needs in the parish.

The Parish Council with Huntingdonshire District Council will undertake a review of the effectiveness of the policy and the extent to which it has satisfactorily addressed local affordable housing needs as part of a Neighbourhood Plan Review.

Definition of a Strong Local Connection

Applicants will be prioritised using the following criteria ranked in order of importance:

1. Immediately prior to making an application for housing the applicant has been Ordinarily Resident in the Parish of Great Staughton for five years or more
2. Immediately prior to making an application for housing the applicant has been Ordinarily Resident in the Parish of Great Staughton for two years or more
3. The applicant has a strong link with the Parish of Great Staughton which is that (without prejudice to the generality of the foregoing);
 - 3.1 The applicant has previously been resident in the Parish of Great Staughton for a minimum of three years during the past five years.
 - 3.2 The applicant has previously been resident in the Parish of Great Staughton for a minimum least five years during the past ten years.
 - 3.3 The applicant has family living in the Parish of Great Staughton who are close immediate relatives (i.e. parents, grandparents, children, brother or sister, this to be inclusive of step, foster and adopted relatives) who have lived in the Parish of Great Staughton for at least three years in the last five years.
 - 3.4 The applicant has family living in the Parish of Great Staughton who are close immediate relatives (i.e. parents, grandparents, children, brother or sister, this to be inclusive of step, foster and adopted relatives) who have lived in the Parish of Great Staughton for at least five years in the last ten years.
 - 3.5. The applicant is in bona fide permanent employment or has a confirmed bona fide offer of permanent employment, working a minimum of 15 hours per week in the Parish of Great Staughton.

If at any one time the number of eligible applicants with a qualifying local connection to Great Staughton is less than the number of available houses, then applications from eligible applicants in the Parish of Perry ("second qualifying village") will be considered using the Local Needs Housing Requirements as above

Source: Great Staughton Community Land Trust.

7 Village Character

Objectives

- To preserve and enhance the village characteristics of Great Staughton that are considered distinctive and make it special
- To protect and enhance the historic character of Great Staughton
- To protect and enhance the setting of Great Staughton's settlements together with its valued green and blue spaces

Policy GSNP 7 – Landscape and Townscape Characteristics

- 7.1 Local Plan Policies LP11 and LP12, supported by Huntingdonshire Design Guide 2017, state that new proposals should be compatible with their location and appropriate in terms of scale, density, mass, form, siting, design, proportion, materials, texture and colour in relation to the surrounding area. The intent of Policy GSNP 6 is to provide specific local context to this strategic policy by requiring applicants to be guided by the Great Staughton Landscape and Townscape Assessment which itself describes these aspects (e.g. scale, density, mass etc) in the Parish.
- 7.2 The Character area assessment was based upon identifying developments which had similar characteristics and which were clearly identifiable.
- 7.3 Factors of key importance for townscape are consideration of:
- the character of key features such as land use, layout, density, plot size, massing and, memorable places, cultural assets and vistas
 - historic street patterns
 - vernacular architectural styles, materials, design and detailing that provide local distinctiveness

- the character of boundary treatments such as walls, hedges and hedgerows
- the character of open spaces and their relationship to the built development

7.4 Defining characteristics of the Landscape of the Parish are the linear settlement pattern of Staughton Highway, the separate identities of The Green, The Town, Dillington and Staughton Moor, the village gateways, the many distinctive and far reaching views into and out of the settlements as well as the views across the wider landscape which are enjoyed from the roads and public footpaths.

7.5 There are important areas of rural green space within the village environs. The Town bridge across the Kym is bordered with a white post and rail fence. From the bridge and close-by there are views towards the church and also across the Meadows. This is usually used as animal grazing land which adds to the quintessentially village environment. This gap between The Town and the Highway/Green area is part of the village character as well as providing a natural habitat.

7.6 It is important to the community that the setting of the village and its gateways are maintained and enhanced. Entrances to the village are largely seen from long distances in a predominantly agricultural setting.

7.7 For edge of settlement locations, development proposals should ensure that development is sensitively screened and assimilated into its surroundings. To achieve this, the creation of landscaped buffers (comprising native planting of hedges, trees and copses to frame and soften the village edges) will be required.

- 7.8 Policy GSNP 7 requires that development proposals do not adversely impact the locally distinctive and locally valued views looking into and out of the settlements. Clause iv of the policy specifically refers to the views on maps contained within Appendix 1 – views and vistas. These are views of principal importance. However, the intention of this clause is not to negate the importance of the other attractive views in the Parish, for example the many long and open views across the wider landscape from the extensive network of public rights of way.

Character Areas

- 7.9 The Character areas were developed from community comments at a workshop and other village events combined with a walk about in the village and subsequent consultation on the proposals.
- 7.10 The Townscape and Landscape Assessment was developed in consultation with a steering group of Great Staughton residents that included representatives of the Parish Council and the Neighbourhood Plan group. The assessment is intended to capture the community's priorities for the design of future development within the parish and where development can improve and enhance the village's character. It is also intended to ensure that the key townscape and landscape characteristics of the parish are identified and where appropriate are protected or indeed enhanced.
- 7.11 The Character Areas identified are shown on a map 2 (page 6) and repeated below.

Character area 1: The Highway; The Causeway; Green Lane and The Green; Marked in Red on the map.

- 7.12 This area predominantly follows the linear form of development along The Highway and The Green which for centuries was the commercial heart of the village. It is an area with a rich and varied mix of historic and modern buildings including those within the Conservation Area.
- 7.13 The key characteristics of this character area are drawn from the Great Staughton Landscape and Village Character Assessment
- 7.14 Within Character Area 1, The Highway; The Causeway; Green Lane and The Green, development proposals should conserve and enhance the key aspects of the character area:
- continue to protect and reflect the rich varied and important historic mixture of buildings in this area.
 - preserve and enhance whole aspect of the Highway and its character area including the Conservation Area as it includes many significant buildings of historic and architectural note.
 - preserve the treelined and grassed borders.
 - use traditional building materials and styles.
 - where opportunities arise, address key traffic hotspots.
 - protect the Iconic Sundial erected in 1637
 - not harmfully impact the vistas as shown on the map along The Highway, Causeway, and The Green.
 - improve village approaches and increased tree cover with trees along road margins, woodland belts alongside roads, planting at edges of villages and hedgerow planting.
- 7.15 The setting and visibility of the significant existing structures along this Character area must be retained when new development takes place. The scale and density of any development

must be limited such it that it does not reduce the significance of the existing character of this part of the village.

Character area 2: The Town Marked in Blue on the map

- 7.16 This area is separated from Staughton Highway by the Causeway, an important area of separation between the more modern and oldest and most historic part of the village. The area comprises the Town Bridge, St Andrew's Church, Place House, a village green and Staughton House.
- 7.17 Development proposals should ensure that this unique character of The Town is conserved and enhanced:
- The cottage style with prestige housing is an important mix of the village heritage.
 - Is not a suitable area for significant new buildings as it is so historic in nature and any new structures should be sympathetic to this special local setting.
 - Any new build should ensure the use of traditional building materials for new builds, renovation projects or extensions are in keeping with the Conservation Area.
 - The approaches to The Town should increase tree cover with trees along road margins, woodland belts alongside roads, planting at edges of villages and hedgerow planting is desirable;
 - It is important to ensure key views are not lost.

Character area 3: Dillington Marked in purple on the map

- 7.18 This area is one of the original hamlets of the Parish. It contains a group of buildings of mixed vintage. The original buildings were associated with agricultural farms and small holdings. The Corner Farmhouse is a well-

established building in this context.

- 7.19 Development Proposals should conserve and enhance the key aspects of the character area:
- ensure that this part of the village is not over developed and retains its small holding and agricultural feel to the area.
 - use of traditional building materials and styles is important in this area.
 - maintain and improve the footpath links to the main village area from Dillington and also to the neighbouring Parish of Perry and the circular walk.
 - improved footpath along the B661 to the Dillington crossroads.
 - increased tree cover with trees along road margins, woodland belts alongside roads, planting at edges of villages and hedgerow planting is desirable; it is important to ensure key views are not lost.

Character area 4: Beachampstead Rd, Moorycroft, Lye Close and Manor Close Marked in Green on the map

- 7.20 This area is an area of modern housing estates completed in the 1970's. Many of the houses have been modified and extended but it retains a distinctive open plan character with a number of important green areas within the development.
- 7.21 Development Proposals should ensure:
- the area retains its open aspects with a feel of space between dwellings.
 - The open plan style should be retained.

Character area 5: The Moor Marked in Yellow on the map

- 7.22 The Moor area is a sparsely populated area of the Parish but contains some important aspects of the past from

Roman remains to the 13th Century moat of Cretingsbury and the Second World war buildings associated with Little Staughton airfield.

7.23 Proposals should not:

- allow intrusive development.
- the scattered nature of the dwellings, the isolated farms, hedgerows and woods should be retained.
- The lack of mains drainage, adequate roads constrain developments in this area.

Character area 6: Natural: Kym Valley; The Meadows; River Walk

7.24 This area is within the River Kym Valley with important meadows walks and wildlife habitats.

7.25 Development proposals should:

- ensure that the nature and aspect of the countryside is protected.
- the rural nature and wide vistas of the countryside should not be polluted by industrial development and associated traffic movements.
- developments should be empathetic to the countryside and wherever possible related to this rural aspect.
- create small-scaled streamside landscape zones with trees, copses, meadows and other features. This will necessitate setting aside 5-15m or more either side of streams to create semi-wooded corridors of diverse habitats.
- ensure that where remnants of the old ridge and furrow survive as grassland or in woodland they should be preserved.
- secure the careful management of ancient semi-natural woodlands and selective re-stocking and creation of 'edge areas' and new woodlands, woodland belts elsewhere. The Cambridgeshire Landscape guidelines set out clear advice on appropriate species to be used in

the Western Claylands.

- Selected hedgerows should be reinforced or managed for particularly significant impact, based upon their visual and wildlife potential. Historically significant hedgerows should be carefully conserved, and new hedges planted to emphasise the existing landscape.

Policy GSNP 7 – Landscape and Townscape Characteristics

As appropriate to their scale, nature and location, development proposals must recognise, maintain and where possible enhance the existing landscape and settlement character in Great Staughton parish as set out in the Great Staughton Landscape and Townscape Assessment 2023 (available [here](#)). Development proposals shall, where appropriate:

- i. respect and retain the historic linear settlement pattern of Staughton Highway;
- ii. maintain the visual and physical separation which currently exists between Staughton Highway and The Town;
- iii. conserve or enhance the setting of the village gateways;
- iv. avoid significant adverse impacts on the locally distinctive and locally valued views, vistas and landmarks defined on Maps in Appendix 1 - Views and Vistas;
- v. maintain or reinforce the strong connection between settlement and the surrounding rural landscape through the sensitive treatment of the settlement edges and
- vi. respect, retain or enhance the character and distinctiveness Great Staughton's rural landscape.

Development proposals in the character areas (as defined on Map 2), it will be expected to respond positively to existing landscape characteristics and settlement patterns, and incorporate measures that mitigate and manage landscape and visual impacts appropriately as set out in the Great Staughton Landscape and Townscape Assessment and as set out above in the Neighbourhood Plan.

Table 1 – List of Valued Views and Vistas

View Area	Location	Comment
1	The Causeway and Town Bridge	The Causeway provides a number of important views in Great Staughton. It provides a gap between the village environment on The Highway and the older settlements around the Church but as the properties become more spacious the views across the Meadows to the River Kym and towards the church provide a most iconic view of Staughton.
2	Moor Area	The ridge along the Moor provides stunning views of the village along the footpath which follows the ridge. The historic buildings the Church, the Manor and also the village environs are all plainly visible (11). In the background the Woods which surround this side of Grafham Water are plainly visible (12).
3	Dillington and Ancient Woods	The views from Dillington are significant as the buildings are spread and as a result there are good views of ancient Perry and Agden Woods. There are also good views looking towards the main village across the mainly hedge lined agricultural fields.
4	Kym Valley	The Kym provides scenic views from its entry to the Parish from Kimbolton. It is surrounded by agricultural land and some wooded areas. As it approaches The Town bridge there are some stunning views of both the churches of Little and Great Staughton.

Policy GSNP 8 – Local Green Space

- 7.26 The intent of Policy GSNP 8 is to designate one new Local Green Space in the Parish.

POLICY GSNP 8 – Local Green Space

The Recreation Ground as shown on Policy Map 6 is designated as a Local Green Space.

Development proposals on this site will not be supported unless they are consistent with national policy for Green Belts and where it would support the use of the site as a Recreation Ground.

- 7.27 The Recreation Ground is an important open area centrally located within the Neighbourhood Plan area that provides an open, green and accessible space for the local community and should be acknowledged as such. The NPPF enables the designation and protection of land of particular importance to local communities as Local Green Spaces ('LGS') in neighbourhood plans. Paragraph 106 of the NPPF states that the designation should only be used where the green space is:

- In reasonably close proximity to the community it serves;
- 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.

- 7.28 It is recognised that the designation of Local Green Spaces should not be used simply to block development.

- 7.29 A Local Green Space Assessment has been undertaken as part of the preparation of the Neighbourhood Plan, which demonstrates how the local space meets the criteria in paragraph 106 of the NPPF. The Recreation Ground is identified in Policy GSNP 8 and is illustrated on Map 6.

- 7.30 This area consists of a well-defined recreation field, play area, fenced tennis courts, and village hall within the heart of the community Staughton Highway and The Green. It is owned by the Parish Council. This is not only highly valued for its recreational use but also for its wildlife habitat. There are hedges, native, ornamental to the boundaries. The recreation ground is open to the public. 95% of consultation responses thought this area was valuable for recreation and 98% supported its protection.

- 7.31 The identification of this space as a Local Green Space means that development is restricted to that which has to be demonstrated as being essential for the site, in line with the Green Belt policies defined by the NPPF. Permitted development rights, including the operational requirements of infrastructure providers, are not affected by this designation.



Map 6 – Local Green Space at Recreation Ground

8 Historic Environment

Objective

- To protect and enhance the historic character of Great Staughton.

Policy GSNP 9 - Great Staughton Conservation Areas

- 8.1 There are two Conservation Areas within the Neighbourhood Plan area. The Great Staughton Conservation Area comprises the area to the north and south of The Highway with predominantly residential properties but includes the church, public houses and farm buildings reflecting Great Staughton's heritage as a coaching location. The intent of this policy is to provide a distinctive layer of guidance, building upon Local Plan policy LP 34 and ensure development protects and enhances the original historic cores of the village, the views in and out of the Conservation Area and the setting of a number of listed buildings and historic features.
- 8.2 The Town Conservation Area comprises an area to the west of Staughton Highway closer to the River Kym with the grounds of Staughton Manor, St Andrews Church and the historic green. In townscape terms the Conservation Area protects the historic and landscape setting of the hamlet in the River Kym valley.
- 8.3 There are 48 listed buildings in the Parish. Historic England and HDC have full lists. The listed buildings include:
- 1 And 3, The Highway
 - 74 The Highway
 - Garden Farm, The Town
 - New Pond Farm, The Town
 - Blayworth Manor, Little Staughton Road, Colmworth
 - The Old Vicarage, Causeway
 - 35 Dillington

- Former Back Kitchen, Dillington Farm, Dillington
- 31 and 33 The Green
- Highway Farm

- 8.4 There are a number of scheduled monuments in the Parish Namely:
- The Old Manor House, Cretingsbury: a motte castle and moated manor house
 - Two bowl barrows 900m and 1000m east of Old Manor Farm
 - Roman site, Rushey Farm
 - Sundial /Village Cross
 - Staughton Green moated site
- 8.5 There is one site of Special scientific interest
- Perry Woods
- 8.6 Great Staughton evolved as a place in history from Roman times to its more recent history as a Second World War airfield with its associated buildings. The rich and varied set of buildings include a church first built between the 13th and 15th centuries, historic structures such as Place House and The White Hart as well as many thatched premises. There is no one consistent theme but there is rich mix of building character which needs to be preserved.
- 8.7 The long and rich history of the Parish has resulted in a number of specific character areas throughout the village. These range from the historical hamlets including that based around the Church, the main thoroughfare through the village from Roman times to the more modern estates. All the areas having due regard to the River Kym which winds its way through the village.
- 8.8 The Parish Council would support the preparation of a full Conservation Area Appraisal.

POLICY GSNP 9 - Great Staughton Conservation Areas

Development proposals within, affecting the setting of, or views into or out of, the Conservation Areas, should preserve or enhance the character and appearance of the Conservation Areas in accordance with Local Plan policy LP 34 by ensuring the proposals:

- i. Demonstrate a clear understanding of the significance of the Conservation Areas alongside an assessment of the potential impact of the proposal on that significance;
- ii. Use high quality, traditional materials and methods of construction;
- iii. Where appropriate, reduce the car dominated streetscape and create pedestrian friendly streets,
- iv. In Staughton Highway Conservation Area reflect the mix of dwelling types and retain the grassed and treelined boundaries; and
- v. In The Town Conservation Area retain the cottage style and open character reflecting its heritage.

Development should preserve or enhance the setting of the Conservation and will be assessed against the content of the Great Staughton Landscape and Townscape Assessment.

Proposals which involve the demolition of non-listed buildings that make a positive contribution to the Conservation Areas should demonstrate:

- i) The building is structurally unsound and beyond technically feasible and economically viable repair (for reasons other than deliberate damage or neglect); or
- ii) All measures to sustain the existing use or find an alternative use/user have been exhausted.

In all cases, proposals for demolition should include comprehensive and detailed plans for redevelopment of the site.

Policy GSNP 10 Designated and Non Designated Heritage Assets

- 8.9 The intent of this policy is to identify buildings in the Parish of local significance that meet the criteria for inclusion as a heritage asset because of their age and condition, historical association, architectural interest, local characteristics and/or Parish significance and to which Local Plan LP 34 will apply.
- 8.10 The Parish Council has compiled a list of non-designated Heritage Assets on the basis of assessment using the criteria defined in Table 1 of the Historic England’s Advice Note no.7 ‘Local Heritage Listing’. The Non – Designated Heritage Assets report is available on the Parish Council website.
- 8.11 The non designated heritage assets are identified on Maps 7 and 8 below and are known as:
- Buildings and Control Tower at Little Staughton Airfield and Little America Industrial Site
 - The Old School and Headmasters House
 - The Snooty Tavern Pub
 - The Manse, The Causeway
 - 2-8 The Causeway
 - Ridge and Furrow Fields
- 8.12 The intent of Policy GSNP 10 is to work alongside Local Plan Policy LP 34 and to provide added context by providing clarity on the locally important non designated heritage assets in the Parish. If, during the Plan period, additional structures in the Parish are identified as being of local historical importance, these will be considered as potential non-designated heritage assets in a future review of the Neighbourhood Plan.
- 8.13 While local listing provides no additional planning controls, the fact that a building or site is on a local list means that its conservation as a heritage asset is an

objective of the NPPF and a material consideration when determining the outcome of a planning application.

- 8.14 The Parish Council notified the owners /occupiers of the proposed Non - designated heritage assets in June 2023 inviting comments on the proposals. The results of this consultation with stakeholders have been considered in reviewing the list of Non Designated Heritage Assets. Details of the Non – Designated Heritage Assets are included in the Non – Designated Heritage Assets Topic Paper January 2024.

Policy GSNP10 – Designated and Non Designated Heritage Assets

A development proposal affecting a heritage asset or its setting is required to:

- i. Demonstrate that it is sympathetic to the asset(s) in terms of scale, materials and architectural distinctiveness and will not adversely affect the setting of the asset;
- ii. Be accompanied by archaeological investigations where relevant and in the event of significant and/or extensive remains being found, they shall be preserved in situ;
- iii. Be accompanied by a heritage statement setting out how harm has been avoided or minimised or the significance of those assets more effectively revealed for the community to appreciate.

The assets listed below and shown on Maps 7 and 8 are designated as non-designated heritage assets:

- 1. Control Tower at Little Staughton Airfield and Little America Industrial Site.
- 2. Cookhouse, theatre, washroom and ancillary buildings at Little Staughton Airfield and Little America Industrial Site.
- 3. The Old School and Headmasters House.

Cont’d

4. The Snooty Tavern Pub.
5. The Manse, The Causeway.
6. 2-8 The Causeway.
7. Ridge and Furrow Fields.

Proposals for development that affect non-designated heritage assets, identified in this Neighbourhood Plan, will be considered taking account of the scale of any harm or loss and the significance of the non-designated heritage assets as set out in the National Planning Policy Framework and Local Plan Policy LP 34.

Map 7 – Non – Designated Heritage Assets

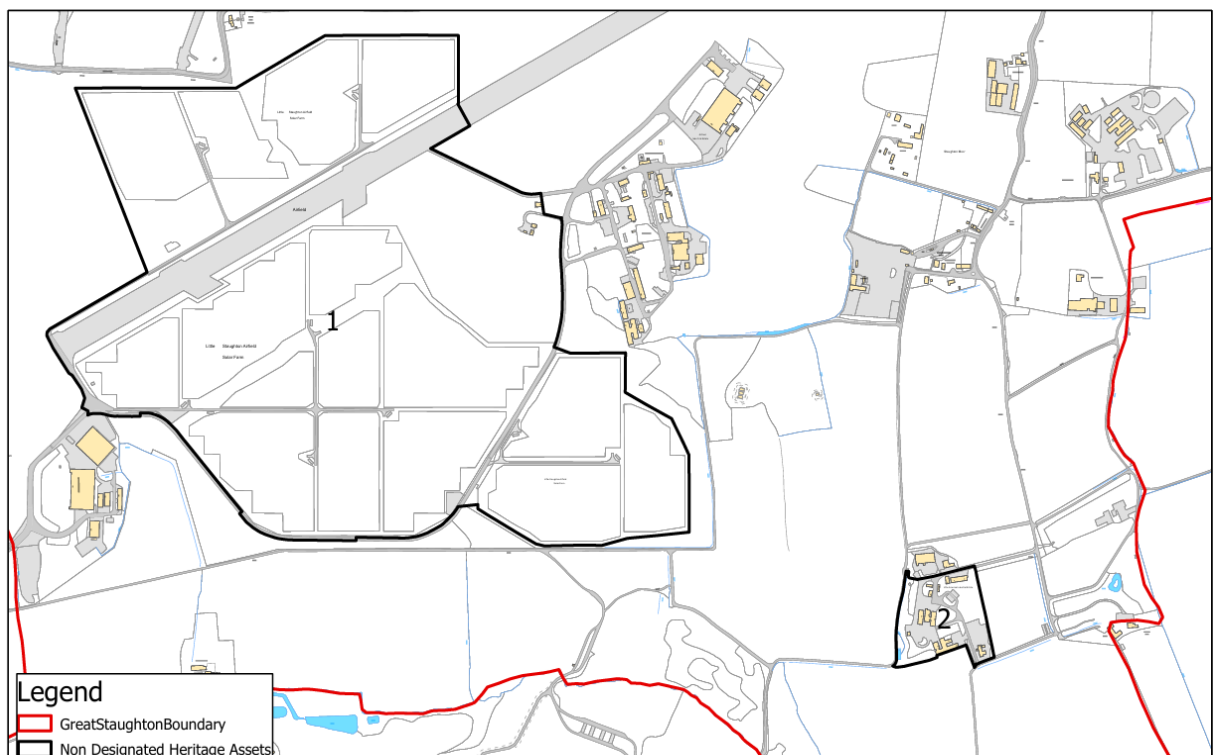
Description: Non Designated Heritage Assets



Scale = 1: 16,000

Date Created: 04/03/2025

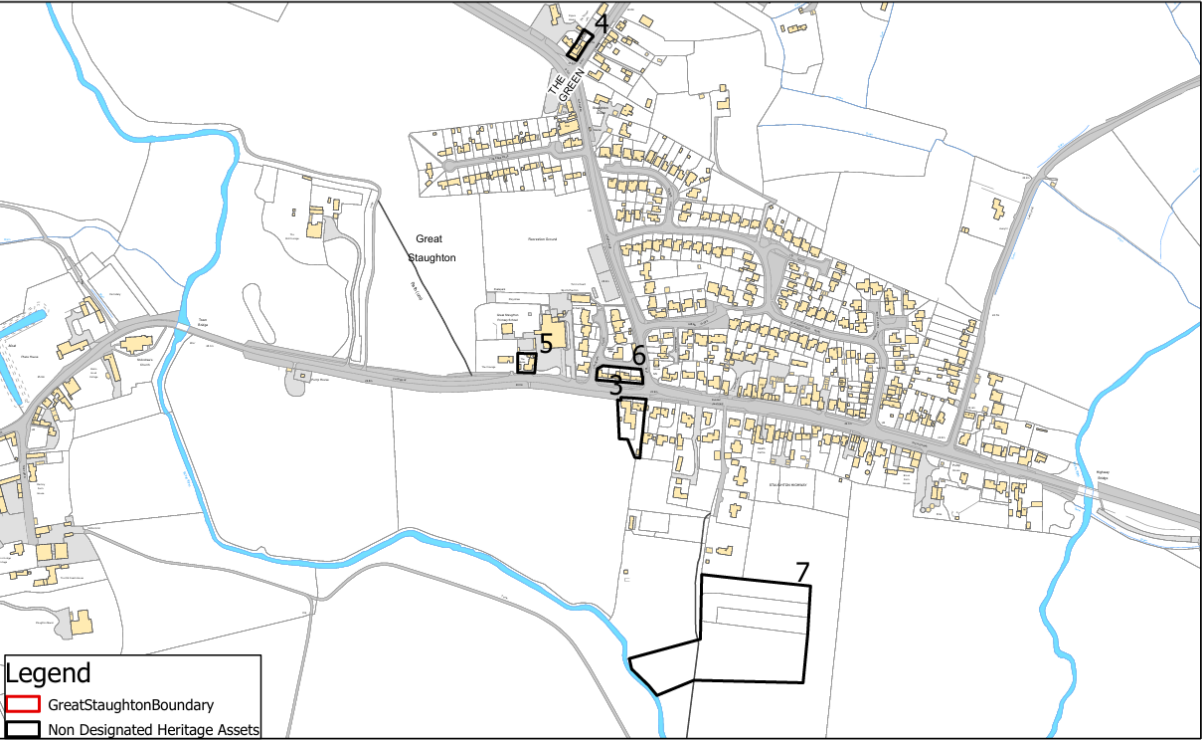
Huntingdonshire
DISTRICT COUNCIL
© Crown copyright and database rights 2025
Ordnance Survey HDC 100022322



Map 8 – Non – Designated Heritage Assets

Description: Non Designated Heritage Assets

Scale = 1: 5,000
Date Created: 04/03/2025



9 Natural Environment

Objectives

- To protect and enhance the setting of Great Staughton's settlements together with its valued green and blue spaces
- To ensure that Great Staughton is resilient against the future impacts of Climate Change.

Policy GSNP 11 - Biodiversity and Wildlife Habitats

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>9.1 The village mainly surrounds the broad valley of the River Kym and is generally bordered by hedged fields.</p> <p>9.2 Great Staughton is located within National Character Area 88: Bedfordshire and Cambridgeshire Claylands. At a more local level, the Huntingdonshire Landscape and Townscape Assessment (June 2007) defines the Parish within the Southern Wolds and Great Staughton stands within Area 3: Western Claylands, of the Cambridgeshire Landscape Guidelines (1991).</p> <p>9.3 Huntingdonshire Landscape and Townscape Assessment (June 2007) identifies key issues for the Southern Wolds as preservation and management of existing deciduous woodlands, promoting opportunities to improve screening of existing developments and visually intrusive settlement edges, management of streams and rivers to maximise ecological value and including the planting of trees, copses and meadows in the valley bottoms, restoration of riverside meadows where practical and protection of the rural character of long distance views from the Kym Valley.</p> | <p>9.4 Local Plan Strategic Policy LP 3 – Green Infrastructure, ensures development will support green infrastructure and aligns with Cambridgeshire Green Infrastructure Strategy (2011) or a successor document.</p> <p>9.5 Proposals must support and incorporate green infrastructure; protect and enhance linkages between green infrastructure priority areas, consolidating less important habitats and facilitating access improvements.</p> <p>9.6 The Local Plan policies and plans details two Cambridgeshire Wildlife Sites, and 3 areas comprising SSSIs at Perry Wood. Biodiversity Action Plan (BAP) Priority Habitats in the neighbourhood area include floodplain grazing marsh, lowland fens, deciduous woodland, and traditional orchards – with areas of ancient woodland also present.</p> <p>9.7 Local Plan Policy LP 30 seeks to ensure that there will no net loss of Biodiversity and geodiversity including Special Areas of Conservation, Special Protection Areas, Ramsar site, SSSI, National Nature Reserve, Protected Species, Priority Habitat, and Sites of Local or Regional Importance. Regard is to be had to the Natural Cambridgeshire's publication 'Developing with Nature Toolkit'. Policy LP 31 seeks to conserve trees, woodland, hedges and hedgerows.</p> <p>9.8 However, the policy approach has now been superseded by the Environment Act 2021. The Environment Act 2021 makes 10% biodiversity gain mandatory for most developments.</p> <p>9.9 The Neighbourhood Plan is committed to the positive conservation and enhancement of natural assets in the Neighbourhood Plan area as they make an important contribution to the identity, distinctiveness and character of the parish as well as to the quality of</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

life. Huntingdonshire has few significant areas of woodland but the ancient and semi-natural woodlands are noted including Perry Wood which is particularly valued.

- 9.10 The intention of Policy GSNP 11 is to highlight the importance of retaining or enhancing specific features, which are a priority for the biodiversity and green infrastructure within the Parish. The Neighbourhood Plan policy provides more detail on the important areas for biodiversity, geodiversity or natural heritage. However, this list is not exhaustive or exclusive. It is recognised that there are areas of biodiversity and wildlife value outside of these areas, including at Staughton Moor, where there are extensive areas of flora, fauna and wildlife interest including water bodies and ponds. Developments, where biodiversity is identified, should demonstrate compliance with Policy GSNP11.
- 9.11 Natural Cambridgeshire is a partnership of key local authorities, including Huntingdonshire District Council, and environmental stakeholders who have adopted a Strategy, 'Doubling Nature 2018 – A Vision for the Natural Future of Cambridgeshire & Peterborough in 2050'. Its vision is that by doubling the area of rich wildlife habitats and natural green-space, Cambridgeshire and Peterborough will become a world-class environment where nature and people thrive, and businesses prosper.
- 9.12 It states that Cambridgeshire and Peterborough has some very attractive landscapes and many special areas designated for their rich wildlife. However, these need enhancing and augmenting in order to support public health and the economic success arising from the area's growth. It needs to do this because this area faces the significant challenges of being in the driest part of the country with limited water resources, and also soil degradation, habitat fragmentation, low tree and grassland cover, climate change, increasing flood risk, and low proportions of land under management for nature. A key objective is ensuring new housing and work place developments incorporate high quality green and blue infrastructure providing multiple benefits for people and the environment. The Strategy can be found at naturalcambridgeshire.org.uk.
- 9.13 Policy GSNP 11 has regard to the national policy on securing Biodiversity Net Gain which seeks to increase the biodiversity net gain of 10% for qualifying developments set out in the Environment Act. It is essential that in terms of mitigating the impact of climate change, supporting increased biodiversity, and meeting the challenges set out in the Doubling Nature 2018 strategy, a higher net biodiversity gain is required.
- 9.14 Swale Borough Council used the Defra impact assessment 'central estimate cost per dwelling for the South East' for their draft Local Plan Viability Study. This looked at the difference between provision of 10% and 20% BNG and put costs at £948 per dwelling for 10% BNG with an additional £180 per dwelling for 20% BNG.
- 9.15 The Parish Council has examined work completed by local planning authorities which reports that the move from 10% to 20% BNG will not materially affect the viability of the development. The Kent Nature Partnership net gain group has published a county-wide strategic viability assessment to understand the implications of a 20% BNG approach for Kent:
<https://kentnature.org.uk/nature-recovery/biodiversity-net-gain/>. In summary:
- A shift from 10% to 15% or 20% BNG

will not materially affect viability in the majority of instances when delivered on-site or off-site.

- The biggest cost in most cases is to get to mandatory, minimum 10% BNG.
- The increase to 15% or 20% BNG in most cases costs much less and is generally negligible. It also found that BNG costs are low when

compared to other policy costs, in no cases are they likely to be what renders development unviable.

Additionally, costs are small BNG is unlikely to impact the viability threshold significantly, however, the policy includes provision for viability testing.

POLICY GSNP 11 - Biodiversity and Wildlife Habitats

Development Proposals on sites of ecological importance, including locally valued sites identified on map 9A, 9B, 9C and 9D, which is likely to have a direct or indirect adverse impact on their ecological importance (either individually or in combination with other developments), or the ecological connectivity between them shall demonstrate in an ecological assessment that a hierarchy of mitigation has been embedded into the design of the proposal with the following steps implemented in order:

- Firstly, avoid impacts: this means retaining habitats of value (including hedgerows, trees, ponds and any wildlife corridors and habitats) for enhancement and management and retaining species in situ;
- Secondly, mitigate impacts where these have been found to be unavoidable and include measures to replace lost protected and priority habitats or their ecological connectivity and accommodating displaced species in the site boundary;
- Thirdly, compensate if mitigation measures are insufficient. Include suitable measures to compensate for harmful effects.

Specific sites which are of biodiversity importance to the village are detailed on Map 9A, 9B, 9C and 9D.

Map 9A shows:

- The hedgerows on the perimeter of the Playing Field
- Birds Meadow to the South of the Causeway down to the River Kym
- The open space North of Vicarage Walk
- The ridge and furrow fields to the South of the Highway towards the Kym.
- Agden Woods
- The meadows between the school and the Old Vicarage
- Closed Churchyard
- Perry Woods

Map 9B shows the whole river valley of the River Kym throughout the Parish. This is part of the Grafham-Brampton-River Kym Habitat Network. In addition, there are the Roadside verges both within the village and on its approaches are wide and full of diverse wildlife.

Map 9C shows.

- South of The Town on exiting the village towards Pertenhall just off the footpath.
- South East off the Moor Road off the footpath which goes South to the Moor
- and C4. The identified moats

Cont'd

There are also a number of ponds for irrigation in the Parish which provide important support for wildlife

Map 9D shows many hedgerows which important to many forms of wildlife.

D1. The copse on the B645 exit towards Kimbolton, this has a particularly special oak tree - marked in green.

D2. The copse off of the B645 on entry to the village from St. Neots - marked in green

D3. and D4. The horse chestnut tree near the New Vicarage and those in the churchyard - marked in brown

D5. Trees at Old Vicarage driveway and near the cow sheds marked in red.

- At the back of Vicarage Walk and its environs (Marked blue).
- Along the footpaths off of Cage Lane between The Green and also along the 3 Shires bridleway towards Hail Weston (Marked blue)
- Willows at the entrance to the Village from St Neots – (Marked Green)

When a biodiversity net gain proposal is being formulated, the following are encouraged:

- i. The creation of new natural habitats appropriate for important wildlife species.
- ii. The planting of additional trees and hedgerows.
- iii. Restoring and enhancing existing biodiversity
- iv. Creating new wildlife corridors especially where these will help protect or enhance existing corridors in the parish.
- v. The restoration or creation of new natural habitats especially where these will help protect or enhance existing habitats

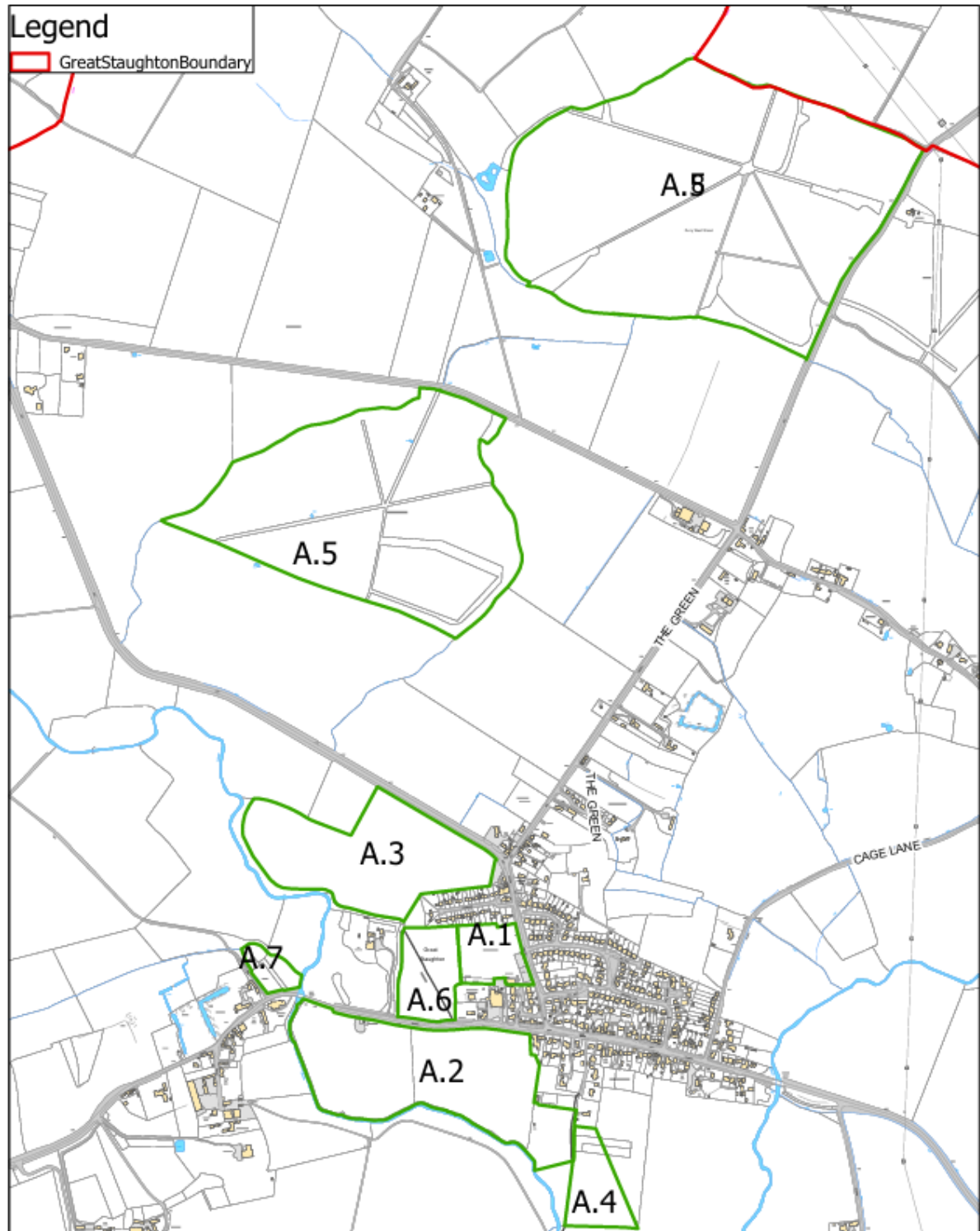
Demonstrating the value of the habitat (pre and post development) will be the responsibility of the applicant, and the information to be supplied will depend on the type and degree of proposals being submitted.

For householder proposals which are otherwise exempt from mandatory biodiversity net gain requirements, an element of biodiversity gain is encouraged. Measures could include bird boxes, swift bricks, insect 'hotels', bee blocks, bat boxes and/or hibernation holes, the creation of new ponds for amphibians and invertebrates, making changes to garden fencing to allow access for small mammals, or other nature-friendly landscaping feature within the householder's garden.

Map 9A – Sites of valued wildlife and biodiversity value Sites**Description: Map 9A**

Scale = 1:11,000

Date Created: 04/03/2025



Map 9B – Sites of valued wildlife and biodiversity value River Kym

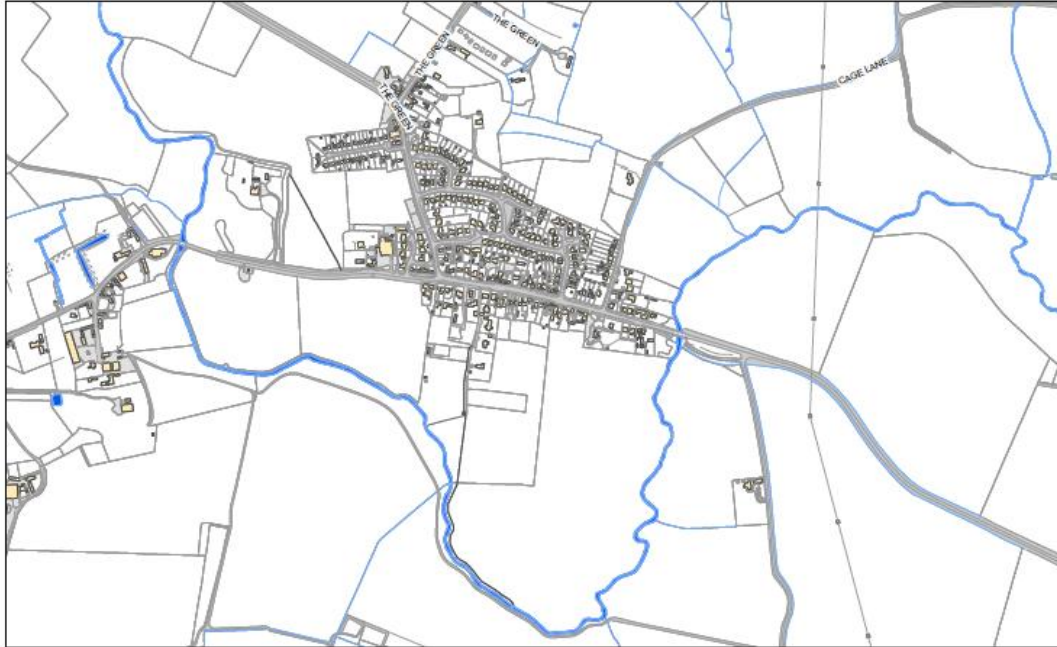
Description: Map 9B Great Staughton - River Kym Valley



Scale = 1: 8,000

Date Created: 07/09/2023

Huntingdonshire
DISTRICT COUNCIL
© Crown copyright and database rights 2023
Ordnance Survey ID: 100027522

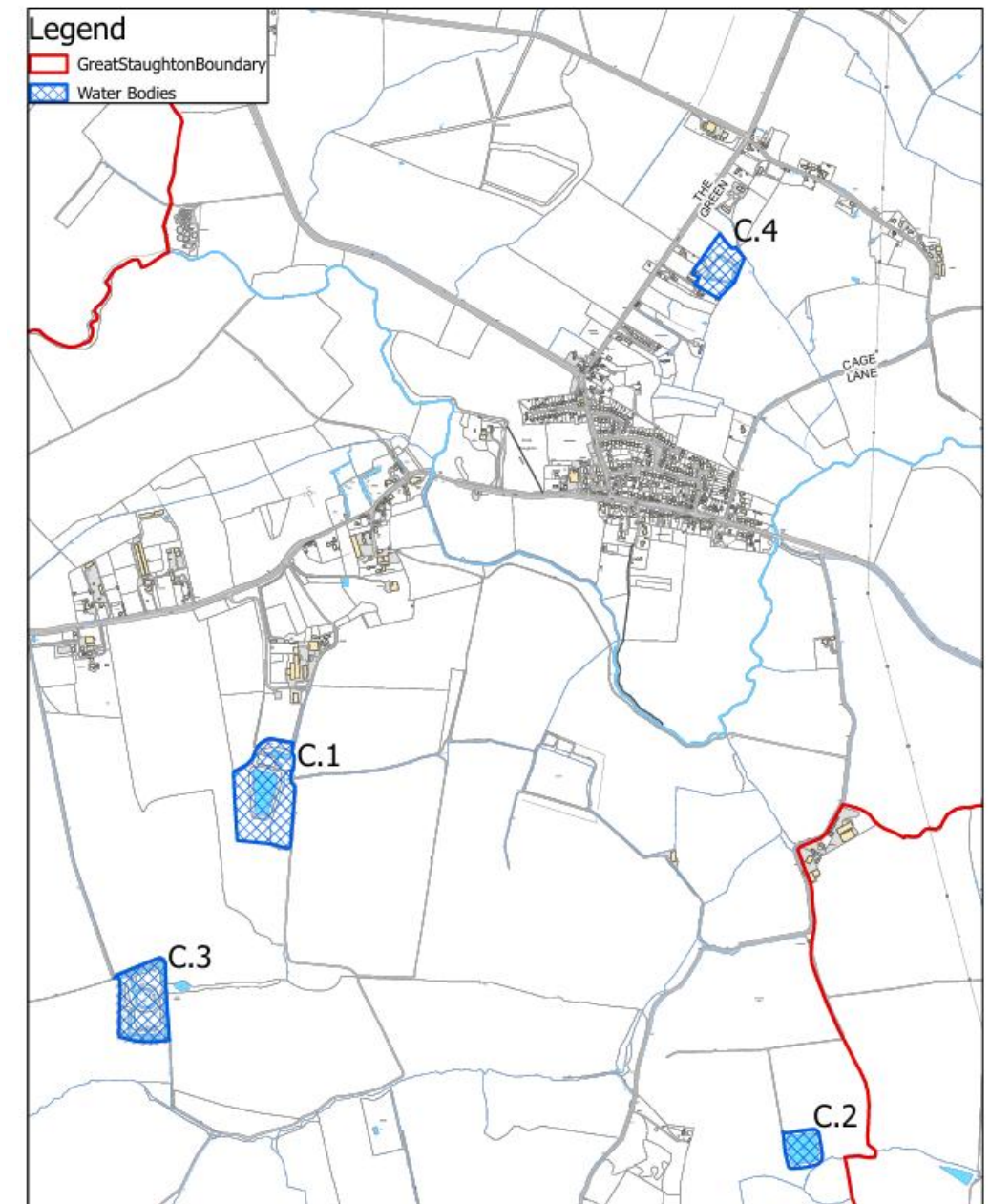


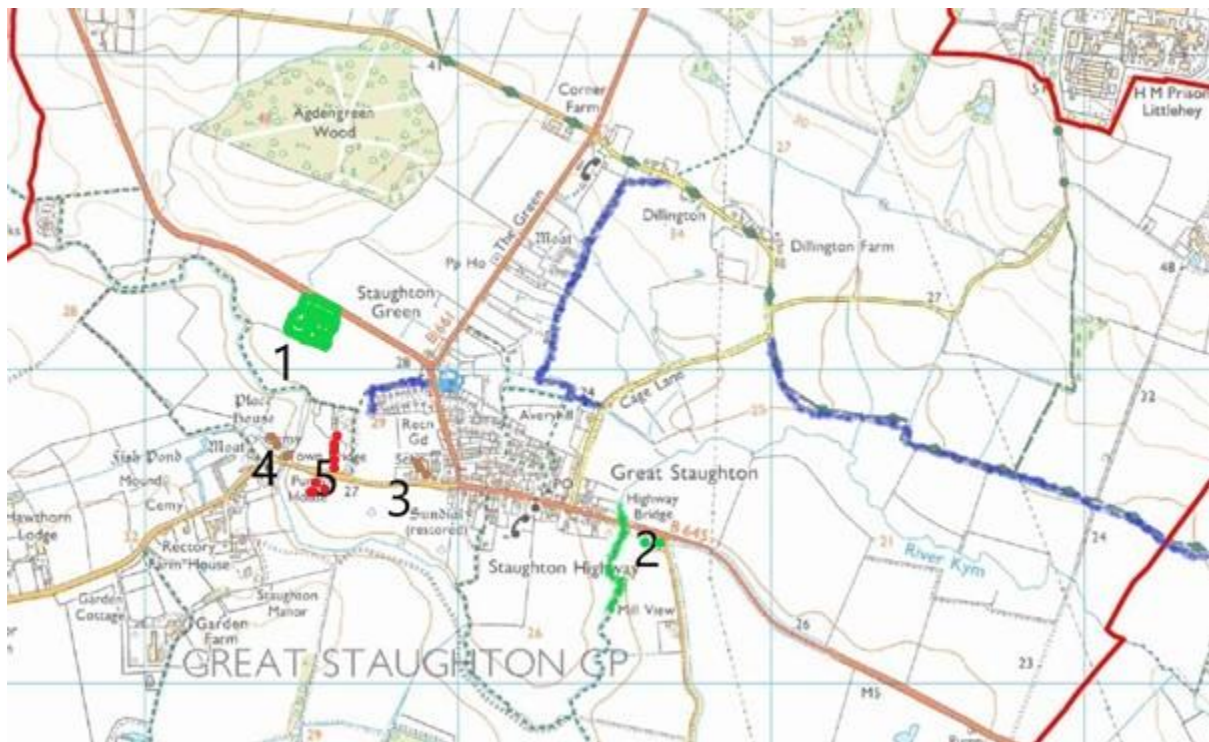
Map 9C – Sites of valued wildlife and biodiversity value Ponds**Description:** Map 9C Water Bodies

Scale = 1:15,000

Date Created: 04/03/2025

Huntingdonshire
DISTRICT COUNCIL
© Crown copyright and database rights 2025
Ordnance Survey HDC 100022322



Map 9D – Sites of valued wildlife and biodiversity value Trees and Copses

10 Climate Change

Objectives

- To ensure that Great Staughton is resilient against the future impacts of Climate Change
- To manage development coming forward in the parish which will exacerbate existing flood risk and to take any opportunities to reduce existing flood risk

10.1 Energy use in the construction and operation of development is currently a major contributor to greenhouse gas emissions. Minimising energy demands from development and increasing the generation of energy from renewable sources can make a significant contribution to reducing carbon emissions. The starting point for minimising energy use is to maximise energy efficiency, both in new

developments and through the retrofitting of existing buildings. This can have a direct economic benefit in terms of significantly lowering the running costs of new and existing buildings, helping to address fuel poverty, as well as tackling the Climate Crisis.

10.2 The Building Regulations set minimum energy efficiency requirements for new development but exceeding the minimum requirements will be necessary if emission reduction targets are to be met. The Future Homes Standard requires new homes to be equipped with low carbon heating and be zero carbon ready by 2025 as the electricity grid decarbonises. The intent of this policy is to ensure that the construction industry is encouraged to positively respond to the climate change emergency and implement government initiatives to move to a zero carbon future.

Policy GSNP 12 Sustainable Construction and Energy Efficiency

Development proposals should contribute towards the transition to a low carbon future in a changing climate. As appropriate to their scale and nature, proposals should, in whatever way they can, contribute to radical reductions in greenhouse gas emissions; minimising vulnerability and improving resilience; encouraging the reuse of existing resources, including the conversion of existing buildings; and supporting renewable and low carbon energy and associated infrastructure including the use of low carbon heat sources.

All development should be designed so as to be compatible with a net zero carbon future. This means applying the following steps in the energy hierarchy:

- i. Firstly, minimising the energy demand of buildings through passive design measures (optimising the orientation and mass of buildings, and appropriate window placement to maximise opportunities for solar gain and minimise winter cold wind heat loss);
- ii. Secondly, maximising energy efficiency through design measures (high levels of insulation, air tightness and mechanical ventilation with heat recovery to create buildings that are more efficient to heat and stay warm in colder conditions and stay cool in warmer conditions);
- iii. Thirdly, maximise the use of materials and building techniques that reduce heat and energy needs. Ideally, this could also consider using materials with a lower embodied carbon content and/or high practical recyclable content;
- iv. And finally, once energy demand and greenhouse gas emissions have been minimised through the above measures, incorporate, wherever possible, and if applicable, renewable energy sources (preferably on plot) such as solar panels to meet reasonable estimates of total annual energy demand across the year;

cont'd

Proposals that incorporate latest best practice in energy conservation will be supported where such measures are an integral element of the design of the buildings and minimise any impacts on the buildings or their surroundings.

All major development proposals should be accompanied by a Sustainability Statement that demonstrates:

- i. How the energy demand and greenhouse gas emissions have been minimised through following the energy hierarchy and the extent to which the design expectations above have been considered and incorporated into the design;
- ii. How the choice of building materials is appropriate. In this respect, restoration and renovation of existing buildings is preferred over new build. Where new build is involved, materials should be prioritised which are reused, reclaimed or natural from the local area or from sustainable sources and that are durable; and
- iii. the adaptability of the proposed buildings and associated spaces as climate continues to change e.g., using water more efficiently, reducing overheating and controlling high levels of rainwater run-off).

Where a robust Sustainability Statement is not provided, or is provided but demonstrates that reasonable opportunities to achieve the expectations set out in this policy have not been taken, then the proposal should be refused.

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>10.3 UK Government is committed to reducing green house gas emissions by at least 100% of 1990 levels by 2050 and contribute to global emission reductions aimed at limiting global temperature rise to well below 2°C and to pursue effort to limit temperatures to 1.5°C above pre-industrial levels. The UK's strategy for achieving net zero is set out in its report Net Zero Strategy: Build Back Greener, published in October 2021.</p> | <p>building regulations is planned for 2025 meaning that homes built to that standard will be net zero ready and should need no significant work to ensure that they have zero carbon emissions as the grid continue to decarbonise.</p> |
| <p>10.4 Huntingdonshire District Council adopted the climate strategy in response to recognising the climate crisis in February 2022. This policy seeks to support the implementation of the Climate Change Strategy. This is supported by Policy LP12 which address sustainable design and construction methods.</p> | <p>10.6 Also, in December 2023, the government launched its consultation 'The Future Homes and Buildings Standard' in which it refers to the 2025 Future Homes and Buildings Standard. These introduce further requirements for energy efficiency and heating for homes and non-domestic buildings - the government asserts that once implemented, no further work will be needed for new buildings to produce zero carbon emissions as the electricity grid decarbonises.</p> |
| <p>10.5 A Ministerial Statement on 13th December 2023 on local energy efficiency standards states that a further change to energy efficiency</p> | <p>10.7 Where energy use is necessary, then priority should be given to utilising the most sustainable sources. Many energy saving initiatives can be installed on homes within permitted development rights (when full planning permission is</p> |

not required) and residents are encouraged to implement such measures. There may be occasions where schemes that do require planning permission could have a potential adverse impact on the character of the area and the amenity of nearby residents.

10.8 The Neighbourhood Plan has limited powers to require developments to meet energy saving standards, especially in the construction of new homes. However, that does not stop the encouragement of the incorporation of measures in development that meet the energy hierarchy (in order of preference) of:

1. Minimising energy demand;
2. Maximising energy efficiency;
3. Utilising renewable energy;
4. Utilising low carbon energy; and
5. Utilising other energy sources.

10.9 Initiatives can include:

- i. Siting and orientation to optimise passive solar gain.
- ii. The use of high quality, thermally efficient building materials.
- iii. Installation of energy efficiency measures such as loft and wall insulation and double glazing.
- iv. Incorporation of renewable / low carbon energy generation provision onsite including Combined Heat and Power, or connection into an existing nearby renewable, low or zero carbon energy generation network where they exist.
- v. Designed to minimise overheating and incorporate a green roof to aid cooling, add insulation and enhance biodiversity.
- vi. The retrofit of heritage properties/assets is encouraged to reduce energy demand and to generate renewable energy where appropriate, providing it safeguards historic characteristics.

- vi. Alterations to existing buildings must be designed with energy reduction in mind and comply with sustainable design and construction standards detailed in this policy.

10.10 With respect to residential development proposals, applicants are strongly encouraged to achieve operational targets for new homes set out in best practice guidance such as the 'Net Zero Carbon Toolkit', prepared by Levitt Bernstein, Elemanta, Passivhaus Trust and Etude commissioned by West Oxfordshire, Cotswold and Forest of Dean District Councils funded by the LGA Housing Advisers Programme or subsequent updated by Government best practice or other [Net Zero Carbon Toolkit](#).

10.11 The Net Zero Carbon Toolkit, was commissioned by West Oxfordshire District Council, in collaboration with Cotswold District Council and Forest of Dean District Council. It is aimed at small and medium sized house builders, architects, self-builders and consultants.

10.12 It explains that a net zero carbon home in operation is very energy efficient and has an ultra low level of space heating demand. It does not use any fossil fuels on site and therefore improves air quality. It also generates renewable energy on site and is cheap to run.

10.13 The approach taken in the toolkit is that net zero carbon buildings are supported by three core principles:

1. Energy efficiency. Applicable to energy used for heating, hot water, ventilation, lighting, cooking and appliances.
2. Low carbon heating. Low carbon sources of heat are an essential feature. The toolkit states that new buildings should be built with a low

- carbon heating system and must not connect to the gas network.
3. Renewable energy generation. The toolkit states that renewable energy generation (e.g. through solar photovoltaic (PV) panels) should be at least equal to the energy use of the building).
- 10.14 In addition, the toolkit looks at the embodied carbon in materials used in each development.
- 10.15 People considering new development proposals in the parish are encouraged to use the toolkit. The toolkit also provides guidance and advice to homeowners looking to retrofit or extend their existing property. It includes information on how they can implement energy efficiency measures and begin the process of decarbonising their homes in a more affordable, phased approach.
- 10.16 The toolkit includes a set of energy targets and key performance indicators for both new residential and retrofit schemes. These targets are an assessment against energy use and are thought to be more robust than carbon reduction targets required by Building Regulations and advocated in the New Homes Standards.
- 10.17 The information required as part of a sustainability statement will be proportionate to the size of a proposed development.
- 10.18 The Sustainability Statement should include the following so as to get a full picture of the sustainability credentials of the development, which in turn will help demonstrate whether the development proposal is meeting the design expectations of the policy:
- How the energy hierarchy, explained in the policy has been applied in the approach to minimising the overall energy demand of a proposed building.
 - The calculated space heating demand expressed through kWh/m²/yr
 - The calculated energy use intensity expressed through kWh/m²/yr
 - Where renewables are being installed, the electricity generation intensity in terms of 120 kWh/m²fp/yr
 - In the case of residential development not achieving the operational targets set out above, an explanation as to the reasons for this.
- 10.19 For major development proposals, the sustainability statement should also include information on the embodied carbon emissions of the proposed development. This means the carbon emissions associated with the extraction and processing of materials, energy use in the factories and transport as well as the construction of the building and repair, replacement and maintenance.
-
- Policy GSNP 13 - Community Led Renewable Energy Projects**
-
- 10.20 To intent of this policy is to ensure that community led renewable energy projects are supported in line with Policy LP 35 of the Local Plan.

POLICY GSNP13 – Community Led Renewable Energy Projects

Proposals for Community Led Energy Projects will be supported where it is demonstrated that all potential adverse impacts including cumulative impacts are or can be made acceptable in accordance with Policy LP 35 of the Local Plan.

10.21 HDC Local Plan states 'The lack of rain and associated cloud cover, and relatively flat landscape, makes the district suitable for solar and wind renewable energy generation, helping to reduce the amount of carbon dioxide produced via energy generation. A positive approach to renewable energy is an important part of the UK's energy infrastructure and efforts to achieve reductions in contributing factors to climate change. 'Renewable and Low Carbon Energy' sets out the Council's approach to proposals for renewable energy development including wind energy'.

10.22 Cambridgeshire Renewables Infrastructure Framework (CRIF) has demonstrated significant potential for renewable energy generation in Huntingdonshire, especially from biomass (including waste), wind and solar sources. Local Plan Policy LP35 is intended to encourage appropriate schemes whilst ensuring that the risk of adverse impacts is properly addressed.

10.23 The community, with its neighbouring parishes, has explored the viability of a district wide heating scheme. The policy seeks to ensure support is explicit for a community led energy scheme that creates fair and affordable clean energy for everyone.

Policy GSNP14 -Water Efficiency

10.24 Population growth, climate change and environmental protection measures all put pressure on water resources and contribute to water scarcity and water stress in the area identified in the Cambridgeshire Flood and Water SPD 2019. Planning policy is a vital tool to help ensure long term sustainable management of water supplies, as well as helping protect our local rivers and wildlife. The intent of this policy is to ensure that water efficiency, incorporating a range of water saving devices, is included in the design of residential and major non-residential development including where there are opportunities for retrofitting as part of a renovation or extension scheme.

POLICY GSNP 14 - Water Efficiency

Development proposals, including household applications, are required to be designed to maximise water efficiency, such as water efficient fittings and appliances, rainwater harvesting and reuse, greywater recycling, and storage features. Development proposals are encouraged to meet a water efficiency standard of 85 litres per person per day.

Proposals for major non-residential development must be accompanied by a water conservation strategy, which demonstrates a minimum water efficiency standard equivalent to the BREEAM standard for 3 credits for water use levels unless demonstrated not practicable.

10.25 Anglian Water, which covers the East of England, states the region is in "serious" water stress. Water Resources East's first regional Water Resource Plan published in November 2022 states the region faces projected water shortages of more than 600 million litres of water per day by 2050, equating to a quarter of current water use. Anglian Water have recently published a revised draft Water Resources Management Plan 2025-

2050 (WRMP). The draft WRMP focuses on demand management which includes reducing leakage and encouraging customers to use water more efficiently.

- 10.26 This water deficit is being driven by population and economic growth, climate change, and the urgent need to take far less water from rivers and groundwater sources that are showing the effects of over-abstraction.
- 10.27 The Local Plan demonstrates that there is a clear local need to opt for a lower per-capita consumption figure of 110 litres/person/day in new housing. The Defra Integrated Plan for Water supports the need to improve water efficiency and the Government's Environment Improvement Plan. It sets ten actions in the Roadmap to Water Efficiency in new developments including consideration of a new standard for new homes in England of 100 litres per person per day (l/p/d) where there is a clear local need, such as in areas of serious water stress. In the response to the SEA Screening Opinion, the Environment Agency advocates a higher level of 85 l/p/d. The designation of the area as being under "serious" water stress provides the evidence for a stronger approach and is supported by the Neighbourhood Plan.
- 10.28 BREEAM credits 3 would result in a 40% improvement over baseline water consumption. This is consistent with Policy LP 12 – Design Implementation. A Water Conservation Strategy should set out how the development will seek to reduce the amount of water consumed by system optimisation (water efficient systems, leak detection and repair), water conservation measures (including irrigation and landscaping measures) and water reuse / recycling systems.

- 10.29 This policy is intended to complement Huntingdonshire Local Plan Policies LP 5, and the Cambridgeshire Flood and Water Supplementary Planning Document adopted by HDC, and guidance contained with NPPF and planning practice guidance. Areas of the parish have acknowledged and specific surface water flooding issues and the intention behind this policy is to flag this as an important policy consideration. New development coming forward in the parish should not lead to additional surface water flooding and opportunities to reduce overall flood risk in the parish should be realised taking a positive approach to mitigating and adapting to climate change.
- 10.30 There are small areas of flood risk in the Parish from the River Kym. The flood plains across the Meadows where the Kym flows near the Church should not have any development. Similarly, the flood plains at the St. Neots end of the village where the Kym flows under the B645 must not have any developments on them.
- 10.31 It is essential that development proposals do not add to this risk through creating surfaces where rainwater can run-off into the highway or neighbouring sites and create new or exacerbate existing surface water flooding problems. New development will be required, where appropriate, to make provision for the attenuation and recycling of surface water and rainwater through Sustainable Drainage Systems (SuDS) that might include on-site rainwater and stormwater harvesting and greywater recycling, and the management of run-off and water management in order to reduce the potential for making the situation worse.

Policy GSNP 15 Surface Water Flood Risk

- 10.32 Above-ground open SuDS such as

wetlands, attenuation basins, ponds and swales are supported as they provide water quantity, water quality, amenity and biodiversity benefits. However, consideration needs to be given to the longer term impacts of

static water in an increasingly hot environment and the prevalence of water borne insects.

10.33 The Cambridgeshire County Councils Surface Water Planning Guidance also provides technical guidance for developers.

POLICY GSNP 15 – Surface Water Flood Risk

In addition to meeting the policy requirements set out in Huntingdonshire Local Plan’s Policy LP 5 Flood Risk, having regard to the Secretary of State’s policy set out in paragraphs 165 to 175 of the National Planning Policy Framework (NPPF), the advice in Planning Practice Guidance, the Adopted Cambridgeshire Flood and Water Supplementary Planning Document, proposals for major development will need to demonstrate, through a site-specific Surface Water Drainage Strategy, that the development will not increase flood risk on site or elsewhere. A Surface Water Drainage Strategy should:

- i. ensure each development is designed to manage the full range of flood risk, incorporating Sustainable Drainage Systems (SuDS), within the development’s own site;
- ii. not result in an unacceptable burden on an existing drainage systems;
- iii. ensure raised ground levels do not lead to flood water being discharged onto adjacent sites which are not raised on embankments;
- iv. ensure flood alleviation measures designed as visually attractive green infrastructure, including landscaped areas and green roofs, contribute positively to the landscape character, biodiversity and Great Staughton’s network of green spaces;
- v. where multi-functional SuDS are designed as an integral part of the green infrastructure and include open space provision, be managed and be able to function as an accessible and useable open space for the majority of the time; and
- vi. include a suitable maintenance plan which should be submitted and agreed by Huntingdonshire District Council including arrangements for adoption by any public authority or statutory undertaker and any other arrangements to secure the operation of the scheme throughout its lifetime.

For other proposals other than major development, applicants will be expected to provide, through proportionate information, details of its surface water drainage proposals.

All schemes shall justify the appropriateness of the proposals which shall include an allowance for climate change, in accordance with the most up to date Environment Agency advice.

Opportunities to reduce overall flood risk in the parish are encouraged.

Proposals for appropriate on-site storage and run off rates will be expected to meet the standards set in technical guidance including advice set out in the Cambridgeshire Flood and Water Supplementary Planning Document, DEFRA’s Non-Statutory Standards for Sustainable Drainage, and the CIRIA SuDS Manual.

- To improve transport connections and accessibility around parish for all non-motorised users including those with disabilities.

POLICY GSNP 16 - Walkable neighbourhoods

- 11.1 The intent of this policy is to ensure that any new development is designed with a layout and facilities which secure ease of safe movement for pedestrians and cyclists travelling to and from residential areas and to services and facilities.
- 11.2 Sport England, in conjunction with Active Travel England and the Office for Health Improvement and Disparities, has produced ‘Active Design’ (2023), a guide to planning new developments that create the right environment to help people get more active, more often in the interests of health and wellbeing. The guidance sets out ten key principles for ensuring new developments incorporate opportunities for people to take part in sport and physical activity. The Active Design principles are aimed at contributing towards the Government’s desire for the planning system to promote healthy communities through good urban design. This policy supports this approach.
- 11.3 Within the residential areas of Staughton Highway and The Green there is a reasonable degree of permeability within the developments themselves with good access to The Highway and Green Lane. Permeability between Green Close and Beachampstead Road is secured through footpaths enabling residents to avoid the main roads. However, many of the village services and facilities, including the doctors’ surgery, primary school, village hall, shops and recreation ground are all sited to the west and south of the busy B645.

These services and facilities are broadly on the opposite side of the road to most of the settlement’s homes.

POLICY GSNP 16 – Walkable and Cycle Neighbourhoods

Where a development generates additional movement of residents , workers, shoppers), and where fair and reasonably related to the proposed development, it should take every available opportunity, to:

- i. provide improved or new safe, convenient and high-quality internal footpaths;
- ii. provide direct footpath and cyclepath connections into neighbouring areas;
- iii. improve connectivity across the wider neighbourhoods through the provision of new footpath and cycle links; and
- iv. secure safe pedestrian crossings along the B645 and The Causeway.

Development proposals which impair footpath links between residential areas and shops and services (including the school) or which fail to utilise opportunities to provide new connections will not be supported.

- 11.4 The lack of safe and convenient pedestrian crossings on the B645 is a key issue raised during the community consultation. There is only one zebra crossing adjacent to the Recreation Ground at Green Lane which facilitates a safe crossing. On The highway, pedestrians have to navigate a series of ‘islands’ to cross the road. This B645 which is a heavily trafficked route with a significant number of HGVs cutting across from the A1 to Kimbolton, A45 and A14. The route is also used extensively by motorbike clubs and outings at the weekends. The Parish Council may consider using Community

Infrastructure Levy (CIL) monies to support the necessary intervention to improve the safety of this crossing.

- 11.5 A footpath provides access from centre part of The Town settlement to the Primary School and The Highway although it is not fully made up and is unsuitable for cycles. The footpath does not extend to The Cemetery.
- 11.6 The community consultation exercise identified weaknesses in the existing footpath and cycle way network. This includes the lack of footpaths or cycleways linking places within the village and linking the village to Dillington and to St Neots which in particular could be used to support more sustainable work journeys.
- 11.7 There are high levels of HGV movements through the village. It is considered that inappropriate development at Staughton Moor, the speed of traffic, accident points and the volume of motorbikes through the village has exacerbated the problems associated with highway safety. The type of traffic, the traffic volumes, inadequate pavements and junctions creates a hostile and challenging environment to pedestrians and cyclists along the major roads. The difficulties experienced by pedestrians in the Great Staughton parish can be broadly categorised as:
- Instances of poor quality pavements along key routes
 - Poor street scene amenity, such as The Highway, Green Lane and The Causeway, directly caused by noise, vibration and air pollution from busy roads
 - Lack of direct and segregated non-vehicular routes between residential areas and key destinations such as the primary school and doctor's surgery. Primary school children are forced to walk alongside busy roads

during the morning and afternoon peak.

- Lack of safe crossing points and connections between residential areas and key services and facilities which encourages car-use for shorter in-village journeys.

- 11.8 There is a need for a link pathway between Dillington and the village centre. Currently this can only be achieved on foot by walking on the busy B661 road for approximately half a mile. A paved walkway beside the road is desirable for safety of Dillington residents and to facilitate the leisure walk around Great Staughton.
- 11.9 There is a need for an extension of existing footways to allow access to the cemetery which can only be achieved currently by walking along the very narrow road to Pertenhall. To access the cemetery requires an additional 100m of pathway.
- 11.10 There have been numerous incidents and complaints about traffic speeds along the B661 along The Green and over the existing crossing. This crossing should be improved to reduce speeds in this area and facilitate safe passage across the road.
- 11.11 There is a regular need for residents and others to cross the B645 on the Highway and this together with erratic parking is a considerable safety hazard which requires to be addressed.

Policy GSNP 17 - Road Safety and Parking

- 11.12 The intent of this policy is to ensure road safety improvement measures made necessary by development proposals are delivered as part of the development. Knowledge of existing concerns and issues regarding road safety is key to understanding how a new proposal may impact on Great

Staughton, and these are identified below. This list is not intended to be exhaustive.

POLICY GSNP 17 - Road Safety and Parking

Development proposals for non-residential development and new dwellings will be assessed for their impact on road safety and should ensure a satisfactory provision of off street parking.

Where proposals are likely to unacceptably impact adversely on road safety including the safety hotspots identified in paragraph 10.13, they will be expected to mitigate their impact by providing or contributing towards road safety measures.

Proposals which will have an unacceptably impact adversely on road safety, including B2 and B8 development without access directly to a B Class road, or cause an increase in on street parking after considering mitigation, will be refused.

Proposals which lead to an overall improvement in road safety will be supported.

All highways work in or in the vicinity of the Great Staughton Conservation Areas, required to mitigate the impact of a development, must be sensitively designed and seek to conserve or enhance the significance of individual heritage assets as well as the Conservation Areas.

- 11.13 It is clear from the community engagement that pedestrian and road safety in the parish is a key concern to parishioners. The B645 itself is an issue for all road users but within the village, the impact of through traffic using the village as a cut through from the A1, raises issues in the village. The key

safety hotspots include:

- Pedestrian crossings over the B645 from the main residential area to facilities such as the school, playing field and the Church.
- The crossing over the B645 to the Doctor's surgery which often has limited vision as the area suffers from disorganised parking pressures exacerbated by the Doctors surgery, the pub, and the hairdressers. This disorganised parking also impacts on visibility from pulling on to the Highway from driveways which further raises safety issues.
- The junction of The Moor and The Highway including the rural roads leading into Great Staughton from the Moor, and Little Staughton which are not suitable for heavy traffic. Five accidents have been recorded by Cambridgeshire County Council, including one fatal accident at the junction with the Moor and Staughton Highway between 2017 and 2022.

- 11.14 The accessibility of any site by vehicles and the safety of young and elderly crossing the road must be a prime concern in rural settings. The Neighbourhood Plan seeks to ensure that developments falling within Use Class B2 or B8, which are likely to require HGV and delivery vehicles should have direct access to a road designated with a 'B' classification.
- 11.15 This policy provides sufficient detail to ensure that appropriate regard is had in the planning decision making process to the distinctive road safety issues identified by the community in the Neighbourhood Plan.
- 11.16 Highways works, required as a result of the development, should be designed to consider the impact on the Conservation Areas. In accordance

with Policy GSNP 7, works within the highway should be designed to consider the criteria set out in the Great Staughton Landscape and Townscape Assessment. It is recognised that new road signs, street furniture, crossings or changes to road layouts may fall outside the scope of planning and be addressed through other legislation such as the Highways Act 1980. However, engineers are encouraged to design measures which both address highway safety but also are designed protect or enhance the visual character of Great Staughton

POLICY GSNP 18 - New Pedestrian and Cycle Routes.

- 11.17 The intent of this policy is to safeguard land for the future provision of a new cycle and pedestrian links to be provided between Staughton Highway and Dillington, Staughton Green to Kimbolton and Staughton Highway and the A1. It is essential that development does not come forward that undermines the deliverability of these routes. (marked on the map 10).
- 11.18 Dillington is an isolated hamlet divorced from the main areas of the settlement. It is accessed via the B661 and for the majority of the route there is no distinct segregated right of way which links the services and facilities provided in Staughton Highway with the hamlet.

POLICY GSNP 18 New Pedestrian and Cycle Routes

The routes identified below and on

Map 10 are safeguarded for the provision of new cycle and pedestrian routes (suitable for non motorised forms of transport) between:

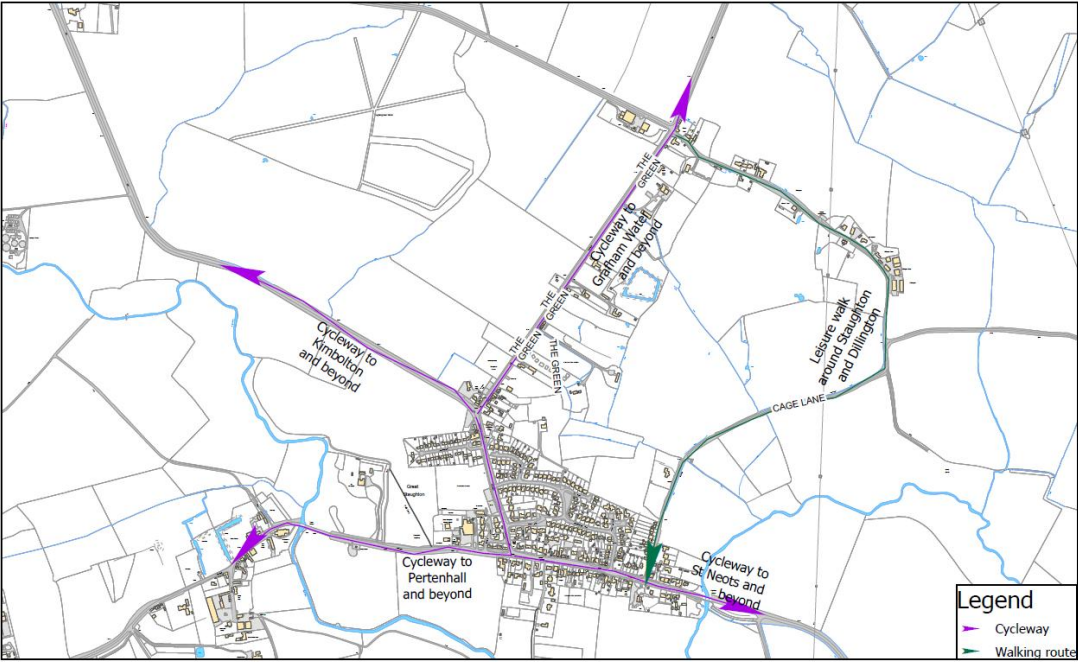
- i. Staughton Highway and The Green with Dillington
- ii. Staughton Highway to the east boundary of the parish towards the A1.
- iii. Staughton Green to Kimbolton
- iv. Staughton Highway to Pertenhall

Proposals which support the implementation and delivery of these routes will be supported.

- 11.19 Rural public footpaths cross from Dillington to The Highway. However, these public rights of way are unmade, unlit, passing to the west of The Green (B661) through agricultural land and is unsuitable for school age children. An existing made footpath extends part of the route. The policy seeks to ensure that the opportunity to extend this route to Dillington is safeguarded for any future investment to provide a footpath and or cycle way by Cambridgeshire County Council. The Parish Council may consider using Community Infrastructure Levy (CIL) monies to support the necessary intervention to support a footpath link along the B661.
- 11.20 The routes identified are being considered for inclusion in the County Council's Active Travel Schemes Transport Proposals Database. If accepted, they will be considered for future funding opportunities. Each of the schemes will need to be LTN 1/20 compliant (Government's Guidance on Cycle Infrastructure Design) and may require additional private land beyond the highway verge to allow for separation from the highway.

Description: Cycle and pedestrian routes

Scale = 1:16,000
Date Created: 11/09/2023



Map 10 – New pedestrian and cycle routes

12 Economy and Village Facilities

Objective

- To Support a revitalised and vibrant hub with shopping, commercial, leisure, cultural and community activities.

POLICY GSNP 19 - Protect Local Services and Facilities

- 12.1 Where planning permission is required, the intent of this policy is to safeguard the vibrancy and vitality of the parish by resisting the loss of local retail, service and facilities which are key assets for the health and wellbeing of the community.
- 12.2 The continued presence of existing retail and community facilities is important in order to minimise the need to travel to other centres to secure the service, especially for those with limited access to a car. However, it is recognised that demands change over time, when planning permission is required to change the use of existing premises, it would be unreasonable to require the retention of facilities if there is no longer a proven need or demand for them. In such circumstances it might be appropriate for those uses to be lost where specific criteria can be met.
- 12.3 Proposals for such change will be considered against the criteria in Policy LP 22 of the Local Plan.
- 12.4 There are instances, under the Government's General Permitted Development Order (GDPO), where changes between uses are permitted without requiring planning consent. As such, Policy GSNP 19 cannot apply to such circumstances.

- 12.5 The Recreation Ground is a valued and important local facility. However, the Recreation Ground is identified as a Local Green Space and has therefore has the protection of Green Belt policy. It is not substitutable in the way that Local Plan Policy LP22 allows. Therefore, for clarity, to avoid conflict between the two policies, the Recreation Ground is not included within this policy.
- 12.6 It is also recognised that some modest tourism would be good for the village. It provides support for local businesses and an interest in the community.

POLICY GSNP 19 - Protect Local Services and Facilities

Where planning permission is required, development proposals that result in the loss of community facilities including retail uses will only be supported where the criteria in Local Plan Policy LP 22 are met.

Development Proposals that will result in the loss of the following valued facilities and services

1. School Great Staughton Pre-school and Primary Academy
2. Great Staughton Village Hall
3. St Andrews Church
4. Great Staughton Surgery
5. The White Hart Pub
6. The Snooty Tavern
7. Gilbert Family Butcher
8. May's Hair Lounge

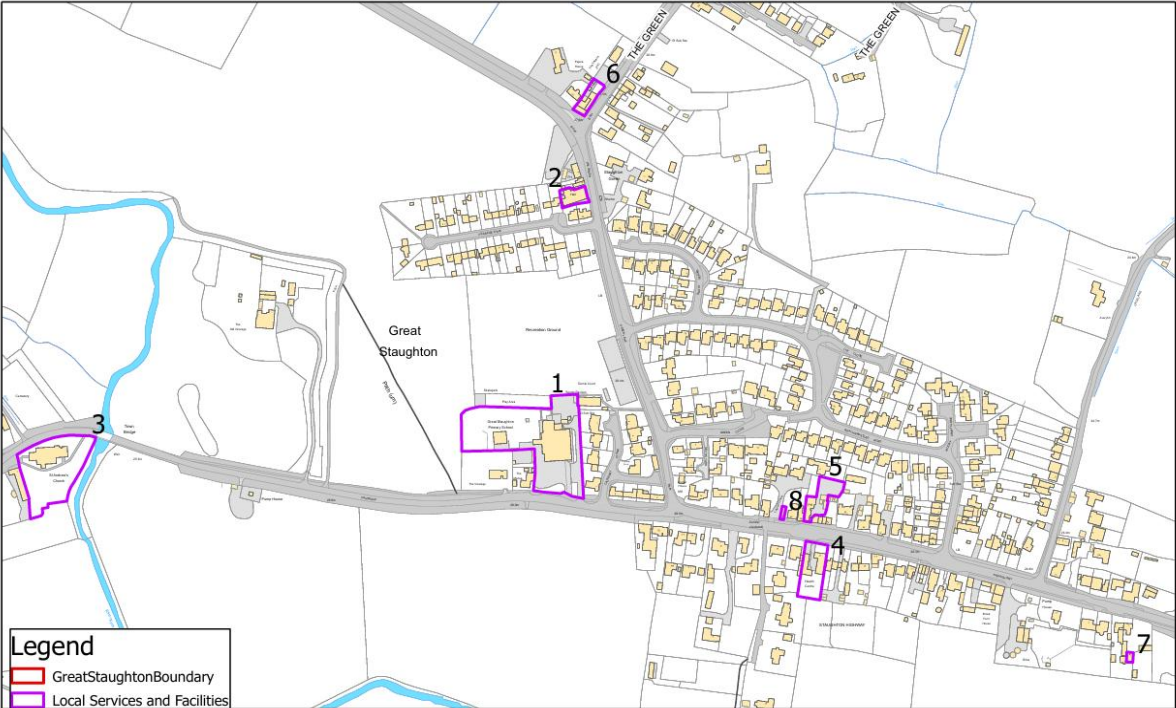
will only be supported where:

- i. it can be demonstrated that the current use is not economically viable nor likely to become viable. Where appropriate, supporting financial evidence should be provided including any efforts to advertise the premises for sale or rent for a minimum of 12 months; and
- ii. it can be demonstrated that there is no local demand for the use and that the building/site is not needed for any alternative social, community or leisure use; or
- iii. alternative facilities and services are available, or replacement provision is made, of at least equivalent standard, in a location that is accessible to the community it serves with good access by public transport or by cycling or walking.

This policy does not aim to, and cannot, remove the statutory provisions of the General Permitted Development Order (GPDO) and should be applied only to applications outside the scope of permitted development.

Description: Local Services and Facilities

Scale = 1: 4,000
Date Created: 06/03/2025



Monitoring and Review

- 12.7 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.
- 12.8 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.
- 12.9 The Parish Council will review generally:
- how the policies are being applied to shape decisions on planning applications (development management)
 - Whether projects and/or actions identified are being achieved
 - level of monies raised through the Community Infrastructure Levy (CIL) and how such monies are being used
 - whether plan aims are being achieved
 - • changes to national and local policy
 - changes in the local area
- 12.10 Specifically, the Parish Council, with stakeholders will monitor:
- Dwellings completed throughout the plan period
 - Affordable dwellings completed through the plan period
 - Dwellings allocated to those households with a local connection
 - Provision of a NHS Healthcare Facility
 - Number of major applications accompanied by a Water Management Strategy
 - Number of applications promoting 20% BNG
 - Number of applications refused proposing the loss of a valued service or facility.
- 12.11 It will be important that Huntingdonshire District Council raises any issues arising out of the development management process in determining individual planning applications using the Neighbourhood Plan. Users of the Neighbourhood Plan are encouraged to make comments on monitoring of the Neighbourhood Plan to the Parish Council at any point.
- 12.12 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.
- 12.13 There are a number of circumstances under which a partial review of the plan may be necessary, in accordance with best practice, Great Staughton Parish Council and its partners will consider undertaking a partial review of the Neighbourhood Plan no later than 5 years following its finalisation.

13 Glossary

Term	Definition
Affordable Housing	<p>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 definitions :</p> <p>a) Affordable housing for rent: meets all of the following conditions: (a) the rent is set in accordance with the Government's rent policy for Social Rent or Affordable Rent, or is at least 20% below local market rents (including service charges where applicable); (b) the landlord is a registered provider, except where it is included as part of a Build to Rent scheme (in which case the landlord need not be a registered provider); and (c) it includes provisions to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provision. For Build to Rent schemes affordable housing for rent is expected to be the normal form of affordable housing provision (and, in this context, is known as Affordable Private Rent).</p> <p>b) Starter homes: is as specified in Sections 2 and 3 of the Housing and Planning Act 2016 and any secondary legislation made under these sections. The definition of a starter home should reflect the meaning set out in statute and any such secondary legislation at the time of plan-preparation or decision-making. Where secondary legislation has the effect of limiting a household's eligibility to purchase a starter home to those with a particular maximum level of household income, those restrictions should be used.</p> <p>c) Discounted market sales housing: is that sold at a discount of at least 20% below local market value. Eligibility is determined with regard to local incomes and local house prices. Provisions should be in place to ensure housing remains at a discount for future eligible households.</p> <p>d) Other affordable routes to home ownership: is housing provided for sale that provides a route to ownership for those who could not achieve home ownership through the market. It includes 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). Where public grant funding is provided, there should be provisions for the homes to remain at an affordable price for future eligible households, or for any receipts to be recycled for alternative affordable housing provision, or refunded to Government or the relevant authority specified in the funding agreement.</p>
Community Infrastructure Levy	<p>The Community Infrastructure Levy is a planning charge, introduced by the Government through the Planning Act 2008 to provide a fair and transparent means for ensuring that development contributes to the cost of the infrastructure it will rely upon, such as schools and roads. The Levy applies to most new buildings and charges are based on the size and type of new floorspace.</p>

	<p>The Council's Charging Schedule came into force on 1 February 2013 (updated January 2023).</p> <p>The Council have produced detailed guidance for applicants</p>
Community Land Trust	<p>Community Land Trusts (or CLTs) are when people from a village, street, neighbourhood or town get together to create a charitable organisation for the good of their community. Run completely by volunteers, the management trustees are voted for by its members. A CLT strives to meet the long-term needs of its community, for example building permanently affordable housing, workspaces or acquiring pubs, gardens and shops; these then stay owned by the community forever.</p>
First Homes	<p>Government guidance published by the Department of Levelling Up, Housing and Communities (DLUHC) on 24th May 2021, states that a minimum of 25% of all affordable housing units secured through developer contributions should be First Homes. First Homes are a specific kind of discounted market sale housing and should be considered to meet the definition of 'affordable housing' for planning purposes. Specifically, First Homes are discounted market sale units which:</p> <ul style="list-style-type: none"> a) must be discounted by a minimum of 30% against the market value; b) are sold to a person or persons meeting the First Homes eligibility criteria; c) on their first sale, will have a restriction registered on the title at HM Land Registry to ensure this discount (as a percentage of current market value) and certain other restrictions are passed on at each subsequent title transfer; and, d) after the discount has been applied, the first sale must be at a price no higher than £250,000 (or £420,000 in Greater London).
Habitats Regulation Assessment	<p>A Habitats Regulations Assessment (HRA) refers to the several distinct stages of Assessment which must be undertaken in accordance with the Conservation of Habitats and Species Regulations 2017 (as amended) and the Conservation of Offshore Marine Habitats and Species Regulations 2017 (as amended) to determine if a plan or project may affect the protected features of a habitats site before deciding whether to undertake, permit or authorise it. European Sites and European Offshore Marine Sites identified under these regulations are referred to as 'habitats sites' in the National Planning Policy Framework.</p>
M4 (2) adaptable and accessibility standards M4(3) Wheelchair User Dwellings	<p>The building regulations set out legal requirements for specific aspects of building design and construction. Approved documents provide general guidance on how different aspects can be met. Approved document M provides guidance for satisfying part M of the building regulations. The requirements set out in M4 (2) applies to accessible and adaptable dwellings. It is an optional requirement which is met when a new dwelling provides reasonable provision for most people to access the dwelling and includes features that make it suitable for a range of occupants, including older people, individuals with reduced mobility and some wheelchair users.</p>

	<p>M4(3) – Wheelchair User Dwellings</p> <p>Under Part M, this optional requirement will be met when the dwelling makes reasonable provision for wheelchair users to live in the dwelling and make use of any parking facilities, private outdoor space or communal spaces.</p>
Major Development	<p>Major development is defined in NPPF as housing, development where 10 or more homes will be provided, or the site has an area of 0.5 hectares or more. For non-residential development it means additional floorspace of 1,000m² or more, or a site of 1 hectare or more, or as otherwise provided in the Town and Country Planning (Development Management Procedure) (England) Order 2015.</p>
S106	<p>Planning obligations (or S106 agreements) are legal obligations entered into to mitigate the impacts of a development proposal.</p> <p>This can be via a planning agreement entered into under section 106 of the Town and Country Planning Act 1990 by a person with an interest in the land and the local planning authority; or via a unilateral undertaking entered into by a person with an interest in the land without the local planning authority.</p> <p>Planning obligations run with the land, are legally binding and enforceable. A unilateral undertaking cannot bind the local planning authority because they are not party to it.</p>
Screening Opinion	<p>The SEA Regulations require HDC to ‘determine’ whether or not a plan is likely to have significant effects, and therefore whether SEA is needed. A screening determination will need to be produced by either the Parish Council or HDC.</p>
Strategic Environmental Assessment	<p>A Strategic Environmental Assessment (SEA) is a systematic process for evaluating the environmental implications of a proposed policy, plan or programme and provides means for looking at cumulative effects and appropriately address them at the earliest stage of decision making alongside economic and social considerations.</p>
Rural exceptions site	<p>As set out in the NPPF 2021, these are 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.</p>

14 Appendix 1

Views and Vistas Report

Introduction

The report forms part of the evidence base for Policy GSNP 7 of the Great Staughton Neighbourhood Development Plan, and is to be read in conjunction with that Policy. The report defines those views and vistas and finds that are offered protection under Policy GSNP 7 – Settlement Patterns and Identity.

Paragraph 6.20 of the Great Staughton Neighbourhood plan discusses the significance of important views in the Parish and sets out in policy GSNP 7 the planning policy related to views.

This document describes each view in more detail, with a photo alongside and a map which shows the location and direction of the viewpoint.

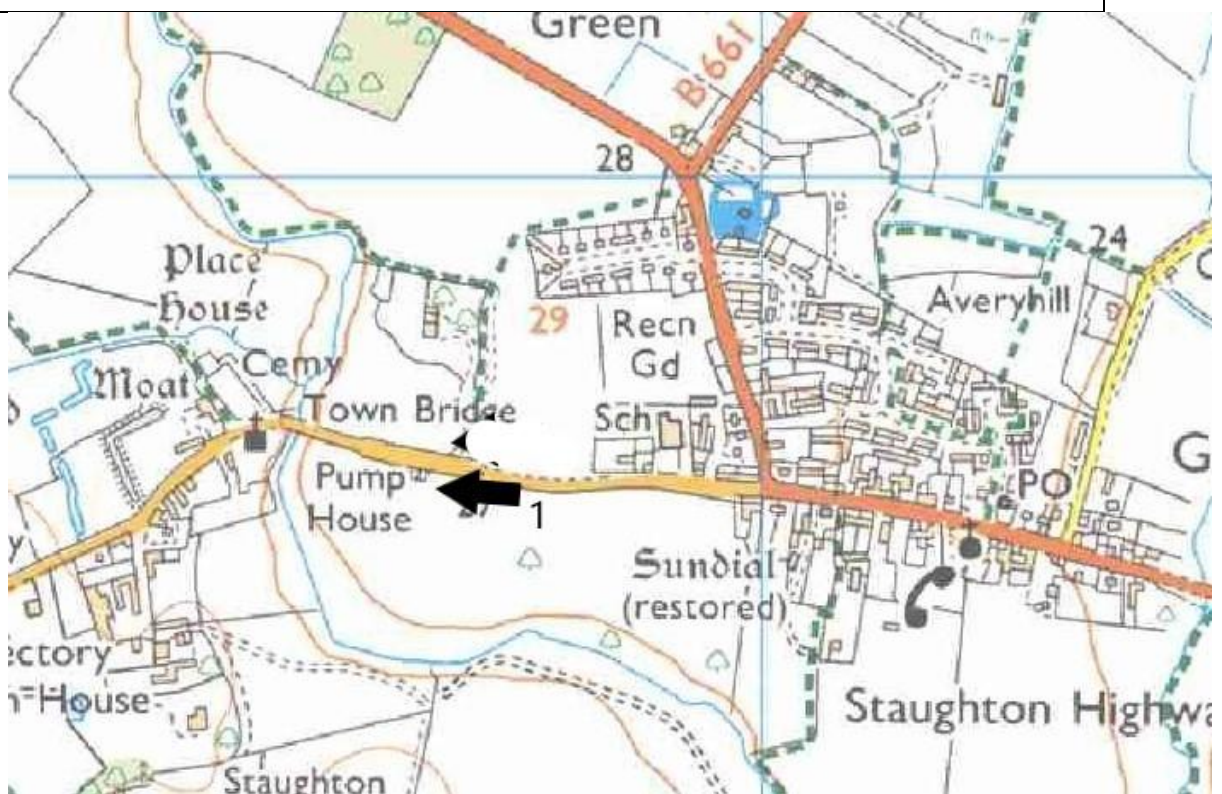
These are by no means all the important views and when proposals for development in the village are being prepared, it will be necessary to take account of the impact on views and demonstrate how the buildings can be satisfactorily accommodated within the landscape.

The maps showing the Parish location of the key views in the Neighbourhood Plan are shown. There are some distinct areas of views in the Parish of Great Staughton

1. The Causeway and Town Bridge
2. The Moor area
3. Dillington and ancient woods
4. Kym Valley

1. The Causeway and Town Bridge

The Causeway shown on the map below provides a number of important views in Great Staughton. It provides a gap between the village environment on The Highway and the older settlements around the Church but as the properties become more spacious the views across the Meadows to the River Kym and towards the church provide a most iconic view of Staughton.



Views across Birds Meadow (6) from The Causeway towards the River Kym. The Town bridge across the Kym is bordered with a white post and rail fence. From the bridge and close-by there are views towards the church and also across the Meadows. This is usually used as animal grazing land which adds to the quintessentially village environment. Some of this area floods when the river is in full flood.

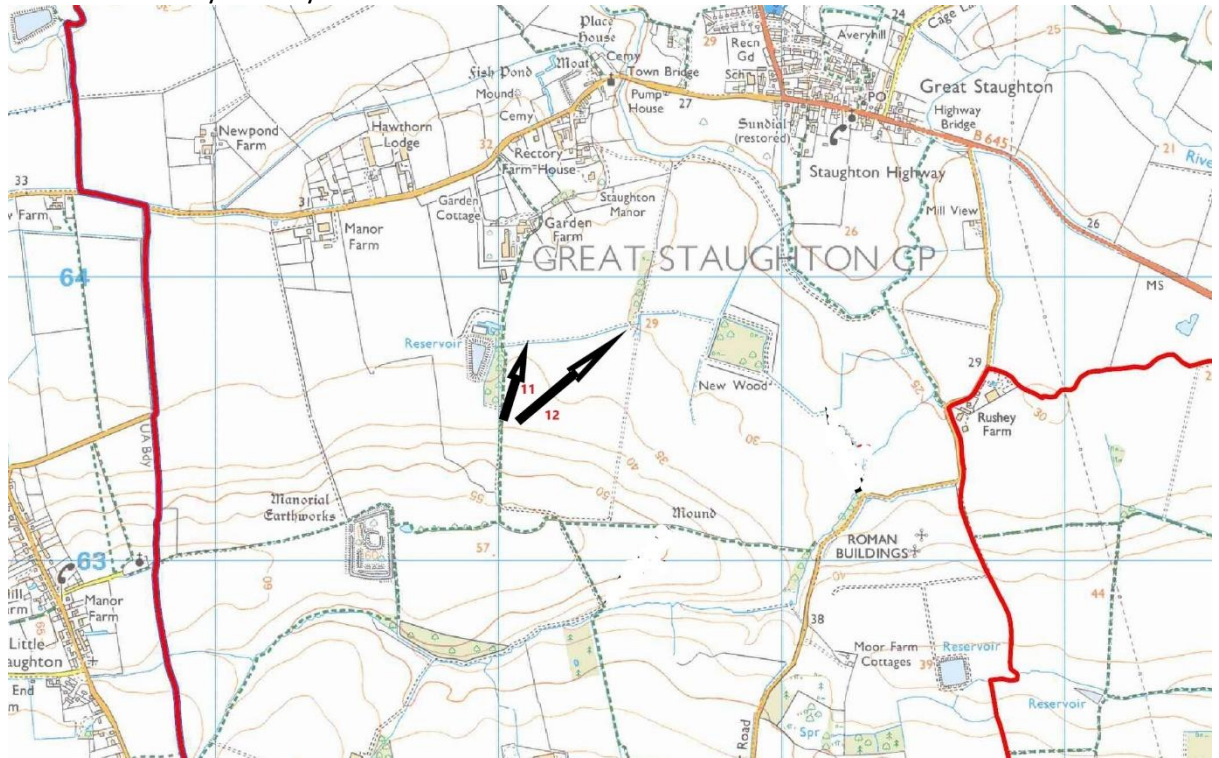


6.



2. **Moor Area**

The ridge along the Moor provides stunning views of the village all along the footpath which follows the ridge. The historic buildings the Church, the Manor and also the village environs are all plainly visible (11). In the background the Woods which surround this side of Grafham Water are plainly visible (12). The moor area provides some significant views of rural Cambridgeshire. The rise to the Moor provides sweeping views of the countryside and treelined River Kym valley.



11.

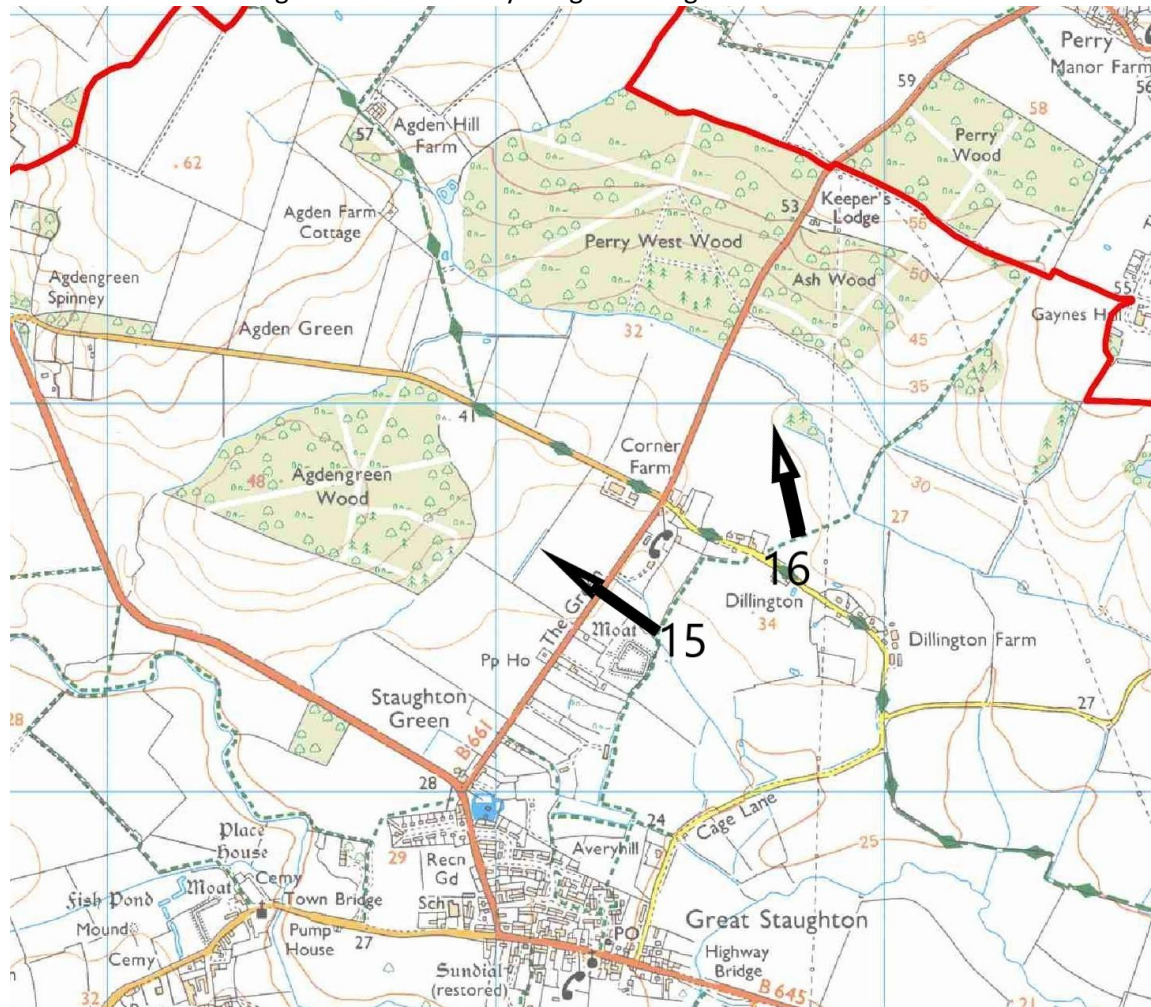


12.



3. Dillington and Ancient Woods

The views from Dillington are significant as the buildings are spread and as a result good views are enabled of the ancient Perry and Agden Woods. There are also good views looking towards the main village across the mainly hedge lined agricultural fields.



15.

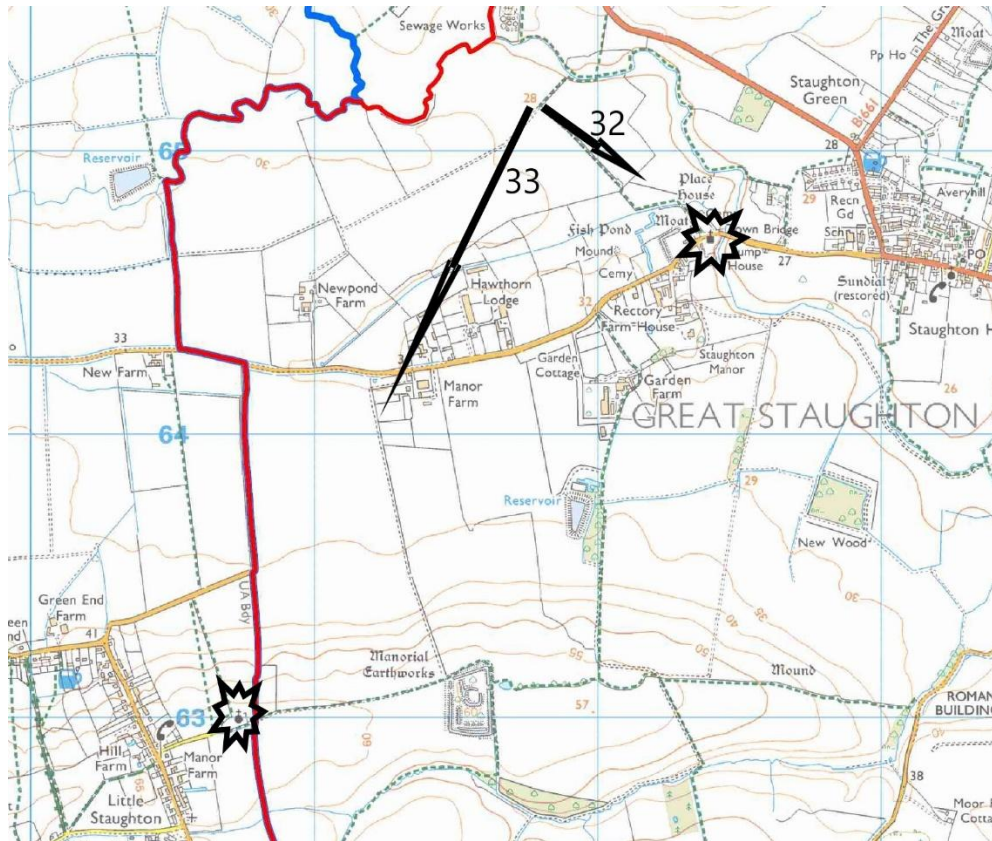


16.



4. Kym Valley

The Kym provides scenic views from its entry to the Parish from Kimbolton. It is surrounded by agricultural land and some wooded areas. As it approaches The Town bridge there are some stunning views of both the churches of Little and Great Staughton.



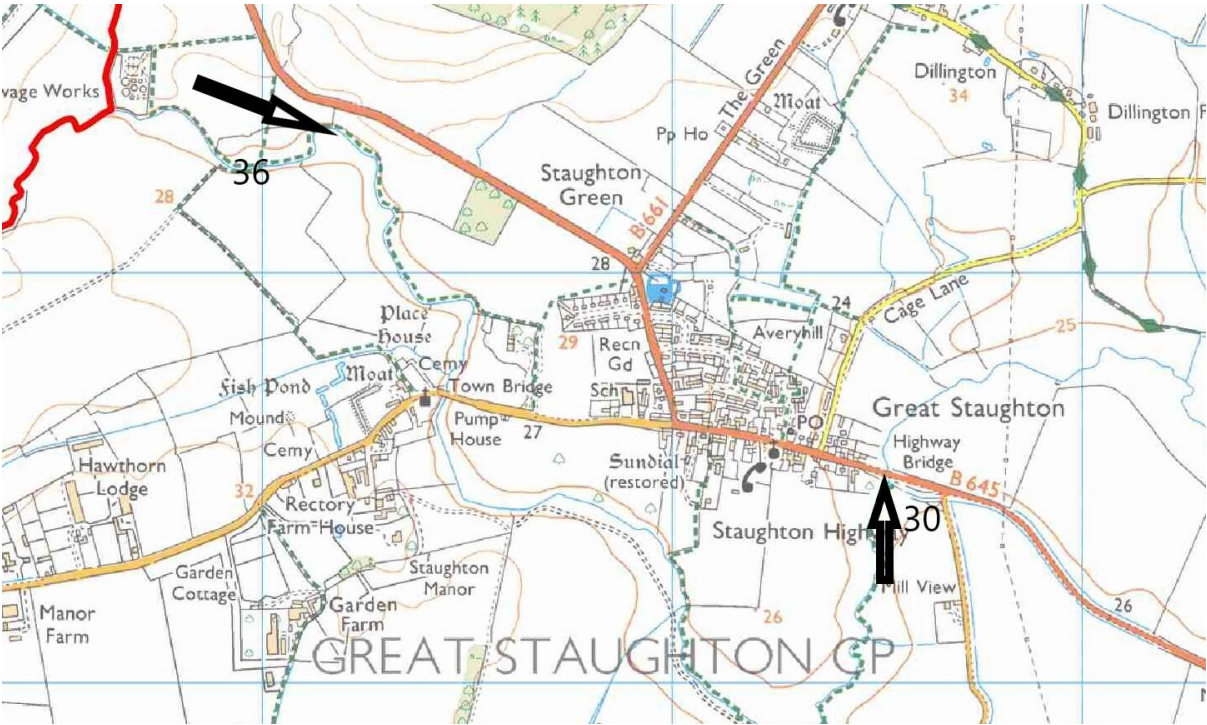
32

33

The flow of the river around the village is followed by a footpath which allows views of the village, the Moor and also the rich vegetation along the river. It is rich in wildlife.



36





Intelligent Plans
and examinations

Report on the Great Staughton Neighbourhood Plan 2021 – 2036

**An Examination undertaken for Huntingdonshire District Council with
the support of Great Staughton Parish Council on the September 2024
draft submission version of the Plan.**

Independent Examiner: Andrew S Freeman BSc (Hons) DipTP DipEM FRTPI

Date of Report: 3 April 2025

Contents

Intelligent Plans and Examinations (IPE) Ltd, Regency Offices, 37 Gay Street, Bath BA1 2NT
Registered in England and Wales. Company Reg. No. 10100118. VAT Reg. No. 237 7641 84

Main Findings - Executive Summary	3
1. Introduction and Background	3
Great Staughton Neighbourhood Plan 2021 - 2036.....	3
The Independent Examiner.....	3
The Scope of the Examination	4
The Basic Conditions.....	5
2. Approach to the Examination	5
Planning Policy Context	5
Submitted Documents.....	5
Site Visit	6
Written Representations with or without Public Hearing	6
Modifications	7
3. Procedural Compliance and Human Rights	7
Qualifying Body and Neighbourhood Plan Area	7
Plan Period	7
Neighbourhood Plan Preparation and Consultation	7
Development and Use of Land.....	8
Excluded Development.....	8
Human Rights	8
4. Compliance with the Basic Conditions.....	8
EU Obligations	8
Main Issues	9
Issue 1 – Spatial Strategy and Housing.....	10
Issue 2 – Village Character	12
Issue 3 – Historic Environment	13
Issue 4 – Natural Environment	13
Issue 5 – Climate Change	14
Issue 6 – Transport and Accessibility	15
Issue 7 – Economy and Village Facilities.....	15
Other Policies.....	15
Other Matters	15
5. Conclusions	16
Summary	16
The Referendum and its Area	16
Appendix: Modifications	18

Main Findings - Executive Summary

From my examination of the Great Staughton Neighbourhood Plan (the Plan) 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 – Great Staughton Parish Council;
- the Plan has been prepared for an area properly designated – the Great Staughton Neighbourhood Plan Area – as shown on Map 1;
- the Plan specifies the period to which it is to take effect – 2021 - 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

Great Staughton Neighbourhood Plan 2021 - 2036

- 1.1 Great Staughton is a civil parish and village within the Huntingdonshire District of Cambridgeshire and is located towards the southwestern boundary of the county and to the southwest of Grafham Water. The village of Great Staughton is central to the Parish. Kimbolton is about 5 km to the northwest whilst St Neots is some 7 km to the southeast. Huntingdon itself is approximately 13 km away to the northeast.
- 1.2 The Parish was designated as a neighbourhood area by Huntingdonshire District Council in January 2021. Since then, plan preparation has proceeded under the auspices of the Parish Council with the support of a number of topic-based working groups. The resultant Plan has an overarching vision, nine broad objectives and 19 detailed policies under seven topic headings.

The Independent Examiner

- 1.3 As the Plan has now reached the examination stage, I have been appointed as the examiner of the Great Staughton Neighbourhood Plan by Huntingdonshire District Council, with the agreement of Great Staughton Parish Council.

- 1.4 I am a chartered town planner and former government Planning Inspector with over forty years' experience. I have worked in both the public and the private sectors. 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

- 1.5 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.
- 1.6 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 Sections 38A and 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";
 - 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; and
 - Such matters as prescribed in the Neighbourhood Planning (General) Regulations 2012 (as amended) ("the 2012 Regulations").
- 1.7 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

1.8 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)¹; and
- meet prescribed conditions and comply with prescribed matters.

1.9 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 2017.²

2. Approach to the Examination

Planning Policy Context

2.1 The Development Plan for this part of Huntingdonshire District Council, not including documents relating to excluded minerals and waste development, is Huntingdonshire’s Local Plan to 2036.

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. Unless otherwise stated, all references in this report are to the December 2023 NPPF and its accompanying PPG.³

Submitted Documents

¹ The existing body of environmental regulation is retained in UK law.

² 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.

³ A revised NPPF was published on 12 December 2024 which includes transitional arrangements for neighbourhood plans. Paragraph 239 of the December 2024 NPPF advises that it will only apply to neighbourhood plans submitted after 12 March 2025.

Intelligent Plans and Examinations (IPE) Ltd, Regency Offices, 37 Gay Street, Bath BA1 2NT
Registered in England and Wales. Company Reg. No. 10100118. VAT Reg. No. 237 7641 84

- 2.3 I have considered all policy, guidance and other reference documents I consider relevant to the examination, including those submitted which comprise:
- the draft Neighbourhood Plan 2021 – 2036, September 2024;
 - a map which identifies the area to which the proposed Neighbourhood Development Plan relates;
 - the Consultation Statement, 29 August 2024;
 - the Basic Conditions Statement, 29 August 2024;
 - all the representations that have been made in accordance with the Regulation 16 consultation;
 - the Strategic Environmental Assessment and Habitats Regulations Assessment Screening Report, September 2023, prepared by Huntingdonshire District Council;
 - the Strategic Environmental Assessment (SEA) for Great Staughton Neighbourhood Plan, November 2024, prepared by AECOM; and
 - the request for additional clarification sought in my letter dated 20 February 2025 and the joint response from Huntingdonshire District Council and Great Staughton Parish Council received on 6 March 2025.⁴
- 2.4 A number of further supporting evidential documents were provided as follows:
- the Planning Policy Context Analysis, 7 October 2021;
 - the Demographic & Socio-Economic Review, 10 November 2021;
 - the Non Designated Heritage Assets report, 26 April 2023;
 - the Draft Landscape and Townscape Assessment. 28 April 2023;
 - the Site Options and Assessment - Final Report, May 2023;
 - the Flood Risk Assessment For the Proposed Allocation For Residential Development of Land South of 29 The Green, February 2024; and
 - the Sequential Test Report, 29 August 2024.⁵

Site Visit

- 2.5 I made an unaccompanied site visit to the Neighbourhood Plan Area on 17 March 2025 to familiarise myself with it and visit relevant sites and areas referenced in the Plan and evidential documents.

Written Representations with or without Public Hearing

- 2.6 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.

⁴ View all the documents referenced in paragraph 2.3 above at: <https://consult.huntingdonshire.gov.uk/kse/event/38254> and <https://www.huntingdonshire.gov.uk/planning/neighbourhood-planning/>

⁵ View at: <https://consult.huntingdonshire.gov.uk/kse/event/38254>

Modifications

- 2.7 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 Great Staughton Neighbourhood Plan has been prepared and submitted for examination by Great Staughton Parish Council, which is a qualifying body for an area that was designated by Huntingdonshire District Council on 21 January 2021.
- 3.2 It is the only Neighbourhood Plan for the Great Staughton Neighbourhood Plan Area and does not relate to land outside the designated Neighbourhood Plan Area.

Plan Period

- 3.3 The Plan specifies clearly the period to which it is to take effect, which is from 2021 to 2036.

Neighbourhood Plan Preparation and Consultation

- 3.4 Details of plan preparation and consultation are set out in the Parish Council's Consultation Statement. Following designation of the Parish as a neighbourhood area on 21 January 2021, plan preparation was progressed by the Parish Council in a number of distinct stages. Stage one involved the recruitment of interested individuals and stakeholders. Key themes were identified at stage two and policy ideas were developed at stage 3. Sections 2 to 4 of the Consultation Statement detail the engagement activities undertaken at each of those stages.
- 3.5 Formal consultation on the draft Plan under Regulation 14 took place between 20 September 2023 and 2 November 2023. Details of the persons and bodies consulted together with an explanation of how they were consulted are set out in the Consultation Statement (Section 5). Comments received and the response of the Parish Council are summarised in Appendix 8 of the Consultation Statement.
- 3.6 In response to the formal consultation under Regulation 16 (11 December 2024 to 5 February 2025), some 51 representations⁶ (including five accepted late representations) were received from 22 different parties. In

⁶ <https://consult.huntingdonshire.gov.uk/kse/event/38254/peoplesubmissions/>

Intelligent Plans and Examinations (IPE) Ltd, Regency Offices, 37 Gay Street, Bath BA1 2NT
Registered in England and Wales. Company Reg. No. 10100118. VAT Reg. No. 237 7641 84

addition to those of Huntingdonshire District Council, they included comments from statutory consultees, other public bodies and members of the public.

- 3.7 I am satisfied that, at both the Regulation 14 and the Regulation 16 stages, the consultation process met the legal requirements and there has been procedural compliance. Regard has been paid to the advice on plan preparation and engagement in the PPG.

Development and Use of Land

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

Excluded Development

- 3.9 The Plan does not include provisions and policies for “excluded development”.⁷

Human Rights

- 3.10 An assessment of Human Rights has been carried out by consultants acting on behalf of Great Staughton Parish Council. This indicates that there is no breach of Human Rights (within the meaning of the Human Rights Act 1998). From my independent assessment, I see no reason to disagree.

4. Compliance with the Basic Conditions

EU Obligations

- 4.1 Through the Strategic Environmental Assessment and Habitats Regulations Assessment Screening Report prepared by Huntingdonshire District Council, the Plan was screened for both SEA and Habitats Regulations Assessment (HRA). With regard to HRA, this was not triggered. Natural England considered that significant effects on Habitats sites, either alone or in combination, would be unlikely.⁸ From my independent assessment of the matter, I have no reason to disagree.
- 4.2 In terms of the SEA, the screening report concluded that SEA would be required. Historic England was concerned about the potential impact of the allocation at Brook Farmyard on designated heritage assets; the Environment Agency highlighted the surface water risk on the proposed allocation at land south of 29 The Green; and Natural England considered that views of local wildlife organisations should be sought in determining if a SEA was required.

⁷ The meaning of ‘excluded development’ is set out in s.61K of the 1990 Act.

⁸ See email dated 24 August 2023 in Appendix 1 of the Screening Report

- 4.3 As a result, SEA was carried out by consultants AECOM. In the event, it was concluded that the Neighbourhood Plan would not be likely to lead to negative effects under any of the topics that were the focus of the SEA. Having read the Assessment, I support this conclusion.

Main Issues

- 4.4 Having regard for the Great Staughton Neighbourhood Plan, the consultation responses and other evidence, and the site visit, I consider that there are seven main issues relating to the Basic Conditions for this examination. These concern:
- Spatial Strategy and Housing;
 - Village Character;
 - Historic Environment;
 - Natural Environment;
 - Climate Change;
 - Transport and Accessibility; and
 - Economy and Village Facilities.
- 4.5 Before I deal with the main issues, I have a few observations to make with regard to the representations. First, the Great Staughton Neighbourhood Plan should be seen in the context of the wider planning system. This includes Huntingdonshire's Local Plan to 2036 as well as the NPPF and PPG. It is not necessary to repeat in the Neighbourhood Plan matters that are quite adequately dealt with elsewhere.⁹ Having said that, there may be scope to give emphasis to matters particularly relevant in the context of Great Staughton.
- 4.6 Secondly, the Neighbourhood Plan does not have to deal with each and every matter raised through the consultation (including omission sites). In this regard, the content of the Neighbourhood Plan and the scope of the policies is largely at the discretion of the qualifying body, albeit informed by the consultation process and the requirements set by the Basic Conditions.
- 4.7 Thirdly, my central task is to judge whether the Neighbourhood Plan satisfies the Basic Conditions. Many of the representations do not demonstrate or indicate a failure to meet those conditions or other legal requirements. Similarly, many of the suggested additions and improvements are not necessary when judged against the Basic Conditions.
- 4.8 The following section of my report sets out modifications that are necessary in order to meet the Basic Conditions. Some of the proposed modifications are factual corrections.¹⁰ Others are necessary in order to

⁹ See NPPF, Paragraph 16 f).

¹⁰ Modifications for the purpose of correcting errors is provided for in Paragraph 10(3)(e) of Schedule 4B to the 1990 Act.

have closer regard to national policies and advice. In particular, plans should be succinct and contain policies that are clearly written and unambiguous.¹¹ A decision maker should be able to apply them consistently and with confidence when determining planning applications. In addition, the policies should be supported by appropriate evidence.¹²

Issue 1 – Spatial Strategy and Housing

- 4.9 Policy GSNP 1 (Spatial Strategy) identifies how at least 60 dwellings are going to be delivered over the Plan period. This would be achieved, in part, through housing development at Brook Farm, which is housing that may be needed to enable the delivery of a healthcare facility on the same site. In this regard, the policy gives emphasis to the development of the healthcare facility. To reflect the purpose of the policy, the focus should be on the residential development, leaving the healthcare allocation to be dealt with under Policy GSNP 3.
- 4.10 In addition to the identified ways of meeting growth, I am aware that Local Plan Policy LP9, Small Settlements, can support development proposals on land well-related to the built-up area. For completeness, such opportunities should be recognised in Policy GSNP 1. Absence of such reference could suggest, mistakenly, an intention to deviate from the provisions of the Local Plan.
- 4.11 Comments from the Environment Agency (Comment ID: GSNP 18) have drawn attention to capacity issues at the Kimbolton Waste Water Treatment Works. It may be necessary to phase development in line with infrastructure improvements. A related addition to the policy will be necessary. Appropriate amendments to cover these matters are set out in proposed modification **PM1**.
- 4.12 Amongst other things, Policy GSNP 2 identifies development that would be supported within the built-up area boundary. This includes infill development for up to two dwellings. In this regard, I have seen no evidence to demonstrate why there should be a limit of two dwellings. Indeed, such a restriction may result in the ineffective use of land. Bearing in mind also safeguards within the policy, I consider that reference to “small scale” development would be more appropriate.
- 4.13 On a second matter, there is no mention within the policy of the ‘enabling’ housing development at Brook Farm. For clarity and completeness, reference should be added. Necessary changes are included in proposed modification **PM2**.
- 4.14 Policy GSNP 3 deals with the healthcare proposal at Brook Farm. For clarity, and since the allocation also covers enabling residential development as well as the healthcare facility, this should be referred to in

¹¹ NPPF, Paragraphs 15 and 16 d).

¹² PPG Reference ID: 41-041-20140306.

the title and in the description of the allocation (corrected to refer to Brook Farm, not Brook Farmyard¹³).

4.15 Other amendments to Policy GSNP 3 are necessary in the interests of clarity and succinctness. In this regard:

- The policy cannot directly *require* the provision of land, building, GP surgery, dispensary and the like. However, development that includes these facilities can be expected to enjoy the support of the policy.
- Provision “to the satisfaction of the local planning authority or local highway authority” is inexact terminology because the requirements are uncertain.
- If proposals for vehicular access or for the remediation of contaminated land were unacceptable, the related planning application would be refused. There is no need to refer to the local highways authority or local planning authority.
- Although consultation would undoubtedly take place in connection with several of the criteria, it is the local planning authority (not the local highway authority or other body) that makes the final decision on planning applications.
- The policy calls for “a satisfactory distance between new dwellings and the sewage pumping station in consultation with Anglian Water”. Paragraph 5.38 of the supporting text refers to a minimum separation distance of 15 metres. This requirement should be set out in the policy.

4.16 Paragraph 5.44 of the supporting text refers to the possibility of extending development into the field to the rear (0.2 hectares). However, I am told¹⁴ that the extent of the site area is likely to change further and that the extended development would benefit from the provisions of Local Plan Policy LP 22 Local Services and Community Facilities. In the circumstances, specific reference to the area of any extended site is best avoided. Necessary amendments are set out in proposed modification **PM3**.

4.17 A housing allocation at The Green is the subject of Policy GSNP 4. A number of amendments are required:

- In criterion i, and to be succinct, there is no need to refer to Policy GSNP 6. This will apply in any event.
- “Provide” should be inserted at the beginning of criterion ii (omitted in error).

¹³ See the response to my questions received on 6 March 2025

¹⁴ See the response to my questions received on 6 March 2025

- In criterion iii, the requirements should be carried out in consultation with the Environment Agency, the Local Lead Flood Authority and the District Council.
- In criterion iv, delete reference to the local highways authority.
- Clarity should be added to criterion vi by making provision for suitable access for the maintenance of the foul drainage infrastructure.
- In respect of the B645 Pedestrian Crossing, requirements should be subject to the tests set out in NPPF, Paragraph 57.

Proposed modification **PM4** identifies the necessary amendments.

- 4.18 Turning to Policy GSNP 6, this concerns the allocation of affordable housing. However, whilst it is possible to restrict *occupation* to those with a strong local connection, *allocation* is the responsibility of the local housing authority or registered provider. It is not a matter of development management. Re-wording of the policy will be necessary (proposed modification **PM5**).
- 4.19 As to the legitimacy of the provision, the District Council has referred to a scheme at Jewell Close where affordable housing is already the subject of a local connection provision. The District Council does not feel that it is necessary for any local connection criteria to be applied to any other remaining social rented properties in the Parish.
- 4.20 For my part, I note that the numbers are likely to be quite small. If housing were to be included in a scheme at Brook Farm, then the viability of any affordable element might be questionable given that the scheme would already be subsidising the healthcare facilities. In addition, and notwithstanding the reference to affordable housing in Paragraph 5.42, there may well be fewer than 10 housing units (thus falling outside the provisions of Local Plan Policy LP 24, Affordable Housing Provision).
- 4.21 The other identified housing scheme in Great Staughton, at The Green, is for approximately 20 dwellings. If 40% were affordable units, and half of those were subject to a local connection requirement, the number involved would be four units. Bearing in mind also evidence summarised in Paragraphs 5.69 and 5.70 of the Plan, it does not appear to me that such provision would be 'unnecessary', irrespective of availability at Jewell Close.

Issue 2 – Village Character

- 4.22 Landscape and townscape characteristics are addressed under Policy GSNP 7 where there is reference to the Great Staughton Landscape and Townscape Assessment. For clarity, a link to this document should be provided, as in proposed modification **PM6**.

Issue 3 – Historic Environment

- 4.23 Amongst other things, Policy GSNP 10 deals with Non-Designated Heritage Assets. It is the intention that such assets should be formally designated under the policy.¹⁵ However, there is confusion over the naming of the assets in Paragraph 7.11 and in their mapping on Map 7 and Map 8. Accurate details would be provided under proposed modification **PM7**.

Issue 4 – Natural Environment

- 4.24 Policy GSNP 11 deals with biodiversity and wildlife sites. As well as the use of consistent terminology (sites of ecological importance rather than sites of biodiversity importance), amendments are needed to ensure consistency between the sites identified in the policy and those shown on the related maps.
- 4.25 The policy text relating to Map 9B refers to the whole of the river valley of the Kym. For accuracy, the text should refer to "the path of the River Kym". Also, to reflect the most recent policy position¹⁶, the Grafham-Brampton-River Kym Habitat Network should be illustrated and referenced in the policy.
- 4.26 Roadside verges are also referred to in relation to Map 9B. However, a map of important or valued roadside verges has not yet been prepared.¹⁷ Without such mapping, there is no clarity over the areas to which the policy is intended to apply. Deletion of the reference is necessary.
- 4.27 Four water bodies are referenced in relation to Map 9C. However, they are not numbered on the map itself and (for those with no local knowledge) it is not possible to tell which is which. Related numbers should be added to Map 9C.
- 4.28 Turning to Map 9D, the policy includes reference to two copses, one individual tree and two groups of trees. For accuracy in development management, the specific location and extent of the features needs to be known. Revised mapping is required.
- 4.29 In terms of Biodiversity Net Gain (BNG), the policy requires that BNG for all qualifying development shall be a minimum of 20%, subject to viability. In this regard, the PPG states (Reference ID: 74-006-20240214):
- "Plan makers should not seek a higher percentage than the statutory objective of 10% biodiversity net gain, either on an area-wide basis or for specific allocations for development unless justified. To justify such policies they will need to be evidenced including as to local need for a higher percentage, local opportunities for a higher percentage and any*

¹⁵ See the response to my questions received on 6 March 2025

¹⁶ See the response to my questions received on 6 March 2025

¹⁷ See the response to my questions received on 6 March 2025

impact on viability for development. Consideration will also need to be given to how the policy will be implemented.”

- 4.30 As to local need for the higher percentage, I can see that the Neighbourhood Plan policy would help (in a small way) meet the challenges set out in initiatives such as the County Council’s “Doubling Nature 2018” and also help mitigate climate change and support increased diversity. However, I would not regard such assistance as “essential” or as definite evidence of a local need for a higher percentage.
- 4.31 In terms of local opportunities, I have seen examples such as Soham Commons in the Soham and Barway Neighbourhood Plan Topic Paper on wildlife habitats and biodiversity, but no such referenced examples in Great Staughton.
- 4.32 Finally, on impact on viability of development, examples have been given for Swale Borough and for the Kent Nature Partnership. However, there are no local examples based on costs in Great Staughton.
- 4.33 The policy provisions on BNG also require submission of an implementation and management strategy covering a period of 10 years. Irrespective of the time period that should be used, this requirement duplicates statutory requirements and should be deleted.
- 4.34 I have concluded that BNG at a minimum rate of 20% has not been justified. Other matters referred to above can be amended as under proposed modification **PM8**.

Issue 5 – Climate Change

- 4.35 Policy GSNP 12 concerns Sustainable Construction and Energy Efficiency. Steps identified include ensuring buildings use a low carbon heat source. Although a laudable objective, powers in this regard are limited. The provision would be better added to the first part of the policy which sets out desirable actions on the policy topic. Proposed modification **PM9** refers.
- 4.36 Policy GSNP 13 – Community Led Renewable Energy Projects gives support to “a proposal [in the singular] for a Community Led Renewable Energy Project”. However, the policy is intended to be supportive of more than one project if more than one came forward.¹⁸ Amended wording is needed (proposed modification **PM10**).
- 4.37 The concluding paragraph of Policy GSNP 15 – Surface Water Flood Risk refers to standards set out in various named documents “and other relevant codes of practice”. This requirement would lead to uncertainty in that an applicant would not know what codes of practice are to be applied. The requirement should be changed as in proposed modification **PM11**.

¹⁸ See the response to my questions received on 6 March 2025

Issue 6 – Transport and Accessibility

- 4.38 Policy GSNP 17 – Road Safety and Parking includes provisions in circumstances where “proposals are likely to impact adversely on road safety”. In this regard, I can envisage situations where there is an adverse impact but that impact would not be sufficient to require action. To accord more closely with the provisions of the NPPF (Paragraphs 114 d). and 115), the provision should refer to unacceptable adverse impacts. Proposed modification **PM12** sets out an appropriate change.

Issue 7 – Economy and Village Facilities

- 4.39 Policy GSNP 19 is a policy protective of local services and facilities (as listed in the policy). However, the facilities are not mapped in any way. For someone unfamiliar with the area, it would be difficult to locate the facilities. In addition, there is no information on the extent of the curtilages of the facilities and hence the area to which the policy would apply.
- 4.40 I have been provided¹⁹ with a map that would show the necessary information, a map that would be inserted under proposed modification **PM13**.

Other Policies

- 4.41 Policy GSNP 8 – Local Green Space seeks to designate the Recreation Ground as local green space. In conducting my site inspection, I visited the Recreation Ground and concur with the overall assessment in paragraph 6.30 of the Plan. I am therefore satisfied that the Recreation Ground meets the criteria in the NPPF, Paragraph 106; is capable of enduring beyond the end of the Plan period (Paragraph 105); and should be so designated.
- 4.42 The remaining policies that have not been the subject of commentary in the above report concern Policy GSNP 5 - Housing Mix; Policy GSNP 9 - Great Staughton Conservation Areas; Policy GSNP 14 - Water Efficiency; Policy GSNP 16 - Walkable and Cycle Neighbourhoods; and Policy GSNP 18 - New Pedestrian and Cycle Routes.
- 4.43 To a greater or lesser extent, these topics are covered in NPPF Sections 5 (Delivering a sufficient supply of homes; 9 (Promoting sustainable transport); 14 (Meeting the challenge of climate change, flooding and coastal change); and 15 (Conserving and enhancing the historic environment). I find that there has been regard for national policy and that the Basic Conditions have been met.

Other Matters

¹⁹ See the response to my questions received on 6 March 2025

- 4.44 All policy areas have been considered in the foregoing discussion. With the modifications that I have recommended, the Plan would meet the Basic Conditions. Other minor non material changes (that do not affect the Basic Conditions)²⁰, including those suggested by Huntingdonshire District Council as well as consequential amendments, corrections (for example, the Plan contains two page ones) and up-dates, could be made prior to the referendum at the Councils' discretion.

5. Conclusions

Summary

- 5.1 The Great Staughton 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. The Great Staughton 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 the Plan 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.

²⁰ PPG Reference ID:41-106-20190509.

Overview

- 5.4 It is evident that a considerable amount of time and effort has been devoted to the development and production of this Plan and I congratulate those who have been involved. The Plan should prove to be a useful tool for future planning and change in Great Staughton over the coming years.

Andrew S Freeman

Examiner

Appendix: Modifications

Proposed modification number (PM)	Page no/ other reference	Modification
PM1	Page 15	<p>In Policy GSNP1, replace point iii with the following:</p> <p>“On land at Brook Farm, The Highway, such residential development as is demonstrably necessary to enable the delivery of a GP surgery / NHS healthcare facility in accordance with Policy GSNP 3; and”.</p> <p>At the end of the policy add, “v. “windfall” sites on land well related to the Built Up Area Boundary identified on Map 3 that come forward during the Plan period and are in accordance with local and national policy.”</p> <p>After new criterion v, add the following paragraph:</p> <p>“Development proposals will only be supported if it can be demonstrated that there is, or will be, sufficient infrastructure capacity to meet all the necessary requirements arising from a proposed development. Where appropriate, development may need to be phased spatially and chronologically to enable the provision of infrastructure in a timely manner with conditions or planning obligations to be used in securing any phasing arrangements.”</p>
PM2	Page 17	<p>In the second paragraph of Policy GSNP 2, replace “up to 2 dwellings” with “small scale development”. Make a similar change to Paragraph 5.12.</p> <p>After “Brook Farm”, insert “(and essential enabling housing)”.</p>

PM3	Page 21	<p>In Policy GSNP 3, replace all the text up to and including "The following criteria also apply" with the following:</p> <p>"POLICY GSNP 3 – Healthcare Facility and Enabling Housing at Brook Farm</p> <p>A site at Brook Farm, as defined on Map 4, is allocated for provision of a healthcare facility and enabling housing development.</p> <p>A comprehensive development of the whole of the allocated site for a healthcare facility (GP Surgery, dispensary and NHS healthcare facility) and enabling housing will be supported where, as appropriate, the proposal is designed and landscaped so as to enhance the character and appearance of the area, the Conservation Area and the setting of the nearby Listed Buildings."</p> <p>At the end of criterion vi. delete "and to the satisfaction of the local highways authority".</p> <p>At the end of criterion ix, delete "to the satisfaction of the Environment Agency, Local Lead Flood Authority and the District Council". At the beginning of the criterion, insert: "In consultation with the Environment Agency, the Local Lead Flood Authority and the District Council, provide..."</p> <p>Amend the end of criterion x. so that it reads "can be remediated satisfactorily".</p> <p>Replace criterion xi. With the following: "Safeguard the living conditions of residents by ensuring that any residential curtilage is a minimum of 15m from the sewage pumping station."</p> <p>Replace the penultimate paragraph of the policy with the following:</p>
-----	---------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

		<p>"Residential development will be supported where an independent Viability Assessment demonstrates that such development is essential to enable the delivery of the healthcare facility."</p> <p>In Paragraph 5.44 of the supporting text, delete "(0.2 hectares)".</p>
PM4	Page 25	<p>In Policy GSNP 4, criterion i, delete all the text after "affordable housing needs".</p> <p>At the beginning of Criterion ii, insert "Provide".</p> <p>At the end of criterion iii, delete "to the satisfaction of the Environment Agency, Local Lead Flood Authority and the District Council". At the beginning of the criterion, insert: "In consultation with the Environment Agency, the Local Lead Flood Authority and the District Council, provide...".</p> <p>At the end of Criterion iv, delete "and to the satisfaction of the local highways authority".</p> <p>In Criterion vi, replace "safeguard a" with "make provision for".</p> <p>At the beginning of the paragraph relating to the B645 Pedestrian Crossing, insert "Subject to the tests set out in Paragraph 57 of the NPPF (December 2023),".</p>
PM5	Page 29	<p>For the first three paragraphs of Policy GSNP 6, substitute the following:</p> <p>"In respect of all new affordable housing provision within the Parish, a minimum of 50% of the affordable homes for rent and 50% of Low Cost Home Ownership shall be occupied by households with a strong local connection."</p>

PM6	Page 35	In Policy GSNP 7, provide a link to the Great Staughton Landscape and Townscape Assessment.
PM7	Pages 38 to 40	In Policy GSNP10, add a new penultimate paragraph: "The assets listed below and shown on Maps 7 and 8 are designated as non-designated heritage assets:" [List the assets as set out in the response to my questions as received on 6 March 2025 and substitute Maps 7 and 8 as provided.]
PM8	Pages 43 to 44	In Policy GSNP 11, amend the list of sites shown under "Map 9A shows" by separately listing Perry and Agden Woods. Amend Map 9A to show numbering that corresponds with that in the policy. In the policy reference to Map 9B, substitute "path of the River Kym" for "whole river valley of the". In the policy and the mapping, add reference to the Grafham-Brampton-River Kym Habitat Network. To Map 9C, add numbering that coincides with the numbering in the policy. In relation to Map 9D, provide added detail such that the location and geographical extent of the listed features can be identified. Delete the paragraph commencing "In addition to the mandatory Biodiversity Net Gain requirements", and the following sub-paragraphs (a) and (b) and replace with: "When a biodiversity net gain proposal is being formulated, the following are encouraged:". Delete the paragraph commencing "As appropriate to their scale".

PM9	Page 48	In Policy GSNP 12, delete criterion iv. At the end of the opening paragraph of the policy, add "including the use of low carbon heat sources".
PM10	Page 52	At the commencement of Policy GSNP 13, change "A proposal for a Community Led Energy Project" to "Proposals for Community Led Energy Projects".
PM11	Page 54	In the final paragraph of Policy GSNP 15, delete "and other relevant codes of practice". After "technical guidance", insert "including advice".
PM12	Page 57	In the second paragraph of Policy GSNP 17, change "impact adversely" to "unacceptably impact adversely".
PM13	Page 61	In relation to Policy GSNP 19, insert a map of the listed facilities [as included in the response to my questions received on 6 March 2025]. ²¹

²¹ View at: <https://www.huntingdonshire.gov.uk/media/haddwbvm/great-staughton-neighbourhood-plan-examination-responses.pdf>

Great Staughton Neighbourhood Plan

Draft Decision Statement

Following an independent examination Huntingdonshire District Council's Cabinet confirmed on the 17 June 2025 that the Great Staughton Neighbourhood Plan will proceed to a Neighbourhood Planning Referendum.

Background

The Great Staughton neighbourhood area was designated on 21 January 2021 under the Neighbourhood Planning (General) Regulations (2012). The plan area covers the parish of Great Staughton and is contiguous with the Parish council's administrative boundary.

Great Staughton Parish Council, as the qualifying body, submitted the Great Staughton Neighbourhood Plan and its supporting evidence to Huntingdonshire District Council in November 2024. The statutory six week submission consultation was held from 11 December 2024 to 5 February 2025.

Huntingdonshire District Council, in discussion with Great Staughton Parish Council, appointed an independent examiner, Andrew S Freeman BSc (Hons) DipTP DipEM FRTPI, to review whether the submitted Neighbourhood Plan met the Basic Conditions as required by legislation. Mr Freeman issued his report on 3 April 2025 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 17 June 2025 and agreed to accept the Examiner's proposed modifications and approve the Great Staughton Neighbourhood 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 3 April 2025

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. Strike-through text indicates a deletion and bold indicates the insertion of additional text.

Proposed modification no. (PM)	Page no.	Modification
PM1	Page 15	<p>In Policy GSNP1, replace point iii with the following:</p> <p>“On land at Brook Farm, The Highway, such residential development as is demonstrably necessary to enable the delivery of a GP surgery / NHS healthcare facility in accordance with Policy GSNP 3; and”.</p> <p>At the end of the policy add, “v. “windfall” sites on land well related to the Built Up Area Boundary identified on Map 3 that come forward during the Plan period and are in accordance with local and national policy.”</p> <p>After new criterion v, add the following paragraph:</p> <p>“Development proposals will only be supported if it can be demonstrated that there is, or will be, sufficient infrastructure capacity to meet all the necessary requirements arising from a proposed development. Where appropriate, development may need to be phased spatially and chronologically to enable the provision of infrastructure in a timely manner with conditions or planning obligations to be used in securing any phasing arrangements.”</p>
PM2	Page 17	<p>In the second paragraph of Policy GSNP 2, replace “up to 2 dwellings” with “small scale development”. Make a similar change to Paragraph 5.12.</p> <p>After “Brook Farm”, insert “(and essential enabling housing)”.</p>
PM3	Page 21	<p>In Policy GSNP 3, replace all the text up to and including “The following criteria also apply” with the following:</p>

		<p>“POLICY GSNP 3 – Healthcare Facility and Enabling Housing at Brook Farm</p> <p>A site at Brook Farm, as defined on Map 4, is allocated for provision of a healthcare facility and enabling housing development.</p> <p>A comprehensive development of the whole of the allocated site for a healthcare facility (GP Surgery, dispensary and NHS healthcare facility) and enabling housing will be supported where, as appropriate, the proposal is designed and landscaped so as to enhance the character and appearance of the area, the Conservation Area and the setting of the nearby Listed Buildings.”</p> <p>At the end of criterion vi. delete “and to the satisfaction of the local highways authority”.</p> <p>At the end of criterion ix, delete “to the satisfaction of the Environment Agency, Local Lead Flood Authority and the District Council”. At the beginning of the criterion, insert: “In consultation with the Environment Agency, the Local Lead Flood Authority and the District Council, provide...”.</p> <p>Amend the end of criterion x. so that it reads “can be remediated satisfactorily”.</p> <p>Replace criterion xi. With the following: “Safeguard the living conditions of residents by ensuring that any residential curtilage is a minimum of 15m from the sewage pumping station.”</p> <p>Replace the penultimate paragraph of the policy with the following:</p> <p>“Residential development will be supported where an independent Viability Assessment demonstrates that such development is essential to enable the delivery of the healthcare facility.”</p> <p>In Paragraph 5.44 of the supporting text, delete “(0.2 hectares)”.</p>
PM4	Page 25	In Policy GSNP 4, criterion i, delete all the text after “affordable housing needs”.

		<p>At the beginning of Criterion ii, insert “Provide”.</p> <p>At the end of criterion iii, delete “to the satisfaction of the Environment Agency, Local Lead Flood Authority and the District Council”. At the beginning of the criterion, insert: “In consultation with the Environment Agency, the Local Lead Flood Authority and the District Council, provide...”.</p> <p>At the end of Criterion iv, delete “and to the satisfaction of the local highways authority”.</p> <p>In Criterion vi, replace “safeguard a” with “make provision for”.</p> <p>At the beginning of the paragraph relating to the B645 Pedestrian Crossing, insert “Subject to the tests set out in Paragraph 57 of the NPPF (December 2023),”.</p>
PM5	Page 29	<p>For the first three paragraphs of Policy GSNP 6, substitute the following:</p> <p>“In respect of all new affordable housing provision within the Parish, a minimum of 50% of the affordable homes for rent and 50% of Low Cost Home Ownership shall be occupied by households with a strong local connection.”</p>
PM6	Page 35	<p>In Policy GSNP 7, provide a link to the Great Staughton Landscape and Townscape Assessment.</p>
PM7	Pages 38 to 40	<p>In Policy GSNP10, add a new penultimate paragraph:</p> <p>“The assets listed below and shown on Maps 7 and 8 are designated as non-designated heritage assets:” [List the assets as set out in the response to my questions as received on 6 March 2025 and substitute Maps 7 and 8 as provided.]</p>
PM8	Pages 43 to 44	<p>In Policy GSNP 11, amend the list of sites shown under “Map 9A shows” by separately listing Perry and Agden Woods.</p> <p>Amend Map 9A to show numbering that corresponds with that in the policy.</p>

		<p>In the policy reference to Map 9B, substitute “path of the River Kym” for “whole river valley of the”. In the policy and the mapping, add reference to the Grafham-Brampton-River Kym Habitat Network.</p> <p>To Map 9C, add numbering that coincides with the numbering in the policy.</p> <p>In relation to Map 9D, provide added detail such that the location and geographical extent of the listed features can be identified.</p> <p>Delete the paragraph commencing “In addition to the mandatory Biodiversity Net Gain requirements”, and the following sub-paragraphs (a) and (b) and replace with:</p> <p>“When a biodiversity net gain proposal is being formulated, the following are encouraged:”.</p> <p>Delete the paragraph commencing “As appropriate to their scale”.</p>
PM9	Page 48	In Policy GSNP 12, delete criterion iv. At the end of the opening paragraph of the policy, add “including the use of low carbon heat sources”.
PM10	Page 52	At the commencement of Policy GSNP 13, change “A proposal for a Community Led Energy Project” to “Proposals for Community Led Energy Projects”.
PM11	Page 54	In the final paragraph of Policy GSNP 15, delete “and other relevant codes of practice”. After “technical guidance”, insert “including advice”.
PM12	Page 57	In the second paragraph of Policy GSNP 17, change “impact adversely” to “unacceptably impact adversely”.
PM13	Page 61	In relation to Policy GSNP 19, insert a map of the listed facilities [as included in the response to my questions received on 6 March 2025]. ¹

¹ <https://www.huntingdonshire.gov.uk/planning/neighbourhood-planning/>

Public
Key Decision – Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter:	Discretionary Charges in Planning, Infrastructure and Public Protection
Meeting/Date:	Overview and Scrutiny Panel (Performance & Growth) – 10th June 2025 Cabinet – 17th June 2025 Council – 16th July 2025
Executive Portfolio:	Executive Councillor for Finance & Resources – Cllr Brett Mickelburgh
Report by:	Head of Planning, Infrastructure & Public Protection- Clara Kerr
Ward(s) affected:	All

Executive Summary:

This report outlines a strategic proposal to review and enhance discretionary Charges in Planning, Infrastructure and Public Protection, focusing on enhancing service delivery, covering rising operational costs, reacting to national government changes and ensuring the sustainability of the services.

Under the Local Government Act 2003, councils may charge for discretionary services such as pre-application planning advice, provided fees reflect actual service costs. These charges must be transparent and publicly accessible. Statutory planning fees remain set by national government.

Following the Corporate Peer Challenge (June 2024) and a Planning Services Peer Review (November 2024), the Council received a final report in March 2025 recommending a three-year Planning Service Improvement Programme. One of the recommendations focused on income generation (Recommendation R7f) and the need to explore further opportunities for discretionary charging. The review also highlighted the need to improve the pre-application service (R8) and review the 'no amendments' policy (R9b).

New legislation requires all developments to deliver a 10% biodiversity net gain, monitored over 30 years. This introduces significant long-term responsibilities for the Council. Charging monitoring fees is essential to ensure this work is cost-neutral and accounted for. There is an urgent need to set up Habitat Banks within Huntingdonshire to prevent biodiversity units from being directed outside the District.

The Council must continue to **minimise costs and maximise income** to maintain a balanced budget. A full review of discretionary charges is proposed to ensure full cost recovery and alignment with customer needs.

Two options were considered:

- **Option 1:** Review and update discretionary fees in line with peer review recommendations – *recommended*.
- **Option 2:** Maintain current fees – *not recommended*, as it risks financial shortfalls and missed opportunities for local biodiversity investment.

This proposal supports the Council's goals of financial resilience, service modernisation, and inclusive growth. Councillors are asked to endorse the recommended approach to ensure the Planning, Infrastructure and Public Protection Service remains responsive, efficient, and capable of delivering high-quality outcomes for the District.

Recommendation(s):

The Cabinet is

RECOMMENDED

to note the contents of the report and endorse the recommendations for Council to approve.

The Council is

RECOMMENDED

- a) that the review of Discretionary Charges within Planning, Infrastructure and Public Protection be endorsed, and authority be delegated to the Head of Planning, Infrastructure and Public Protection, in consultation with the Section 151 Officer and Executive Councillor for Finance & Resources, to implement changes; and
- b) that authority be delegated to the Head of Planning, Infrastructure and Public Protection, in consultation with the Section 151 Officer and Executive Councillor for Finance & Resources, to undertake the following:
 - i. Introduction of new fees
 - ii. Modification of existing fees
 - iii. Updating/adjusting of fees
 - iv. Waiving of fees

1. PURPOSE OF THE REPORT

- 1.1 The report explains the reasons for reviewing and implementing changes to discretionary Charges in Planning, Infrastructure and Public Protection, focusing on enhancing service delivery, covering rising operational costs, reacting to national government changes and ensuring the sustainability of the services.

2. BACKGROUND

- 2.1 The Local Government Act 2003 allows local authorities to charge for discretionary services. Specifically, councils may charge for pre-application planning advice and other advisory services, as long as these services are not statutory or part of the core functions that the council is obligated to provide.
- 2.2 The charges for discretionary planning advice are also governed by principles of cost recovery, meaning that the fees should reflect the actual costs incurred by the council in providing the service. The council must ensure that any fees charged are transparent, reasonable, and aligned with the service provided.
- 2.3 Additionally, under the Planning and Compulsory Purchase Act 2004, the government encourages transparency in planning services, and as such Councils are encouraged to publish their fees for discretionary services, including planning advice, on their websites.
- 2.4 Statutory planning application fees are set by national government. Whilst the income from applications is projected on annual basis, this income can vary due to national economic shifts as well as changes brought in by national government. This may change as the Government looks to bring in a new Planning and Infrastructure Bill 2025 which will allow Local Authorities to vary nationally set fees where they consider the nationally set fee does not meet their actual costs.
- 2.5 Following on from the Corporate Peer Challenge in June 2024 Planning Services undertook a Peer Review in November 2024. The Planning Services Peer review final report was received in March 2025. Planning Services is the key delivery vehicle to ensure the Council delivers on its growth ambitions. The subject of planning is undergoing significant change at a national level including the Levelling Up & Regeneration Bill (LURB) and the National Planning Policy Framework (NPPF) revised in December 2024. The NPPF is clear that planning policies and decisions should help create conditions in which businesses can invest, expand and adapt, and that significant weight should be placed on the need to support economic growth. Alongside, the government is clear we have a need for additional housing and Huntingdonshire District Council now has an annual housing need of 1213 dwellings per annum. It is anticipated that there will be further national changes to the system in the near future, including the proposed national scheme of delegation and removal of Extension of Time agreements. The peer review of Planning Services is a health check to ensure that the service is agile to respond to national changes in the

planning system and can better deliver corporate priorities, including inclusive growth. It reviews the journey the department has been on and makes recommendations for service improvements to modernise and deliver an efficient service.

- 2.6 A number of recommendations of the Planning Peer Review are directly relevant to this proposal. Most importantly is Recommendation R7f which requires the Planning Service to 'Develop and implement a long-term (3-year) Planning Service Improvement Programme: Income Generation.'
- 2.7 There is also a requirement for all services within the Council to minimise costs and maximise income to secure a balanced budget for the Council. A full review of our discretionary charges is therefore needed to ensure we are securing full cost recovery. In addition, we need to review the level of service that is available to ensure we are meeting the needs of our customers.
- 2.8 In addition to the above and following the introduction of new legislation at the beginning of last year, there is a mandatory requirement for new developments to demonstrate a 10% Biodiversity Net Gain (BNG) through the creation or enhancement of habitats on development sites (Onsite BNG) or elsewhere (Offsite BNG). From February 2024, all major developments have been required to secure 10% BNG. From April 2024 it became mandatory for minor developments too. All offsite and significant onsite BNG must be managed and monitored for a minimum of 30 years. Mechanisms to secure the long-term management obligations, include Section 106 Agreements, Unilateral Undertakings and Conservation Covenants.
- 2.9 The developer will be required to provide the LPA with a copy of its site monitoring reports at intervals (based on the size of the biodiversity gain site and technical difficulty of the habitats to be created) throughout the 30-year period. The LPA must review and sign-off these ecological monitoring reports, which will require officer time and expertise. These activities will carry a significant cost to the LPA which will grow over time. The authority is permitted to levy a fee for this purpose to ensure that monitoring is cost-neutral to the council. If the LPA does not levy a fee this work will be at a cost for the Council.

3. OPTIONS CONSIDERED/ANALYSIS

Review and revise pre-app fees (including PPAs)

- 3.1 Pre-application advice allows the local authority to provide an initial view on a development proposal before a planning application is submitted. Requesting pre-application advice does not guarantee that planning permission will be granted, but it can provide advice on what would be required to ensure certain issues are addressed. The NPPF encourages pre-application engagement with the LPA but, importantly, the LPA can charge for that engagement.

- 3.2 The Council has provided pre-application for many years, but the hard decision was taken to pause it due to COVID-19 and limited resourcing. It was successfully relaunched in October 2022. One of the key elements of the new service was the introduction of an electronic process which meant pre-application enquiries are submitted and paid for using an online form.
- 3.3 Since the relaunch of the new electronic pre-application advice service, the following income has been generated:
- 2022/23: £112,254
 - 2023//24: £154,770
 - 2024/25: £327,453.60 (includes PPA income as there is a cross over)
- 3.4 It should be noted that both the pre-application and PPA income also varies year to year due to national economic factors that influence market demand.
- 3.5 Within the Planning Peer Review, recommendation R8 is to 'Improve the Pre-application Service' which is also linked to Recommendation R6f (Income Generation Project). Recommendation R8 includes: 'Review charging, quality and length of advice and monitor speed and performance. We suggest reviewing in consultation with a planning agent/developer working group – to broaden range of options/types of pre-app advice.'
- 3.6 In addition to pre-application advice, the Local Authority also offers Planning Performance Agreement's (PPAs).
- 3.7 A Planning Performance Agreement (PPA) sets the project's tasks and timetable and provides an anticipated cost for expected work. In terms of resource within the Planning Service, this is predominantly planning and other specialist Officers' time albeit with the ability to outsource discrete workflow elements or indeed the entirety of the PPA's scope of works to qualified external specialists as required by internal capacity constraints. PPA fee quotes are broadly aligned with a Service Level Agreement the Council has in place with Essex Place Services, so that in the worst-case scenario of the entire scope of a PPA's works being outsourced the Council does not find itself in a net loss position. Consequently, the estimated fee for entering a PPA varies according to negotiation of scope between all parties and will be dependent on the project tasks and meetings agreed at the initial inception meeting. The formation of PPA costs must also take into consideration the degree of complexity and include full cost recovery of all officers/ consultants required to met the obligations of the PPA. Failure to meet agreed timescales may require a refund of costs. A PPA can include a range of discretionary services such as pre-application advice as well as all non-statutory functions during the planning application process and post-decision stage.
- 3.8 The Council already successfully engages in PPA's with developers on larger strategic sites.

Fee for amendments to planning applications

- 3.9 To assist with tackling the backlog of planning applications, a 'no amendments' policy was introduced in October 2022. This involves not allowing amendments to planning applications (excluding strategic cases) once validated, therefore increasing reliance of applicants/developers on the pre-application advice (which was relaunched at the same time). This enables them to get their applications right the first time.
- 3.10 Recommendation R9b of the Planning Peer Review is to 'Review 'No-amendments policy'.
- 3.11 Once an application has been submitted, the Local Authority is not legally obliged to accept any amendments to the application. Amendments require the Local Authority to carry out additional work that an applicant has not paid for – from re-validating plans, through to reconsulting with neighbours and stakeholders on amended plans including additional assessment time.
- 3.12 Within the Planning Peer Review, it sets out that charging for amendments to planning applications, like other Councils, could contribute to income generation. It would also be covering the cost of carrying out the required work each time an amendment is accepted. For the avoidance of doubt amendments also includes the submission of additional information for consultation and consideration.
- 3.13 The following fees principles are proposed (but will be subject to change):
- £100 for Householders (including Householder Listed Building Consents) and 1 amendment in total.
 - £200 for minors (including minor Listed Building Consents) and 2 amendments in total.
 - £500 for majors between 10-50 dwellings and 2 amendments in total.
 - For any major applications of 50+ dwellings to be agreed via a planning performance agreement.
 - A charge will be levied against each issue to be amended.
- 3.14 The Chief Planning Officer will have discretion to consider if certain development should exempt or benefit from a reduced rate. including but not limited to:
- Schemes proposed by Charities for charitable purposes in Huntingdonshire.
 - Schemes for 100% affordable housing
 - Rural Exception Sites.
 - Proposals by Town/Parish Councils for community use.
- 3.15 This has been benchmarked against other local authorities.

Charges for searches

- 3.16 Solicitors often request confirmation of compliance with planning conditions. Similar requests for confirmation or modification can be

received relating to Section 106 legal agreements, Tree Preservation Order's and Enforcement Enquiries (including notices etc). Fulfilling these requests requires officer time, and in some cases consultation with the Council's Legal Team including modification of registers. The costs should therefore be recovered.

- 3.17 Further work will be undertaken to establish appropriate charges for the requests including bench marking against other authorities.

Fees for the discharge and modification of a Section 106 Agreement

- 3.18 In addition to the above, applicants can apply to discharge obligations within Section 106 Agreements or seek to modify its terms. This requires Officer time, and in some cases consultation with Officers.
- 3.19 Further work will be undertaken to establish appropriate charges for this. One option could be to reflect the corresponding fees to discharge or vary a planning condition, which could increase in tandem with any national changes to these fees. This will be benchmarked against other authorities.

Fees for Public Protection Services

- 3.20 The request for pre-application advice is not limited to Planning Services. Public Protection works closely with Planning Services. Having regard to the thrust of the Planning Peer Review and recognising that the Council needs to minimise costs and maximise income to retain a balanced budget, there is scope to extend this service in future to include all services within the Planning & Public Protection service area. This will include (but not limited to) Environmental Health (who work closely with Planning Services) and Licencing. This approach will ensure that the Council can deliver an agile, proactive service to meet the needs of residents and businesses within the District.

BNG Monitoring fees

- 3.21 As outlined above, due to the recent introduction of legislation requiring a mandatory 10% BNG, responsibilities have been placed on the Council to monitor all offsite and significant onsite BNG. This will have to be secured by a legal agreement, specifying an agreed Habitat Management and Monitoring Plan. The developer or third parties (such as a Habitat Bank provider) acting on their behalf will provide the LPA with monitoring reports at specified intervals. These activities by the LPA carry a significant cost, given that the burden of ongoing agreements will grow over time as new developments, tied to 30-year commitments are granted planning permission.
- 3.22 Developers must use BNG units to demonstrate how they will achieve a net gain in biodiversity as a condition of planning permission, as outlined by the Environment Act. A Biodiversity Net Gain (BNG) unit is a standardized measurement of biodiversity value used to quantify the impact of development projects on the environment. It's a key component

of the BNG scheme, which aims to ensure that developments leave a net positive impact on biodiversity compared to the pre-development state.

- 3.23 It will not always be possible for developers to achieve a 10% uplift in biodiversity value on-site, so there will be a demand for off-site solutions. This could come to fruition in two different ways. The developer could find a piece of land themselves to provide the off-site BNG or more likely will look to purchase biodiversity units from a habitat bank is one such off-site solution, particularly where the developer has no additional land themselves.
- 3.24 BNG has created new opportunities for landowners to contribute to nature's recovery, diversify income streams, and safeguard businesses. Land which currently is unused, unproductive, or generally unsuitable for other purposes could be turned into a habitat bank to yield new income for landowners. Habitat banks/Provider sites are areas of land where habitat creation or enhancement has achieved an uplift in biodiversity value. This uplift can be sold to developers and allocated to their proposal, to meet BNG requirements through units.
- 3.25 The Council has recently procured specialist Biodiversity Net Gain software to assist officers in the validation, assessment and monitoring of BNG within the District.
- 3.26 The Planning Advisory Service has provided helpful guidance and information for Local Authorities on dealing with BNG. This best practice has been reviewed and will provide the foundation for the charging schedule for the monitoring.
- 3.27 For benchmarking, the charging structures for BNG monitoring in several other English LPAs have been reviewed, namely Leeds City Council ^[2], Buckinghamshire County Council ^[3], North Yorkshire Council ^[4] who reviewed and summarised the work of Leeds City, Buckinghamshire County, New Forest District, Bracknell Forest, Calderdale Councils, and South Cambridgeshire District Councils as a case study within their report.
- 3.28 In summary, most of the case study LPAs charge a one-off fee payable at the signing of the legal agreement to cover the costs over the 30 years and most include an index-linked element to account for inflation. Most also have charges tiered by size of the BNG site and some also by technical difficulty of creating or enhancing the habitats therein.
- 3.29 Of the benchmarked councils the lower end examples start their scale of charges at around £2000 - £5000. The upper end ranges are more variable, some open ended for large complex sites:
- Leeds City Council have a simple two-tier scale, charging £2.5k or £5k with the threshold for the higher fee being sites yielding more than 10 Biodiversity Units. It is not clear how they have arrived at those figures.
 - Buckinghamshire developed the most comprehensive staff-time calculator spreadsheet: the smallest and simplest sites are charged £8,618.24 ranging to the largest and most complex sites charged at

£50,315.53, for greater than 20ha. Buckinghamshire specified the most monitoring intervals (10) and used a staff day rate of £700.

- One benchmarked council, Bracknell Forest, charges pro-rata by hectares, e.g. a 25ha site (large in BNG terms) would be £90k (versus £50k in the Buckinghamshire calculator) for the 30-year monitoring costs.
- North Yorkshire Calculator yields one-off fees ranging from £2,522 (small site up to 5ha, low technical difficulty) though a mid-range of £3,982 (Medium site up to 20ha, moderate difficulty) to a top end of £9,289 (Large site up to 40ha, high difficulty).

- 3.30 A range of charging structures were considered based on a review of other planning authority approaches. Some LPAs have taken a simplified approach, without differentiation of sites by technical difficulty it was felt that by including this variable in our calculator it better reflects estimated staff costs. The more difficult a habitat type is to create, the more likely it is to need closer scrutiny and Officers engagement with the sites manager to agree remedial action.
- 3.31 Some LPAs have used the number of Biodiversity Units rather than a site area in hectares. It was felt that site area is easier to equate to officer time for conducting site visits, given also that habitat complexity is accounted for in our calculator. Some LPAs have used just two site size category thresholds rather than three. Buckinghamshire – the other LPA to use a detailed calculator spreadsheet, has also used three size categories. The North Yorkshire calculator differs slightly in that the medium category starts at 5ha rather than 10ha.
- 3.32 We considered charging a fee at each monitoring event over the 30 years, determined at the time in relation to actual salaries /inflation etc at that point in time. This creates a disproportionate burden of administration charges (invoicing, processing etc). A single lump sum payment up-front was considered better, with a forward projection of inflationary increase.
- 3.33 The levying of monitoring fees will place an additional cost on developers, but this cost will be small in comparison to the cost of their offsite Biodiversity Units themselves. For example, prices of Biodiversity Units in the present market range from around £25k - £165k per unit (depending on habitat type).
- 3.34 In the case of habitat banks, the monitoring fee will be applied to the whole habitat bank site and the provider will take responsibility for the management and monitoring obligations. This becomes part of the overall cost of running the habitat bank and will be reflected in the pricing of Biodiversity Units sold to developers.
- 3.35 For particularly small developments and very small amounts of habitat, such as fractions of a Biodiversity Unit the costs of monitoring could be a more significant proportion of overall BNG cost. We expect developers are likely to approach a habitat bank provider for small transactions. This would apply to small developments with vegetated gardens which have a fixed BU value per Ha regardless of the habitats proposed within them.

- 3.36 Once actual costs are better known a future review of the monitoring and reporting fees calculator could consider a de minimis threshold for very small numbers of units, such as less than 1 BU.
- 3.37 It therefore falls to the Local Authority to establish appropriate charging for the monitoring of BNG. However as outlined above, BNG could be either delivered on-site or off-site, and off-site could be either through land also owned by a developer or a habitat bank.
- 3.38 Habitat Banks are in theory the most straightforward given that they are their own entity the sense that they are set up solely to create habitats, units are sold and therefore are not directly part of a planning application.
- 3.39 On-site or off-site land also owned by developers present more of a challenge as the Local Authority must be mindful of the impact of BNG monitoring on the viability of a development especially affordable housing. This means that they may be different fee calculators for the different types of monitoring.
- 3.40 The urgency for implementing BNG monitoring fees is due to the Council having a long waiting list of potential Habitat Banks. Sadly, one of these habitat banks had decided to pursue a conservation covenant instead (which sits outside of the Council). There is a risk that further sites may follow suit or decide to look elsewhere outside of the district if S106 Agreements to secure the habitat banks aren't progressed urgently.

Further opportunities for charging services

- 3.41 As part of the ongoing programme of improvements within Planning, Infrastructure and Public Protection and in reaction to further changes brought about by national government, there may be further opportunities for discretionary charging may arise that do not fit within the above categories. This will be following the Planning Peer Review Recommendation R7f which requires the Planning Service to 'Develop and implement a long-term (3-year) Planning Service Improvement Programme: Income Generation.'

Options considered

- 3.42 The following options are considered:
- Option 1 – Review the approach to discretionary fees as outlined above.
 - Option 2 – Do not change the Council's existing fees.
- 3.43 The first option represents the best use of resources and supports the delivery of an efficient and effective service, which does in turn support the Council's priorities. The first option follows the Planning Peer Review Recommendations. It is therefore recommended to Council.

- 3.44 The second option would not represent good practice. Furthermore, it represents a failure to facilitate the establishment of habitat banks within Huntingdonshire, which may result in the biodiversity net gain units from planning applications within Huntingdonshire being directed outside of the district. Not imposing monitoring fees would be detrimental to the council's finances. Costs will rise significantly over 30 years and the total caseload of agreements to be monitored will increase.

4. COMMENTS OF OVERVIEW & SCRUTINY

- 4.1 The comments of the relevant Overview and Scrutiny Panel will be included in this section prior to its consideration by the Council.

5. KEY IMPACTS / RISKS

- 5.1 The key impacts are:
- Council's reputation of not following through on the recommendations of the Planning Peer Review.
 - Not being cost neutral in the undertaking of tasks.
 - Loss of biodiversity net gain units outside the District.

6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 6.1 Subject to endorsement of the proposal, the next steps will be:
- I. Complete the drafting of the BNG monitoring S106 template which contains the fees to allow habitat banks to be secured.
 - II. Continue the review of discretionary charges.
 - III. Hold a Planning Agents and Developers Forum to discuss the review of discretionary charges.
 - IV. Implement any required discretionary charges.

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

[*\(See Corporate Plan\)*](#)

- 7.1 Action 54. Continue the Development Management Improvement programme to improve the performance of the planning service.

8. CONSULTATION

- 8.1 Given the urgency of needing to set up the BNG monitoring fees, the following of best practice as outlined by PAS and the bench marking against other Local Authorities, it is considered that no consultation is required for this.
- 8.2 In regard to consultation on other changes to discretionary charges, the vast majority of applicants use a professional planning agent to help them with their application which is the recommended approach. It is noted that Recommendation R15 of the Planning Peer Review is to 'Refresh and relaunch the Planning Agents and Developers Forum'. This would be an appropriate forum to consult with agents and developers on the proposed

changes to discretionary charges. A Planning Agents and Developers Forum' will be taking place this summer. Following this forum, the service will advise local agents and architects of the new charges, as well as advertising them on the website to ensure that all customers are aware of the implications.

9. LEGAL IMPLICATIONS

- 9.1 The Local Government Act 2003 provides the power for local authorities to charge for discretionary services (as defined in the Local Government Act 1999). Discretionary services are those services that an authority has the power but not a duty to provide. An authority may charge where the person who receives the service has agreed to its provision. The power to charge under this provision does not apply where the power to provide the service in question already benefits from a charging power or is subject to an express prohibition from charging.
- 9.2 The Local Government Act 2003 places a duty on authorities to ensure that, taken one year with another, the income from charges for each kind of discretionary service does not exceed the costs of provision. An authority may set charges as it thinks fit, and may charge only certain people for a service or charge different people different amounts.
- 9.3 Local authorities are required to have regard for any guidance that may be issued by the Secretary of State in terms of carrying out their functions under the 2003 Act. Section 93(7) of the Act provides that certain prohibitions in other legislation preventing authorities from raising money are specifically dis-applied in relation to the exercise of the charging power.
- 9.4 Local Planning Authorities therefore have powers to recover the costs of preapplication advice in recognition of the time officers have to spend researching information in order to provide answers to prospective developers or applicants.

10. RESOURCE IMPLICATIONS

- 10.1 There are no resource implications.

11. ENVIRONMENT AND CLIMATE CHANGE IMPLICATIONS

- 12.1 There is no impact on the Council's aims regarding carbon neutrality or adverse impacts on the climate or nature emergencies.

12. OTHER IMPLICATIONS

- 13.1 There are no other impacts.

13. REASONS FOR THE RECOMMENDED DECISIONS

- 14.1 The Council is committed to continue the Development Management Improvement programme to improve the performance of the planning

service as outlined in the Corporate Plan 2023-2028 and is committed to following through on the recommendations of the Planning Peer Review.

- 14.2 The Council recognises the important responsibilities it must undertake in monitoring BNG within the district but acknowledges this will be a financial burden. Therefore, appropriate monitoring fees must be imposed.

14. LIST OF APPENDICES INCLUDED

- 15.1 None included.

15. BACKGROUND PAPERS

- 16.1 Huntingdonshire Corporate Peer Review [Corporate Plan](#)

- 16.1 Huntingdonshire Planning Services Peer Review [Agenda for Development Management Committee on Monday, 19 May 2025, 7:00 pm - Huntingdonshire.gov.uk](#)

- 16.2 PAS BNG guidance for Local Authorities [Biodiversity Net Gain \(BNG\) for Local Planning Authorities | Local Government Association](#)

CONTACT OFFICER

Name/Job Title: Clara Kerr/Shawn Robson/Lewis Tomlinson

Tel No:

Email: Clara.kerr@huntingdonshire.gov.uk
shawn.robson@huntingdonshire.gov.uk
Lewis.tomlinson@huntingdonshire.gov.uk

This page is intentionally left blank

Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title: Key Performance Indicators 2025/26

Meeting/Date: Performance & Growth – 10th June 2025
Cabinet – 17 June 2025

Executive Portfolio: Councillor Stephen Ferguson, Executive
Councillor for Resident Services and Corporate
Performance

Report by: Head of Policy, Performance and Emergency Planning &
Ben Clifton-Attfield, Insights Coordinator

Ward(s) affected: All

Executive Summary:

This report presents Members with the refreshed targets and tolerances for the suite of key performance indicators approved in the Corporate Plan 2025/26. This was approved by Cabinet on the 15th April.

The draft changes and additions to indicators were presented for early comment to the Performance and Growth Scrutiny Panel on the 2nd April. This feedback and subsequent review by Cabinet on the 15th April has informed the final targets and tolerances presented.

Recommendation(s):

The Cabinet is

RECOMMENDED

- a) To endorse the proposed target and tolerances for the key performance indicators 2025/26 (set out in Appendix 1)

The Council is

RECOMMENDED

- a) To approve the proposed target and tolerances for the key performance indicators 2025/26 (set out in Appendix 1)

1. PURPOSE OF THE REPORT

- 1.1 The report presents Members with the targets and tolerances for the key performance indicators against which the performance of the Council's services will be monitored.
- 1.2 The indicators were agreed by Cabinet on 15th April 2025 as part of the Corporate Plan refresh.

2. WHY IS THIS REPORT NECESSARY?

- 2.1 The Council's Corporate Plan outlines the Council's priorities, desired outcomes, and strategies. The performance indicators are refreshed annually to ensure they reflect the outcomes in the Corporate Plan and continue to drive continuous improvement based on performance in 2024/25.
- 2.2 The Council adopted a performance management framework in 2023 which integrated the delivery of Corporate Plan Actions and Projects with the monitoring of key indicators. As part of the Council's approach to continuous improvement, the targets and tolerances are reviewed for the year ahead. The proposals for change are reviewed and approved by Cabinet, this report presents these for approval for the year 2025/26.

3. PRIORITIES AND OUTCOMES

- 3.1 The refreshed Corporate Plan 2023-2028 sets out the outcomes the Council intends to deliver, enable or influence. They reflect the vision co-created with communities as set out in Huntingdonshire Futures:

'We all want to live in a place with the highest possible quality of life. A place people are drawn to, where they feel included and can aspire to something. A place people are proud to call home.'

- 3.2 The updated Corporate Plan recognises the emerging changes in Local Government organisation following the English devolution White Paper. Whilst proposals will be shaped during the year, the Corporate Plan sets out how everything the Council does will proactively ensure the benefits and opportunities for Huntingdonshire's communities are maximized.
- 3.3 The Council's services remain vital to communities during this period of change to the structures of local public services. The Council will continue to deliver them to the highest standard possible and remain focused on the Corporate Plan to deliver the best for the district now and into the future. The revised targets, interventions and new indicators are essential to continue to manage performance during 2025/26.

4. KEY PERFORMANCE MEASURES FOR 2025/26

- 4.1 Pages twenty six and twenty seven of the Corporate Plan 2025/26 list the indicators now adopted.
- 4.2 The revised targets and indicators incorporate the feedback from the Overview and Scrutiny Panel for Economy and Growth on the 2nd April. Appendix 2 lists the comments raised which have been considered.
- 4.3 Whilst not normally confirmed until September in the Quarter 1 Performance report, the Council has brought forward the consultation and hence final proposal for targets to May, reflecting the importance of performance management, setting targets early for the year ahead.
- 4.4 Appendix 3 sets out the changes made to the measures, targets and intervention levels for 2025/26. This includes the reasons supporting the revisions.
- 4.5 In summary:

	2024/25 Total	2025/26 Total	2025/26 Target increased	2025/26 Target decreased	2025/26 Subject to Change
Number of KPIs	32	35	5	2	4

- 4.6 The final proposals take past performance, resources available and known issues/challenges into account, as well as benchmarking data where possible (e.g. for those indicators that the Local Government Association Inform platform reports on or where the Council is a member of benchmarking clubs such as the Association for Public Service Excellence).
- 4.7 Both quarterly and year-end results will continue to be published via the Overview & Scrutiny (Performance & Growth) Panel and Cabinet meeting agendas and on the website.

5. COMMENTS OF OVERVIEW & SCRUTINY

- 6.1 The comments of the Overview and Scrutiny (Performance & Growth) Panel will be included in this section prior to its consideration by Cabinet.

6. RISKS

- 7.1 The Corporate Plan is funded through the 2025/26 budget approved in February 2025. However, Local Government Reorganisation could affect its delivery. The Council has a project team examining the implications to ensure the best outcomes for Huntingdonshire's communities. This will be clearer later in 2025. Actions within the Corporate Plan that may be

impacted by the reorganisation will be reviewed and flagged in the quarterly performance monitoring reports.

7. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND CORPORATE OBJECTIVES

- 7.1 The Council continues to align service plans with the Corporate Plan. This ensures services are working to the same priorities, aiming to deliver the same outcomes, and measuring their performance in a consistent way, where possible. For 2025/26 the service plan actions will be collated into a single transformation plan which will be published.
- 7.2 The Corporate Plan provides a 'golden thread' throughout the organisation, linking activity at strategic levels from Huntingdonshire Futures through to activity in service plans, filtering through to objectives set for teams.
- 7.3 The refreshed Corporate Plan 2025/26 sets out key priorities and outcomes for 2023-2028 and list of key performance measures for 2025/26.

8. CONSULTATION

- 8.1 The Corporate Plan 2023-2028 was informed by 2022's programme of engagement, which included both public and stakeholder consultations to help develop both the Huntingdonshire Futures place strategy and the Council's Climate Strategy.
- 8.2 In September 2024 Council adopted a Community Health and Wealth Strategy. Consultation was completed with a wide range of strategic partners and coproduction sessions with members of the community evaluating the approach and the three proposed objectives of the work. This consultation, its outputs and subsequent priorities also informed the revision to corporate plan actions.
- 8.3 The Performance and Growth Scrutiny Panel reviewed the draft indicators as part of the adoption of the Corporate Plan 2025/26 on 2nd April. The Panel was also provided with draft targets for review and comment. These are summarised in Appendix 2 and have informed the final proposals presented.

9. RESOURCE IMPLICATIONS

- 9.1 The Council's 2025/26 Budget and Medium-Term Financial Strategy to 2028/29 was approved by Council in February 2025. The proposed actions and performance measures have been informed by the approved service budgets and savings and growth proposals. It is anticipated that there will be no additional resource implications because of agreeing new actions or performance indicators beyond this approved budget.

10. HEALTH IMPLICATIONS

- 10.1 Under the first priority, the outcome statement for “improving quality of life for local people” specifically references ‘good health’ as one of the foundations of a good life. Actions proposed to help improve the health of residents include delivering the actions to deliver the Community Health and Wealth Strategy approved in 2024 and work to maximise physical activity in the district.

11. ENVIRONMENT AND CLIMATE CHANGE IMPLICATIONS

- 11.1 The Corporate Plan supports the approach set out through the Climate Strategy and commits us to applying a “green lens” to decision making – embedding the climate and green agenda through all the Council does and considering environmental impacts and opportunities to improve the environment when making all decisions.

12. REASONS FOR THE RECOMMENDED DECISIONS

- 12.1 This report is seeking endorsement from Cabinet and approval from Council for the key performance indicator targets and intervention levels that support the Corporate Plan for 2025/26. The updated list of key performance measures and targets will help us to achieve the Council's priorities and desired outcomes.

13. LIST OF APPENDICES INCLUDED

Appendix 1 – Operational Performance Measures 2025/26 with targets

Appendix 2 – Overview and Scrutiny Panel (Economy and Growth)
Comments on Performance Indicators, 2nd April 2025.

Appendix 3 – Changes to Performance Indicators for 2025/26.

14. BACKGROUND DOCUMENTS

[Cabinet 15th April – Approval of Corporate Plan](#)
[Huntingdonshire Futures](#)

CONTACT OFFICER

Name/Job Title: Neil Sloper
Head of Policy, Performance and Emergency Planning

Email: neil.sloper@huntingdonshire.gov.uk

This page is intentionally left blank

KPIs for the 2025/26 financial year.

Performance and Insights Team
April 2025

Foreword



This appendix is to highlight all of the key performance indicators (KPIs) for the 2025/26 financial year.

If you have any questions, please direct them to:

performance@huntingdonshire.gov.uk

Proposed KPI Changes

Performance Indicator	Stakeholder	Portfolio Holder	Target	Tolerance
1. Number of attendances at One Leisure Active Lifestyles and Sports Development programmes.	Active Lifestyles & Health Manager	Cllr Sally Howell	65,000	58,500
2. Number of One Leisure Facilities admissions – swimming, Impressions, fitness classes, sports hall and pitches (excluding Burgess Hall and school admissions) (cumulative year to date)	One Leisure Business and Operations Manager	Cllr Sally Howell	1,518,380	1,442,461
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) (cumulative year to date)	Private Sector Housing Team	Cllr Stephen Ferguson	200	180
4. Average time (weeks) between date of referral and practical completion of jobs funded through Disabled Facilities Grants (cumulative year to date)	Private Sector Housing Team	Cllr Stephen Ferguson	24 Weeks	31 Weeks

Proposed KPI Changes



Performance Indicator	Stakeholder	Portfolio Holder	Target	Tolerance
5. Average number of days to process new claims for Housing Benefit and Council Tax Support (cumulative year to date)	Revenues and Benefits Manager	Cllr Stephen Ferguson	22.0 Days	26.0 Days
6. Average number of days to process changes of circumstances for Housing Benefits and Council Tax support (cumulative year to date)	Revenues and Benefits Manager	Cllr Stephen Ferguson	4.0 Days	6.0 Days
7. Number of homelessness preventions achieved (cumulative year to date)	Housing Needs and Resources Manager	Cllr Stephen Ferguson	480*	445*
8. Number of households housed through the housing register and Home-Link scheme (cumulative year to date)	Housing Needs and Resources Manager	Cllr Stephen Ferguson	685*	616*
9. Number of households in Temporary Accommodation (snapshot at the end of each period)	Housing Needs and resources Manager	Cllr Stephen Ferguson	135*	148*

* A target and tolerance for the Housing Needs metrics is still in the works but will be updated here before Scrutiny and Cabinet. The previous years metrics have been inserted as place holders.

Proposed KPI Changes

Performance Indicator	Stakeholder	Portfolio Holder	Target	Tolerance
10. Net change in the number of homes with a council tax banding (cumulative year to date)	Business Performance and Insights Team	Cllr Stephen Ferguson	968	871
11. Number of new affordable homes delivered (cumulative year to date)	Head of Housing Delivery	Cllr Sam Wakeford	444	344
12. Percentage of planning applications processed on target – major (within 8 weeks or agreed extended period) (cumulative year to date)	Head of Planning, Infrastructure & Public Protection	Cllr Tom Sanderson	82%	72%
13. Percentage of planning applications processed on target – minor (within 8 weeks or agreed extended period) (cumulative year to date)	Head of Planning, Infrastructure & Public Protection	Cllr Tom Sanderson	82%	77%
14. Percentage of planning applications processed on target – household extensions (within 8 weeks or agreed extended period) (cumulative year to date)	Head of Planning, Infrastructure & Public Protection	Cllr Tom Sanderson	87%	82%

Proposed KPI Changes

Performance Indicator	Stakeholder	Portfolio Holder	Target	Tolerance
15. Number of planning applications over 16 weeks old where there is no current extension of time in place (total at the end of each month)	Head of Planning, Infrastructure & Public Protection	Cllr Tom Sanderson	15	20
16. Cumulative footfall in our market towns (monthly)	Economic Development Manager	Cllr Sam Wakeford	15,719,143	14,147,229
17. Total number of business engagements by the Economic Development Team (cumulative)	Economic Development Manager	Cllr Sam Wakeford	420	378
18. Efficiency of vehicle fleet driving – Energy Efficient Driving Index score for the waste service (cumulative year to date)	Waste Minimisation Officer	Cllr Simone Taylor	81%	75%
19. Percentage of household waste reused/recycled/composted (cumulative year to date) Aim to maximise.	Waste Minimisation Officer	Cllr Simone Taylor	51%	48%

Proposed KPI Changes

Performance Indicator	Stakeholder	Portfolio Holder	Target	Tolerance
20. Collected household waste per person (kilograms) (cumulative year to date)	Waste Minimisation Officer	Cllr Simone Taylor	360 kgs/pp	370 kgs/pp
21. Residual waste collected per household (kilograms) (cumulative year to date)	Waste Minimisation Officer	Cllr Simone Taylor	354 kgs/ph	416 kgs/ph
22. Number of missed bins (cumulative year to date)	Waste Minimisation Officer	Cllr Simone Taylor	3360	3624
23. Percentage of sampled areas which are clean or predominantly clean of litter, detritus, graffiti, flyposting or weed accumulations (cumulative year to date)	Operations Manager (Env Services)	Cllr Simone Taylor	92.5%	90.0%
24. Number of fly tips recorded (cumulative year to date)	Operations Manager (Env Services)	Cllr Simone Taylor	3000	3150
25. Sanctions against environmental crimes and anti-social behaviour	Community Action Team	Cllr Stephen Ferguson	96	84

Proposed KPI Changes



Performance Indicator	Stakeholder	Portfolio Holder	Target	Tolerance
26. The number of programmed food safety inspections undertaken (cumulative year to date)	Environmental Health Services Manager	Cllr Stephen Ferguson	612	581
27. Percentage of calls to Call Centre (cumulative year to date)	Customer Services Manager	Cllr Stephen Ferguson	85%	80%
28. Average wait time for customers calling the Call Centre	Customer Services Manager	Cllr Stephen Ferguson	180 Seconds	300 Seconds
29. Customer Satisfaction (Contact Centre)	Customer Services Manager	Cllr Stephen Ferguson	This metric is currently still in the trial phase and will be reported on as of Q3.	
30. Council Tax Collection Rate (cumulative year to date)	Revenues and Benefits Manager	Cllr Stephen Ferguson	97.86%	97.56%
31. Business Rates Collection rate (cumulative year to date)	Revenues and Benefits Manager	Cllr Stephen Ferguson	99.12%	98.62%

Proposed KPI Changes

Performance Indicator	Stakeholder	Portfolio Holder	Target	Tolerance
32. Short-term staff sickness days lost per full time equivalent (FTE) (Rolling 12-month total)	Human Resources Manager	Cllr Davenport-Ray	3.0	3.5
33. Long-term staff sickness days lost per full time equivalent (FTE) (Rolling 12-month total)	Human Resources Manager	Cllr Davenport-Ray	5.0	5.5
34. Staff Turnover (per month)	Human Resources Manager	Cllr Davenport-Ray	1.5% (+/- 0.25%)	0.75-1.24% / 1.76-2.25%
35. Average length of service (years)	Human Resources Manager	Cllr Davenport-Ray	9.6	9.0

This page is intentionally left blank

Appendix 2 - You Said We Did from Overview & Scrutiny

PI 1: Active Lifestyles

You Said: The new target looks light compared to the outturn for 2024/25. Combining the metrics is ok, but don't make the target easier.

We: Went back to the service manager and agreed a new stretch target of 3.5% of 24/25s performance. The new target of 65,000 attendances is over 10,000 attendances greater than the previous proposal, helping to drive improvement within the service.

PI 4: Disabled Facilities Grant

You Said: That while it is accepted that the current target is not tenable, decreasing it as much as proposed seems like rewarding poor performance. It appears to be setting a target that we know we can achieve rather than something to work towards.

We: went back to the responsible officers and have revised the proposed target to be more lenient, but still a stretch target. The tolerance was also increased to 31 weeks (from 30 weeks) to ensure that our performance does not fall below the previous years average (30.6 weeks in 2024/25).

PI 18: Business Engagements

You Said: That while it is good to measure the number of contacts you would be keen to understand how F2F are recorded. Some extra qualitative examples were also requested for the commentary.

We: have committed to completing the data quality templates for the new and changing performance indicators, ready for publication alongside the quarter 4 report. After talking to the responsible officer, it was also agreed that the commentary given in the reports would have a significant qualitative aspect and would also (where appropriate) comment on the benefit of the interaction / customer satisfaction.

PI 25: Environmental Crime

You Said: That it is great to see the measurement being broadened out to be more inclusive of all of the elements and that it would be interesting to see the makeup of the new metric.

We: have committed to completing the data quality template for this metric, along with the templates for the other new and changed metrics, ready for publication alongside the quarter 4 report. After talking with the responsible officer, it was also agreed that a breakdown would be included in the commentary of the indicator.

PI 29: Customer Satisfaction (Contact Centre)

You Said: That you were very happy to see this metric being trialled and would be interested to see the results.

We: began implementation of the software earlier this year and are currently trying to fine tune the system, ready for full implementation in late quarter 1. To allow time for the system to be perfected, this metric will not be reported on until quarter 3. This will also allow us to collect more baseline data to better inform the target and tolerance.

2025-26 KPI Amendment Proposals

Performance and Insights Team
April 2025

Foreword



This appendix is to highlight the key performance indicators (KPIs) that are new or have had changes made to them for the 2025/26 financial year.

If you have any questions, please direct them to:

performance@huntingdonshire.gov.uk

Proposed KPI Changes

Performance Indicator	PI Holder	Proposed Change	Proposed Change Details	Justification
1. Number of Attendances at Active Lifestyle Programmes And Number of Attendances at Sport Development Activities and Programmes	Jo Peadon	Alteration	Proposed Target: 65,000	Both metrics are now under the control of the Active Lifestyles manager, so the new combined metric would show overall health of the service, rather than the health of its constituent parts.
			Proposed Tolerance: 58,500	The proposed target is a roughly 3% increase on the 24/25 performance.
2. Number of One Leisure Facilities Admissions (excluding Burgess Hall and School Admissions)	Leigh Allaker & Gregg Holland	More Difficult Target	Current Target: 1,483,123	This new target is a 3% growth on the forecasted performance seen this year. This growth is expected due to the recent renovations across One Leisure sites.
			Proposed Target: 1,518,380	
			Current Tolerance: 1,334,811	
			Proposed Tolerance: 1,442,461	

Proposed KPI Changes

Performance Indicator	PI Holder	Proposed Change	Proposed Change Details	Justification
4. Average time (weeks) between date of referral and practical completion of jobs funded through Disabled Facilities Grants	Melanie Barnes & Claudia Deeth	More Lenient Target	Current Target: 22 Weeks	The target and tolerance would be increased to reflect the significant delays faced due to issues with our Social Landlord partners. Previous performance indicates that no targets below 28 weeks have been met in the last three years.
			Proposed Target: 24 Weeks	
			Current Tolerance: 30 Weeks	
			Proposed Tolerance: 31 Weeks	
6. Average number of days to process changes of circumstances for Housing Benefit and Council Tax support	Katie Kelly & Barnes Huggins	More Difficult Target	Current Target: 5 Days	This metric has significantly exceeded its target all year and is the best actual performance for the last three years by a significant margin. Therefore, a target change is proposed.
			Proposed Target: 4 Days	
			Current Tolerance: 7 Days	
			Proposed Tolerance: 6 Days	
7. Number of Homeless Preventions Achieved	Jon Collen	Subject to Change	Current Target: 480	* A target and tolerance for this metric cannot be predicted at this time, so while no change is currently reported, this is subject to change.
			Proposed Target: 480	
			Current Tolerance: 445	
			Proposed Tolerance: 445	

Proposed KPI Changes



Performance Indicator	PI Holder	Proposed Change	Proposed Change Details	Justification
8. Number of households housed through the housing register and Home-Link scheme. (cumulative)	Jon Collen	Subject to Change	Current Target: 685	* A target and tolerance for this metric cannot be predicted at this time, so while no change is currently reported, this is subject to change.
			Proposed Target:	
			Current Tolerance: 616	
			Proposed Tolerance:	
9. Number of households in Temporary Accommodation. (cumulative)	Jon Collen	Subject to Change	Current Target: 135	* A target and tolerance for this metric cannot be predicted at this time, so while no change is currently reported, this is subject to change.
			Proposed Target:	
			Current Tolerance: 148	
			Proposed Tolerance:	
12. Number of new affordable houses delivered	Frank Mastrandrea & Pamela Scott	More Difficult Target	Current Target: 292 Houses	The Local Plan and latest Housing Needs Assessment indicate that we need to build 444 affordable houses a year to meet demand, therefore this is the proposed target.
			Proposed Target: 444 Houses	
			Current Tolerance: 219 Houses	
			Proposed Tolerance: 356 Houses	

Proposed KPI Additions



Proposed Performance Indicator	Proposed PI Holder	Proposed Addition Justification	Proposed Details
17. Cumulative footfall in market towns (Monthly)	Rebecca Tomlin	ADDITION - This metric will highlight how attractive our market towns are and how this changes over time. This metric is also correlated to the success of the economic development team and will allow members to track the effects of their initiatives.	Target: 15,719,143
			Tolerance: 14,147,229
18. Total number of business engagements by the Economic Development Team (cumulative)	Rebecca Tomlin	ADDITION - This metric will highlight to members how many local businesses are receiving advice or support from the Economic Development team. This metric will be inclusive of LinkedIn growth, newsletter signups, the number of events attended by the econ dev team and the number of businesses receiving support monthly.	Target: 420 Engagements
			Tolerance: 378 Engagements

Proposed KPI Changes

Performance Indicator	PI Holder	Proposed Change	Proposed Change Details	Justification
25. Sanctions against environmental crimes and anti-social behaviour.	Robert Mitchell & Anthony Hayes	Alteration	Current Target: 12 Fines	It is proposed that this metric replaces PI 24 (enforcements against Fly-tips). This change better reflects the role of the service and will highlight their activity in countering environmental crime and anti-social behaviour.
			Proposed Target: 96 Sanctions	
			Current Tolerance: 10 Fines	
			Proposed Tolerance: 84 Sanctions	
27. Percentage of calls to Contact Centre answered (cumulative)	Michelle Greet & Cedric Gough-Goodman	More Difficult Target	Current Target: 80%	The percentage of calls answered has not dipped below 86% since June 2023 and the Call Centre has gained many new full time staff members. This new target also brings us closer in line with our peers.
			Proposed Target: 85%	
			Current Tolerance: 72%	
			Proposed Tolerance: 80%	

Proposed KPI Change & Addition

Performance Indicator	PI Holder	Proposed Change	Proposed Change Details	Justification
28. Average wait time for customers calling the Contact Centre (cumulative)	Michelle Greet & Cedric Gough-Goodman	More Difficult Target	Current Target: 240 Seconds	Previous performance significantly exceeds the current target (by 150 seconds) and the tolerance (by 450 seconds). This target would also bring us closer in line with the targets of our peers.
			Proposed Target: 180 Seconds	
			Current Tolerance: 600 Seconds	
			Proposed Tolerance: 300 Seconds	

Proposed Performance Indicator	Proposed PI Holder	Proposed Addition Justification	Proposed Details
29. Customer Satisfaction (Contact Centre)	Michelle Greet & Cedric Gough-Goodman	The software used to record this metric is currently still being implemented. To allow time for this system to be perfected, this metric will not be reported on until Quarter 3. The baseline data we collect in this period will be used to better inform a target and tolerance closer to the time.	

Proposed KPI Change & Addition

Performance Indicator	PI Holder	Proposed Change	Proposed Change Details	Justification
34. Staff turnover percentage per individual month)	Leanne Harfield & Ryan Roden	More Lenient Target	Current Target: 1.2% (+/- 0.2%)	Turnover is increasing nationally and is on average between 2.0-2.8% in English local governments. Uncertainty from the LGR and expiring contracts are expected to drive turnover further. Therefore, it is proposed that the margins be widened.
			Proposed Target: 1.5 (+/- 0.25%)	
			Current Tolerance: 0.6-1.8%	
			Proposed Tolerance: 0.75-2.25%	

Proposed Performance Indicator	Proposed PI Holder	Proposed Addition Justification	Proposed Details
35. Average length of service (years)	Leanne Harfield & Ryan Roden	ADDITION - This metric would supplement KPI 34 by highlighting if we are retaining our experience. This would be especially valuable during a potentially high turnover period. This should be reported quarterly. Currently, we have an average length of service of 9.6 years, and this typically changes by about 0.5 every year. Therefore, the target will be to retain this 9.6 years of average experience and the tolerance will be 9 years.	Target: 9.6 Years
			Tolerance: 9.0 Years

This page is intentionally left blank

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter:	Corporate Performance Report, Quarter 4 2024/25
Meeting/Date:	Cabinet, June 17 th 2025
Executive Portfolio:	Councillor Stephen Ferguson, Executive Councillor for Resident Services and Corporate Performance and Councillor Lara Davenport-Ray, Executive Councillor for Climate Transformation & Workforce
Report by:	Ben Clifton-Attfield (Insights Coordinator) and Neil Sloper (Head of Policy, Performance & Emergency Planning)
Ward(s) affected:	All

Executive Summary:

The purpose of this report is to brief Members on:

- Progress with Corporate Plan actions/projects
- The results for operational performance measures at the end of Quarter 4 (January to March 2025).

Recommendations:

The Cabinet is invited to consider and comment on progress and performance during Quarter 4, as summarised in the Corporate Performance Report attached and detailed in Appendices A, B, C and D

1. PURPOSE

- 1.1 The purpose of this report is to present an update on the progress of the Corporate Plan Actions and Corporate Performance Indicators during Quarter 4 (January to March 2025).

2. BACKGROUND

- 2.1 The annual refresh for 2024/25 of the Council's Corporate Plan 2023-2028 was approved at the Council meeting in March 2024. The performance data in the attached Corporate Performance Report and its appendices relates to the performance measures and actions/projects selected for 2024/25.
- 2.2 Performance data has been collected in accordance with standardised procedures.
- 2.3 The Business Performance and Insights team have developed a more accessible version of the performance data, attached as **Appendix D**. A note of thanks to Councillor James Catmur for his input on this.

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.
- 3.2 Progress on Corporate Plan actions/projects 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 followed by tables and pie charts summarising the status of actions/projects and performance measures linked to the outcome. A full list is also provided for each outcome which shows the status reported for each action/project and performance measure linked to that outcome as at Q4. Qualitative feedback also plays a key role in the evaluation of performance.
- 3.3 Please note that other metrics are routinely reported internally to other committees (e.g. HR data goes before the Employment Committee and the Corporate Governance Committee receives an annual report on complaints and compliments) and that copies of these reports can be requested.
- 3.4 Performance management is a priority at Huntingdonshire District Council, with stretch targets being commonplace and external benchmarking occurring where possible, making our performance reporting a real strength for HDC, as was noted by our recent Peer Challenge.
- 3.5 Further detail is also available in appendices to the Corporate Performance Report. **Appendix B** provides integrated updates on Corporate Plan actions and projects from responsible officers, covering both progress against planned delivery and the impact that has had on the outcome.
- 3.6 **Appendix C** provides updates on operational 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:

[Corporate Plan and Performance - Huntingdonshire.gov.uk](https://www.huntingdonshire.gov.uk/CorporatePlanandPerformance)

- 3.7 The following table summarises overall progress in delivering Corporate Plan actions for 2024/25:

Status of Corporate Plan Actions	Number	Percentage
Green (on track)	41	84%
Amber (within acceptable variance)	8	16%
Red (behind schedule)	0	0%

The number of actions on track (Green) has increased period (41), and one action has moved from behind schedule (Red) to Amber this quarter. The action to develop procurement rules to further embed social and environmental value has moved from Red to Amber this quarter due to new staff becoming embedded at HDC, developing our procurement rules.

Note: actions being delivered as/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. Percentages may not sum to 100% due to rounding.

- 3.8 The statuses of Corporate Plan projects at the end of December are shown in the following table.

Status of Corporate Plan Projects/Programmes	Number	Percentage
Green (on track)	13	87%
Amber (within acceptable variance)	2	13%
Red (behind schedule)	0	0%

The number of projects Green (on track) has increased to 87% (13) from quarter three. All projects that were reporting as Red (behind schedule) have now made progress enough to be considered within the acceptable variance (Amber).

The Civil Parking Enforcement project has resumed progress this quarter, with an Agency Agreement being signed with Cambridgeshire County Council and remedial works taking place across the district. This has resulted in the project progressing from Red to Amber in Quarter 4.

Note: this only includes corporate projects which are linked to actions in the current Corporate Plan.

- 3.9 The latest statuses for operational performance measures at the end of March are summarised here:

Latest Operational Performance Indicator Results	Number	Percentage
Green (on track)	20	63%
Amber (within acceptable variance)	8	25%
Red (behind schedule)	4	12%

Metric	Result	Direction of Travel (since Q3)
11. Net change in the number of homes with a council tax banding.	R	↓
21. Number of missed bins	R	↔
23. Number of fly tips	R	↔
30. Short-term staff sickness days lost per full time equivalent.	R	↓

4. COMMENTS OF OVERVIEW & SCRUTINY PANELS

- 4.1 The Overview and Scrutiny (Performance & Growth) Panel is due to receive this report at its meeting on 10th June 2025. Comments from the Panel will be shared with Cabinet following the Overview and Scrutiny Panel's meeting.

5. RECOMMENDATIONS

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

6. LIST OF APPENDICES INCLUDED

Corporate Performance Report, Quarter 4, 2024/25

Appendix A – Cover Report, Quarter 4, 2024/25

Appendix B – Progress on Corporate Plan Actions/Projects, Quarter 4, 2024/25

Appendix C – Operational Performance Measure Graphs, Quarter 4, 2024/25

Appendix D – Accessible Copy of Performance Measure, Quarter 4 2024/25

CONTACT OFFICERS

Corporate Performance Report and Project Management Updates

Ben Clifton-Attfield, Insights Coordinator
ben.cliftonattfield@huntingdonshire.gov.uk

Steffen Gosling, Business Performance and Insights Team Leader
steffen.gosling@huntingdonshire.gov.uk

This page is intentionally left blank



Performance Report

Quarter 4 - 2024/25

Do - Enable - Influence



Table of Contents

Outcome 1: Improving the happiness and wellbeing of residents	3
Written summary	3
Performance Summary	4
Status of Corporate Plan actions/projects and performance indicators linked to this outcome	5
Outcome 2: Keeping people out of crisis	6
Written summary	6
Performance Summary	7
Status of Corporate Plan actions/projects and performance indicators linked to this outcome	8
Outcome 3: Helping people in crisis	9
Written summary	9
Performance Summary	10
Status of Corporate Plan actions/projects and performance indicators linked to this outcome	11
Outcome 4: Improving housing	12
Written summary	12
Performance Summary	13
Status of Corporate Plan actions/projects and performance indicators linked to this outcome	14
Outcome 5: Forward-thinking economic growth	15
Written summary	15
Performance Summary	16
Status of Corporate Plan actions/projects and performance indicators linked to this outcome	17
Outcome 6: Lowering our carbon emissions	18
Written summary	18
Performance Summary	19
Status of Corporate Plan actions/projects and performance indicators linked to this outcome	20
Outcome 7: Delivering good quality, high value-for-money services	21
Written summary	21
Performance Summary	22
Status of Corporate Plan actions/projects and performance indicators linked to this outcome	23

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.



All the corporate plan actions for this outcome are on track at the end of this quarter. Practical delivery of the Community Health and Wealth Strategy has begun, leading to the creation of a new approach to grant delivery, increasing the number of recipients. A new Communications and Engagement role was also resourced, ready for engagement in quarter 1 of the next financial year.

Following the recruitment of key assets, the WorkWell programme for early intervention is now fully embedded into the Residents Advice and Information team, with between 35-40 new clients being signed up each month. This tailored approach has helped to identify solutions across various industries, helping our residents back into the workplace. Additionally, following a review with the initial participants of the Council Tax project, recommendations for improvement were put forward and the process has been optimised to drive efficiencies.

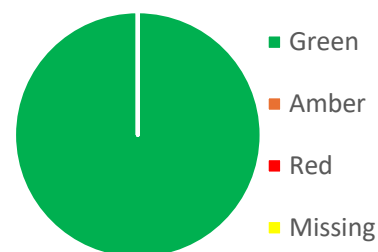
Quarter 4 also saw significant advancements in our project to transform place strategy priorities into practical delivery. In March, the Huntingdonshire Futures grant scheme was launched, and numerous applications have been made for events to celebrate Huntingdonshire and Pride in Place. Our partnership with the Great Ouse Valley Trust also saw procurement begin for a business case for the self-designated landscape for the Great Ouse Valley.

This quarter also saw the conclusion of the skills and employment events funded by the UK Shared Prosperity Fund, with the remaining £100,000 of grant money being passported to the Northwest Anglia NHS Foundation Trust to help fund the recruitment of more non-medical staff. This initiative will help focus on the relationship between the community and the hospitals and will help to create employment pathways for local people in a sector they may have previously overlooked.

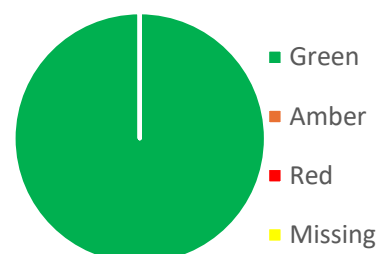
The number of residents attending our One Leisure Active Lifestyles sessions is up by 52% compared to quarter 4 in 2023/24, and attendance at our Sports Development Activities is also up 11% compared to quarter 4 in 2023/24, with both services far exceeding their end of year targets. March also saw One Leisure Active Lifestyles set new attendance records in both their Pay as you go and Commissioned sessions, including over 700 attendances in their activities in care settings. One Leisure facilities admissions also ended 40 thousand attendances ahead of last year's performance, however, has missed out on its target by 18,000 admissions, ending as Amber.

Performance Summary:

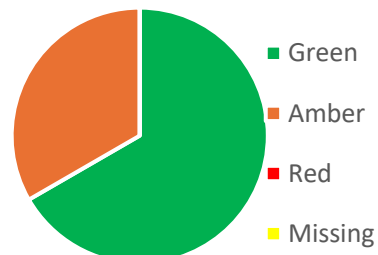
Status of Corporate Plan actions	Number	%
Green (on track)	6	100%
Amber (within acceptable variance)	0	0%
Red (behind schedule)	0	0%
Missing	0	0%



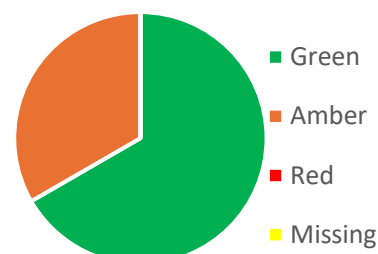
Status of Corporate Plan projects/programmes	Number	%
Green (progress on track)	2	100%
Amber (behind schedule, project may be recoverable)	0	0%
Red (significantly behind schedule, serious risk/issues)	0	0%
Missing	0	0%



Operational PI latest status	Number	%
Green (achieved)	2	67%
Amber (within acceptable variance)	1	33%
Red (below acceptable variance)	0	0%
Missing	0	0%



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



Corporate Plan Action	Direction of Travel	Latest Status
1. Deliver a Community Health and Wealth Strategy, to link broader social determinants of health with a Community Wealth Building approach.	↔	G
2. Undertake a 'deliberative democracy' approach to the development of our Community Health and Wealth Strategy.	↔	G
4. Refresh our Social Value Policy and explore larger opportunities to maximise local benefit through a Community Wealth Building approach to procurement and the roles of anchor institutions.	↔	G
5. Focus on maximising physical activity in the district, and work to promote this across local partners.	↑	G
6. Maximise, and report on, the benefits of a targeted approach to support residents to improve their quality of life through the promotion and delivery of relevant services (e.g. run campaigns based on a customer segmentation approach, track progress and regularly report on take-up and impact).	↑	G
7. Continue to work with statutory partners to secure improvements to transport options for Huntingdonshire, including active travel.	↔	G

Corporate Plan Project/Programme	Direction of Travel	Latest Status
3. Deliver the skills and employment workstream of the UK shared prosperity programme (PROJECT).	↔	G
8. Formally engage with relevant stakeholders, residents and businesses to explore how place strategy priorities are transformed into practical delivery (PROJECT).	↔	G

Operational Performance Indicator	Latest Status	Forecast Status
1. Number of attendances at One Leisure Active Lifestyles programmes (cumulative year to date)	G	G
2. Number of attendances at Sports Development activities and programmes (cumulative year to date)	G	G
3. Number of One Leisure Facilities admissions – swimming, Impressions, fitness classes, sports hall and pitches (excluding Burgess Hall and school admissions) (cumulative year to date)	A	A

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.

All actions and projects linked to this outcome have ended quarter four with Green status. The project to deliver an integrated approach to supporting the financial vulnerability working with our partners continues to progress well.

The number of face-to-face appointments being offered by the Citizens Advice Bureau and Residents Advice and Information team has continued to increase each month. The co-location has enabled more outreach options, with the RAI and CAB now working out of multiple sites across the district every week, ensuring that our residents with accessibility issues are getting access to the support that they need.

The pilot study into Serious and Violent Crime with the Police & Crime Commissioner has been successful, with HDC and the Police being able to share anonymised data to inform the analysis of serious crimes. This data will be used to help to direct our resources to combat instances of serious and violent crimes around the district, helping to make Huntingdonshire a safer place to live.

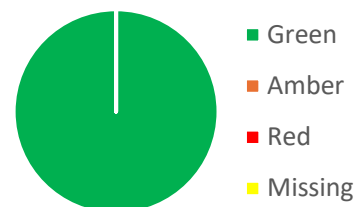
Quarter four also saw the re-promotion of training for all front-line services for the signs that someone may need help or is struggling, helping us to better identify, and act on, opportunities for early intervention. This quarter also saw HDC achieve full accreditation from the Domestic Abuse Housing Alliance (DAHA) for exceptional support to domestic abuse survivors.

The number of Disabled Facilities Grant (DFG) adaptations managed to recover to Amber status, from Red in quarter three, despite an increase in the number of residents requiring assistance. The number of weeks between referral and completion of jobs funded by the DFG also saw improvement from quarter three, falling to 29.1 weeks. These improvements are early signs of the impact of the member's working group and the commitment made by the Places for People regional director to resolve the issues with delayed approval.

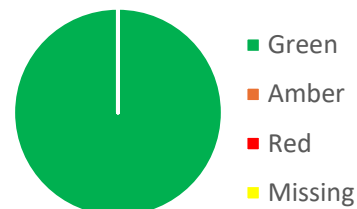
The remaining performance measures related to this outcome all ended quarter four with Green status. Highlights include our Benefits team's performance which reduced the average time to process new claims and changes of circumstance and our Housing Needs and Resource team which achieved one-hundred and forty homelessness preventions from January to March.

Performance Summary:

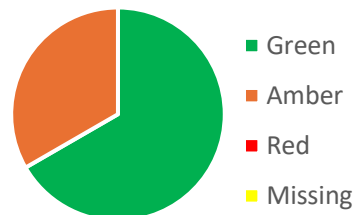
Status of Corporate Plan actions	Number	%
Green (on track)	2	100%
Amber (within acceptable variance)	0	0%
Red (behind schedule)	0	0%
Missing	0	0%



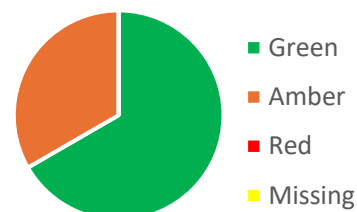
Status of Corporate Plan projects/programmes	Number	%
Green (progress on track)	1	100%
Amber (behind schedule, project may be recoverable)	0	0%
Red (significantly behind schedule, serious risk/issues)	0	0%
Missing	0	0%



Operational PI latest status	Number	%
Green (achieved)	4	67%
Amber (within acceptable variance)	2	33%
Red (below acceptable variance)	0	0%
Missing	0	0%



Operational PI year-end forecast status	Number	%
Green (achieved)	4	67%
Amber (within acceptable variance)	2	33%
Red (below acceptable variance)	0	0%
Missing	0	0%



Corporate Plan Action	Direction of Travel	Latest Status
10. Act on opportunities for early intervention and regularly report on learning and impact.	↔	G
11. Maximise, and report on, the benefits of a targeted approach to support residents at risk of experiencing crisis through the promotion and delivery of relevant services (e.g. improve data sharing with the police to inform a targeted on-the-ground door-knocking campaign to help prevent crime).	↔	G

Corporate Plan Project/Programme	Direction of Travel	Latest Status
9. Report regularly on progress on the delivery of an integrated financial vulnerability model between HDC and partners (PROJECT).	↔	G

Operational Performance Indicator	Latest Status	Forecast Status
4. 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) (cumulative year to date)	A	A
5. Average time (in weeks) between date of referral and practical completion of jobs funded through Disabled Facilities Grants (cumulative year to date)	A	A
6. Average number of days to process new claims for Housing Benefit and Council Tax Support (cumulative year to date)	G	G
7. Average number of days to process changes of circumstances for Housing Benefit and Council Tax Support (cumulative year to date)	G	G
8. Number of homelessness preventions achieved (cumulative year to date)	G	G
9. Number of households housed through the housing register and Home-Link scheme (cumulative year to date)	G	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



All actions related to this outcome have mostly remained unchanged since quarter three, with all actions ending quarter four with a Green status.

The Community team has continued to support guests in Huntingdonshire through the Homes for Ukraine scheme, helping them to establish independent, resilient lives in our district, through practical help for individuals and work to promote community cohesion, ensuring an inclusive district for all with no impact on temporary housing and minimal community cohesion or demand for services.

Quarter four also saw the advancement of the Disabled Facilities Grant working group, with recommendations being presented to the group and follow-up tasks being allocated.

The action to promote WeAreHuntingdonshire as a tool for partners to provide directed and tailored support, based on our 'wider determinants of health' approach has gained Green status in quarter four, following a series of advertising campaigns resulting in an increased volume of visitors. Actions are now being taken to evidence the value of the site and will be undertaken alongside the service design rework.

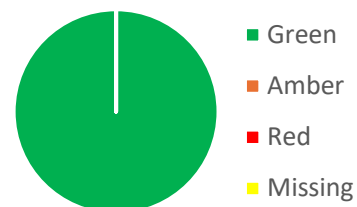
The number of homelessness preventions achieved, and the number of households housed through the housing register and Home-Link scheme, mean that the Housing Needs and Resources team successfully kept the numbers of households in Temporary Accommodation (TA) consistently below our target at the end of every month this quarter, resulting in our best end-of-year outcome in the last three years.



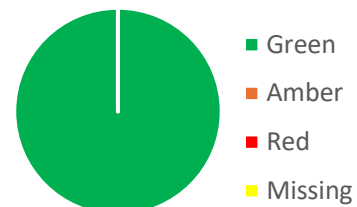
The commentary on this outcome is light this quarter due to the successful completion of previous actions earlier in the year, such as the report on our targeted approach to supporting residents experiencing crisis in Summer 2024.

Performance Summary:

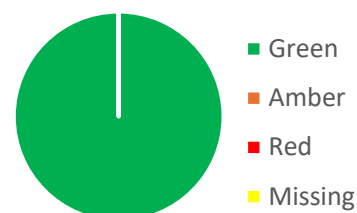
Status of Corporate Plan actions	Number	%
Green (on track)	6	100%
Amber (within acceptable variance)	0	0%
Red (behind schedule)	0	0%
Missing	0	0%



Operational PI latest status	Number	%
Green (achieved)	1	100%
Amber (within acceptable variance)	0	0%
Red (below acceptable variance)	0	0%
Missing	0	0%



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



Corporate Plan Action	Direction of Travel	Latest Status
12. Continue to support refugees and other guests, seeking to support good community relations and smooth transition into long-term residency or return home.	↔	G
13. Work with partners to review the provision of Disabled Facilities Grants and ensure we maximise our ability to prevent crisis and support those who need help.	↑	G
14. Focus on maximising the economic success of residents via a Community Wealth building approach.	↔	G
15. Maximise, and report on, the benefits of a targeted approach to support residents experiencing crisis through the promotion and delivery of relevant services (e.g. identifying individuals who could benefit from support offered by the Resident Advice and Information team and reporting on outcomes).	↔	G
16. Continue to promote WeAreHuntingdonshire as a tool for partners to provide directed and tailored support based on our wider determinants approach.	↑	G
17. Lobby, and support campaigns, for improvements to the living conditions of local residents.	↔	G

Operational Performance Indicator	Latest Status	Forecast Status
10. Number of households in Temporary Accommodation (snapshot at end of each period)	G	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.

Quarter four saw the advancement of the works on a new Housing Strategy for 2025-2030, with work being on track to end before the deadline. This new strategy will be informed by the latest Housing Needs Assessment and will help inform the direction of travel for the delivery of new homes within the district.

Through our work with Health and Social Care providers we were also able to begin analysis of future models of housing, specifically for the Older Person's demand. While we are still working with our partners to identify housing needs for other specialist groups, this is a great step forwards in ensuring that the district is accessible to everyone.

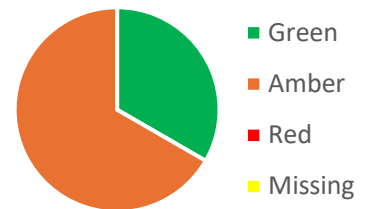
Five actions are reporting Amber this quarter because of external factors. Actions relating to the Supported Housing (Regulatory Oversight Act) are still unable to proceed due to delays in associated regulations being set out by the government. Work with registered providers on regeneration opportunities continues to be a priority in the district, however, it is now clear that the external providers will be unable to start work until quarter one of 2025/26. The Private Sector Housing Group met this quarter to discuss guidance on damp and mould in the private housing sector, allowing best practices to be shared and actions to counter this issue being suggested.

The increase in the number of new homes with a council tax banding has stalled nationally this quarter, due to changes in the VOA system used to report the metric in late January. This has resulted in significant delays in properties getting a banding and reducing the number reported each month. As things stand, there are 370 properties in the district awaiting evaluation, 59 of which have been waiting over 90 days. The VOA has committed to solving this issue as soon as possible.

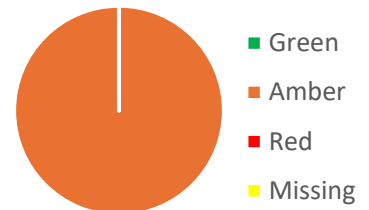
All four planning application performance indicators continued to show strong performance in quarter four, with all three ending the quarter with their best performance in the last three years and rivalling other high performing authorities in the region. For example, 95% of household extensions, 90% of minor planning applications and 88% of major planning applications were processed on time this year. This strong performance with faster decision-making on planning applications received supports the delivery of new homes and other types of development within the district.

Performance Summary:

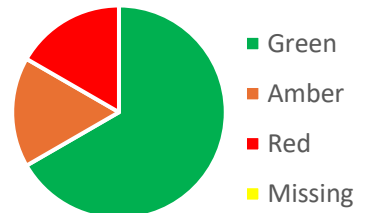
Status of Corporate Plan actions	Number	%
Green (on track)	3	33%
Amber (within acceptable variance)	6	67%
Red (behind schedule)	0	0%
Missing	0	0%



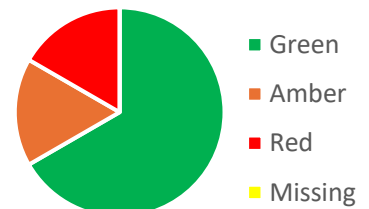
Status of Corporate Plan projects/programmes	Number	%
Green (progress on track)	0	0%
Amber (behind schedule, project may be recoverable)	1	100%
Red (significantly behind schedule, serious risk/issues)	0	0%
Missing	0	0%



Operational PI latest status	Number	%
Green (achieved)	4	67%
Amber (within acceptable variance)	1	17%
Red (below acceptable variance)	1	17%
Missing	0	0%



Operational PI year-end forecast status	Number	%
Green (achieved)	4	67%
Amber (within acceptable variance)	1	17%
Red (below acceptable variance)	1	17%
Missing	0	0%



Corporate Plan Action	Direction of Travel	Latest Status
18. Commence work on a new Housing Strategy for 2025-2030.	↔	G
20. Complete an Affordable Housing Advice note that will support the delivery of new affordable housing by providing clear guidelines to developers.	↔	G
21. Commence work on a policy to support the use of civil penalties with regard to private sector housing enforcement.	↔	A
22. Carry out a review of supported exempt accommodation in the area, linked to the Supported Housing (Regulatory Oversight) Act, which will lead to the development of a Supported Housing Strategy.	↔	A
23. Implement the government's new National Supported Housing Standards and introduce licensing regulations.	↔	A
24. 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).	↔	A
25. Work in partnership to look at best practice and funding to improve housing conditions, including retrofit programmes in social and private housing.	↔	A
26. Continue to work with Registered Providers to improve conditions in existing accommodation through regeneration schemes.	↔	A
27. Work with Health and Social Care Providers to explore future models of housing, support and care, enabling people to live independently for longer.	↔	G

Corporate Plan Project/Programme	Direction of Travel	Latest Status
19. Continue to use surplus Council owned sites to deliver affordable housing, for example working with the Longhurst Group (PROJECT).	↔	A

Operational Performance Indicator	Latest Status	Forecast Status
11. Net change in number of homes with a Council Tax banding (cumulative year to date)	R	R
12. Number of new affordable homes delivered (cumulative year to date)	A	A
13. Percentage of planning applications processed on target – major (within 13 weeks or agreed extended period) (cumulative year to date)	G	G
14. Percentage of planning applications processed on target – minor or other (within 8 weeks or agreed extended period) (cumulative year to date)	G	G
15. Percentage of planning applications processed on target – household extensions (within 8 weeks or agreed extended period) (cumulative year to date)	G	G
16. Number of planning applications over 16 weeks old where there is no current extension of time in place (total at end of each month)	G	G

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.



All nine of the actions and projects related to this outcome have ended quarter four with a Green status.

This quarter has seen the continued promotion of Huntingdonshire as a destination for high-value inward investment, with the economic development team representing the district at events all over the country. January alone saw a 40% increase in LinkedIn followers, while the website page exceeded 2000 monthly visits. Attendance at events has also more than doubled, resulting in greater interest in investment within the district.

This quarter also saw the final UKSPF and RPF grants being awarded and spent in the district, with 218 businesses being supported over the year. This has resulted in 22 new local businesses being created, 29 new job opportunities and 26 jobs safeguarded, especially in the agriculture sector.

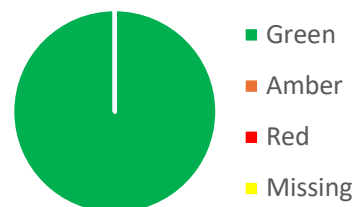
The Market Towns Programme remained Green this quarter, with regeneration works at prominent locations around the district, such as St Neots town centre, the Old Falcon, Ramsey Great Whyte and the St Neots Priory Centre.

Work to refresh the economic growth strategy has also seen great advancement this quarter, with the expanding database reinforcing Huntingdonshire's strengths, such as our small business base, strategic location and the quality of life of our residents. However, the evidence has also highlighted weaknesses, such as our connectivity and access to opportunities, providing insights into areas for improvement ready for quarter one 2025/26. A draft version of the vision and evidence base was created in March, meaning that we are on track for sign-off in July 2025.

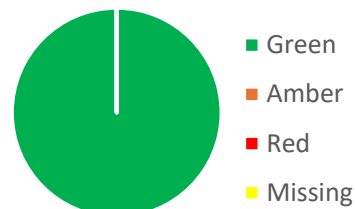
Significant advancements were also made to advance the Local Plan following public engagement in quarter three, with works being commissioned on housing needs, strategic transport impacts and infrastructure requirements, the outcomes of which will shape the next stage of the Local Plan.

Performance Summary:

Status of Corporate Plan actions	Number	%
Green (on track)	6	100%
Amber (within acceptable variance)	0	0%
Red (behind schedule)	0	0%
Missing	0	0%



Status of Corporate Plan projects/programmes	Number	%
Green (progress on track)	3	100%
Amber (behind schedule, project may be recoverable)	0	0%
Red (significantly behind schedule, serious risk/issues)	0	0%
Missing	0	0%



Corporate Plan Action	Direction of Travel	Latest Status
28. Promote Huntingdonshire as a destination for high value inward investment, prioritising businesses that are proactively reducing their carbon emissions, and produce an annual report on activity.	↔	G
30. Refresh the Huntingdonshire Economic Growth Strategy.	↔	G
33. Work with intermediaries, professional service networks, investors and developers to understand the health of the economy, develop responses and attract investment.	↔	G
34. 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.	↔	G
35. Influence and contribute to the creation of a Devolution2 deal for Cambridgeshire & Peterborough; the State of the Region and Place Strategy Vision work and the commissioning of all future business support and grant funding provision.	↔	G
36. Influence delivery of infrastructure including East West Rail (EWR), A428, A141 Strategic Outline Business Case and future Transport Strategies.	↔	G

Corporate Plan Project/Programme	Direction of Travel	Latest Status
29. Deliver the business support projects within the UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) programme, including Manufacturing Digitalisation, Green Business Initiative, Jumpstart business competition and a new Start-up programme (PROJECT).	↔	G
31. Continue the delivery of the Market Town Programme, including the ongoing delivery of Future High Street projects in St Neots, development of new Retail Hub in Ramsey, and various other funded projects within the four market towns. Commence feasibility work on new projects to enable them to be brought forward when funding is available (PROJECT).	↔	G
32. Continue the update to the Local Plan, including updating evidence bases in line with National Planning Policy, particularly where it relates to Economy, Environment and Housing (PROJECT).	↔	G

Outcome 6: Lowering 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.

Most actions remain on track at the end of March, with good progress being made all around.

Following the successful trial of Hydrotreated Vegetable Oil (HVO) Fuel, a business case for implementing HVO across the HDC fleet was approved by the cabinet and has now entered procurement and will help lower our emissions significantly. Quarter four also saw our waste fleet surpass their energy-efficient driving score target every month, ending the quarter above target and helping contribute towards lowering our CO2 emissions.

Quarter four also saw advancements in the creation of our Energy strategy, with a contract being signed with a consultant who aims to deliver a draft report by May. This will help lower the carbon footprint of the council buildings through reduced energy use and changing energy sources. Big strides were also made towards our target to establish a climate and emissions learning plan for council employees, with online training being rolled out to all staff this quarter.

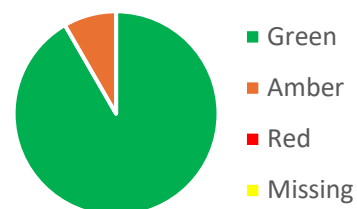
The full Net Zero Villages fund of over £250,000 was successfully awarded to 11 applicants across Huntingdonshire this quarter, with awards being given for solar panel installation, active travel and replacing old heating systems, helping to reduce energy bills and improve the quality of green spaces.

The biodiversity for all projects continued to progress across many key strategic sites, including Hill Rise, Priory Park and Spring Common, with habitat banking quotes requested and management plans underway. A successful bid to the CPCA Climate Opportunities Fund saw us awarded £130,000 which will also go on to support natural flood defence initiatives. Work has also progressed on the Small Grants Project, which is aimed at continuing excellent progress to encourage and enable community action for biodiversity.

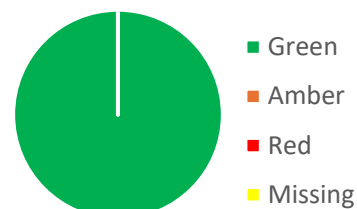
Action to develop the Council's procurement rules to further embed social and environmental value has resumed this quarter following the successful engagement of new staff. Actions were taken to enhance support for local businesses and enable reporting on low economic spending, which will carry over into quarter one of 2025/26.

Performance Summary:

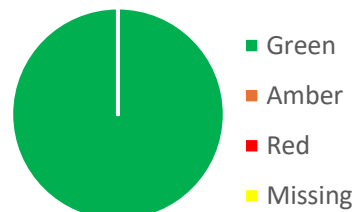
Status of Corporate Plan actions	Number	%
Green (on track)	11	92%
Amber (within acceptable variance)	1	8%
Red (behind schedule)	0	0%
Missing	0	0%



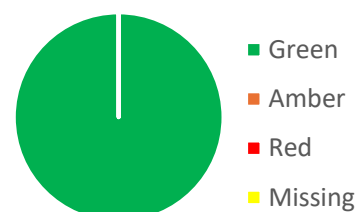
Status of Corporate Plan projects/programmes	Number	%
Green (progress on track)	2	100%
Amber (behind schedule, project may be recoverable)	0	0%
Red (significantly behind schedule, serious risk/issues)	0	0%
Missing	0	0%



Operational PI latest status	Number	%
Green (achieved)	1	100%
Amber (within acceptable variance)	0	0%
Red (below acceptable variance)	0	0%
Missing	0	0%



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



Corporate Plan Action	Direction of Travel	Latest Status
37. Complete Hydrotreated Vegetable Oil (HVO) Fuel Trial and present a business case for decision.	↔	G
38. Deliver a Fleet Decarbonisation Plan.	↔	G
39. Deliver our Energy Strategy.	↔	G
40. Deliver the Climate Conversation in 2024, showcasing community action and listening to local people in their communities.	↔	G
41. Identify emissions from HDC IT data centres to include in reporting and establish disposal methods for IT equipment to reduce environmental impact.	↑	G
42. Establish climate and carbon emissions learning and development plan for Council employees.	↔	G
43. Accelerate Solar Power Adoption on Council Buildings.	↔	G
44. Support community projects and plans that reduce carbon emissions.	↔	G
47. Deliver the Phase 1 Rural Pilot HDC Electric Vehicle (EV) Charging Strategy Actions.	↔	G
48. Develop the Council's procurement rules to further embed social and environmental value.	↑	A
49. Expand positive climate action support for local businesses, celebrating best practice and sharing knowledge.	↑	G
50. Adopt the Huntingdonshire Plan for Nature and influence the Cambridgeshire & Peterborough Local Nature Recovery Strategy (LNRS) with our priorities.	↔	G

Corporate Plan Project/Programme	Direction of Travel	Latest Status
45. Deliver Biodiversity for All (2023-2025) to enable community action and support green skills development (PROJECT).	↔	G
46. Commission Active Travel Studies (UKSPF) to influence/inform future investment priorities (PROJECT).	↔	G

Operational Performance Indicator	Latest Status	Forecast Status
17. Efficiency of vehicle fleet driving – Energy Efficient Driving Index score for the Waste service (cumulative year to date)	G	G

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.



Following the delivery of an independent corporate peer challenge in quarter three, workshops have been ongoing with officers and members of the DMC ahead of formal publication. An action plan is to be commenced by the Change Programme Lead Officer, following their commencement at HDC in April 2025 and will help identify areas that we can improve.

This quarter also saw five out of six projects and programmes with this outcome reported as being on track. The full planning application for enhancements to the visitor facilities at Hinchbrook Park was delivered in March, ready for procurement to begin in April 2025. The customer services improvement programme also saw advancement this quarter, with carbon and energy savings being identified and ready for us to capitalise on in quarter one of 2025/26.

The implementation of the Civil Parking Enforcement project continues to have excellent progress within the Council, with remedial works being carried out across the district. However, as the DfT is unable to secure parliamentary time this project remains outside of the original timescales.

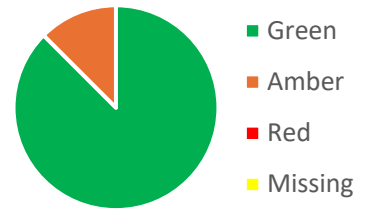
Eight operational performance indicators exceeded their targets this quarter, with only three falling behind expectations and reporting a Red status. This includes the number of staff short-term sickness days lost per FTE, which ended Red in quarter four. This is due to a national spike in colds, sickness and gastrointestinal illnesses.

While the number of missed bins remained higher than expected, due to the staff, service and route changes resulting from the chargeable green bin service, our percentage of missed bins (0.070%) of 5,670,932 scheduled collections, is lower than the national average number of missed bins (0.076%). The number of missed bins continues to reduce each month as our operations team collaborates more closely with residents and crews to ensure that we are actively addressing any issues.

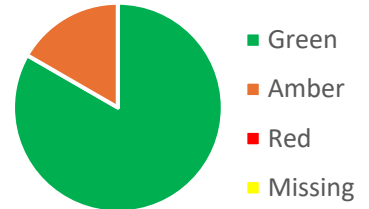
We also saw the number of reported fly-tips increase above its threshold again for quarter four, with a total of 3560 reported this financial year. Green fly-tips have remained low and are in line with previous years, with 207 green-tips being reported this year (5%), and were mostly commercial in origin. Fly-tipping is being carefully reviewed by the street cleaning and community action teams, who work swiftly to clean up incidents. The performance of the cleansing team remained strong this quarter, with an

Performance Summary:

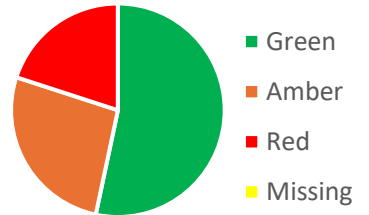
Status of Corporate Plan actions	Number	%
Green (on track)	7	88%
Amber (within acceptable variance)	1	13%
Red (behind schedule)	0	0%
Missing	0	0%



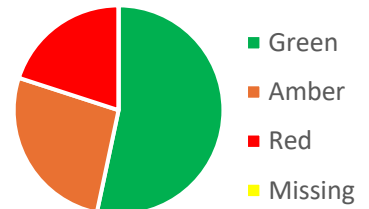
Status of Corporate Plan projects/programmes	Number	%
Green (progress on track)	5	83%
Amber (behind schedule, project may be recoverable)	1	17%
Red (significantly behind schedule, serious risk/issues)	0	0%
Missing	0	0%



Operational PI latest status	Number	%
Green (achieved)	8	53%
Amber (within acceptable variance)	4	27%
Red (below acceptable variance)	3	20%
Missing	0	0%



Operational PI year-end forecast status	Number	%
Green (achieved)	8	53%
Amber (within acceptable variance)	4	27%
Red (below acceptable variance)	3	20%
Missing	0	0%



Corporate Plan Action	Direction of Travel	Latest Status
51. Refresh our Commercial Investment Strategy to develop proposals for future strategic investments.	↔	G
58. Deliver an independent Corporate Peer Challenge of the Council that will assess, challenge and improve what we do.	↔	G
59. Assess, and where prudent, use the emerging national benchmarking data from the Office of Local Government (Oflog) to improve our performance.	↔	G
60. Bring forward and expand our use of unit costs to demonstrate productivity within priority service areas.	↔	A
61. Pilot the use of Artificial Intelligence within the Council, seeking to create efficiencies and service improvement whilst ensuring we comply with all relevant legislation.	↔	G
62. Listen to local residents and respond to their input on service delivery.	↔	G
63. Enable our outstanding volunteers in our parks, nature reserves and elsewhere to continue to improve the quality of those spaces.	↔	G
64. Our well-run council will act as a model for our peers.	↔	G

Corporate Plan Project/Programme	Direction of Travel	Latest Status
52. Complete the remaining elements of the Workforce Strategy to prepare the Council for the changing skills needed in our future workforce and ensure we can continue to attract, retain and nurture talent (PROJECT).	↔	G
53. Continue our Customer Services improvement programme to ensure that our customers are always at the heart of what we do (PROJECT).	↔	G
54. Continue the Development Management Improvement programme to improve the performance of the planning service (PROJECT).	↔	G
55. Progress delivery of Civil Parking Enforcement (CPE) across the District to enforce on-street parking activity (PROJECT).	↑	A
56. Deliver the enhancement of visitor facilities at Hinchingsbrooke Country Park (PROJECT).	↑	G
57. Upgrade path and cycleways at Riverside Park St Neots (PROJECT).	↔	G

Operational Performance Indicator	Latest Status	Forecast Status
18. Percentage of household waste reused/recycled/composted (cumulative year to date)	A	A
19. Collected household waste per person (kilograms) (cumulative year to date)	G	G
20. Residual waste collected per household (kilograms) (cumulative year to date)	A	A
21. Number of missed bins (cumulative year to date)	R	R

Operational Performance Indicator	Latest Status	Forecast Status
22. Percentage of sampled areas which are clean or predominantly clean of litter, detritus, graffiti, flyposting, or weed accumulations (cumulative year to date)	G	G
23. Number of fly tips recorded (cumulative year to date)	R	R
24. Number of enforcement actions taken on fly tips (fines/court summons) (cumulative year to date)	A	A
25. The number of programmed food safety inspections undertaken (cumulative year to date)	G	G
26. Percentage of calls to Call Centre answered (cumulative year to date)	G	G
27. Average wait time for customers calling the Call Centre (cumulative year to date)	G	G
28. Council Tax collection rate (cumulative year to date)	G	G
29. Business Rates collection rate (cumulative year to date)	A	A
30. Staff short-term sickness days lost per full time equivalent (FTE) (Rolling 12 month total)	R	R
31. Staff long-term sickness days lost per full time equivalent (FTE) (Rolling 12 month total)	G	G
32. Staff turnover (per individual month)	G	G

Appendix A: Progress on Corporate Plan Actions



Outcome: Improving the happiness and wellbeing of residents

Activity type: Do

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
1. Deliver a Community Health and Wealth Strategy, to link broader social determinants of health with a Community Wealth Building approach.	Cllr Howell	With the strategy and funding in place, practical delivery is underway. Procurement activity to buy a tool to measure impact is underway, recruitment of a Comms & Engagement role is happening and an approach to deliver grants is being built before sharing with O&S. In addition, significant progress has been made with the NHS and they are committed as an Anchor Institution to maximise the benefits of the new hospital for Huntingdonshire.	↔	G	The approval of the strategy and the associated fund demonstrates a clear way of working for the future as well as reassures partner organisations that collaborating on funding opportunities will achieve greater outcomes for all and a greater return on investment.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
2. Undertake a 'deliberative democracy' approach to the development of our Community Health and Wealth Strategy.	Cllr Howell	Sessions with seldom-heard groups have occurred in Q3. Time spent with rural communities, young people and other groups has been used to help shape the objectives of the Community Health & Wealth Strategy.	↔	G	Ensures that the criteria that are developed around the fund are inclusive and representative of our different communities and what they deem to be priorities.



Outcome: Improving the happiness and wellbeing of residents

Activity type: Enable

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
3. Deliver the skills and employment workstream of the UK shared prosperity programme (PROJECT).	Cllr Wakeford	The project has been completed in terms of financial claims and drawdown. An element focused on recruitment to Hinchinbrooke Hospital will continue beyond the end of 2024/25, which has been delegated to the NHS with funding of £100,000 passed to the NHS for oversight and implementation.	↔	G	All contractually required outputs and outcomes have already been completed. The project delegated to the NHS is focused on resourcing the recruitment of non-medical staff with an emphasis on the employment of residents for Hinchinbrooke Hospital. This will continue for 12 months to the end of March 2025. All funding claims, however, have been completed and HDC's role in relation to this sub-project will be based on monitoring completion.
4. Refresh our Social Value Policy and explore larger opportunities to maximise local benefit through a Community Wealth Building approach to procurement and the roles of anchor institutions.	Cllr Davenport-Ray	Funding has been passported across to NWAFT and performance measures set for the new role. Recruitment to commence imminently.	↔	G	This is an excellent example of using funding to target residents who need the most support to access employment opportunities within a sector that they may have previously overlooked. The initiative will focus on the relationship between the community and the hospital and not only create pathways into employment for local people but also strive to retain staff and enable development and progression onto other roles.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
5. Focus on maximising physical activity in the district, and work to promote this across local partners.	Cllr Howell	<p>Gym refurbishments have been completed at OL St Neots and OL St Ives.</p> <p>Preliminary work has started with the two remaining sites (OL Huntingdon and OL Ramsey) due to be refurbished in early summer 2025.</p> <p>Active Lifestyles have delivered 4,000 sessions in 2024-25, a 41% increase on the previous year.</p> <p>The Community Health Prevention Project has continued to deliver on its aims with the Over 60's sessions and Active for Life becoming established sessions payable by customers.</p>	↑	G	<p>The Centres are experiencing growth across Health and Fitness and Swim Schools.</p> <p>The Community Health Prevention Programme (CHPP) has recorded over 11,000 attendances since the start with 1,235 individuals taking part (a growth of 235 since the last quarter).</p> <p>The Active Lifestyles healthy weight programme 'Active for Health' has now seen 643 individuals start the 12-week programme with over 400 completing the 12 weeks. Attendances across all activities at the Leisure Centres have increased from 670 in 2021 to 7,910 in 2024 demonstrating continuing behaviour change from participants.📍</p>

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
6. Maximise, and report on, the benefits of a targeted approach to support residents to improve their quality of life through the promotion and delivery of relevant services (e.g. run campaigns based on a customer segmentation approach, track progress and regularly report on take-up and impact).	Cllr Howell	Workwell is fully embedded into the RAI Team with 35-40 new clients being signed up to the programme each month. Referrals predominantly from partner organisations or self-referral with DWP and GPs being targeted to promote the offer to their clients. Initial participants of the CT project were reviewed and the process was revised to reflect where improvements can be made.	↑	G	Health is a significant barrier to employment. The longer a person is on a FIT Note, the less likely they are to return to employment. Workwell provides wrap-around support to those who can work but their mental or physical health is preventing them. The tailored approach finds person-centred solutions with employers who recognise the approach that needs to be taken to manage health issues. Providing targeted support for our residents from a central location like HDC has ensured that the necessary services are involved and information is shared to get the best results.



Outcome: Improving the happiness and wellbeing of residents

Activity type: Influence

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
7. Continue to work with statutory partners to secure improvements to transport options for Huntingdonshire, including active travel.	Cllr Wakeford	No further update to the Q3 position on reservoirs; discussions continue in Grafham to Cambridge. A141 SOBC continues and is reported via CPCA. A428 is in delivery; EWR discussions continue with a focus for HDC on technical matters, governance and legacy opportunities to connect to new stations to maximise economic opportunities in conjunction with A428.	↔	G	Continued positive engagement regarding reservoirs; A141 SOBC remains on track and the outcome of the analysis of consultation is awaited; EWR discussions continue in respect of technical matters to inform DCO while exploring opportunities to maximising connectivity opportunities to the stations to maximise economic development opportunities for Huntingdonshire, in tandem with A428; A428 is in delivery, no significant issues to report.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
8. Formally engage with relevant stakeholders, residents and businesses to explore how place strategy priorities are transformed into practical delivery (PROJECT).	Cllr Conboy	In Q4 several significant pieces of work have been delivered or moved into delivery. These include the partnership with the Great Ouse Valley Trust to procure a business case on a self-designated landscape for the Great Ouse Valley in Huntingdonshire. This has gone out to tender after a collaborative process and will be appointed in May. This process has also involved developing an MoU between GOVT and HDC. The Huntingdonshire Futures Grant Scheme 2025 launched in March and has already received numerous applications for events to celebrate Huntingdonshire and Pride in Place. The report on barriers facing women and access to work was delivered at the end of March.	↔	G	The MOU will establish a long-term relationship with the GOVT, and HDC and GOVT have already been working together on developing the self-designated landscape RFQ. The self-designated landscape project aims to have wide-reaching positive implications for Huntingdonshire and beyond. The Huntingdonshire Futures grant scheme will deliver small grants to local community groups, allowing them to bring their communities together and celebrate Huntingdonshire and what makes them unique.



Outcome: Keeping people out of crisis

Activity type: Do

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
9. Report regularly on progress on the delivery of an integrated financial vulnerability model between HDC and partners (PROJECT).	Cllr Howell	The co-location has enabled more outreach options with RAI and CAB now working out of multiple sites across the district every week. This has ensured that those who struggle with getting help due to accessibility have a greater chance of getting the help that they need.	↔	G	Residents are getting help and support from the right place sooner. Residents are being helped to find longer-term solutions to their situations as there is a joined-up multi-agency approach to the support provided.
10. Act on opportunities for early intervention and regularly report on learning and impact.	Cllr Howell	Re-promotion of training for all front-line services of the signs that someone may need help. Targeted work around utilising professional curiosity to establish and try to assist with the root cause of the issues.	↔	G	An awareness of the warning signs that a resident is struggling is greater across the organisation. This means that opportunities to intervene at an earlier stage are not being missed. This is helping to shape what the RAI offer might look like moving forward and to understand where all services in this space can be better aligned to ensure value for money.



Outcome: Keeping people out of crisis

Activity type: Enable

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
11. Maximise, and report on, the benefits of a targeted approach to support residents at risk of experiencing crisis through the promotion and delivery of relevant services (e.g. improve data sharing with the police to inform a targeted on-the-ground door-knocking campaign to help prevent crime).	Cllr Howell	The pilot with the Police on data sharing has been successful. Both HDC and the Police have been able to share anonymised data to inform analysis of serious crimes. Both parties are now working on proposals for further work - but fundamentally we have solid foundations to share data safely and securely.	↔	G	Progress will inform the targeting of resources into the identified areas of the district to address issues of crime and specifically violent offences.



Outcome: Helping people in crisis

Activity type: Do

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
12. Continue to support refugees and other guests, seeking to support good community relations and smooth transition into long-term residency or return home.	Cllr Howell	Few arrivals from Ukraine with a stable cohort of guests who have been supported to be wholly independent. This programme has evidenced the excellent model of working that we have in place. 18 asylum seekers are currently being accommodated across 5 residential properties with no more coming online due to difficulties in procuring stock. We have been asked to assist with Afghan refugees locating from other countries and we have agreed to assist a small number of families if the MoD can source the properties.	↔	G	The assistance that we have provided to the refugee cohorts has continued to demonstrate that our model works and is enabling refugees to establish independent resilient lives in our district.
13. Work with partners to review the provision of Disabled Facilities Grants and ensure we maximise our ability to prevent crisis and support those who need help.	Cllr Ferguson	Recommendations were presented to the working group with tasks to be allocated.	↑	G	Any assistance to ensure that residents receive the help that they need more quickly is a positive. Many of the steps are outside the control of HDC so partners must understand the impact the slow process has.




Outcome: Helping people in crisis

Activity type: Enable

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
14. Focus on maximising the economic success of residents via a Community Wealth building approach.	Cllr Howell	With the strategy and funding in place, practical delivery is underway. Procurement activity to buy a tool to measure impact is underway, recruitment of a Comms & Engagement role is happening and an approach to deliver grants is being built before sharing with O&S. In addition, significant progress has been made with the NHS and they are committed as an Anchor Institution to maximise the benefits of the new hospital for Huntingdonshire.	↔	G	The approval of the strategy and the associated fund demonstrates a clear way of working for the future as well as reassures partner organisations that collaborating on funding opportunities will achieve greater outcomes for all and a greater return on investment.
15. Maximise, and report on, the benefits of a targeted approach to support residents experiencing crisis through the promotion and delivery of relevant services (e.g. identifying individuals who could benefit from support offered by the Resident Advice and Information team and reporting on outcomes).	Cllr Howell	Action completed in Summer 2024.	↔	G	Action completed in Summer 2024

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
16. Continue to promote WeAreHuntingdonshire as a tool for partners to provide directed and tailored support based on our wider determinants approach.	Cllr Howell	Continuing to be reviewed as part of the service design process to ensure that the site has value.	↑	G	We must evidence the value of the site to justify the resource that it absorbs. The review will continue alongside the service design work.

	Outcome: Helping people in crisis				
	Activity type: Influence				
2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
17. Lobby, and support campaigns, for improvements to the living conditions of local residents.	Cllr Conboy	The Council continues to work with partners seeking improvements. The creation of a Poverty Commission for Cambridgeshire (run by the County) will see input from HDC.	↔	G	Those most in need are identified and targeted support is given.



Outcome: Improving housing

Activity type: Do

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
18. Commence work on a new Housing Strategy for 2025-2030.	Cllr Wakeford	Work is on track to complete a new Housing Strategy by the end of 2025. This new strategy will be informed by the Housing Needs Assessment which is being completed to support the evidence for the new Local Plan which is expected in July 2025.	↔	G	The action to date will support the completion of a New Housing Strategy for the Council. This will inform the direction of travel for the delivery of new homes in the district to meet housing needs, including specialist provision.
19. Continue to use surplus Council owned sites to deliver affordable housing, for example working with the Longhurst Group (PROJECT).	Cllr Wakeford	The submission of the planning application has been delayed by one month, due to the availability of ecologists to update and carry out the necessary surveys as part of the planning submission. This is now expected at the end of April 2025.	↔	A	The revised contract enables the submission of a planning application for the largest site and the delivery of the remaining eight sites for affordable housing, The Council continues to look to identify further sites with Amplius to support further delivery.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
20. Complete an Affordable Housing Advice note that will support the delivery of new affordable housing by providing clear guidelines to developers.	Cllr Wakeford	The Affordable Housing Advice Note has now been completed and was included in a Housing Report to Cabinet in December 2024.	↔	G	The advice note provides clarification and transparency in how the Council delivers new affordable housing in the District.
21. Commence work on a policy to support the use of civil penalties with regard to private sector housing enforcement.	Cllr Ferguson	No further update at this time as the guidance is still awaited.	↔	A	This will allow civil penalties to be issued where breaches of legislation are found and allow the enforcement of housing legislation in the private housing sector.
22. Carry out a review of supported exempt accommodation in the area, linked to the Supported Housing (Regulatory Oversight) Act, which will lead to the development of a Supported Housing Strategy.	Cllr Ferguson	No further update at this time.	↔	A	No immediate impact as we have been unable to commence this work so far.
23. Implement the government's new National Supported Housing Standards and introduce licensing regulations.	Cllr Ferguson	No further update at this time.	↔	A	No immediate impact as we have been unable to commence this work so far.



Outcome: Improving housing

Activity type: Enable

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
24. 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 continues to work with Developers and Registered Providers to deliver new affordable homes, however, this year's total will be considerably lower than last year, although we already have over 300 homes on site that will deliver in 25/26. It is not uncommon in the construction of new homes to have some years with higher delivery than others.	↔	A	The delivery of new homes helps to support housing needs and growth in the district, whilst the number of affordable homes is lower this year than last, the number of market homes remains high. The delivery of housing also supports the district's economic growth ambitions.
25. Work in partnership to look at best practice and funding to improve housing conditions, including retrofit programmes in social and private housing.	Cllr Wakeford	Cambs Private Sector Hsg Group met on Jan 25, the meeting was well received by both private and social landlords that attended, presentations were given on retrofit options to improve energy performance, the government guidance on damp and mould and the emerging Awaab's Law.	↔	A	Damp and Mould remains a priority issue for residents living in social housing, by holding this event we can share good practices across the sector.



Outcome: Improving housing

Activity type: Influence

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
26. Continue to work with Registered Providers to improve conditions in existing accommodation through regeneration schemes.	Cllr Wakeford	Further meetings have taken place for this project and they have advised us that they wish to commence delivery of this project on 25/26. Ultimately, we are working to the timetable of an external organisation, where we are offering support and guidance within the Enabling Team.	↔	A	The regeneration project will deliver improved housing conditions for existing residents in the district whilst also enabling a better housing mix to be brought forward that meets future needs.
27. 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	The need analysis has been completed for the Older Person's demand although we are still waiting for the outcome from Social Care to identify housing needs for other specialist groups, in the meantime we continue to work at a local level with commissioning teams to identify housing opportunities.	↔	G	Working with Cambridgeshire County Council in the demand for specialist housing provision enables the Council to be informed on the type of housing required in the district based on housing projections, this will also support the work undertaken on the Housing Strategy in 2025.



Outcome: Forward-thinking economic growth

Activity type: Do

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
28. Promote Huntingdonshire as a destination for high value inward investment, prioritising businesses that are proactively reducing their carbon emissions, and produce an annual report on activity.	Cllr Wakeford	The Economic Development Team alongside other colleagues within HDC continue to advertise and promote the Invest In Huntingdonshire brand and support and exhibit at events. Within the LinkedIn platform, there has been a greater take up of "followers" and engagement on posts. The provision of business support for existing businesses and new businesses continues to be an area of focus.	↔	G	Our LinkedIn subscribers grew from 736 to 1,035 in January 2025, website page impressions exceeded 2,000 in the last month, which is now open to all business sectors. Attendance has more than doubled, and we are expanding events district-wide, encouraging businesses to host and speak.
29. Deliver the business support projects within the UK Shared Prosperity Fund (UKSPF) and Rural England Prosperity Fund (REPF) programme, including Manufacturing Digitalisation, Green Business Initiative, Jumpstart business competition and a new Start-up programme (PROJECT).	Cllr Wakeford	We have continued to support businesses that have been awarded grants within the UK Shared Prosperity Fund and REPF programme of projects. The grants have been fully spent by the end of the financial year to ensure we met CPCA timescales.	↔	G	Across the 4 UKSPF programmes, the REPF has supported a total of 218 businesses which has meant that jobs created 29, Safeguarded 26 jobs and seen a total of 22 new businesses created The Rural England Prosperity Fund has seen us able to provide funding to farms & wineries.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
30. Refresh the Huntingdonshire Economic Growth Strategy.	Cllr Wakeford	Work has commenced on the EGS, and the data collected so far has reinforced Huntingdonshire's strengths, such as our small business base, strategic location, and the quality of life of our residents. The latest evidence has also shone a spotlight on challenges within our district, including connectivity between our town centres and access to good opportunities for our residents.	↔	G	The project is progressing on schedule, with key milestones set for completion in the coming months. By March 2025, we had produced the vision and draft evidence base, with the expansion of the evidence base in April. May 2025, will focus on gathering qualitative insights, with stages 4 and 5 dedicated to the submission of the draft in June. The project is set for completion and final sign-off in July 2025, ensuring we stay on track to deliver a well-supported and comprehensive outcome.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
31. Continue the delivery of the Market Town Programme, including the ongoing delivery of Future High Street projects in St Neots, development of new Retail Hub in Ramsey, and various other funded projects within the four market towns. Commence feasibility work on new projects to enable them to be brought forward when funding is available (PROJECT).	Cllr Wakeford	The St Neots town centre improvements will be completed by April 2025. Work on the major refurbishment and improvement of the Priory Centre in St Neots is due to begin in April 2025. A planning application for the Old Falcon went to DMC on Feb 25 with a recommendation to approve, this should be determined shortly. We will continue to engage with the property owner to support works commencing and the building being brought back into economic use. Other elements of the programme are proceeding satisfactorily. Digital screens will be installed in the four market towns during Spring 25. We are also expecting to submit a planning application about the Ramsey Great Whyte public realm and retail units project in early 25/26.	↔	G	The programme is being delivered in line with schedules. No major issues are reported. Work will continue in the new year with an emphasis on finalising the Ramsey project and beginning delivery within 2025/26.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
32. Continue the update to the Local Plan, including updating evidence bases in line with National Planning Policy, particularly where it relates to Economy, Environment and Housing (PROJECT).	Cllr Sanderson	Significant changes have been made to the programme to prepare the Local Plan update in response to the NPPF issued in December 2024 which resulted in revised transition arrangements for submitting a local plan under the current legislation. An updated Local Development Scheme was approved at Cabinet in February 2025 accelerating the preparation time. Evidence has now been commissioned on housing needs, strategic transport impacts, infrastructure requirements and a whole plan viability assessment. ?	↔	G	The timetable for preparation of the Local Plan update has been substantially accelerated in response to national changes and timelines for introducing new legislation for preparing and examining local plans. A revised Local Development Scheme was approved by Cabinet in February 2025 in response to this. 7,000 responses were received to the autumn 2024 public engagement opportunities on further issues and options and the assessments of all potential sites promoted through the call for sites. Progress is ongoing on assessing the outcomes and using them to shape inputs to the next stage of the Local Plan Update.



Outcome: Forward-thinking economic growth

Activity type: Enable

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
33. Work with intermediaries, professional service networks, investors and developers to understand the health of the economy, develop responses and attract investment.	Cllr Wakeford	We have successfully delivered the Huntingdonshire Business Network event and CEO Breakfast, bringing together intermediaries, professional service networks, investors, and developers. These events provided valuable insights into the health of the local economy, fostered collaboration, and supported our efforts to develop strategic responses and attract investment into the region.	↔	G	This year, we engaged over 1,000 businesses through biweekly bulletins and sent welcome packs to new businesses in the district. We distributed a business support leaflet with the annual business rate bill and supported economic growth-related planning applications. Efforts to streamline the PPA process and increase revenue were also prioritised. Collaboration with the business rates team on the retail relief scheme and advertising the Economic Development team's services on council refuse trucks further supported local businesses. Additionally, we promoted Business Growth Rate Relief options and corporate memberships for One Leisure.



Outcome: Forward-thinking economic growth

Activity type: Influence

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
34. 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	St Neots has received 10 (EOIs) under the CPCA Skills Capital Grant funding. Providers include Cambridge Regional College, West Suffolk College, Steadfast Training Ltd, Evolve Your Future, and Back 2 Work Complete Training Ltd. This is a key step in developing the Local Skills Implementation Plan and supporting partnerships to drive education and economic growth.	↔	G	St Neots has successfully received 10 Expressions of Interest (EOIs) under the CPCA Skills Capital Grant funding, this marks a significant step in advancing the Local Skills Implementation Plan, fostering education and economic growth in the region. Moving forward, a third party will take the lead on this initiative with our continued support.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
35. Influence and contribute to the creation of a Devolution2 deal for Cambridgeshire & Peterborough; the State of the Region and Place Strategy Vision work and the commissioning of all future business support and grant funding provision.	Cllr Wakeford	The team has ensured work aligns with the Inclusive Economy workstream and the "Pride in Place" principles within the Place Strategy, reinforcing our commitment to sustainable and equitable growth. Additionally, we continue to shape the future commissioning of business support and grant funding to best serve local businesses and communities.	↔	G	This year, the Inclusive Economy workstream has made significant progress, celebrating local businesses through the "Made in Hunts" brand and launching the "Women in Work" research to support skill development. Our Food and Drink Collaboration has promoted local purchasing. Tourism has become a priority following the success of the "Pride in Place" event. We're developing a new tourism brand, 'Discover Huntingdonshire,' which will include a website, marketing materials and a business community partnership to drive tourism and economic growth.
36. Influence delivery of infrastructure including East West Rail (EWR), A428, A141 Strategic Outline Business Case and future Transport Strategies.	Cllr Wakeford	To be read in conjunction with Priority 7.	↔	G	Continued engagement with Infrastructure Providers recognising the need for infrastructure to support ambitious growth, including the uplift in housing identified in the NPPF, issued December 2024.



Outcome: Lowering carbon emissions

Activity type: Do

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
37. Complete Hydrotreated Vegetable Oil (HVO) Fuel Trial and present a business case for decision.	Cllr Taylor	The trial was completed, with an updated report going to Cabinet in March 2025. The cabinet agreed to the recommendations of implementing HVO across the entire fleet of HDC vehicles.	↔	G	We are currently in the process of obtaining the best prices of HVO to procure it.
38. Deliver a Fleet Decarbonisation Plan.	Cllr Taylor	The report is being completed by the Energy Savings Trust and is expected to be completed by June 26. There have been delays with obtaining data, however, this has now been received and is being fed into the final plan.	↔	G	The report is being completed by the Energy Savings Trust and is expected to be completed by June 26. There have been delays with obtaining data, however, this has now been received and is being fed into the final plan.
39. Deliver our Energy Strategy.	Cllr Howell	A contract was signed with a Consultant to deliver the draft by May 1st, with expected delivery being July 2026.	↔	G	Lowering the carbon footprint of Council buildings through reduced energy use and changing energy sources.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
40. Deliver the Climate Conversation in 2024, showcasing community action and listening to local people in their communities.	Cllr Davenport-Ray	Climate Conversation delivered on 6th November 2024	↔	G	Maintaining the Council's climate leadership role by influencing and inspiring other agencies and Councils to take climate action. A successful Climate Conversation was held in Nov 2024 and plans are being made for the 3rd Climate Conversation in Nov 2025.?

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
41. Identify emissions from HDC IT data centres to include in reporting and establish disposal methods for IT equipment to reduce environmental impact.	Cllr Davenport-Ray	Suggest closing this activity down as now undertaking a broader strategy and anticipated energy consumption lowering has been achieved.	↑	G	Action is completed.
42. Establish climate and carbon emissions learning and development plan for Council employees.	Cllr Davenport-Ray	Online training rolled out to all staff to improve Climate Awareness whilst at work.	↔	G	Greater awareness of Climate issues helps to make decisions that are climate-conscious and reduce carbon emissions where possible.
43. Accelerate Solar Power Adoption on Council Buildings.	Cllr Howell	Project awarded, contracts signed and sealed. Works to begin 22nd April 2025. - Approx. 10-week program.	↔	G	Self-generated electricity on Council operational sites in place by 2026, with reduced energy spent on electricity and improved energy security. The equipment has a 25-year expected lifespan.



Outcome: Lowering carbon emissions

Activity type: Enable

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
44. Support community projects and plans that reduce carbon emissions.	Cllr Davenport-Ray	Net Zero Villages Fund has successfully awarded £257,376.60 to 11 applicants across Huntingdonshire. A competitive process with over 30 applications to consider. Awards were given for solar panel installation, active travel and replacing old heating systems.	↔	G	Each Grant will benefit from reduced energy bills and improved green spaces. Our council is committed to supporting rural residents on this journey delivering lasting benefits for current and future residents of Huntingdonshire.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
45. Deliver Biodiversity for All (2023-2025) to enable community action and support green skills development (PROJECT).	Cllr Taylor	Progress continues across key strategic sites including Hill Rise, Priory Park, and Spring Common, with habitat banking quotes requested and management plans underway. A successful bid to the CPCA Climate Opportunities Fund will support natural flood defence initiatives. Highlights this quarter include the Greenskills celebration at Huntingdon Riverside Park, an application for Berman Park to host a Biodiversity event, and the induction of the new Project Support Officer. Work has also progressed on the Small Grants Project, claim submission and mapping data access.	↔	G	Engaging with our communities across Huntingdonshire has informed/influenced decisions that increase biodiversity across the district. To date, we have delivered · Delivered 11 new habitats which is anthequivalent of 6.09 biodiversity units gained in our Parks.
46. Commission Active Travel Studies (UKSPF) to influence/inform future investment priorities (PROJECT).	Cllr Wakeford	Draft study and draft route plans complete. working to refine plans with the officer working group on routes (HDC/CCC).	↔	G	Draft study and draft route plans complete. working to refine plans with the officer working group on routes (HDC/CCC).


2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
47. Deliver the Phase 1 Rural Pilot HDC Electric Vehicle (EV) Charging Strategy Actions.	Cllr Taylor	There are agreements in place to undertake works at 2x P/C locations, as well as EV charge point installation works commencing; which will see a refit of existing points and upgraded on-site peripheral equipment.	↔	G	These actions support the delivery of the outcome, showing considerable progress with the final commission of all sites to be complete in early 2025/26.



Outcome: Lowering carbon emissions

Activity type: Influence

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
48. Develop the Council's procurement rules to further embed social and environmental value.	Cllr Davenport-Ray	New staff are now embedded at HDC and project work has resumed to further develop procurement rules.	↑	A	Further enhancing support for local businesses and enabling reporting on local economic spending. Progress has now resumed following staff changes.
49. Expand positive climate action support for local businesses, celebrating best practice and sharing knowledge.	Cllr Davenport-Ray	Green Business Awards: run by PECT for us partnering with the economic development team. Partnership with HDC, CC and SC councils from UKSPF - in terms of the number of businesses helped 19 grants were approved, 11 were disbursed and 5 declined.	↑	G	The PECT grant application process will enable business carbon savings and gather energy usage data e.g. gas bills, energy bills, and mileage, with the main focus being on scope 1 and scope 2 emissions.
50. Adopt the Huntingdonshire Plan for Nature and influence the Cambridgeshire & Peterborough Local Nature Recovery Strategy (LNRS) with our priorities.	Cllr Taylor	Action is completed. Huntingdonshire's Priority Natural Landscapes were endorsed in October by Cabinet and Council.📄	↔	G	The impact of this action has strengthened the council's ability to contribute to the LNRS and comply with the Biodiversity Net Gain (BNG) requirements set out in the Environment Act. This will have a positive benefit to nature in the district.

	<p>Outcome: Delivering good quality, high value-for-money services</p> <p>Activity type: Do</p>
-----------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
51. Refresh our Commercial Investment Strategy to develop proposals for future strategic investments.	Cllr Mickelburgh	There is a workshop scheduled on the 28th of April with Members to inform draft strategy.	↔	G	There is a workshop scheduled with our members in Late April to inform the synthesis of a draft strategy.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
52. Complete the remaining elements of the Workforce Strategy to prepare the Council for the changing skills needed in our future workforce and ensure we can continue to attract, retain and nurture talent (PROJECT).	Cllr Davenport-Ray	<p>Breakdown of actions at the end of March:</p> <p>11 Completed</p> <p>19 in progress</p> <p>19 to start</p> <p>—</p> <p>Examples of some work:</p> <ul style="list-style-type: none"> - 2 rounds of Roadshows held with staff at all sites to promote initiatives - Health Kiosk in place at Pathfinder and Eastfield House - wellbeing initiatives promoted alongside this including Slimming World, Active Lifestyles, Healthy You, cervical screening mobile units and more. - Engagement initiatives and events including International Women's Day, menopause awareness, Prostate Cancer Awareness, Blue Monday, Random Acts of Kindness day - Leadership development programme launched 	↔	G	Positive staff feedback at road shows, workshops in engagement initiatives and events. Sickness days lost per FTE have reduced from 8.9 in Q2 to 8.5 days in Q3. Long-term sickness absence days have also dropped from 823 days in Q2 to 525 days in Q3. Turnover has been reducing steadily since November 2024 and is within benchmark figures.


2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
53. Continue our Customer Services improvement programme to ensure that our customers are always at the heart of what we do (PROJECT).	Cllr Ferguson	PECT go through the grant application process to do carbon savings and gather energy usage data e.g. gas bills, energy bills, and mileage, with the main focus being on scope 1 and scope 2 emissions. Once all info had been gathered it was then brought into a recommendation report for them.	↔	G	The website upgrade has optimised the front end of the customer contact process, making it easier for our customers. Our work with PECT has also helped us to identify energy-saving efficiencies that we can capitalise on in 25/26.
54. Continue the Development Management Improvement programme to improve the performance of the planning service (PROJECT).	Cllr Sanderson	Final Peer review report published. Ongoing workshops with officers and Members of DMC ahead of formal publication. Change Programme Lead officer to commence with HDC April 2025 and will shape action plan for implementation commencing Q1 25/25.	↔	G	Peer Review Report received end of Q4 24/25. Engagement is underway with officers and with members of DMC Q1 25/26. Action Plan for implementation to be prepared Q1 25/26.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
55. Progress delivery of Civil Parking Enforcement (CPE) across the District to enforce on-street parking activity (PROJECT).	Cllr Taylor	<ul style="list-style-type: none"> - Agency Agreement in place with CCC to support future operations. - Remedial works underway across district which have primarily been funded by HDC. - Off-street order scheduled for O&S/Cabinet in April to progress to consultation. - Outside of original timescales due to DfT's ability to secure parliamentary time, however, the paper will update on likely August 2025 commencement following the latest DfT comms. 	↑	A	These actions support the delivery of the outcome, showing considerable progress on the delivery of the works to implement Civil Parking Enforcement in Huntingdonshire.
56. Deliver the enhancement of visitor facilities at Hinchbrooke Country Park (PROJECT).	Cllr Taylor	Full Planning Application submitted in March 2025. Procurement is to be started in April 2025.	↑	G	Enabling significant investment to provide enhanced visitor facilities to support increased population growth and use of site-supporting activity, physical and mental. The improvements will address the issues arising from the popularity that impact near neighbours with parking issues. The work undertaken will ensure any biodiversity impact is mitigated.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
57. Upgrade path and cycleways at Riverside Park St Neots (PROJECT).	Cllr Taylor	Completed. Works delivered using allocated CIL funding and full planning permission achieved for whole site improvements to pathways. Alternative funding is being sourced to complete the full site design.	↔	G	Upgraded paths enable full use in all weathers and expand the inclusiveness to support all users, enhancing and encouraging the use of this beautiful riverfrontage for health and well-being in this strategic open space serving St Neots.?
58. Deliver an independent Corporate Peer Challenge of the Council that will assess, challenge and improve what we do.	Cllr Conboy	An update report was presented to members on the second of April. Amendments were requested for future reporting. Reporting has been scheduled for the new civic year.	↔	G	Clear actions were adopted to reflect the peer challenge suggestions and the subsequent report was presented to members in early April. Feedback from which has been taken on board ready for the new civic year.
59. Assess, and where prudent, use the emerging national benchmarking data from the Office of Local Government (Oflog) to improve our performance.	Cllr Ferguson	The new Government has announced the closure of Oflog, so this action is concluded.	↔	G	The new Government has announced the closure of Oflog, so this action is concluded.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
60. Bring forward and expand our use of unit costs to demonstrate productivity within priority service areas.	Cllr Ferguson / Cllr Mickelburgh	The national decision to remove Oflog has removed many aspects of this task. With the push to support Local government reorganisation, the team have had higher priority tasks to focus on. It is intended to add this to the Service Plans in 25/26.	↔	A	This will be looked at again, however, other priority tasks have meant progress was not as intended. It is noted there remains a full dashboard of 31 metrics that are monitored and published every quarter.
61. Pilot the use of Artificial Intelligence within the Council, seeking to create efficiencies and service improvement whilst ensuring we comply with all relevant legislation.	Cllr Ferguson	Microsoft Co-pilot is now used by several Officers. It shows promise in automating tasks and activities. There has also been action at a national level to obtain the best licence prices for the public sector - and this has concluded. With the appointment of a Chief Digital and Information Officer (CDIO) in 3C there will be further advancement of this technology in 25/26.	↔	G	Automation of tasks and activities is likely to increase productivity and doing this with controls will manage the risks of using this technology.

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
62. Listen to local residents and respond to their input on service delivery.	Cllr Conboy	There has also been significant market engagement in the use of AI to improve customer service provision.	↔	G	As a result of the insight gathered as part of the Community Health and Wellbeing Strategy, we have a better understanding of what a good life looks like to people in Huntingdonshire. As Local Government Reorganisation (LGR) progresses over the coming year, community engagement will play an important role. Feedback gathered through the Community Health and Wellbeing Strategy could be reviewed to determine whether it could influence the questions posed to residents about LGR.

	<p>Outcome: Delivering good quality, high value-for-money services</p> <p>Activity type: Enable</p>
-----------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
63. Enable our outstanding volunteers in our parks, nature reserves and elsewhere to continue to improve the quality of those spaces.	Cllr Taylor	Continued green skills volunteering with biodiversity for all, continued seasonal maintenance on countryside sites.	↔	G	Community participation promotes health and well-being, physical exercise and supporting maintenance of valued public spaces.

**Outcome: Delivering good quality, high value-for-money services****Activity type: Influence**

2024/25 Actions/Projects	Portfolio Holder	Progress Update at Quarter 4	Direction of Travel	Latest Status	Impact as a Result of Action
64. Our well-run council will act as a model for our peers.	Cllr Conboy	<p>In Q4 the Peer Challenge Team returned to visit HDC and their assessment of progress will be reported to Cllrs in Q1 25/26 (although O&S will have insight at the very end of Q4).</p> <p>Progress against the recommendations is very positive. A Peer Challenge of the Planning Service has also been conducted and the action plan for that will be delivered and reported to Cllrs on 25/26</p> <p>Finally, Senior Officers attend and speak at national events and the strong work by HDC has been recognised by Govt Speakers at DCN and MJ Futures Forum.</p>	↔	G	A well-run council meets customer needs. By sharing what we do with others, we seek to share good practices and enhance Huntingdonshire's reputation.

This page is intentionally left blank

Appendix B: Operational Performance Measure Graphs, Quarter 3, 2024/25



Improving the happiness and wellbeing of residents		Latest Status	Outturn Status
PI1 Number of attendances at One Leisure Active Lifestyles programmes		G	G
PI2 Number of attendances at Sports Development activities and programmes		G	G
PI3 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
PI4 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)		A	A
PI5 Average time (in weeks) between date of referral and practical completion of jobs funded through Disabled Facilities Grants		A	A
PI6 Average number of days to process new claims for Housing Benefit and Council Tax Support		G	G
PI7 Average number of days to process changes of circumstances for Housing Benefit and Council Tax Support		G	G
PI8 Number of homelessness preventions achieved		G	G
PI9 Number of households housed through the housing register and Home-Link scheme		G	G
Helping people in crisis		Latest Status	Outturn Status
PI10 Number of households in Temporary Accommodation (snapshot at end of each period)		G	G

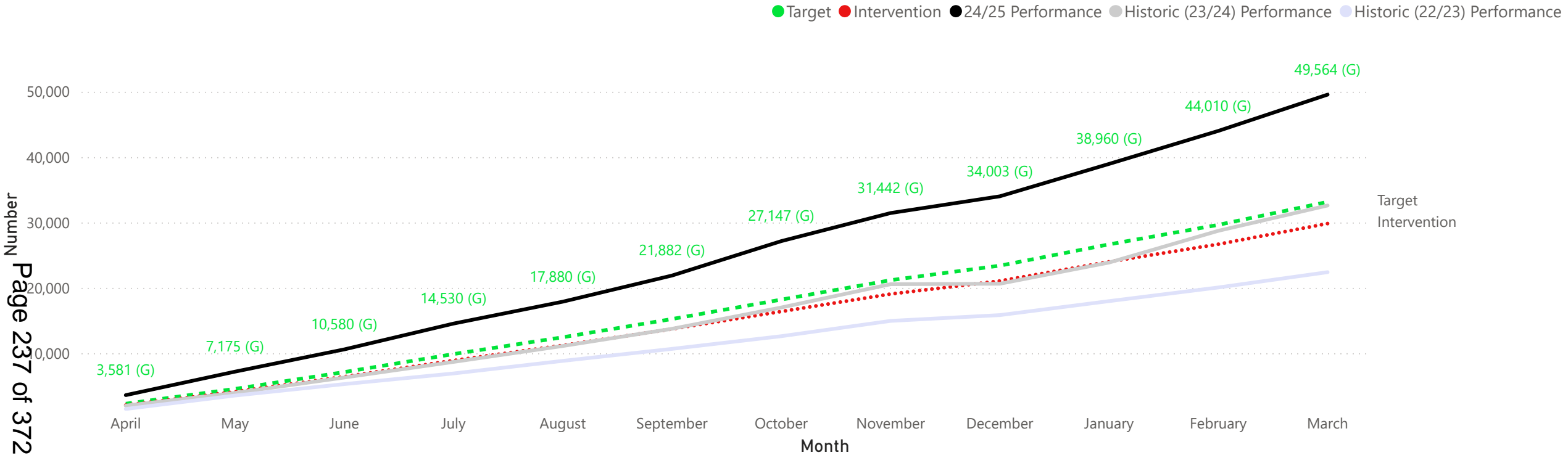
Improving Housing	Latest Status	Outturn Status
PI11 Net change in number of homes with a Council Tax banding	R	R
PI12 Number of new affordable homes delivered (reported quarterly only)	A	A
PI13 Percentage of planning applications processed on target – major (within 13 weeks or agreed extended period)	G	G
PI14 Percentage of planning applications processed on target – minor or other (within 8 weeks or agreed extended period)	G	G
PI15 Percentage of planning applications processed on target – household extensions (within 8 weeks or agreed extended period)	G	G
PI16 Number of planning applications over 16 weeks old where there is no current extension of time in place (total at end of each month)	G	G

Lowering carbon emissions	Latest Status	Outturn Status
PI17 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
PI18 Percentage of household waste reused/recycled/composted	A	A
PI19 Collected household waste per person (kilograms)	G	G
PI20 Residual waste collected per household (kilograms)	A	A
PI21 Number of missed bins	R	R
PI22 Percentage of sampled areas which are clean or predominantly clean of litter, detritus, graffiti, flyposting, or weed accumulations	G	G
PI23 Number of fly tips recorded	R	R
PI24 Number of enforcement actions taken on fly tips (fines/court summons)	A	A
PI25 The number of programmed food safety inspections undertaken	G	G
PI26 Percentage of calls to Call Centre answered	G	G
PI27 Average wait time for customers calling the Call Centre	G	G
PI28 Council Tax collection rate	G	G
PI29 Business Rates collection rate	A	A
PI30 Staff short-term sickness days lost per full time equivalent (FTE) (Rolling 12 month total)	R	R
PI31 Staff long-term sickness days lost per full time equivalent (FTE) (Rolling 12 month total)	G	G
PI32 Staff turnover (per individual month)	G	G

Outcome: Improving the happiness and wellbeing of residents

PI 1. Number of attendances at One Leisure Active Lifestyles programmes



Latest commentary from service:

Year-End Result

The team has achieved a 52% growth in the previous year in terms of attendance (49,564 v 32,599) and 50% above the target for the year (33,147). Having broken the 5k marker in February, attendance in March has grown again to more than 5,300.

49,564

Both 'Pay as you Go' activity sessions (>2.5k) attendances along with 'Commissioned Activities' (>1.2k) have recorded a single best month to date.

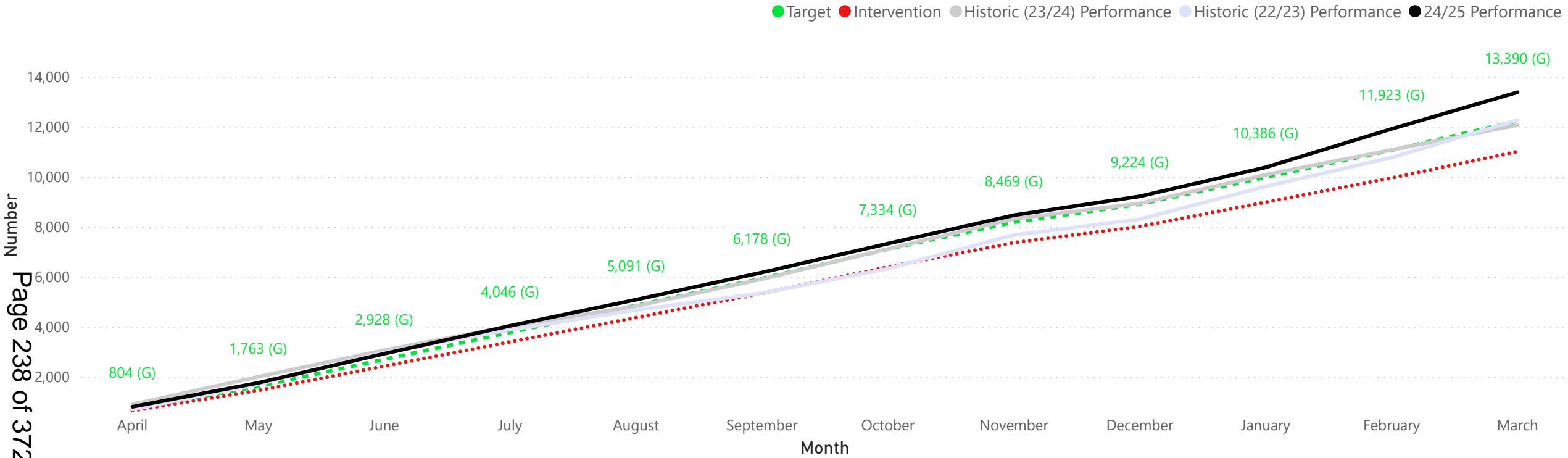
Year-End Status

G

There were over 700 attendances in care settings for the first time and Wellbeing Walks recorded over 400 attendances for the first time since pre-Covid.

Outcome: Improving the happiness and wellbeing of residents

PI 2. Number of attendances at Sports Development activities and programmes



Latest commentary from service:

At year-end, the Sports Development team finished 11% up on the previous year's end and 9% above target for the year on attendance.

A strong end to the year with a year-best attendance level of 1,467 in March. Additional walking sports sessions have contributed to this strong end to this position.

A new Men's Health Hub is due to launch in April and a new walking netball session in St Ives in May.

With a busy school holiday programme for Easter, May Half Term and the Summer ahead, it promises to be an exciting year ahead for the team. From April the team will be fully integrated with the Active Lifestyles reporting helping to highlight their contribution to the wider service.

Year-End Result

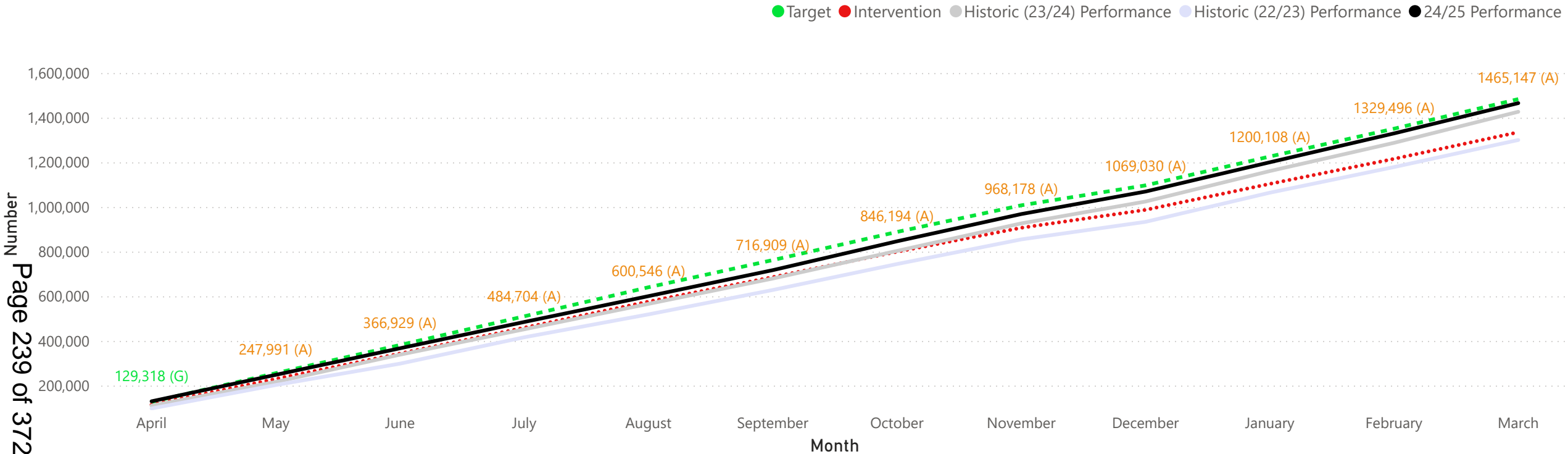
13,390

Year-End Status

G

Outcome: Improving the happiness and wellbeing of residents

PI 3. Number of One Leisure Facilities admissions - swimming, Impressions, fitness classes, sports hall and pitches (exc Burgess Hall & school admissions)



Latest commentary from service:

Year-End Result

1,465,147

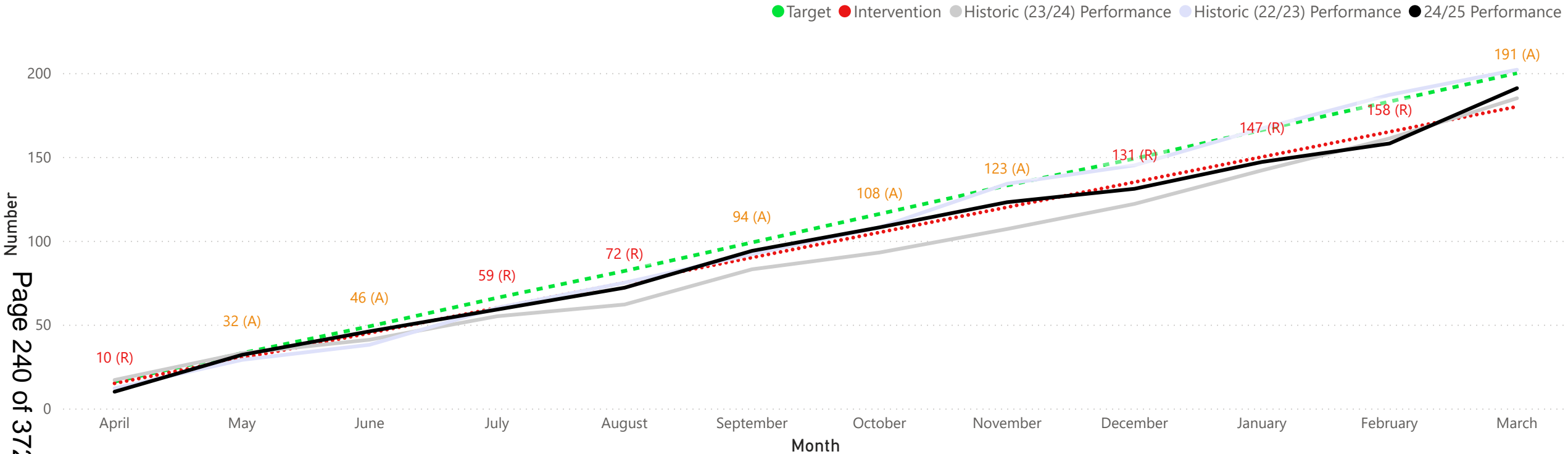
March performance was +3k ahead of target. The full-year outturn for One Leisure missed the target by -18k however year on year performance for the service has continued to grow attendance by +40k vs. 23/24. The temporary gym operation in January to support the wider investment in health and fitness facilities did impact the service's ability to recover the annual deficit to target.

Year-End Status

A

Outcome: Keeping people out of crisis

PI 4. 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:

Year-End Result

191

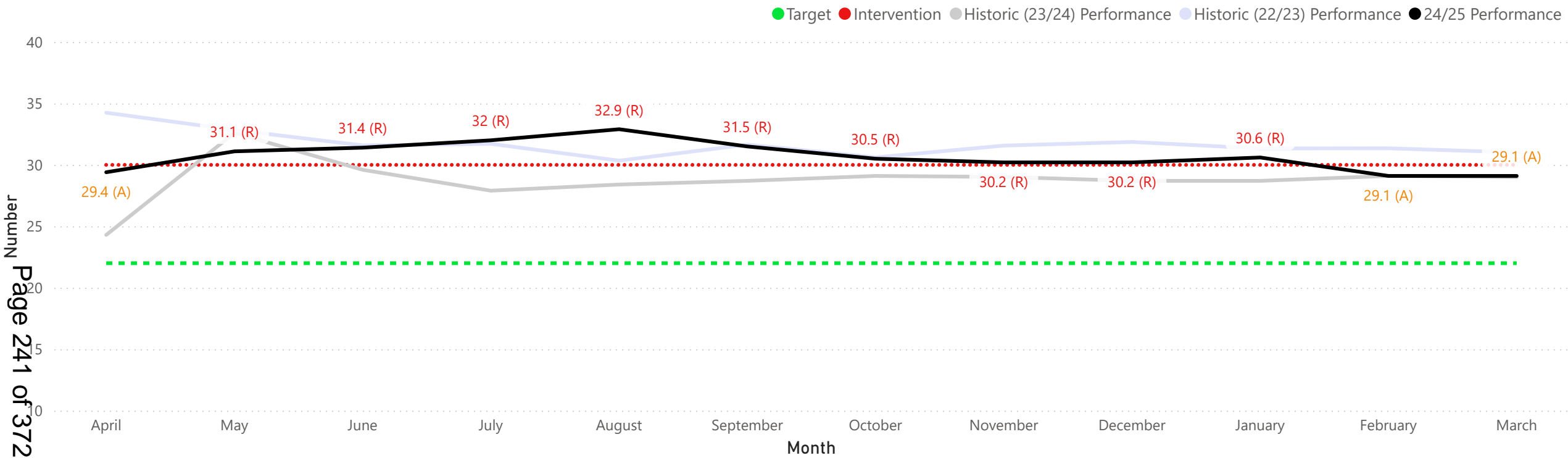
The number of residents helped via a Disabled Facilities Grant is slightly higher than the figure reported last year of 185. The delays continue to relate to the time it is taking for Places for People to approve works on their properties.

Year-End Status

A

Outcome: Keeping people out of crisis

PI 5. Average time (in weeks) between date of referral and practical completion of jobs funded through Disabled Facilities Grants



Latest commentary from service:

Year-End Result

29.1

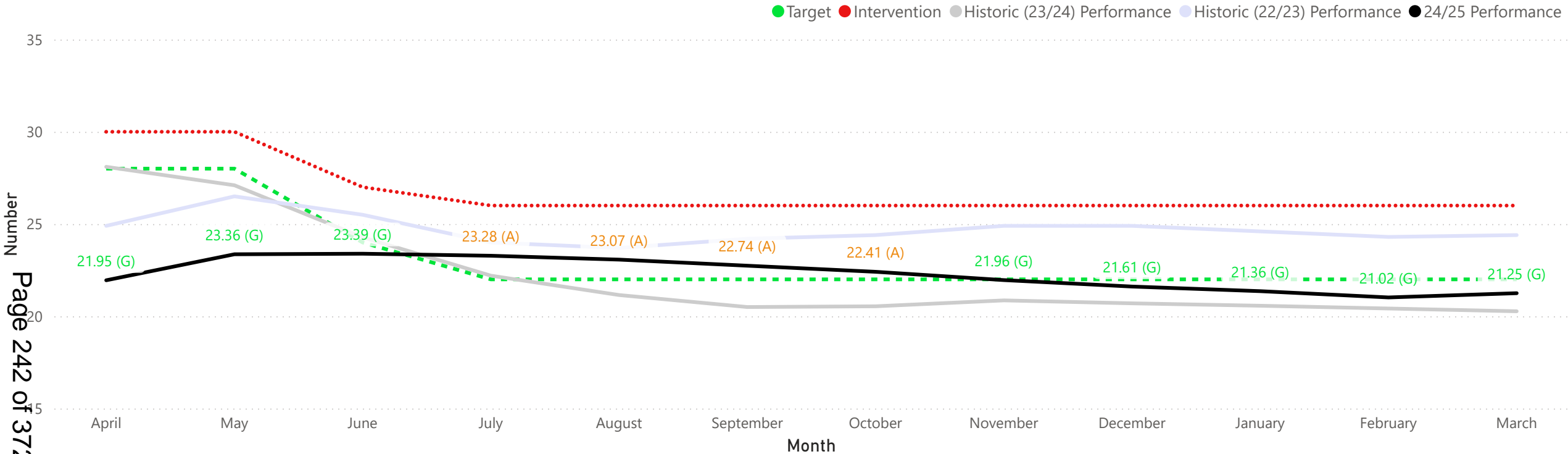
The metric continues to be impacted by the times taken by Places for People to approve works. The average number of weeks reported in March 2024 was 29. Places for People Regional Director has committed to trying to resolve the issues with delayed approval. Complex cases and extensions take considerably longer to complete and impact the number of weeks overall. The Member working group will consider the challenges being faced and make recommendations for action based on priority.

Year-End Status

A

Outcome: Keeping people out of crisis

PI 6. Average number of days to process new claims for Housing Benefit and Council Tax Support



Latest commentary from service:

Year-End Result

Despite a 24% increase (720) in the total number of new claims received throughout the year, the team has worked hard to ensure that new claims are processed within the target timescale of 22 days. This is a considerable achievement given the implementation of a new CTS scheme at the start of 2024 and demonstrates not only the processing efficiencies delivered by the new scheme but also the dedication and focus of the team in ensuring that timely service is delivered to residents.

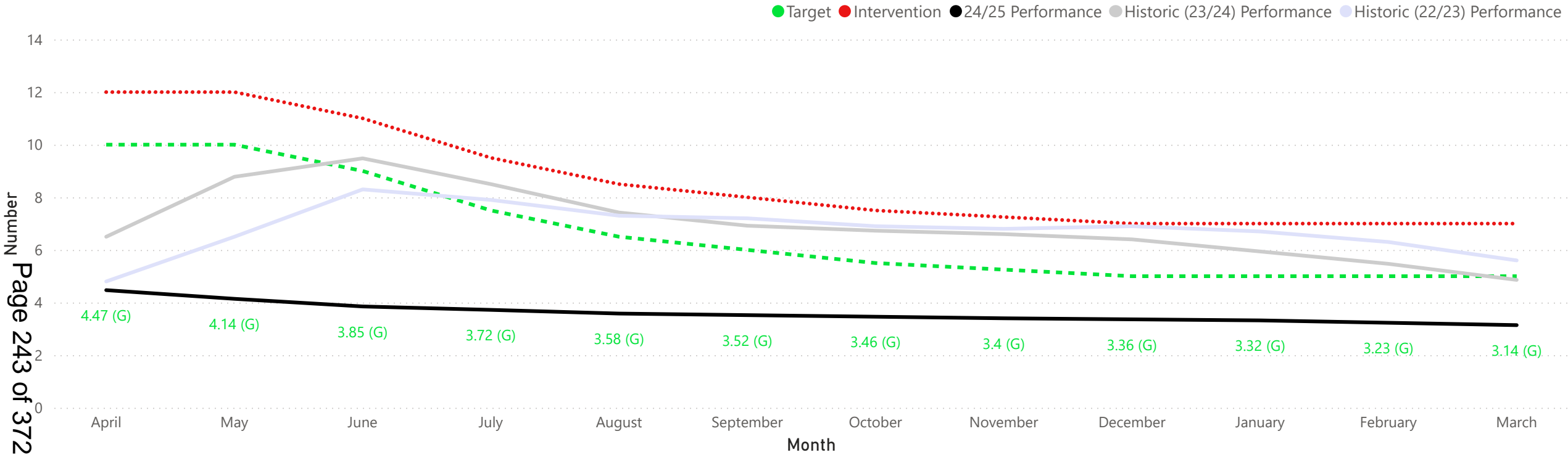
21

Year-End Status

G

Outcome: Keeping people out of crisis

PI 7. Average number of days to process changes of circumstances for Housing Benefit and Council Tax Support



Latest commentary from service:

Year-End Result

3.1

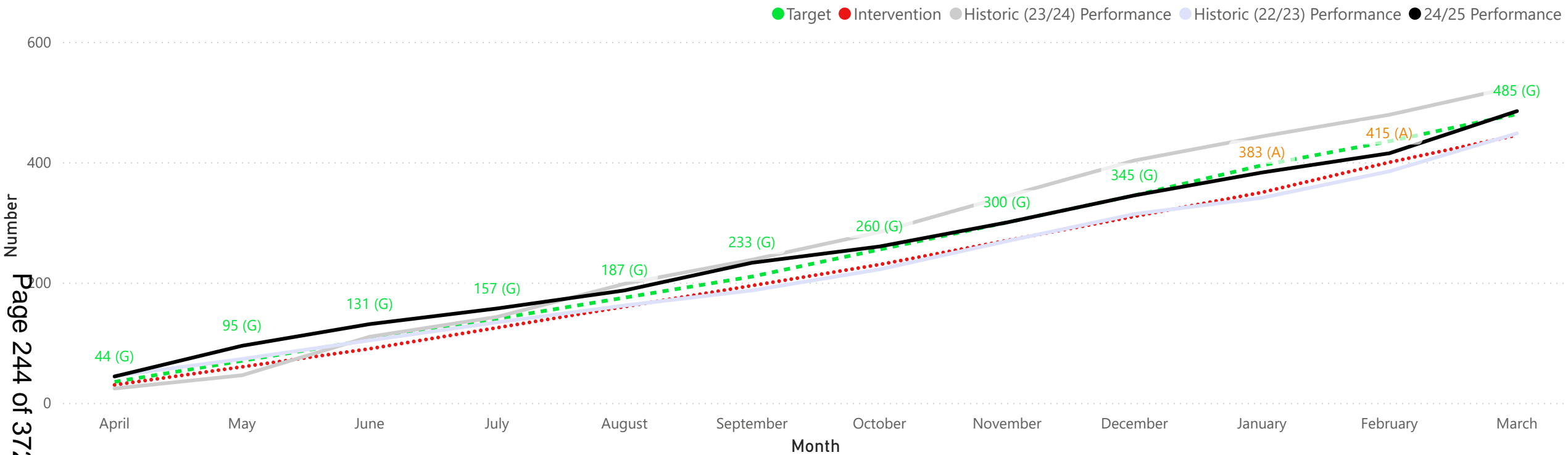
Year-End Status

The average number of days taken in 24/25 was 1.7 days quicker when compared to 23/24 despite a significant increase in the number of changes processed. This has been achieved as a result of improvements in automation brought about by the implementation of the new Council Tax Support Scheme and ensures that residents receive the correct awards as soon as possible following notification of changes.

G

Outcome: Keeping people out of crisis

PI 8. 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. We have achieved a total of 69 successful preventions in March, giving a cumulative total of 485 in the year. This represents an 8% decrease from the 526 preventions recorded during the same period last year. This reduction was forecast as the number of households housed via the register, which is one of the main ways in which preventions are achieved, was forecast to be lower due to fewer properties becoming available for letting this year. This in turn was due to reductions in the new build delivery programme.

Year-End Result

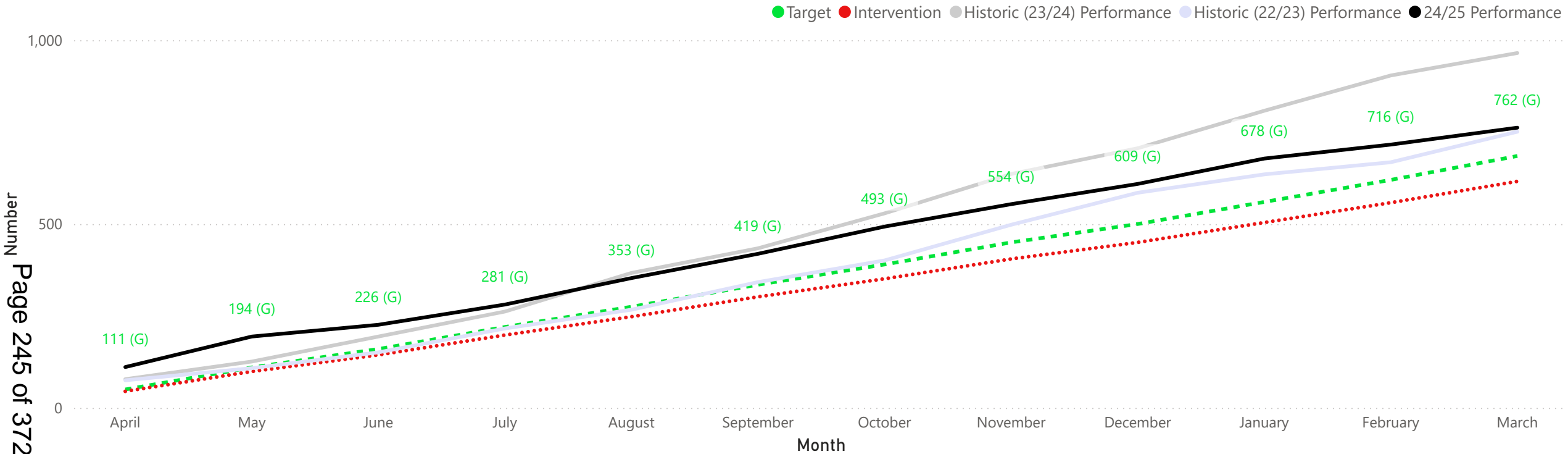
485

Year-End Status

G

Outcome: Keeping people out of crisis

PI 9. 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 in existing social rented stock, plus the additional units delivered through the new build programme. There were 762 households housed in the financial year and this compares to the 965 households in the previous year, a 21% decrease. This reduction was forecast due to the lower number of new builds expected to be delivered this year when compared to last, meaning that overall the number of lettings this year was likely to be approximately 200 less than last year.

Year-End Result

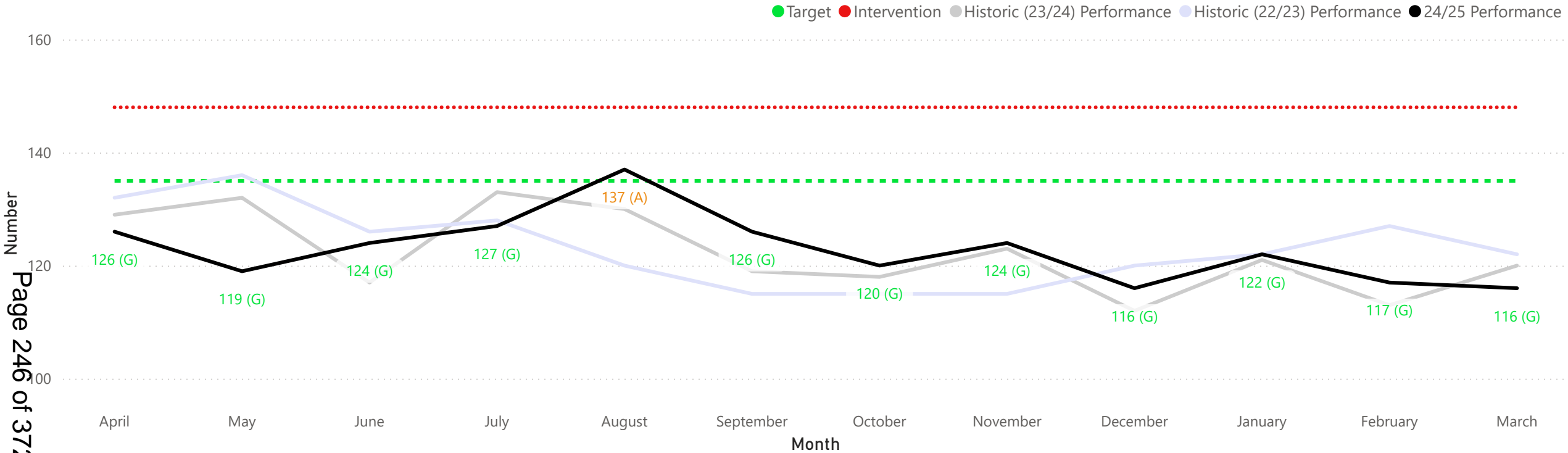
762

Year-End Status

G

Outcome: Helping people in crisis

PI 10. Number of households in Temporary Accommodation



Latest commentary from service:

Year-End Result

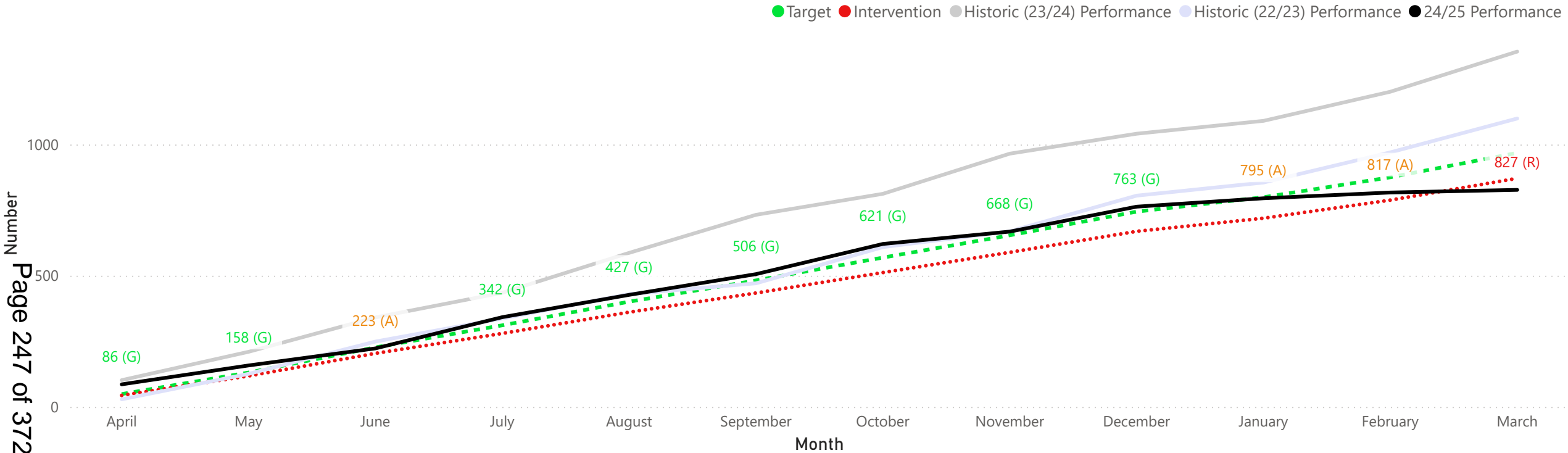
The number of households in temporary accommodation (TA) at any one time will depend upon the number of homelessness preventions to the council, how successful we are at preventing homelessness wherever possible, and our ability to move households through TA into settled housing as quickly as possible. Considering each of these, we are aiming to hold the maximum number of households in TA at any time below 135. The number at the end of March was 116, compared to the 120 households in TA at the same point as last year. Through the successful interventions and preventions achieved (PI8), we continue to resolve household homelessness, keeping our use of temporary accommodation within targets.

116
Year-End Status

G

Outcome: Improving housing

PI 11. Net change in number of homes with a Council Tax banding



Latest commentary from service:

The number of homes with a council tax banding rose by 10 in March.

In January, the VOA changed their council tax system, causing national delays in the number of additions being reported each month. As things stand, there are still 370 properties awaiting a council tax banding, including 59 that are now over 90 working days old. This delay is expected to persist until the end of April.

Year-End Result

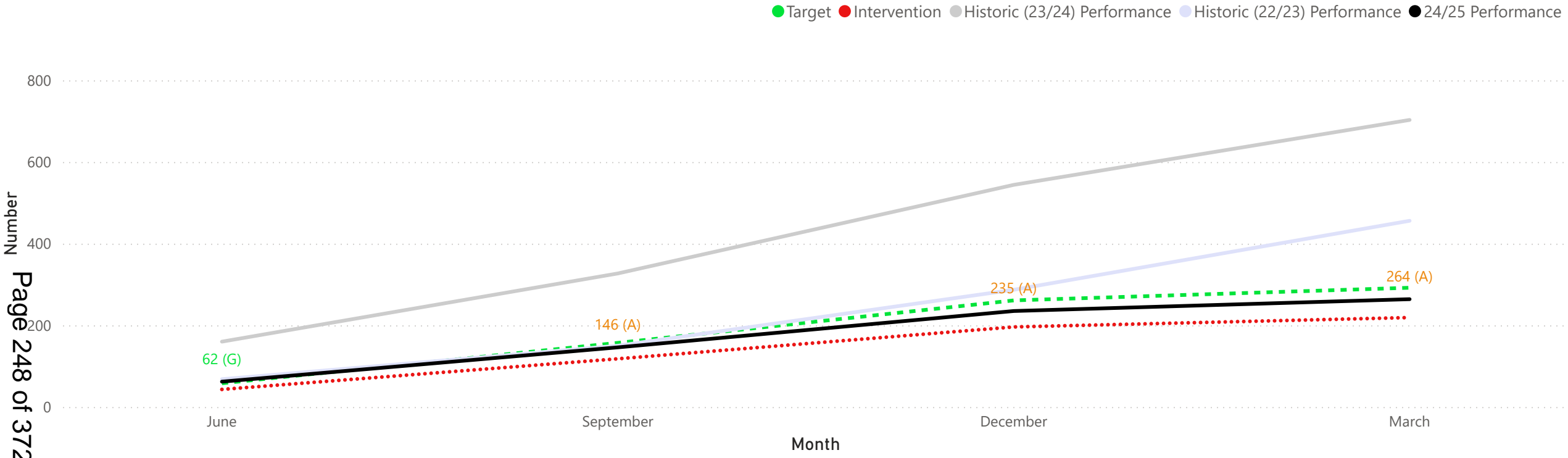
827

Year-End Status

R

Outcome: Improving housing

PI 12. Number of new affordable homes delivered (updated quarterly only)



Latest commentary from service:

Year-end performance is slightly down (264 achieved compared to the 292 target). The programme and rate of construction can fluctuate and relatively minor delays can occur which (especially at year-end) can move some of the affordable homes into the next financial year. This has been the case this time and the main cause has been the slippage of 20 homes in one development in Quarter 4 but they will be delivered in Quarter 1 next year. Indications for completions in 2025/26 suggest in the region of 30% more homes than in 2024/25 may be achieved.

Year-End Result

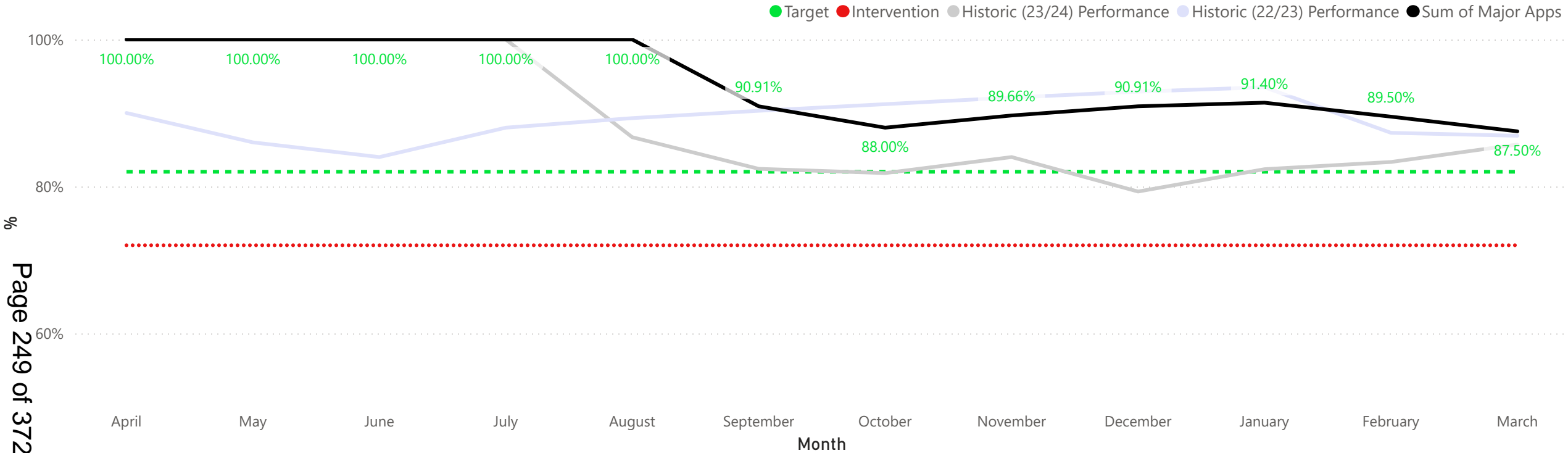
288

Year-End Status

A

Outcome: Improving housing

PI 13. Percentage of planning applications processed on target – major (within 13 weeks or agreed extended period)



Latest commentary from service:

Year-End Result

87.5%

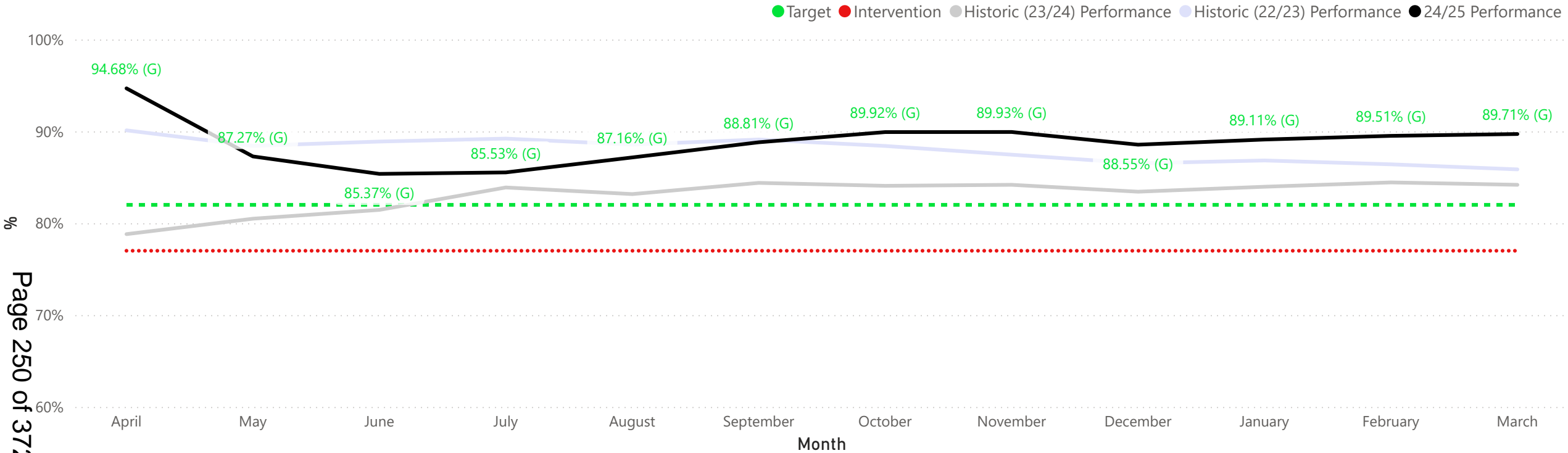
The end-of-year performance finished 1.8% higher than the previous year, with 35 of 40 decisions issued this year issued within time.

Year-End Status

G

Outcome: Improving housing

PI 14. Percentage of planning applications processed on target – minor or other (within 8 weeks or agreed extended period)



Latest commentary from service:

Year-End Result

89.7%

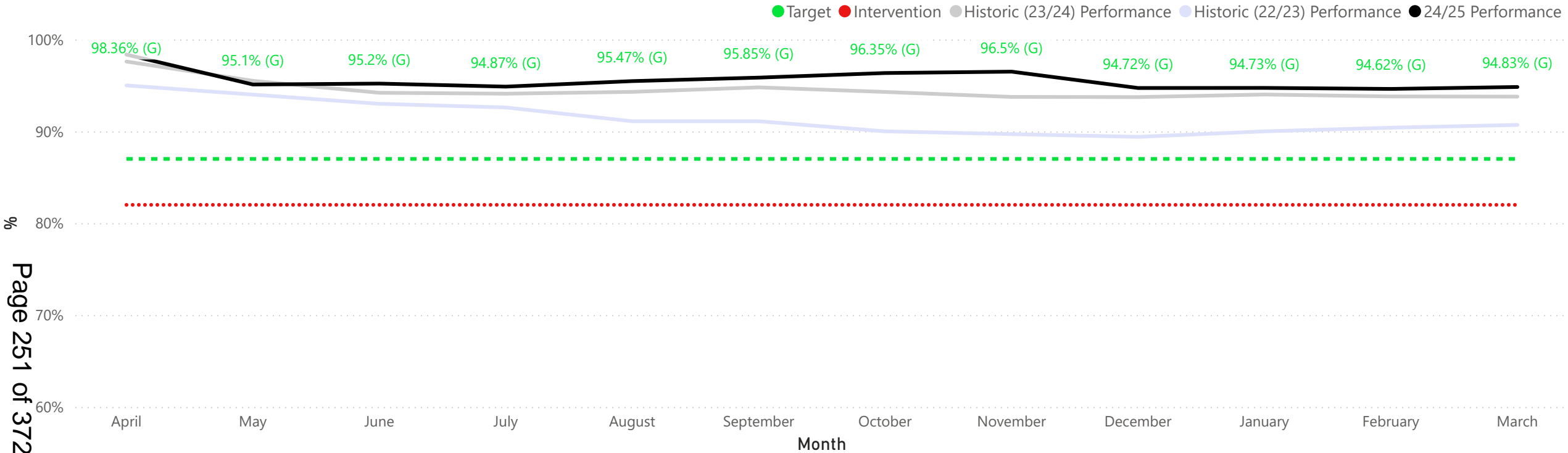
Minor and Other applications saw a larger improvement in performance over the year finishing 5.53% higher than last year's performance and issuing 924 of 1030 applications within time. This metric will remain an area of focus to raise minor applications performance.

Year-End Status

G

Outcome: Improving housing

PI 15. Percentage of planning applications processed on target – household extensions



Latest commentary from service:

Year-End Result

94.8%

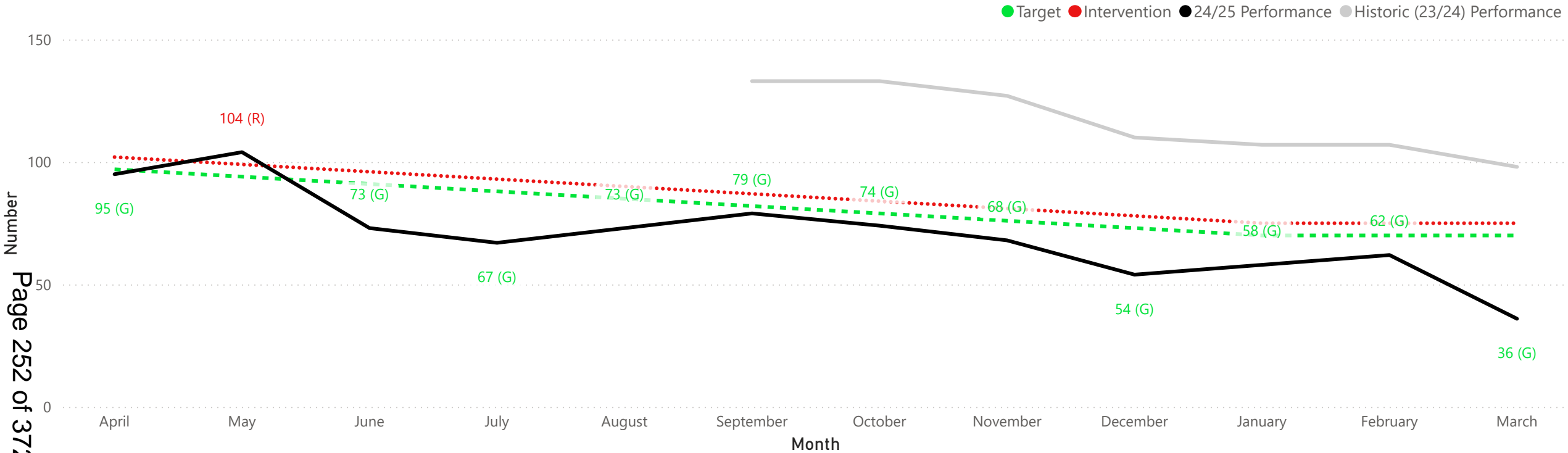
495 of 522 householder applications were determined in time leading to a 1.05% Improvement over last year's performance.

Year-End Status

G

Outcome: Improving housing

PI 16. Number of planning applications over 16 weeks old where there is no current extension of time in place



Latest commentary from service:

Last year we exceeded our target of reducing backlog applications to 100 by 2. This year we have exceeded our target of 70 by 34 applications. A substantial effort was made in March to drive down the number of applications in backlog, with a view to driving down applications over 16 weeks without an extension of time to as close to 0 as possible.

Year-End Result

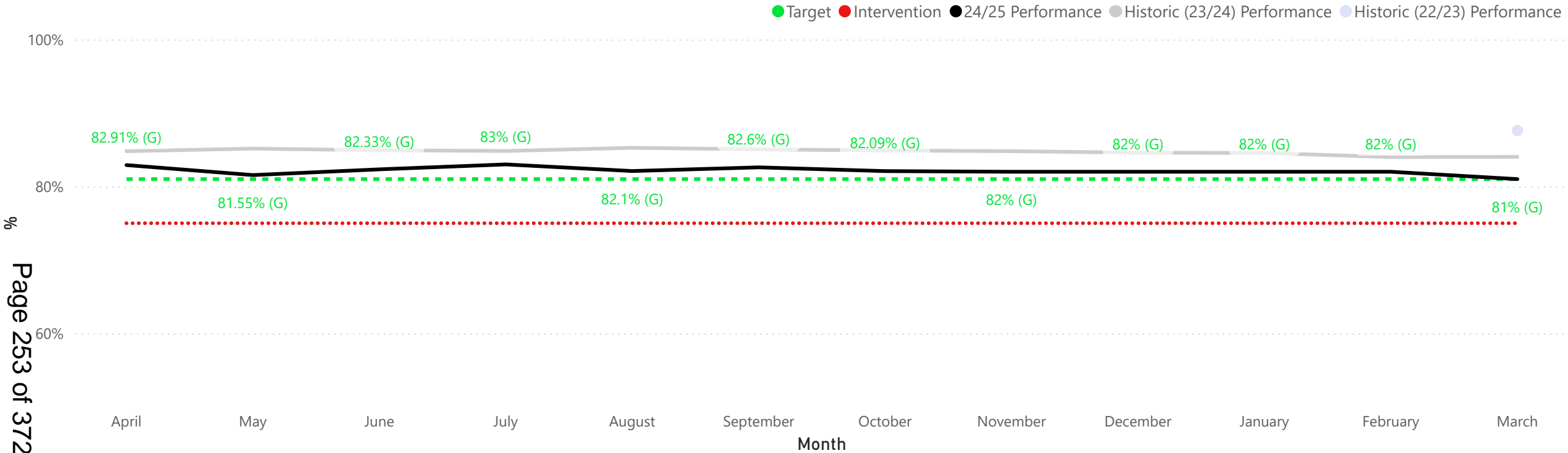
36

Year-End Status

G

Outcome: Lowering our carbon emissions

PI 17. Efficiency of vehicle fleet driving – Energy Efficient Driving Index score for the Waste service



Latest commentary from service:

Year-End Result

The EEDI target has been met for the year despite having a high level of staff changes this year.

81.0%

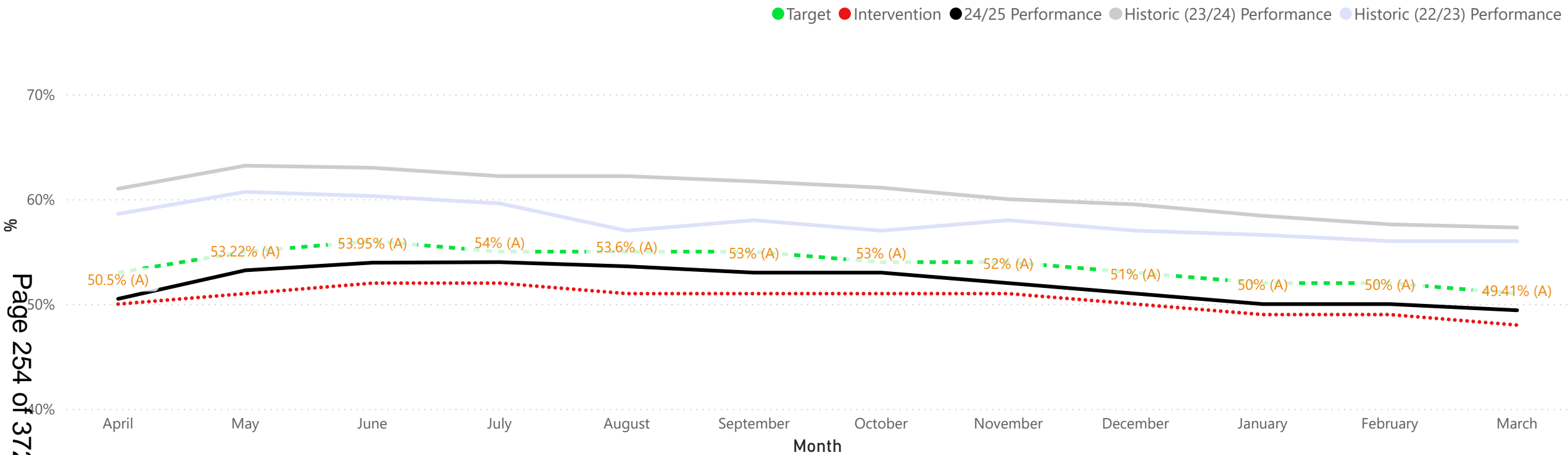
New drivers require mentoring to ensure they meet the required standards.

Year-End Status

Maintaining this high score has a number of benefits such as fuel savings of approximately 17,000 litres per year, reduced vehicle maintenance costs, and improved safety for staff and residents.

G

PI 18. Percentage of household waste reused/recycled/composted



Latest commentary from service:

We've achieved a recycling rate of 49.4% which is 2% below our forecast target for this year. However, the implementation of the chargeable garden waste service in April 2024 brought uncertainty around the tonnages and participation rates. In addition, the amount of organic waste collected is weather-dependent with seasonal variations.

Year-End Result

49.4%

Year-End Status

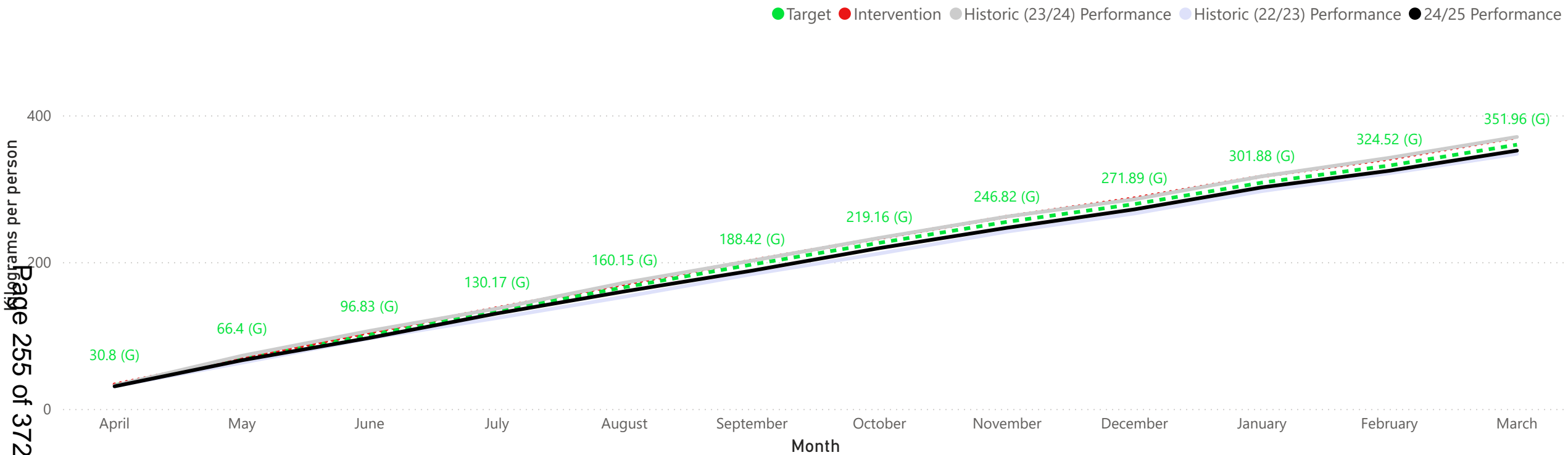
Despite the reduction, Huntingdonshire is above the average in England, which sits at 44%, and above a neighbouring authority, which has the same collection arrangements, where they scored 40%.

A

With the introduction of food waste in April 2026 we are anticipating a significant increase in our recycling rate.

Outcome: Delivering good quality, high value-for-money services

PI 19. Collected household waste per person (kilograms)



Latest commentary from service:

Year-End Result

351.96

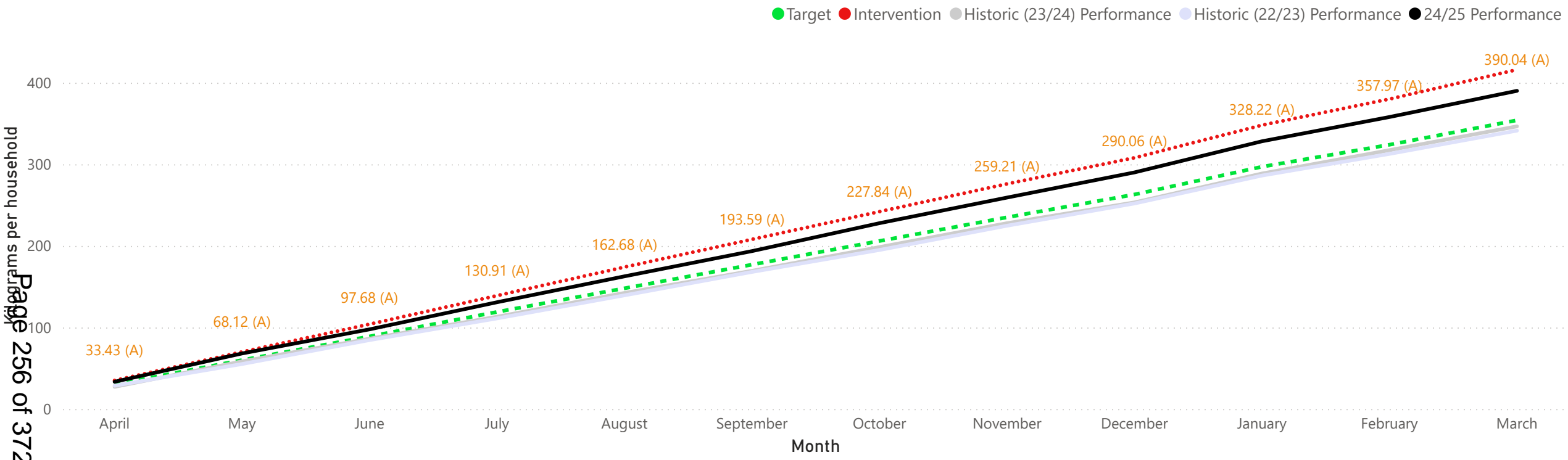
The average across England sits at 377kg/person of collected waste, Huntingdonshire collected 351.95kg/person of waste which is mainly due to the reduction in garden waste being collected.

Year-End Status

Year-to-date - 91.57kg of dry recycling per person, 178.05kg of residual per person and 82.34kg/person

G

PI 20. Residual waste collected per household (kilograms)



Latest commentary from service:

Year-End Result

This metric was anticipated to increase with the introduction of the garden waste service, however, with the implementation of the weekly food waste service in April 2026, we anticipate that this will reduce as residents dispose of their food waste via the new service rather than through the residual waste bin.

390.04

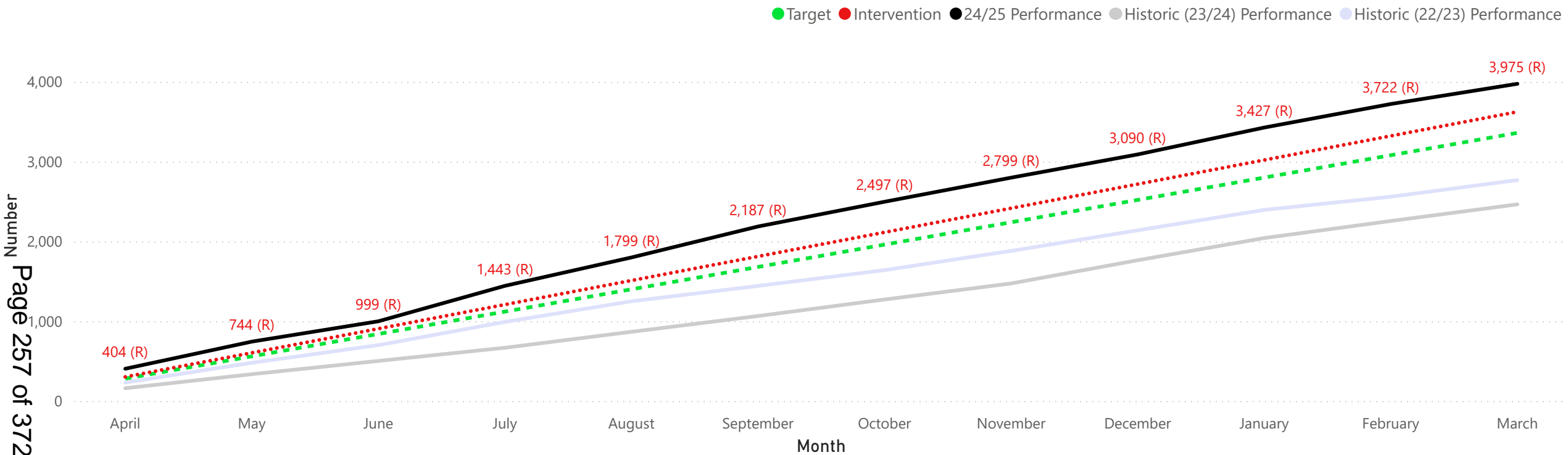
Year-to-date the residual waste tonnage has increased by 43.53kg per household.

Year-End Status

Work continues on the food waste behavioural change project to bring together a comprehensive communication plan to further encourage residents to reduce the amount of food waste they are throwing away.

A

PI 21. Number of missed bins



Latest commentary from service:

There were 5,670,932 scheduled collections in 2024/25, with 0.07% reported as missed.

Year-End Result

3,975

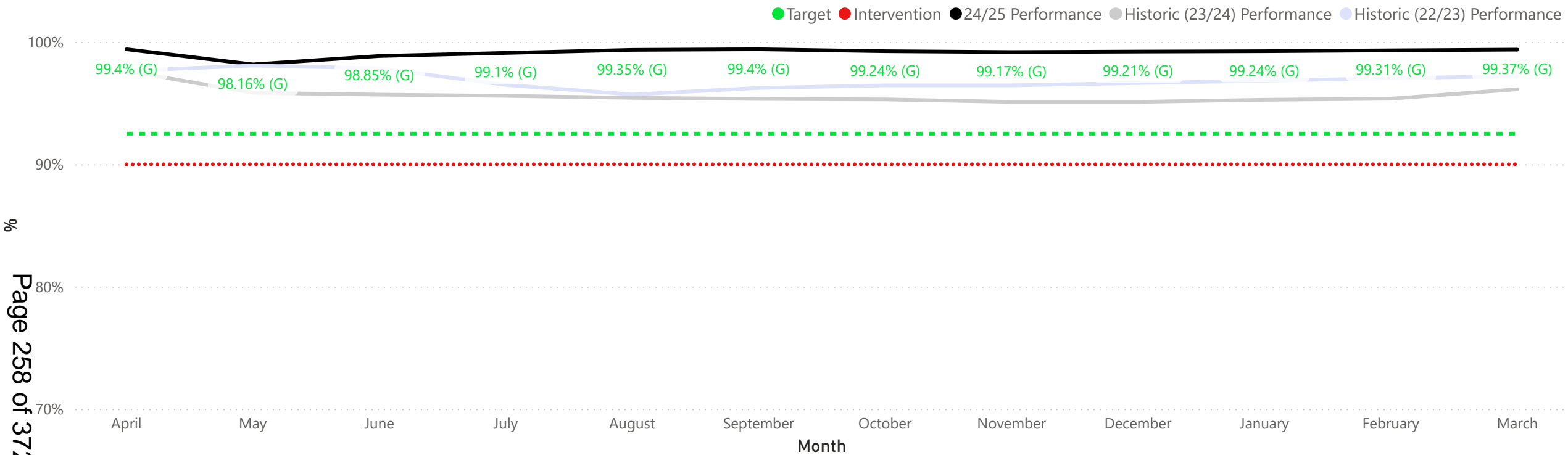
Year-End Status

Although our year-to-date missed bin collection rate stands at 0.07% and is higher than our ambitious stretch target, HDC remains below the APSE benchmark average of 0.076% across comparative local authorities.

R

Outcome: Delivering good quality, high value-for-money services

PI 22. Percentage of sampled areas which are clean or predominantly clean of litter, detritus, graffiti, flyposting, or weed accumulations



Latest commentary from service:

The areas sampled are based on the national LAM's (land Asset Management system) grading framework which is benchmarked by the Association of Public Service Excellence (APSE).

2372 random areas across the district were inspected throughout the year (circa 200 per month)
Any areas identified through inspection as falling below standards were rectified within 5 working days.

Roadside littering continues to be an issue both locally and nationally and takes up considerable resources.

March was another very good month. The team's hard work continues to pay off. Good knowledge of the district and known hot spot areas means we are able to deal with issues before they become complaints and can keep on top of potenti...

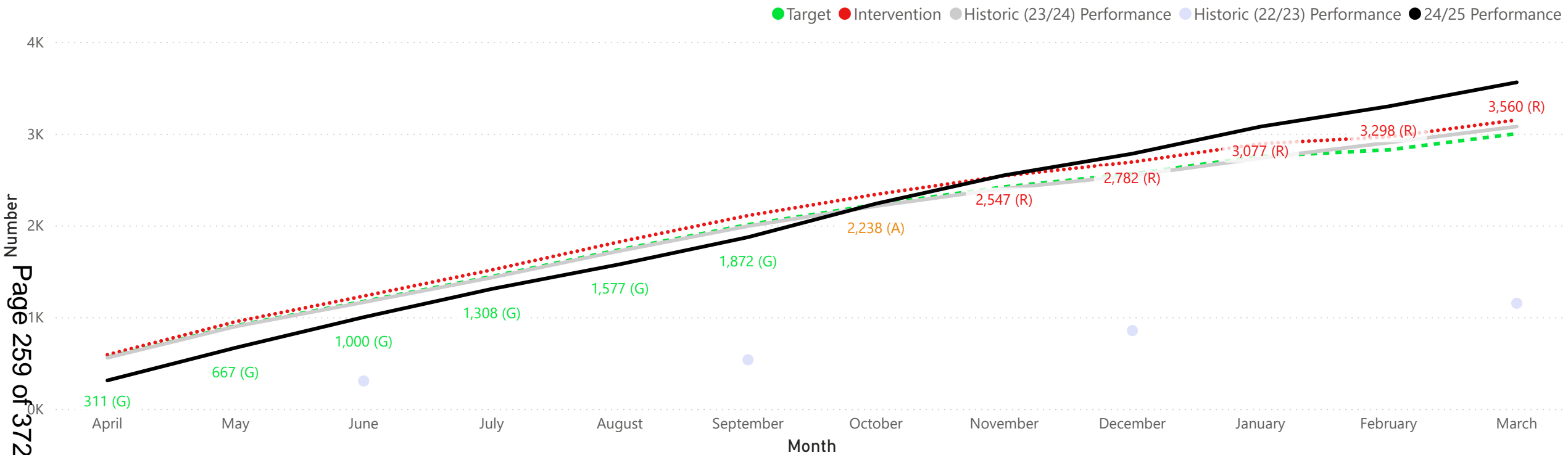
Year-End Result

99.4%

Year-End Status

G

PI 23. Number of fly tips recorded



Latest commentary from service:

Year-End Result

There were 3560 fly-tips cleared throughout the year, compared to last year's 3078 fly-tips removed.

3,560

While the frequency of fly-tips is out of our control we actively work with our enforcement team, particularly around hot spots, to reduce their frequency.

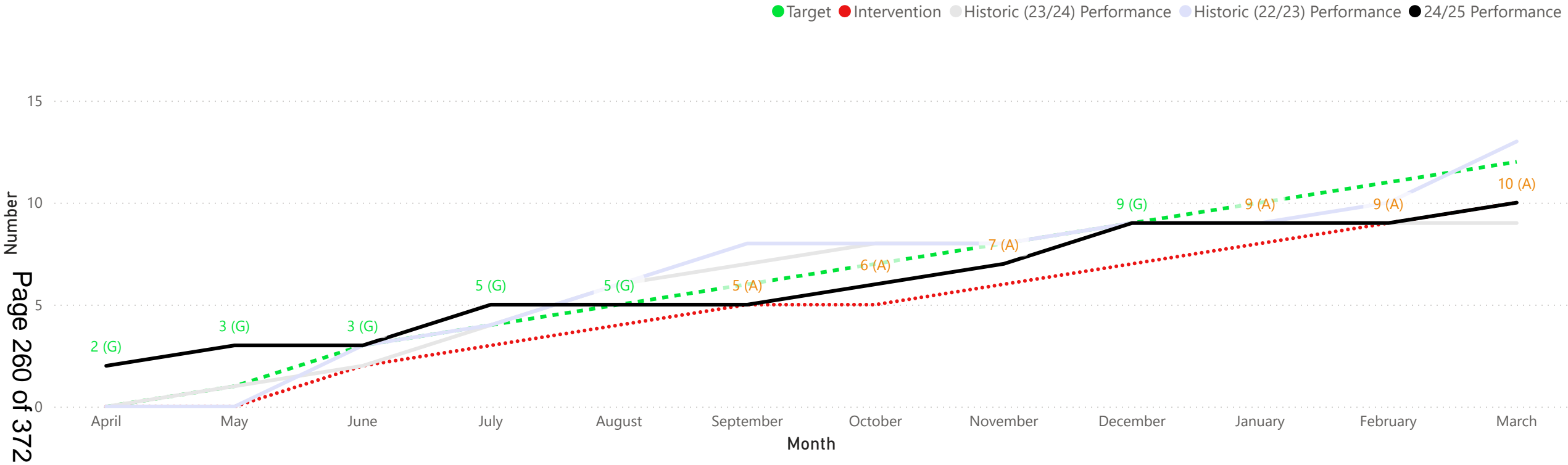
The number of flytips change throughout the year including after Christmas and during the summer.

Year-End Status

262 fly-tips were cleared in March with 6 relating to garden waste
Throughout the year green fly-tips have remained low and are in line with previous years. The majority of green fly-tips were commercial in origin and include things such as cannabis farms, large tree works and hedge cuttings.

R

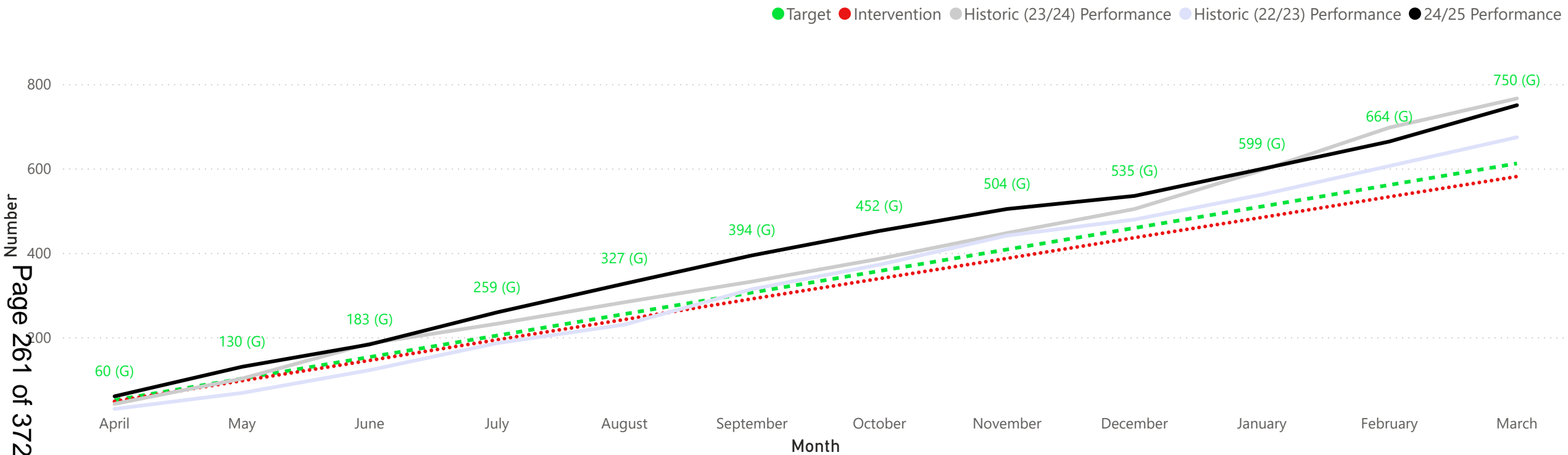
PI 24. Number of enforcement actions taken on fly tips (fines/court summons)



Latest commentary from service:	Year-End Result
<p>In Q4 the Community Action Team (CAT) had 4 cases due for Court. Only one of these cases was resolved and further dates were added to the remaining three which will be recorded in the new financial year.</p>	10
<p>The team issued one Fixed Penalty Notice for Duty of Care in March along with 4 other sanctions that focus on prevention and intervention.</p>	Year-End Status
<p>In 2024/25 the CA Team focussed heavily on Prevention and Intervention. The CA Team have issued 99 lower-level sanctions (Warnings, CPW/CPN). This has been a great success in terms of rectifying situations before the need for further enforcement. We still are seeing issues with the Court system in terms of adjournments.</p>	A

Outcome: Delivering good quality, high value-for-money services

PI 25. The number of programmed food safety inspections undertaken



Latest commentary from service:

Year-End Result

750

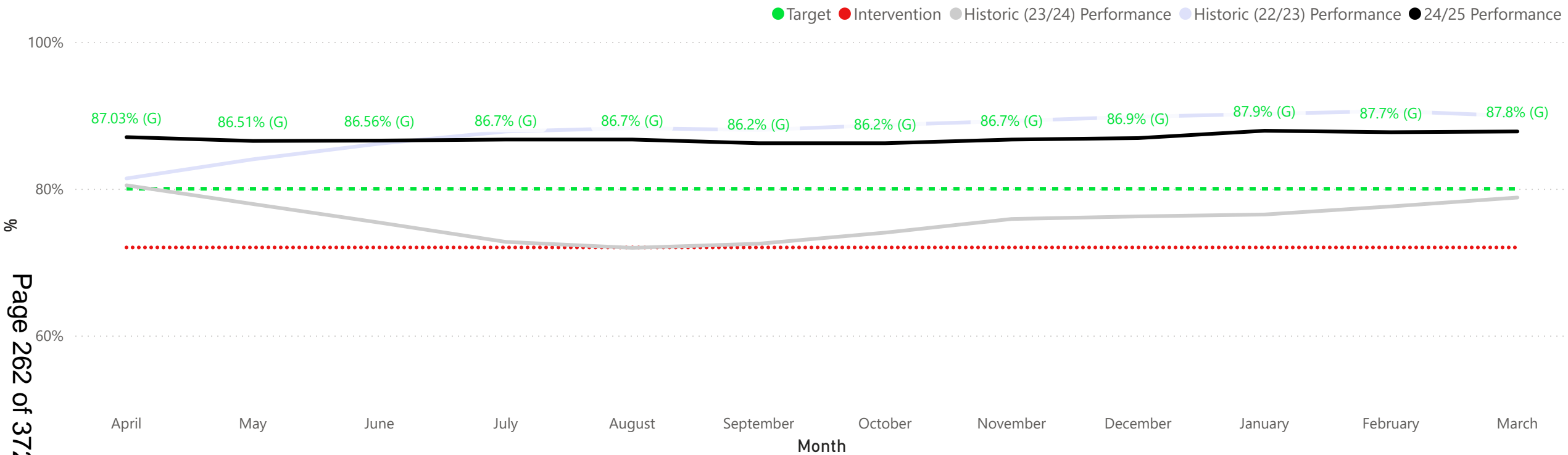
The target for the year has been exceeded, almost all programmed inspections have been completed on schedule.

Year-End Status

G

Outcome: Delivering good quality, high value-for-money services

PI 26. Percentage of calls to Call Centre answered



Latest commentary from service:

Year-End Result

87.8%

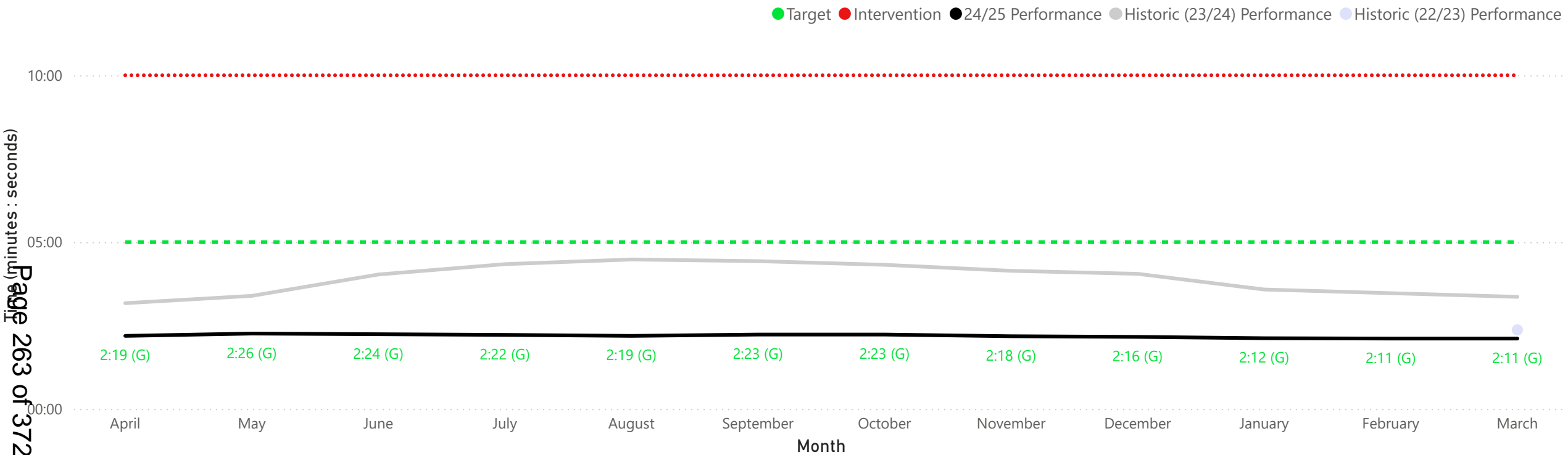
Year-End Status

March is a peak month for us due to Annual Billing and Garden Bin renewals. Ongoing training for existing staff, along with training two temporary additional advisors to assist with Garden Bin calls, had a positive impact and helped to effectively manage the March increase and maintain service levels. This will continue throughout April, where we then expect this to improve further as the peak in calls subsides.

G

Outcome: Delivering good quality, high value-for-money services

PI 27. Average wait time for customers calling the Call Centre



Latest commentary from service:

Year-End Result

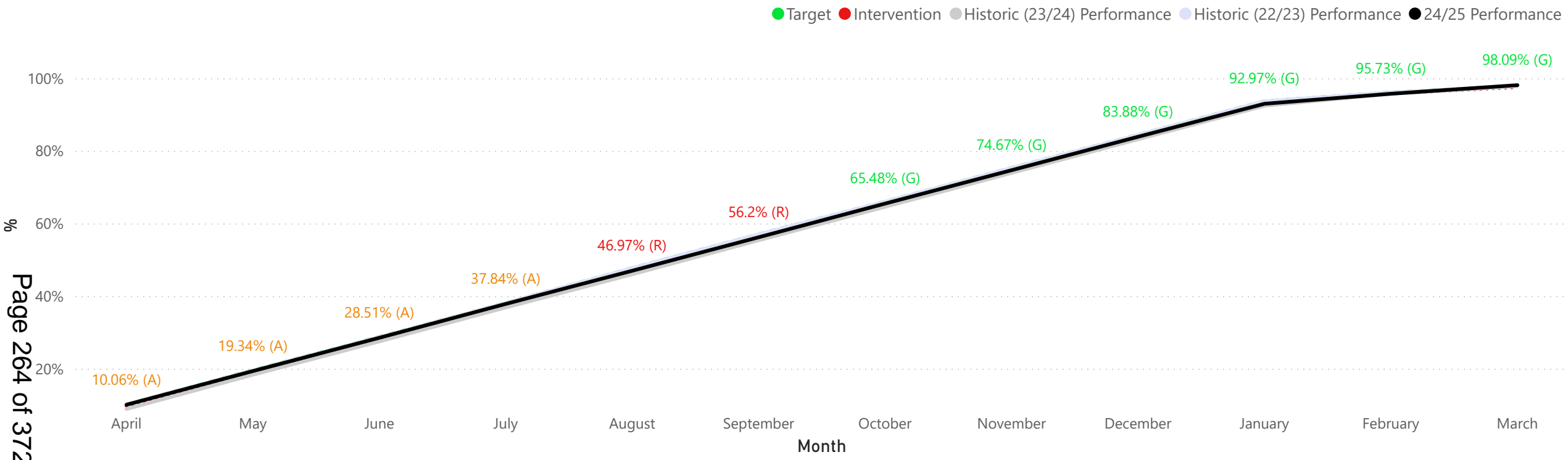
02:11

March is a peak month for us due to Annual Billing and Garden Bin renewals. Ongoing training for existing staff, along with training temporary additional resources to assist with Garden Bin calls, had a positive impact and helped to effectively manage the March increase and maintain service levels.

Year-End Status

G

PI 28. Council Tax collection rate



Latest commentary from service:

Year-End Result

97.93%

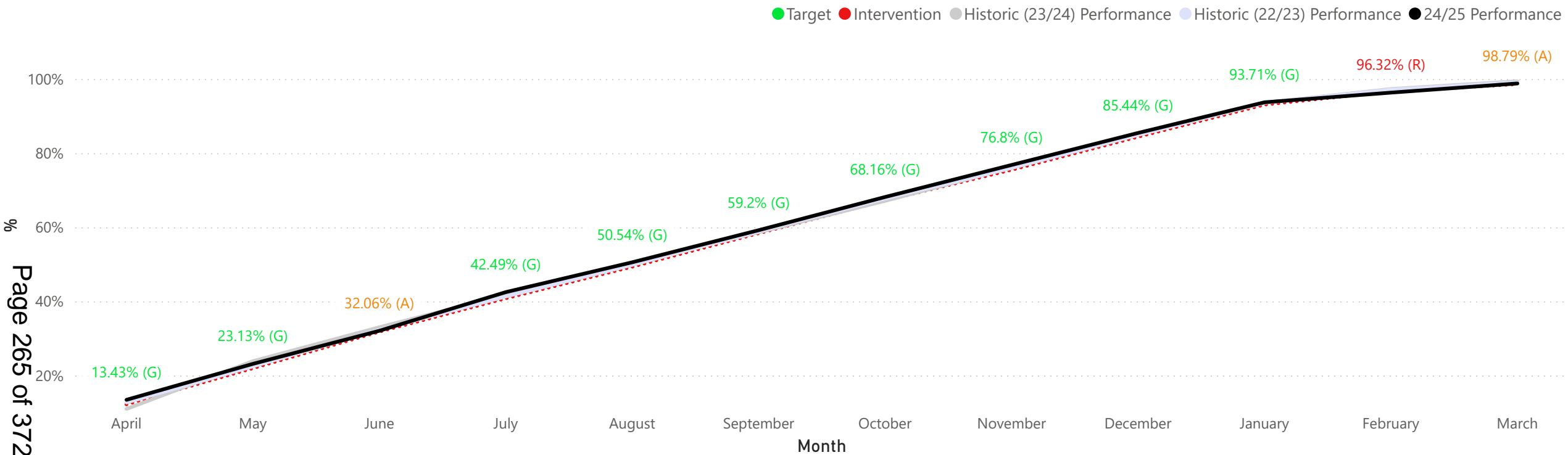
Year-End Status

G

The collection rate achieved for Council Tax at the end of March was 0.023% above target – the highest level of in-year collection in 5 years. In cash terms, this means that out of the £153m due over the year, £2.6m was not paid in the year, and activity to collect the remaining amount will continue as we move into the new financial year. This is a significant achievement by the team who have worked hard to ensure residents receive their bills promptly and are contacted about arrears at the earliest opportunity.

Outcome: Delivering good quality, high value-for-money services

PI 29. Business Rates collection rate



Latest commentary from service:

Whilst the end-of-year target was set at 99.12%, this was revised down to 99% in March when it was identified that several high-value cases were unlikely to be collected in the year due to factors such as insolvency. Despite the best efforts of the team, the final in-year collection rate fell just below target at 98.79%. In cash terms however, out of a total charge of £73.1m, just £830k was outstanding at the end of March, and activity to collect this will continue into the new financial year.

Year-End Result

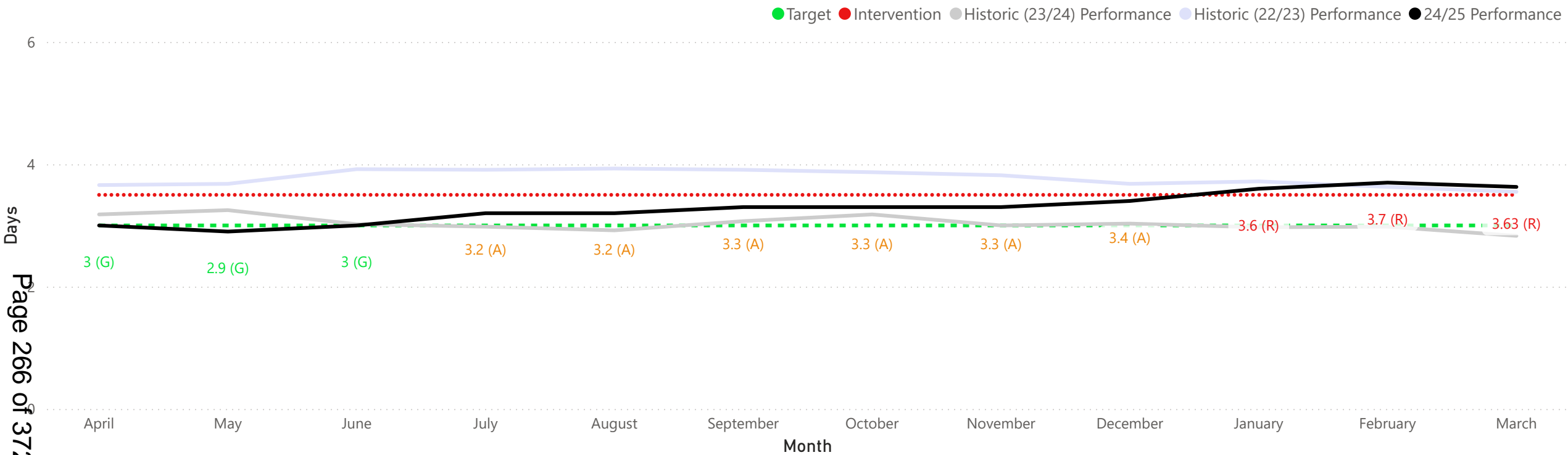
98.79%

Year-End Status

A

Outcome: Delivering good quality, high value-for-money services

PI 30. Staff short-term sickness days lost per full time equivalent (rolling 12 month total)



Latest commentary from service:

Year-End Result

3.6

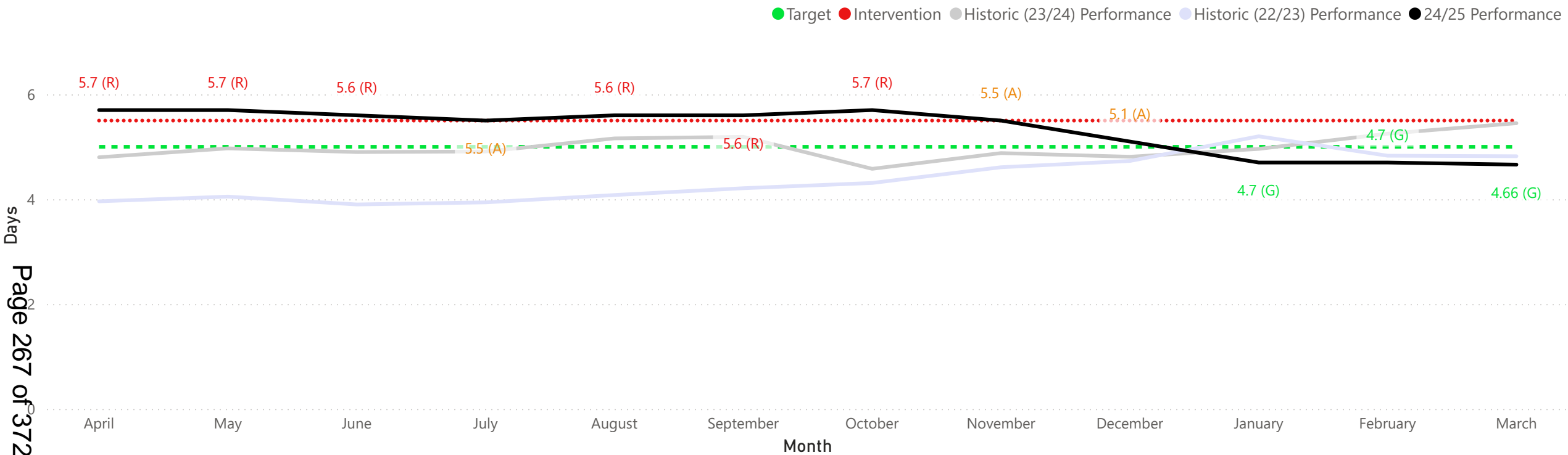
Unfortunately, we have seen a slight increase in short-term sick this month. The main reasons reported were colds, coughs and gastrointestinal reasons. Internal monitoring of short-term absences has been tightened and now a more accurate recording of sickness is taking place, which could account for the slight increase.

Year-End Status

R

Outcome: Delivering good quality, high value-for-money services

PI 31. Staff long-term sickness days lost per full time equivalent (rolling 12 month total)



Latest commentary from service:

Year-End Result

4.7

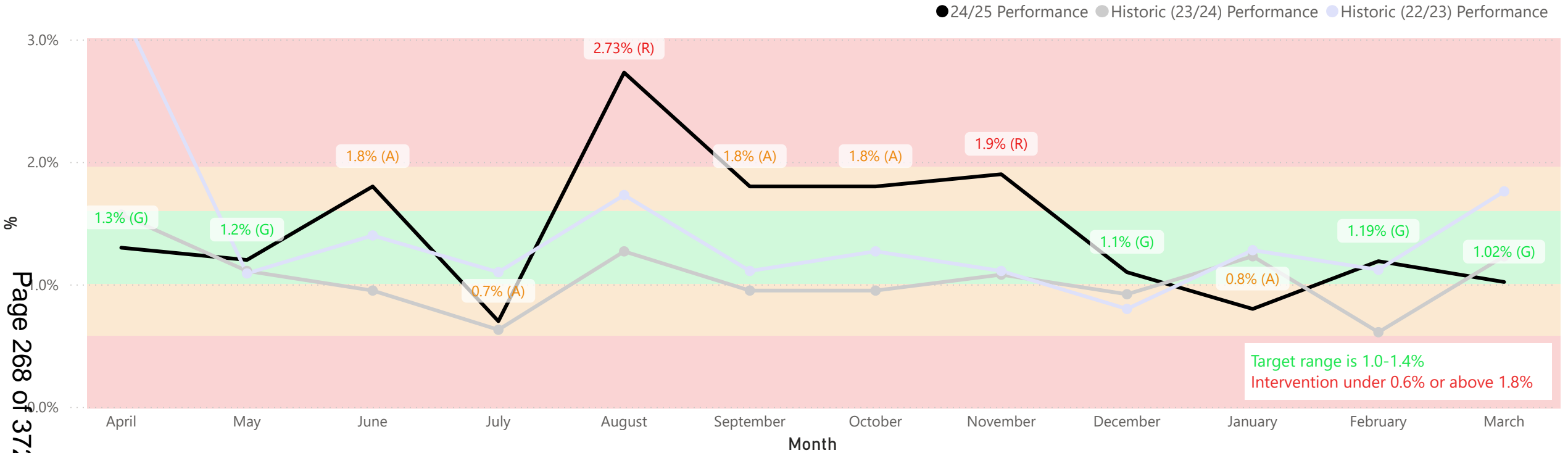
Long-term sick has decreased by 0.3% this month. This is due to multiple employees returning to work. There were no new cases of long-term sickness recorded in March.

Year-End Status

G

Outcome: Delivering good quality, high value-for-money services

PI 32. Staff turnover (per individual month)



Latest commentary from service:

Turnover decreased slightly in March, by 0.2%, and is now at the lower end of the target range. One Leisure, Health and Environment had 3 leavers in March (including 2 permanent part-time employees).

Year-End Result

1.00%

Year-End Status

G

Appendix B: Operational Performance Measure Graphs, Quarter 4, 2024/25



Page 269 of 373

Improving the happiness and wellbeing of residents	Latest Status	Outturn Status
PI1 Number of attendances at One Leisure Active Lifestyles programmes	G	G
PI2 Number of attendances at Sports Development activities and programmes	G	G
PI3 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
PI4 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)	A	A
PI5 Average time (in weeks) between date of referral and practical completion of jobs funded through Disabled Facilities Grants	A	A
PI6 Average number of days to process new claims for Housing Benefit and Council Tax Support	G	G
PI7 Average number of days to process changes of circumstances for Housing Benefit and Council Tax Support	G	G
PI8 Number of homelessness preventions achieved	G	G
PI9 Number of households housed through the housing register and Home-Link scheme	G	G
Helping people in crisis	Latest Status	Outturn Status
PI10 Number of households in Temporary Accommodation (snapshot at end of each period)	G	G

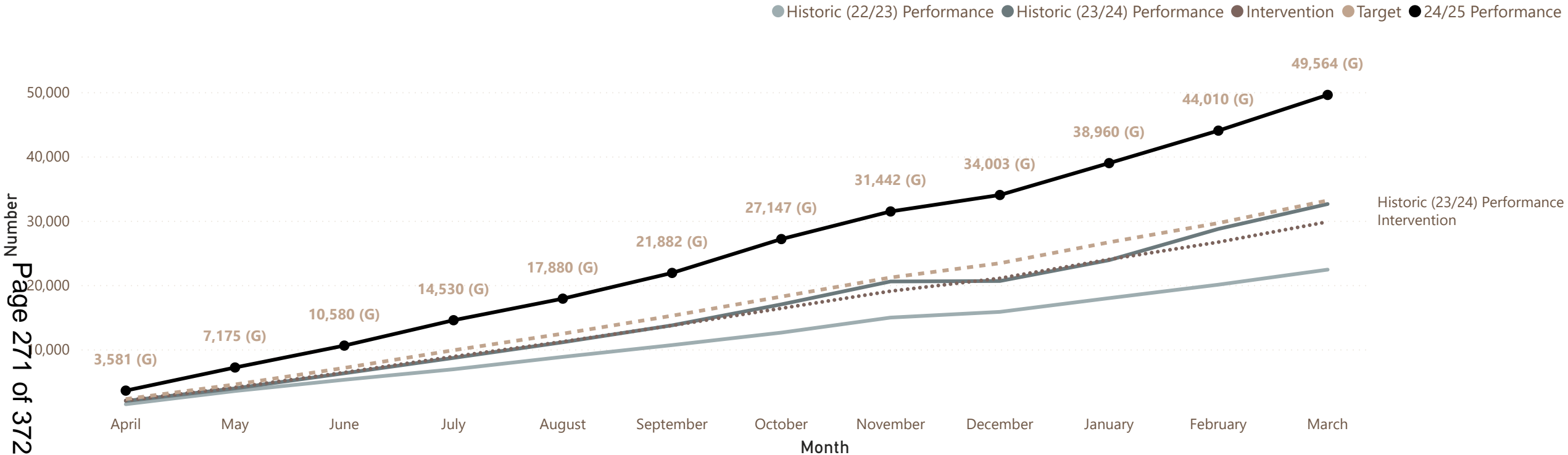
Improving Housing	Latest Status	Outturn Status
PI11 Net change in number of homes with a Council Tax banding	R	R
PI12 Number of new affordable homes delivered (reported quarterly only)	A	A
PI13 Percentage of planning applications processed on target – major (within 13 weeks or agreed extended period)	G	G
PI14 Percentage of planning applications processed on target – minor or other (within 8 weeks or agreed extended period)	G	G
PI15 Percentage of planning applications processed on target – household extensions (within 8 weeks or agreed extended period)	G	G
PI16 Number of planning applications over 16 weeks old where there is no current extension of time in place (total at end of each month)	G	G

Lowering carbon emissions	Latest Status	Outturn Status
PI17 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
PI18 Percentage of household waste reused/recycled/composted	A	A
PI19 Collected household waste per person (kilograms)	G	G
PI20 Residual waste collected per household (kilograms)	A	A
PI21 Number of missed bins	R	R
PI22 Percentage of sampled areas which are clean or predominantly clean of litter, detritus, graffiti, flyposting, or weed accumulations	G	G
PI23 Number of fly tips recorded	R	R
PI24 Number of enforcement actions taken on fly tips (fines/court summons)	A	A
PI25 The number of programmed food safety inspections undertaken	G	G
PI26 Percentage of calls to Call Centre answered	G	G
PI27 Average wait time for customers calling the Call Centre	G	G
PI28 Council Tax collection rate	G	G
PI29 Business Rates collection rate	A	A
PI30 Staff short-term sickness days lost per full time equivalent (FTE) (Rolling 12 month total)	R	R
PI31 Staff long-term sickness days lost per full time equivalent (FTE) (Rolling 12 month total)	G	G
PI32 Staff turnover (per individual month)	G	G

Outcome: Improving the happiness and wellbeing of residents

PI 1. Number of attendances at One Leisure Active Lifestyles programmes



Latest commentary from service:

Year-End Result

The team has achieved a 52% growth in the previous year in terms of attendance (49,564 v 32,599) and 50% above the target for the year (33,147). Having broken the 5k marker in February, attendance in March has grown again to more than 5,300.

49,564

Both 'Pay as you Go' activity sessions (>2.5k) attendances along with 'Commissioned Activities' (>1.2k) have recorded a single best month to date.

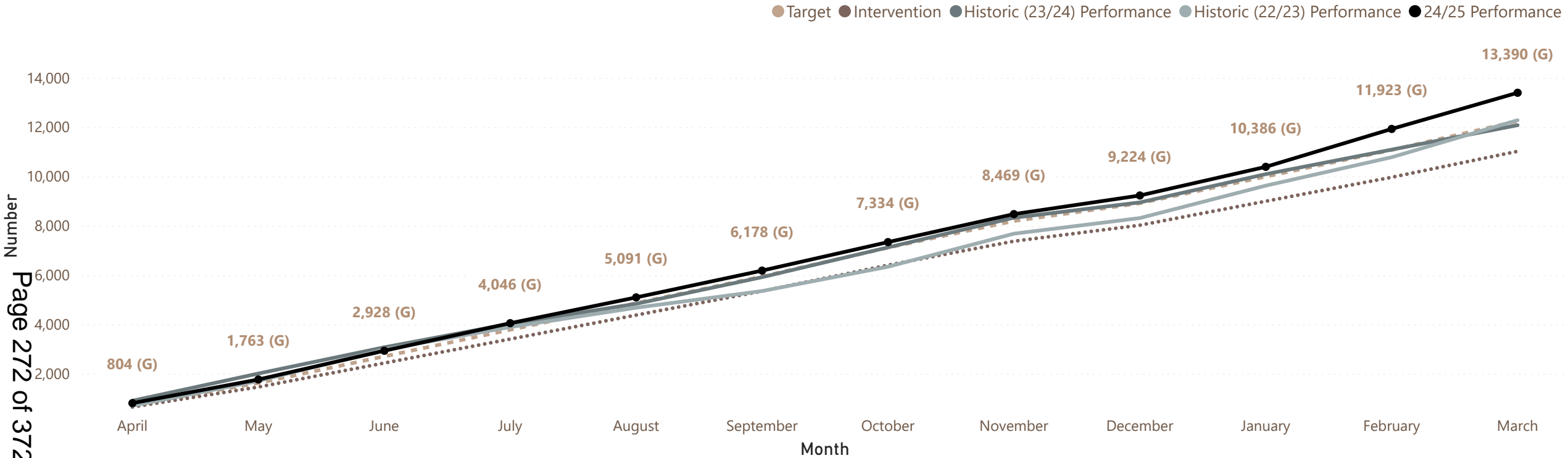
Year-End Status

There were over 700 attendances in care settings for the first time and Wellbeing Walks recorded over 400 attendances for the first time since pre-Covid.

G

Outcome: Improving the happiness and wellbeing of residents

PI 2. Number of attendances at Sports Development activities and programmes



Latest commentary from service:

At year-end, the Sports Development team finished 11% up on the previous year's end and 9% above target for the year on attendance.

A strong end to the year with a year-best attendance level of 1,467 in March. Additional walking sports sessions have contributed to this strong end to this position.

A new Men's Health Hub is due to launch in April and a new walking netball session in St Ives in May.

With a busy school holiday programme for Easter, May Half Term and the Summer ahead, it promises to be an exciting year ahead for the team. From April the team will be fully integrated with the Active Lifestyles reporting helping to highlight their contribution to the wider service.

Year-End Result

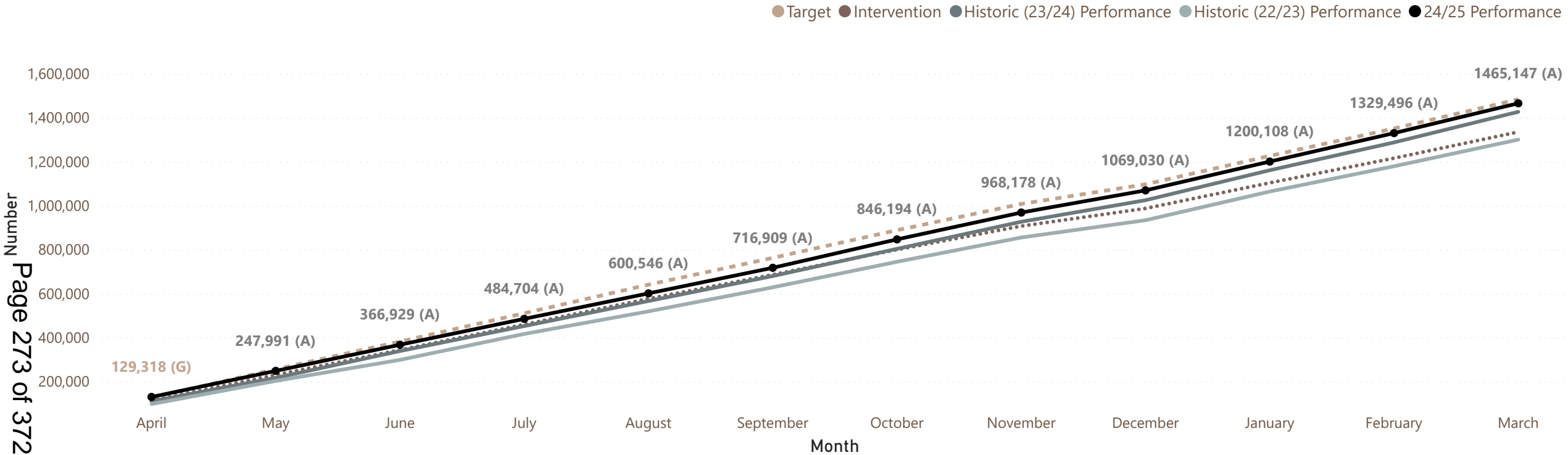
13,390

Year-End Status

G

Outcome: Improving the happiness and wellbeing of residents

PI 3. Number of One Leisure Facilities admissions - swimming, Impressions, fitness classes, sports hall and pitches (exc Burgess Hall & school admissions)



Latest commentary from service:

March performance was +3k ahead of target. The full-year outturn for One Leisure missed the target by -18k however year on year performance for the service has continued to grow attendance by +40k vs. 23/24. The temporary gym operation in January to support the wider investment in health and fitness facilities did impact the service's ability to recover the annual deficit to target.

Year-End Result

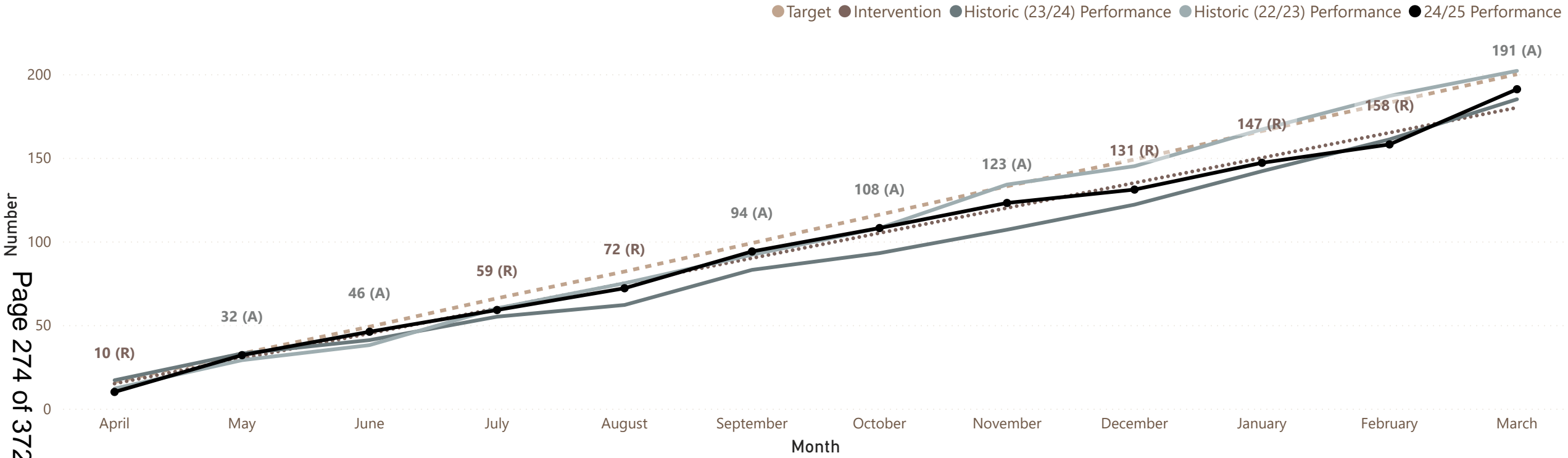
1,465,147

Year-End Status

A

Outcome: Keeping people out of crisis

PI 4. 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:

Year-End Result

191

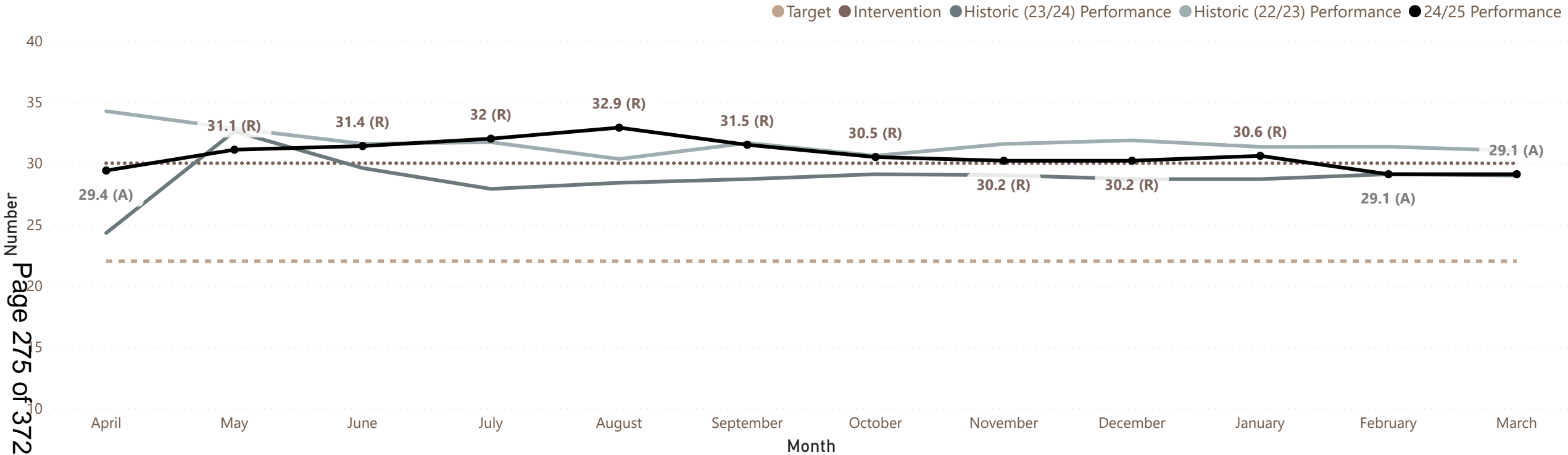
The number of residents helped via a Disabled Facilities Grant is slightly higher than the figure reported last year of 185. The delays continue to relate to the time it is taking for Places for People to approve works on their properties.

Year-End Status

A

Outcome: Keeping people out of crisis

PI 5. Average time (in weeks) between date of referral and practical completion of jobs funded through Disabled Facilities Grants



Latest commentary from service:

Year-End Result

29.1

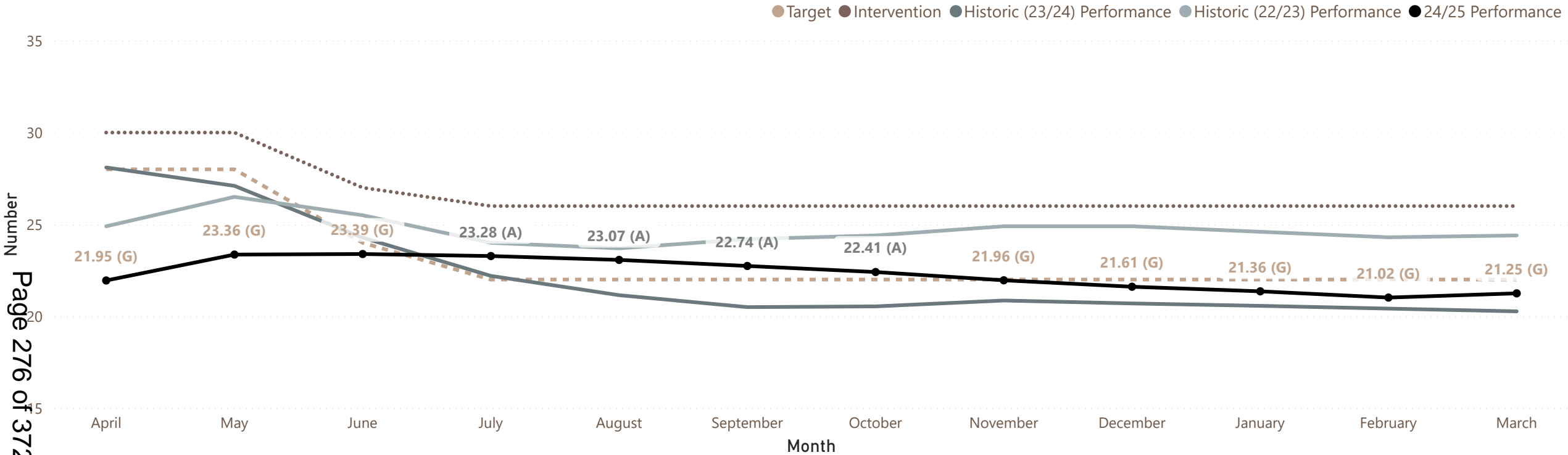
The metric continues to be impacted by the times taken by Places for People to approve works. The average number of weeks reported in March 2024 was 29. Places for People Regional Director has committed to trying to resolve the issues with delayed approval. Complex cases and extensions take considerably longer to complete and impact the number of weeks overall. The Member working group will consider the challenges being faced and make recommendations for action based on priority.

Year-End Status

A

Outcome: Keeping people out of crisis

PI 6. Average number of days to process new claims for Housing Benefit and Council Tax Support



Latest commentary from service:

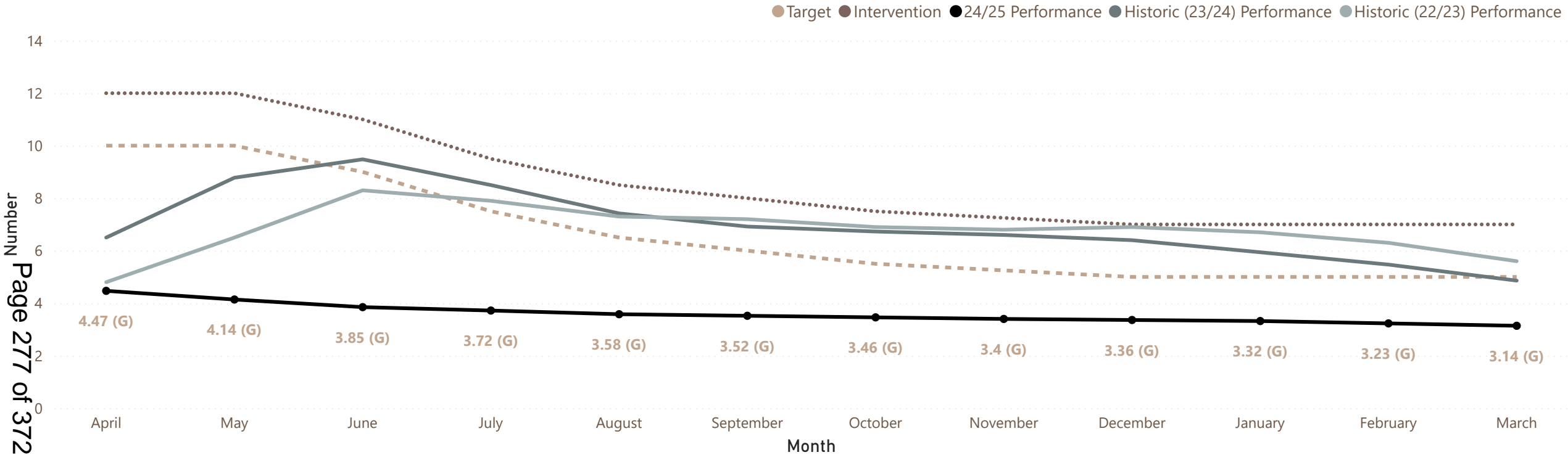
Year-End Result

Despite a 24% increase (720) in the total number of new claims received throughout the year, the team has worked hard to ensure that new claims are processed within the target timescale of 22 days. This is a considerable achievement given the implementation of a new CTS scheme at the start of 2024 and demonstrates not only the processing efficiencies delivered by the new scheme but also the dedication and focus of the team in ensuring that timely service is delivered to residents.

21
Year-End Status
G

Outcome: Keeping people out of crisis

PI 7. Average number of days to process changes of circumstances for Housing Benefit and Council Tax Support



Latest commentary from service:

The average number of days taken in 24/25 was 1.7 days quicker when compared to 23/24 despite a significant increase in the number of changes processed. This has been achieved as a result of improvements in automation brought about by the implementation of the new Council Tax Support Scheme and ensures that residents receive the correct awards as soon as possible following notification of changes.

Year-End Result

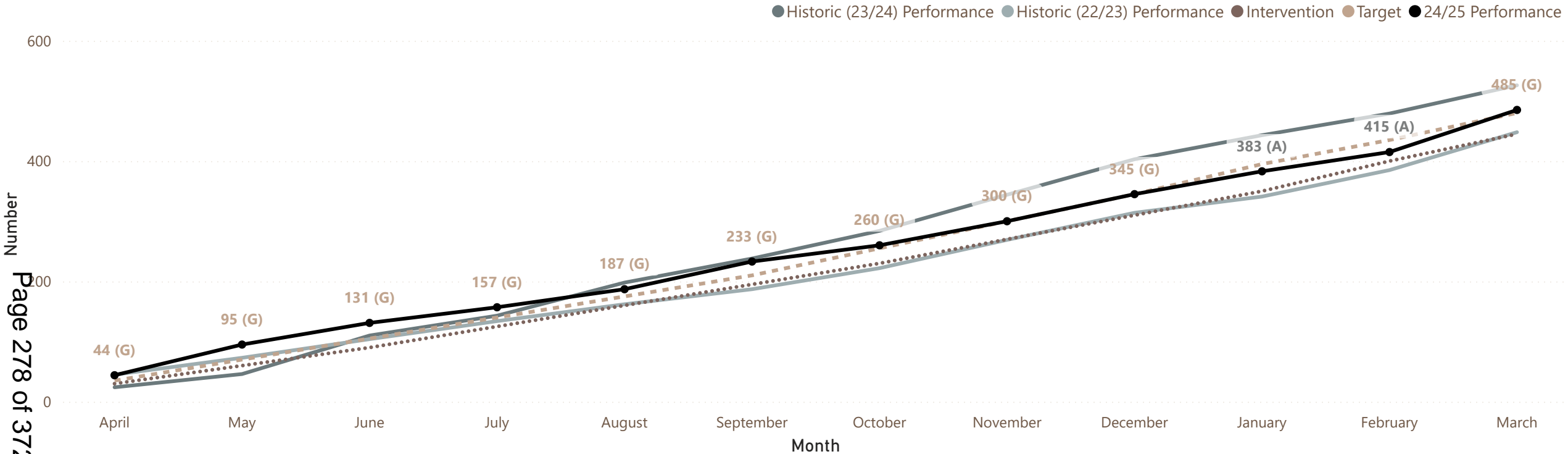
3.1

Year-End Status

G

Outcome: Keeping people out of crisis

PI 8. 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. We have achieved a total of 69 successful preventions in March, giving a cumulative total of 485 in the year. This represents an 8% decrease from the 526 preventions recorded during the same period last year. This reduction was forecast as the number of households housed via the register, which is one of the main ways in which preventions are achieved, was forecast to be lower due to fewer properties becoming available for letting this year. This in turn was due to reductions in the new build delivery programme.

Year-End Result

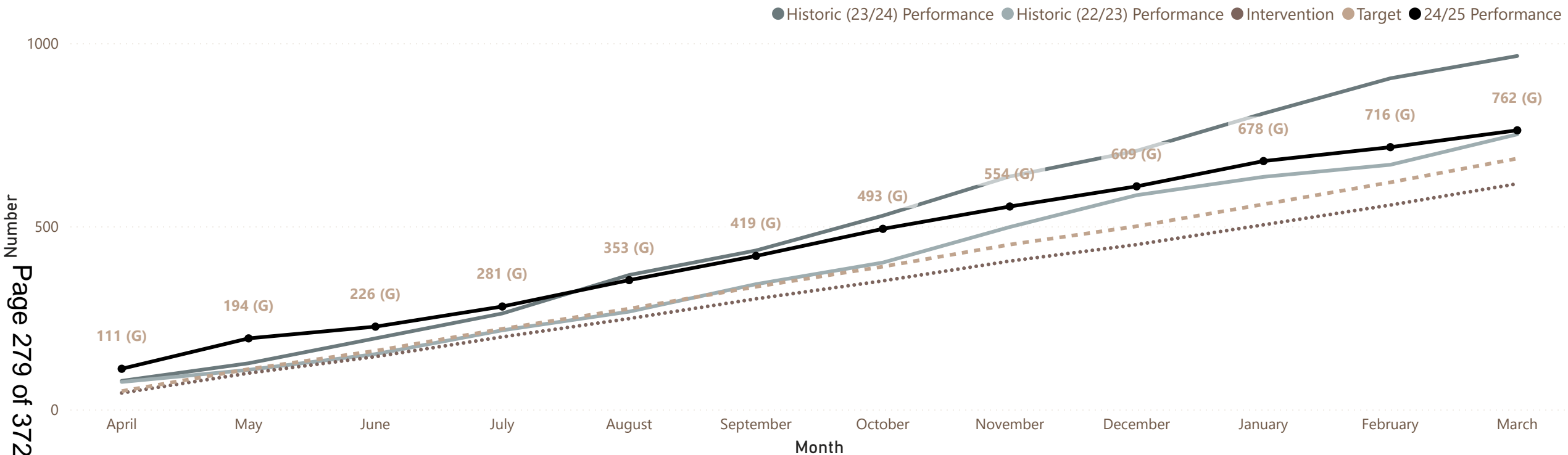
485

Year-End Status

G

Outcome: Keeping people out of crisis

PI 9. 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 in existing social rented stock, plus the additional units delivered through the new build programme. There were 762 households housed in the financial year and this compares to the 965 households in the previous year, a 21% decrease. This reduction was forecast due to the lower number of new builds expected to be delivered this year when compared to last, meaning that overall the number of lettings this year was likely to be approximately 200 less than last year.

Year-End Result

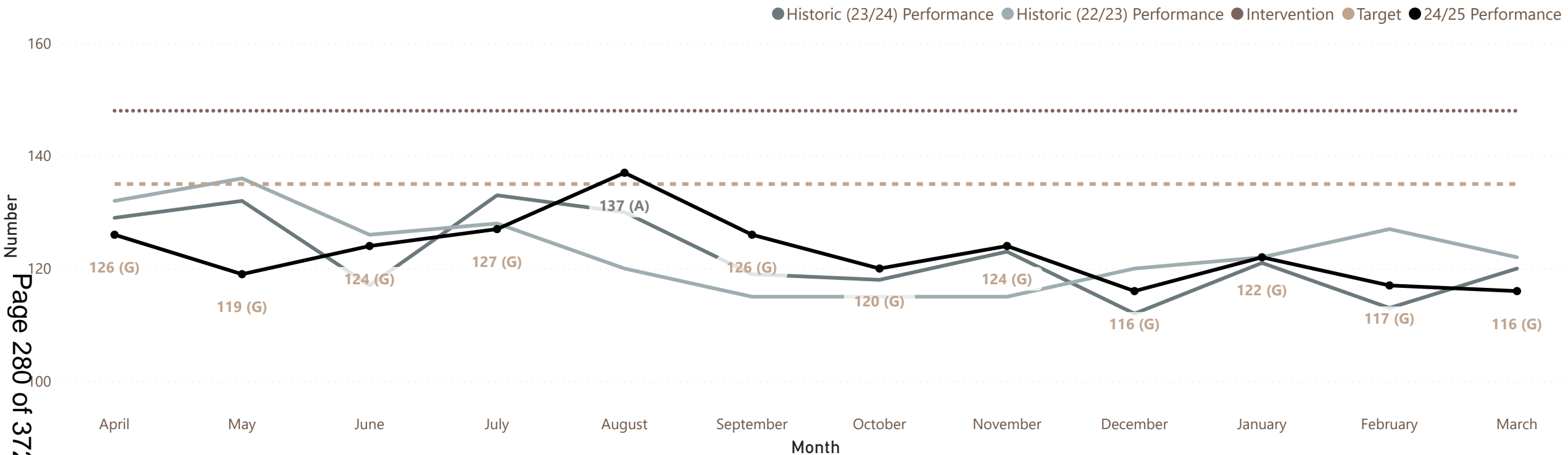
762

Year-End Status

G

Outcome: Helping people in crisis

PI 10. 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 preventions to the council, how successful we are at preventing homelessness wherever possible, and our ability to move households through TA into settled housing as quickly as possible. Considering each of these, we are aiming to hold the maximum number of households in TA at any time below 135. The number at the end of March was 116, compared to the 120 households in TA at the same point as last year. Through the successful interventions and preventions achieved (PI8), we continue to resolve household homelessness, keeping our use of temporary accommodation within targets.

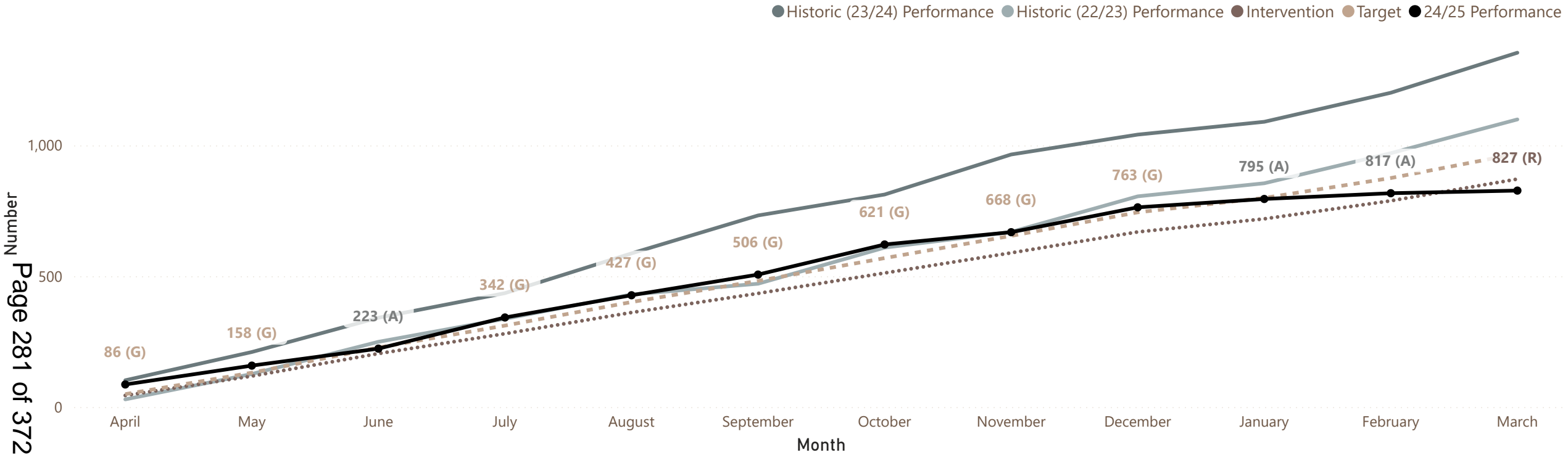
Year-End Result

116

Year-End Status

G

PI 11. Net change in number of homes with a Council Tax banding



Latest commentary from service:

The number of homes with a council tax banding rose by 10 in March.

In January, the VOA changed their council tax system, causing national delays in the number of additions being reported each month. As things stand, there are still 370 properties awaiting a council tax banding, including 59 that are now over 90 working days old. This delay is expected to persist until the end of April.

Year-End Result

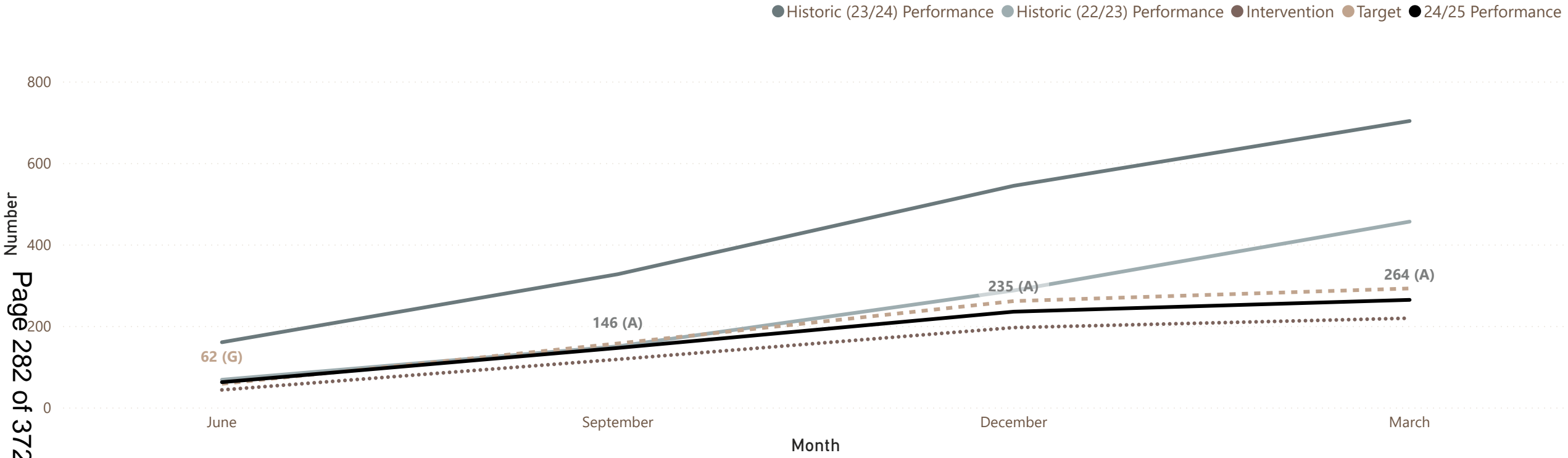
827

Year-End Status

R

Outcome: Improving housing

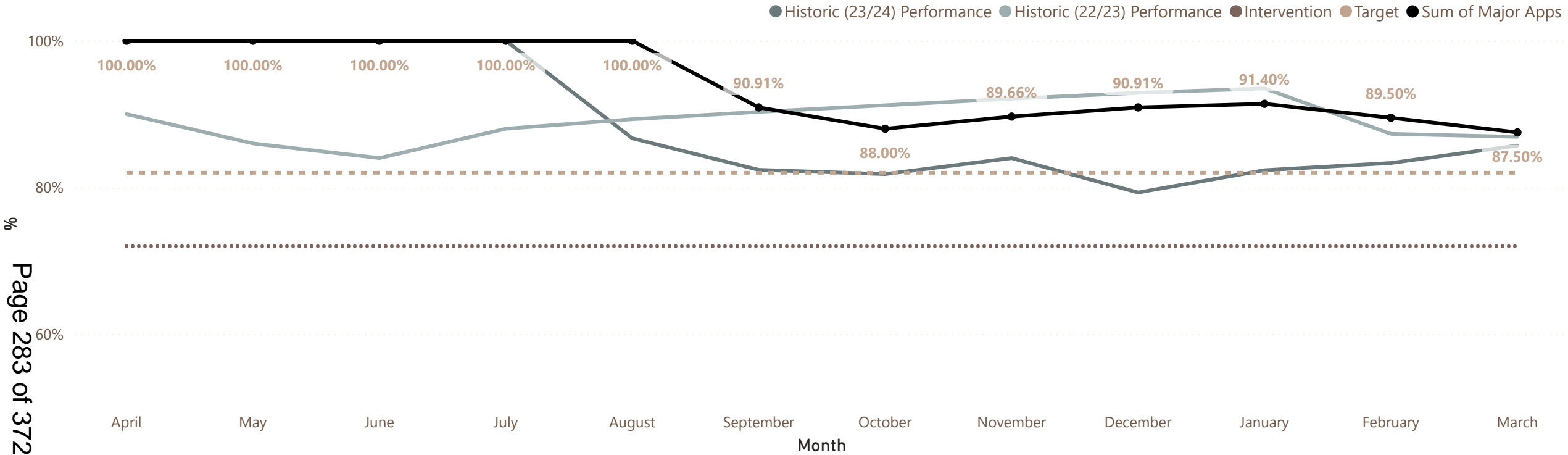
PI 12. Number of new affordable homes delivered (updated quarterly only)



Latest commentary from service:	Year-End Result
	288
Year-end performance is slightly down (264 achieved compared to the 292 target). The programme and rate of construction can fluctuate and relatively minor delays can occur which (especially at year-end) can move some of the affordable homes into the next financial year. This has been the case this time and the main cause has been the slippage of 20 homes in one development in Quarter 4 but they will be delivered in Quarter 1 next year. Indications for completions in 2025/26 suggest in the region of 30% more homes than in 2024/25 may be achieved.	Year-End Status
	A

Outcome: Improving housing

PI 13. Percentage of planning applications processed on target – major (within 13 weeks or agreed extended period)



Latest commentary from service:

Year-End Result

87.5%

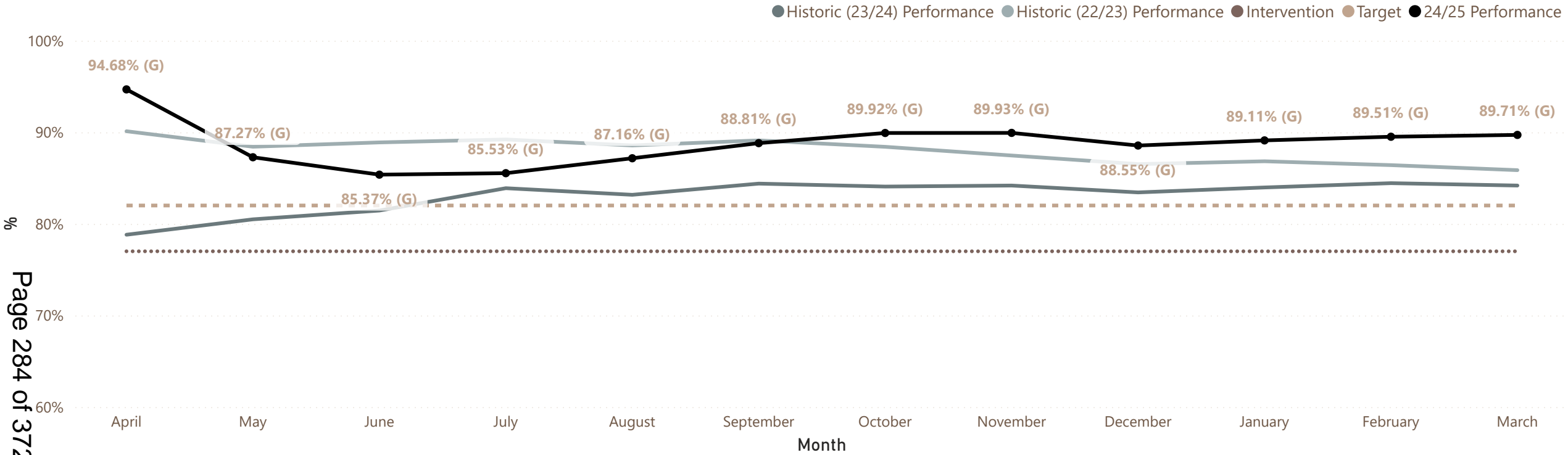
The end-of-year performance finished 1.8% higher than the previous year, with 35 of 40 decisions issued this year issued within time.

Year-End Status

G

Outcome: Improving housing

PI 14. Percentage of planning applications processed on target – minor or other (within 8 weeks or agreed extended period)



Latest commentary from service:

Year-End Result

89.7%

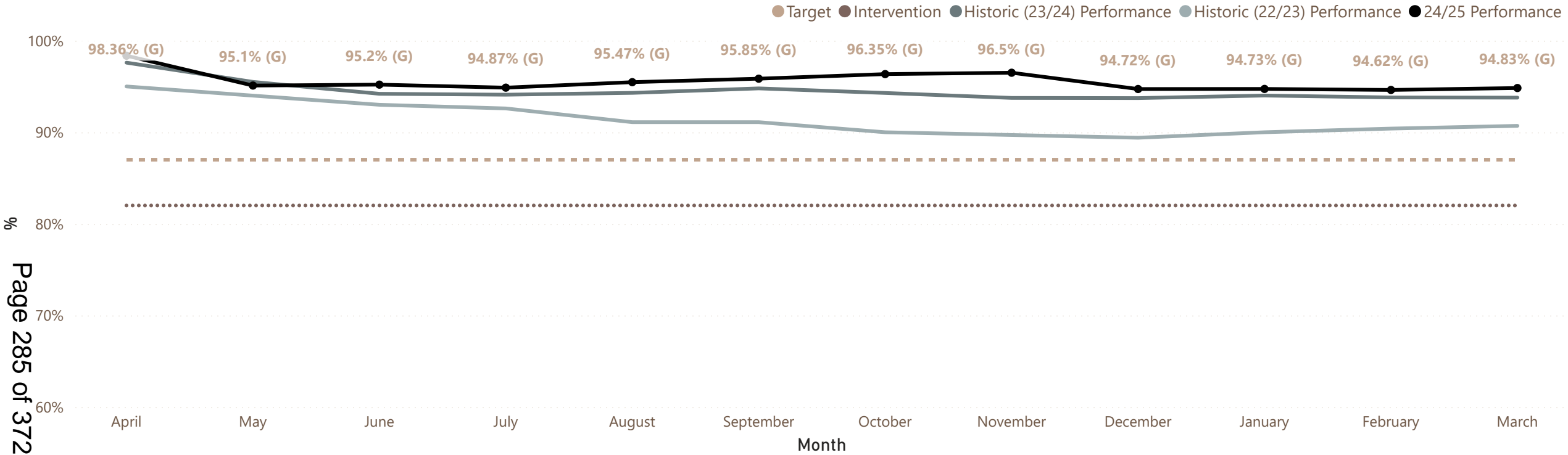
Minor and Other applications saw a larger improvement in performance over the year finishing 5.53% higher than last year's performance and issuing 924 of 1030 applications within time. This metric will remain an area of focus to raise minor applications performance.

Year-End Status

G

Outcome: Improving housing

PI 15. Percentage of planning applications processed on target – household extensions



Latest commentary from service:

Year-End Result

94.8%

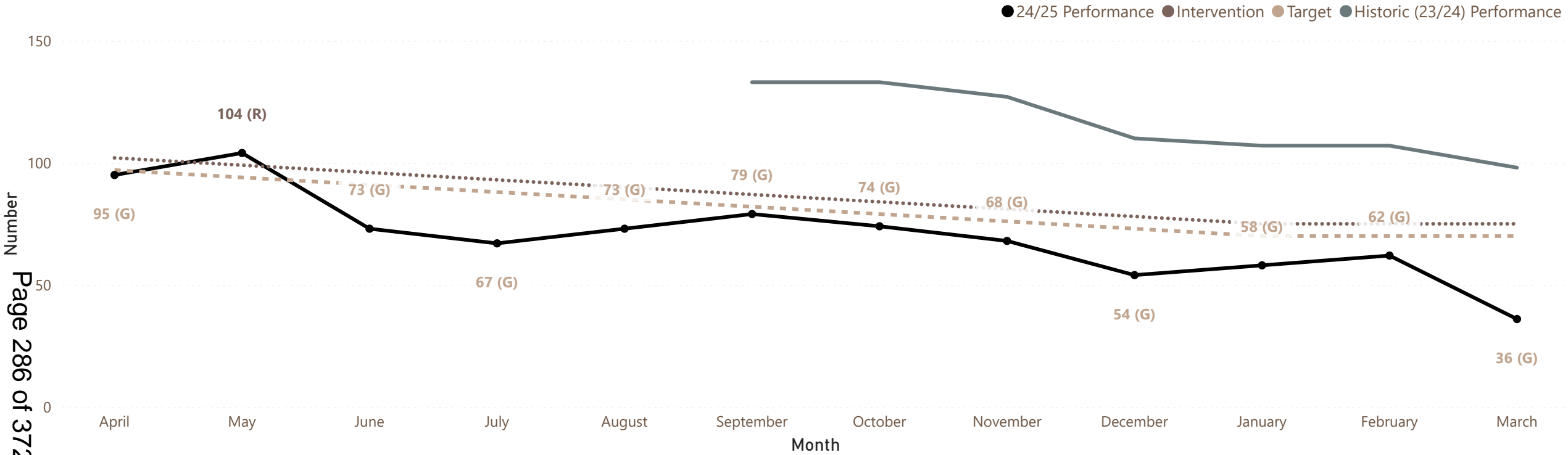
495 of 522 householder applications were determined in time leading to a 1.05% Improvement over last year's performance.

Year-End Status

G

Outcome: Improving housing

PI 16. Number of planning applications over 16 weeks old where there is no current extension of time in place



Latest commentary from service:

Last year we exceeded our target of reducing backlog applications to 100 by 2. This year we have exceeded our target of 70 by 34 applications. A substantial effort was made in March to drive down the number of applications in backlog, with a view to driving down applications over 16 weeks without an extension of time to as close to 0 as possible.

Year-End Result

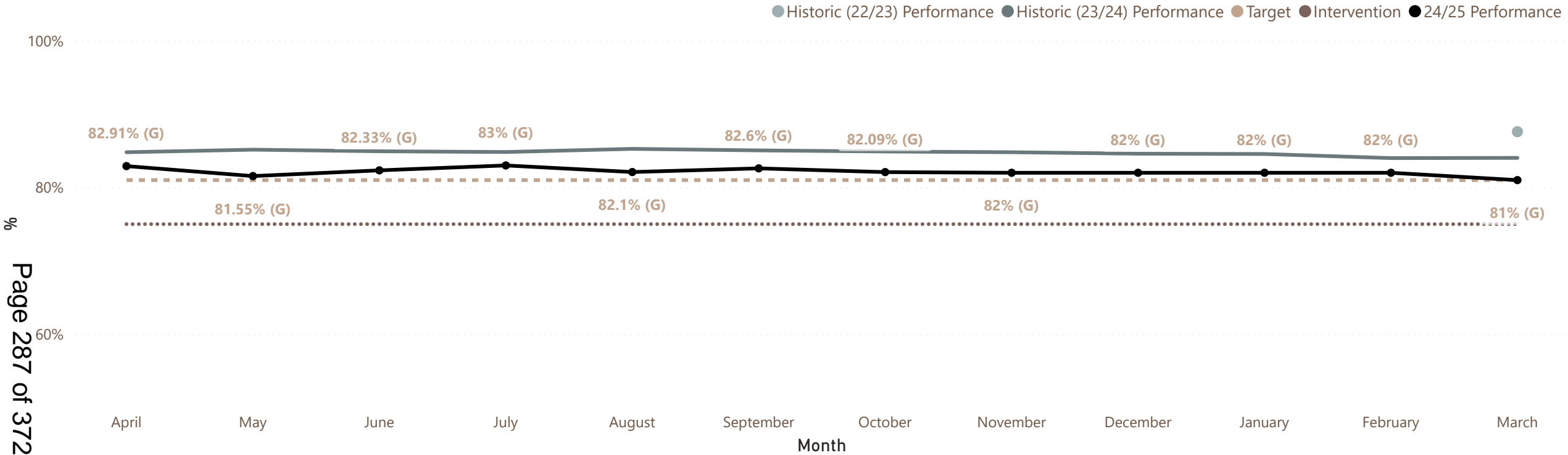
36

Year-End Status

G

Outcome: Lowering our carbon emissions

PI 17. Efficiency of vehicle fleet driving – Energy Efficient Driving Index score for the Waste service



Latest commentary from service:

Year-End Result

The EEDI target has been met for the year despite having a high level of staff changes this year.

81.0%

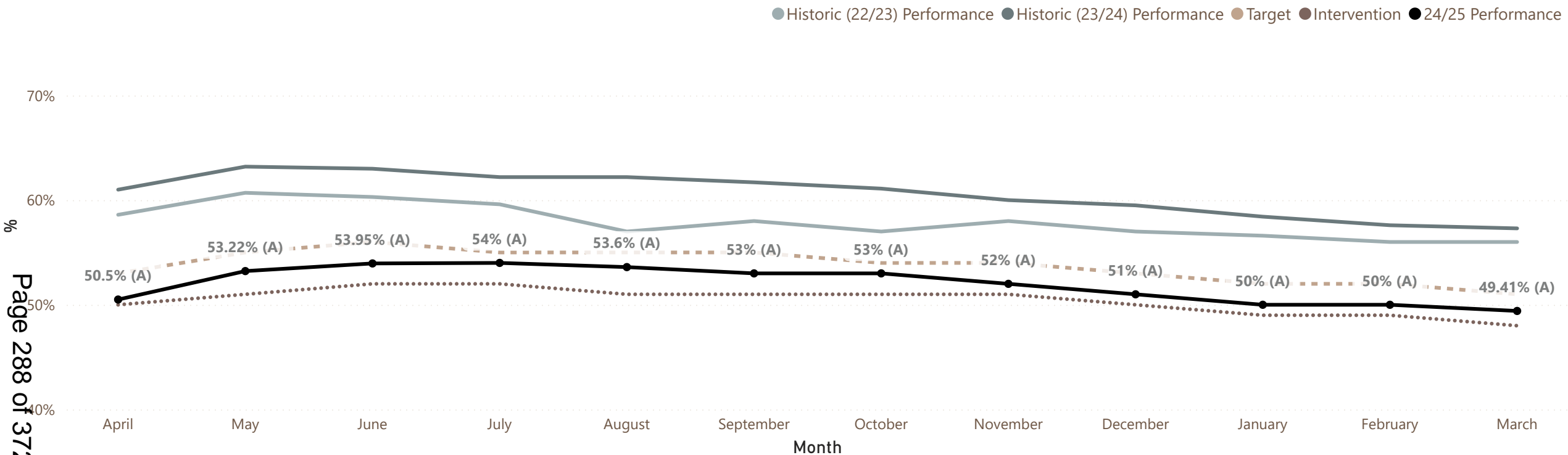
New drivers require mentoring to ensure they meet the required standards.

Year-End Status

Maintaining this high score has a number of benefits such as fuel savings of approximately 17,000 litres per year, reduced vehicle maintenance costs, and improved safety for staff and residents.

G

PI 18. Percentage of household waste reused/recycled/composted



Latest commentary from service:

We've achieved a recycling rate of 49.4% which is 2% below our forecast target for this year. However, the implementation of the chargeable garden waste service in April 2024 brought uncertainty around the tonnages and participation rates. In addition, the amount of organic waste collected is weather-dependent with seasonal variations.

Year-End Result

49.4%

Year-End Status

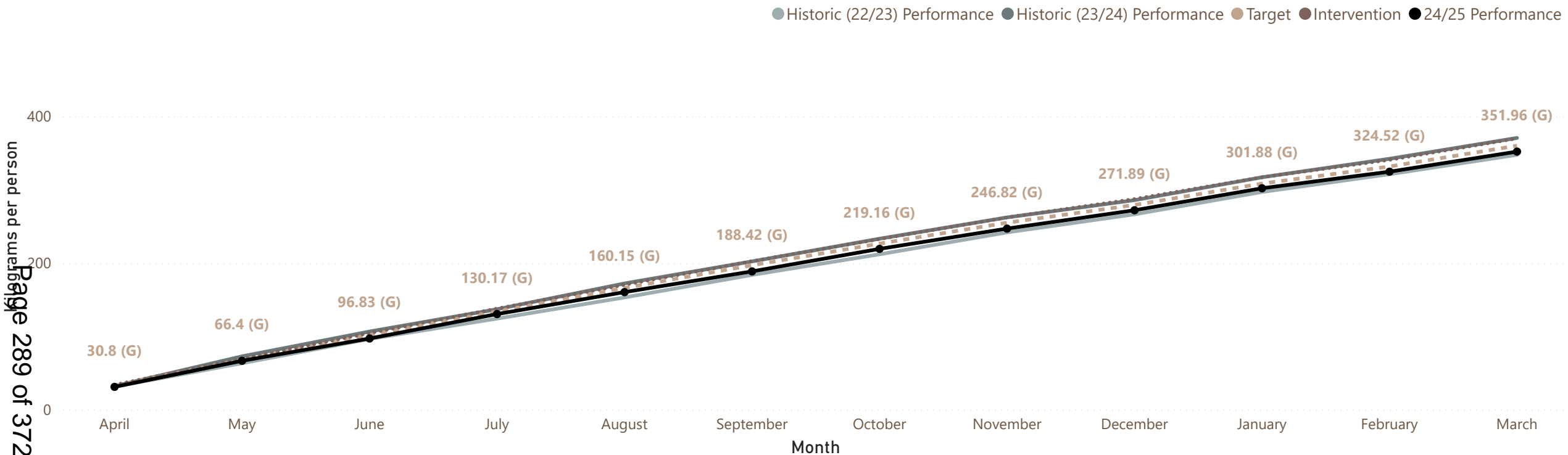
Despite the reduction, Huntingdonshire is above the average in England, which sits at 44%, and above a neighbouring authority, which has the same collection arrangements, where they scored 40%.

A

With the introduction of food waste in April 2026 we are anticipating a significant increase in our recycling rate.

Outcome: Delivering good quality, high value-for-money services

PI 19. Collected household waste per person (kilograms)



Latest commentary from service:

Year-End Result

351.96

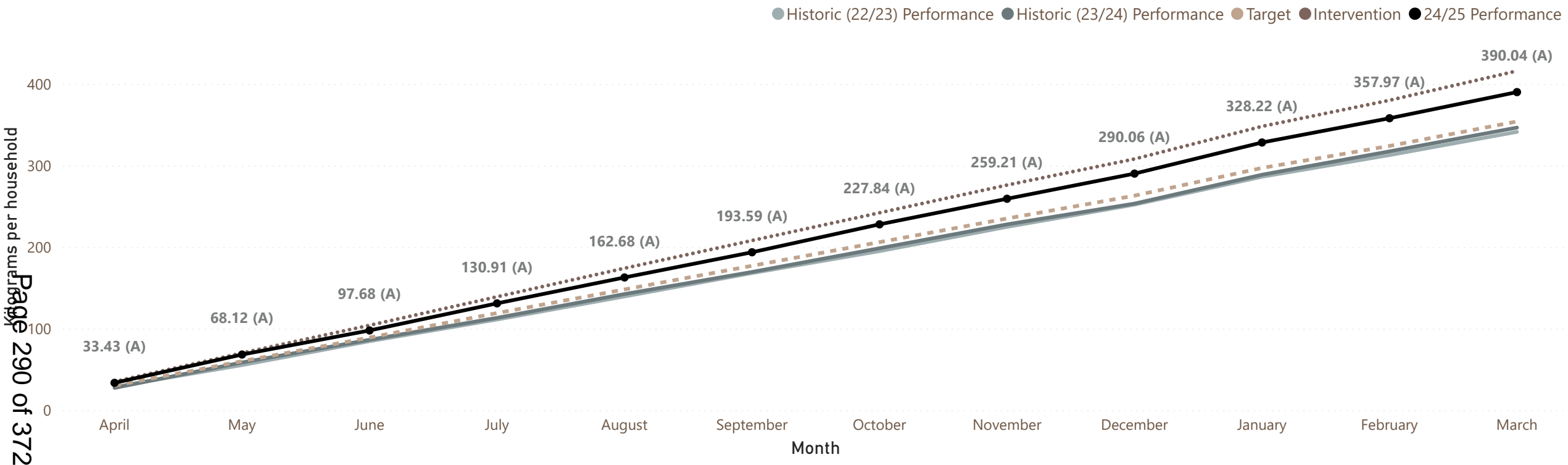
The average across England sits at 377kg/person of collected waste, Huntingdonshire collected 351.95kg/person of waste which is mainly due to the reduction in garden waste being collected.

Year-End Status

Year-to-date - 91.57kg of dry recycling per person, 178.05kg of residual per person and 82.34kg/person

G

PI 20. Residual waste collected per household (kilograms)



Latest commentary from service:

Year-End Result

390.04

Year-End Status

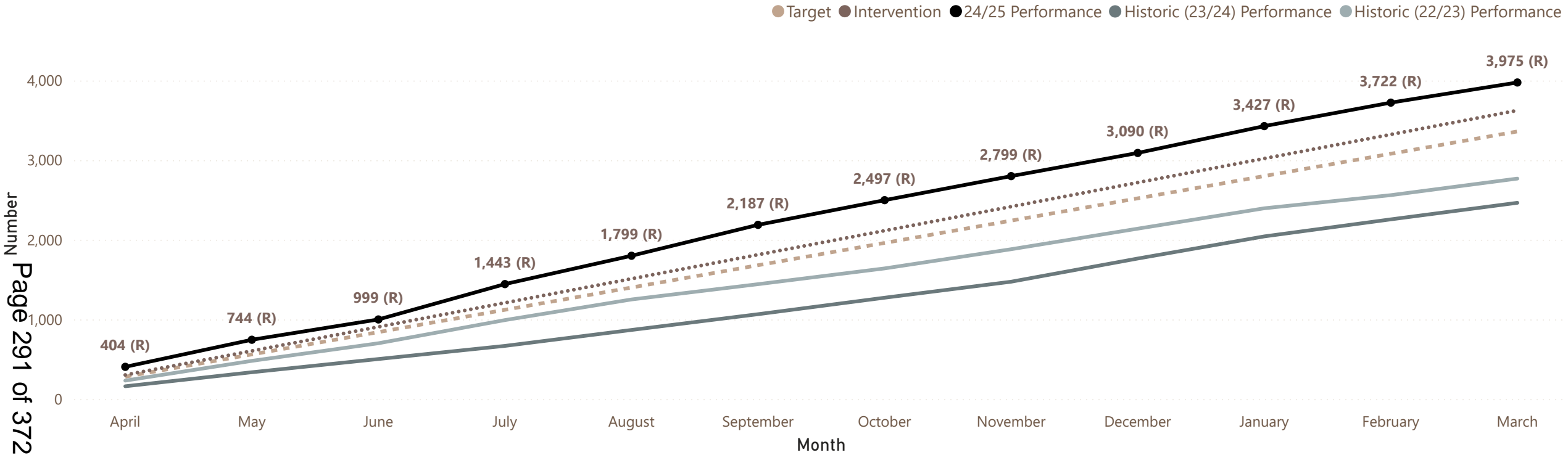
A

This metric was anticipated to increase with the introduction of the garden waste service, however, with the implementation of the weekly food waste service in April 2026, we anticipate that this will reduce as residents dispose of their food waste via the new service rather than through the residual waste bin.

Year-to-date the residual waste tonnage has increased by 43.53kg per household.

Work continues on the food waste behavioural change project to bring together a comprehensive communication plan to further encourage residents to reduce the amount of food waste they are throwing away.

PI 21. Number of missed bins



Latest commentary from service:

There were 5,670,932 scheduled collections in 2024/25, with 0.07% reported as missed.

Year-End Result

3,975

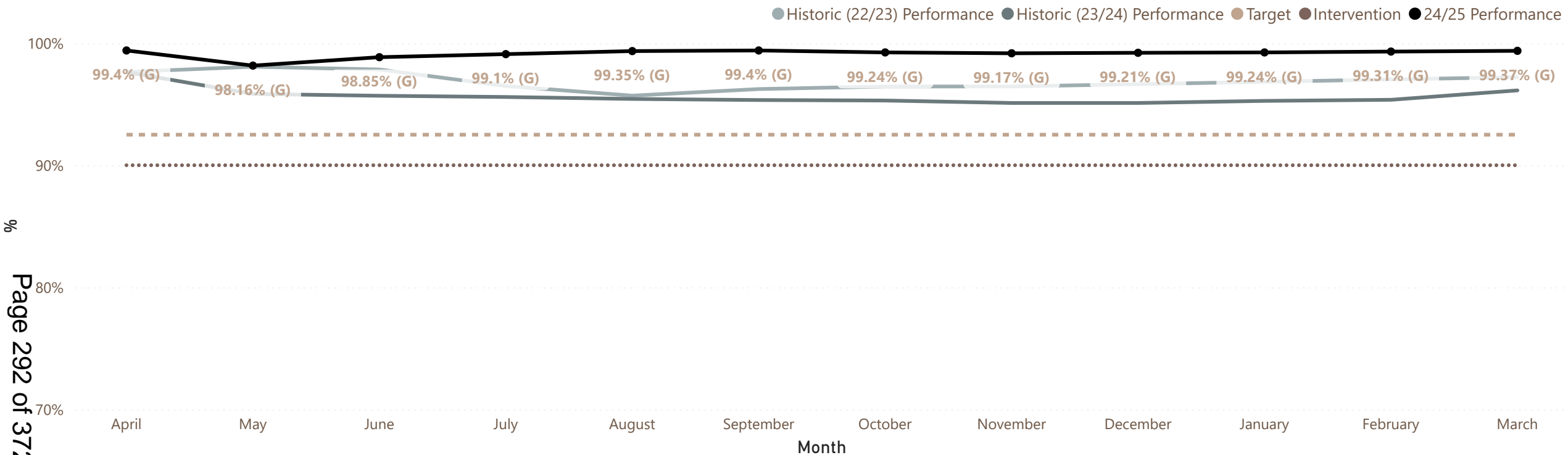
Year-End Status

Although our year-to-date missed bin collection rate stands at 0.07% and is higher than our ambitious stretch target, HDC remains below the APSE benchmark average of 0.076% across comparative local authorities.

R

Outcome: Delivering good quality, high value-for-money services

PI 22. Percentage of sampled areas which are clean or predominantly clean of litter, detritus, graffiti, flyposting, or weed accumulations



Latest commentary from service:

Year-End Result

The areas sampled are based on the national LAM's (land Asset Management system) grading framework which is benchmarked by the Association of Public Service Excellence (APSE).

99.4%

2372 random areas across the district were inspected throughout the year (circa 200 per month)
Any areas identified through inspection as falling below standards were rectified within 5 working days.

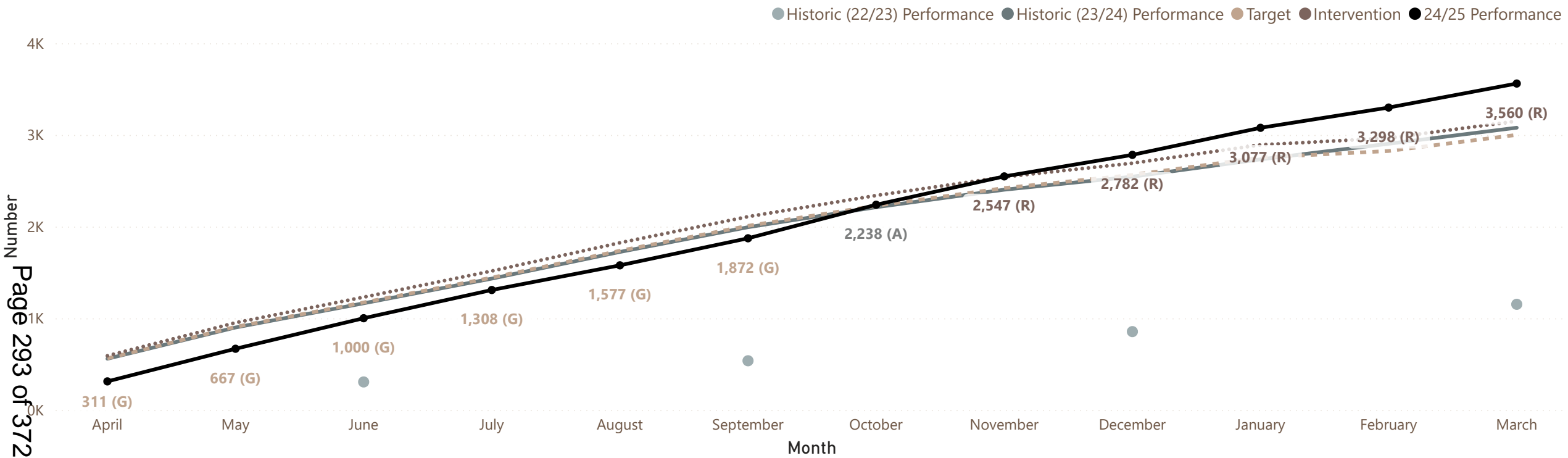
Year-End Status

Roadside littering continues to be an issue both locally and nationally and takes up considerable resources.

March was another very good month. The team's hard work continues to pay off. Good knowledge of the district and known hot spot areas means we are able to deal with issues before they become complaints and can keep on top of potential problems.

G

PI 23. Number of fly tips recorded



Latest commentary from service:

Year-End Result

There were 3560 fly-tips cleared throughout the year, compared to last year's 3078 fly-tips removed.

3,560

While the frequency of fly-tips is out of our control we actively work with our enforcement team, particularly around hot spots, to reduce their frequency.

The number of flytips change throughout the year including after Christmas and during the summer.

Year-End Status

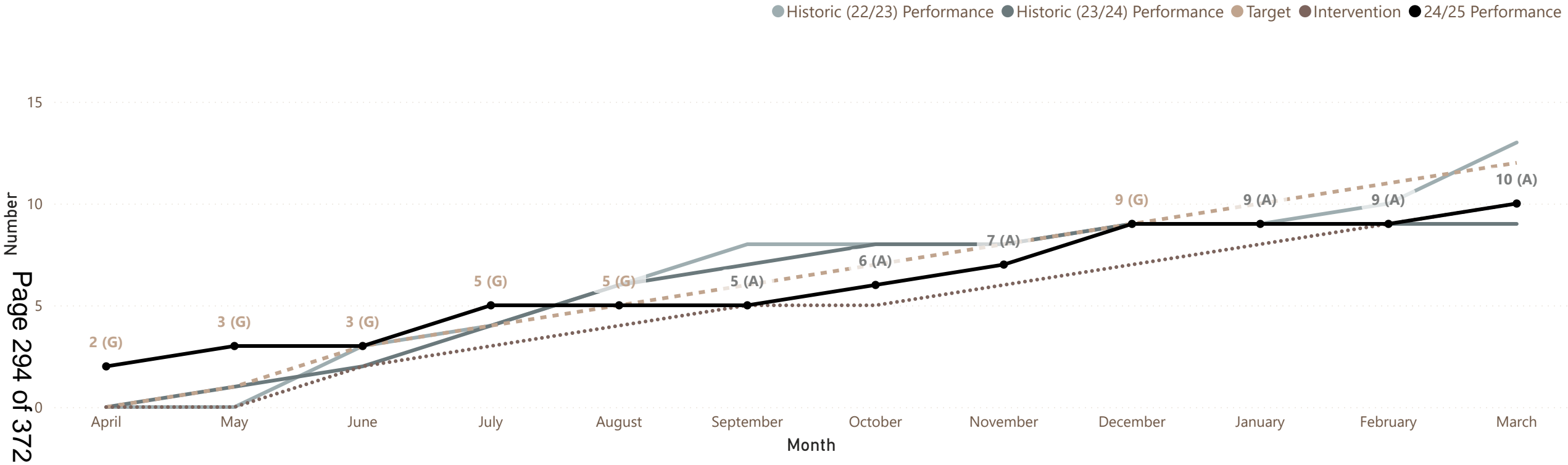
262 fly-tips were cleared in March with 6 relating to garden waste

Throughout the year green fly-tips have remained low and are in line with previous years. The majority of green fly-tips were commercial in origin and include things such as cannabis farms, large tree works and hedge cuttings.

R

Outcome: Delivering good quality, high value-for-money services

PI 24. Number of enforcement actions taken on fly tips (fines/court summons)



Latest commentary from service:

In Q4 the Community Action Team (CAT) had 4 cases due for Court. Only one of these cases was resolved and further dates were added to the remaining three which will be recorded in the new financial year.

Year-End Result

10

The team issued one Fixed Penalty Notice for Duty of Care in March along with 4 other sanctions that focus on prevention and intervention.

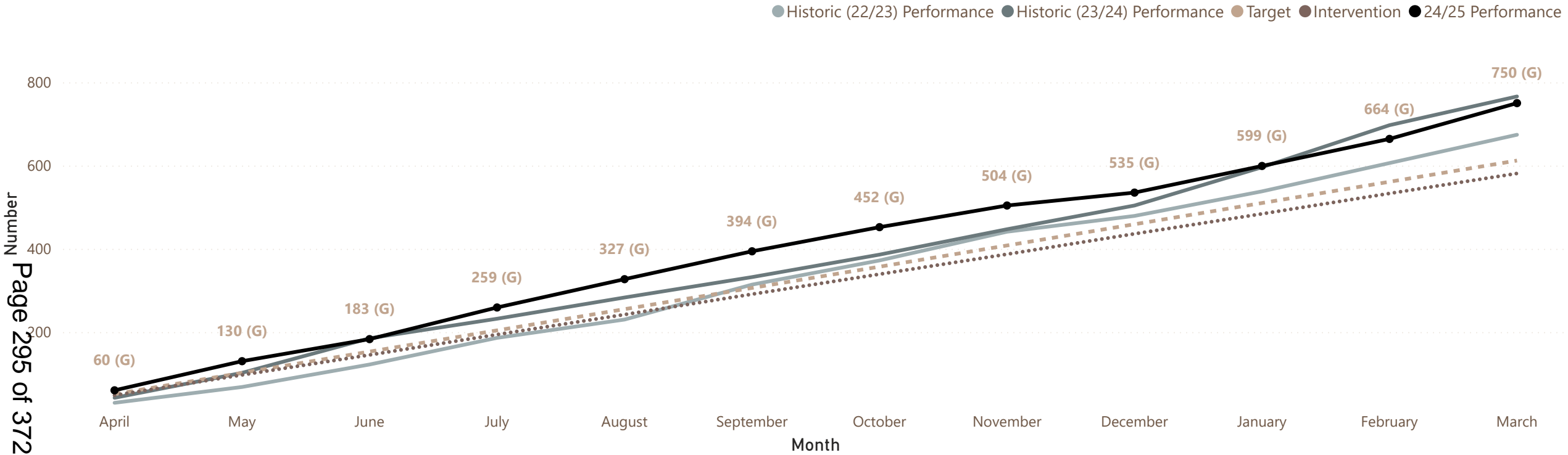
Year-End Status

In 2024/25 the CA Team focussed heavily on Prevention and Intervention. The CA Team have issued 99 lower-level sanctions (Warnings, CPW/CPN). This has been a great success in terms of rectifying situations before the need for further enforcement. We still are seeing issues with the Court system in terms of adjournments.

A

Outcome: Delivering good quality, high value-for-money services

PI 25. The number of programmed food safety inspections undertaken



Latest commentary from service:

Year-End Result

750

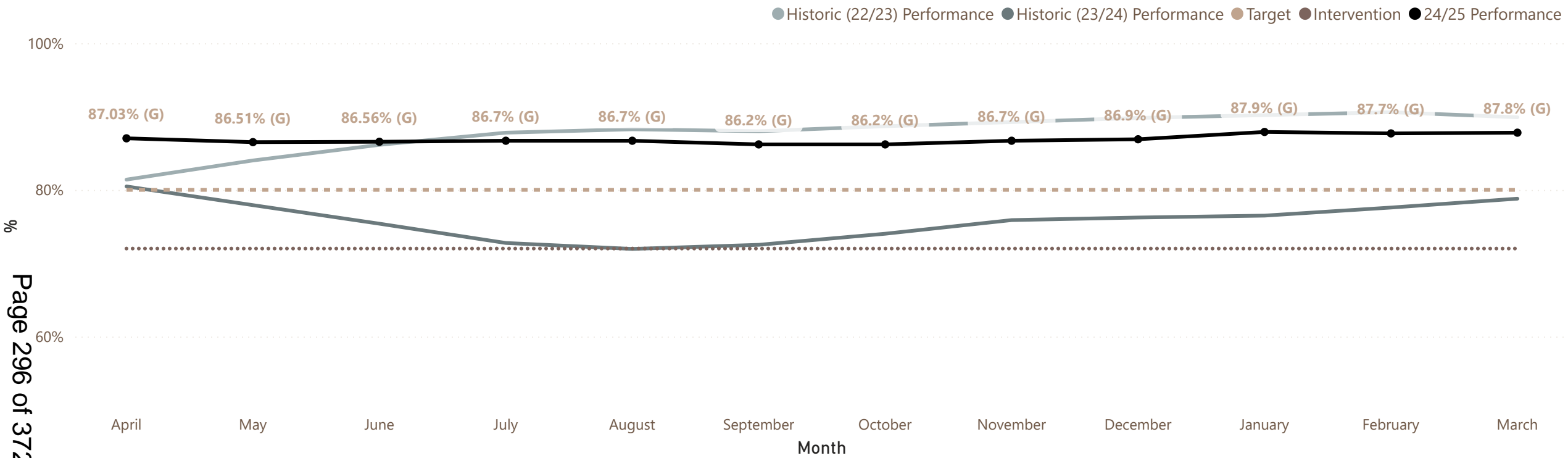
The target for the year has been exceeded, almost all programmed inspections have been completed on schedule.

Year-End Status

G

Outcome: Delivering good quality, high value-for-money services

PI 26. Percentage of calls to Call Centre answered



Latest commentary from service:

Year-End Result

87.8%

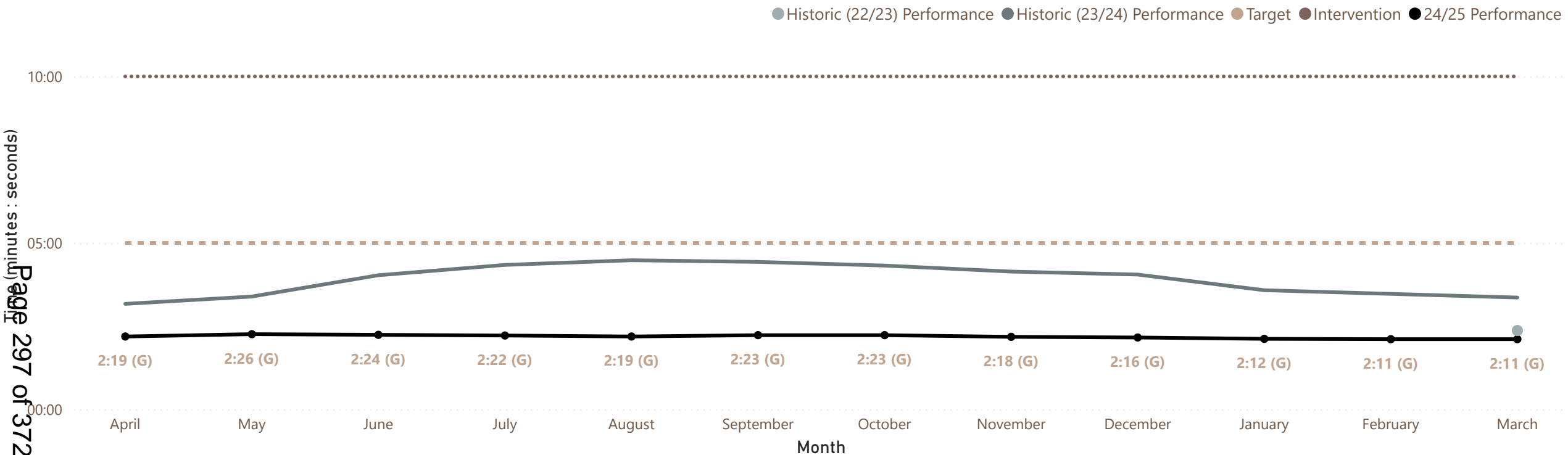
Year-End Status

March is a peak month for us due to Annual Billing and Garden Bin renewals. Ongoing training for existing staff, along with training two temporary additional advisors to assist with Garden Bin calls, had a positive impact and helped to effectively manage the March increase and maintain service levels. This will continue throughout April, where we then expect this to improve further as the peak in calls subsides.

G

Outcome: Delivering good quality, high value-for-money services

PI 27. Average wait time for customers calling the Call Centre



Latest commentary from service:

Year-End Result

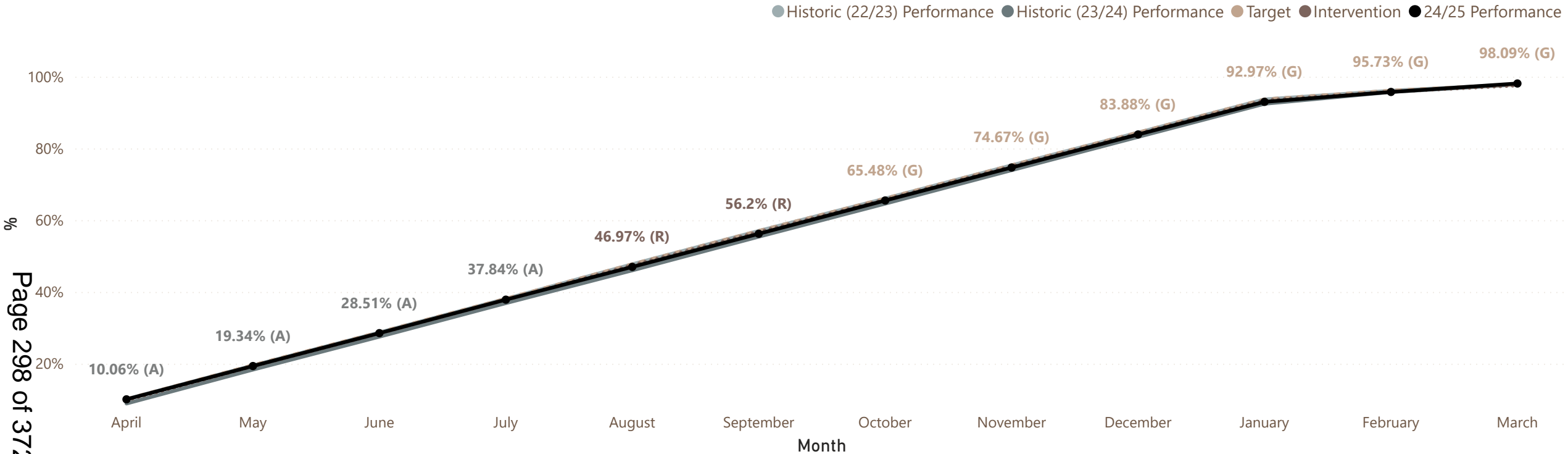
02:11

March is a peak month for us due to Annual Billing and Garden Bin renewals. Ongoing training for existing staff, along with training temporary additional resources to assist with Garden Bin calls, had a positive impact and helped to effectively manage the March increase and maintain service levels.

Year-End Status

G

PI 28. Council Tax collection rate



Latest commentary from service:

Year-End Result

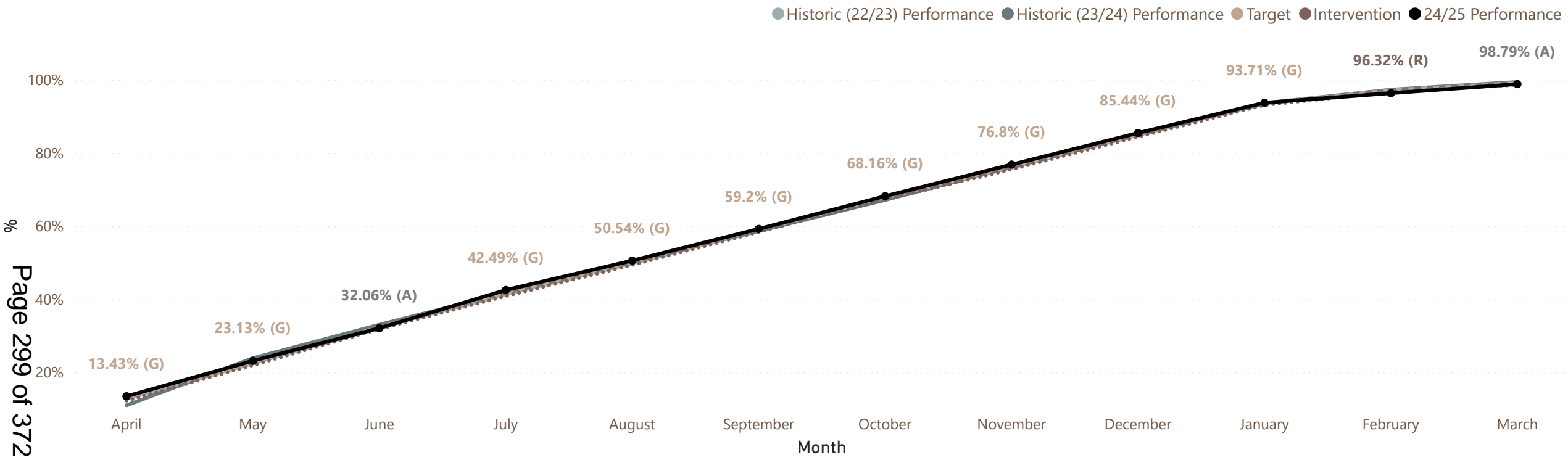
97.93%

Year-End Status

The collection rate achieved for Council Tax at the end of March was 0.023% above target – the highest level of in-year collection in 5 years. In cash terms, this means that out of the £153m due over the year, £2.6m was not paid in the year, and activity to collect the remaining amount will continue as we move into the new financial year. This is a significant achievement by the team who have worked hard to ensure residents receive their bills promptly and are contacted about arrears at the earliest opportunity.

G

PI 29. Business Rates collection rate



Latest commentary from service:

Whilst the end-of-year target was set at 99.12%, this was revised down to 99% in March when it was identified that several high-value cases were unlikely to be collected in the year due to factors such as insolvency. Despite the best efforts of the team, the final in-year collection rate fell just below target at 98.79%. In cash terms however, out of a total charge of £73.1m, just £830k was outstanding at the end of March, and activity to collect this will continue into the new financial year.

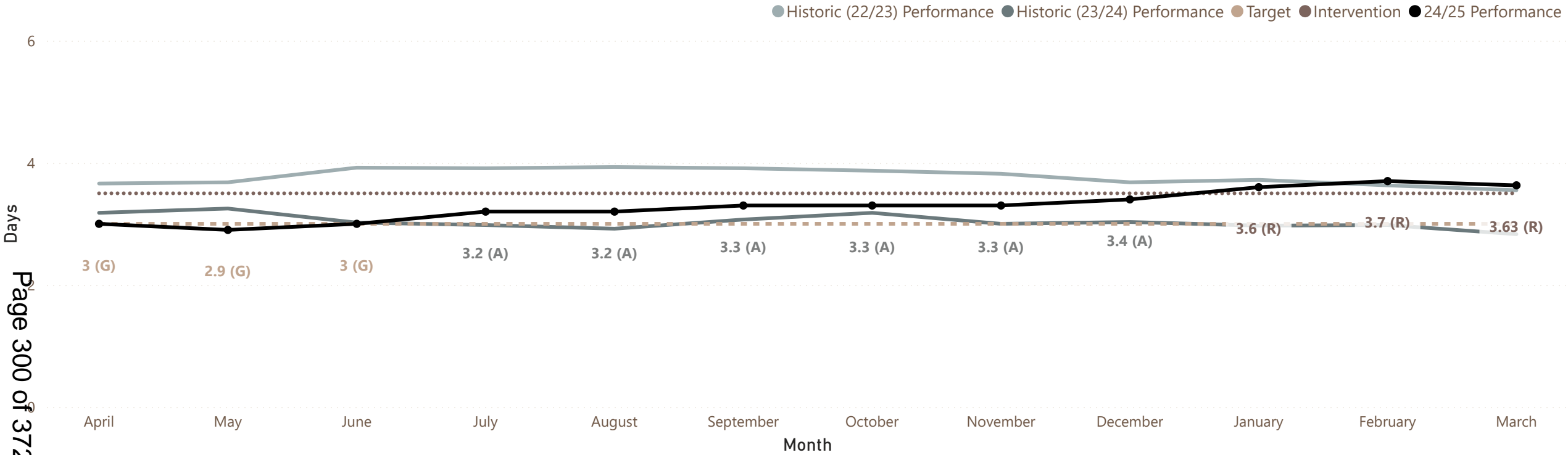
Year-End Result

98.79%

Year-End Status

A

PI 30. Staff short-term sickness days lost per full time equivalent (rolling 12 month total)



Latest commentary from service:

Year-End Result

3.6

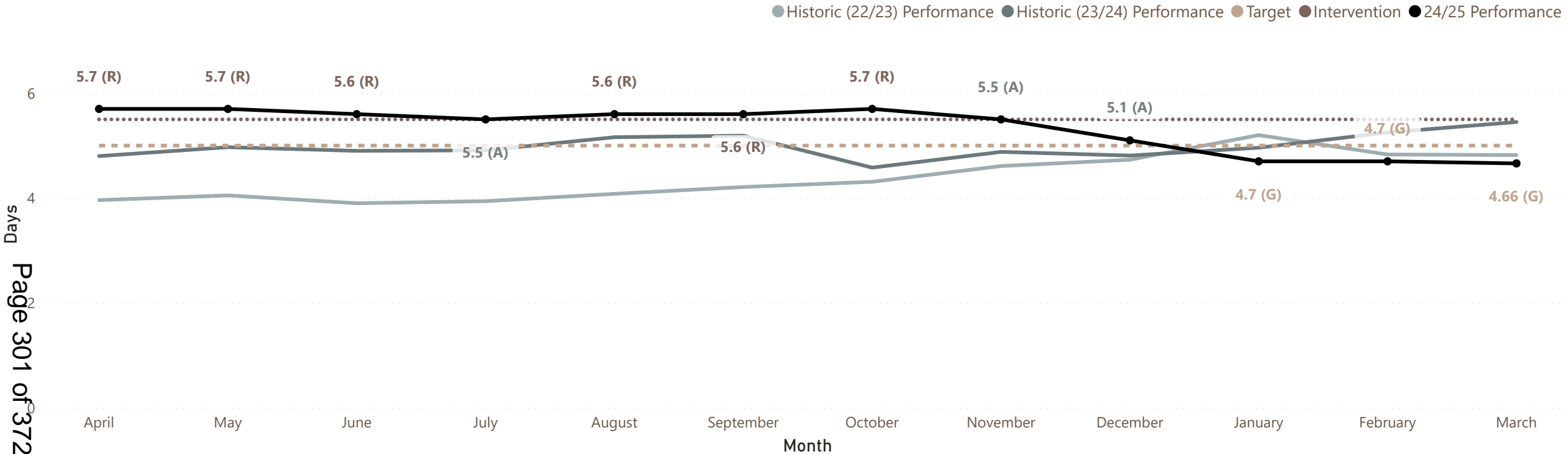
Unfortunately, we have seen a slight increase in short-term sick this month. The main reasons reported were colds, coughs and gastrointestinal reasons. Internal monitoring of short-term absences has been tightened and now a more accurate recording of sickness is taking place, which could account for the slight increase.

Year-End Status

R

Outcome: Delivering good quality, high value-for-money services

PI 31. Staff long-term sickness days lost per full time equivalent (rolling 12 month total)



Latest commentary from service:

Year-End Result

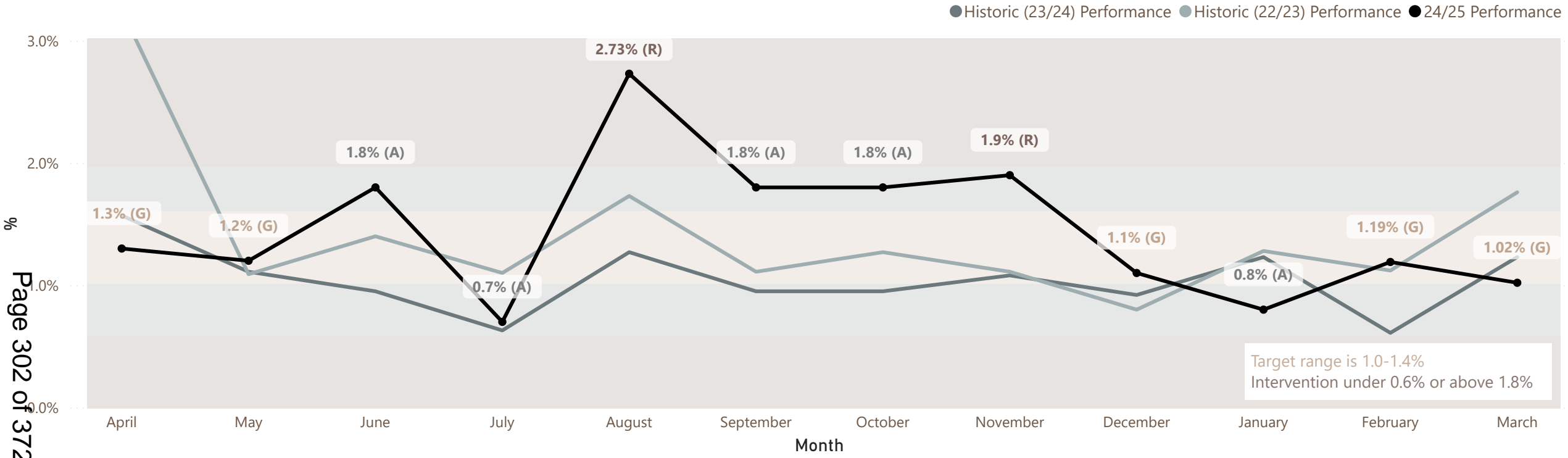
4.7

Long-term sick has decreased by 0.3% this month. This is due to multiple employees returning to work. There were no new cases of long-term sickness recorded in March.

Year-End Status

G

PI 32. Staff turnover (per individual month)



Latest commentary from service:

Turnover decreased slightly in March, by 0.2%, and is now at the lower end of the target range. One Leisure, Health and Environment had 3 leavers in March (including 2 permanent part-time employees).

Year-End Result

1.00%

Year-End Status

G

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Finance Performance Report – Provisional Outturn 2024/25

Meeting/Date: Cabinet – 17th June 2025

Executive Portfolio: Executive Councillor for Finance and Resources

Report by: Corporate Director (Finance and Resources)

Ward affected: All

Executive Summary:

This report sets out the provisional outturn for the financial year 2024/25 for both revenue and capital.

REVENUE PROVISIONAL OUTTURN

The current net revenue budget for 2024/25 is £26.002m (Original budget of £26.004m plus brought forward budgets of £0.306m less carry forwards of £0.308m). The provisional outturn net expenditure for 2024/25 is £26.058m, this is a provisional outturn overspend of £56,000.

The significant variations that contribute to the provisional outturn are as follows;

Underspends

Corporate Resources underspend £0.5m, as a result of; Increased investment income, lower Minimum Revenue Provision (MRP) costs, currently vacant posts, lower utilities costs at Pathfinder House and Eastfield House. Offset by reduced rental income.

Economic Development underspend £0.1m as a result of; Saving from posts that are currently vacant.

Operations underspend £1.1m, as a result of; Increased income from Green Bin subscriptions, Street Cleansing and CCTV. Lower expenditure on CCTV staffing, from delays to Climate Change projects, and a delayed recycling contract. Increased expenditure due to watercourse works, tree works, street cleansing, and Waste agency staff.

ICT underspend of £0.1m, as a result of; Savings from current vacancies, offset by overtime, market supplement and agency staff costs.

Leisure and Health underspend of £0.1m as a result of; Increased income from Health and Fitness membership fees and Active Lifestyle membership fees. Offset by extra staff costs (resulting in increased income) and other unavoidable costs.

Overspends

Chief Operating Officer overspend £0.2m, as a result of; Lower than budgeted Housing Benefit Subsidy and Council Tax grant. Increased costs from Emergency Planning preparation, offset by lower Building Control service contribution, Mobile Home Park costs and temporary staff savings from vacancies.

Corporate Leadership overspend £1.5m, as a result of; The creation of transformation (£0.40m) and Community Health and Wealth (£0.75m) funds. Also increased salary and recruitment costs.

Chief Planning Officer overspend £0.1m, as a result of; Increase income from Planning Performance Agreements, and savings from posts currently vacant. Offset by reduced planning fee income.

Strategic Insight and Delivery overspend £0.3m, as a result of; Reduced income from markets and car parks, but there has been increased income from Hinchingsbrooke Country Park (Café and room bookings). Additional costs at play areas and for legal fees, and also for Green Bin subscription project staffing. This was offset partly by savings in salary from currently vacant posts

CAPITAL PROVISIONAL OUTTURN

The approved original budget was £26.073m, which included re-phased budget from prior years of £13.288m. At the year end the actual budget rephased was £18.917m, which is £5.629m more rephased than originally budgeted. In addition £0.198m in additional expenditure (funded) has been added. The current budget is therefore £31.900m (£26.073m plus £5.629m plus £0.198m). The provisional outturn for 2024/25 is £16.851m, an in-year underspend of £15.049m. A total rephase to 2025/26 of £15.8m is requested.

The significant variations that contribute to this forecast are as follows;

In year underspends;

Market Town projects £10.2m Hinchingsbrooke Country Park £2.4m, ICT projects £0.6m, and Vehicle Fleet £1.6m, Commercial Property works £0.9m, CIL £0.5m, Housing Fund £0.3m, Civil Parking Enforcement £0.3m Parks works £0.2m, Wheeled Bins £0.1m, Company Shares £0.1m.

Overspends;

£0.6m on Disabled Facilities Grants, £0.2m on Changing Places facilities (funded), £0.1m on Salix projects, Solar Canopy £0.5m (funded), Biodiversity £0.7m (funded).

Recommendation(s):

It is recommended that:

- Cabinet is invited to **consider and comment** on the revenue financial performance for the financial year 2024/25, as detailed in **Appendix 1** and summarised in paragraph 3.2.
- Cabinet is invited to **consider and comment** on the capital financial performance for the financial year 2024/25, as detailed in **Appendix 2** and summarised in paragraph 3.3.
- Cabinet is asked to **consider and comment** on the requested rephasing of capital budgets from 2024/25 to 2025/26 as detailed in **Appendix 2**.

PURPOSE OF THE REPORT

1.1 To present details of the Council's provisional outturn for 2024/2025

- Revenue forecast of an overspend of **£56,000**
- Capital forecast in-year underspend of **£15.0m**.

BACKGROUND

- 2.1 The revenue budget and MTFS for 2024/25 approved in February 2024, assumed a net expenditure budget of £26.003m, since increased by brought forward budgets of £0.306m, reduced by carried forward budgets £0.308m giving a total current budget of £26.002m.
- 2.2 A gross capital budget of £26.073m was approved, increased to £31.900m due to additional rephasing of schemes at the year-end of £5.629m, and additional funding of £0.198m not included in the original budget.
- 2.3 The detailed analysis of the 2024/25 provisional outturn is attached at Appendix 1 for revenue, and Appendix 2 for capital.

FINANCIAL PERFORMANCE

3.1 Financial Performance Headlines

The provisional outturn position for the current financial year and the impact of variations will be incorporated within the Medium Term Financial Strategy (MTFS).

Revenue The current budget is £26.002m (original budget £26.003m plus budget brought forward from 2023/24 of £0.306m, less budget carried forward to 2025/26 of £0.308m), the provisional outturn is £26.058m, this is a provisional outturn overspend of £56,000.

Capital The approved original budget is £26.073m, which included budgeted rephasings of £13.288m. At the year end the actual budget rephased was £18.917m, which is £5.629m more rephased than budgeted. As a result, the current budget including growth from funded schemes, is £31.900m (£26.073m plus £5.629m plus £0.198m). The capital provisional outturn is £16.851m an underspend of £15.049m. Requested rephasings of individual scheme underspending total £15.812m. The total rephase is higher than the total underspend because some schemes are overspent e.g. DFGs, and other schemes that have been added during the year, e.g. Biodiversity and Changing Places, are funded. Funding is shown separate to the expenditure, at the bottom of the table in Appendix 2.

3.2 Provisional Outturn - Summary Revenue Variances by Service (Appendix 1 for detail)

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

Head of Service	Original budget £000	Budget b/Fwd £000	Budget c/fwd £000	Current budget £000	Q3 forecast £000	Actuals to 31 March £000	Contribution to/from reserves £000	Provisional outturn £000	Variance to budget £000	Variance to forecast £000	Comments
Corporate Resources	8,507	12	(70)	8,449	7,199	4,541	3,396	7,937	(512)	738	Income: Increased investment income, rental income is under budget. Expenditure: Reduction in the Minimum Revenue Provision, temporary vacancy savings, and utilities savings. Additional costs of training and Estates business rates.
Chief Operating Officer	5,868	134	(70)	5,932	6,414	5,375	153	6,128	196	(286)	Income: Housing Benefit Subsidy and Council Tax grants lower than budgeted. Expenditure: Reduced Building Control contribution, Mobile Home Park costs, and staff salary saving in various teams. Increased costs from Emergency Planning preparations.
Economic Development	397	-	(43)	354	277	219	-	219	(135)	(58)	Expenditure: Lower staff costs due to vacancy periods.
Housing Strategy	213	-	-	213	236	206	-	206	(7)	(30)	Income: Additional grant funding for salaries. Expenditure: Increased housing provision contract costs.
Corporate Leadership	665	45	-	710	2,214	1,144	1,109	2,253	1,543	33	Income: Loss of grant funding internally. Expenditure: Additional temporary staffing costs, also Transformation Fund £0.40m and Community Health & Wealth Fund £0.75m.
Chief Planning Officer	770	75	(65)	780	739	776	57	833	53	94	Income: Additional Planning Policy grant funding received. Pre-application fees have reduced. Expenditure: Savings from temporary vacancies.
Strategic Insight and Delivery	689	1	-	690	836	1,305	(348)	957	267	121	Income: Market and Car Parks income under budget, increased income from Hinchbrook Country Park cafe and room bookings. The Biodiversity project been capitalized leading to a large income variance. Expenditure: Underspend relating to currently vacant posts, and overspend relating to legal fees and play area improvements. Additional staff costs for support of green bin subscription project. The Biodiversity project expenditure has been capitalized leading to a large expenditure variance.
Operations	5,603	5	(60)	5,548	4,319	4,540	(124)	4,416	(1,132)	37	Income: Increased income from Green Waste collections, Bulky Waste, Street Cleansing, and CCTV. Expenditure: Lower expenditure on CCTV staffing, savings due to delays to Climate Change projects, and the delays to the Material Recovery Facility contract. Increased expenditure as a result of extra watercourse works, tree works and street cleansing, and also Waste agency staff.
Leisure and Health	346	-	-	346	213	234	(4)	230	(116)	17	Income: Increased income from Health and Fitness memberships and Active Lifestyles memberships. Expenditure: Some extra staff costs (resulting in extra income) and other unavoidable costs.
ICT	2,346	34	-	2,380	2,761	2,353	(14)	2,879	(101)	118	Expenditure: The underspend is due to a number of vacancies across the service. These are partially offset by overtime, market supplements and agency costs.
Total	26,004	306	(308)	26,002	25,208	21,893	4,165	26,058	56	850	

Further analysis of the revenue variance and service commentary are in Appendix 1. This provides the variances by service and comments have been provided by the budget managers.

3.3 Provisional Outturn - Summary Capital Programme Variances and Rephasing (Appendix 2 for detail)

The approved gross capital programme for 2024/25 is £26.073m, this total included budgeted rephasings of £13.288m. At the year end a total of £18.917m was rephased, an additional rephase of £5.629m. The total current budget is £31.900m including growth of £0.198m (£26.073m plus £5.629m plus £0.198m).

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/Virement	Current Budget	Q3 Forecast	Outturn Actual	Over/(Under) Spend	Rephase to 2025/26	Comment on Significant Variances
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	
Finance and Corporate Resources	114	100	214	1,035	935	0	1,149	1,105	742	(407)	1,003	Programmed delays to Estates property improvements. Additional costs for Solar Canopy which is funded, and LED lighting which will generate future savings.
Community Services	1,610	138	1,748	0	(138)	0	1,610	1,644	2,163	553	10	
Chief Planning Officer	3,228	0	3,228	0	0	0	3,228	3,070	2,780	(448)	448	Increased in Disabled Facilities Grants expenditure due to increased case complexity and cost of works.
Leisure and Health	933	0	933	124	124	0	1,057	1,059	1,033	(24)	63	Unexpected expenditure on a new boiler, and additional unforeseen costs of fitness equipment refresh. In year underspends at OL Ramsey on drainage and solar panels.
Operations	2,150	429	2,579	1,039	610	0	3,189	2,432	1,520	(1,669)	469	The existing vehicle fleet is maintained and fixed to extend vehicle lives.
Insights and Delivery	73	2,692	2,765	3,503	811	100	3,676	1,906	1,752	(1,924)	2,787	Works at Hinchingsbrooke Country Park have been delayed as a result of the planning application being resubmitted. Civil Parking Enforcement works have commenced but not yet complete. A new Biodiversity project was added in year which is funded by grant.
ICT	321	14	335	455	441	0	776	235	180	(596)	593	Projects rephasings, partly as a result of not being able to procure services of sufficient quality, as well as projects completed.
Housing Delivery and Regeneration	4,356	9,915	14,271	12,761	2,846	98	17,215	6,547	6,681	(10,534)	10,439	Some projects are now closed, with the majority of the remaining projects expected to be completed in 2025/26, apart from the Priory Centre which is expected to complete in 2026/27.
Total	12,785	13,288	26,073	18,917	5,629	198	31,900	17,999	16,851	(15,049)	15,812	
⁽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 March was 98.09% – 0.46% more than the previous year, and the highest in-year collection rate in 5 years. This is a significant achievement by the team who have worked hard to ensure residents receive their bills promptly and are contacted about arrears at the earliest opportunity.

The number of working-age residents claiming Council Tax support was 5,102 at the end of 2024/25, an increase of 936 from the previous year. This is mainly due to changes made to the Council's Local Council Tax Support Scheme, which was launched in April 2024 with the intention of providing more support to low-income households across the district. The new scheme offers increased levels of support to those in need, and the new scheme design has also enabled improvements in processing times to be realised, ensuring that residents receive help as soon as possible.

3.5 Miscellaneous Debt Update

The table below shows the debtor analysis as at 31st March 2025.

Service	Debtor Aged Days						
	Current	<90	91 to 180	181 to 365	>365	Future	Total Debt
	£000s	£000s	£000s	£000s	£000s	£000s	£000s
3C Shared Services	507		6		165		678
Business Improvement District		1	34		4		39
Commercial Rent	5	217	126	140	43	7	538
Community	5	2	1		9		17
Community Infrastructure Levy	158	90			148	3533	3,929
Corporate	52						52
Environmental					3		3
Finance	25	3	3		17		48
Hinchingbrooke Country Park	6	1			1	1	9
Housing	54	19	31	11	319		434
Housing Benefit Overpayment					21		21
Licensing	3	6	1	(1)	2		11
Markets	1	1	1		1		4
Mobile Home Park		1	1				2
Moorings				1			1
One Leisure	69	31	3	4	13		120
Operations	106	49	10	1	24	1	191
Other		(1)					(1)
Paxton Pits	6						6
Planning	12	152	4				168
Private Sector Housing	21						21
Room Hire			(1)		(1)		(2)
Section 106			41				41
Trade Waste	1	2	1		(3)	4	5
Total	1031	574	262	156	766	3,545	6,335

4. Update on the Commercial Investment Strategy and Investment Properties

- 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 The provisional outturn 2024/25, and budgeted expenditure and income for the CIS and investment properties are:

CIS Investments	Budget £000s	Provisional Outturn £000s	Variance £000s
Cash Investments			
CCLA Property Fund	(162)	(180)	(18)
Total Cash Investments	(162)	(180)	(18)
Property Rental Income	(4,754)	(4,783)	(29)
Loan Interest Paid	581	581	0
Total Property Investments	(4,173)	(4,202)	(29)
TOTAL	(4,335)	(4,382)	(47)
CIS Borrowing (Maturity Loans from PWLB)			
Property	Maturity Date	Amount	% (Fixed)
Wakefield	26/06/2039	£11,963,000	2.18
Fareham	02/10/2037	£5,000,000	2.78
Rowley Centre	11/03/2039	£7,292,000	2.49

4.3 Commercial Properties - Market Update and Activity

A recent valuation report received from Savills included the following summary of the current property investment market, which may be of interest:

“Ongoing political and economic developments in the UK continue to create a complex and evolving landscape. The Chancellor’s strategy for economic growth faces significant headwinds, prompting the Bank of England to revise its 2025 UK GDP growth forecast downward from 1.5% to 0.75%. The Bank has continued to cut the base rate, and the markets anticipate further reductions over 2025, to stimulate economic activity. Meanwhile, the re-election of Donald Trump as US President has introduced further geopolitical uncertainty, particularly with his decision to withdraw the U.S. from the Paris Agreement and his proposed tariffs on certain imports.

In the UK commercial real estate market, sentiment had been improving amid expectations of continued base rate reductions, albeit at a potentially slower pace than initially anticipated. However, the volatility in UK ten-year gilt yields suggests that markets may be pricing in an extended timeline for rate cuts. This renewed uncertainty comes just as investor confidence was strengthening and it could see some investors adopt a more cautious, “wait and see” approach until the outlook becomes clearer.

Measured against historical trends commercial property investment volumes are lower, albeit volumes and bidder intensity is improving in most, if not all sectors. The current landscape is increasingly polarised, with “best-in-class” assets continuing to attract strong interest. By contrast, some lesser properties, particularly those with locational or quality challenges, face difficulties that could see continued value erosion. This divergence highlights the critical importance of rigorous due diligence, as investors and lenders place growing emphasis not only on financial performance but also on ESG considerations.

The decline in comparable transactional volumes has seen market sentiment play an increasingly crucial factor in valuation and decision-making. The aforementioned geopolitical tensions, economic uncertainty, and the financing costs are contributing to a cautious pricing environment. While lender appetite remains healthy, underwriting standards are stringent, with the quality of both the asset and sponsor playing a pivotal role in securing financing.”

Further commentary specific to the industrial property market in Huntingdon was:

"While nationally, industrial rents have performed well over the period from 2018, much of the local stock in Huntingdon is older mid-sized units, where historically rents have been relatively low. Over the last five years, however, the lack of available stock and the strength of demand for industrial premises has pushed rents up. The local market having benefitted from the overflow of distribution centres from the traditional 'golden triangle' around Northampton and Milton Keynes on the M1, with a knock-on effect on secondary space"

With the exception of the larger CIS properties, much of the Commercial Property Investment Portfolio held by Huntingdonshire District Council comprises small industrial and retail units. Although we have seen some rental growth we are finding that transactions take longer to complete and even local tenants are becoming increasingly savvy and requesting incentives and more favourable lease terms when negotiating to take leases. The Savills comment about polarisation of the market carries through to our estate, with older properties being less popular as energy efficiency becomes more important to occupiers and the difficulties of improving older stock become better appreciated.

At Rowley Arts Centre the lease of units 2 & 3 Rowley Arts Centre to Gainz Fitness & Strength is now signed and completion is imminent. objection. The tenant wishing to take their unit when they relocate remains keen and that lease is at an advanced stage.

At Shawlands Retail park Sudbury, the lease to Pure Gym has completed and they are fitting out and renewals of leases of other units are progressing as they fall due. The centre remains busy with lack of space for current tenants to expand within it perhaps being its biggest problem.

The CIS industrial investment at Little End Road, St Neots is now fully occupied and demonstrating rental growth, albeit 21a is let on a short term agreement.

At Caxtons Road Enterprise Centre, Mayfield Road and Alms Close we are pleased to report continued positive rental growth on re-lettings and rent reviews albeit there is currently little demand for the Caxtons Road offices, possibly due to them being of a size where people can work from home as an alternative.

The table below shows the activity in relation to leases, rents and vacant properties in the previous quarters and a forecast for the next quarter;

2024/25					2025/26
Property Statistics	Quarter 1 Actual	Quarter 2 Actual	Quarter 3 Actual	Quarter 4 Actual	Quarter 1 Forecast
Number of lettable units held	190	190	190	190	189*
No. let on typical commercial leases	126	125	124	127	128
No. let on long leases	24	24	24	24	24
No. let on non-commercial leases	18	17	17	17	17
Number vacant	20	22	25	22	20
Vacant properties by town;					
• Huntingdon	6	7	9	9	8
• St Neots	6	7	8	6	4
• St Ives	2	2	3	2	3
• Fareham	6	6	5	5	5
Property Activity	Quarter 1 Actual	Quarter 2 Actual	Quarter 3 Actual	Quarter 4 Actual	Quarter 1 Forecast
Number of leases renewed	3	0	2	1	8
Number of rents reviewed	1	1	2	3	2
Number of new lettings	3	2	4	5	5
Number of units under offer	8	7	7	6	4
Number of leases ended	2	4	4	3	2
Financial changes	Quarter 1 Actual	Quarter 2 Actual	Quarter 3 Actual	Quarter 4 Actual	Quarter 1 Forecast
Increases/(decrease) in annual rents receivable due to lease renewals*	£8,000	0	(£6,650)	£1,300	£24,491
Increases/(decrease) in annual rents receivable due to rent reviews	£177,509	£25,157	£11,800	£9725.93	£10,377
Increase in annual rents receivable due to new leases	£19,300	£17,348	£109,546	£45,000	£205,083.88**
Decrease in annual rents receivable due to vacations and insolvencies	£12,100	£32,100	£62,103	£119,321	£23,966.12

* Units 2 & 3 Rowley Centre to be let as one.

** £95,000 less in first year as 1yr rent free to be granted on letting of Unit 1 Shawlands Retail Pk, Sudbury

5. COMMENTS OF OVERVIEW & SCRUTINY

Overview and Scrutiny comments to be added here.

6. RECOMMENDATIONS

- Cabinet is invited to **consider and comment** on the revenue financial performance for the financial year 2024/25, as detailed in **Appendix 1** and summarised in paragraph 3.2.
- Cabinet is invited to **consider and comment** on the capital financial performance for the financial year 2024/25, as detailed in **Appendix 2** and summarised in paragraph 3.3.
- Cabinet is asked to **consider and comment** on the requested rephasing of capital budgets from 2024/25 to 2025/26 as detailed in **Appendix 2**.


7. LIST OF APPENDICES INCLUDED

Appendix 1 – Financial Performance for revenue provisional outturn 2024/25.

Appendix 2 – Financial Performance for capital provisional outturn 2024/25.

CONTACT OFFICER

Suzanne Jones FCPFA FIRR V

 01480 388214

This page is intentionally left blank

Appendix 1

Provisional Outturn 2024/25 - Head of Service

Head of Service	Original Budget £000	Budget B/Fwd from 2023/24 £000	Budget C/Fwd to 2025/26 £000	Current Budget £000	Q3 Forecast £000	Actuals to 31 March 2025 £000	Contribution To /(From) Reserves £000	Provisional Outturn £000	Variance to Current Budget £000	%	Variance to Forecast £000	%	Comments
Corporate Resources													
Income	(7,107)	-	-	(7,107)	(9,524)	(10,202)	243	(9,959)	(2,852)	(40.1)	(435)	(4.6)	Income; Increased income from short term investments due to higher interest rates. Reduction in income throughout the Estates portfolio. Negotiations are still ongoing regarding the Phoenix Court rent review; the expectation is that the rent will increase and that the back rent will need to be paid this and has been included in the outturn.
Expenses	15,614	12	(70)	15,556	16,723	14,743	3,153	17,896	2,340	15.0	1,173	7.0	Expenditure; Commercial Investment Strategy review by CIPFA which was not budgeted for plus temporary resources to cover procurement and risk management. A reduction in the Minimum Revenue Provision charge (MRP) due to rephased capital programme offset by additional costs re correction of employers national insurance calculation. Additional contribution to earmarked reserves for Local Government Reorganisation. Savings in Finance due to vacancy lag plus reduced costs of software and memberships. Underspend from savings on utilities primarily at Pathfinder House and Eastfield House. £12k underspend on Land charges salaries due to vacancies that have now been filled. £50k overspend due to agreed Election training costs. Increased training costs managed by HR. Additional Business rates costs in the Estates portfolio.
Net	8,507	12	(70)	8,449	7,199	4,541	3,396	7,937	(512)	(6.1)	738	10.3	
Chief Operating Officer													
Income	(25,873)	-	-	(25,873)	(26,652)	(28,032)	(54)	(28,086)	(2,213)	(8.6)	(1,434)	(5.4)	Income; Domestic abuse grant (£33k) received in year which was not budgeted for. Income from court costs higher than expected but Housing Benefit subsidy is lower. The Council Tax administration grant is now part of general grant funding.
Expenses	31,741	134	(70)	31,805	33,066	34,007	207	34,214	2,409	7.6	1,148	3.5	Expenditure; 3C Building Control contributions for 24/25 lower than budgeted. £69k underspend on mobile home parks (£48k lower electricity costs than budgeted, £28k benefit due to costs not crystallising against budget). Environmental Health had a £6k budget for renewal fund contribution which had no spend in year, also budget c/f £56k from 23/24 was not utilised. There were staff savings from temporarily vacant posts in Environmental Enforcement, Licensing, Housing Needs, Customer Services and Document Centre. There were increased costs from Emergency Planning.
Net	5,868	134	(70)	5,932	6,414	5,975	153	6,128	196	3.3	(286)	(4.8)	
Economic Development													
Income	(7)	-	-	(7)	(7)	(7)	-	(7)	-	0.0	-	0.0	
Expenses	404	-	(43)	361	284	226	-	226	(135)	(37.4)	(58)	(20.4)	Expenditure; Changed team members so lower staff costs during vacant periods
Net	397	-	(43)	354	277	219	-	219	(135)	(38.1)	(58)	(26.5)	

Provisional Outturn 2024/25 - Head of Service

Head of Service	Original Budget £000	Budget B/Fwd from 2023/24 £000	Budget C/Fwd to 2025/26 £000	Current Budget £000	Q3 Forecast £000	Actuals to 31 March 2025 £000	Contribution To /(From) Reserves £000	Provisional Outturn £000	Variance to Current Budget £000	%	Variance to Forecast £000	%	Comments
Housing Strategy													
Income	(861)	-	-	(861)	(861)	(676)	-	(676)	185	21.5	185	21.5	Expenditure; Costs have increased through the revision of the housing provision contract, and new NI rates for the sub regional coordinator. Market Towns variance is due to the program manager working unforeseen hours on UKSPF projects where we were able to drawdown funding from this source to support his salary.
Expenses	1,074	-	-	1,074	1,097	882	-	882	(192)	(17.9)	(215)	(19.6)	
Net	213	-	-	213	236	206	-	206	(7)	(3.3)	(30)	(14.6)	
Corporate Leadership													
Income	-	-	-	-	-	-	-	-	-	0.0	-	0.0	Expenditure; The outturn position is as a result of temporary staffing costs to cover long term sickness absence. Lets Talk Huntingdonshire platform was handed to Communications, previously funded by the Place Strategy. Other work that has come forward over the year, such as the LGA public affairs workshop, has also contributed to the overspend. In addition the setting up of a Transformation Fund £0.40m and a Health & Wealth Fund £0.75m.
Expenses	665	45	-	710	2,214	1,144	1,109	2,253	1,543	217.3	39	1.8	
Net	665	45	-	710	2,214	1,144	1,109	2,253	1,543	217.3	39	3.4	
Chief Planning Officer													
Income	(2,337)	-	-	(2,337)	(2,378)	(2,226)	-	(2,226)	111	4.7	152	6.4	Income; Planning Policy £130k additional income for planning performance agreement which was not budgeted for, £30k additional income above budget for priority planning, and £15k income received for National Significant Infrastructure Projects. Development Management Pre application fee income underperforming by £324k due to economic slowdown and other external factors Expenditure; £88k underspend due to unfilled vacancies.
Expenses	3,107	75	(65)	3,117	3,117	3,002	57	3,059	(58)	(1.9)	(58)	(1.9)	
Net	770	75	(65)	780	739	776	57	833	53	6.8	94	12.1	

Provisional Outturn 2024/25 - Head of Service

Head of Service	Original Budget £000	Budget B/Fwd from 2023/24 £000	Budget C/Fwd to 2025/26 £000	Current Budget £000	Q3 Forecast £000	Actuals to 31 March 2025 £000	Contribution To /(From) Reserves £000	Provisional Outturn £000	Variance to Current Budget £000	%	Variance to Forecast £000	%	Comments
Strategic Insight and Delivery													
Income	(3,791)	-	-	(3,791)	(3,640)	(3,185)	(195)	(3,380)	411	10.8	260	7.1	Income; Markets and Car Parks income under budget. Additional income from concessions in parks. The income from improvements at Hinchingsbrooke Country Park (HCP) has not commenced yet, but there has been increased income at HCP cafe and hire of rooms. The capitalisation of the Biodiversity project has led to large variance income.
Expenses	4,480	1	-	4,481	4,476	4,490	(153)	4,337	(144)	(3.2)	(139)	(3.1)	Expenditure; Underspend due to vacant posts within the Business Intelligence team. Additional expenditure on legal fees and play area improvements, and also on extra staffing for the green bin subscription project. The capitalisation of the Biodiversity project has led to a large variance on expenditure.
Net	689	1	-	690	836	1,305	(348)	957	267	38.7	121	9.3	
Operations													
Income	(3,588)	-	-	(3,588)	(5,291)	(5,298)	-	(5,298)	(1,710)	(47.7)	(7)	(0.1)	Income; Increased income in CCTV, above budget income from the Green Waste collections, and a new income stream for Street Cleansing, increased Bulky Waste income.
Expenses	9,191	5	(60)	9,136	9,610	9,838	(124)	9,714	578	6.3	104	1.1	Expenditure; Lower expenditure on CCTV staffing and overtime, underspends from delayed Climate Change projects and a saving from Material Recovery Facility (MRF) contract delays. Overspends from an increased amount of Watercourse work due to previous lack of maintenance, and an increased amount of tree works, increased Street Cleaning works, cleaning flooded areas and cleaning up fly-tipping. Waste staff agency costs have increased, and some MRF costs were higher due to new rejected items sampling.
Net	5,603	5	(60)	5,548	4,319	4,540	(124)	4,416	(1,132)	(20.4)	97	2.1	

Provisional Outturn 2024/25 - Head of Service

Head of Service	Original Budget £000	Budget B/Fwd from 2023/24 £000	Budget C/Fwd to 2025/26 £000	Current Budget £000	Q3 Forecast £000	Actuals to 31 March 2025 £000	Contribution To /(From) Reserves £000	Provisional Outturn £000	Variance to Current Budget £000	%	Variance to Forecast £000	%	Comments
Leisure and Health													
Income	(6,965)	-	-	(6,965)	(7,521)	(7,128)	(78)	(7,206)	(241)	(3.5)	315	4.2	Income; Increased income from Health and Fitness memberships, and from Active Lifestyle memberships.
Expenses	7,311	-	-	7,311	7,734	7,362	74	7,436	125	1.7	(298)	(3.9)	Expenditure; Increase in Active Lifestyles staff costs but offset by extra income, and an increase in other unavoidable costs.
Net	346	-	-	346	213	234	(4)	230	(116)	(33.5)	17	7.3	
ICT													
Income	(5,857)	-	-	(5,857)	(5,867)	(5,684)	53	(5,631)	226	3.9	236	4.0	
Expenses	8,803	34	-	8,837	8,628	8,637	(127)	8,510	(327)	(3.7)	(118)	(1.4)	Expenditure; The underspend is due to a number of vacancies across the service. These are partially offset by overtime, market supplements and agency costs.
Net	2,946	34	-	2,980	2,761	2,953	(74)	2,879	(101)	(3.4)	118	4.0	
Total	26,004	306	(308)	26,002	25,208	21,893	4,165	26,058	56	0.2	850	3.9	

Provisional Outturn 2024/25 - Service Detail

Monitoring Report - Service Grouping														
Head of Service	Service Grouping	Original Budget	Budget B/Fwd from 2023/24 & Virements	Budget C/Fwd to 2025/26	Current Budget	Q3 Forecast	Actuals to 31 March 2025	Contribution To /(From) Reserves	Provisional Outturn	Variance to Current Budget		Variance to Forecast		Commentary On (Under)/Overspend
		£000	£000	£000	£000	£000	£000	£000	£000	£000	%	£000	%	
Corporate Resources	Head of Resources													Commercial Investment Strategy review by CIPFA which was not budgeted for plus temporary resources to cover procurement and risk management.
	Income	-	-	-	-	-	-	-	-	-	0.0	-	0.0	
	Expenses	116	-	-	116	225	331	-	331	215	185.3	106	47.1	
	Net Impact	116	-	-	116	225	331	-	331	215	185.3	106	47.1	Increased income from short term investments due to higher interest rates. A reduction in the Minimum Revenue Provision charge (MRP) due to rephased capital programme offset by additional costs re correction of employers national insurance calculation. Additional contribution to earmarked reserves for Local Government Reorganisation.
	Corporate Finance													
	Income	(1,633)	-	-	(1,633)	(3,726)	(3,980)	42	(3,938)	(2,305)	(141.2)	(212)	(5.7)	
	Expenses	7,868	-	-	7,868	8,145	6,301	3,000	9,301	1,433	18.2	1,156	14.2	Savings due to vacancy lag plus reduced costs of software and memberships.
	Net Impact	6,235	-	-	6,235	4,419	2,321	3,042	5,363	(872)	(14.0)	944	21.4	
	Finance													
	Income	4	-	-	4	-	-	-	-	(4)	(100.0)	-	0.0	Higher than expected contribution to 3C Legal due to over consumption and unrealised income.
	Expenses	830	-	-	830	750	766	-	766	(64)	(7.7)	16	2.1	
	Net Impact	834	-	-	834	750	766	-	766	(68)	(8.2)	16	2.1	
	Risk Management													Underspend expected from savings on utilities primarily at Pathfinder House and Eastfield House.
	Expenses	181	12	-	193	235	194	-	194	1	0.5	(41)	(17.4)	
	Net Impact	181	12	-	193	235	194	-	194	1	0.5	(41)	(17.4)	
	Legal													£12k underspend on Land charges salaries due to vacancies that have now been filled.
	Expenses	281	-	-	281	302	330	-	330	49	17.4	28	9.3	
	Net Impact	281	-	-	281	302	330	-	330	49	17.4	28	9.3	
	Energy & Sustainability Management													£50k overspend due to agreed training costs.
	Expenses	44	-	-	44	47	50	-	50	6	13.6	3	6.4	
	Net Impact	44	-	-	44	47	50	-	50	6	13.6	3	6.4	
	Public Conveniences													
	Expenses	-	-	-	-	-	5	-	5	5	0.0	5	0.0	
	Net Impact	-	-	-	-	-	5	-	5	5	0.0	5	0.0	
	Facilities Management													
	Income	(525)	-	-	(525)	(543)	(508)	-	(508)	17	3.2	35	6.4	
	Expenses	1,822	-	(70)	1,752	1,651	1,556	-	1,556	(196)	(11.2)	(95)	(5.8)	
	Net Impact	1,297	-	(70)	1,227	1,108	1,048	-	1,048	(179)	(14.6)	(60)	(5.4)	
	Democratic & Elections													
	Income	(198)	-	-	(198)	(931)	(931)	58	(873)	(675)	(340.9)	58	6.2	
	Expenses	1,170	-	-	1,170	1,899	1,767	115	1,882	712	60.9	(17)	(0.9)	
	Net Impact	972	-	-	972	968	836	173	1,009	37	3.8	41	4.2	

Provisional Outturn 2024/25 - Service Detail

Monitoring Report - Service Grouping														
Head of Service	Service Grouping	Original Budget	Budget B/Fwd from 2023/24 & Virements	Budget C/Fwd to 2025/26	Current Budget	Q3 Forecast	Actuals to 31 March 2025	Contribution To /(From) Reserves	Provisional Outturn	Variance to Current Budget		Variance to Forecast		Commentary On (Under)/Overspend
		£000	£000	£000	£000	£000	£000	£000	£000	£000	%	£000	%	
Corporate Resources	Human Resources													Agreed increased training costs. Reduction in income throughout the portfolio. Negotiations are still ongoing regarding the Phoenix Court rent review; the expectation is that the rent will increase and that the back rent will need to be paid and has been included in the outturn. We also incurred additional business rates at Stonehill, Rowley Centre and it is expected at Fareham.
	Expenses	859	-	-	859	882	876	38	914	55	6.4	32	3.6	
	Net Impact	859	-	-	859	882	876	38	914	55	6.4	32	3.6	
	Risks & Control													
	Expenses	854	-	-	854	836	852	-	852	(2)	(0.2)	16	1.9	
	Net Impact	854	-	-	854	836	852	-	852	(2)	(0.2)	16	1.9	
	Commercial Estates													
	Income	(4,755)	-	-	(4,755)	(4,324)	(4,783)	143	(4,640)	115	2.4	(316)	(7.3)	
	Expenses	1,589	-	-	1,589	1,751	1,715	-	1,715	126	7.9	(36)	(2.1)	
	Net Impact	(3,166)	-	-	(3,166)	(2,573)	(3,068)	143	(2,925)	241	7.6	(352)	(13.7)	
	HoS Total	8,507	12	(70)	8,449	7,199	4,541	3,396	7,937	(512)	(6.1)	738	10.3	

Provisional Outturn 2024/25 - Service Detail

Monitoring Report - Service Grouping														
Head of Service	Service Grouping	Original Budget	Budget B/Fwd from 2023/24 & Virements	Budget C/Fwd to 2025/26	Current Budget	Q3 Forecast	Actuals to 31 March 2025	Contribution To /(From) Reserves	Provisional Outturn	Variance to Current Budget		Variance to Forecast		Commentary On (Under)/Overspend
		£000	£000	£000	£000	£000	£000	£000	£000	£000	%	£000	%	
Chief Operating Officer	Building Control													3C Building Control Contributions for 24/25 lower than budgeted. Contribution figures are provided by City as the lead partner.
	Income	-	-	-	-	4	4	-	4	4	0.0	-	0.0	
	Expenses	250	-	-	250	137	139	-	139	(111)	(44.4)	2	1.5	
	Net Impact	250	-	-	250	141	143	-	143	(107)	(42.8)	2	1.4	£69k underspend on mobile home parks (£48k lower electricity costs than budgeted, £28k benefit due to costs not crystallising against budget). £28k underspend due to vacancies within Environmental Enforcement.
	Community Resilience													
	Income	(202)	-	-	(202)	(240)	(191)	-	(191)	11	5.4	49	20.4	
	Expenses	535	-	-	535	445	420	8	428	(107)	(20.0)	(17)	(3.8)	Domestic abuse grant for £33k was received in year, plus an overspend due to £200k agreed costs for business continuity.
	Net Impact	333	-	-	333	205	229	8	237	(96)	(28.8)	32	15.6	
	Communities													
	Income	(170)	-	-	(170)	(45)	(104)	(167)	(271)	(101)	(59.4)	(226)	(502.2)	Budget c/fwd from 23/24 was not utilised.
	Expenses	553	43	-	596	633	666	200	866	270	45.3	233	36.8	
	Net Impact	383	43	-	426	588	562	33	595	169	39.7	7	1.2	
	Environmental Health Services													Underspend due to shared costs of the Licensing Manager.
	Income	(61)	-	-	(61)	(65)	(62)	-	(62)	(1)	(1.6)	3	4.6	
	Expenses	819	56	(70)	805	827	810	-	810	5	0.6	(17)	(2.1)	
	Net Impact	758	56	(70)	744	762	748	-	748	4	0.5	(14)	(1.8)	Council Tax administration grant is now part of the Revenue Support Grant.
	Environmental Health Administration													
	Expenses	47	-	-	47	45	45	-	45	(2)	(4.3)	-	0.0	
	Net Impact	47	-	-	47	45	45	-	45	(2)	(4.3)	-	0.0	Higher than anticipated income from raising court costs.
	Licencing													
	Income	(384)	-	-	(384)	(376)	(380)	-	(380)	4	1.0	(4)	(1.1)	
	Expenses	313	-	-	313	268	272	-	272	(41)	(13.1)	4	1.5	Changes in costs and subsidy received on Housing Benefit.
	Net Impact	(71)	-	-	(71)	(108)	(108)	-	(108)	(37)	(52.1)	-	0.0	
	Council Tax Support													
	Income	(114)	-	-	(114)	-	-	-	-	114	100.0	-	0.0	MHCLG-Part Refund of grant 21/22 £39,364- money received in lockdown £39K not spent . Management charge £42K higher than budgeted following a review of the increased costs of the service. In year vacancies and reappointments at different grades gave a saving of £20K
	Expenses	-	-	-	-	-	-	-	-	-	0.0	-	0.0	
	Net Impact	(114)	-	-	(114)	-	-	-	-	114	100.0	-	0.0	
	Local Tax Collection													Underspend due to staff changes and time taken to review options for replacement. Expected computing charges did not materialise. SMP reimbursement received in March.
	Income	(231)	-	-	(231)	(231)	(247)	-	(247)	(16)	(6.9)	(16)	(6.9)	
	Expenses	-	-	-	-	2	2	-	2	2	0.0	-	0.0	
	Net Impact	(231)	-	-	(231)	(229)	(245)	-	(245)	(14)	(6.1)	(16)	(7.0)	MHCLG-Part Refund of grant 21/22 £39,364- money received in lockdown £39K not spent . Management charge £42K higher than budgeted following a review of the increased costs of the service. In year vacancies and reappointments at different grades gave a saving of £20K
	Housing Benefits													
	Income	(23,651)	-	-	(23,651)	(24,337)	(25,609)	-	(25,609)	(1,958)	(8.3)	(1,272)	(5.2)	
	Expenses	25,825	-	-	25,825	27,029	28,020	-	28,020	2,195	8.5	991	3.7	Underspend due to staff changes and time taken to review options for replacement. Expected computing charges did not materialise. SMP reimbursement received in March.
	Net Impact	2,174	-	-	2,174	2,692	2,411	-	2,411	237	10.9	(281)	(10.4)	
	Housing Needs													
	Income	(1,060)	-	-	(1,060)	(1,362)	(1,443)	113	(1,330)	(270)	(25.5)	32	2.3	Underspend due to staff changes and time taken to review options for replacement. Expected computing charges did not materialise. SMP reimbursement received in March.
	Expenses	2,120	-	-	2,120	2,422	2,453	-	2,453	333	15.7	31	1.3	
	Net Impact	1,060	-	-	1,060	1,060	1,010	113	1,123	63	5.9	63	5.9	
	Customer Services													Underspend due to staff changes and time taken to review options for replacement. Expected computing charges did not materialise. SMP reimbursement received in March.
	Expenses	994	35	-	1,029	999	956	-	956	(73)	(7.1)	(43)	(4.3)	
	Net Impact	994	35	-	1,029	999	956	-	956	(73)	(7.1)	(43)	(4.3)	

Provisional Outturn 2024/25 - Service Detail

Monitoring Report - Service Grouping														
Head of Service	Service Grouping	Original Budget	Budget B/Fwd from 2023/24 & Virements	Budget C/Fwd to 2025/26	Current Budget	Q3 Forecast	Actuals to 31 March 2025	Contribution To /(From) Reserves	Provisional Outturn	Variance to Current Budget		Variance to Forecast		Commentary On (Under)/Overspend
		£000	£000	£000	£000	£000	£000	£000	£000	£000	%	£000	%	
Chief Operating Officer	Document Centre													Savings due to team restructuring.
	Expenses	176	-	-	176	165	156	-	156	(20)	(11.4)	(9)	(5.5)	
	Net Impact	176	-	-	176	165	156	-	156	(20)	(11.4)	(9)	(5.5)	
	Chief Operating Officer													Savings due to vacancy lag.
	Income	-	-	-		-	-	-	-	-	0.0	-	0.0	
	Expenses	109	-	-	109	94	68	(1)	67	(42)	(38.5)	(27)	(28.7)	
	Net Impact	109	-	-	109	94	68	(1)	67	(42)	(38.5)	(27)	(28.7)	
	HoS Total	5,668	134	(70)	5,932	6,414	5,975	153	6,128	196	3.3	(286)	(4.5)	

Provisional Outturn 2024/25 - Service Detail

Monitoring Report - Service Grouping														
Head of Service	Service Grouping	Original Budget	Budget B/Fwd from 2023/24 & Virements	Budget C/Fwd to 2025/26	Current Budget	Q3 Forecast	Actuals to 31 March 2025	Contribution To /(From) Reserves	Provisional Outturn	Variance to Current Budget		Variance to Forecast		Commentary On (Under)/Overspend
		£000	£000	£000	£000	£000	£000	£000	£000	£000	%	£000	%	
Economic Development	Economic Development													
	Income	(7)	-	-	(7)	(7)	(7)	-	(7)	-	0.0	-	0.0	Changed team members so lower staff costs during vacant periods
	Expenses	404	-	(43)	361	284	226	-	226	(135)	(37.4)	(58)	(20.4)	
	Net Impact	397	-	(43)	354	277	219	-	219	(135)	(38.1)	(58)	(20.9)	
	HoS Total	397	-	(43)	354	277	219	-	219	(135)	(38.1)	(58)	(20.9)	
Housing Strategy	Housing Strategy													This variance is due to the program manager working unforeseen hours on UKSPF projects where we were able to drawdown funding from this source to support his salary.
	Expenses	205	-	-	205	228	211	-	211	6	2.9	(17)	(7.5)	
	Net Impact	205	-	-	205	228	211	-	211	6	2.9	(17)	(7.5)	
	Market Towns													
	Income	(861)	-	-	(861)	(861)	(290)	-	(290)	571	66.3	571	66.3	
	Expenses	869	-	-	869	869	285	-	285	(584)	(67.2)	(584)	(67.2)	
	Net Impact	8	-	-	8	8	(5)	-	(5)	(13)	(162.5)	(13)	(162.5)	
	UK Shared Prosperity Fund													
	Income	-	-	-	-	-	(386)	-	(386)	(386)	0.0	(386)	0.0	
	Expenses	-	-	-	-	-	386	-	386	386	0.0	386	0.0	
	Net Impact	-	-	-	-	-	-	-	-	-	0.0	-	0.0	
	HoS Total	213	-	-	213	236	206	-	206	(7)	(3.3)	(30)	(12.7)	
Corporate Leadership	Directors													Ensure we are delivering value for money in respect of our services bringing external good practice into the council, to ensure we are fit for purpose, efficient and effective and supporting our communities to the maximum effect.
	Income	-	-	-	-	-	-	-	-	-	0.0	-	0.0	
	Expenses	501	45	-	546	1,283	917	400	1,317	771	141.2	34	2.7	
	Net Impact	501	45	-	546	1,283	917	400	1,317	771	141.2	34	2.7	Creation of a fund to improve the lives of our residents.
	Community Wealth & Health Fund													
	Expenses	-	-	-	-	750	-	750	750	750	0.0	-	0.0	
	Net Impact	-	-	-	-	750	-	750	750	750	0.0	-	0.0	
	Executive Support & Business Planning													Overall budget position is as a result of some temporary staffing costs to cover long term sickness absence. Lets Talk Huntingdonshire platform was handed to Communications, having been previously funded by the Place Strategy. Other work that has come forward over the year, such as the LGA public affairs workshop, has also contributed to the overspend.
	Income	-	-	-	-	-	-	-	-	-	0.0	-	0.0	
	Expenses	164	-	-	164	181	227	(41)	186	22	13.4	5	2.8	
	Net Impact	164	-	-	164	181	227	(41)	186	22	13.4	5	2.8	
	HoS Total	665	45	-	710	2,214	1,144	1,109	2,253	1,543	217.3	39	1.8	
Chief Planning Officer	Head of Service: Chief Planning Officer													£130k additional income for planning performance agreement which was not budgeted for. £88k underspend due to unfilled vacancies. £30k additional income above budget for priority planning. £15k income received for NSIP and no budget was set for that
	Planning Policy													
	Income	(439)	-	-	(439)	(680)	(652)	-	(652)	(213)	(48.5)	28	4.1	
	Expenses	1,332	75	(65)	1,342	1,424	1,235	57	1,292	(50)	(3.7)	(132)	(9.3)	Pre application fee income underperforming by £324k due to economic slowdown and other external factors.
	Net Impact	893	75	(65)	903	744	583	57	640	(263)	(29.1)	(104)	(14.0)	
	Development Management													
	Income	(1,898)	-	-	(1,898)	(1,698)	(1,574)	-	(1,574)	324	17.1	124	7.3	
	Expenses	1,775	-	-	1,775	1,693	1,767	-	1,767	(8)	(0.5)	74	4.4	
	Net Impact	(123)	-	-	(123)	(5)	193	-	193	316	256.9	198	3960.0	
	HoS Total	770	75	(65)	780	739	776	57	833	53	6.8	94	12.7	

Provisional Outturn 2024/25 - Service Detail

Monitoring Report - Service Grouping														
Head of Service	Service Grouping	Original Budget	Budget B/Fwd from 2023/24 & Virements	Budget C/Fwd to 2025/26	Current Budget	Q3 Forecast	Actuals to 31 March 2025	Contribution To /(From) Reserves	Provisional Outturn	Variance to Current Budget		Variance to Forecast		Commentary On (Under)/Overspend
		£000	£000	£000	£000	£000	£000	£000	£000	£000	%	£000	%	
Strategic Insight & Delivery	Head of Service: Strategic Insight & Delivery													
	Markets													
	Income	(163)	-	-	(163)	(92)	(98)	-	(98)	65	39.9	(6)	(6.5)	Income in line with current occupancy. Service has undertaken a review of fees and charges through other local authority benchmarking. Income budgets have been rebaselined in 2025/26 and charges adjusted
	Expenses	200	-	-	200	187	202	-	202	2	1.0	15	8.0	
	Net Impact	37	-	-	37	95	104	-	104	67	181.1	9	9.5	
	Car Parks - Off Street													
	Income	(2,866)	-	-	(2,866)	(2,470)	(2,500)	-	(2,500)	366	12.8	(30)	(1.2)	Parking charges are recovering since covid at a lower rate and is reflected by a rebaselining in the 2025/26 budget. Civil Parking Enforcement income is not being realised in this financial year due to delays in implementation, however some costs have been incurred due to the required setup.
	Expenses	1,637	-	-	1,637	1,410	1,624	-	1,624	(13)	(0.8)	214	15.2	
	Net Impact	(1,229)	-	-	(1,229)	(1,060)	(876)	-	(876)	353	28.7	184	17.4	
	Transformation													
	Income	(170)	-	-	(170)	(213)	-	(195)	(195)	(25)	(14.7)	18	8.5	
	Expenses	355	-	-	355	397	380	-	380	25	7.0	(17)	(4.3)	
	Net Impact	185	-	-	185	184	380	(195)	185	-	0.0	1	0.5	
	Car Park - On Street													
	Income	-	-	-	-	(3)	(3)	-	(3)	(3)	0.0	-	0.0	
	Expenses	-	-	-	-	1	(4)	-	(4)	(4)	0.0	(5)	(500.0)	
	Net Impact	-	-	-	-	(2)	(7)	-	(7)	(7)	0.0	(5)	(250.0)	
	Projects and Programmes													
	Income	-	-	-	-	-	-	-	-	-	0.0	-	0.0	Overspend is due to a needing a resources on the green bin project for 3 months
	Expenses	62	-	-	62	33	188	(106)	82	20	32.3	49	148.5	
	Net Impact	62	-	-	62	33	188	(106)	82	20	32.3	49	148.5	
	Parks and Open Spaces													
	Income	(220)	-	-	(220)	(358)	(110)	-	(110)	110	50.0	248	69.3	The capitalisation of biodiversity income and costs has led to a large overspend on income and a large underspend on expenditure. Within parks there was an approved overspend on play area improvement (+£22k), approved overspend by CEO on legal fees GMC (+£11k). The reason for the variance between Q3 and outturn is due a miscoding. Additional income from concessions -£15k due to new contracts being issued has partially offset the overspend.
	Expenses	829	-	-	829	1,043	766	(25)	741	(88)	(10.6)	(302)	(29.0)	
	Net Impact	609	-	-	609	685	656	(25)	631	22	3.6	(54)	(7.9)	
	Service Group: Countryside													
	Income	(327)	-	-	(327)	(414)	(430)	-	(430)	(103)	(31.5)	(16)	(3.9)	It was assumed that the redevelopment of HCP would occur in 2024/25 and the budget was set to reflect this. Increased income from the cafe due to increased park usage, income from hire of rooms and catering at the centre where the budgets had been adjusted to reflect the redevelopment
	Expenses	869	-	-	869	892	880	(20)	860	(9)	(1.0)	(32)	(3.6)	
	Net Impact	542	-	-	542	478	450	(20)	430	(112)	(20.7)	(48)	(10.0)	
	Service Group: Strategic Insight & Delivery													
	Income	-	-	-	-	(45)	-	-	-	-	0.0	45	100.0	Underspend is due to vacant posts within the Business Intelligence team, this team has now been recruited.
	Expenses	394	-	-	394	378	317	-	317	(77)	(19.5)	(61)	(16.1)	
	Net Impact	394	-	-	394	333	317	-	317	(77)	(19.5)	(16)	(4.8)	
	Service Group: Sports Development													
	Income	(45)	-	-	(45)	(45)	(44)	-	(44)	1	2.2	1	2.2	
	Expenses	134	1	-	135	135	137	(2)	135	-	0.0	-	0.0	
	Net Impact	89	1	-	90	90	93	(2)	91	1	1.1	1	1.1	
	HoS Total	689	1	-	690	836	1,305	(348)	957	267	38.7	121	14.5	

Provisional Outturn 2024/25 - Service Detail

Monitoring Report - Service Grouping														
Head of Service	Service Grouping	Original Budget	Budget B/Fwd from 2023/24 & Virements	Budget C/Fwd to 2025/26	Current Budget	Q3 Forecast	Actuals to 31 March 2025	Contribution To /(From) Reserves	Provisional Outturn	Variance to Current Budget		Variance to Forecast		Commentary On (Under)/Overspend
		£000	£000	£000	£000	£000	£000	£000	£000	£000	%	£000	%	
Operations	Head of Service: Operations													
	CCTV													
	Income	(116)	-	-	(116)	(119)	(126)	-	(126)	(10)	(8.6)	(7)	(5.9)	
	Expenses	-	-	-	-	-	-	-	-	-	0.0	-	0.0	
	Net Impact	(116)	-	-	(116)	(119)	(126)	-	(126)	(10)	(8.6)	(7)	(5.9)	
	CCTV Shared Service													
	Income	(366)	-	-	(366)	(702)	(721)	-	(721)	(355)	(97.0)	(19)	(2.7)	This year we have had an increase in income from SLAs and projects and also made savings on staffing by controlling overtime and managing the team much better over the year.
	Expenses	737	-	-	737	926	1,010	(34)	976	239	32.4	50	5.4	
	Net Impact	371	-	-	371	224	289	(34)	255	(116)	(31.3)	31	13.8	
	Service Group: Head of Operations													
	Expenses	151	40	(60)	131	191	110	-	110	(21)	(16.0)	(81)	(42.4)	The underspend within climate change was due to a number of planned works not going ahead with some of these project rolling forward into 25/26. £40,000 was allocated to a waste 12-month FTC – assisting on recycling in communal areas, this will be recruited to in 25/26. £15,000 – this was meant to be an add on from the energy strategy the Facilities team are leading on. This did not proceed because the company Facilities were using for this strategy did not have the expertise for this particular piece of work. £5,000 -Community climate events – we have had to push these back for a number of reasons but will take place in 25/26.
	Net Impact	151	40	(60)	131	191	110	-	110	(21)	(16.0)	(81)	(42.4)	
	Service Group: Green Spaces													
	Income	(186)	-	-	(186)	(208)	(154)	-	(154)	32	17.2	54	26.0	Watercourse overspend is due to lack of maintenance in the past has meant that we have to complete works to reduce the risk of localised flooding. A growth bid has been submitted to increase the budget. Climate Change has caused an unprecedented amount of named storms which have led to an increase in emergency tree works. Underspend on the sewer ditches/drains is due to only few drains and ditches being HDC's legal responsibility. Currently going through the process of identifying what is and is not HDC's responsibility and will adjust to the budget accordingly once that is completed.
	Expenses	1,223	-	-	1,223	1,266	1,310	(90)	1,220	(3)	(0.2)	(46)	(3.6)	
	Net Impact	1,037	-	-	1,037	1,058	1,156	(90)	1,066	29	2.8	8	0.8	
	Service Group: Street Cleansing													
	Income	(10)	-	-	(10)	(140)	(140)	-	(140)	(130)	(1300.0)	-	0.0	Additional agency staff was brought in due to the extra work from the county council which is new income. A large exceptional fly tip meant that we have overspent on waste disposal costs; due to the size and hazardous nature it required specialist means of disposal. This been partially offset by a reduction in spend on subcontractors costs. The hire of additional resources due to areas being affected by flooding and the subsequent clean up. The additional sweeper has allowed the council to clean areas that have not been cleaned for sometime. Reduction in overspend forecasted in Q3 reduce to the reduction in agency staff spend.
	Expenses	1,046	-	-	1,046	1,198	1,188	-	1,188	142	13.6	(10)	(0.8)	
	Net Impact	1,036	-	-	1,036	1,058	1,048	-	1,048	12	1.2	(10)	(0.9)	
	Service Group: Waste Management													
	Income	(1,439)	-	-	(1,439)	(1,631)	(1,627)	-	(1,627)	(188)	(13.1)	4	0.2	Increased agency staff costs partially offset by vacant posts within the establishment. Long term sickness and reduced staff retention meant that there was a higher reliance on agency staff. The Material Recovery Facility (MRF) contract has been signed part way through the year which will result in a underspend as increased costs were budgeted from the start of the year. The movement between the Q3 forecast and the outturn is due to the recycling costs were higher than expected (+£100k) as the new contract was implemented on the 1st September, higher amount of rejectable items because of the difference in the way the sampling is conducted. Increased income from bulky waste from increased bookings.
	Expenses	4,775	-	-	4,775	4,454	4,851	-	4,851	76	1.6	397	8.9	
	Net Impact	3,336	-	-	3,336	2,823	3,224	-	3,224	(112)	(3.4)	401	14.2	
	Fleet Management													
	Income	(5)	-	-	(5)	(2)	-	-	-	5	100.0	2	100.0	Allocations of cost to trading operations (internal transfer)
	Expenses	318	-	-	318	322	293	-	293	(25)	(7.9)	(29)	(9.0)	
	Net Impact	313	-	-	313	320	293	-	293	(20)	(6.4)	(27)	(8.4)	
	Garden Waste Subscription Service													
	Income	(1,466)	-	-	(1,466)	(2,489)	(2,530)	-	(2,530)	(1,064)	(72.6)	(41)	(1.6)	Green bin subscription service has seen a significant uptake in 24/25. A 30% uptake was budgeted but in actuality it has been over 50%. Increased staffing and diesel costs.
	Expenses	941	(35)	-	906	1,253	1,076	-	1,076	170	18.8	(177)	(14.1)	
	Net Impact	(525)	(35)	-	(560)	(1,236)	(1,454)	-	(1,454)	(894)	(159.6)	(218)	(17.6)	
	HoS Total	5,603	5	(60)	5,548	4,319	4,540	(124)	4,416	(1,132)	(20.4)	97	2.2	

Provisional Outturn 2024/25 - Service Detail

Monitoring Report - Service Grouping														
Head of Service	Service Grouping	Original Budget	Budget B/Fwd from 2023/24 & Virements	Budget C/Fwd to 2025/26	Current Budget	Q3 Forecast	Actuals to 31 March 2025	Contribution To /(From) Reserves	Provisional Outturn	Variance to Current Budget		Variance to Forecast		Commentary On (Under)/Overspend
		£000	£000	£000	£000	£000	£000	£000	£000	£000	%	£000	%	
Leisure & Health	Head of Service: Leisure & Health													<p>The total variance from budget for One Leisure facilities (Leisure) is an improvement of £70k versus a budget of £262k. The drivers for this were an improvement in income of £145k, mainly delivered by increased Health & Fitness membership. There was a small overspend of £75k (1%) in expenditure which is stemmed through unavoidable costs throughout the year.</p> <p>Active Lifestyles (Health) has seen a total variance from budget of £45.6k improvement. The delivery of additional sessions through grants, commissioned services and business as usual have led to increased staffing costs, however this has been offset by the additional income. Membership growth of 36% (£61.7k to budget) has been a cornerstone of the platform for building sustainable services and reducing net expenditure to HDC.</p> <p>Overall the position of Leisure & Health was a budget of £346k, with an actual outturn of £231k, a betterment of £115k for 24/25, stemming from improved Health & Fitness membership, and increased members within the Active Lifestyles arena, along with a delivery of works by One Leisure & the Projects team.</p>
	Leisure & Health Facilities													
	Income	(6,678)	-	-	(6,678)	(7,048)	(6,738)	-	(6,738)	(60)	(0.9)	310	4.4	
	Expenses	6,939	-	-	6,939	7,242	6,855	75	6,930	(9)	(0.1)	(312)	(4.3)	
	Net Impact	261	-	-	261	194	117	75	192	(69)	(26.4)	(2)	(1.0)	
	One Leisure Active Lifestyles													
	Income	(287)	-	-	(287)	(473)	(390)	(78)	(468)	(181)	(63.1)	5	1.1	
	Expenses	372	-	-	372	492	507	(1)	506	134	36.0	14	2.8	
	Net Impact	85	-	-	85	19	117	(79)	38	(47)	(55.3)	19	100.0	
	HoS Total	346	-	-	346	213	234	(4)	230	(116)	(33.5)	17	8.0	
3CICT Shared Service	Head of Service: 3CICT Shared Service													<p>Underspend is due to a number of vacancies across the service. These are partially offset by overtime, market supplements and agency costs.</p>
	ICT Shared Service													
	Income	(5,857)	-	-	(5,857)	(5,867)	(5,684)	53	(5,631)	226	3.9	236	4.0	
	Expenses	8,803	34	-	8,837	8,628	8,637	(127)	8,510	(327)	(3.7)	(118)	(1.4)	
	Net Impact	2,946	34	-	2,980	2,761	2,953	(74)	2,879	(101)	(3.4)	118	4.3	
	HoS Total	2,946	34	-	2,980	2,761	2,953	(74)	2,879	(101)	(3.4)	118	4.3	
	Total	26,004	306	(308)	26,002	25,208	21,893	4,165	26,058	56	0.2	850	3.4	

2024/25 Provisional Outturn- Capital Programme

APPENDIX 2

Head of Service	Project Name	Existing/New Bids £000	Budget Rephase £000	Original Budget £000	Year End Rephase £000	Net Rephase £000	Growth/ Virement £000	Current Budget £000	Q3 Forecast £000	Q3 Actual £000	Outturn £000	Over/(Under) Spend £000	Rephase to 2025/26 £000	Comment on Variance	Comment on requirement to rephase (if rephasing required)
Finance and Corporate Resources Page 327 of 374 Chief Planning Officer	Bridge Place Car Park	0	0	0	0	0	0	0	0	0	0	0	0	PFH LED lighting and Heat Pump to reduce utility costs The budget is reactive, if health and safety works are needed then it will be spent, no works are currently planned but this may change. Major works will not start until EPC (Energy Performance Certificate) legislation has been clarified, then it will be possible to more confidently prioritise the work required. A roofing survey is currently underway, when this is complete the scale and costs of works will be known. The work required will not start until 2025/26. Sudbury Unit 1 - Carpetright has gone into administration so we cannot claim dilapidation. We have a new tenant lined up so we need strip out the unit back to an empty shell. This work has now fallen into 2025/26. This budget along with Reletting Enhancements may be required for remediation works at Stonehill Huntingdon. Other reactive expenditure may be required for the normal enhancements to encourage tenant takeup if required eg internal works/refitting. £500k of £700k will be spent by end of March, this project fully funded Swin England. Snagging costs that have fallen into 2025/26, this is to be funded from the Capital Investment Reserve.	Budget needs to be rephased to allow service to identify where works are needed Major works will not start until EPC (Energy Performance Certificate) legislation has been clarified, then it will be possible to more confidently prioritise the work required. The work required will not start until 2025/26. This work has now fallen into 2025/26. To be combined with enhancements Upgrade work starts in 2025/26
	Loves Farm Community Centre	0	0	0	0	0	0	0	1	1	0	0	0		
	OL Roof	0	0	0	0	0	0	0	200	0	16	16	0		
	Building Efficiency	24	0	24	0	0	0	24	134	134	134	110	0		
	Health and Safety Works on Commercial Properties	0	0	0	51	51	0	51	0	0	0	(51)	51		
	Energy Efficiency Works at Commercial Properties	0	0	0	62	62	0	62	0	0	0	(62)	62		
	Estates Roof Replacement	0	0	0	130	130	0	130	0	0	0	(130)	130		
	Re-Letting Enhancement Works	0	0	0	500	500	0	500	45	0	0	(500)	500		
	Re-Letting Incentives	0	0	0	150	150	0	150	0	0	0	(150)	150		
	Upgrade/Replacement of Public Toilets	0	0	0	10	10	0	10	8	5	5	(5)	0		
	Solar Canopy and Triple Glazing	0	0	0	0	0	0	0	500	18	509	509	0		
	Fareham Offices Capital Works	0	0	0	0	0	0	0	70	70	70	70	0		
	VAT Exempt Capital	50	0	50	21	21	0	71	0	0	0	(71)	0		
	Company Share Investment	0	100	100	100	0	0	100	100	0	0	(100)	100		
	Capita & Payment Portal Upgrade	0	0	0	11	11	0	11	11	0	0	(11)	11		
	Huntingdon Bus Station - CCTV and Drainage	17	0	17	0	0	0	17	14	8	8	(9)	0		
	T1 Fixed Asset Module and Invoice Scanning	23	0	23	0	0	0	23	23	0	0	(23)	0		
	Total	114	100	214	1,035	935	0	1,149	1,105	236	742	(407)	1,003		
Community Services Page 328 of 374 Chief Planning Officer	Disabled Facilities Grants	1,600	138	1,738	0	(138)	0	1,600	1,641	1,241	2,163	563	0	There was an increase in expenditure in the last quarter, including a substantial amount of accrued expenditure. The complexity of the cases, and the costs of the adaption works has also risen substantially.	
	Mobile Devices	10	0	10	0	0	0	10	3	0	0	(10)	10		
	Total	1,610	138	1,748	0	(138)	0	1,610	1,644	1,241	2,163	553	10		
Housing Manager	Community Infrastructure Levy Projects	3,228	0	3,228	0	0	0	3,228	3,070	449	2,780	(448)	448	Projects have been delayed due to external factors.	
	Conservation Areas	0	0	0	0	0	0	0	0	0	0	0	0		
	Total	3,228	0	3,228	0	0	0	3,228	3,070	449	2,780	(448)	448		
Housing Manager	Housing Fund	1,736	0	1,736	(1,085)	(1,085)	0	651	767	116	347	(305)	305	Two properties still to be acquired. The Council will then be invoiced. This may be split over two financial years.	
	Properties - Main Element	0	0	0	0	0	0	0	0	0	0	0	0		
	Total	1,736	0	1,736	(1,085)	(1,085)	0	651	767	116	347	(305)	305		
Customer Services	Data Warehouse & GIS	0	5	5	16	11	0	16	0	0	0	(16)	16	The project lead has left the council, project is currently on hold Work has now started on improving the voice bots in 2025/26	This project to commence in 2025/26 This project to commence in 2025/26
	Voice Bots	0	11	11	34	23	0	34	0	0	0	(34)	34		
	Total	0	16	16	50	34	0	50	0	0	0	(50)	50		

2024/25 Provisional Outturn- Capital Programme

APPENDIX 2

Head of Service	Project Name	Existing/New Bids £000	Budget Rephase £000	Original Budget £000	Year End Rephase £000	Net Rephase £000	Growth/ Virement £000	Current Budget £000	Q3 Forecast £000	Q3 Actual £000	Outturn £000	Over/(Under) Spend £000	Rephase to 2025/26 £000	Comment on Variance	Comment on requirement to rephase (if rephasing required)
Leisure and Health	Leisure Centres - Future Improvements	300	0	300	61	61	0	361	414	357	410	49	0	Unscheduled large expense at the start of the year on hire & installation of a temporary & new boiler at St Neots Leisure Centre c.£160k, which equates to just under half the 2024/25 budget, meaning we then had less to spend on planned and reactive maintenance.	The service is requesting budget rephase to 25/26 due to delays in finding a way to fix the drainage issue.
	OL St Neots and OL St Ives Fitness Equipment and Refresh	513	0	513	0	0	0	513	573	137	623	110	0	Unforeseen costs within the project to deliver to the expected standard. The budget of £513k included a minus for the trade-out of equipment of £32k (budgeted). Total expenditure budget was therefore £545k. An additional request for £57k was approved in year, taking the budget to £602k, however the trade out of old equipment (actual £24k) moved to revenue. Outturn would be £599k if this was included.	
	OL Ramsey Solar PV Panels	120	0	120	0	0	0	120	0	0	0	(120)	0	£412k approved for various OL sites by members to be spent from cabinet reserve, therefore no spend against this project	
	OLSI Pitch Replacement	0	0	0	0	0	0	0	9	(23)	0	0	0		
	Ramsey Car Park	0	0	0	63	63	0	63	63	0	0	(63)	63	Drainage issues at site has delayed the start of the project.	
	Total	933	0	933	124	124	0	1,057	1,059	471	1,033	(24)	63		
Parks and Open Spaces	Lone Worker Software	0	0	0	20	20	0	20	0	0	0	(20)	0	Extra income from developers.	Some vehicles already in budget so not all underspend is needed to be rephased.
	Wheeled Bins	254	0	254	0	0	0	254	254	109	170	(84)	0		
	Vehicles & Plant	1,896	429	2,325	1,019	590	0	2,915	2,178	1,206	1,350	(1,565)	469		
	Total	2,150	429	2,579	1,039	610	0	3,189	2,432	1,315	1,520	(1,669)	469		
Parks and Open Spaces	Play Equipment	30	0	30	0	0	0	30	30	15	25	(5)	5	Awaiting assigned lease from the landowner	Until lease has been passed onto the council, works can not commence.
	Park Fencing	13	0	13	0	0	0	13	19	19	20	7	0		
	St Ives Park	0	0	0	80	80	0	80	0	0	0	(80)	80		
	Biodiversity	0	0	0	0	0	0	0	0	0	704	704	0	Expenditure claimed from CPCA via grant funding agreement biodiversity for all. Planning application to be resubmitted, with works not expected to start until 2025/26. Various ecology works and surveys are needed for the submission of the planning application	Construction works have yet to commence, waiting on approval of planning permission
	Hinchingsbrooke Country Park	0	2,676	2,676	2,581	(95)	0	2,581	309	166	203	(2,378)	2,378		
	St Neots Riverside Park Path/Cycle Imps	0	0	0	414	414	0	414	414	355	360	(54)	0		
	Remote Control Rail Mower	0	0	0	0	0	0	0	26	0	27	27	0		
	Parking Strategy	0	0	0	161	161	(161)	0	0	0	0	0	0		
	Secure Cycle Storage	0	0	0	0	0	0	0	4	0	0	0	0	Highways - Lining (increased value of works as highlighted in April 2024 report. The Council was presented the option to not pursue CPE, or to enter into the Agency Agreement (approved) requiring the council to fund the anticipated overspend as presented)	Works to carry on into 2025/26
	Civil Parking Enforcement	0	0	0	217	217	161	378	810	0	133	(245)	244		
	Godmanchester Recreation Ground Works Grant	30	0	30	0	0	0	30	30	0	0	(30)	30		
	Changing Places	0	0	0	0	0	100	100	46	46	46	(54)	0	Ongoing communication with Town Council, budget to remain as contingency Fully funded by MHCLG	Budget needs to remain as a contingency
	St Neots Riverside Park Toilets	0	0	0	0	0	0	0	218	218	232	232	0		
		0	0	0	0	0	0	0	0	0	0	0	0		
	Total	73	2,676	2,749	3,453	777	100	3,626	1,906	819	1,752	(1,874)	2,737		

2024/25 Provisional Outturn- Capital Programme

APPENDIX 2

Head of Service	Project Name	Existing/New Bids £000	Budget Rephase £000	Original Budget £000	Year End Rephase £000	Net Rephase £000	Growth/ Virement £000	Current Budget £000	Q3 Forecast £000	Q3 Actual £000	Outturn £000	Over/(Under) Spend £000	Rephase to 2025/26 £000	Comment on Variance	Comment on requirement to rephase (if rephasing required)
ICT	Hardware Replacement	100	0	100	0	0	0	100	100	302	94	(6)	6		Additional peripherals have needed to be purchased for users such as docks, cables etc. We have also had requests for non standard devices which come at a higher cost, and RPI of units have also increased so the £6.5k would provide tolerance to improve user experiences of receiving new kit in 2025/26.
	Wi-Fi Access Points	50	0	50	0	0	0	50	0	0	0	(50)	50	The budget was not be spent on Wi-Fi Access Points as this project has closed.	The service is requesting budget rephase and a merge with the EastNet project for 25/26 to support a large project.
	AV Equipment	0	0	0	60	60	0	60	15	0	0	(60)	60	Delays in procurement prevented the team from delivering the project in 24/25	The service is requesting budget rephase to 25/26 due to delays in procurement process.
	Telephony Replacement	8	0	8	0	0	0	8	0	0	6	(2)	0		
	Public Switched Telephone Network	30	0	30	60	60	0	90	13	10	9	(81)	81	Delays in communication with facilities meant further slippage.	Project timescales with BT run until Sept 2025 - Project is a multi-year project so needs rephased for (statutory) project to continue.
	Replacement Income Management System	55	0	55	0	0	0	55	49	10	36	(19)	19	The project is coming to a close, commitments were made to spend the budget, however the Council did not receive all goods/services by 31/03/2025 hence the underspend.	As commitments were made, the service is requesting budget rephase to ensure costs incurred by July 25 are covered.
	Datacentre Racks	40	0	40	289	289	0	329	33	56	36	(293)	299	Procurement has been completed - the decision taken not to award as poor value for money or over budget. Passed back to Architecture for review and re-alignment against emerging strategy, hence the underspend.	ICT could not buy a full PFH and EFH server room hardware refresh with the funding available, so the decision has been made that we will continue to sweat the assets while we assess the situation and replace in 2027. The original project was to replace; Racks, Cooling, UPS, Fire suppression, PDU's. However, we will still need to address the UPS, PDU's and in rack Fire suppression at PFH due to age and needs to be done 2025/26.
	Server & SQL Server 2012 Migration	10	0	10	10	10	0	20	6	0	0	(20)	20	The budget relates to a bid placed into 25/26, hence no spend in 24/25. The delivery is planned to commence in 25/26.	As budget relates to a project that will be delivered in 25/26, the service is requesting a budget rephase.
	Windows 2012 Server Replacement	28	0	28	30	30	0	58	8	16	0	(58)	58		
	UPS Replacement	0	0	0	6	6	0	6	10	21	0	(6)	0	This project has closed.	The service is requesting budget rephase to merge with the Server 2016 Migration project.
	Democratic Services Software	0	14	14	0	(14)	0	0	0	0	0	0	0		
Total		321	14	335	455	441	0	776	235	413	180	(596)	593		

2024/25 Provisional Outturn- Capital Programme

APPENDIX 2

Head of Service	Project Name	Existing/New Bids	Budget Rephase	Original Budget	Year End Rephase	Net Rephase	Growth/ Virement	Current Budget	Q3 Forecast	Q3 Actual	Outturn	Over/(Under) Spend	Rephase to 2025/26	Comment on Variance	Comment on requirement to rephase (if rephasing required)
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000		
Place	Market Towns Programme	0	200	200	1,091	891	0	1,091	501	0	0	(1,091)	1,091	For Ramsey projects	To be completed in 2025/26
	Future High Streets	1,640	8,316	9,956	9,798	1,482	98	11,536	2,600	1,724	4,052	(7,484)	7,386	Interlinked projects within Future High Streets project, expected to come in on budget over project lifetime.	To be completed in 2025/26 with the exception of the Priory Centre.
	Market Town Huntingdon	0	0	0	0	0	0	0	5	0	0	0	0		
	Market Town St Ives	0	0	0	0	0	0	0	0	0	0	0	0		
	Sites for SMEs	0	140	140	0	(140)	0	0	0	0	0	0	0		
	Wayfinding & Info - Digital Screens	0	0	0	146	146	0	146	189	72	156	10	(10)	Expected to be within budget on completion.	To be completed in 2025/26
	Smarter Towns	0	0	0	0	0	0	0	0	0	0	10	(10)	Project completed funded from Future High Streets.	
	Moore's Walk	0	17	17	20	3	0	20	24	17	17	(3)	3	Project completed.	
	Accelerated Projects	0	0	0	0	0	0	0	0	0	0	0	0		
	UK Shared Prosperity Fund	201	(137)	64	55	192	0	256	104	40	111	(145)	145	Budget was re-allocated within program.	To be completed in Q1 2025/26
	Rural Prosperity	479	240	719	476	236	0	955	958	0	637	(318)	321	Budget was re-allocated within program.	To be completed in Q1 2025/26
	RPF Business Grants	0	0	0	0	0	0	0	350	100	400	400	(400)	Budget was re-allocated within program.	To be completed in Q1 2025/26
	St Neots Masterplan Phase 1	0	60	60	235	175	0	235	230	0	57	(178)	178	Interlinked projects within future highstreets and are expected to come in on budget.	To be completed in 2025/26
	Ramsey Market Hub/Public Realm/Food Hall	300	1,079	1,379	1,422	343	0	1,722	222	26	45	(1,677)	1,677	For Ramsey projects -to be completed FY 25/26	To be completed in 2025/26
	Market Towns Huntingdon and St Ives (Future Schemes)	0	0	0	603	603	0	603	598	129	599	(4)	4		
	St Neots Market Rights	0	0	0	0	0	0	0	0	0	250	250	(250)	Funding From Future High Streets. Project completed	
Total		2,620	9,915	12,535	13,846	3,931	98	16,564	5,781	2,108	6,334	(10,230)	10,134		All budgets to be realigned with funding in 2025/26
Grand Total		12,785	13,288	26,073	18,917	5,629	198	31,900	17,999	7,168	16,851	(15,049)	15,812		
Page 330 of 372	Capital Programme Funding														
	Grants and Contributions														
	Disabled Facilities Grants	(1,400)	(138)	(1,538)	0	138	0	(1,400)	(1,597)	(1,597)	(1,899)	(499)			
	Wheeled Bins	(101)	0	(101)	0	0	0	(101)	(87)	(87)	(151)	(50)			
	Market Town Funding (Including future schemes)	0	(200)	(200)	(1,091)	(891)	0	(1,091)	(501)	0	(509)	582			
	Future High Streets	(1,640)	(1,460)	(3,100)	(2,942)	(1,482)	0	(4,484)	(566)	0	(4,626)	(142)			
	Future High Streets	0	(4,830)	(4,830)	(4,830)	0	0	(4,830)	0	0	0	4,830			
	Future High Streets	0	(2,026)	(2,026)	(2,026)	0	0	(2,026)	0	0	0	2,026			
	Future High Streets	0	0	0	0	0	(98)	(98)	0	0	0	98			
	St Neots Riverside Park Path/Cycle Imps (Rephase)	0	0	0	(414)	(414)	0	(414)	(414)	0	(445)	(31)			
	St Ives Park	0	0	0	(80)	(80)	0	(80)	0	0	(80)	0			
	Hinchingsbrooke Country Park	0	(1,500)	(1,500)	0	0	0	(1,500)	0	0	0	1,500			
	UK Shared Prosperity Fund	0	(64)	(64)	(256)	(192)	0	(256)	(104)	0	(100)	156			
	Rural England Prosperity Fund	0	(719)	(719)	(955)	(236)	0	(955)	(958)	0	(958)	(3)			
	Ramsey Market Hub/Public Realm/Food Hall	0	(1,379)	(1,379)	(1,722)	(343)	0	(1,722)	(222)	0	(32)	1,690			
	St Neots Masterplan Phase 1	0	(60)	(60)	(235)	(175)	0	(235)	(230)	0	0	235			
	Wayfinding	0	(140)	(140)	(146)	(6)	0	(146)	(189)	0	(107)	39			
	Moore's Walk	0	(17)	(17)	(20)	(3)	0	(20)	(24)	0	0	20			
	Housing Fund	(1,736)	0	(1,736)	1,085	1,085	0	(651)	(651)	0	0	651			
	Market Towns	0	0	0	(603)	(603)	0	(603)	(598)	0	0	603			
	Changing Places	0	0	0	0	0	(100)	(100)	(46)	0	0	100			
	St Neots Riverside Park Toilets	0	0	0	0	0	0	0	(218)	0	0	0			
	Solar Canopy and Triple Glazing	0	0	0	0	0	0	0	(500)	0	(509)	(509)			
	Biodiversity	0	0	0	0	0	0	0	0	0	(704)	(704)			
	Fareham Improvements	0	0	0	0	0	0	0	0	0	(70)	(70)			
	OLSI 3G Pitch	0	0	0	0	0	0	0	0	0	(275)	(275)			
	Electric Vehicle Grants	0	0	0	0	0	0	0	0	0	(8)	(8)			
	RPF Business Grants	0	0	0	0	0	0	0	(350)	0	0	0			
		(4,877)	(12,533)	(17,410)	(15,735)	(3,202)	(198)	(20,712)	(7,255)	(1,684)	(10,473)	10,239			
	Use of Capital Reserves														
	Community Infrastructure Levy Reserve	(3,228)	0	(3,228)	0	0	0	(3,228)	(3,070)	0	(2,780)	448			
		(3,228)	0	(3,228)	0	0	0	(3,228)	(3,070)	0	(2,780)	448			
	Capital Receipts														
	Housing Clawback Receipts	(300)	0	(300)	0	0	0	(300)	(300)	0	(229)	71			
	Loans repaid	0	0	0	0	0	0	0	0	0	(32)	(32)			
		(300)	0	(300)	0	0	0	(300)	(300)	0	(261)	39			
Net to be met from borrowing (Internal or external)		4,380	755	5,135	3,182	2,427	0	7,660	7,374	5,484	3,337	(4,323)			

Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title: Treasury Management Outturn Report 2024/25

Meeting/Date: Cabinet – 17th June 2025

Executive Portfolio: Executive Councillor for Finance & Resources -
Councillor B A Mickelburgh

Report by: Chief Finance Officer

Ward(s) affected: All Wards

Executive Summary:

Best practice and prescribed treasury management guidance requires Members to be kept up to date in respect of treasury management activity for the first half of the year, including investment and borrowing activity and treasury performance.

The Council's 2024/25 Treasury Management Strategy was approved by the Council on the 21st February 2024 and this report sets out the treasury performance for period between 1st April 2024 and 31st March 2025.

The main purpose of Treasury Management is to.

- Ensure the Council has sufficient cash to meet its day to day obligations.
- Invest surplus funds in a manner that balances low risk of default by the borrower with a fair rate of interest.
- Borrow when necessary to fund capital expenditure, including borrowing in anticipation of need when rates are low.

The key market Treasury Management issues during 2024/25 influencing the Council's decision-making were.

- During 2024/25 inflation rates fell from 2.3% in April 2024, with a low of 1.7% in September 2024, but then increased again to 2.8% (February 2025)
- The Bank of England Bank Rate was at 5.25% at the start of the financial year and had fallen to 4.5% by March 2025. Although this fall was less than forecasts had initially predicted during 2024/25.

- Market interest rates fell during the year, although not as quickly as previously forecast, even though inflation had eased. The Council's average investment rate was 4.45% (2023/24 5.15%).
- **The Council's responses to the key issues were.**
- When the Council has surplus funds, these were primarily invested on a short-term basis, in the Debt Management Office, money market funds and bank deposits.
- Where possible to take a higher return without sacrificing liquidity which may be required for cashflow purposes.
- No new borrowing was undertaken.
- Where necessary information is provided by the Council's treasury adviser – MUFG Corporate Markets, so that counterparty creditworthiness can be monitored.

The Council's Commercial Investment Strategy (CIS)

The Commercial Investment Strategy commenced in 2015/16. Indicators relating to the investments are shown in **Section 13, and also Appendix 5.**

These investments generated a net income of £3.1m for the Council in 2024/25 after taking account of direct costs.

Recommendation(s):

The Cabinet is recommended to

- Comment on the treasury management performance for 2023/24 and to recommend the report to Council for consideration.

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to update councillors on the Council's treasury management activity during 2024/25, including investment and borrowing activity and treasury performance.

2. BACKGROUND

- 2.1 It is regarded as best practice and prescribed treasury management practice, that Members are kept up to date with treasury management activity.
- 2.2 The Council approved the 2024/25 Treasury Management Strategy at its meeting on 21st February 2024.
- 2.3 All treasury management activity undertaken during 2024/25 complied with the CIPFA Code of Practice and relevant legislative provisions.
- 2.4 The investment strategy is to invest any surplus funds in a manner that balances low risk of default by the borrower with a fair rate of interest. The Council's borrowing strategy permits borrowing for cash flow purposes and funding current and future capital expenditure over whatever periods are in the Council's best interests.

3. ANALYSIS

Economic Review

3.1 The Council's primary objectives for the management of its investment are to give priority to the security and liquidity (how quickly cash can be accessed) of its funds before seeking the best rate of return. For more details see **Section 7.0**.

Performance of Council Funds

- 3.2 The treasury management transactions undertaken during 2024/25 and the details of the investments and loans held as at 31st March 2025 are shown in detail in **Sections 6.0 and 9.0**.

Risk Management

- 3.3 An economic review of the year has been provided by our Treasury Management advisors, Link Group and is attached with an analysis of the local context implications in **Section 11.0**.

Non-Treasury Investments

- 3.5 The definition of investments in CIPFA's revised Treasury Management Code now covers all the financial assets of the Council as well as other non-financial assets which the Council holds primarily for financial

return. The full details of these investments can be found on **Section 13**.

4. COMPLIANCE

- 4.1 Compliance with specific investment and debt limits are indicated in **Sections 5,6,9,10 and Appendix 1**.

5. TREASURY MANAGEMENT INDICATORS

- 5.1 The Council measures and manages its exposure to treasury management risks using indicators which are details in the **Appendix 1**.

6. COMMENTS OF OVERVIEW & SCRUTINY

- 6.1 *Comments to be added after Overview and Scrutiny (Performance and Growth) meeting on 10th June 2025.*

Treasury Management Outturn Report 2024/25 (appended)

1.0 Purpose

2.0 Executive Summary

3.0 Introduction and Background

4.0 The Council's Capital Expenditure and Financing

5.0 The Council's overall Borrowing Need

6.0 The Treasury Position as at 31st March 2025

7.0 The Treasury Strategy for 2024/25

8.0 The Borrowing Outturn

9.0 The Investment Outturn

10.0 Performance Measurement

11.0 The Economy and Interest Rates

12.0 Other Treasury Management Issues

13.0 Commercial Investment Strategy

Appendix 1 Prudential and Treasury Indicators

Appendix 2 Graphs - Economy

Appendix 3 Investment Portfolio


Appendix 4 Approved Countries for Investment

Appendix 5 Commercial Investment Property Listing


Appendix 6 Glossary

CONTACT OFFICERS

Oliver Colbert, Financial and Treasury Accountant

 01480 388067

Sharon Russell-Surtees, Chief Finance Officer

 01480 388524

Treasury Management Outturn Report 2024/25

Contents

Annual Treasury Management Review 2024/25

1.0 Purpose

2.0 Executive Summary

3.0 Introduction and Background

4.0 The Council's Capital Expenditure and Financing

5.0 The Council's overall Borrowing Need

6.0 The Treasury Position as at 31st March 2025

7.0 The Treasury Strategy for 2024/25

8.0 The Borrowing Outturn

9.0 The Investment Outturn

10.0 Performance Measurement

11.0 The Economy and Interest Rates

12.0 Other Treasury Management Issues

13.0 Commercial Investment Strategy

Appendix 1 Prudential and Treasury Indicators

Appendix 2 Graphs - Economy

Appendix 3 Investment Portfolio

Appendix 4 Approved Countries for Investment

Appendix 5 Commercial Investment Property Listing

Appendix 6 Glossary

1.0 Purpose

This Council is required by regulations issued under the Local Government Act 2003 to produce an annual treasury management review of activities and the actual prudential and treasury indicators for 2024/25. This report meets the requirements of both the CIPFA Code of Practice on Treasury Management, (the Code), and the CIPFA Prudential Code for Capital Finance in Local Authorities, (the Prudential Code).

During 2024/25 the minimum reporting requirements were that the Full Council should receive the following reports:

- an annual treasury strategy in advance of the year (Council 21/02/2024)
- a mid-year, (minimum), treasury update report (Council 11/12/2024)
- an annual review following the end of the year describing the activity compared to the strategy, (this report)

In addition, this Cabinet has received quarterly treasury management update reports on the following date 18/06/2024.

The regulatory environment places responsibility on members for the review and scrutiny of treasury management policy and activities. This report is, therefore, important in that respect, as it provides details of the outturn position for treasury activities and highlights compliance with the Council's policies previously approved by members.

This Council confirms that it has complied with the requirement under the Code to give prior scrutiny to all of the above treasury management reports by the Overview and Scrutiny Panel (Performance and Growth) before they were reported to the Full Council. Member training on treasury management issues was undertaken during the year on 23/10/2024 in order to support members' scrutiny role.

2.0 Executive Summary

During 2024/25, the Council complied with its legislative and regulatory requirements. The key actual prudential and treasury indicators detailing the impact of capital expenditure activities during the year, with comparators, are as follows:

Prudential and treasury indicators	2023/24 Actual £m	2024/25 Original £m	2024/25 Actual £m
Capital Expenditure	13.408	26.073	16.851 ⁽¹⁾
Capital Financing Requirement ⁽²⁾	72.341	77.783	72.855
Gross Borrowing	34.27	34.26	34.26
Investments			
Less than 1 year	62.36		65.12
Longer than 1 year ⁽³⁾	5.98		5.98
Total	68.34		71.10
Net Investing	34.07		36.84

⁽¹⁾ Further details of capital expenditure can be found in the Finance Performance Report Provisional Outturn 2024/25

⁽²⁾ The detailed Capital Financing Requirement is available in the Statement of Accounts 2024/25.

⁽³⁾ CCLA Property Fund and Loans to Urban & Civic and Somersham Parish Council.

Other prudential and treasury indicators are to be found in the main body of this report. The Corporate Director (Finance and Resources) also confirms that borrowing was only undertaken for a capital purpose and the statutory borrowing limit, (the authorised limit), was not breached.

3.0 Introduction and Background

This report summarises the following:-

- Capital activity during the year;
- Impact of this activity on the Council's underlying indebtedness, (the Capital Financing Requirement);
- The actual prudential and treasury indicators;
- Overall treasury position identifying how the Council has borrowed in relation to this indebtedness, and the impact on investment balances;
- Summary of interest rate movements in the year;
- Detailed investment activity.

4.0 The Council's Capital Expenditure and Financing

The Council undertakes capital expenditure on long-term assets. These activities may either be:

- Financed immediately through the application of capital or revenue resources (capital receipts, capital grants, revenue contributions), which has no resultant impact on the Council's borrowing need; or
- If insufficient financing is available, or a decision is taken not to apply resources, the capital expenditure will give rise to a borrowing need.

The actual capital expenditure forms one of the required prudential indicators. The table below shows the actual capital expenditure and how this was financed.

General Fund	2024/25 Original Budget £m	2024/25 Current Budget⁽¹⁾ £m	2024/25 Actual £m
Capital expenditure	26.073	31.900	16.851
Financed in year	20.938	24.240	13.513 ⁽²⁾
Unfinanced capital expenditure	5.135	7.660	3.338

⁽¹⁾Includes rephased expenditure from 2024/25

⁽²⁾Excludes Minimum Revenue Provision contribution

5.0 Council's Overall Borrowing Need

The Council's underlying need to borrow for capital expenditure is termed the Capital Financing Requirement (CFR). This figure is a gauge of the Council's indebtedness. The CFR results from the capital activity of the Council and resources used to pay for the capital spend. It represents the 2024/25 unfinanced capital expenditure (see above table), and prior years' net or unfinanced capital expenditure which has not yet been paid for by revenue or other resources.

Part of the Council's treasury activities is to address the funding requirements for this borrowing need. Depending on the capital expenditure programme, the treasury service organises the Council's cash position to ensure that sufficient cash is available to meet the capital plans and cash flow requirements. This may be sourced through borrowing from external bodies, (such as the Government, through the Public Works Loan Board [PWLB], or the money markets), or utilising temporary cash resources (e.g. reserves not yet used) within the Council.

Reducing the CFR – the Council's (General Fund) underlying borrowing need (CFR) is not allowed to rise indefinitely. Statutory controls are in place to ensure that capital assets are broadly charged to revenue over the life of the asset. The Council is required to make an annual revenue charge, called the Minimum Revenue Provision – MRP, to reduce the CFR. This is effectively a provision for repaying loan principals. This differs from the treasury management arrangements which ensure that cash is available to meet capital commitments. External debt can also be borrowed or repaid at any time, but this does not change the CFR, as the CFR includes on expenditure and funding items such as grants and capital receipts.

The total CFR can also be reduced by:

- the application of additional capital financing resources, (such as unapplied capital receipts and funding); or
- charging more than the statutory revenue charge (MRP) each year through a Voluntary Revenue Provision (VRP).

The Council's 2024/25 MRP Policy, (as required by MHCLG Guidance), was approved by Council as part of the Treasury Management Strategy Report for 2024/25 on 21/02/2024.

The Council's CFR for the year is shown below, this is a key prudential indicator. It includes leases on the balance sheet, which increase the Council's borrowing need. No borrowing is actually required against lease schemes as a borrowing facility is included in the contract.

CFR (£m): General Fund	2024/25 Original Budget	2024/25 Current Budget ⁽¹⁾	2024/25 Actual
Opening balance	75.653	72.341	72.341
Add unfinanced capital expenditure (as above)	5.135	7.660	3.338
Less MRP	3.006	2.824	2.824
Closing Balance	77.783	77.177	72.855

⁽¹⁾Includes rephased expenditure from 2024/25

Borrowing activity is constrained by prudential indicators for gross borrowing and the CFR, and by the authorised limit.

Gross borrowing and the CFR - in order to ensure that borrowing levels are prudent over the medium term and only for a capital purpose, the Council should ensure that its gross external borrowing does not, except in the short term, exceed the total of the capital financing requirement in the preceding year (2023/24) plus the estimates of any additional capital financing requirement for the current (2024/25) and next two financial years. This essentially means that the Council is not borrowing to support revenue expenditure. This indicator allowed the Council some flexibility to borrow in advance of its immediate capital needs. The table below highlights the Council's gross borrowing position against the CFR. The Council has complied with this prudential indicator.

	31.3.24 Actual £m	Movement £m	31.3.25 Actual £m
Gross borrowing position	34.27	(0.01) ⁽¹⁾	34.26
CFR	72.34	0.52	72.86
Underfunding of CFR	38.07	0.53	38.60

⁽¹⁾ A repayment was made on the Salix loan, the PWLB borrowing is paid off at maturity.

Although capital expenditure cannot be charged directly to the revenue budget, interest payable on loans and MRP are charged to revenue. The net annual charge is known as financing costs; this is compared to the net revenue stream i.e., the amount funded from Council Tax, business rates and general government grants.

Proportion of Financing Costs to Net Revenue Stream	2023/24 Actual £000s	2024/25 Actual £000s	2025/26 Budget £000s	2026/27 Budget £000s	2027/28 Budget £000s
Net revenue stream	22,170	26,058	26,464	25,165	25,178
Financing Costs ⁽¹⁾	3,633	3,795	4,156	4,757	4,836
Proportion of net revenue stream	16.4%	15.0%	16.0%	19.0%	19.0%

⁽¹⁾ MRP and interest paid (PWLB), interest received is not included.

The authorised limit - the authorised limit is the “affordable borrowing limit” required by s3 of the Local Government Act 2003. Once this has been set, the Council does not have the power to borrow above this level. The table below demonstrates that during 2024/25 the Council has maintained gross borrowing within its authorised limit.

The operational boundary – the operational boundary is the expected borrowing position of the Council during the year. Periods where the actual position is either below or over the boundary are acceptable subject to the authorised limit not being breached.

Actual financing costs as a proportion of net revenue stream - this indicator identifies the trend in the cost of capital, (borrowing and other long term obligation costs net of investment income), against the net revenue stream.

Authorised Limit and Operational Boundary⁽¹⁾	2024/25 £m
Authorised limit	135.00
Maximum gross borrowing position during the year	34.27
Operational boundary	115.00
Average gross borrowing position	34.265
Financing costs as a proportion of net revenue stream	15%

⁽¹⁾ These limits are set in the Treasury Management Strategy each year, and approved at Council.

6.0 The Treasury Position as of 31st March 2025

The Council's treasury management debt and investment position is organised in order to ensure adequate liquidity for revenue and capital activities, security for investments and to manage risks within all treasury management activities. Procedures and controls to achieve these objectives are well established both through member reporting detailed in the summary, and through officer activity detailed in the Council's Treasury Management Practices (Procedure Notes). At the end of 2024/25 the Council's treasury position was as follows:-

DEBT PORTFOLIO	31.3.24 £m	Weighted Average Rate	Average Life yrs	31.3.25 £m	Weighted Average Rate	Average Life yrs
Fixed rate funding:						
-PWLB	34.25	2.84%	20.5	34.25	2.84%	19.5
-Salix	0.02	0%	1.9	0.01	0%	0.9
Total debt	34.27	2.84%	20.5	34.26	2.84%	19.5
CFR	72.34			72.86		
Over / (under) borrowing	38.07			38.60		
Total investments⁽¹⁾	66.35	5.2%	80 days	69.11	4.5%	81 days
Net debt						

⁽¹⁾ Treasury investments includes bank deposits, Money Market Funds, DMO deposits, CCLA property fund.

The maturity structure of the debt portfolio was as follows:

	31.3.24 Actual	2024/25 Upper Limit	31.3.25 actual
Under 12 months ⁽¹⁾	0.0%	80%	0.02%
12 months and within 24 months	0.1%	80%	0.0%
24 months and within 5 years	0.0%	80%	0.0%
5 years and within 10 years	0.0%	100%	0.0%
10 years and within 20 years ⁽²⁾	70.8%	100%	70.79%
20 years and above ⁽²⁾	29.1%	100%	29.19%
Total	100.0%		100.0%

⁽¹⁾ Salix

⁽²⁾ PWLB

INVESTMENT PORTFOLIO	31.3.24 Actual £m	31.3.24 Actual % ⁽¹⁾	31.3.25 Actual £m	31.3.25 Actual % ⁽¹⁾
----------------------	-------------------------	---------------------------------------	-------------------------	---------------------------------------

Treasury investments

Banks	0.553	3.24	0.333	2.50
DMADF DMO (HM Treasury)	45.600	5.19	47.750	4.45
Money Market Funds	16.200	5.25	17.030	4.51
Property Fund	4.000	4.62	4.000	4.50

TOTAL TREASURY INVESTMENTS	66.353	5.16	69.113	4.45
Non-Treasury investments				
Loans to Other Organisations	1.988	7.25	1.986	7.85
TOTAL INVESTMENTS	68.341	7.25	71.099	7.85

⁽¹⁾Weighted return - based on the rate of return and the investments held as at 31/03/2025.

The maturity structure of the investment portfolio was as follows:

Maturity	31.3.24 Actual £m	31.3.25 Actual £m
Investments		
Up to 1 year ⁽¹⁾	62.357	65.115
Longer than 1 year ⁽²⁾	5.984	5.984
TOTAL	68.341	71.099

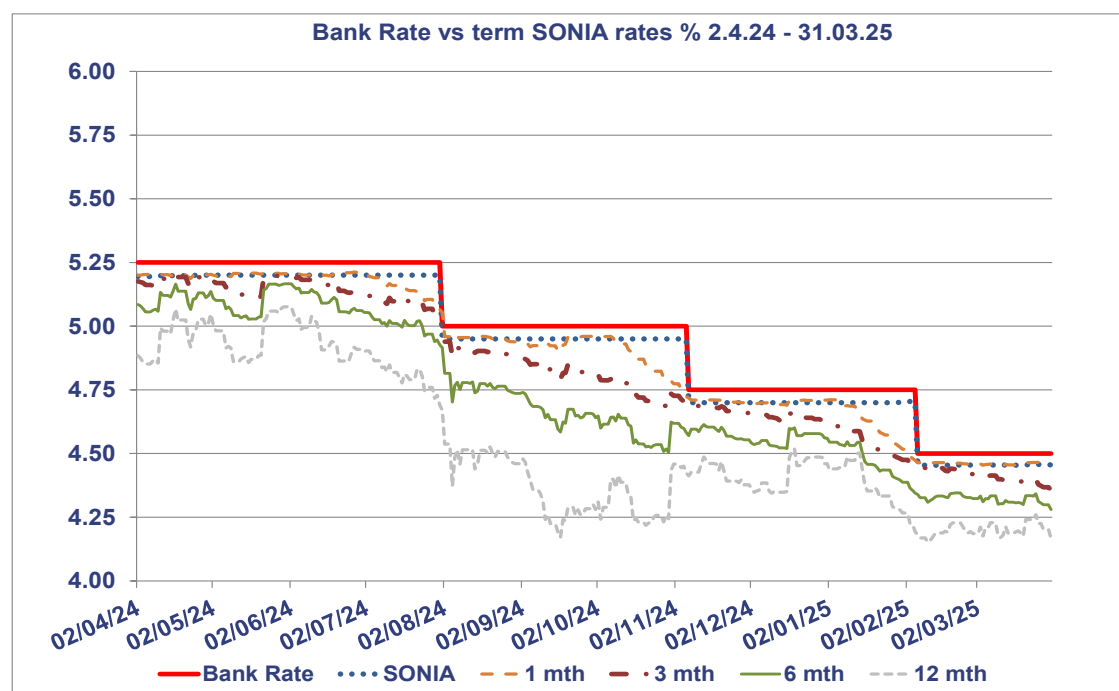
⁽¹⁾Bank deposits, Money Market Funds, DMO deposits, Somersham PC loan.

⁽²⁾CCLA Property Fund, Urban and Civic Loan.

7.0 The Treasury Strategy for 2024/25

7.1 Investment strategy and control of interest rate risk

Investment Benchmarking Data – Sterling Overnight Index Averages (Term) 2024/25



FINANCIAL YEAR TO QUARTER ENDED 31/03/2025							
	Bank Rate	SONIA	7 day	30 day	90 day	180 day	365 day
High	5.25	5.20	5.20	5.21	5.23	5.26	5.33
High Date	02/04/2024	03/05/2024	13/05/2024	26/06/2024	26/07/2024	26/07/2024	01/08/2024
Low	4.50	4.45	4.46	4.46	4.58	4.73	5.02
Low Date	06/02/2025	12/02/2025	13/02/2025	12/03/2025	31/03/2025	31/03/2025	31/03/2025
Average	4.95	4.90	4.91	4.94	5.02	5.11	5.22
Spread	0.75	0.75	0.75	0.75	0.65	0.53	0.30

Investment returns remained robust throughout 2024/25 with Bank Rate reducing steadily through the course of the financial year (three 0.25% rate cuts in total), and even at the end of March the yield curve was still relatively flat (i.e. not much differential between investment periods), which might be considered unusual as further Bank Rate cuts were expected in 2025/26.

Bank Rate reductions of 0.25% occurred in August, November and February, bringing the headline rate down from 5.25% to 4.5%.

As of early April 2025, the market has been heavily influenced of late by President Trump's wide-ranging trade tariffs policy. Commentators anticipate a growing risk of a US recession, whilst UK GDP is projected by the Office for Budget Responsibility to remain tepid, perhaps achieving 1% GDP growth in 2025/26.

Looking back to 2024/25, investors were able to achieve returns in excess of 5% for all periods ranging from 1 month to 12 months in the spring of 2024 but by March 2025 deposit rates were

some 0.75% - 1% lower (note reduction in the Council's return from 5.2% in 2023/24 and 4.5% in 2024/25). Extending the duration of investments through the use of "laddered investments", paid off (i.e. regular periodic maturing investments), as rates were often higher for short investing periods, than they were for longer periods.

Concerns over rising inflation after the Autumn Statement in October led to reduced expectations for Bank Rate to fall. Indeed, the CPI measure of inflation is expected to reach c3.75% by the autumn of 2025, which would exceed the Bank of England's target of 2%. At the end of March, only two further rate cuts were priced into the market for 2025 (4% at December 2025). A week later and sentiment has changed dramatically in the wake of the equity market sell-off to the extent that markets now expect three Bank Rate reductions between May and December 2025 (Bank Rate to fall to 3.75%).

7.2 Borrowing strategy and control of interest rate risk

During 2024/25, the Council maintained an under-borrowed position. This means that the capital borrowing need, (the Capital Financing Requirement), was not fully funded with loan debt as cash supporting the Council's reserves, balances and cash flow was used as an interim measure. This strategy was prudent as although near-term investment rates were equal to, and sometimes higher than, long-term borrowing costs, the latter are expected to fall back through 2025 and 2026 in the light of economic growth concerns and the eventual dampening of inflation. The Council has avoided taking on of long-term borrowing at elevated levels (above 5%) and has focused on a policy of internal borrowing, no short-term temporary borrowing was undertaken.

Against this background and the risks within the economic forecast, caution was adopted with the treasury operations. The Corporate Director (Finance and Resources) therefore monitored interest rates in financial markets and would have adopted a pragmatic borrowing strategy, if it had been required, based upon the following principles to manage interest rate risks

- if it had been felt that there was a significant risk of a sharp FALL in long and short-term rates, (e.g., due to a marked increase of risks around a relapse into recession or of risks of deflation), then long term borrowings would have been postponed, and potential rescheduling from fixed rate funding into short term borrowing would have been considered.
- if it had been felt that there was a significant risk of a much sharper RISE in long and short-term rates than initially expected, perhaps arising from the stickiness of inflation in the major developed economies, then the portfolio position would have been re-appraised. Most likely, fixed rate funding would have been drawn whilst interest rates were lower than they were projected to be in the next few years.

Interest rate forecasts initially suggested gradual reductions in short, medium and longer-term fixed borrowing rates during 2024/25. The Bank Rate did peak at 5.25% as anticipated, but the initial expectation of significant rate reductions did not transpire, primarily because inflation concerns remained elevated. Forecasts were too optimistic from a rate reduction perspective.

At the start of April 2025, following the introduction of President Trump's trade tariffs policies, the market now expects Bank Rate to fall to 3.75% by the end of December 2025, pulling down the 5- and 10-year parts of the curve as well.

This should provide an opportunity for greater certainty to be added to the debt portfolio, although a significant fall in inflation will be required to underpin any material movement lower in the longer part of the curve.

The tables below show how interest rate expectations changes during 2024/25

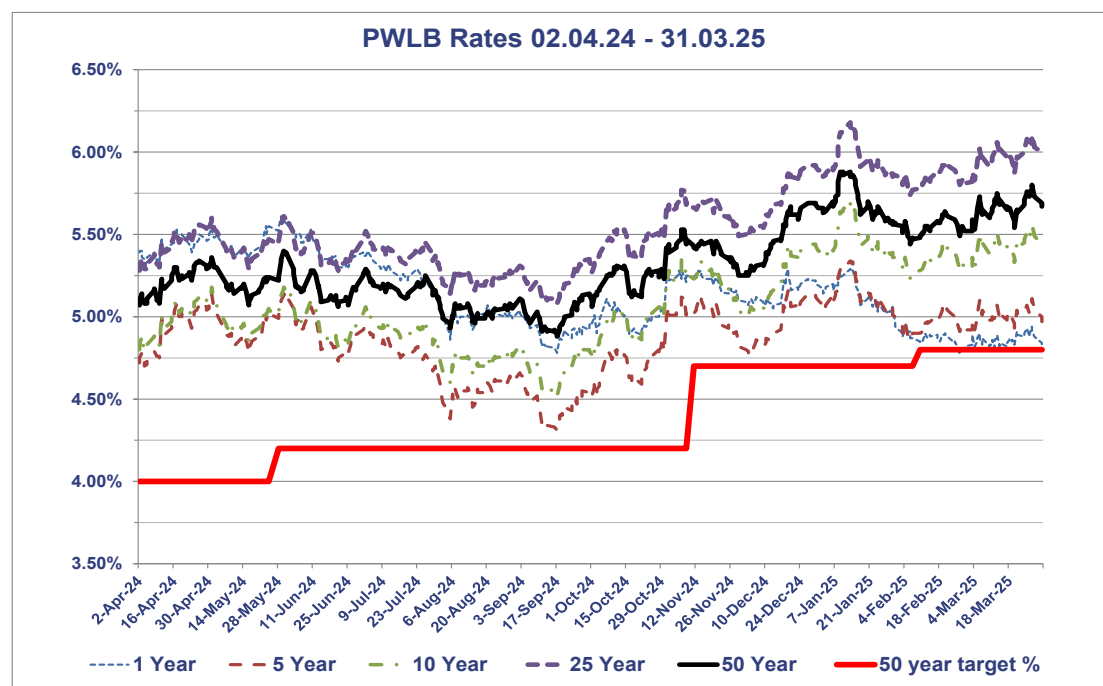
MUFG Corporate Markets Interest Rate View 10.02.25													
	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27	Sep-27	Dec-27	Mar-28
BANK RATE	4.50	4.25	4.25	4.00	3.75	3.75	3.75	3.50	3.50	3.50	3.50	3.50	3.50
3 month ave earnings	4.50	4.30	4.30	4.00	3.80	3.80	3.50	3.50	3.50	3.50	3.50	3.50	3.50
6 month ave earnings	4.40	4.20	4.20	3.90	3.70	3.70	3.50	3.50	3.50	3.50	3.50	3.50	3.50
12 month ave earnings	4.40	4.20	4.20	3.90	3.70	3.70	3.50	3.50	3.50	3.50	3.50	3.50	3.60
5 yr PWLB	5.00	4.90	4.80	4.70	4.60	4.50	4.40	4.40	4.30	4.20	4.20	4.10	4.00
10 yr PWLB	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.70	4.60	4.50	4.50	4.40	4.40
25 yr PWLB	5.80	5.70	5.60	5.50	5.40	5.30	5.20	5.10	5.00	5.00	4.90	4.90	4.80
50 yr PWLB	5.50	5.40	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.70	4.60	4.60	4.50

MUFG Corporate Markets Interest Rate View 11.11.24													
	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27	Jun-27	Sep-27	Dec-27
BANK RATE	4.75	4.50	4.25	4.00	4.00	3.75	3.75	3.75	3.50	3.50	3.50	3.50	3.50
3 month ave earnings	4.70	4.50	4.30	4.00	4.00	4.00	3.80	3.80	3.80	3.50	3.50	3.50	3.50
6 month ave earnings	4.70	4.40	4.20	3.90	3.90	3.90	3.80	3.80	3.80	3.50	3.50	3.50	3.50
12 month ave earnings	4.70	4.40	4.20	3.90	3.90	3.90	3.80	3.80	3.80	3.50	3.50	3.50	3.50
5 yr PWLB	5.00	4.90	4.80	4.60	4.50	4.50	4.40	4.30	4.20	4.10	4.00	4.00	3.90
10 yr PWLB	5.30	5.10	5.00	4.80	4.80	4.70	4.50	4.50	4.40	4.30	4.20	4.20	4.10
25 yr PWLB	5.60	5.50	5.40	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.60	4.50	4.50
50 yr PWLB	5.40	5.30	5.20	5.10	5.00	4.90	4.80	4.70	4.60	4.50	4.40	4.30	4.30

MUFG Corporate Markets Interest Rate View 28.05.24												
	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27
BANK RATE	5.25	5.00	4.50	4.00	3.50	3.25	3.25	3.25	3.25	3.00	3.00	3.00
3 month ave earnings	5.30	5.00	4.50	4.00	3.50	3.30	3.30	3.30	3.30	3.00	3.00	3.00
6 month ave earnings	5.30	4.90	4.40	3.90	3.50	3.30	3.30	3.30	3.30	3.10	3.10	3.20
12 month ave earnings	5.10	4.80	4.30	3.80	3.50	3.40	3.40	3.40	3.40	3.20	3.30	3.40
5 yr PWLB	4.90	4.70	4.50	4.30	4.10	4.00	3.90	3.90	3.90	3.90	3.90	3.80
10 yr PWLB	5.00	4.80	4.60	4.40	4.30	4.10	4.10	4.10	4.00	4.00	4.00	3.90
25 yr PWLB	5.30	5.20	5.00	4.80	4.70	4.50	4.50	4.40	4.40	4.40	4.30	4.30
50 yr PWLB	5.10	5.00	4.80	4.60	4.50	4.30	4.30	4.20	4.20	4.20	4.10	4.10

MUFG Corporate Markets Interest Rate View 08.01.24													
	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25	Mar-26	Jun-26	Sep-26	Dec-26	Mar-27
BANK RATE	5.25	5.25	4.75	4.25	3.75	3.25	3.00	3.00	3.00	3.00	3.00	3.00	3.00
3 month ave earnings	5.30	5.30	4.80	4.30	3.80	3.30	3.00	3.00	3.00	3.00	3.00	3.00	3.00
6 month ave earnings	5.20	5.10	4.60	4.10	3.70	3.30	3.10	3.10	3.10	3.10	3.10	3.10	3.10
12 month ave earnings	5.00	4.90	4.40	3.90	3.60	3.20	3.10	3.10	3.10	3.10	3.10	3.20	3.20
5 yr PWLB	4.50	4.40	4.30	4.20	4.10	4.00	3.80	3.70	3.60	3.60	3.50	3.50	3.50
10 yr PWLB	4.70	4.50	4.40	4.30	4.20	4.10	4.00	3.90	3.80	3.70	3.70	3.70	3.70
25 yr PWLB	5.20	5.10	4.90	4.80	4.60	4.40	4.30	4.20	4.20	4.10	4.10	4.10	4.10
50 yr PWLB	5.00	4.90	4.70	4.60	4.40	4.20	4.10	4.00	4.00	3.90	3.90	3.90	3.90

7.3 PWLB Rates



HIGH/LOW/AVERAGE PWLB RATES FOR 2024/25

	1 Year	5 Year	10 Year	25 Year	50 Year
Low	4.77%	4.31%	4.52%	5.08%	4.88%
Date	26/02/2025	17/09/2024	17/09/2024	17/09/2024	17/09/2024
High	5.61%	5.34%	5.71%	6.18%	5.88%
Date	29/05/2024	13/01/2025	13/01/2025	13/01/2025	09/01/2025
Average	5.14%	4.86%	5.07%	5.56%	5.32%
Spread	0.84%	1.03%	1.19%	1.10%	1.00%

PWLB rates are based on gilt (UK Government bonds) yields through HM Treasury determining a specified margin to add to gilt yields. The main influences on gilt yields are Bank Rate, inflation expectations and movements in US treasury yields. Inflation targeting by the major central banks has been successful over the last 30 years in lowering inflation and the real equilibrium rate for central rates has fallen considerably due to the high level of borrowing by consumers: this means that central banks do not need to raise rates as much now to have a major impact on consumer spending, and inflation. This has pulled down the overall level of interest rates and bond yields in financial markets over the last 30 years. Indeed, in recent years many bond yields up to 10 years in the Eurozone turned negative on expectations that the EU would struggle to get growth rates and inflation up from low levels. In addition, there has, at times, been an inversion of bond yields in the US whereby 10-year yields have fallen below shorter-term yields. In the past, this has been a precursor of a recession.

However, since early 2022, yields have risen dramatically in all the major developed economies, first as economies opened post-Covid; then because of the inflationary impact of the war in Ukraine in respect of the supply side of many goods. In particular, rising cost pressures emanating from shortages of energy and some food categories have been central to inflation rising rapidly. Furthermore, at present the US Fed, ECB and Bank of England are all being

challenged by levels of persistent inflation that are exacerbated by tight labour markets and high wage increases relative to what central banks believe to be sustainable.

Gilt yields have been volatile through 2024/25. Indeed, the low point for the financial year for many periods was reached in September 2024. Thereafter, and especially following the Autumn Statement, PWLB Certainty rates have remained elevated at between c5% - 6% with the exception of the slightly cheaper shorter dates.

At the close of 31 March 2025, the 1-year PWLB Certainty rate was 4.82% whilst the 25-year rate was 5.98% and the 50-year rate was 5.67%.

Regarding PWLB borrowing rates, the various margins attributed to their pricing are as follows: -

- **PWLB Standard Rate** is gilt plus 100 basis points (G+100bps)
- **PWLB Certainty Rate** is gilt plus 80 basis points (G+80bps)
- **Local Infrastructure Rate** is gilt plus 60 basis points (G+60bps)

There is likely to be a fall in gilt yields and PWLB rates across the whole curve over the next one to two years as Bank Rate falls and inflation (on the Consumer Price Index measure) moves lower.

As a general rule, short-dated gilt yields will reflect expected movements in Bank Rate, whilst medium to long-dated yields are driven primarily by the inflation outlook.

The Bank of England is also continuing on a process of Quantitative Tightening. The Bank's original £895bn stock of gilt and corporate bonds will gradually be sold back into the market over several years (currently c£623bn). The impact this policy will have on the market pricing of gilts, while issuance is still markedly increasing, and very high in historic terms, is an unknown at the time of writing.

8.0 The Borrowing Outturn

Treasury Borrowing

Due to significant cash balances, there was no need to undertake any borrowing during the year.

Borrowing in advance of need

The Council has not borrowed more than, or in advance of its needs, purely in order to profit from the investment of the extra sums borrowed.

Rescheduling

No rescheduling was done during the year as the approximate 1% differential between PWLB new borrowing rates and premature repayment rates made rescheduling unviable.

9.0 The Investment Outturn

Investment Policy – the Council’s investment policy is governed by MHCLG investment guidance, which has been implemented in the annual investment strategy approved by the Council on 21/02/2024. This policy sets out the approach for choosing investment counterparties and is based on credit ratings provided by the three main credit rating agencies, supplemented by additional market data, (such as rating outlooks, credit default swaps, bank share prices etc.).

The investment activity during the year conformed to the approved strategy, and the Council had no liquidity difficulties i.e. meeting cash outflows. Investments have been in bank deposits (Natwest), money market funds, and the Debt Management Office.

Resources – the Council’s cash balances comprise revenue and capital resources and cash flow monies. The Council’s core cash resources comprised as follows:

Balance Sheet Resources (£m)	31.3.24	31.3.25
Capital Financing Requirement	72.3	72.9
Less Debt Liabilities ⁽¹⁾	(0.5)	(0.5)
External Borrowing (PWLb mainly)	(34.3)	(34.3)
Internal Borrowing	37.5	38.1
Balance Sheet Resources ⁽²⁾	(105.8)	(109.1)
Investments	(68.3)	(71.0)

⁽¹⁾This relates to Phoenix Court

⁽²⁾Includes from the balance sheet as at 31/03/2025 debtors, stock, long term debtor, cash and overdraft, creditors, capital grants received in advance, provisions, and usable reserves.

Investments held by the Council

- The Council maintained an average balance of £71.5m of internally managed funds.
- The treasury investments earned an average rate of return of 4.5%.
- Total investment income was £3.9m compared to a budget of £1.6m

The Authority is dependent on profit generating investment activity to achieve a balanced revenue budget. The table below shows the extent to which the expenditure planned to meet the service delivery objectives and/or place making role of the Authority is dependent on achieving the expected net profit from investments over the lifecycle of the Medium-Term Financial Strategy

Proportionality of Investments	2023/24 Actual £000s	2024/25 Actual £000s	2025/26 Budget £000s	2026/27 Budget £000s	2027/28 Budget £000s
Gross service expenditure	80,918	88,527	83,349	81,950	81,120
Net Investment income ⁽¹⁾	2,771	3,409	3,620	3,698	3,747
Proportion	3.4%	3.9%	4.3%	4.5%	4.6%

⁽¹⁾This is Commercial Estates net income, CCLA Property Fund and Loan to Other Organisations.

10 Performance Measurement

One of the key requirements in the Code is the formal introduction of performance measurement relating to investments, debt and capital financing activities. Whilst investment performance criteria have been well developed and universally accepted, debt performance indicators continue to be a more problematic area with the traditional average portfolio rate of interest acting as the main guide, (as incorporated in the table in section 6). The Council's performance indicators were set out in the annual Treasury Management Strategy Statement.

This service has set the following performance indicators

Investment Benchmarking⁽¹⁾

Benchmarking	Portfolio Risk Score ⁽²⁾	Average Credit Rating	Weighted Average Maturity (days)	Rate of Return %
31.03.2024	1.02	AA	17	5.16
31.03.2025	1.02	AA-	19	4.45

⁽¹⁾ DMO, banks and MMFs, CCLA Property Fund.

⁽²⁾ This score works on a scale of 1 to 7, with 7 the highest risk.

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.

Credit Rating	31.3.25 Actual	2024/25 Target
Portfolio average credit rating	AA-	A-

⁽¹⁾ Credit ratings (Fitch, investment grade) are in descending order AAA, AA+, AA, AA-, A+, A, A-, BBB+, BBB, BBB-.

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.

	30.3.25 Actual £m	2024/25 Target £m
Total cash available within 3 months	65.11	10

Interest Rate Exposures

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 interest were:

Interest rate risk indicator	31.3.25 Actual	2024/25 Limit
Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates	£443,932 (Net Income)	£630,000 (Income)
Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates	£443,932 (Net Expenditure)	£630,000 (Expenditure)

The impact of a change in interest rates is calculated on the assumption that maturing loans and investments will be replaced at the same amount. This risk is being managed by the use of fixed interest loans from the PWLB. The total interest earned in 2024/25 was £3.6m (2023/24 £3.5m) and total interest paid £1.0m (2023/24 £1.0m).

Long Term Treasury Management Investments

The purpose of this indicator is to control the Council's exposure to the risk of incurring losses by seeking early repayment of its investments.

Price risk indicator	2024/25 Limit £m	2024/25 Actual £m
Limit on principal invested beyond year end (CCLA Property Fund)	12	4

11.0 The Economy and Interest Rates

UK Economy

UK inflation has proved somewhat stubborn throughout 2024/25. Having started the financial year at 2.3% year on year (April), the CPI measure of inflation briefly dipped to 1.7% year on year in September before picking up pace again in the latter months. The latest data shows CPI rising by 2.8% year on year (February), but there is a strong likelihood that figure will increase to at least 3.5% by the Autumn of 2025.

Against that backdrop, and the continued lack of progress in ending the Russian invasion of Ukraine, as well as the potentially negative implications for global growth as a consequence of the implementation of US tariff policies by US President Trump in April 2025, Bank Rate reductions have been limited. Bank Rate currently stands at 4.5%, despite the Office for Budget Responsibility reducing its 2025 GDP forecast for the UK economy to only 1% (previously 2% in October).

Moreover, borrowing has becoming increasingly expensive in 2024/25. Gilt yields rose significantly in the wake of the Chancellor's Autumn Statement, and the loosening of fiscal policy, and have remained elevated ever since, as dampened growth expectations and the minimal budget contingency (<£10bn) have stoked market fears that increased levels of borrowing will need to be funded during 2025.

The table below provides a snapshot of the conundrum facing central banks: inflation pressures remain, labour markets are still relatively tight by historical comparisons, and central banks are also having to react to a fundamental re-ordering of economic and defence policies by the US administration.

	UK	Eurozone	US
Bank Rate	4.50%	2.5%	4.25%-4.5%
GDP	0.1%quarter to quarter Q4 (1.1%year on year)	0.1%quarter to quarter Q4 (0.7%year on year)	2.4% Q4 Annualised
Inflation	2.8%year on year (Feb)	2.3%year on year (Feb)	2.8%year on year (Feb)
Unemployment Rate	4.4% (Jan)	6.2% (Jan)	4.1% (Feb)

The Bank of England sprung no surprises in their March meeting, leaving Bank Rate unchanged at 4.5% by a vote of 8-1, but suggesting further reductions would be gradual. The Bank of England was always going to continue its cut-hold-cut-hold pattern by leaving interest rates at 4.50% but, in the opposite of what happened at the February meeting, the vote was more hawkish than expected. This suggested that as inflation rises later in the year, the Bank cuts rates even slower, but the initial impact of President Trump's tariff policies in April 2025 on the financial markets underpin our view that the Bank will eventually reduce rates to 3.50%.

The Bank still believes inflation will rise from 2.8% in February to 3.75% in Q3. While in February it said "inflation is expected to fall back thereafter to around the 2% target", this time it just said it would "fall back thereafter". That may be a sign that the Bank is getting a bit more worried about the "persistence in domestic wages and prices, including from second-round effects". Accordingly, although a series of rate cuts is expected over the next year or so, that does not contradict the

Bank taking “a gradual and careful” approach to cutting rates, but a tepid economy will probably reduce inflation further ahead and prompt the Bank to cut at regular intervals.

From a fiscal perspective, the increase in businesses’ national insurance and national minimum wage costs from April 2025 is likely to prove a headwind, although in the near-term the Government’s efforts to provide 300,000 new homes in each year of the current Parliament is likely to ensure building industry employees are well remunerated. Currently wages continue to increase at a rate close to 6% year on year. The MPC would prefer a more sustainable level of c3.5%.

As for equity markets, the FTSE 100 has recently fallen back to 7,700 having hit an all-time intra-day high 8,908 as recently as 3rd March. The £ has also endured a topsy-turvy time, hitting a peak of \$1.34 before dropping to \$1.22 in January and then reaching \$1.27 in early April 2025.

USA Economy

Despite the markets willing the FOMC to repeat the rate cuts of 2024 (100 basis points in total), the Fed Chair, Jay Powell, has suggested that the Fed. Funds Rate will remain anchored at 4.25%-4.5% until inflation is under control, and/or the economy looks like it may head into recession as a consequence of President Trump’s tariff policies.

Inflation is close to 3% and annualised growth for Q4 2024 was 2.4%. With unemployment just above 4%, and tax cuts in the pipeline, the FOMC is unlikely to be in a hurry to cut rates, at least for now.

EuroZone Economy

The Eurozone economy has struggled throughout 2024 and is flat lining at present, although there is the promise of substantial expenditure on German defence/infrastructure over the coming years, which would see a fiscal loosening. France has struggled against a difficult political backdrop, but with a large budget deficit it is difficult to see any turn-around in economic hopes in the near-term.

With GDP currently below 1% in the Euro-zone, the ECB is likely to continue to cut rates, although the headline inflation rate is still above 2% (2.3% February 2025). Currently at 2.5%, a further reduction in the Deposit Rate to at least 2% is highly likely.

12.0 Other Treasury Management Issues

A. IFRS 9 fair value of investments

Following the consultation undertaken by the Ministry of Housing, Communities and Local Government [MHCLG] on IFRS 9, the Government has extended the mandatory statutory override for local authorities to reverse out all unrealised fair value movements resulting from pooled investment funds to 31st March 2029, with the exception of any new pooled investments from 1st April 2024. Local authorities are required to disclose the net impact of the unrealised fair value movements in a separate unusable reserve throughout the duration of the override in order for the Government to keep the override under review and to maintain a form of transparency. The unusable reserve is called the Financial Instruments Revaluation Reserve.

The Council's CCLA Property Fund investment falls in this category.

B. Non-treasury management investments.

The commercial property is dealt with in paragraph 13 and appendix 5. Also the Finance Performance Report Provisional Outturn 2024/25 will cover income and expenditure arising from the commercial properties.

C. Changes in risk appetite

The limits for Money Market Funds (MMFs) were adjusted upwards for 2024/25 from £4m to £5m, but the previous limit of £4m proved adequate for 2024/25. Investing limits with local authorities was increased from £2m to £4m and banks from £2m to £4m but neither increased limit was used. The Council's own bank Natwest was already set at a limit of £4m.

D. Sovereign limits

The sovereign lower limit has remained at AA- if any investments were to be made. The UK remains a special case if it were to fall below AA-.

E. IFRS 16

All lessee (leased in) assets are now (2024/25) considered finance leases (i.e. no longer operational leases). In practice the number of assets leased by the Council at a commercial rate is minimal, so should not impact the balance sheet. Especially since some leased assets are already on balance sheet and revalued regularly.

13.0 Commercial Investment Strategy

The council has adopted voluntary indicators for the Commercial Investment Strategy properties.

Indicator	2024/25 Forecast	2024/25 Actual	2025/26 Forecast
Interest Cover Ratio	2.1	1.8	2.1
Loan to Value Ratio	104.9%	107.5%	104.9%
Gross Rent Multiplier	13.6	12.7	13.6

Interest cover ratio is used to measure how readily a business can pay the interest due on loans. The higher the number, the increased likelihood that the interest will be paid. The reduction in 2024/25 is due to the vacant units at Fareham, Stonehill and Rowley Arts Centre. Loan to value is the value of the loan to the value of the property. If the percentage is over 100% that means the value of loan is currently more than the value of the property. Gross rent multiplier is the value of a property compared to its annual rental income the lower the number the more attractive the investment is.

The net income from Commercial Properties was £3.1m for 2024/25.

Net Income from Commercial and Service Investments

	2023/24 Actual £000s	2024/25 Actual £000s	2025/26 Budget £000s	2026/27 Budget £000s	2027/28 Budget £000s
Net income from Commercial and Service Investments ⁽¹⁾	2,771	3,409 ⁽²⁾	3,620	3,698	3,747
Net revenue stream	22,170	26,058	26,464	25,165	25,178
Proportion	12%	13%	14%	15%	15%

⁽¹⁾CCLA Property Fund, loans to organisations, Commercial Estates net income.

⁽²⁾CCLA Property Fund £180k, Loans to Organisations £161k, Commercial Estates net income £3,068k.

Appendix 1: Prudential and treasury indicators

1. PRUDENTIAL INDICATORS	2023/24	2024/25	2024/25
Extract from the budget report	Actual	Original	Actual
	£'000	£'000	£'000
Capital Expenditure			
General Fund	13,408	26,073	16,851
TOTAL	13,408	26,073	16,851
Ratio of financing costs to net revenue stream			
General Fund	16%	15%	15%
Gross borrowing requirement General Fund			
brought forward 1 April	72,261	75,653 ⁽¹⁾	72,341
carried forward 31 March	72,341	77,783	72,855
in year borrowing requirement	80	2,130	514
Gross debt	34,270	34,260	34,260
CFR			
General Fund	72,341	77,783	72,855
TOTAL	72,341	77,783	72,855
Annual change in Capital Financing Requirement			
General Fund	80	2,129	514
TOTAL	80	2,129	514

⁽¹⁾ The actual expenditure for 2023/24 is not known at the time the budget is assembled, so the opening CFR is based on the 2023/24 forecast expenditure

2. TREASURY MANAGEMENT INDICATORS	2023/24	2024/25	2024/25
	Actual	Original	Actual
	£'000	£'000	£'000
Authorised Limit for external debt -			
Borrowing (including other long-term liabilities)	95,000	95,000	95,000
Loans to other Organisations	15,000	15,000	15,000
CIS ⁽¹⁾	25,000	25,000	25,000
TOTAL	135,000	135,000	135,000
Operational Boundary for external debt -			
Borrowing (including other long-term liabilities)	75,000	75,000	75,000
Loans to other Organisations	15,000	15,000	15,000
CIS ⁽¹⁾	25,000	25,000	25,000
TOTAL	115,000	115,000	115,000
Actual external debt	34,270	34,260	34,260

⁽¹⁾To allow for previously purchased assets

Maturity structure of fixed rate borrowing during 2024/25	Upper Limit	Lower Limit
under 12 months	80%	0%
12 months and within 24 months	80%	0%
24 months and within 5 years	80%	0%
5 years and within 10 years	100%	0%
10 years and within 20 years	100%	0%
20 years and above	100%	0%
Maturity structure of investments during 2024/25	Upper limit	Actual
Longer than 1 year	£12m	£4m
Total		

Appendix 2: Graphs – Economy

Interest Rate, GDP and Earnings Graphs

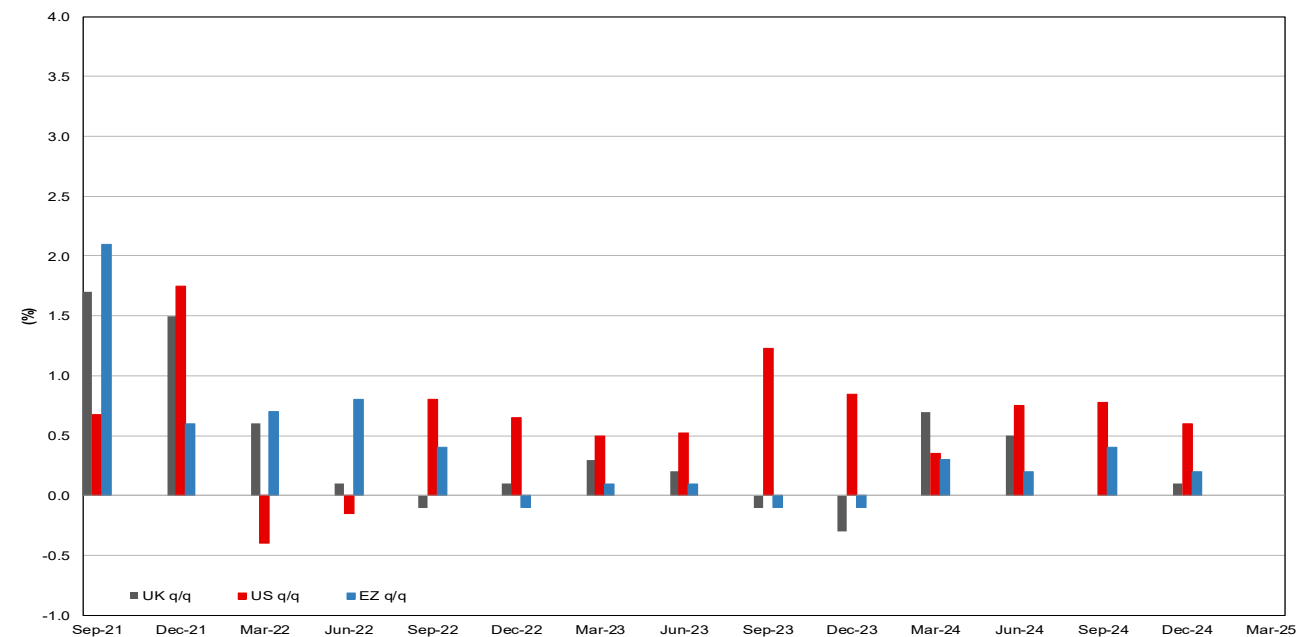
Market Expectations for Future Increases in Bank Rate (8th April 2025)



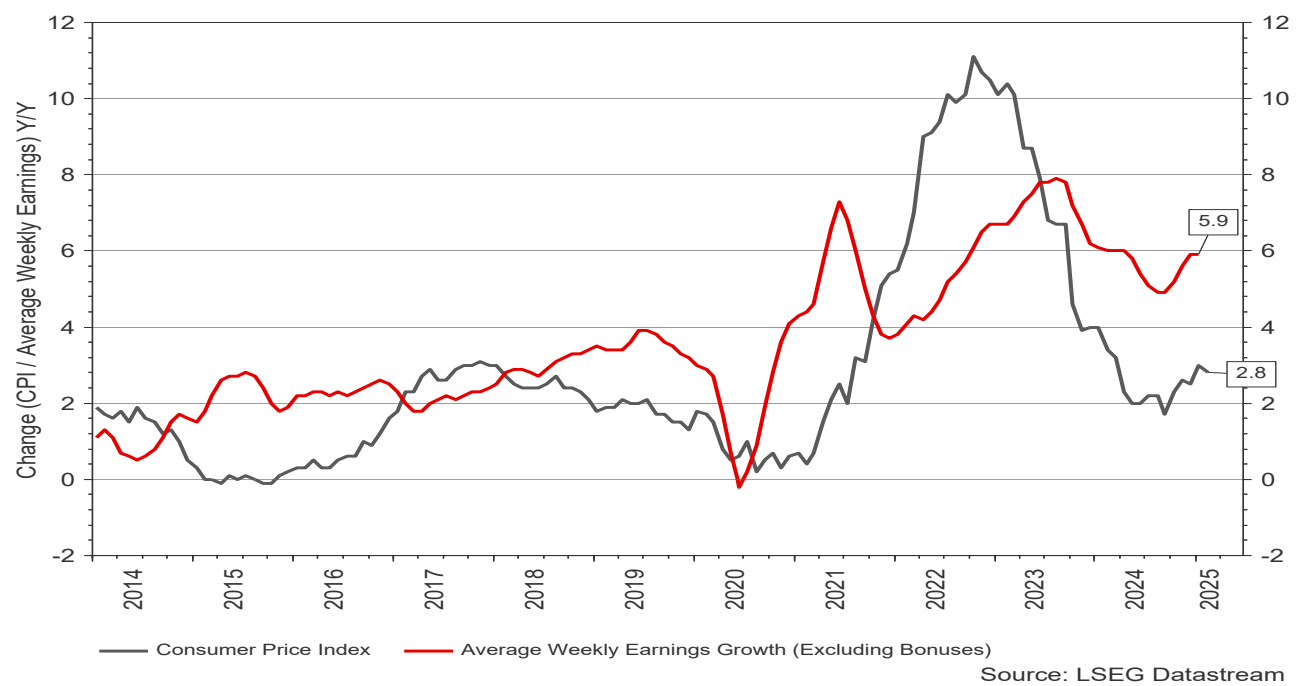
Source: Reuters Eikon

*MD0 = Change in Bank Rate expected at MPC meeting to be held May 2025, MD1 = Jun-25, MD2 = Aug-25, MD3 = Sep-25, MD4 = Nov-25.

UK, US and EZ Quarterly GDP



CPI v Average Weekly Earnings Growth



Appendix 3: Investment Portfolio

Investments held as of 31st March 2025 compared to the counterparty list:

	31.3.25 Actual £m	2024/25 Limit £m
Deposit Accounts		
NatWest	0.332	4.00
Barclays	0.001	4.00
Government and LAs		
Debt Management Office (DMO) - HMG	47.75	unlimited
Money Market Funds		
Aberdeen Liquidity Fund	2.55	5.00
BlackRock Institutional sterling liquidity Fund	2.56	5.00
CCLA Public Sector Deposit Fund	2.18	5.00
Federated Short Term Prime Fund	2.55	5.00
HSBC ESG	2.35	5.00
Insight Liquidity Funds	1.20	5.00
Invesco	2.44	5.00
Legal & General Sterling Liquidity Fund	1.20	5.00
Total	65.11	
Long-term Investments		
CCLA Property Fund	4.00	5.00
Total	69.11	

Appendix 4: Approved countries for investments as of 08.04.25

This list is based on those countries which have sovereign ratings of AA- or higher, (we show the lowest rating from Fitch, Moody's and S&P) and also, (except - at the time of writing - for Hong Kong and Luxembourg), have banks operating in sterling markets which have credit ratings of green or above in the MUFG Corporate Markets creditworthiness service.

Based on lowest available rating

AAA

- Australia
- Denmark
- Germany
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland

AA+

- Canada
- Finland
- U.S.A.

AA

- Abu Dhabi (UAE)
- Qatar

AA-

- Belgium
- France
- **U.K.**

THIS LIST IS AS AT 08.04.25

Appendix 5 Commercial Investment Property Listing

Commercial Investment Property	31/03/2023 Value £000s	Gain/(Loss) Additions £000s	31/03/2024 Value £000s	Gain/(Loss) Additions £000s	31/03/2025 Value £000s
Legacy Properties;					
Huntingdon					
Cinema and Shops	540	12	552	(5)	547
Oak Drive Shops	977	134	1,111	(52)	1,059
Mayfield Road Shops	750	(8)	742	(62)	680
Pub Site Sapley Square	193	0	193	0	193
Oak Tree Health Centre	11,786	0	11,786	0	11,786
Clifton Road Industrial Units	1,825	0	1,825	(79)	1,746
Alms Close Industrial Units	1,453	102	1,555	86	1,641
Land Clifton Road	144	0	144	0	144
Land St Peters Road	2,930	0	2,930	0	2,930
Land Redwongs Way	380	5	385	0	385
Phoenix Court Units	621	(252)	369	479	848
	21,599	(7)	21,592	367	21,959
St Ives					
Library Row Shops	532	29	561	0	561
Enterprise Centre	883	0	883	79	962
	1,415	29	1,444	79	1,523
St Neots					
Queens Gardens Shops	430	78	508	17	525
Naseby Gardens Shops	273	0	273	0	273
Leys Road Shops	117	9	126	0	126
Cambridge Street Shops	140	(8)	132	0	132
Cambridge Street	719	0	719	0	719
Levellers Lane Industrial	5,220	(115)	5,105	32	5,137
Caravan Site Rush Meadows	257	0	257	0	257
Café Riverside Park	158	0	158	0	158
	7,314	(36)	7,278	49	7,327
Total	30,328	(14)	30,314	495	30,809
CIS Properties					
2 Stonehill, Huntingdon	2,481	(205)	2,276	0	2,276
80 Wilbury Way, Hitchin	1,873	35	1,908	0	1,908
Shawlands Retail Park,	6,055	(273)	5,783	(232)	5,551
Parkway Fareham	4,037	0	4,037	0	4,037
Rowley Arts Centre, St Neots	6,641	(98)	6,543	(644)	5,899
Little End Road, St Neots	3,321	(33)	3,288	1,977	5,265
Tri-link, Wakefield	14,748	(62)	14,686	1,264	15,950
Alms Close, Huntingdon	1,447	2	1,449	57	1,506
	40,603	(634)	39,970	2,351	42,392
Total	70,931	(648)	70,284	2,847	73,201

Note Trilink/Little End Road gains due to rent increases. Shawlands/Rowley loses due to vacancies and rent reductions.

Appendix 6 Glossary

Bail in Risk

Bail in risk arises from the failure of a bank. Bondholders or investors in the bank would be expected to suffer losses on their investments, as opposed to the bank being bailed out by government.

Bank Equity Buffer

The mandatory capital that financial institutions are required to hold, in order to provide a cushion against financial downturns, to ensure the institution can continue to meet its liquidity requirements.

Bank Rate

The official interest rate of the Bank of England, this rate is charged by the bank on loans to commercial banks.

Bank Stress Tests

Tests carried out by the European Central Bank on 51 banks across the EU. The tests put banks under a number of scenarios and analyse how the bank's capital holds up under each of the scenarios. The scenarios include a sharp rise in bond yields, a low growth environment, rising debt, and adverse action in the unregulated financial sector.

Basis Point

1/100th of 1% i.e. 0.01%. 10 basis points is 0.1%.

Bonds

A bond is a form of loan, the holder of the bond is entitled to a fixed rate of interest (coupon) at fixed intervals. The bond has a fixed life and can be traded.

Call Account

A bank account that offers a rate of return and the funds are available to withdraw on a daily basis.

Capital Financing Requirement (CFR)

The CFR is a measure of the capital expenditure incurred historically but has yet to be financed; by for example capital receipts or grants funding. The current CFR balance is therefore financed by external borrowing, and internal borrowing (i.e. use of working capital on the balance sheet – creditors, cash etc).

Capital Receipts

Funds received when an asset is sold. This can be used to fund new capital expenditure.

Certificate of Deposit

Evidence of a deposit with a financial institution repayable on a fixed date. They are negotiable instruments, and have a secondary market, and can be sold before maturity.

Collar (Money Market Fund)

The fund "collar" forms part of the valuation mechanism for the fund. LVNAV funds allow investors to purchase and redeem shares at a constant NAV calculated to 2 decimal places, i.e. £1.00. This is achieved by the fund using amortised cost for valuation purposes, subject to the variation against the marked-to-market NAV being no greater than 20 basis points (0.2%). (This compares to current Prime CNAV funds which round to 50 basis points, or 0.5%, of the NAV.)

Constant Net Asset Value (CNAV)

Constant Net Asset Value refers to funds which use amortised cost accounting to value all of their assets. They aim to maintain a Net Asset Value (NAV), or value of a share of the fund at £1 and calculate their price to 2 decimal places.

Counterparty

Another organisation with which the Council has entered into a financial transaction with, for example, invested with or borrowed from. There will be an exposure of risk with a counterparty.

Credit Default Swaps (CDS)

A financial agreement that the seller of the CDS will compensate the buyer in the event of a loan default. The seller insures the buyer against a loan defaulting.

Credit Ratings

A credit rating is the evaluation of a credit risk of a debtor and predicting their ability to pay back the debt. The rating represents an evaluation of a credit rating agency of the qualitative and quantitative information, this result in a score, denoted usually by the letters A to D and including +/-.

DMADF

The Debt Management Account Deposit Facility. This is run by the UK's Debt Management Office and provides investors with the ability to invest with UK central government.

ECB

The European Central Bank, one of the institutions that makes up the EU. Its main function is to maintain price stability across the Eurozone.

ESG

Environmental, society, and governance investing, makes reference to a set of standards for an organisation's behaviour, which can be used by a socially aware investor to make investment decisions. Environmental factors include how an organisation safeguards the environment, social criteria look at how the organisation manages its relationships with the community, employees, suppliers, and customers, and governance deals with leadership, internal controls and audits.

Federal Reserve (Fed)

The central bank of the United States.

FOMC (Federal Open Market Committee)

The committee within the US Federal Reserve that makes decisions about interest rates, and the US money supply.

Forward Deal

The act of agreeing today to deposit/loan funds for an agreed time limit at an agreed date and rate.

GDP (Gross Domestic Product)

The total value of all final goods and services produced and sold in a year by a country.

Gilts

Bonds issued by the Government in Sterling.

Link Group

The council's treasury advisors, who took over from Arlingclose in March 2023. Now called MUFG Corporate Markets.

Liquidity

The degree to which an asset can be bought or sold quickly.

LVNAV Money Market Fund

Low volatility net asset value. The fund will have at least 10% of its assets maturing on a daily basis and at least 30% of assets maturing on a weekly basis.

MiFID

Markets in Financial Instruments Directive, is a regulation that increases the transparency across the EU's financial markets and standardises the regulatory disclosures required. In force since 2008.

Minimum Revenue Provision (MRP)

An amount set aside annually from revenue to repay external debt.

Monetary Policy Committee (MPC)

A committee of the Bank of England that meets to decide on the UK interest rate.

Monetary Policy

A policy adopted by government to affect monetary and financial conditions in the economy.

Money Market Funds

An open-ended mutual fund that invests in short-term debt securities. A deposit will earn a rate of interest, whilst maintaining the net asset value of the investment. Deposits are generally available for withdrawal on the day.

MUFG Corporate Markets

The council's treasury advisors, was called Link Group.

Passive Investor

An investor that does not usually or frequently buy individual stocks, and does not individually pick investments to beat the market. Holdings are usually long term. This contrasts with an active investor.

Prudential Code

The CIPFA code of practice which ensures local authorities spending plans are affordable, prudent and sustainable.

Public Works Loans Board (PWLb)

The PWLB is an agency of the Treasury, it lends to public bodies at fixed rates for periods up to 50 years. Interest rates are determined by gilt yields.

Purchasing Managers Index

Economic indicators derived from monthly surveys of private sector companies.

REFCUS

Revenue Expenditure Funded from Capital Under Statute. Expenditure which would normally be considered revenue expenditure, but has been statutorily defined as capital expenditure, including the giving of a loan, grant or other financial assistance to any person, whether for use by that

person or by a third party, towards expenditure which would, if incurred by the authority, be capital expenditure. Or expenditure incurred on the acquisition, production or construction of assets for use by, or disposal to, a person other than the local authority which would be capital expenditure if those assets were acquired, produced or constructed for use by the local authority.

Reserves

The accumulation of past revenue surpluses and contributions, which can be used to meet future expenditure. The reserves can be general reserves, or earmarked for a specific purpose.

Security, Liquidity, Yield (SLY)

The factors taken into account when investing and are prioritised in the order.

SONIA

Sterling overnight index average interest rate. On each London business day, SONIA is measured as the trimmed mean, rounded to four decimal places, of interest rates paid on eligible sterling denominated deposit transactions.

Transactional Banking

Use of a bank for day-to-day banking requirement, e.g. provision of current accounts, deposit accounts and on-line banking.

UN Principles for Responsible Banking

Are a unique framework for ensuring that signatory banks' strategy and practice align with the vision society has set out for its future in the Sustainable Development Goals and the Paris Climate Agreement.

The framework consists of 6 Principles designed to bring purpose, vision and ambition to sustainable finance. They were created in 2019 through a partnership between founding banks and the United Nations. Signatory banks commit to embedding these 6 principles across all business areas, at the strategic, portfolio and transactional levels.

- **Principle 1:** Alignment, align business strategy with individual's goals as expressed in the sustainable development goals, the Paris Climate Agreement and national and regional frameworks.
- **Principle 2:** Impact and Target Setting, increase positive impacts and reduce negative impacts on, and managing the risks to people and environment.
- **Principle 3:** Clients and Customers, work with clients and customers to encourage sustainable practices and enable economic activities that create shared prosperity.
- **Principle 4:** Stakeholders, engage with stakeholders to achieve society's goals.
- **Principle 5:** Governance and Culture, implement the commitment to these principles through effective governance.
- **Principle 6:** Transparency and Accountability, periodic review of the implementation of these principles, and be transparent about and accountable for the positive and negative impacts, and the contribution to society's goals.

A 3-step process guides signatories through implementing their commitment:

1. **Impact Analysis:** identifying the most significant impacts of products and services on the societies, economies and environments that the bank operates in.
2. **Target Setting:** setting and achieving measurable targets in a banks' areas of most significant impact.

3. **Reporting:** publicly report on progress on implementing the Principles, being transparent about impacts and contributions.

UN Principles for Responsible Investments

The 6 principles for responsible investments offer possible actions for incorporating ESG issues into investment practice.

The principles that the signatories sign up to are;

- **Principle 1:** We will incorporate ESG issues into investment analysis and decision-making processes.
- **Principle 2:** We will be active owners and incorporate ESG issues into our ownership policies and practices.
- **Principle 3:** We will seek appropriate disclosure on ESG issues by the entities in which we invest.
- **Principle 4:** We will promote acceptance and implementation of the Principles within the investment industry.
- **Principle 5:** We will work together to enhance our effectiveness in implementing the Principles.
- **Principle 6:** We will each report on our activities and progress towards implementing the Principles.

The Principles for Responsible Investment were developed by an international group of institutional investors reflecting the increasing relevance of environmental, social and corporate governance issues to investment practices. The process was convened by the United Nations Secretary-General.

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the HINCHINGBROOKE COUNTRY PARK JOINT GROUP held in Countryside Centre, Hinchingsbrooke Country Park, Brampton Road, Huntingdon, PE29 6DB on Wednesday, 2 April 2025.

PRESENT: Councillor M L Beutell – Chair.

Councillors C Lowe and D J Shaw.

APOLOGIES: An apology for absence from the meeting were submitted on behalf of Councillor S L Taylor.

IN ATTENDANCE: None.

14. MEMBERS' INTERESTS

No interests were declared.

15. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

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

16. UPDATE ON HINCHINGBROOKE COUNTRY PARK DEVELOPMENT PROJECT

The Group gave consideration to an exempt presentation by the Head of Leisure, Health and Environment, (a copy of which was appended in the annex to the Minute Book), providing an update on the Hinchingsbrooke Country Park Development Project.

Chair

This page is intentionally left blank

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the HINCHINGBROOKE COUNTRY PARK JOINT GROUP held in Countryside Centre, Hinchingsbrooke Country Park, Brampton Road, Huntingdon, PE29 6DB on Friday, 25 April 2025.

PRESENT: Councillor M L Beuttell – Chair.

Councillors C Lowe and D J Shaw.

APOLOGIES: An apology for absence from the meeting was submitted on behalf of Councillor S L Taylor.

IN ATTENDANCE: N/A.

17. MINUTES

The Minutes of the meetings held on 15th November 2024 and 2nd April 2025 were approved as a correct record of the meetings and signed by the Chair.

18. MEMBERS' INTERESTS

No interests were declared.

19. HEAD RANGER'S REPORT

The Group received and noted the contents of the Head Ranger's report (a copy of which is appended in the Minute Book) and a PowerPoint presentation on park activities for the period January to April 2025. In doing so, comment was made as follows:

Staffing

The Group were advised that there were now two full time Rangers on site who worked alongside Assistant Rangers and weekend Wardens to manage the Park, it was noted that the Head Ranger oversaw this structure. It was also noted that a steady stream of volunteers and work parties had assisted the team with work onsite.

Friends of Hinchingsbrooke Country Park

It was noted that the Friends had supported work at both the Paxton Pitts and Holt Island sites and that £4,000 had been received in donations in 2024 but that they hoped to grow their membership online in 2025.

Winter Works

Work had been undertaken to create spaces within the Park to allow light which would support biodiversity. The Mill continued to process wood from works on site and had supplied Hinchingsbrooke House

with planks which had been utilised in repairing doors in the property.

Events

The new Commercial Manager was now in post. It was advised that events in the reporting period had continued to be successful with the different approach to Santas Grotto being noted. A strong attendance for the Easter events due to the favourable weather was observed.

Development Project

It was advised that forward bookings for the Countryside Centre would be paused from September 2025 to allow for the development work to be carried out. The Group heard that weekly project meetings would be held to manage the project.

20. FINANCE REPORT

The Group received and noted the contents of the Finance report (a copy of which is appended in the Minute Book) for the period January to April 2025. In doing so, comment was made as follows:

The provisional outturn for the 2024/25 year was discussed with the underspent being attributed due to the realigning of the business case and delayed development project however the Park remained in a good position financially.

21. DATE OF NEXT MEETING

The next meeting of the Group is due to be held on 18th July 2025 at 10:00am.

Chair