

A meeting of the **CABINET** will be held in the **CABINET ROOM, PATHFINDER HOUSE, ST. MARY'S STREET, HUNTINGDON** on **THURSDAY, 31 JULY 2003** at **11:30 AM** and you are requested to attend for the transaction of the following business:-

APOLOGIES

1. MINUTES (Pages 1 - 8)

To approve as a correct record the Minutes of the meeting held on 10th July 2003.

2. FINANCIAL STRATEGY (Pages 9 - 16)

To consider a report by the Corporate Director, Commerce and Technology.

3. BUDGETARY CONTROL - CAPITAL PROGRAMME 2002/03 AND 2003/04 (Pages 17 - 28)

To consider a report by the Head of Financial Services comparing the capital expenditure incurred by the Council in 2002/03 with the approved programme and the resulting implications for the 2003/04 programme.

4. BUDGETARY CONTROL - REVENUE (Pages 29 - 30)

To consider a report by the Head of Financial Services on the likely outturn for 2002/03 and budget variations arising in the current year.

5. CAMBRIDGE SUB-REGIONAL INFRASTRUCTURE PARTNERSHIP (Pages 31 - 36)

To consider a report by the Director of Operational Services on progress with regard to development of the Partnership and a financial subscription on behalf of the District Council.

6. RAPID TRANSIT SYSTEM - CONSULTATION RESPONSE (Pages 37 - 50)

With the assistance of a report by the Head of Environment and Transport, to consider the outcome of consultations on the Rapid Transit System.

7. PAVEMENT CAFES (Pages 51 - 54)

Further to Minute No. 03/17 to consider a report by the Head of Environment and Transport on the outcome of consultations on proposals to introduce a licensing scheme for pavement cafes.

8. APPOINTMENT OF CONSULTANTS TO UNDERTAKE A STRATEGIC FLOOD RISK ASSESSMENT (Pages 55 - 56)

To consider a report by the Heads of Planning Services and of Environment and Transport regarding a proposal to waive the requirements of the Council's Code of Procurement in relation to the preparation of a select list of specialist consultants from whom tenders may be invited to undertake a Strategic Flood Risk Assessment.

9. HOLYWELL-CUM-NEEDINGWORTH VILLAGE DESIGN STATEMENT (Pages 57 - 60)

To consider a report by the Planning Policy Manager requesting the Cabinet to approve the adoption of the Village Design Statement as Supplementary Planning Guidance.

10. GODMANCHESTER (EARNING STREET) CONSERVATION AREA CHARACTER STATEMENT (Pages 61 - 84)

To consider a report by the Planning Policy Manager on the proposed adoption of the Conservation Area Character Statement as Supplementary Planning Guidance.

11. QUARTERLY SUMMARY OF DEBTS WRITTEN OFF (Pages 85 - 86)

To note a summary by the Head of Revenue Services of debts written-off during the quarter ended 30th June 2003.

12. REPRESENTATION ON ORGANISATIONS

(a) Huntingdonshire Enterprise Agency

To consider a report by the Head of Policy seeking the appointment of an Executive Councillor to the Huntingdonshire Enterprise Agency.

(b) Little Gransden Aerodrome Consultative Committee

To appoint a local Member to the Little Gransden Aerodrome Consultative Committee.

(c) Norman Cross Road Safety Committee

To appoint a local Member to the Norman Cross Road Safety Committee to replace Councillor P Mitchell.

13. EXCLUSION OF THE PRESS AND PUBLIC

To resolve:-

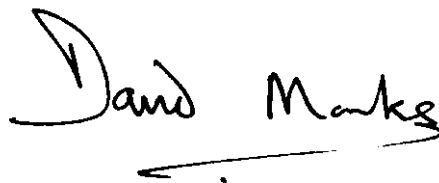
“that the public be excluded from the meeting because the

business to be transacted contains exempt information relating to terms proposed for the supply of goods and services”.

14. PUBLIC CONVENIENCES - TENDERING PROCESS (Pages 87 - 94)

To consider a report by the Head of Environment and Transport regarding the tendering process for the public conveniences contract.

Dated this 23rd day of July 2003

A handwritten signature in black ink that reads "David Manke". The signature is written in a cursive style with a long horizontal stroke underneath the name.

Chief Executive

Please contact Mrs H Taylor, Democratic Services Officer, Tel No. 01480 388008 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.

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HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the Cabinet Room, Pathfinder House, St Mary's Street, Huntingdon on Thursday, 10 July 2003

PRESENT: Councillor D P Holley - Chairman

Councillors I C Bates, Mrs J Chandler,
R L Clarke, Mrs K P Gregory, N J Guyatt,
T V Rogers and L M Simpson

34. MINUTES

The Minutes of the Meeting of the Cabinet held on 26th June 2003 were approved as a correct record and signed by the Chairman.

35. CAMBRIDGE SUB-REGION HOUSING STRATEGY 2003/06

With the aid of a report by the Head of Housing Services (a copy of which is appended in the Minute Book) the Cabinet considered the content of the Cambridge Sub – Region Housing Strategy 2003/06.

By way of background, Members were reminded that the new Regional Housing Forum for the East of England had requested sub-regions to draft housing strategies as part of a wider strategy for the East of England. Subsequently, eight local authorities had participated in the strategy, assimilating housing data in order to identify sub-regional needs and priorities. Members were informed that there would be a new single housing investment pot for the East of England for which funding was likely to be also allocated on the basis of sub–regional housing strategy submissions. Having been advised that the structure and role of the new Regional Housing Forum would be reported to the Cabinet as and when they became clearer, it was

RESOLVED

that full Council be recommended to endorse the Cambridge Sub –Region Housing Strategy 2003/06.

36. DRAFT HOUSING STRATEGY 2004/07

By way of a report by the Head of Housing Services (a copy of which is appended in the minute Book) the Cabinet were invited to consider the content of the draft Housing Strategy 2004/07 which represented an assessment of the housing needs of the District and proposals for addressing these over that period.

Members were reminded that the Strategy formed part of an annual submission to Government Offices and the Housing Corporation and was used as a means of assessing an authority's efficiency and effectiveness in meeting housing needs and allocating Housing Investment Programme resources.

The contents of the strategy had been presented to the Overview and

Scrutiny Panel (Service Delivery and Resources) arising from which some concern had been expressed about the lack of affordable housing in the District. In that respect, the Executive Member for Planning Strategy drew Members' attention to the review of the Huntingdonshire Local Plan and a proposal to require 40% of new schemes to comprise affordable housing.

RESOLVED

that full Council be recommended to approve the District Council's Housing Strategy 2004/07 and to authorise the Director of Operational Services, after consultation with the Executive Member for Housing Strategy, to make any necessary presentational and/or textual changes to the Strategy document in advance of its submission to Go – East by 31st July 2003.

37. PRIVATE SECTOR HOUSING STRATEGY, 2004/07

By way of a report by the Head of Housing Services (a copy of which is appended in the Minute Book) Members were acquainted with the content of the 2004/07 Private Sector Housing Strategy.

Having been advised that the document would be submitted to Go-East along with the 2004/07 Housing Strategy, the Cabinet.

RESOLVED

that full Council be recommended to endorse the Private Sector Housing Strategy for 2004/07.

38. HOMELESSNESS REVIEW AND STRATEGY 2004/07

The Cabinet considered a report by the Head of Housing Services (a copy of which is appended in the Minute Book) seeking approval for the adoption of the draft Homelessness Strategy.

In so doing, Members' attention was drawn to a new statutory requirement under the Homelessness Act, 2002 for local authorities to carry out a review of homelessness within their areas and to formulate and publish a homelessness strategy based on the results of that review. Having been advised of the requirement to publish the strategy by the 31st July 2003, the Cabinet

RESOLVED

that full Council be recommended to endorse the Homelessness Review and Strategy for the period 2004/07.

39. BLACK AND MINORITY ETHNIC HOUSING STRATEGY 2003/04

Consideration was given to a report by the Head of Housing Services (a copy of which is appended in the Minute Book) to which was attached a copy of the Black and Minority Ethnic (BME) Housing Strategy 2003/04.

Reference having been made to the accessibility of Council services

for BME residents, Members were advised that the Council had submitted a bid to the Office of the Deputy Prime Minister for financial assistance to undertake a detailed survey of BME residents needs.

RESOLVED

that full Council be recommended to endorse the Black and Minority Ethnic Housing Strategy for 2003/04.

40. LOCAL TRANSPORT PLAN

In considering progress towards development of the second Cambridgeshire Transport Plan 2004/2011, Members were acquainted by means of a report by the Director of Operational Services (a copy of which is appended in the Minute Book) with the content of a draft statement for Huntingdonshire for inclusion in the plan. Attention also was drawn to the emerging transport programme which had been designed to enhance public transport, promote cycling and walking, balance car use and encourage the preparation of green travel plans around the County.

The Executive Member for Planning Strategy, drew Members' attention to the Government's new road programme which the Transport Minister had recently announced as a way of dealing with road congestion. In that respect, Members welcomed proposals to widen the A142 between Bedford and Junction 13 of the M1 but were disappointed that the widening of the A14 Kettering bypass, duelling of the A428 between the A1 and Caxton and improvements to the A1 between Brampton and Alconbury have been chosen for further development work only. At the same time, Members expressed concern that no provision had been made for improvements to the East Coast mainline railway. Having requested the Director of Operational Services to reflect these sentiments in the Council's statement and in noting that changes to the documents would be circulated to Cabinet Members in advance of their submission to Cambridgeshire County Council, the Cabinet

RESOLVED

- (a) that the draft Cambridgeshire Local Transport Plan and District Statement for Huntingdonshire be noted;
- (b) that the Director of Operational Services be authorised, after consultation with the Executive Member for Planning Strategy, to make minor changes to the text of the draft LTP and District Statement, if necessary, in advance of their submission to full Council; and
- (c) that full Council be recommended to approve the draft Cambridgeshire Local Transport Plan 2004/11 and the draft Huntingdonshire District Statement for inclusion in the plan.

41. LOCAL TRANSPORT PLAN - ANNUAL PROGRESS REPORT

A report by the Director of Operational Services was submitted (a copy of which is appended in the Minute Book) inviting the Cabinet to consider the content of an Annual Progress Report (APR) on the delivery of the Cambridgeshire Transport Plan, together with a statement specific to Huntingdonshire.

With regard to the APR's content, Members raised concerns that appendices relating to Market Town Transport Strategies, bus information strategy, major schemes update, a second A14 villages supplementary bid, road and bridge maintenance data, street lighting inventory, schemes implemented in 2002/03 and finance forms had not been circulated with the report. In response it was reported that the missing appendices would be distributed to Executive Members as when they became available from Cambridgeshire County Council. Whereupon, it was

RESOLVED

that the joint Annual Progress Report and District Council Statement be approved and the Director of Operational Services authorised, after consultation with the Executive Member for Planning Strategy, to make minor changes to the text of the documents if necessary, in advance of their submission to Go-East by 31st July 2003

42. ASSET MANAGEMENT PLAN

Consideration was given to a report by the Estates and Property Manager (copy of which is appended in the Minute Book) to which was attached a copy of the Council's core data for operational and non-operational assets and property performance indicators for 2003 prior to their submission to the Office of the Deputy Prime Minister. Whereupon, the Cabinet

RESOLVED

the report be noted and that the Executive Director of Central Services be authorised, after consultation with the Executive Councillor for Resources, Welfare and IT, to approve any necessary amendments to the core data and property performance indicators, prior to its submission to the Government Office for the Eastern Region by 31st July 2003.

43. CAMBRIDGESHIRE & PETERBOROUGH WASTE LOCAL PLAN PROPOSED MODIFICATIONS

By way of a report by the Planning Policy Manager (a copy of which is appended in the Minute Book) Members were acquainted with modifications to the draft Cambridgeshire & Peterborough Waste Local Plan arising from the Inspector's report following the inquiry into objections.

The Cabinet were informed that the Inspector had rejected the Council's recommendation that Alconbury Airfield should be removed from the list of possible areas for a major waste management facility.

Having been advised that the Inspector had concluded that the allocation of the site would not have an inimical effect on strategic considerations, given the area of search for a major waste management facility within which any unacceptable conflicts would be avoided, the Cabinet

RESOLVED

that full Council be recommended to note the comments of the Inspector and the proposed modifications to the Peterborough and Cambridgeshire Waste Local Plan.

44. REPRESENTATION ON OUTSIDE BODIES - INTERNAL DRAINAGE BOARDS

Further to Minute No 03/25, and in the light of vacancies on the Houghton and Wyton Internal Drainage Board and a request from Sawtry Internal Drainage Board for an additional representative, the Cabinet

RESOLVED

- (a) that Councillors Mrs J Chandler and R P Rhodes and Mr C J Allen be appointed to serve on the Houghton and Wyton Internal Drainage Board until 1st June 2005; and
- (b) that the Chairman of Sawtry Parish Council be appointed to serve as District Council representative on the Sawtry Internal Drainage Board until the 1st June 2005.

45. EXCLUSION OF PRESS AND PUBLIC

RESOLVED

that the public be excluded from the meeting because the business to be transacted contains exempt information relating to terms proposed in the course of negotiations for a contract for the acquisition/disposal of property or for the supply of goods or services,

46. NEW INDUSTRIAL UNITS

Consideration was given to a report by the Head of Legal and Estates (a copy of which is appended in the Annex to the Minute Book) regarding the location of small industrial units in St Ives and the consequential implications in terms of the Medium Term Plan. Having been acquainted by the Executive Councillor for Resources, Welfare and IT with developments since the report had been produced with regard to the possible availability of land in St. Ives for this purpose, the Cabinet.

RESOLVED

that consideration as to the possible extension of the area of search of land suitable for the construction of small industrial

units be deferred pending the outcome of further investigations with regard to the availability of land in St Ives.

47. 13 CROMWELL ROAD, ST NEOTS

Having considered a report by the Head of Legal and Estates (a copy of which is appended in the Annex to the Minute Book) regarding the marketing of land and premises at 13 Cromwell Road, St Neots, it was

RESOLVED

- (a) that the land and premises be remarketed for letting with reference being made to the possible availability of the freehold; and
- (b) that, in the event that the land and premises are sold, a Medium Term Plan bid be submitted for the development of alternative industrial/commercial premises.

48. OXMOOR ACTION PLAN - PROPERTY IMPLICATIONS

Further to Minute No 02/157, the Cabinet considered a report by the Estate and Property Manager (a copy of which is appended in the Annex to the Minute Book) outlining the property implications in implementing the Oxmoor Action Plan, including proposals to undertake environmental improvements, dispose of District Council land and redevelop the Sapley Square area.

Having been reminded of the objective of the planning guidance for the Oxmoor area and the submission of a bid for funding from the Sustainable Communities – Growth Areas Delivery Grant, the Cabinet

RESOLVED

- (a) that Macmon Architects be appointed to prepare a detailed scheme for the redevelopment of Sapley Square in accordance with paragraph 2.2E of the Council's Code of Procurement;
- (b) that proposals for the development of Phase 2 of Sapley Square be approved and the application for planning permission submitted; and
- (c) that subject to the availability of funding from the sustainable communities grant:-
 - ◆ the Executive Director for Central Services, after consultation with the Leader of the Council and the Executive Councillors for Resources, Welfare and Information Technology and for Finance, be authorised to approve detailed terms for;
 - the acquisition of shops,

maisonettes and garages at Sapley Square, Huntingdon from Huntingdonshire Housing Partnership;

- the acquisition of a leasehold flat at Sapley Square, Huntingdon; and
 - accommodating/compensating business tenants at Sapley Square, Huntingdon.
- ◆ the principle of funding environmental improvements from the proceeds of Section 106 monies as described in the Appendix to the report be approved and the scheme implemented in the priority order detailed in paragraph 4.3 of the report.

Chairman

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CABINET

31 JULY 2003

FINANCIAL STRATEGY

(Report by the Corporate Director – Commerce and Technology)

1 PURPOSE

- 1.1 The purpose of this report is to facilitate discussion of the Council's Financial Strategy and obtain the Cabinet's proposals on key aspects. The report will also be considered by the Overview and Scrutiny Panel (Planning and Finance) on 9 September and Cabinet will have the opportunity to consider their comments on 11 September prior to finalising their own recommendations to Council (24 September).

2 BACKGROUND

- 2.1 The Council is debt-free and currently has high levels of revenue and capital reserves which provide significant financial flexibility. It is therefore important that the use of reserves is considered as part of a long-term strategy to achieve its Community and Corporate Strategies. Changes to the way in which the Government controls local authority borrowing are also expected before April next year and in return for greater freedom these will require a "prudential" approach that requires the Council to understand the cost and Council Tax implications of any proposed borrowing it intends over the following three years.
- 2.2 Last September the Council approved a strategy for the 2003-08 MTP based on a report which included a graph showing the Council Tax implications of the significant increase in service spending proposed by the Cabinet. This graph was based on the following budget/financing assumptions.

	2003/ 2004	2004/ 2005	2005/ 2006	2006/ 2007	2007/ 2008	2008/ 2009	2009/ 2010	2010/ 2011
	£M	£M	£M	£M	£M	£M	£M	£M
Budget	13.8	15.8	17.0	18.4	19.5	21.0	22.5	24.2
Total Funding	13.6	14.0	14.4	14.9	15.3	15.8	16.3	18.5
Use of reserves	0.2	1.8	2.6	3.5	4.2	5.2	6.2	5.6

	£	£	£	£	£	£	£	£
Council Tax	85.43	88.42	91.51	94.72	98.03	101.46	105.01	137.57
Increase %	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	31.0%

.....followed by a 72% increase in 2011/12

- 2.3 December Council approved the draft plan but also asked Cabinet to investigate whether Council Tax levels could be maintained at existing levels for 2003/04 and 2004/05 in the light of the increase in Government Support. On the 9 January 2003 Cabinet received a graph showing the implications of the spending levels approved by Council, before additional Government Support, which was based on the following data.

	2003/ 2004	2004/ 2005	2005/ 2006	2006/ 2007	2007/ 2008	2008/ 2009	2009/ 2010	2010/ 2011
	£M	£M	£M	£M	£M	£M	£M	£M
Budget	15.1	16.8	17.6	18.7	19.8	21.3	22.8	24.5
Total Funding	13.7	14.1	14.6	15.0	15.5	16.0	16.5	22.4
Use of reserves	1.4	2.6	3.0	3.7	4.3	5.3	6.4	2.1

	£	£	£	£	£	£	£	£
Increase %	85.43	88.42	91.51	94.72	98.04	101.46	105.01	200.58
	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	3.5%	91.0%

n.b. the forecast model has some rounding differences to the figures reported to Council

2.4 The final budget approved by February Council included three significant changes from the December report:

- additional spending in excess of the forecast increase in Revenue Support
- lower Council Tax increases
- the correction of a technical error relating to the commutation adjustment

2.5 The table below shows the resulting figures, including the three years beyond the MTP period to 2007/08 that was reported at the time.

	2003/ 2004	2004/ 2005	2005/ 2006	2006/ 2007	2007/ 2008	2008/ 2009	2009/ 2010	2010/ 2011
	£M	£M	£M	£M	£M	£M	£M	£M
Budget	15.8	17.6	18.5	19.8	20.9	22.4	23.9	24.9
Total Funding	14.0	14.7	15.4	16.2	17.0	17.8	23.9	24.7
Use of reserves	1.8	2.9	3.1	3.6	3.9	4.6	0	0.2

	£	£	£	£	£	£	£	£
Council Tax	82.54	82.54	84.60	86.72	88.89	97.78	197.51	211.33
Increase %	0%	0%	2.5%	2.5%	2.5%	10.0%	102.0%	7.0%

3. CONTEXT

3.1 Huntingdonshire District Council's Council Tax for the year 2003/04 was:

- in the lowest 4% of Council Tax levels for all Shire Districts in England (Range £53 to £256, Average £129)
- 8.3% of the total Council Tax bill* for Huntingdonshire residents (i.e. If the Council were to double the District Council Tax it would result in an 8.3% increase in the total bill).

* The total Council Tax bill includes the amounts set by the County Council, the Police Authority and Town or Parish Councils in addition to this Council's charge.

4. UPDATING LAST YEAR'S BUDGET

- 4.1 Some of the elements of the Council's finances are broadly outside of its control. Examples include take-up of services, inflation, interest rates and Government Support. Other elements are variable, such as service delivery variations and the balance between funding from Reserves and funding from the Council Tax.
- 4.2 The Financial Strategy is a longer-term view and within that time frame many of the assumptions, on which the Strategy is based, will turn out to be inaccurate. This is especially true as local government exists in a dynamic environment of political change, both local and national, and increasing customer expectations. Because of the uncertainties, the existence of a strategy becomes more important as each time there is a significant change the impact on the Council's plan can be identified.
- 4.3 The first step in the process is to review the assumptions that were included in the approved MTP that are outside the Council's control. A number of adjustments need to be made:
- A potential increase in employer's pension contribution rates from April 2005 due to recent downturns in equity markets. A rise from 8.3% to 10.8% has been assumed but it could easily be higher. The actual figure is unlikely to be known before, at least, November 2004 although it may be possible to be a little more certain in next year's strategy.
 - Lower interest rate expectations (4% this year and 4.5% next instead of 4.25% and 4.75% respectively)
 - A change in Government guidance on interpreting the detailed rules relating to the commutation adjustment. This significantly reduces the amount of capital reserves that can be treated as revenue income.
 - Adjustments for inflation (2.5% for general price increases), the level of capital receipts and the 2002/3 outturn.
 - It is also possible that our assumption as to the speed with which the Council will get its additional Government Support (spread over four years) may be optimistic, but this is only based on rumour at this stage pending any Government announcement on "floors and ceilings" for next year. No adjustment has therefore been made at the present time.
 - The adequacy of the Government's replacement arrangements for Social Housing Grant are not yet clear. The need for additional provision will need to be considered as further information emerges.
- 4.4 The next step is to consider any provision for service variations beyond the level to March 2008 agreed in the MTP. It has been assumed that, given the financial position the Council will be facing in the coming years, that there should be no additional provision for revenue developments and £3.5M per year for capital investment (at current prices). No allowance has been made for unavoidable additional costs

other than the Contingency Reserve agreed as part of last year's budget. It has been assumed that any additional items that do not meet the criteria for the reserve would be funded from savings.

- 4.5 The final element is the balance between the use of Reserves and increases in Council Tax. This is based on the Council's current policy of having no increase in Council Tax in 2004/05 and then restricting increases to 2.5% for as long as possible.
- 4.6 The table below summarises the resulting position after the items in this section are taken into account. It shows that large Council Tax rises might be necessary in 2008/09. Additional data and a graph showing the Council Tax rises that result over the longer term are provided in Annex A.

	2003/ 2004	2004/ 2005	2005/ 2006	2006/ 2007	2007/ 2008	2008/ 2009	2009/ 2010	2010/ 2011
Budget (£M)	16.2	18.2	19.7	21.1	22.7	24.0	25.3	26.5
Council Tax	£82.54	£82.54	£84.60	£86.72	£88.89	£206.22	£220.65	£236.10
Increase %	0%	0%	2.5%	2.5%	2.5%	132.0%	7.0%	7.0%

5. OPTIONS FOR MEMBER CONSIDERATION

- 5.1 The Council has an opportunity to review its strategy in the light of the changes described above. It can choose a strategy that is:
- Service Driven – resulting Council Tax levels are accepted
 - Tax Driven – services levels are matched to available funds
 - Some combination of the two
- 5.2 Obviously the permutations of Council Tax levels in a particular years and changes in spending levels are endless but if members would find exemplifications of particular scenarios helpful these can be provided. Any proposal that results in adding to reserves in order to smooth increases over a number of years would require prior discussion with the District Auditor before a final decision were made.

6. SENSITIVITY

- 6.1 The update of last year's agreed plan, as shown in Para. 4.6 and Annex A, has also been adjusted for changes in some factors, to see if they have a significant impact on the results. The table below shows the factor that has been changed and the resulting level of Band D Council Tax increase over the three significant years. Annex B shows this graphically.

	Council Tax Increase (Band D)		
	2007/08 %	2008/09 %	2009/10 %
Starting Point (Annex A)	2.5	132	7
Plus Interest rate variations			
0.25% decrease from 2003/04	16	106	7
0.25% increase from 2003/04	2.5	117	15
Plus Inflation variations (2.5% assumed)			
0.25% decrease from 2003/04	2.5	123	11
0.25% increase from 2003/04	9	120	8
Plus Pay (2.5% assumed)			
1% increase from 2004/05	41	83	9
1% increase 2004/05 only	18	104	8

7. CONCLUSION

7.1 Cabinet are invited to consider the information outlined above and also ask the Overview and Scrutiny Panel (Planning and Finance) for their comments. Cabinet will then have the opportunity to debate their recommendation to Council at their meeting on the 11 September.

7.2 The strategy will need to determine:

- Any variations in the cash limits for the years 2004/05 to 2007/08 as approved in the current MTP and adjusted in this report (see Annex A).
- The approach to be taken on any unavoidable extra spending that emerges during the MTP process that relates to the years 2004/05 to 2007/08. i.e. whether any provision is made or whether it will have to be met from savings.
- The level of acceptable development in 2008/09, the new year 5 of the MTP.
- The level of acceptable development post 2008/09 for longer term planning purposes.
- The timing and scale of variations in the Council Tax level.

ACCESS TO INFORMATION ACT 1985

Source Documents:

1. Working papers in Financial Services
2. 2003/04 Revenue Budget and the 2003/08 MTP

Contact Officer:

Steve Couper, Head of Financial Services

☎ 01480 388103

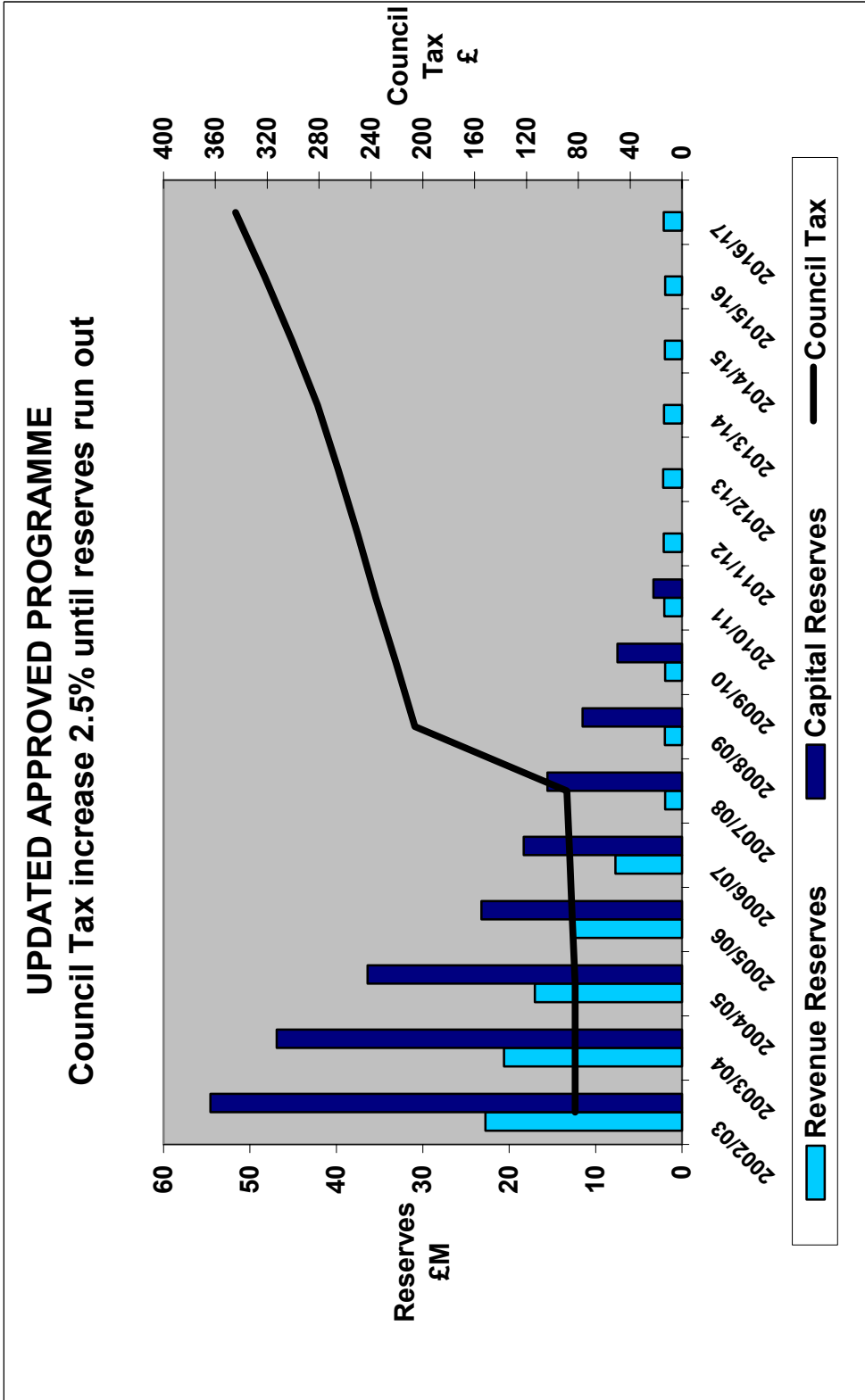
UPDATED APPROVED PROGRAMME

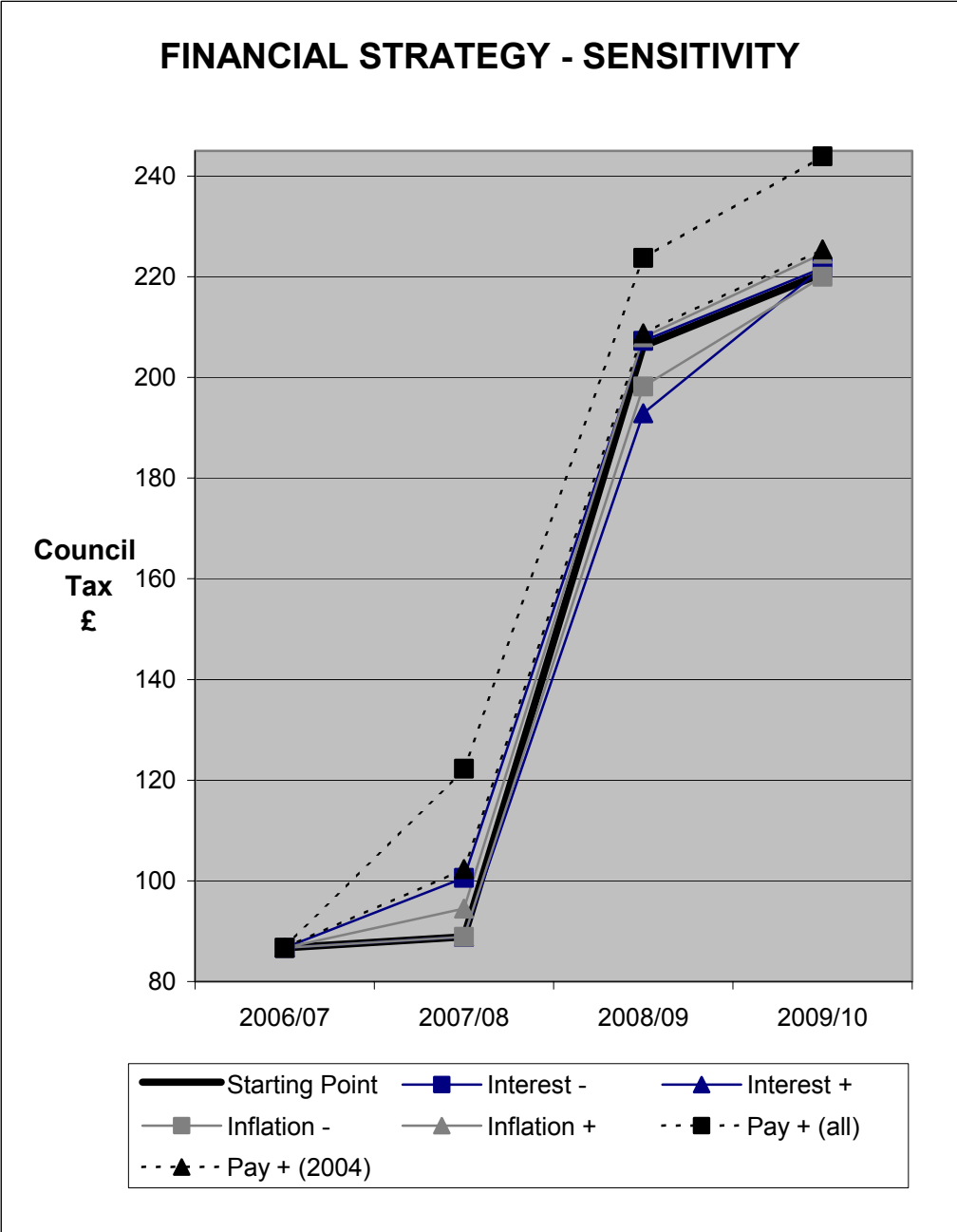
	2003/ 2004 £M	2004/ 2005 £M	2005/ 2006 £M	2006/ 2007 £M	2007/ 2008 £M	2008/ 2009 £M
APPROVED BUDGET/MTP	15.8	17.6	18.5	19.8	20.9	
Adjustments						
Higher Pension Contributions			0.3	0.4	0.4	
Lower interest rates	0.1	0.1		0.1	0.1	
Commutation adjustment *	0.3	0.4	0.6	0.5	0.7	
2002/03 outturn and inflation**		0.1	0.3	0.3	0.6	
REVISED TOTAL	16.2	18.2	19.7	21.1	22.7	24.0
Government Funding	9.5	10.0	10.6	11.2	11.8	12.0
Use of reserves	2.2	3.6	4.3	5.0	5.7	0.0
Council Tax	4.5	4.6	4.8	4.9	5.2	12.0

	£	£	£	£	£	£
Council Tax Level	82.54	82.54	84.60	86.72	88.89	206.22
Increase %	0%	0%	2.5%	2.5%	2.5%	132.0%

* Whilst these sums are a loss to revenue financing the Council retains them to fund capital expenditure.

** Adjustments for additional inflation in later years of the plan will be only be allocated once the need for them has been re-assessed in the annual budget review.





CABINET

31 JULY 2003

BUDGETARY CONTROL CAPITAL PROGRAMME 2002/03 and 2003/04 (Report by the Head of Financial Services)

1. PURPOSE

- 1.1 This report outlines the outturn position for 2002/03 and the implications for 2003/04. Progress during the current year is also considered and proposals are made for necessary cost variations.
- 1.2 More detailed information on specific schemes can be obtained from the relevant Head of Service. Some figures may still be subject to minor changes as the accounts are not yet finally closed.

2. THE COUNCIL'S 2002/03 OUTTURN POSITION

- 2.1 Over 80% of the capital schemes completed last year were on time or no more than 8 weeks late. Annex A shows details of estimated completion dates and cost variations on all current schemes.
- 2.2 Planned capital expenditure (including the gross spending on Disabled Facilities Grants and Social Housing Grant) in 2002/03 amounted to £7,486k last year compared to an approved total of £9,397k. Most of the reduction (£1.8M) is due to slippage or deliberate deferral, of which £1.2M has been reported previously.
- 2.3 A net saving of £54k has also been identified and Annex B contains the details of this.

3. MONITORING OF THE 2003/04 PROGRAMME

- 3.1 The approved 2003/04 programme of £14,719k has been increased by £1,753k, as a result of slippage, resulting in a total of £16,472k.
- 3.2 Towards the end of 2002/03 the Government changed the system for Social Housing so that funding would no longer be via local authorities. The full implications of this change cannot yet be assessed but the Council's £2,755k capital provision for payments to Registered Social Landlords was conditional upon reimbursement by the Government so it can no longer take place without further approval. An update on the position will be presented to Cabinet in due course.
- 3.3 Annex C details the variations that are already anticipated and shows slippage or deferral of £449k. Reference to Annex A will show the forecast change in completion dates. All schemes will be receiving a thorough review over the next month as part of the annual MTP process to ensure that forecast completion dates are realistic and achievable.
- 3.4 Tenders have recently been received for two Leisure Centre projects which are significantly, in percentage terms, above the sums allocated.

The refurbishment of the Ramsey changing rooms is £19k more than the £72k originally earmarked from the Condition Survey budget. It is essential that this scheme goes ahead in parallel with the closure for the roof replacement in order to minimise disruption. The other scheme is the Bar/Kitchen/Creche extension at the St Neots Leisure Centre where, following a meeting with the lowest tenderer, the price is still £69k above the budget of £272k.

- 3.5** It is considered that the buoyant building works sector and the tendering of projects one at a time is resulting in limited competition and hence higher prices. The Ramsey project needs to go ahead but it is proposed that the St Neots scheme be deferred pending an investigation into how Leisure Centre building and maintenance work might be combined into a long-term contract with a suitable partner. The extra cost at Ramsey and for the investigation will be met from the Condition Survey provision.
- 3.6** Problems have been identified with a retaining wall on Hen Brook in St Neots and although the Council's legal liability is imprecise it is considered important that the wall and adjoining lengths are rebuilt as soon as possible to avoid future flooding problems. The estimated cost of the scheme is £48k and it could be funded from last year's net savings of £54k shown in Annex B.

4. CONCLUSION

- 4.1** Over 80% of schemes completed last year were on time or less than 8 weeks late. Capital spending delays were experienced in 2002/03 and there was a cost saving of £54k. Some delays are emerging for 2003/04 and Annex D gives the latest expected position on each scheme. A thorough review on completion dates is underway.
- 4.2** Concern has arisen over tender prices for leisure centre work and paragraph 3.5 outlines the proposed action. An additional scheme has emerged relating to Hen Brook and it is proposed that this be funded from the identified savings.

5. RECOMMENDATION

- 5.1** It is **RECOMMENDED** that Cabinet:
- a) note the likely capital outturn for 2002/03
 - b) approve the additional costs highlighted in Annex B and on Hen Brook to be funded from the savings identified.
 - c) note the additional cost on the Ramsey changing rooms and the approach to achieve better value.
 - d) approve the deferral of the St Neots Leisure Centre extension

BACKGROUND PAPERS

Capital programme and monitoring working papers
Previous Cabinet and Committee reports on capital expenditure

CONTACT OFFICER

Steve Couper, Head of Financial Services ☎ 01480 388103

MTP - CAPITAL SCHEMES MONITORING REPORT

11 July 2003

Active Schemes 2003/04

PORTFOLIO:	Environment	Approved Date	Completion Deferral (weeks)	Slippage (weeks)	NET EXPENDITURE £000's		COMMENTS
					Approved 2003/04	Projected Variance	
Car Parks							
02/017/B	Fenstanton Car Park	30-Dec-03	0	0	22	0	CA
CCTV							
00/020.00	CCTV - Camera Replacements (03/04)	28-Feb-04	0	0	74	0	SH
03/405/A	CCTV - Vehicle Mounted Unit	28-Feb-04	0	0	150	0	SH
Crime Reduction							
00/036.01	Crime and Disorder - Lighting Improvements (03/04)	31-Mar-04	0	0	21	0	SH £4k brought forward to 2002/03 to complete schemes in that year.
Environmental Health							
03/306/A	Stray Dog Boarding Costs	01-Apr-03	0	0	10	0	JC Contract in place from 1 April 2003
Environmental Improvements							
03/431.01	Area Joint Committee Small Scale Imps (03/04)	31-Mar-04	0	0	103	0	CA
02/241/B	Heart of Oxmoor	28-Feb-06	0	0	800	0	MS
01/049/A	Huntingdon Town Centre - Phase 2	31-Dec-05	0	0	66	0	CA Expenditure re-phased between 02/03 and 03/04.
>>							
01/104.00	Oxmoor Environmental Improvements (02/03)	30-Mar-03	0	13 **	0	0 #	CA
01/104.01	Oxmoor Environmental Improvements (03/04)	31-Mar-04	0	0	63	0	CA
02/240/B	Oxmoor Kent Road Improvements	30-Nov-04	0	0	359	0	CA Completion advanced in response to public consultation.
01/157.00	Small Scale Imps - District Wide	01-Mar-03	0	26	15	0	CA Timing of schemes dependant on Parish Councils agreeing details and confirming contributions.
01/157.01	Small Scale Imps - District Wide (03/04)	31-Mar-04	0	0	82	0	CA
01/052/A	St Ives Town Centre - Phase 2	31-Dec-06	0	0	51	0	CA
01/053/A	Yaxley - Broadway Environmental Imp	01-Mar-03	0	17	115	0	CA CCC responsible for delivery of scheme.
Information Technology							
00/999	Environmental Health System Data Capture	31-Mar-04	0	0	15	0	JC
01/146/A	Upgrade to Environmental Health Software	31-Mar-03	0	13	0	0	JC Further work deferred pending decision by Project Board
Public Transport Support							
03/400.00	Bus Shelters - Extra Provision (03/04)	31-Jan-04	0	0	33	0	CA

MTP - CAPITAL SCHEMES MONITORING REPORT

11 July 2003

Active Schemes 2003/04

	Approved Date	COMPLETION		Slippage (weeks)	NET EXPENDITURE £000's			COMMENTS
		Deferral (weeks)	Slippage (weeks)		Approved 2003/04	Approved Total	Projected Variance	
Waste Management								
02/279/B Joint Waste Management Contract Procurement	30-Mar-04	52	0	0	50	120	0	RP Deferred by MTP bid 02/240/B.
PORTFOLIO: Finance				Total for Portfolio	1329	5144	0	
Administration								
03/999.01 VAT Exempt Capital (03/04)	31-Mar-04	0	0	0	28	28	0	SC Completion dates are provisional and will be revised during April 2003.
Housing Benefits								
03/315/A Tax and Pension Credits - Set Up Costs	31-Mar-04	0	0	0	0	0	0	JB
Information Technology								
01/148/A Revenues System - Software Upgrade	31-Dec-02	0	26	26	46	76	0	JB Slippage due to suppliers inability to support the project
PORTFOLIO: Housing Strategy				Total for Portfolio	74	104	0	
Housing Support								
01/039.01 Disabled Facilities Grants (03/04)	31-Mar-04	0	0	0	260	272	0	EM £14k carried forward from 2002/03.
00/141.01 HRAs and RENs (03/04)	31-Mar-04	0	0	0	277	278	0	EM
01/158.01 Social Housing Grant - General	30-Mar-03	0	13	13	0	0	0	FM Approx £500k of gross expenditure dependent on RSL projects will be slipped to 03/04 from 02/03.
01/158.02 Social Housing Grant - General (03/04)	31-Mar-04	0	0	0	0	0	0	FM Completion dates are provisional and will be revised during April 2003.
PORTFOLIO: Leader				Total for Portfolio	537	550	0	
Economic Development								
03/365/A Huntingdon Boatyard Improvements	28-Feb-04	0	0	0	100	100	0	KP
02/236/A Huntingdon Riverside Marina	01-Feb-03	0	12	**	0	20	0	KP
02/239/B New Industrial Units	28-Feb-04	0	0	0	280	540	0	KP Cabinet approval needed to change from St Ives to other village in July

MTP - CAPITAL SCHEMES MONITORING REPORT

11 July 2003

Active Schemes 2003/04

	COMPLETION			NET EXPENDITURE £000's			COMMENTS
	Approved Date	Deferral (weeks)	Slippage (weeks)	Approved 2003/04	Approved Total	Projected Variance	
Information Technology							
00/027/A Common Land & Prop Database (Gazeteer)	01-Jun-02	95	0	88	159	0	JY Deferred completion to allow for digitisation of legal boundaries etc. Project monitored by Project Board.
03/301.05 One Stop Shop at Pathfinder House	31-Mar-06	0	0	243	460	0	CH Completion dates are provisional and will be revised during July 2003. Post Cabinet meeting on the 26th June.
Office Accommodation							
01/111/A Lighting Replacement and Improvements	30-Oct-02	0	30 **	0	30	0	RP Scheme substantially complete, however, software problems relating to taxi plate production outstanding.
01/108/A Pathfinder House - Access Arrangements	30-Aug-02	0	47	0	50	0	RP Scheme brought forward to restore service reliability.
03/999 Pathfinder House - Automatic Door Replacement	31-Dec-03	0	0	21	21	0	BLB
>> 01/115/A Pathfinder House - Lift Upgrading and Repairs	28-Oct-04	-79	0 **	0	50	60	RP
00/999 Pathfinder House - Maintnace/Refurb	30-Mar-03	0	8 **	0	29	0	RP
03/300/A Pathfinder House Imps and One Stop Shop	31-Mar-06	0	0	100	9600	0	RP
01/128/A Public Buildings Access - Disability etc	30-Mar-04	0	0	66	90	-9	RP Essential works only being undertaken on Pathfinder House pending decision on future
PORTFOLIO: Leisure							
Community Initiatives							
03/423.00 Community Information Project (03/04)	31-Mar-04	0	0	10	10	0	DS Completion date is provisional and will be revised during May 2003.
Information Technology							
00/003.01 Accessibility Improvements/Signs (03/04)	28-Feb-04	0	0	60	60	0	CA
00/999 LSVT Commuted Sums for Play Equip	30-Mar-03	0	17	0	30	0	SM
03/301.09 Tourist Information Centre, St Ives	30-Apr-04	0	0	35	50	0	CH
Leisure Events and Facilities							
00/999.00 Local Leisure Project Grants (02/03)	01-Mar-03	0	17	0	283	0	SB Grants committed - delivery relies on recipients progressing schemes.
00/999.01 Local Leisure Project Grants (03/04)	31-Mar-04	0	0	105	105	0	SB
Leisure Policy and Development							
00/001/B St Neots Tennis Initiative Partnership	01-Mar-02	0	80	30	30	0	JP NOF bid accepted
Total for Portfolio				898	11149	51	

Active Schemes 2003/04

	COMPLETION			NET EXPENDITURE £000's			COMMENTS
	Approved Date	Deferral (weeks)	Slippage (weeks)	Approved 2003/04	Approved Total	Projected Variance	
Parks and Open Spaces							
03/378/A	Car Park-Riverside Park, St Neots (River Rd)	0	-13	35	35	0	SM
01/074/A	Huntingdon - Riverside Park - Bridge Replacement	0	0	25	90	0	SM
01/121/A	Pilot Linear Park Development	0	0	62	117	0	SM
03/369/A	Play Equipment (02/03)	0	39	0	0	0	SM
03/369.01	Play Equipment (03/04)	0	-5	76	76	0	SM
01/118/A	Sports Pavilions - Refurbishment	0	56	30	40	0	SM
01/107/A	Various Parks - Signs	0	0	22	40	0	SM
02/004.01	Young People's Activity Parks (03/04)	0	0	64	64	0	SM Schemes dependant on Partnership Funding
Recreation Centres							
00/022/A	CCTV - Improvements at Leisure Centres	0	0	28	80	0	SB Slippage of £38k from 2002/03 will allow for CCTV installations/improvements at St Ivo, Sawtry, St Neots and Ramsey to be programmed with other works at each of those centres.
03/337/A	Huntingdon Leisure Centre - Spinning Bikes	0	0	5	5	0	PJ Delivered April 03
01/135.00	Leisure Centres - Disabled Facilities	0	0	0	0	0	SB 04/03/03 Slippage of 15K to allow for late delivery/installation of orders.
01/135.01	Leisure Centres - Disabled Facilities (03/04)	0	0	30	30	0	SB 4/03/03 Slippage of 15K to allow for late delivery/installation of orders.
02/134/B	Leisure Centres - Future Maintenance (03/04)	0	0	685	685	0	SB Cabinet report 15 May 2003 accepted costing proposals. Variations to MTP now read 2003/04 +96K, 04/05 -244K, 05/06 +206K, 06/07 +38K, 07/08 +157K Fund provides for a number of smaller schemes within the overall
03/334/A	Leisure Centres - Swimming Pool Covers	0	0	45	45	0	PJ Orders to be placed in June
03/379/A	Leisure Centres - Telephone System Imps	0	0	30	30	0	PJ Sequential installation across all sites Awaiting corporate decisions on total telephone improvements - scheme on hold.
02/259/A	Ramsey - New Multi Activity Area	0	69	211	221	0	SB Negotiations with schools continuing.
03/340/A	Ramsey Leisure Centre - Air Conditioning	0	0	5	5	0	PJ Tenders received for pavilion demolition and changing room refurbishment. Decision to assist with on-going Orders to be placed in May

MTP - CAPITAL SCHEMES MONITORING REPORT

11 July 2003

Active Schemes 2003/04

	Approved Date	COMPLETION			Slippage (weeks)	NET EXPENDITURE £000's			COMMENTS
		Deferral (weeks)	Approved 2003/04	Approved Total		Projected Variance			
03/999 Ramsey Leisure Centre - Swimming Pool Roof	31-May-03	0	20	20	11	0	20	0	PJ Substantial contribution 200K+ from Central R&R On site from 14th April Project delay. Expected completion 22 August (4 weeks late)
02/262/B Sawtry - Fitness Studio	30-Mar-05	0	630	630	-53	0	630	0	SB Design complete. All Phase 2 grant bids being reviewed by Sport England.
03/341/A St Ivo - Air Conditioning	30-Jun-03	0	10	10	0	0	10	0	PJ Decision expected on status end of Order to be placed in May 03
03/333/A St Neots Leisure Centre - Creche & Kitchens	30-Nov-03	0	272	272	4	0	272	0	PJ Work to start on site July 03
02/134/B St Neots Leisure Centre - New Car Park	31-Mar-04	0	67	67	0	0	67	0	PJ
Total for Portfolio						2592	3130	0	
PORTFOLIO: Planning Strategy									
Economic Development									
00/999 Hunt Town Cent Dev - HDC Estate Advice	30-Mar-04	0	15	76	0	0	76	0	EW
01/077/A Hunt Town Cent Dev - Planning Dev Issues	30-Mar-04	0	105	418	0	0	418	0	MS Completion date quoted relates only to activity in 2003/04. The scheme runs to 2005/06.
02/244/A Priory Centre Redevelopment	01-Mar-03	0	0	30	21	0	30	0	MS Consultant appointed and report awaited.
Information Technology									
01/045/A Electronic Document Imaging Pilot in Planning	31-Mar-03	52	0	27	0	0	27	0	JT Peripheral equipment/software to be evaluated for purchase in 2003-04 dependent upon requirements generated by customers
Planning Policy & Conservation									
02/078/B Huntingdon Town Centre Regen - CAPS Scheme	30-Mar-04	0	20	110	0	0	110	0	RPb Completion date quoted relates only to grant payments in 2003/04. The scheme runs to 2005/06.
Planning Policy and Conservation									
02/224/A Town Centre Developments	28-Feb-04	0	31	268	0	0	268	0	RPb Completion date quoted relates only to activity funded in 2003/04. The scheme runs to 2006/07.
01/175/B Town Centre Vision	31-Mar-04	0	10	10	0	0	10	0	RPb
Transportation									
03/352.00 AJC - Safe Routes to School (03/04)	28-Feb-04	0	50	50	0	0	50	0	StB

MTP - CAPITAL SCHEMES MONITORING REPORT

11 July 2003

Active Schemes 2003/04

	Approved Date	COMPLETION		Slippage (weeks)	NET EXPENDITURE £000's			COMMENTS
		Deferral (weeks)	Approved 2003/04		Approved Total	Projected	Variance	
03/366/A	30-Oct-03	0	0	0	55	55	0	StB
00/037.00	01-Mar-03	0	8 **	0	51	51	0	StB
00/037.01	31-Jan-04	0	0	0	9	9	0	StB
02/277/B	31-Jan-04	0	0	0	40	40	0	RP
03/361.00	28-Feb-04	0	0	0	70	70	0	StB
01/095.00	01-Mar-03	0	30	0	210	210	0	StB Final part of scheme now tied in with CCC scheme
01/095.01	31-Mar-04	0	0	0	70	70	0	StB
01/152.01	31-Jan-04	0	0	0	100	100	0	StB
02/247.01	31-Mar-04	0	0	0	21	21	0	StB
>> 02/278/B	30-Oct-03	0	0	0	30	30	0	RP
02/250.01	28-Feb-04	0	0	0	127	127	0	StB
Total for Portfolio					759	1772	0	
PORTFOLIO: Resources Etc.								
Information Technology								
03/301.01	31-Mar-06	0	0	0	475	1103	0	CH Project monitored by the Programme Board.
00/999	31-Mar-03	0	8 **	0	22	47	0	CD
03/301.02	31-Mar-04	0	0	0	30	30	0	RP This was previously Robert Ward's scheme. We believe it is now overtaken by corporate scheme.
03/301.03	31-Mar-04	0	0	0	171	171	0	CH Project monitored by the Programme Board.
00/032/A	31-May-03	17	0	0	155	231	0	JB Deferral agreed by EDM Project Board to ensure that implementation did not clash with upgrade to business systems in the pilot area (Revenues). Project monitored by
00/033/A	01-Aug-04	0	0	0	293	728	0	JY Project monitored by the Project Decision by Project Board to remove IVR from scope for 2003-04
03/301.06	31-Jan-05	0	0	0	161	253	0	CH
03/301.04	31-Mar-04	0	0	0	0	0	0	JT Electons system review deferred to 2004-05 at request of Head of
03/375/A	31-Mar-04	0	0	0	100	100	0	DW
03/301.07	31-Mar-05	0	0	0	-120	316	0	CH Project monitored by the Programme Board
01/044/A	31-Mar-03	52	0	0	8	20	0	LJ One scanner in use - to evaluate need for a second by the end of the
01/082.00	31-Mar-03	4	0	0 **	0	15	0	MO

MTP - CAPITAL SCHEMES MONITORING REPORT

11 July 2003

Active Schemes 2003/04

	Approved Date	COMPLETION		Slippage (weeks)	NET EXPENDITURE £000's			COMMENTS
		Deferral (weeks)	Approved 2003/04		Approved Total	Projected Variance		
01/082.01	31-Mar-04	0	0	0	15	0	MO	Project suspended - software supplier and timing of project dependent upon Corporate EDM Solution.
00/999	31-Mar-02	104	0	0	46	0	SC	Upgrade deferred at request of
00/999	31-Mar-03	13	4	4	17	0	AJ	Web bookings facility
01/083/A	31-Mar-03	0	13	0	0	#	MO	Slippage due to inability to arrange training in May
03/301.11	31-Mar-05	0	0	0	59	0	CH	Project complete - awaiting final bills
00/999	31-Mar-03	8	5	0	10	0	LJ	Completion dates are provisional and will be revised during July 2003. Post Cabinet meeting on the 26th June.
00/999	31-Mar-03	0	8	**	0	0	AJ	Completion dates are provisional and will be revised during June 2003.
03/301.10	31-Mar-05	0	0	0	10	0	CH	
03/301.12	31-Mar-04	0	0	0	35	0	CH	
01/144/A	31-Mar-03	52	0	0	48	0	DW	
01/124/A	31-Mar-03	52	0	0	303	0	LJ	
03/301.08	31-Mar-02	82	0	0	106	0	CG	
Policy and Research	30-Jul-03	0	0	0	50	0	IL	
02/213.00					1994	0		
PORTFOLIO: Service Delivery					4154	0		
Information Technology								
02/226/B	30-Jan-04	0	0	0	16	0	RW	Available products being evaluated prior to orders being place in September.
Operations Services								
03/368/A	30-Jun-04	0	0	0	12	0	RW	Equipment purchased and expected to be operational by end of June.
03/343/A	30-Sep-03	0	0	0	35	0	RW	Interviews to be held during July. Post should be filled during September. Funding in current year to be reviewed following appointment.
03/313/A	01-Apr-03	0	0	**	155	0	RW	New rounds implemented from start of April.

Active Schemes 2003/04

	Approved Date	COMPLETION		Slippage (weeks)	NET EXPENDITURE £000's			COMMENTS
		Deferral (weeks)	Approved 2003/04		Approved Total	Projected	Variance	
02/245/A	01-Nov-02	17	0	**	155	189	-1	RW Start deferred until 10 February 2003 as a result of review of service delivery arrangements. Scheme now implemented.
03/304/A	31-Mar-04	0	0	0	2778	2778	0	RW
03/999	30-Oct-03	0	0	0	310	310	0	RW Negotiations ongoing with Newsletter regarding level of service etc.
02/267/B	30-Jan-04	0	0	0	19	0	0	RW Orders to be placed in October to secure commissioning in January 04 following completion of fleet renewal.
03/314/A	31-Mar-03	0	4	**	20	20	-1	RW Scheme completed.
02/192.01	31-Dec-03	0	0	0	674	674	0	RW Orders placed for vehicles by end of April. Vehicles being delivered from June to December.
Public Conveniences								
01/163/A	01-Feb-04	0	0	0	15	36	0	CA Budget being used to complete feasibility studies to support project 03/302/A.
03/302/A	31-Mar-06	0	0	0	300	1200	0	CA Cabinet to approve list of tenderers on 31 July. Hence date 3, receipt of tenders slipped to end of November and financial slippage from 03.04 to 04/05 identified. This should not affect completion date.
Transportation								
03/432.00	31-Mar-04	0	0	0	50	50	0	CA Pavements Resurfacing (Cont to County) (03/04)
Total for Portfolio					4539	5630	-2	
Total all Portfolio					12722	31633	49	

ANNEX B

VARIATIONS FROM PROGRAMME IN 2002/03

Schemes	£'000	Reason
COST VARIATIONS		
Overspent		
Safe Cycle Routes	+15	Final cost over budget
St Ives Town Centre – Phase 1	+9	Extended period and contractual difficulties have caused this estimated extra spend. Ongoing disputes may lead to further cost.
Leisure Projects – Feasibility Studies	+5	Condition Surveys for Leisure Centres required extra funding
St Ivo Leisure Centre – Sports Changing Rooms	+4	Final cost over budget
Other Minor Variations	+27	Less than £3k per scheme
	+60	
Underspent		
Huntingdon Town Centre – Phase 1	-34	Final cost below budget
Young Peoples Activity Parks	-27	Lack of interest from potential partners
Public Buildings Access – Disability and Discrimination Act	-9	Not all required
Housing Cash Incentive	-11	Historic grant not taken up
St Ivo – Burgess Hall Seats and Store	-6	Grant higher than expected
Hinchingbrooke Country Park	-13	Part funded from Section 106
Ouse Valley Way – Bridge Replacement	-7	Final cost below budget
Minor Variations to Other Schemes	-6	Less than £3k per scheme
	-114	
Net Underspending	<u>-54</u>	
OTHER VARIATIONS		
Social Housing Grant	-152	Full programme not achieved and changes in the funding system mean the balance will not now be spent. Equivalent reduction in Grant so no net impact.
Pathfinder House – Lift Upgrade	+60	Originally planned to be financed from revenue so matching revenue saving.
	<u>-92</u>	

ANTICIPATED SLIPPAGE AND DEFERRALS IN 2003/04

Schemes	£000
Information Technology	
Corporate Payments and Bookings	47
Election System Application Review	30
Public Conveniences	
New Public Conveniences	100
Leisure Centres	
St Neots Leisure Centre – extension to the Bar/Kitchen/Creche (Subject to Cabinet approval)	272
TOTAL	449

CABINET

31 July 2003

BUDGETARY CONTROL REVENUE (Report by the Head of Financial Services)

1. 2003/04 Budget – First Quarter

1.1 Expenditure and income in the first quarter have been reviewed in relation to the annual budget. At this stage in the year it is difficult to quantify all trends with any certainty.

1.2 The main variations are:

	£000
Anticipated shortfall on investments	+100
Despite gains in the first quarter Fund Managers are forecasting a lower than budgeted return for the year	
Cancellation of NNDR relief on Leisure Centres	+70
Effect of change made in 2002/03 following audit guidance.	
Income Variations	
Development Control and Building Control	-50
Net of additional costs associated with the applications	
Car Parking	-40
Planning Delivery Grant	-50
Net of costs required to develop the service and qualify for grant (Cabinet 17 th April)	
Refuse Collection	+55
Work is in hand to identify how this figure might be reduced.	
Septic tank Emptying	+45
A report on options for reducing this extra cost will be presented to Cabinet later in the year.	
Housing Benefits	+50
Growth in demand and changes in delivery requirements	
Supporting people	+20
Contribution to County scheme (Cabinet decision 13 th March)	
Inflation	0
Cost of the pay award above the budget provision (£100k) is met by lower inflation in other areas (e.g. reduced licence costs for HGV vehicles) and by marginal overprovision for general inflation	
Estimated Overspending	200

1.3 The variations listed above do not include:

- expenditure deferred from 2002/03, likely to total in excess of £150k, nor that advanced from 2004/05 in respect of risk management (Cabinet 26th June) as these are matched by the re-phasing of existing approved budgets.

- Variations in the technical commutation adjustment, the amount of capital reserves that can be transferred to revenue, following ODPM guidance.
- The contingency provision for urgent and or unavoidable additional spending. Although no items have yet been approved it is obviously impossible to forecast exactly how much will be required before the year end.

2. RECOMMENDATION

- 2.1 It is recommended that the Cabinet note the likely spending variations.

ACCESS TO INFORMATION ACT 1985

Source Documents:

1. Cabinet and Council Reports
2. Budgetary control files.

Contact Officers: *Graham Dolan, Accountancy Manager* (01480 388106)
Steve Couper, Head of Financial Services (01480 388103)

CABINET

31ST JULY 2003

**CAMBRIDGE SUB REGIONAL INFRASTRUCTURE PARTNERSHIP
(Report by Director of Operational Services)**

1. PURPOSE

- 1.1 To consider progress on the Cambridge Sub Regional Infrastructure Partnership.
- 1.2 To approve a financial subscription to the Partnership.

2. BACKGROUND

- 2.1 Cabinet received a report on 15 November 2001 (which was approved at Full Council on 6 December) formally considering the first stage of the Cambridge Sub Region Infrastructure Partnership (known then as the Implementation Study by Roger Tym & Partners). This was given a qualified welcome as a first step in addressing the infrastructure issues. Approval was given to work with other Cambridgeshire Local Authorities to develop the proposals outlined in the Study.
- 2.2 The County Council and District Councils have been working together since then to develop the mechanisms and processes to enable development and infrastructure improvements to be delivered in the Cambridge Sub Region. A diagram is attached as Annex A which shows the structure of the current partnership arrangements.

3. DISCUSSION

- 3.1 The progress of the Partnership has been delivered by 5 sub groups of Officers from the Cambridgeshire Local Authorities, with assistance where necessary from consultants under the themes of:
 - Planning Process
 - Sustainable New Settlement
 - Affordable Housing
 - Transport
 - Section 106

The progress made is outlined below.

3.2 **Planning Process**

- 3.2.1 Following the EIP Panel report, the schedule of proposed modifications has now been published for consultation until 17th June. It is anticipated that the Structure Plan will be formally adopted in September.
- 3.2.2 In parallel with this, the Local Planning Authorities (LPAs) are actively taking forward the local planning processes.

3.3 **Sustainable Development**

- 3.3.1 The development of the new town at Longstanton/Oakington is one of a number of major proposals which needs to be progressed quickly through the plan-making process in order to meet the objective of granting planning permission for site development to commence during 2006. This project is led by South Cambridgeshire District Council as the local planning authority for the area with responsibility for preparing the relevant co-ordinating planning framework and granting planning consent. The Project Team has now been expanded to incorporate representation from the South Cambridgeshire Local Strategic Partnership and Cambridge City Council.
- 3.3.2 A key objective of the New Town Steering Group is to develop the Local Development Framework (LDF) policies ready for formal deposit in Spring 2004. As part of the development of those policies over the next twelve months, it is anticipated that informal consultation will be undertaken in September. Working with the County Council, the Local Strategic Partnership and infrastructure providers, the New Town Steering Group will also identify the infrastructure and service requirements for the New Town. A stakeholder conference is to be held to help determine the vision for the New Town.

3.4 **Affordable Housing**

- 3.4.1 The Affordable Housing Group has commissioned a team of consultants, led by Three Dragons, to work with stakeholders on the preparation of a Sub Region Affordable Housing Delivery Plan.
- 3.4.2 The purpose of the process is to establish:
- i) a shared understanding between partners of the critical issues limiting the supply of affordable housing (concerning land supply, S106 agreements, funding arrangements and how these resources are combined);
 - ii) improved relationships and understanding between key stakeholders, including landowners, developers, housebuilders, RSLs, mortgage lenders, local authority housing and planning officers and elected Members (notably Leaders and relevant portfolio holders);
 - iii) a vision, shared between the stakeholders, of how to achieve a step change in housing provision for sale and rent;

- iv) an agreement on the partnership arrangements between the stakeholders to address the barriers to and realise the innovative and good practice needed to realise the vision;
- v) a programme and timetable for future delivery paving the way for sustained commitment to investment in affordable housing.

3.5 **Transport**

3.5.1 Considerable progress is being made on a number of key transport projects, although further resources need to be brought in to deliver key schemes in conjunction with new developments.

3.5.2 The County Council is working co-operatively with Gallaghers on the development of the Cambridge-Huntingdon Rapid Transit Scheme. Key issues have been identified and these are being addressed by a joint project steering group, which includes representatives from the District Councils. The group has access to substantial consultant expertise and work undertaken previously, eg. environmental impact data, which is helping to inform the new project. Specific issues are being dealt with in liaison with District Councils, for example, a task force has been set up to address the St Ives to Huntingdon section. The County Council is leading the project and will be submitting an application for Transport and Works Act Powers in November.

3.5.3 Work is also progressing on key highway projects, including the Cambridge Southern Fringe access road. The pace of progress with this and other key schemes will partly be dependent on the success of the Communities Plan Growth Area Bid.

3.6 **Section 106**

3.6.1 The Section 106 group has been working to establish clear guidelines for collection of Section 106 (S106) monies and to assess the scope for maximising the levels of contribution.

3.6.2 The group has made some progress in this respect, but it is becoming increasingly clear that given the pace of major developments across the county (with for example, negotiations already underway on sites such as the new town, South Cambridge and St Neots) the speed at which guidance on how S106 contributions can be maximised needs to be hastened.

3.6.3 The group has devised an alternative approach to assessing the role of S106 contributions and the practicalities of negotiating successful S106 agreements and maximising contributions. Key elements of this will be:

- i) identifying what infrastructure requirements are needed overall and the likely apportionment of those requirements (in conjunction with the work on the Business Plan);
- ii) preparing a mechanism for systematically and fairly negotiating planning obligations with developers.

3.7 Comments on Progress of the Partnership

- 3.7.1 One of the key aspects of progress has been the explicit recognition of development projects and infrastructure requirements in the market towns in Huntingdonshire. In addition, as part of the work, a bid has been submitted to Go-East under the Government's Communities Plan Growth Area Delivery Grant. As part of this bid submissions have been made for the delivery of the Sapley Square Regeneration Project, a Public Transport Interchange in Huntingdon and St Ives, and to provide the public transport infrastructure between St Neots and Cambridge. A copy of the full (60 pages) bid is available from the Director of Operational Services.
- 3.7.2 The work of the partnership is primarily provided by the local authorities in terms of staff time. Some significant additional funding comes from the East of England Development Agency. The District Councils have now been asked to provide some finance to contribute to this work for the year 2003/04 onwards. For Huntingdonshire this is £17.5K and this can be met from the contingency fund for 2003/04. All other Cambridgeshire Local Authorities have indicated that they will be contributing. An MTP bid will be made for budget provision 2004/05 onwards.
- 3.7.3 Discussions are now taking place about the delivery mechanisms for the infrastructure and Government has indicated that the sub-region needs to consider if an urban development company, urban regeneration company or formal partnership company is appropriate.

4. RECOMMENDATION

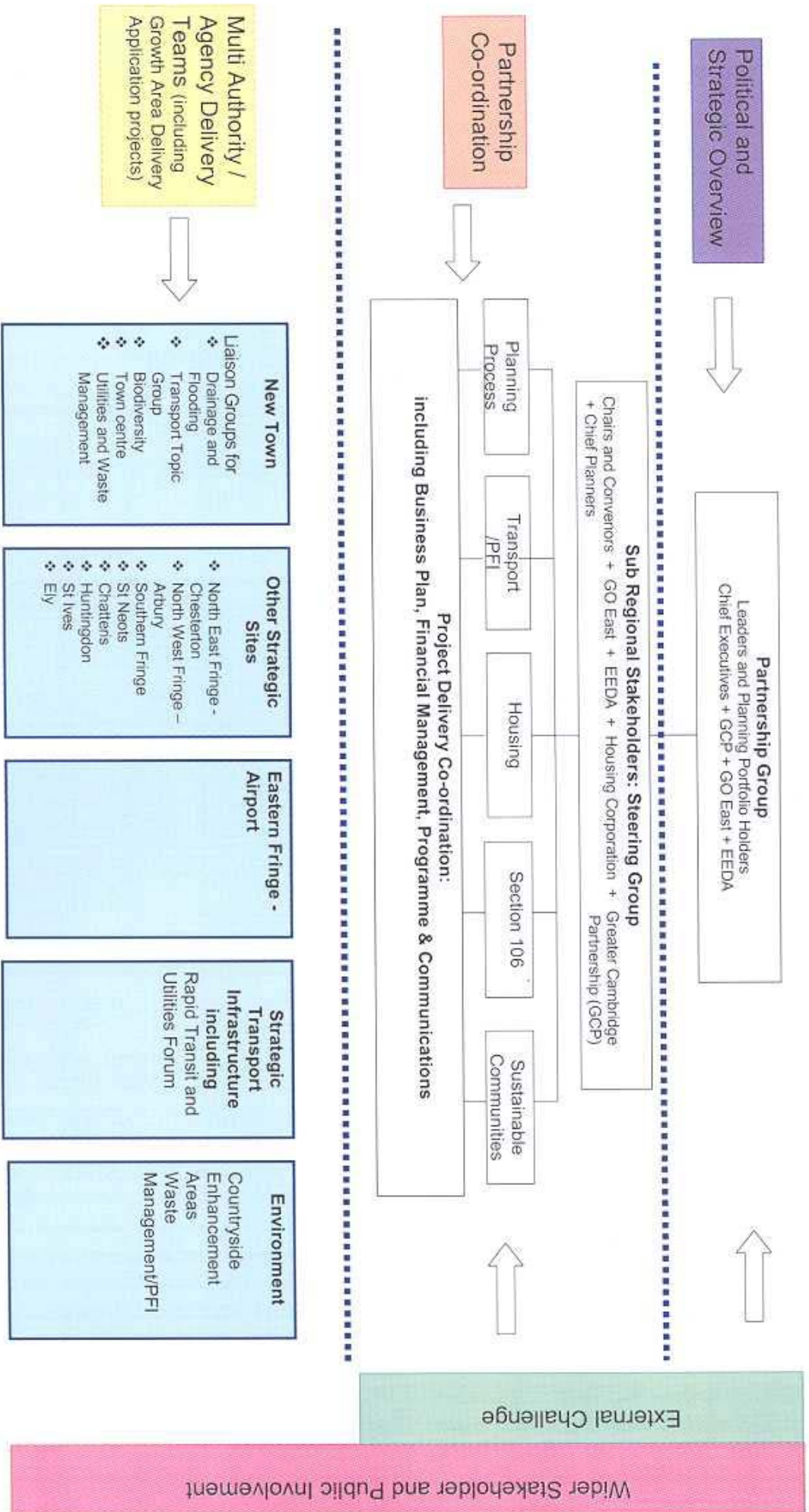
- 4.1 That Cabinet:
- a) support the continued work of the Partnership;
 - b) approve the use of £17.5K of the contingency fund to contribute to this work; and
 - c) consider any further comments they wish to make on the delivery vehicle.

BACKGROUND INFORMATION

Cambridge Sub Regional Implementation Study Bid

Contact Officer: Mrs E Wilson, Director of Operational Services
☎ 01480 388301

Infrastructure Partnership for the Cambridge Sub-region



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CABINET

31 JULY 2003

CAMBRIDGE TO HUNTINGDON RAPID TRANSIT SYSTEM (Report by Director of Operational Services)

1. PURPOSE

- 1.1 To consider the proposals by Cambridgeshire County Council for the 'Cambridge To Huntingdon Rapid Transit System' (CHRTS).

2. BACKGROUND

- 2.1 Improvements to public transport in the A14 corridor were proposed in the Cambridge to Huntingdon Multi-Modal Study (CHUMMS). An early private sector proposal (SuperCam) for a guided bus running from St Ives to Cambridge now has been abandoned leaving the current County Council proposal as the only one being taken forward. A copy of the County Council's consultation document is attached to this report as Annex A.. This initial consultation is a precursor to the County Council submitting an application under the Transport and Works Act (TWA).
- 2.2 The basic guidance technology is already in use in the UK in the Leeds Guided Bus Way and is proposed for the Leigh Guided Busway in Greater Manchester. The County Council proposal is for a much higher quality system, which is fully accessible and heavily reliant on IT technology for both guidance and ticketing.
- 2.3 The County Council have opted to advance a guided bus scheme as Government have indicated that they will not support the more expensive light and heavy rail alternatives. The proposed scheme also offers the opportunity for CHRTS vehicles to run on ordinary roads as well as the guide-way and for any operator meeting the quality threshold to run vehicles on the guide-way.

3. DISCUSSION

- 3.1 The council needs to consider a response to the current consultation in the context of the position it might wish to take in respect of the County Council's TWA submission, to be made in the autumn.
- 3.2 Without committing itself to supporting the CHRTS the District Council has been successful in persuading the County Council to extend the scope of the proposed scheme to take in Huntingdon Railway Station and Hinchingsbrooke Hospital as part of the basic route. Measures to facilitate the on-road running in Huntingdon are identified in the Huntingdon and Godmanchester Market Town Transport Strategy.
- 3.3 The District Council is active also in contributing to the environmental assessment of the proposal and the development of a 'urban design guide' to ensure that stops and associated facilities are properly integrated with their locality.
- 3.4 To help inform the District Council's consideration of the County Council's proposals we have engaged Jacobs Consultancy.

4. CONSULTANT'S OPINION

- 4.1 The consultants have reviewed the proposals against a selection of relevant strategies and policies including national, regional and local objectives from CHUMMS; the district council's strategic and medium term objectives; and the deposit draft of the county Structure Plan. They have reviewed its financial and economic viability by reference to the modelling work undertaken by the County Council's own consultants.
- 4.2 Generally, the county council have cooperated with Jacobs and made material available for inspection. Our Consultants have not, however, been given full access to some of the most recent modelling work and their report of necessity is therefore based on the baseline (July 2002) proposal together with two more recent appendices submitted to the Department for Transport.
- 4.3 A copy of the Executive Summary Jacob's report is appended (Annex B). In summary their conclusions are –
- CHRTS proposals broadly contribute to this council's goals, strategic objectives and policies but may have a slightly negative impact on some environmental objectives;
 - the base CHRTS route alignment must extend to Hinchingsbrooke Hospital via the railway station (this is now secured) and care will need to protect the built, historic and natural environment; and
 - there appears to be no rational case for opposing CHRTS on economic ground – this will also be tested by the Department of Transport.
- 4.4 The consultants conclude also that
- (a) Taking into account their findings, the District Council will have to consider whether it wishes to formally support or object to the (TWA) proposal. Either course of action will have obvious implications for the Council. but provide mechanisms to protect local interests in relation to the scheme and its impacts.
- (b) Raising an objection or multiple objections, will require resources to be allocated in order to present the case in detail for the possible objection.
- (c) Jacobs Consultancy's view is that the scheme cannot be opposed on economic viability grounds (subject to the conclusions to be drawn by the Department of Transport) based on the recent submissions.
- (d) The approach to the TWA could be in terms of either written representations, or through appearance at the inquiry, resources would again be required for the latter."
- (e) An area of potential concern identified by the consultant relates to impact on the built, historic and natural environment. This relates not only to the guide way section (the subject of the TWA) but to other road improvements.

5. CONCLUSION & RECOMMENDATION

5.1 Cabinet are invited to consider the findings of the council's consultants and to take a view on the response to be made to the County Council's consultation. It is suggested that this could be on the basis of:

- (a) Support in principle for the proposal.
- (b) Significant concern about the impact of the proposal on the built, historic and natural environment.
- (c) Unless these concerns can be resolved, the Council would lodge objections to the TWA.

Contact Officer: Mr R Preston, Head of Environment and Transport
☎ 01480 388340

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EXECUTIVE SUMMARY

1.1 The Study

The importance of improving public transport in the Cambridge to St Ives corridor and its interrelationship in supporting local land-use development has been previously recognised in the County Structure Plan, the Local Development Plan and the Local Transport Plan.

Subsequently, the Cambridge to Huntingdon Multi-Modal Study (CHUMMS) considered possibilities for a Rapid Transit Scheme (Cambridge to Huntingdon Rapid Transit - CHRT) to serve this route and suggested that such a proposal be evaluated in greater detail. The proposal has since been developed by Cambridgeshire County Council and has reached the point where public consultation is being actively undertaken.

It is important to Huntingdonshire District Council that the benefits of CHRT are clearly targeted at the wide range of corporate objectives supporting the development, regeneration and environmental improvement of the area.

Jacobs Consultancy was appointed by Huntingdonshire District Council to undertake a review of the CHRT proposals. The defined study objectives were to:

- Evaluate the proposal's potential against the objectives of the CHUMMS Final Report;
- Evaluate the proposal's potential against the Councils' corporate objectives;
- Assess the proposal's economic and financial viability, and;
- Comment on the environmental impact of the proposed route.

1.2 The Methodology

In order to undertake the review effectively, the objectives were split into clearly defined work areas, comprising the following:

- Review of Existing Information
- Review of Route Alignment
- Financial and Economic Viability
- Consultation

The proposed scheme was assessed against existing policies and strategies, assessments and site visits made to the route, examinations undertaken of the modelling methodology used and the recent changes adopted, and a consultation exercise is being undertaken with local businesses. As part of this process initial consultations were undertaken with Cambridgeshire County Council and their consultants.

1.3 The Findings

The findings of the review can be summarised as follows:

1.3.1 Review of Existing Information

The CHRT proposals broadly contribute to the goals and objectives or local policies and strategies, including those contained in CHUMMS. However, there are possible negative impacts in certain sensitive areas in terms of impacts upon the environment,

impacts upon natural and heritage interests, impacts on biodiversity and impacts on the countryside.

1.3.2 Review of Route Alignment

CHRT promoters should carefully consider possible impacts upon the built environment, particularly in historic areas. The design and operation of CHRT must carefully consider possible impacts upon the nature reserves around Fen Drayton. The design of CHRT must maximise accessibility to the areas it will serve whilst preserving competitive journey times. We also suggest that CHRT should link the hospital and railway station to Huntingdon town centre.

1.3.3 Financial and Economic Viability

We have audited the Annex E submission made to DfT by Cambridgeshire County Council together with limited additional information provided by them. We can confirm that the overall cost benefit ratio for the project appears positive and generally underpins the viability of the proposed system. There would appear to be no rational case for opposing the project on economic grounds. It must be said that the DfT have commissioned their own consultants to carefully audit the analyses to ensure acceptable justification for the spending of public money.

1.3.4 Consultation

[to be completed, as exercise still underway]

1.4 In Summary

The Jacobs Consultancy view is that,

- The economic viability of the scheme and the limited environmental and other impacts do not justify a formal objection in principal, to the Transport and Works Act Application when submitted, for CHRT.
- However, if the District Council were so minded, whilst supporting the overall concept, an objection could be mounted to ensure that specific mitigation measures are included in the design to address environmental, heritage and urban design concerns.

This approach would gain the most benefit for the interests of the District Council and the local population.

summer 2003

rapid transit

The new high quality public transport system for your area



have **your** say

Changing the face of public transport



Cambridgeshire
County Council

in partnership with



Cambridgeshire’s consultation on the Cambridge to Huntingdon Rapid Transit project

Introduction

A rapid transit system using guided bus technology is proposed along the A14 corridor to provide a high quality public transport link between Huntingdon and Cambridge. The proposal came out of the A14 Cambridge to Huntingdon Multi Modal study (CHUMMS). At the invitation of Government, the County Council has assessed the viability of the rapid transit proposals and these now form a part of the Cambridgeshire Local Transport Plan. The Rapid Transit system, which will offer many benefits to the area, is a key part of our strategy to deliver high quality public transport in Cambridgeshire.

Cambridgeshire County Council, in partnership with Huntingdonshire District Council, Cambridge City Council and South Cambridgeshire District Council, is now leading and developing this project with a planned opening date of 2007.

This consultation leaflet is the first of a series of information leaflets to give people the opportunity to become involved in the development of the scheme and to provide information on progress.

The origins of the project



The combination of road congestion on the A14, and the desire to improve public transport alternatives have been discussed for some years.

CHUMMS included as one of its recommendations provision of a guided bus system on the disused St Ives to Cambridge railway corridor with extensions to Trumpington, Addenbrooke’s, Godmanchester and Huntingdon. Following acceptance by Government of the overall package recommended by this study, the County Council were invited to carry out an appraisal of the guided bus scheme and in July 2002 this appraisal formed the basis

for a £75m bid for funding as part of the Council’s Local Transport Plan Annual Progress Report. Government have recently announced that the A14 road improvements recommended by CHUMMS have been included within the Trunk Road targeted programme for completion around 2010.



Update on recent developments

You may have seen proposals over the past year or so for a guided bus system between St Ives and Cambridge from a private sector consortium called SuperCAM who carried out a public consultation along the line of the route in spring 2002.

However, the SuperCAM proposals did not match the full aspirations of the County Council so discussions were held with the company to explore ways of moving forward and delivering a single project. It has now been agreed that SuperCAM will no longer promote their guided bus project and that development of the Rapid Transit system will be taken forward by the County Council. To speed delivery the Council continues to cooperate with one of the partners in SuperCAM, J J Gallagher, promoter of the new town at Oakington /Longstanton. This cooperation allows the project to be progressed more quickly by building on the earlier work undertaken, but the County Council will remain in full control.

This partnership is intended to operate only while legal powers to deliver the Rapid Transit system are obtained. The mechanism for selecting the contractor to build the project has not yet been decided.

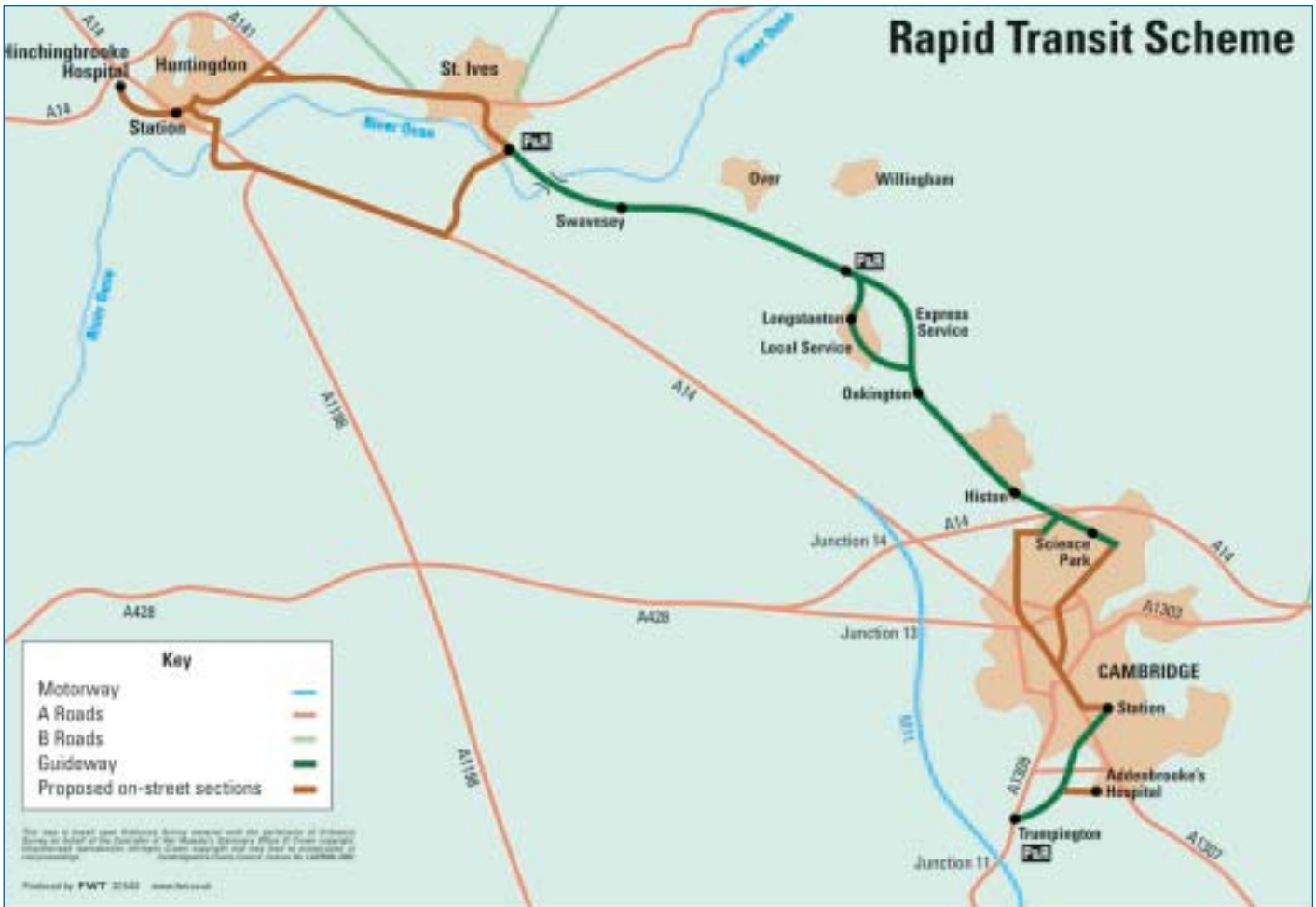
What does the scheme involve?

The proposal is for a new Rapid Transit system using guided bus technology between the Huntingdon area, St Ives, the new town at Oakington/Longstanton, the northern Cambridge suburbs, central Cambridge, Addenbrooke’s hospital and the Trumpington Park & Ride site.

The Route

Total proposed length 40 km
Guided section 23 km
On-street running or running on private land 17 km

Guided Bus is a system that guides buses along a track thus allowing for higher speeds and better ride comfort. Unlike trains or trams, Guided Buses can also operate on normal roads with no track. This flexibility is one of the main reasons why this technology was chosen for this corridor.



The project consists of two main parts - sections where buses will be guided and sections where they will not. The guided sections are in two main lengths, one will run from the south east side of St Ives to the north of Cambridge, linking into the proposed new rail station and interchange at Chesterton and around the south side of the new large development site at Arbury. The second length will start near Cambridge Station and run on the former Bedford rail line trackbed to the Trumpington Park and Ride site.

Away from the guided sections, buses will run on conventional roads but with various types of priority measures to reduce bus journey times. The main areas where these are proposed are between Huntingdon and St. Ives, on links into Cambridge, in the centre of Cambridge and between Cambridge city centre and the railway station area.



In Huntingdon, the route is proposed to run on the ring road and out of the town on the A1123 to St Ives. In Cambridge, the services are proposed to operate on Histon Road and Milton Road to the city centre. Alternative, longer term, proposals are also being considered. These include use of the existing line of the A14 between Huntingdon and St Ives when the new A14 road is built and along the rail line in Cambridge between the proposed new station at Chesterton and the rail station. These elements do not form part of the current proposals but will be developed over the coming years.

The project includes two new Park & Ride sites which we propose be landscaped and integrated into their local environment, in a similar manner to the five sites already located around the edges of Cambridge. These are proposed to be at St Ives (500 spaces) and Longstanton (1,000 spaces).

System Characteristics

The proposed system is focused on raising the quality of public transport and providing a real alternative to the car. Services will be fast and frequent and offer high levels of passenger comfort.

Stops are proposed at a number of locations along the route serving all main residential and employment areas. These include Hinchingsbrooke Hospital, Huntingdon rail station, Huntingdon town centre, St Ives, Longstanton, Oakington, the new town at

Oakington/Longstanton, Swavesey, Histon, the Cambridge Science Park, Arbury, Cambridge rail station, Addenbrooke's Hospital and Trumpington. It is intended that all stops will be provided with real time bus information systems, ticket machines, covered shelters, seats, security and other facilities. Buses will also offer high standards of quality. It is intended that they will be air-conditioned, low-floor, provide next stop information and offer high degrees of passenger comfort.



The Council has decided that the system should be 'open' – meaning that it can be used by all operators provided they meet certain quality

standards. By doing this, a range of existing and new services will be encouraged to use the system and the benefits of its construction will be spread widely.

As with other key routes operating in the county, it is anticipated that a common brand will be developed for services operating on the system.

The parts of the project

- A** Huntingdon area to St Ives running on roads
- B** St Ives Park & Ride site to north Cambridge suburbs running on guideway
- C** Cambridge northern suburbs to south of the central railway station running on roads
- D** South of Cambridge Station to Trumpington Park and Ride running on guideway
- E** A link across to Addenbrooke's Hospital

The benefits for users

The system will provide a step change in the quality of public transport in the area and will offer a real and attractive alternative to the private car. On the new lengths of guideway, passengers will experience improved quality of ride compared with freely steered vehicles on ordinary roads.

The flexibility of the guided system means that buses will be able to join and leave the guideway at a number of places. It can therefore be used by buses serving villages and locations away from the guideway, and these services can still benefit from the higher quality ride and consistent journey times offered by the guideway.

The two Park & Ride sites planned will further reduce the need to bring private cars into busy urban areas.

Probably the greatest benefit that customers will receive though is the frequency and reliability that will be offered by the system. By having a dedicated track for over half of its length bus services will be

faster and more reliable. This will encourage more use and thus result in even better services. We estimate that by 2016, almost 20,000 journeys per day will be made on the system.

The choice of technology

Guided bus technology is affordable, yet still of a sufficiently high quality to represent a step change improvement. At the same time it is more flexible than any rail solution could ever be, joining and leaving the guideway and running on streets where circumstances require it.

The potential for rail or light rail alternatives has been considered in the past but CHUMMS concluded that they would offer less benefit than Guided Bus and would be very much more expensive. The high costs and unacceptable level of impacts of Light rail in small, historic cities rule this option out. Government has indicated that it will only fund the guided bus option.



The type of guidance proposed for the system is termed 'side guidance'. This consists of raised kerbs laid along a smooth road surface to form a track

which buses can run within. Buses are fitted with small guide wheels close to the main road tyres which engage with the guidance kerbs on either side. This offers a superior, controlled ride compared with orthodox buses running on open roads.

There are several other types of guidance available that the County Council has considered such as electronic or optical tracking. The chosen guided system provides the best solution at this time, however, there is no reason why these new technologies could not be used at a later date should they be deemed appropriate.

The Council has retained experts with experience of designing and developing the world's first substantial guideway in Adelaide, Australia as well as experts who worked on the Leeds and Bradford guideways to help us with the technological aspects of this scheme.

Services, destinations, frequencies

The Council, and the District Councils, have specified that the guideway should be operated in such a way that a number of operators can provide services. This means that it is difficult to be precise as to how many vehicles will use the system. However, based on the expected number of passengers, we believe that there will be at least six services per hour each way between St Ives and Cambridge and at least 20 services per hour each way between the new town at Oakington/Longstanton and Cambridge. These details will be refined as the scheme develops.

Destinations will be determined by bus operators based on demand but we envisage that services will link together the main destinations including Hinchingsbrooke and Addenbrooke's Hospitals and serve the main settlements and town centres in between, including the Cambridge Science Park.

In addition, it is expected that bus operators will make use of the guideway for other services, joining and leaving the guided section between St Ives and Cambridge at selected points.

How it is planned to be built and operated

To ensure value for money, the construction phase of the project will be managed as a separate task from the current one of obtaining the legal powers to build it. Ideas and solutions for employing the construction industry are being developed since a number of methods of constructing and then maintaining and perhaps also managing or operating the system are available. For example, the Council could seek one supplier to construct the guideway then create a separate organisation to own it, and manage operations and maintenance.



There will be two aspects to operation of the guideway: one to ensure safety standards, cleaning and maintaining the infrastructure and the other to apply quality standards to bus operators wishing to use the guideway, create an operational policy and supervise day-to-day performance. Under present legislation the Council is not able to control all aspects of bus company operations. These are regulated by the Traffic Commissioner for the East of England.

The formal planning process

To deliver the system the Council will be seeking a Transport and Works Order under the Transport and Works Act, and, at the same time seeking (deemed) planning permission from the Secretary of State to deliver the guided lengths. We anticipate starting this process with the submission of the draft Transport and Works Act Orders in November of this year.

This submission will trigger a 42-day period in which people can formally express their support for, or object to, the scheme by writing to a special unit within Central Government. If you have registered your interest with us, see below, we will be able to contact you to advise of where and when the submitted project details can be inspected and to whom you can make your representations. Once this 42 day period is over all representations will be passed to the County Council for consideration. Outstanding issues will be addressed at a Public Inquiry.

Whilst the non-guided lengths, such as extending bus priority on existing roads, form an integral part of the proposed rapid transit system, they cannot legally be included within the draft Transport and Works Act Order application, although they are likely to feature in discussions as part of the Public Inquiry. They will, therefore, be developed and delivered using the County Council's powers as Highway Authority and will be subject to further public consultations before they are implemented.

How to become involved in the on-going consultation process

This leaflet, is the first of a number of information documents that the County Council will distribute. On the back is a reply-paid questionnaire on which you can give us your views and register your interest in the project. We can then write to you when there is some news to pass on and advise you of progress as the project moves forward. In addition, a number of public exhibitions are planned throughout July, see back page, where staff working on the project will be available to discuss the proposed system and answer your questions.

Individual comments on the proposal can be sent to the project team at anytime. We will review the scheme in the light of this consultation and amend it where appropriate.

Static Exhibitions

Between 3rd - 24th July (unless otherwise stated) un-staffed displays providing details of the scheme will be available at the following locations:

Huntingdonshire

- Huntingdon Library (8-24th July)
- Houghton County Primary School
- Hinchingsbrooke Hospital
- Huntingdon Rail Station
- Huntingdonshire District Council Offices – Pathfinder House
- Rainbow Supermarket – Ramsey
- St Ives Library

Cambridge City

- Addenbrooke's Hospital
- Cambridge Rail Station
- Cambridge Central Library
- Cowley Road Park and Ride (3-9th July)
- Cambridge City Council Offices – Guildhall
- Cambridgeshire County Council Offices – Shire Hall
- Grafton Centre (14-18th July)

South Cambridgeshire

- South Cambridgeshire District Council Offices – South Cambridgeshire Hall
- Cambridge Regional College – Newmarket Road Campus and Kings Hedges Road Campus
- Babraham Road Park and Ride Site (10-14th July)
- Trumpington Road Park and Ride Site (17-24th July)

Staffed Exhibition Programme for July 2003

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			3rd July Addenbrooke's Addenbrookes Hospital, Rosie Corridor 1pm-7pm	4th July Cambridge Rail Station Concourse Station Road 3.30pm-8pm	5th July Huntingdon Chequers Court, Marquee 10am-6pm	6th July
7th July Swavesey Village College 5pm-8.30pm	8th July Histon Histon Junior School 5pm-9pm	9th July Willingham Primary School 5pm-8.30pm	10th July Needingworth Holywell Primary School 5pm-8pm	11th July Cottenham Village College 5pm-8pm	12th July Cambridge Lion Yard Walkway, Lion Yard 10am-6pm	13th July Longstanton Village Hall 1pm-5pm
14th July Trumpington Village Hall 5pm-8pm	15th July Impington Village College 5pm-9pm	16th July Oakington Primary School 4pm-8pm	17th July Over Community Centre The Doles 5pm-8.30pm	18th July Godmanchester Elizabeth Hall Post Street 5pm-8pm	19th July St Ives Burleigh Hill Community Centre 1pm-6pm	20th July
21st July St Ives Free Church 10am-5pm	22nd July Arbury Community Centre, Buchan Street 4pm-8pm	23rd July Huntingdon Commemoration Hall 12pm-6pm	24th July Fenstanton Fenstanton & Hilton Primary School 5pm-8pm			

Further Information

Log on to www.cambridgeshire.gov.uk or keep an eye on your local press for further information about Rapid Transit. Alternatively, please contact us directly by email at transport.plan@cambridgeshire.gov.uk or ring the **Rapid Transit Phonenumber** on 01223 716972 or text us on 07748181445.

Please attend one of the staffed exhibitions detailed above to find out more about the system.

If you would like this leaflet in large print, audio, Braille or an alternative language please contact us on 01223 716972 or email transport.plan@cambridgeshire.gov.uk and we will do our best to assist you.

The County Council provides the information supplied in this leaflet in good faith. The project is developing during this and subsequent consultation phases and details are subject to amendment. Please refer to the Project team for the latest information.

Questionnaire

Now that you have had the chance to consider the Rapid Transit proposals we would like to know your views. Please fill in this questionnaire and return it to us by 7 August 2003. In addition, if you would like to be kept informed as the proposal progresses and to be notified when the draft Transport and Works Act Order is submitted to Government please complete the section at the bottom of this page.

Please state the city, town or village where you live

How you currently travel:

1 Do you currently travel to any destination that would be served by the proposed Rapid Transit system?

Yes If so where No (please go to Q.2)

1b If yes, how often do you make this journey ?

Daily weekly monthly Other (please state)

1c Which mode do you usually use for this journey?

Private car(driver) Private car (passenger) Motorcycle Public Transport Cycle Walk

The Rapid Transit Route:

2 Do you support provision of a high quality public transport route between Huntingdon and Cambridge? (please tick one box)

support partially support No view partly object object

3 Do you support use of the former rail line trackbed between St Ives and Cambridge to provide a high quality public transport system? (please tick one box)

support partially support No view partly object object

4 Do you in general support bus priority measures along the on road sections of the Rapid Transit system to ensure consistent journey times ? (please tick one box)

support partially support No view partly object object

Any other comments?

Please use the space below for anything more you would like to say about the Rapid Transit proposals. If you would like to say more please do so on a separate sheet and either attach it to this or send it to the following address: Ashley Curtis, Freepost, ET1034, Castle Court, Shire Hall, Cambridge, CB3 7BR or email your comments to the address below.

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Thank you for completing this questionnaire.

Please detach and post it back to us reply paid, at Cambridgeshire County Council.

If you wish to be kept informed of progress with developing the Rapid Transit Proposals please provide your details below:

Name:

Address (house number & Street):

Address (City/Town or Village): Postcode:

Telephone Number: email address:

Please note that these details will be kept on a computer system for the duration of the project, treated in accordance with the Data Protection Act, and will only be used to contact you in connection with the Rapid Transit proposals. Provision of your details will be taken as your acceptance of this.

Second fold

BUSINESS REPLY SERVICE
LICENCE NO CB 176

2



Ashley Curtis
ET 1034
Cambridgeshire County Council
Castle Court
Castle Hill
Cambridge
CB3 7BR



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Agenda Item 7

AGENDA ITEM NO.

CABINET

31 JULY 2003

PAVEMENT CAFES (Report by Heads of Environment & Transport and Administration)

1. INTRODUCTION

- 1.1 On the 15th May 2003, the Cabinet approved in principle proposals to introduce a licensing scheme for pavement cafes located in the District's town centres. Cabinet requested that town centre businesses and other interested bodies be consulted on the proposed licensing scheme.
- 1.2 This report outlines the result of the consultation and seeks delegated powers to implement the licensing of pavement cafes.

2. CURRENT POSITION

- 2.1 Questionnaires were sent out to some 900 shops, businesses, and residences in the five town centres. Interested parties, such as Town Councils, Town Centre Initiatives, Civic Societies, etc., were also sent the questionnaire.
- 2.2 The questionnaire was divided into two parts. The first was to gauge the general views of the town centre businesses and residents to the proposal for street pavement cafes and the second part was for owners of existing food premises to comment. Views were also sought on the level of the fee, which is set by the County Council as the Highway Authority. This is presently £220.
- 2.3 By the deadline given, 208 replies were received.

3. RESULTS OF THE CONSULTATION

- 3.1 Questionnaires were received from:

60 Residents	141 Traders
5 interest groups	2 Other

- 3.2 The results from part 1 of the questionnaire are given in the following table (Don't knows have not been included) -

QUESTION	% YES	% NO
Do you think pavement cafes will be attractive to shoppers	93	6
Will they encourage people to spend more time in towns	88	8
Will they make the town feel busier	91	8
Will they make it more difficult to get around	19	61
Will they make the town feel less safe	4	87
Will they help businesses in the town	83	9
On balance do you support the introduction of pavement cafes	89	8
Do you support the removal of on-street parking to make more space for pavement cafes	54	42

3.3 Questionnaires were received from 16 existing catering premises. These were split as:

4	cafes
4	restaurants
3	public houses
3	fast food outlets
1	Hotel

3.4 Of these 15 premises:

9 stated that they would wish to operate street cafes.

7 stated that they considered the £220 license fee reasonable.

4. **CONCLUSIONS**

4.1 A substantial majority of people who replied to the questionnaires supported proposals for the provision of pavements cafes (over 83%). Where this encroached on on-street parking, there was some ambiguity and this will need to be part of the consideration of each application.

4.2 Of existing food premises, 15 replied to the questionnaire, and 7 wish to operate a pavement cafe. The feasibility of these sites will have to be assessed when an application is made. 78% of these felt that the fee proposed was reasonable. Members should be aware that the license fee is set to cover the cost of administering the application and for inspection of the premises during the year. It is not a rental on the site

4.3 The majority of respondents were in favour of the proposals and in the proposed fee and the various organisations which responded strongly support the early introduction of the licensing arrangements.

4.4 As requested by the Cabinet, the guidance notes and rules will be simplified before they are issued.

4.5 Current legislation does not permit determination of applications by the Licensing Panel. Accordingly, it is proposed that the power to determine applications is delegated to the Head of Administration in consultation with the Executive Councillor responsible for Resources, Welfare and Information Technology.

4.6 Furthermore, the Head of Administration will recommend to a future meeting of the Cabinet arrangements for determining appeals and the taking of enforcement action.

5.0 RECOMMENDATIONS

5.1 The Cabinet are recommended to:

1. confirm their approval for the introduction of a scheme for licensing pavement cafes;
2. approve an annual licensing fee of £220;
3. delegate to the Head of Administration in consultation with the Executive Councillor responsible for Resources, Welfare and Information Technology the power to determine applications; and
4. authorise the Head of Administration to take any necessary consequential action to introduce the licensing scheme at the earliest possible date.

Contact Officer: Mr R Preston, Head of Environment and Transport
☎ 01480 388340

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CABINET

31 July 2003

**APPOINTMENT OF CONSULTANTS TO UNDERTAKE
A STRATEGIC FLOOD RISK ASSESSMENT
(Report by Heads of Planning Services and Environment & Transport)**

1. INTRODUCTION

- 1.1 This report advises Cabinet of the need to employ consultants to undertake a Strategic Flood Risk Assessment, to underpin the production of the new Local Plan and inform other planning, environmental and engineering decisions. Because of the nature of the work required, approval is sought for a departure from the Council's Code of Procurement so that a select list of consultants may be invited to tender.

2. BACKGROUND

- 2.1 The risk of flooding is a major concern in this district. Indicative maps showing areas that may be liable to flooding are made available by the Environment Agency, but give only a broad indication of the extent of risk. Planning Policy Guidance note 25 'Development and Flood Risk' (PPG 25, 2001) indicates that planning authorities should make objective and risk-based judgements about potential land allocations depending upon relative degrees of flood risk.
- 2.2 To do this as part of the work for the new Local Plan we require more detailed and accurate information. PPG 25 states that the responsibility for undertaking such work rests with the local planning authority. Hence a consultants' brief for undertaking a Strategic Flood Risk Assessment has been prepared. Major outputs will be:
- A detailed assessment of the extent of areas at risk of flooding in Huntingdonshire from a variety of sources including main rivers, local watercourses that are HDC's responsibility and internal drainage board systems.
 - The associated probabilities of flooding occurring in these locations.
 - An assessment of the potential impacts of development both within and outside the floodplain at various key locations.
 - An assessment of the requirements to ensure that any development in specific areas will not increase the risk of flooding elsewhere.
 - Guidance for developers and development control staff on the standards that must be met and procedures to be followed with respect to assessing and mitigating flood risk.
- 2.3 Although required as a foundation for the new Local Plan, the study will also be of considerable use in informing development control decisions, conservation and environmental enhancement work,

emergency planning and maintenance/operational work on waterways for which the Council and other agencies are responsible. Budgetary provision for the study exists within the sums available for Local Plan research, and for the work of the Environment and Transport Division. The project costs will be capped to ensure that the study is undertaken within budget.

3. USE AND APPOINTMENT OF CONSULTANTS

- 3.1 The scale and nature of this study is such that consultants need to be engaged to undertake the work effectively. As well as being able to bring sufficient specialist resources to the task, experienced consultants will be able to utilise expertise gained from similar work for other authorities.
- 3.2 The number of firms with the necessary range of skills and experience to carry out these tasks to a high standard is relatively limited, so a public notice inviting tenders would not be a cost-effective form of procurement. Furthermore, the Council does not have an approved list of firms for work of this type.
- 3.3 Therefore, the Cabinet is requested to authorise the Heads of Planning Services and Environment & Transport to depart from the Code of Procurement in this specific instance, so that tenders may be sought from a selected list of firms (rather than through a public notice). The select list will not exceed ten firms, based upon our knowledge of the companies that could potentially carry out the work.

4. RECOMMENDATION

- 4.1 Cabinet is recommended to authorise the Heads of Planning Services and Environment & Transport to invite a select list of appropriate firms to tender for undertaking a Strategic Flood Risk Assessment as outlined in this report.

BACKGROUND PAPERS:

Huntingdonshire District Council Code of Procurement

CONTACT OFFICER - enquiries about this report to Michael Samways, Planning Officer, on 01480 388404.

CABINET

31ST JULY 2003

HOLYWELL-CUM-NEEDINGWORTH VILLAGE DESIGN STATEMENT (Report by Planning Policy Manager)

1. INTRODUCTION

- 1.1 The purpose of the report is to acknowledge the work that has been carried out by residents of Holywell and Needingworth over a period of three years in producing this draft document. Members are asked to consider its contents and approve it as supplementary planning guidance.

2. BACKGROUND INFORMATION

- 2.1 The concept of Village Design Statements (VDS) was established in 1993 as a means of involving local people in the future development and evolution of their communities. It seeks to describe those qualities of the village valued by local people and aims to identify the landscape setting, the shape of the settlement and the nature of the buildings themselves.
- 2.2 Hilton is the only other village in Huntingdonshire to have produced a VDS.
- 2.3 In producing this document, Holywell cum Needingworth has consulted a wide range of residents, the District and County Councils and the Environment Agency.
- 2.4 The District Council's role in the production has been to offer advice at various stages of the process and to ensure that there is nothing contained within the document that conflicts with our policies and practices.
- 2.5 This document has been forwarded in draft to the District Council with a request to have it adopted as Supplementary Planning Guidance (SPG). This is the recommended procedure for Village design statements as set out in guidance produced by the Countryside Agency.

3. THE VALUE OF THE DESIGN STATEMENT AS SPG

- 3.1 The Village design statement will be of interest and use to a wide variety of people interested in development activities in the village.
- 3.2 By obtaining supplementary planning guidance status the design statement will carry more weight and hence be more useful when used in conjunction with the determination of planning proposals by the Local Planning authority.

- 3.3 There are a small number of alterations that will be necessary to make to the document in order for it to be acceptable for adoption as SPG. These are set out in the attached annex and have been agreed by the Authors.

4. CONCLUSION

- 4.1 Holywell cum Needingworth are to be congratulated on producing a useful and attractive document. It provides an additional tool in considering applications particularly in Needingworth where there is no conservation area or character statement. This document together with the new Design Guide due for publication in the Autumn will ensure a better quality of new development having taken into account those qualities expressed by local people.

5. RECOMMENDATION (S)

- 5.1 That the cabinet adopt the Village Design Statement for Holywell cum Needingworth subject to the alterations set out in the annex.

BACKGROUND INFORMATION

Guidance on Village Design Statements: Countryside Agency publication

Contact Officer: Richard Probyn
Tel: 01480 388430

ANNEX

The necessary alterations to Holywell cum Needingworth Village Design Statement and their reasons that need to be made in order for it to be adopted as Supplementary Planning Guidance

1.Paragraph 2.2, Page3

Amend first sentence and add a further sentence to read:

‘ The Village Design Statement was approved by the Local Planning Authority as Supplementary Planning Guidance to the Huntingdonshire Local Plan on..... The Local Plan contains policies relating to listed buildings, design, trees and open spaces, among other matters.’

Reason: It is necessary to link supplementary planning guidance with policies contained in the adopted local plan.

2.Summary, Page 5

Second bullet point to read:

‘ Within Holywell, infill development should be limited and permitted only where it will NOT have an adverse effect on the Conservation Area or set a precedent for further development that would materially change its character as an ancient ring village. (7.2, 19.4)

Reason: For development to be refused it must be shown to have an adverse effect.

3.Summary, Page5

Sixth bullet point to read:

‘ Existing businesses within the Parish should be encouraged and allowed to develop whenever possible. Any such development, however, should not have an adverse effect on the landscape , townscape or local road network.(6.1, 6.2, 6.3,6.4,11.2,13.1,14.1,23.1)’

Reason: The adverse effect must include the effect on townscape and the local road network for completeness.

4.Paragraph 23.3, Page 15

Delete second sentence that reads:

‘Two or more off -street car parking spaces per dwelling will normally be required.’

Reason: This does not reflect the current standards adopted by the District Council.

5.Paragraph 30.2, Page 18
Amend last sentence to read:

'Before proceeding too far, check first with Huntingdonshire District Council whether planning permission or listed building consent is required. For sensitive developments it would be advisable to submit proposals to the Planning Authority for an informal opinion prior to full submission.'

Reason: Listed Building consent is also required in some circumstances and an informal prior opinion in these cases is advisable

6.Paragraph 32.6, Page 18
Amend last sentence to read:

'Please refer to the supplementary planning guidance entitled *Extensions to Dwellings and Residential Infilling* and the *Huntingdonshire Design Guide*.'

Reason: The Huntingdonshire Design Guide will supercede the existing guidance on extensions and infilling when it is published this Autumn.

**COMT
CABINET**

**15th July 2003
31st July 2003**

**GODMANCHESTER (EARNING STREET) CONSERVATION AREA CHARACTER
STATEMENT
(Report by Planning Policy Manager)**

1. INTRODUCTION

- 1.1 The purpose of this report is to seek the Cabinet's approval for the attached document to be formally adopted as Supplementary Planning Guidance to the Huntingdonshire Local Plan.

2. CONSERVATION AREA CHARACTER STATEMENTS

- 2.1 The District Council is committed to the production of Conservation Area Character Statements to provide an analysis of the special interest of all the District's 63 Conservation Areas. These documents are intended for adoption as Supplementary Planning Guidance and are used to guide decisions on planning matters and other changes to the fabric of Conservation Areas to ensure that the character and appearance of Conservation Areas is not diminished by development proposals. It is also hoped that the publication of such documents will help to increase public awareness of the special qualities that make the District's Conservation Areas unique.
- 2.2 It has been agreed by Cabinet that from the 1st April 2003 the boundaries of Conservation Areas would be reviewed alongside the production of the Character Statements. The programme of boundary reviews has now commenced. Please note that the Godmanchester (Earning Street) Conservation Area Character Statement was in production prior to the 1st April 2003 and therefore a boundary review has not been included within this document.
- 2.3 The special character and interest of the Conservation Area is presented within the document through, maps, photographs and written text. Specific references are made to:-
- The historical development of Godmanchester.
 - The essential characteristics of different streets and spaces within the Conservation Area.
 - The important views and focal points.
 - The public open space and pattern of development in the Conservation Area.

- The prevalent architectural styles in Godmanchester.
- The variety of construction materials.
- The importance of traditional local detailing such as window styles and rendering, within the street scene.
- The opportunities for enhancement presented within the Conservation Area.

3. THE CONSULTATION PROCESS

- 3.1 A draft version of the Conservation Area Character Statement for Godmanchester (Earning Street) was approved for public consultation by Cabinet on 17th April 2003. The consultation is required before the document can be considered for formal adoption as Supplementary Planning Guidance.
- 3.2 Feedback generated from the consultation process has identified a small number of factual inaccuracies within the draft. Other comments made have been considered and some have resulted in amendments or additions being made to the text. No formal objections to the document were received.
- 3.3 Please refer to Annex 1 for a summary of the comments made by the consultees who responded. The action taken against each comment is duly noted.

4. RECOMMENDATION

- 4.1 That the Cabinet consider the comments given in Annex 1 and agree to adopt the revised Godmanchester (Earning Street) Conservation Area Character Statement as Supplementary Planning Guidance to the Huntingdonshire Local Plan.

BACKGROUND PAPERS

Godmanchester (Earning Street) Conservation Area Character Statement

CONTACT OFFICER

Enquiries about this report should be made to Chris Surfleet, Urban Design Officer on Tel: 01480 388476.

ANNEX 1

Godmanchester (Earning Street) Conservation Area Character Statement:
Summary of Comments

The table below details the comments received by respondents. All comments have been noted and in some cases it has been appropriate to amend the Statement accordingly. The action taken on each item is noted alongside each summary.

Action Code:

- 1 Action Taken
- 2 Not within remit of the character statement
- 3 No action required

All comments made with respect to the grammatical and spelling errors within the document have been reviewed and the document has been proof read and amended accordingly. It is not felt it would be appropriate to note these points within the issues raised below.

Comment by:	Nature of Comment	Action	Response
Ward Member Cllr C Looker	Para 4.11 – Cambridge Street and Cambridge Road confused Para 4.14 – No 4 is not an exact 'reconstruction' of the original building but a replacement	1. 1.	Text corrected Wording amended
Environment Agency	Recommend inclusion of reference to Flood Plain which may affect development	2.	Not relevant to a description of the Conservation Area's character
Transco	Provide information of gas equipment within the Conservation Area	2.	Not relevant to a description of the Conservation Area's character

Anglian water	No comment	3.	
Cambridgeshire CC – West Highways	No details directly affecting the highway	3.	
Godmanchester Town Council	Commended document	3.	

Godmanchester (Earning Street)

Conservation Area Character Statement

External Consultation Draft



Huntingdonshire
DISTRICT COUNCIL

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Godmanchester (Earning Street) Conservation Area Character Statement



March 2003

Malcolm Sharp BSc, DipTP, MRTPI
Head of Planning Services
Huntingdonshire District Council
Pathfinder House,
St Mary's Street,
Huntingdon,
Cambs.
PE29 3TN

Godmanchester (Earning Street) Conservation Area Character Statement

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Godmanchester (Earning Street) Conservation Area Character Statement

1. INTRODUCTION

- 1.1 Huntingdonshire has sixty-three Conservation Areas, designated for their “special architectural or historical interest”. Designation is not an end to itself but the start of a process to preserve or enhance the Conservation Area’s character or appearance, in accordance with the statutory duty of the District Council.
- 1.2 The character of a Conservation Area is defined not only by the buildings within it, but also by the pattern of streets, open spaces and trees that separate them. In addition to normal Planning and Listed Building controls, Conservation Area designation restricts certain minor developments which would normally be permitted to property owners.
- 1.3 This Conservation Area Character Statement forms one of a series of statements that is adopted as Supplementary Planning Guidance to the Huntingdonshire Local Plan. The Local Plan contains policies relating to Listed Buildings, Conservation Areas, archaeological remains, trees and open spaces. The Character

Statements provide a basis for development plan policies and development control decisions within the Conservation Area.



Nos 7,8 & 9 Earning Street

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2. GENERAL CHARACTERISTICS

2.1 The Godmanchester (Earning Street) Conservation Area was designated on 9th May 1972. It forms a separate designation from the core of the town which is included within the Godmanchester (Post Street) Conservation Area. Historically, the position of Earning Street marked the eastern edge of the original Roman settlement in Godmanchester.

2.2 The Conservation Area includes the entire length of Earning Street and its junctions with Cambridge Road to the north and London Street to the south. The boundary is tightly drawn to the rear of the dwellings and gardens along the streets.

2.3 Earning Street has a quiet, lane-like quality, softened by the mature trees and hedge boundaries. The buildings within the Conservation Area range from the medieval agricultural settlements of Tudor Farm and The Gables to more modest dwellings of the 18th and 19th centuries. There is some 20th century infill development, but its impact on the architectural quality of the streets is limited.



Chimneys at Plantagenet House

LISTED BUILDINGS

2.4 There are 16 buildings in the Conservation Area which have been listed by the Secretary of State as being worthy of protection because of their special architectural or historic interest. The locations of these buildings and structures are illustrated on Map 2 on page 6.

PROTECTED TREES

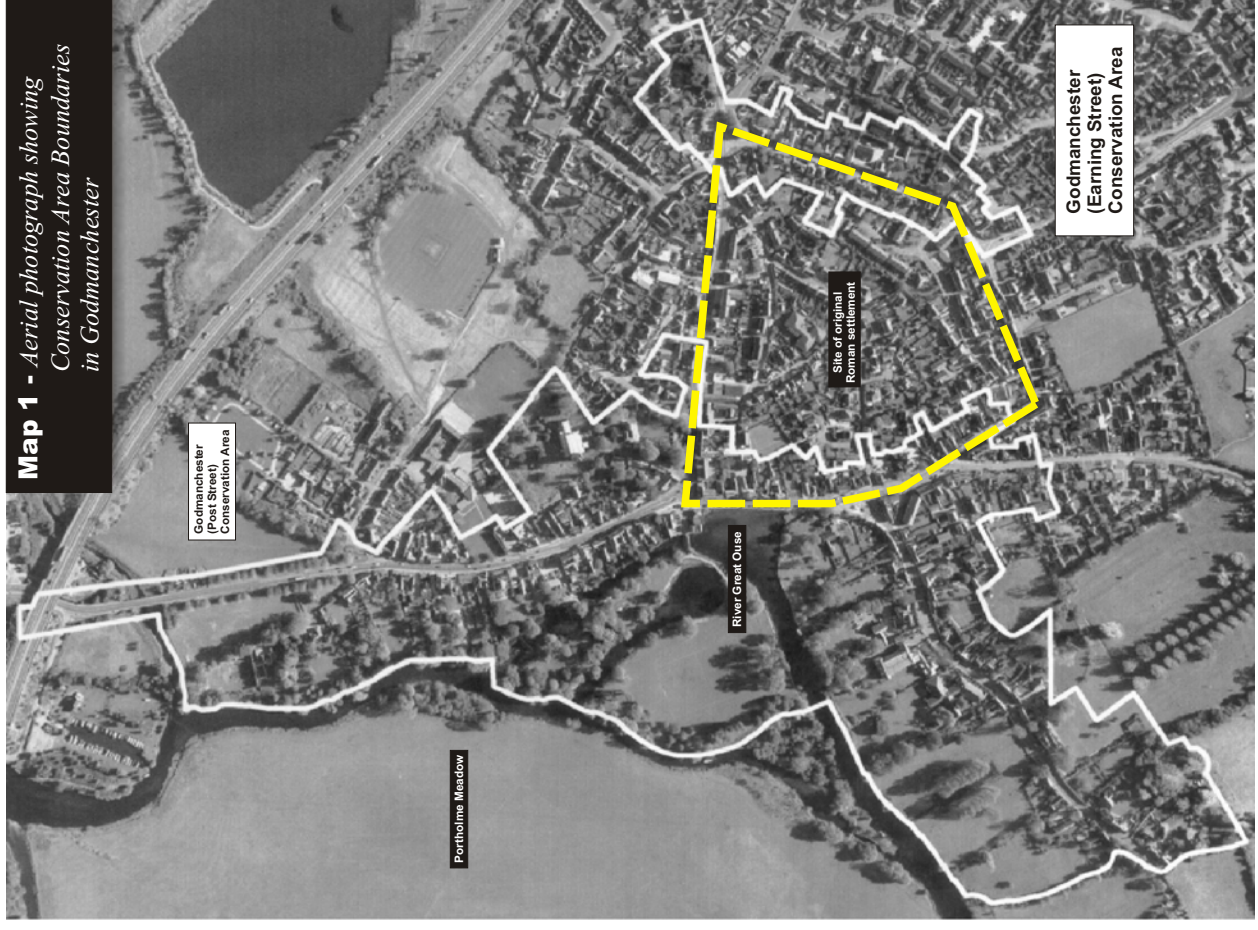
2.5 Conservation Area legislation protects all trees within the designated boundary of the Conservation Area. There are no additional Tree Preservation Orders (TPOs).



Looking north along Earning Street



Plantagenet House



Map 1 - Aerial photograph showing Conservation Area Boundaries in Godmanchester

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Godmanchester (Earning Street) Conservation Area Character Statement

3. HISTORICAL DEVELOPMENT

3.1 The town of Godmanchester lies immediately to the south of Huntingdon, on the opposite bank of the River Great Ouse. The two are linked by a medieval causeway and stone bridge.

3.2 Situated within the fertile Ouse valley, the town has its settled origins in Roman times. The moderately-sized Roman settlement became an outpost on the northerly route of Ermine Street from London to York, at its crossing with the Via Devena from Colchester to Chester.

3.3 This association with early transport infrastructure, derived from the crossing point of the river, sustained Godmanchester's continued prosperity and growth through the medieval period. The early phases of St. Mary's Church are indicative of the historic importance of the settlement and, in the 17th century, Godmanchester was referred to as 'a very great county Toune'.

3.4 The Roman town covered an area of 24 acres and was laid out in a formal pentagonal street pattern, which can still be traced today. Earning Street forms the eastern edge of this pentagonal plan, as shown on Map1. From time to time, relics of the Roman period have come to light, such as the south and west gates of the camp and a bath house. These indicate that the Roman occupation was lengthy, lasting from the 1st to the 4th century AD.

3.5 As is common with development following intensive Roman settlement, subsequent builders chose to build immediately outside the developed area. They selected 'greenfield' sites for ease of construction and quarried building materials from the obsolete Roman structures. Earning Street is a good example of this 'edge' development.

3.6 The development of Godmanchester has been moulded by its topography. To the east and west, the low-lying water meadows form a natural barrier. Post Street is the principal thoroughfare towards the river crossing and is the route of Ermine Street. A dense form of development has clustered here on the higher ground.



View of Earning Street with Plantagenet House on the right c1949

3.7 Godmanchester continued to prosper through the centuries and in 1212 King John gave it a charter which converted the town into a self-governing manor, which was an extremely rare form of local government. Godmanchester obtained the coveted status of Borough in 1604 under a Charter of James I.

3.8 Godmanchester was still a prosperous place between the 16th and 19th centuries, and a great deal of re-building took place in the early 17th century, reflecting the newly-acquired Borough status. A number of important half-timbered structures from this period survive in the Earning Street Conservation Area.

3.9 The later 20th century has seen significant residential development around the fringes of the historic settlement. Nevertheless, it remains a small, pleasant town with a population of 6100. It has no 'high street', market place or concentrated shopping area.

3.10 Earning Street does not suffer from through traffic although it has long been the 'short-cut' between London Street and Cambridge Road. Once edging the farmland outside the Roman settlement, it has retained a more relaxed and spacious character although latterly suburban development has encroached. It remains as an area of intact, high quality streetscene, comprising fine buildings of the 16th, 17th and 18th centuries.

Godmanchester (Earning Street) Conservation Area Character Statement

4. STREET ANALYSIS

4.1 The character of the Conservation Area derives from its variety of fine historic buildings, an intimate street scene and the contribution of boundary walls, outbuildings, green space and trees. Many periods of building are represented in this Conservation Area.

4.2 For the purposes of describing the character and appearance of the Godmanchester (Earning Street) Conservation Area, the area has been divided into three sub-areas: Cambridge Road; Earning Street and London Road. A Townscape Analysis is provided in Map 2 on page 6.

Cambridge Road :

4.3 Cambridge Road is the principal thoroughfare linking Godmanchester with the A14. As such, it is a busy route. A significant amount of pedestrians from the residential areas in Tudor Road cross the road here. The area is therefore a focal point of activity.

4.4 Formerly on the edge of the town, the buildings along Cambridge Road tend to be set back in generous plots. The large gardens and tree cover give a green and spacious character. The boundary walls along the street edge protect the privacy of the dwellings and offer some protection from the bustle of the main road.

4.5 The junction of Cambridge Road and Earning Street is dominated by the White Hart public house. A part timber-framed and part brick structure. It stands detached and provides a vista



The White Hart

Stop to northerly views along Earning Street. It also plays a landmark role along Cambridge Road and Cambridge Street at an important intersection of minor roads. The pub has recently been extensively refurbished, but improvements to the car park boundaries would enhance its setting.

4.6 Nos. 3 and 4 Cambridge Road sit discreetly behind red brick boundary walls and mature tree cover. The walls provide very important definition to the streetscene. No. 3, a timber-framed structure, has authentic medieval origins and dates to the mid 16th century. Its scale is small and the details simple. In contrast, No. 4, The Grove, is a large, Victorian mansion in an intentionally picturesque style. The exaggerated chimney stacks and ornamental bargeboards typify the playful design. It sits well back in a spacious, private plot, approached through gates and surrounded by mature trees.



No 4 Cambridge Road

Godmanchester (Earning Street) Conservation Area Character Statement

4.7 No. 5, Dial House is dated 1714 and is arguably the finest Georgian building in the Conservation Area, constructed of red brick with a sundial set on its front elevation between the regular sash windows. Although an important individual building, the overall quality of the streetscene eastwards from Dial House begins to weaken as the A14 flyover is approached.



Dial House

Earning Street :

4.8 The character of Earning Street is defined largely by its landmark buildings: Tudor Farm, The Gables and Plantagenet House. Between these are buildings of modest scale and quality, simple outbuildings and boundary walls, all of which contribute to the area's overall character. As a rule, the historic buildings are set at the back of the pavement, maintaining the street's narrow character. The buildings are of 2 or 2 ½ storey height. Modern infill tends to be set back in the plot behind retained walls.

4.9 The entrance to Earning Street from Cambridge Road marks a change in character from the activity of the main routes to a quieter residential atmosphere. The grass verges help to soften the otherwise tarmaced surfaces associated with the junction and direct views into the narrow street.

4.10 No.1 Earning Street contributes to this softening character. Set back from the road behind a railing, hedge and mature trees, the dwelling has an outwardly Victorian appearance, a result of its dormers and bay windows, although it is actually a 17th century timber-framed structure. The openness of the large garden is important to the character of this corner plot and distinguishes the edge of the Conservation Area from more conventional residential development in Tudor Road behind.



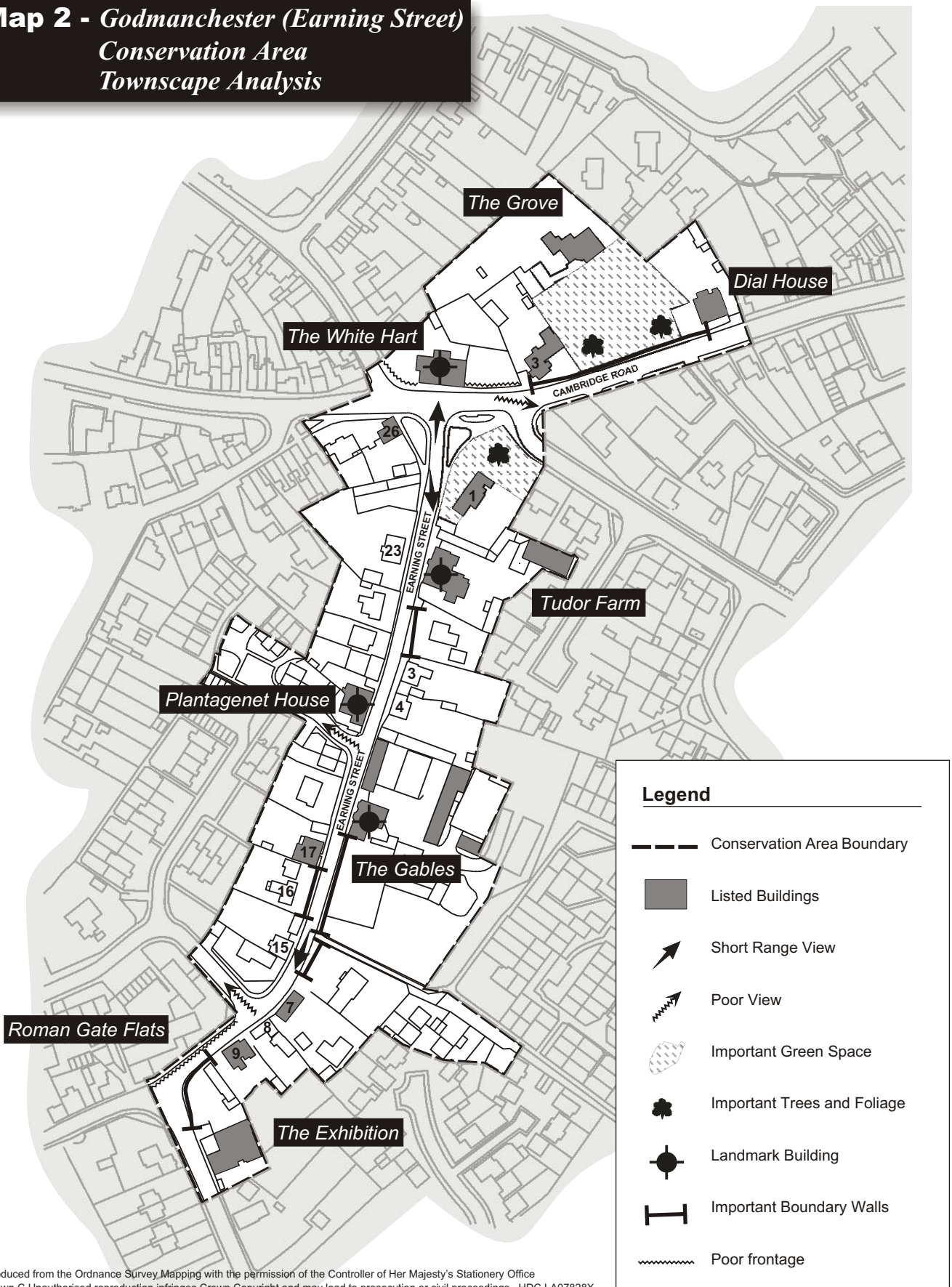
No. 1 Earning Street

4.11 No. 26, on the west side of the junction frames the entrance to Earning Street and provides a stop to westerly views along Cambridge Road. Dating from 1613, it is clearly an important historical building although the external grey render reduces its visual impact in the streetscene.



No. 26 Earning Street

Map 2 - Godmanchester (Earning Street) Conservation Area Townscape Analysis



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Godmanchester (Earning Street) Conservation Area Character Statement

4.12 Within Earning Street, Tudor Farm is the most evident landmark building. Completed in 1603 and renovated in the early 1990s, it is described by Nikolaus Pevsner as “the best timber-framed house in Godmanchester” and is listed Grade II*. Its exposed, close-studded timber-frame and earthy limewash dominate the streetscene and provide a rich and dramatic focus. Historic barns to the rear of Tudor Farm have been restored and converted to dwellings.



Tudor Farm, Earning Street

4.13 Opposite and adjacent to Tudor Farm are a mixture of single dwellings. With the exception of No. 24, which is a pretty Victorian house, these later infill buildings are of no architectural merit. Fortunately, these later additions to the street sit back in their plots and do not compete with Tudor Farm’s setting. The retention of the boundary wall in front of Janus House screens its otherwise negative impact and defines the street edge.

4.14 A pinchpoint is formed at the mid-point of Earning Street and the streetscene becomes narrow and enclosed. On the east side Nos. 3 and 4 form an attractive pair. No. 4 is a careful reconstruction of a fire-damaged Georgian dwelling in a rich red brick.



Nos. 3 & 4 Earning Street

4.15 The steeply pitched gables and tall chimneys of Plantagenet House, opposite, ensure its prominence in the street.



Plantagenet House

4.16 To the south of Plantagenet House, Sylton Close is an unfortunate break in the street’s enclosure. The design and detailing of the dwellings in this cul-de-sac is poor and there is scope for improvement of this area in the future.

Godmanchester (Earning Street) Conservation Area Character Statement

4.17 The Gables is the second major survivor of the original agricultural holdings which have developed on the fringes of the Roman settlement. Like Tudor Farm, it is a very fine timber frame of early 17th century date. Three barns within its grounds are separately listed but it is the barn adjacent to the street which reinforces the sites original use and character.



The Gables

4.18 South of The Gables, the street is enclosed by tall brick walls on both sides. On the east side, the walls and greenery contribute to the 'country lane' character of the street.



Boundary wall to The Gables

4.19 No. 17, almost opposite The Gables, is a mid-19th century villa in buff brick with an associated outbuilding. It's square, classical design offers a pleasant contrast with the busy, close-studded timber frame of The Gables.

4.20 In this part of the Conservation Area a number of outbuildings are important elements in the streetscene. In particular the outbuilding adjacent to No.15 minimises the visual impact of an otherwise unremarkable dwelling at No.16 and maintains the enclosure of the street.



Outbuildings are important contributors to the streetscene



Godmanchester (Earning Street) Conservation Area Character Statement

4.21 The gentle curve at the south end of Earning Street creates a very attractive streetscene and offers variety in an otherwise straight road. The outside of the curve is formed by Nos. 7, 8 and 9. These are modest examples of their period and help to establish the simpler character of this street.



Nos. 7, 8 & 9 Earning Street



The Exhibition Public House

London Road :

4.22 Just before the junction with London Road, the entrance to Pipers Lane is another weak gap in the enclosure of the street. The wide verges and the scale and design of the Roman Gate flats, excluded from the Conservation Area, are not sympathetic to its setting.



Roman Gate flats

4.24 The western side of London Road, outside the Conservation Area, is dominated by modern development.

4.23 The junction with London Road is bounded on the east side by a high brick wall which extends to The Exhibition pub, a converted and extended dwelling of the late 18th century. Despite the significant additions, the original building remains legible and typifies the use of materials and modest detailing of red brick building in the Conservation Area.

5. MATERIALS AND ARCHITECTURAL DETAILS

5.1 The Conservation Area has a character derived from its most intense periods of building activity, the 17th, 18th and 19th centuries. Subsequent development has not greatly affected the character of the settlement contained within the Conservation Area boundary.

Timber frame :

5.2 The timber-framed buildings in Earning Street are amongst the finest in the district, displaying close-studding and overhanging 'jetties'. The timber-framed elements within the streetscene are extremely important, reflecting the wealthy patronage of the yeomanry who built dwellings here in the late 16th and 17th centuries. These buildings are now roofed in the local Cambridge mix plain tile.



The timber frame, plain tile and gabled dormers of Tudor Farm



Tudor Farm - early 17th century timber frame

Georgian brick :

5.3 The 18th century had the most profound impact on the architectural character of Godmanchester as a whole, although its influence in the Earning Street Conservation Area was more modest. With the exception of Dial House, 18th century development is restricted to a number of small scale dwellings. They are constructed in the deep red brick typical of the period, with neo-classical, symmetrical elevations and simple detailing of sashes, brick bands and door surrounds. On the roofs, the predominant materials are local Cambridge mix clay tile for dwellings, with pantiles used on ancillary buildings.



18th century flush sash window

Godmanchester (Earning Street) Conservation Area Character Statement



Pegtiles



Pantiles



No.9 Earning Street - simpler 18th century brickwork & detailing

Victorian brick :

5.4 Building work of the 19th century is also modestly represented in the Conservation Area; however, the buff brick and slate buildings associated with the Victorian period contribute to the overall richness and variety of materials. The detailing of these dwellings remains neo-classical, retaining the sash windows of the Georgian period but often with fewer panes, coupled with good quality brick detailing.



No.3 Earning Street - 19th century buff brick & slate



No.17 Earning Street - 4 panel Victorian door

8. ARCHAEOLOGY

8.1 The County Sites & Monuments Record contains 195 entries for Godmanchester, of which 104 relate to the Roman period.

Pre-Roman :

8.2 During prehistoric periods, the alluvial islands and gravel terraces along the Ouse Valley were attractive for settlement and activity. Flint scatters dating from the Neolithic and Bronze Age are known from the area.

8.3 There was probably an Iron Age settlement predating the Roman town at Godmanchester, but little trace has been seen. The town lies on a logical and strategic fording point of the river, and during the Iron Age the Ouse may well have been the boundary between the Iceni and the Catuvellauni tribes.

Roman :

8.4 During the Roman period a small yet significant town grew on the south bank of the Ouse at the crossing point of Ermine Street and the river. A fort was built here, and formed the focus for a road junction with the road to Cambridge. However, as the Roman army advanced further north the fort fell out of use and a civilian settlement replaced it.

8.5 The town was organised along a linear plan, with buildings mainly built out of timber. At least one catastrophic fire is known from 150AD. During the 2nd century AD a *mansio* was built, and a temple to an unknown deity Abandinus. With the growth of the *cursus publicus* (Imperial message and post service) the location of the town on Ermine Street was of significance. The *mansio* served as an inn or way station, and that at Godmanchester is one of the largest known in Britain.

8.6 The Antonine Itinerary list two settlements in this area, being *Durolipons* and *Durovigutum*. Conventional scholarship identifies the second as Godmanchester, although some have challenged this assumption.

8.7 Other buildings known in town include a bath house and a basilica. The town was walled in the later 3rd century in response to political uncertainty. Industrial remains around the town include pottery kilns and iron smelting, and numerous cemeteries are known. It is likely that Godmanchester formed the service centre at the core of a local landscape of villas, farms and hamlets.

8.8 The *mansio* and baths were demolished in the 360s AD as part of the general move away from the civic function of towns seen in the 4th century in Britain. However occupation in the town continued into the 5th century.

8.9 The town grew and stagnated at various points in the Roman period, and it is difficult to draw limits on the extent of Roman activity here. There have been numerous archaeological interventions in the town and its hinterland, and certainly the entirety of the current town can be deemed of high archaeological potential and significance. The walled area of the later 3rd century encompassed approximately the area bounded by Cambridge Street, Earning Street and The Causeway, i.e. between the two Conservation Areas. However it should be noted that later Roman fortifications often only defended a core of the urban area and not its full extent.

Anglo-Saxon :

8.10 The town eventually fell out of use in the Saxon period, and was succeeded by a substantial Early Saxon settlement in the area of Cardinal Distribution Park. There is a cemetery at Cow Lane from the same period. This Settlement fell out of use in the Middle Saxon period. During the Viking period, there is a tradition that there was a dock and settlement along the Causeway, but this has no archaeological support. The main settlement at this time appears to have been at Huntingdon, although the name 'Godmanchester' does derive from name 'Gudmund' and the word for fortification 'ceaster'.

Godmanchester (Earning Street) Conservation Area Character Statement

Medieval :

- 8.11 At the time of the Domesday Survey, Godmanchester was a fairly large estate although still eclipsed by Huntingdon, and in 1212 it became a liberty, and the basis for a wealthy and large medieval and post-medieval town was established. It is likely that the medieval town core to the north of the Roman area was preceded by the Late Saxon village and manor, and was probably focused on the church of St Mary and also the moated site to the east. This is believed to be a holding of Merton Priory, and is a Scheduled Ancient Monument.
- 8.12 In summary, there are three distinct urban cores to Godmanchester, being the area of the Roman town, the Saxon settlement to the east and the medieval core to the north and west. Each has different characteristics and have contributed in a different way to the evolution of Godmanchester.

For more information contact the Sites & Monuments Record at Cambridgeshire County Council.

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10. SUMMARY

10.1 The preceding pages describe the essential characteristics of the Godmanchester Conservation Area. Certain key elements are fundamental to the character and appearance of the Area and can be summarised as follows:

- the narrow lane-like quality of the street
- The richness and variety of natural materials: timber-frame, red and buff brick, render, plain tile, pantile and slate.
- the coherence of traditional architectural detailing
- the lack of intrusive modern development.
- the contribution of boundary walls and outbuildings
- the presence of mature trees/greenery.

10.2 Protecting the special character and appearance of the Godmanchester (Earning Street) Conservation Area will be of benefit to residents, businesses and visitors alike now and in the future.

For more detailed information and advice, please contact a member of Planning Services at Huntingdonshire District Council.

Tel: 01480 388424

Fax: 01480 388472

E-mail: PlanningPolicy@huntsdc.gov.uk

**COMT
CABINET**

**15 JULY 2003
31 JULY 2003**

QUARTERLY SUMMARY OF DEBTS WRITTEN-OFF (Report by the Head of Revenue Services)

1. INTRODUCTION

- 1.1 The Head of Revenue Services, or in her absence the Head of Financial Services is authorised to write-off debts with an individual value of up to £2,000, or of a greater amount after consultation with the Executive Councillor, having taken appropriate steps to satisfy herself that the debts are irrecoverable or cannot be recovered without incurring disproportionate costs. A summary detailing debts written-off shall be submitted to the cabinet quarterly.
- 1.2 The summary of debts written-off during the quarter ended 30 June 2003 and during the financial year, is shown below with the comparative amount for the same period last year shown in brackets.
- 1.3 Whilst these amounts have been written-off in this period of the current year, much of the original debt would have been raised in previous financial years as the table at 4 demonstrates.

2. WRITE-OFFS UP TO £2,000

Approved by the Head of Revenue Services

Type of Debt	In Quarter		Financial Year Total at end of Quarter		
	No. of Cases	Amount £	No. of Cases	Amount £	Previous Year (£)
Council Tax	195	7,555.16	195	7,555.16	(95,455.94)
NNDR	11	3,992.56	11	3,992.56	(4,965.16)
Sundry Debtors	49	9,421.95	49	9,421.95	(5,507.11)
Excess Charges	213	8,430.00	213	8,430.00	(2,450.00)

- 2.1 Council Tax write-offs in the first quarter of the previous year (2002/3) were higher than usual. Those for the current year's first quarter are lower than usual because the Head of Revenue Services is introducing revised tracing procedures. Sundry Debtor and Excess Charge write-offs were lower than expected in the first quarter of the previous year.

- 3. WRITE-OFFS OVER £2,000**
 Agreed by the Executive Councillor
 Approved by the Head of Revenue Services

Type of Debt	In Quarter		Financial Year Total at end of Quarter		
	No. of Cases	Amount £	Current Year No. of Cases	Current Year Amount £	Previous Year (£)
NNDR	1	2,550.97	1	2,550.97	(0.00)

- 3.1 In the last quarter the one NNDR write-off case that was valued over £2,000, was written-off due to the company being struck-off (no assets).

4. DATE ANALYSIS

Year	Council Tax (£)	NNDR (£)	Sundry Debtors (£)	Excess Charges (£)
Pre 95/96	0.00	0.00	318.41	0.00
1995/96	0.00	0.00	1,618.81	0.00
1996/97	0.00	0.00	1,912.05	0.00
1997/98	110.56	0.00	1,155.82	0.00
1998/99	136.00	0.00	2,054.75	0.00
1999/00	411.30	1.60	785.06	0.00
2000/01	1,275.10	0.00	614.06	0.00
2001/02	1,238.77	3,837.74	455.03	210.00
2002/03	1,139.98	2,704.19	507.96	8220.00
2003/04	3,243.45	0.00	0.00	0.00
Totals	7,555.16	6,543.53	9,421.95	8430.00

5. CONCLUSIONS

- 5.1 Cabinet members are asked to note the content of this report

Contact Officer: Julia Barber, Head of Revenue Services ☎ [01480] 388105

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