

A meeting of the **CABINET** will be held in **CABINET ROOM, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON** on **THURSDAY, 2ND OCTOBER 2003** at **11:30 AM** and you are requested to attend for the transaction of the following business:-

**Contact  
(01480)**

**1. MINUTES** (Pages 1 - 6)

To approve as a correct record the Minutes of the meeting held on 11th September 2003.

**2. COMMUNITY SAFETY REVIEW** (Pages 7 - 20)

With the assistance of a report by the Head of Environment and Transport, to consider the content of the draft Corporate Community Safety Strategy and key recommendations of the Section 17 Community Safety Review of Huntingdonshire District Council.

**R Preston  
388340**

**3. POLICE COMMUNITY SUPPORT OFFICERS MEMORANDUM OF UNDERSTANDING** (Pages 21 - 28)

To consider a report by the Head of Environment and Transport providing information about the new Police Community Support Officers to be deployed in Huntingdonshire this Autumn.

**Mrs S Hansen  
388341**

**4. A VISION FOR RAMSEY AND THE WAY FORWARD** (Pages 29 - 38)

To consider a joint report by the Heads of Planning Services and of Policy and Research on progress of the vision work for Ramsey and seeking the support of the Cabinet the development of a Ramsey Partnership.

**Ms C Keck  
388413**

**5. SEPTIC TANK AND NIGHT SOIL EMPTYING SERVICE** (Pages 39 - 42)

To consider a report by the Head of Operations on the future of the septic tank emptying service and night soil emptying service.

**R Ward  
388635**

**6. DRAFT SUPPLEMENTARY PLANNING GUIDANCE: HUNTINGDONSHIRE LANDSCAPE AND TOWNSCAPE ASSESSMENT AND HUNTINGDONSHIRE DESIGN GUIDE** (Pages 43 - 48)

To consider a report by the Head of Planning Services on the proposed adoption of two major studies as Supplementary Planning Guidance.

**M Bingham  
388431**

Copies of the studies are attached to the agenda separately.

7. **THE OFFORD CLUNY CONSERVATION AREA CHARACTER STATEMENT** (Pages 49 - 52)

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

**Miss K MacAndrew**  
**388417**

A copy of the study is attached to the agenda separately.

8. **HUNTINGDONSHIRE FLOOD FORUM - OPERATING PRINCIPLES** (Pages 53 - 56)

To consider a report by the Head of Administration on the development of the first Huntingdonshire Flood Forum.

**Miss C Harris**  
**388234**

9. **EXCLUSION OF THE PRESS AND PUBLIC**

To resolve:-

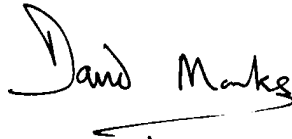
“that the public be excluded from the meeting because the business to be transacted contains exempt information relating to terms proposed for the supply of goods and services.

10. **KENT ROAD ENVIRONMENTAL IMPROVEMENTS** (Pages 57 - 60)

To consider a report by the Head of Environment and Transport regarding the tender process for the Kent Road Environmental Improvements Scheme.

**R Preston**  
**388340**

Dated this 24th day of September 2003



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 Cabinet.**

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

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

# Agenda Item 1

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the CABINET held in the Cabinet Room, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Thursday, 11 September 2003.

PRESENT: Councillor D P Holley - Chairman  
Councillors Mrs J Chandler, R L Clarke,  
N J Guyatt and T V Rogers

APOLOGYIES: Apologies for absence from the meeting were submitted on behalf of Councillors I C Bates, Mrs K P Gregory and L M Simpson

### **65. MINUTES**

The Minutes of the meeting of the Cabinet held on 1st September 2003 were approved as a correct record and signed by the Chairman.

### **66. COMMUNITY STRATEGY**

Further to Minute No. 03/31, consideration was given to a report by the Head of Policy (a copy of which is appended in the Minute Book) to which was attached a draft copy of the Community Strategy – Shaping Our Future which had been produced to promote the social, environmental and economic well-being and quality of life for residents in the District.

Having noted the deliberations of and conclusions reached by the Overview and Scrutiny Panels on the content of the strategy in relation to monitoring and partnership involvement, the Cabinet

RESOLVED

- (a) that full Council be recommended to adopt the draft Community Strategy for Huntingdonshire; and
- (b) that the Chief Executive be authorised, after consultation with the Leader of the Council, to approve any amendments to the strategy as a consequence of the deliberations of the Huntingdonshire Strategic Partnership Board on 25th September 2003.

### **67. CODE OF CORPORATE GOVERNANCE**

Consideration was given to a joint report by the Executive Director of Central Services and the Audit Manager (a copy of which is appended in the Minute Book) regarding the emergence of the concept of a Code of Corporate Governance within local government.

It was reported that, the draft Code appended to the report sought to

bring together in a single document the principles of governance which impacted on the Council and the way it conducted its business as a corporate body, using the maxims of openness, integrity and accountability. The draft code had been discussed by the Overview and Scrutiny Panels arising from which it had been suggested that an appropriate reference should be made to the role of Overview and Scrutiny. Whereupon, the Cabinet

RESOLVED

- (a) that subject to the inclusion of a reference to Overview and Scrutiny in paragraph (f) of the section on Structures and Processes, the Code of Corporate Governance be adopted; and
- (b) that the Monitoring Officer be authorised to review the content and effectiveness of the Code annually.

**68. REVENUE BUDGET, 2002/03: OUTTURN**

A report by the Head of Financial Services was submitted (a copy of which is appended in the Minute Book) which contained details of the outturn of revenue expenditure 2002/03 and the variations between the original and revised budget provision for that year which had resulted in a net reduction in expenditure of £404,000.

In accordance with the Accounts and Audit Regulations 1996, the Cabinet also considered the draft accounts for the year 2002/03 and were acquainted with formal determinations undertaken by the Corporate Director, Commerce and Technology in accordance with the powers delegated to him.

RESOLVED

- (a) that the level of outturn expenditure as at 31st March 2003 and the resulting contribution to revenue reserves be noted;
- (b) that the action taken by the Corporate Director, Commerce and Technology as set out in Section 3 of the report now submitted be noted; and
- (c) that full Council be recommended to approve the draft accounts for 2002/03 for the purposes of audit.

**69. FINANCIAL STRATEGY**

(The Chairman announced that he proposed to admit the following item as a matter of urgency in accordance with Section 100B(4) (b) of the Local Government Act 1972, in order to consider the views of the Overview and Scrutiny Panel (Planning and Finance) on the matter and enable a recommendation to be made by Cabinet to Council).

Further to Minute No. 03/50, consideration was given to a report by the Head of Administration (a copy of which is appended in the Minute Book) summarising the deliberations of the Overview and Scrutiny Panel (Planning and Finance) on a proposed financial

strategy and the issues which would need to be addressed in the ensuing months in conjunction with the review of the Medium Term Plan and associated processes.

Mindful of earlier deliberations recorded at their meeting held on 31st July 2003, having noted views expressed by the Overview and Scrutiny Panel and for the purpose of developing a draft Medium Term Plan and budget for consideration on 4th December 2003, the Cabinet

RESOLVED

that full Council be recommended to:-

- (a) endorse variations in approving cash limits for 2004/05 – 2007/08 in accordance with the tabulation reproduced at Annex A to the report now submitted;
- (b) agree that any additional spending proposed in conjunction with the review of the MTP should be met from within the overall, updated levels of expenditure referred to in (a) above;
- (c) direct that, unless related to demographic considerations, no additional provision for revenue developments should be made in 2008/09 and £3.5m p.a. earmarked for capital investment (at current prices);
- (d) accept that further consideration should be given to the level of acceptable development post 2008/09 and Council Tax levels at future meetings; and
- (e) note that, in conjunction with the forthcoming review of the MTP, consideration will be given to the scope for identifying further savings.

## **70. TREASURY MANAGEMENT:INVESTMENT PERFORMANCE**

A report by the Head of Financial Services was submitted (a copy of which is appended in the Minute Book) which reviewed the respective levels of performance achieved during the first quarter of 2003/04 by external fund managers in the matter of investment of the Council's capital receipts.

RESOLVED

that the content of the report be noted.

## **71. LICENSING ACT 2003**

With the assistance of a report by the Head of Administration (a copy of which is appended in the Minute Book) the Cabinet were acquainted with the requirements of the Licensing Act 2003 in terms of liquor licensing and the consequential implications for the District Council.

Members were informed that on a date yet to be announced in 2004 the Act would abolish several existing licensing regimes currently

administered by the Licensing Justices and District Councils, replacing them with three new licences to be issued by District Councils. Despite the absence of detailed guidance and while a series of Statutory Instruments were awaited, Members were advised that in order to undertake the new responsibilities it was anticipated that two additional members of staff would be required in the Licensing Section of the Central Services Directorate. In view of the timeframe and the need to recruit and train the two Members of staff, the Cabinet

RESOLVED

- (a) that an additional two members of staff be recruited to the Licensing Section of the Central Services Directorate on fixed term, temporary 2 year contracts and that a review of the new licensing system be undertaken in the second year of operation to ascertain the support required to maintain the levels of service required; and
- (b) that the potential financial impact in 2004/05 and thereafter which will form an unavoidable MTP bid in the current year's review of the programme be noted.

**72. FORMER ALCONBURY AIRFIELD: UPDATE**

Further to Minute No. 02/64 consideration was given to a report by the Head of Planning Services (a copy of which is appended in the Minute Book) updating Members with the current position on progress with regard to the appeal against the District Council's refusal of planning consent for development at Alconbury Airfield and the consultation paper on airport policy published by the Government.

RESOLVED

- (a) that the contents of the report be noted; and
- (b) that the retention of Parliamentary Lobbyists, Messrs Chelgate, be extended at an estimated cost of £20,000 to be met from the contingency reserve.

**73. OFFICE ACCOMMODATION**

Having been acquainted with a recommendation from the District Council's Headquarters and Other Accommodation Members' Advisory Group, the Cabinet

RESOLVED

that the Director of Operational Services be authorised to commission an update of the structural survey of Pathfinder House at an estimated cost of £30,000 to be met from the current year's approved capital programme.

**74. DIRECT PLANNING ENFORCEMENT ACTION**

The Cabinet considered a report by the Head of Planning Services (a

copy of which is appended in the Minute Book) proposing the establishment of a procedure for undertaking direct planning enforcement action in appropriate cases.

Having considered the content of the report, the financial implications associated with the recommended course of action and the views of the Development Control Panel on the matter, the Cabinet

RESOLVED

that the arrangements proposed by the Development Control Panel for direct planning enforcement action, be funded from the Council's contingency reserve, subject to the maximum financial commitment in any individual cast not exceeding £25,000.

**75. HOME ENERGY CONSERVATION ACT (HECA) 1995: SEVENTH PROGRESS REPORT, 2002/03**

Consideration was given to a report by the Head of Environmental Health Services, to which was attached a copy of the Council's 7th Annual Report on Home Energy and Fuel Poverty Initiatives. A copy of the report, which was to be submitted to the Department of the Environment, Food and Rural Affairs as part of the Council's Annual Housing and Investment Programme Return, is appended in the Minute Book.

RESOLVED

- (a) that the content of the Annual Report on Home Energy and Fuel Poverty Initiatives, as appended to the report now submitted, be approved; and
- (b) that the Chief Executive be authorised to sign the report on behalf of the Council prior to its submission to the Department for Environment, Food and Rural Affairs.

**76. EXCLUSION OF THE PUBLIC**

RESOLVED

that the public be excluded from the meeting because the business to be transacted contains exempt information relating to an employee of the District Council and to terms of a contract for the supply of a service.

**77. STAFFING REVIEW - ENVIRONMENT AND TRANSPORT**

By means of a joint report by the Heads of Environment and Transport and of Personnel Services (a copy of which is appended in the annex to the Minute Book) the Cabinet considered a proposal to grant early retirement to the holder of post reference OPS.45 in the Environment and Transport Division.

RESOLVED

that a maximum discretionary payment of £21,000 be made in this case and that the cost be met from savings in the base budget.

**78. FORMER ALCONBURY AIRBASE UPDATE - SUPPLEMENTARY REPORT**

(The Chairman announced that he proposed to admit the following item as a matter of urgency in accordance with Section 100B(4) (b) of the Local Government Act 1972, in view of the requirement to submit comments to the Secretary of State on any material changes to the policy documents considered at the Alconbury Inquiry and any other relevant matters arising since the inquiry closed).

Further to Minute No. 03/72 ante, the Cabinet considered a report by the Head of Planning Services (a copy of which is appended in the annex to the Minute Book) regarding an invitation from the Office of the Deputy Prime Minister (ODPM) and the Department for Transport to submit comments on any material changes to the policy documents considered at the Inquiry into the refusal of planning consent for development at the former Alconbury Airfield.

Having been updated with developments by the Executive Councillor for Planning Strategy and the Head of Planning Services, inter alia, with regard to an extension of time in which further information could be submitted, it was

**RESOLVED**

that a sum of up to £12,000 be made available from the contingency reserve for expenditure on the retention of consultants and advisers to prepare a response on behalf of the District Council.

Chairman



**CABINET**

**2<sup>ND</sup> OCTOBER 2003**

## **COMMUNITY SAFETY REVIEW (Report by the Head of Environment & Transport)**

### **1. PURPOSE**

- 1.1 To present the key recommendations of the Section 17 community safety review of Huntingdonshire District Council.
- 1.2 To present the draft corporate Community Safety Strategy.
- 1.3 To give an outline of the community safety workshop to be held on 7<sup>th</sup> October 2003 for Cabinet, Chief Officers Management Team, Chairmen and Vice Chairmen of Scrutiny Panels.

### **2. BACKGROUND**

- 2.1 The Crime and Disorder Act 1998 gave local authorities a statutory duty to work in partnership to reduce crime and disorder and under section 17 required them to consider the implications of crime and disorder in all of their functions. The section 17 duty has become commonly referred to as 'mainstreaming' as it requires a process of building crime and disorder reduction practices into mainstream service delivery.
- 2.2 The District Council was concerned to ensure compliance with the section 17 duty and to ensure the full potential of our capacity to contribute to a safe community was reached, so a review of our compliance with section 17 was commissioned.
- 2.3 The review was carried out in Spring 2003 by a team of consultants from Matrix MHA who are experienced in this field.
- 2.4 Best practice advice is to have a corporate Community Safety Strategy for the council which sets out how the authority contributes to the local Community Safety Partnership Strategy and how it complies with the section 17 mainstreaming duty.

### **3. COMMUNITY SAFETY REVIEW**

- 3.1 The key findings of the review were:
  - Community safety was recognised as an important issue in the authority but responses are currently ad-hoc and there is no explicit recognition or labelling of such work as contributing to community safety
  - There is a need to raise awareness of community safety issues with staff and members and improve cross-departmental working to tackle community safety problems

- Short term projects need to be evaluated to inform long term strategic funding decisions and a balance needs to be struck between short term projects and long term mainstream solutions which develop in-house capacity
- The District Council has provided leadership through the Community Safety Partnership and there is evidence of excellent work with partners, but greater departmental involvement and expertise at appropriate relevant points would be beneficial
- There is a lack of a shared understanding, definition and approach to community safety within the authority

3.2 The recommendations of the review are as follows:

- Develop an agreed definition of community safety
- Develop an HDC Community Safety Strategy
- Clear labelling of community safety work
- Develop top to bottom targets on community safety
- Achieving a balance between project based and mainstream responses to community safety
- Developing a human resources response to community safety
- Support for 'early adopters' of community safety
- Bespoke training
- A clear communications strategy

#### **4. ADDRESSING THE RECOMMENDATIONS**

4.1 Work has already commenced on addressing some of the recommendations:

- A problem solving workshop is to be held on 1<sup>st</sup> October for heads of service and senior managers with the aim of promoting cross departmental working to tackle anti-social behaviour and crime issues
- A training and awareness raising event is to be held for Members and Chief Officers Management Team on 7<sup>th</sup> October. For details see appendix B
- A draft corporate Community Safety Strategy has been prepared. See appendix A. It is intended to further develop the document with input from staff and members at the planned training events. Comments are welcomed on this early draft.
- Community Safety is one of the services piloting the Corvu balanced scorecard performance management system.
- A beacon status bid for Crime and Disorder Partnerships has been submitted for the latest round. If successful beacon status will help to create ownership and recognition of our successful work on community safety.

4.2 An improvement plan to address the remaining recommendations of the review will be developed and agreed at the community safety workshop on 7<sup>th</sup> October. A draft is attached for early consideration (see appendix C)

## **5 RECOMMENDATION**

5.1 Cabinet are recommended to –

- (a) Note the findings and recommendations of the community safety review
- (b) Consider and approve the draft Community Safety Strategy for the Council and authorise the Director of Operational Services, after consultation with the Executive Councillor for Environment, to make any further changes to the strategy from the workshops
- (c) Approve draft improvement plan for the authority based on the recommendations from review with further consideration at the workshop
- (d) Note the draft programme for the Community Safety Workshop on 7<sup>th</sup> October 2003

### **BACKGROUND PAPERS**

**Matrix MHA consultants final report (May 2003)**

File ref: [Matrix final report.doc](#)

Location: Environment & Transport 3<sup>rd</sup> Floor Pathfinder House

Contact Officer: **Sonia Hansen**  
**Development and Community Manager**

**☎ 01480 388341**

## **APPENDIX A**

### **COMMUNITY SAFETY STRATEGY FOR HUNTINGDONSHIRE (Draft September 2003)**

#### **CONTENT**

Community Safety is an integral element in the delivery of the economic, environmental and social well-being of the community. The Crime and Disorder Act 1998 recognised that local authorities, in their role as community leaders and service deliverers, have a key role to play, with other partner organisations, in delivering community safety.

The District Council is therefore recognised as one of the key 'responsible' authorities required to address community safety.

#### **DEFINITION**

##### **Objectives**

- To have low levels of crime in Huntingdonshire
- To have high levels of reassurance in the community in Huntingdonshire

#### **METHODOLOGY APPROACH TO COMMUNITY SAFETY**

There will be three approaches to Community Safety:

- (a) At the corporate level community safety will be a 'whole organisation' activity to deliver a cross-directorate approach.
- (b) At the cultural level, a clear understanding of and commitment to community safety will be embedded.
- (c) At the team level, the encouragement will be given to ensure that community safety will be embedded in core tasks.

#### **SHORT TERM ACTIVITIES**

The Council will undertake the following activities in the short-term to mainstream community safety. We:

- will identify the services and their roles which deliver the objectives of Community Safety (see Annex 1);
- will use a problem solving approach to ensure cross-directorate working (see attached protocol at Annex 2);
- will adopt the definition of community safety in this strategy;
- will work with partner organisations at both the strategic and operational levels;
- will establish through the corporate performance management system linkages between the council's services (see Annex 1) and the outcomes and targets detailed in Annex 3.

## **PERFORMANCE MANAGEMENT**

Information will be collated to set targets and monitor achievements on the following aspects:

- ❖ Crime rates for:
  - violence against the person:
    - homophobic crime
    - racial violence
    - domestic violence
    - street violence
    - stranger violence
  - robbery
  - crime against property:
    - burglary
    - criminal damage
    - arson
  - theft and handling stolen goods
  - fraud & forgery
  - sexual offences
  - drugs and alcohol offences
  - school age bullying
  - theft from/of vehicles
  - anti-social behaviour
- ❖ The level of persistent/juvenile/adult re-offending
- ❖ Active guardianship
- ❖ The level of reassurance in the community.

## **RESPONSIBILITIES**

The Board of the Partnership is responsible for strategic direction and performance monitoring and reports to the Huntingdonshire Strategic Partnership.

The Director of Operational Services is the Chairwoman of the Huntingdonshire Community Safety Partnership Executive Group which is the District-wide Officer Group supporting the Board.

The Environment & Transport Development and Community Manager has day-to-day responsibility for the Community Safety Unit of the District Council. The Unit comprises the Community Safety Support Officer and Community Support Assistant, as well as the CCTV Control System.

In line with Section 17 of the Crime and Disorder Act, COMT and all Heads of Service are responsible for ensuring that community safety is mainstreamed in the policy and strategy development of the Council as well as day-to-day operational activities.

## **DEVELOPMENT OF STAFF**

A training programme to mainstream community safety within services will be developed and implemented during 2003/04.

- ❖ Cabinet Member/COMT Awareness Raising Seminar
- ❖ Workshops on the problem solving approach for senior and middle managers. To then be cascaded down to practitioner level
- ❖ Workshop on problem solving for Task Group representatives

## HDC SERVICES DELIVERING COMMUNITY SAFETY

Service	Potential Community Safety Role
<b>Housing</b>	<ul style="list-style-type: none"> <li>• Housing advice to those at risk (e.g. domestic violence)</li> <li>• Housing offenders and victims</li> <li>• Witness protection</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Benefit delivery</li> </ul>
<b>Community Services</b>	<ul style="list-style-type: none"> <li>• Community capacity building and neighbourhood renewal</li> <li>• Providing leisure activities for young people at risk of crime</li> </ul>
<b>Environment &amp; Transport</b>	<ul style="list-style-type: none"> <li>• Environmental Improvements to reduce fear of crime and actual incidents of crime</li> <li>• Lighting and CCTV</li> <li>• Community transport for young people</li> <li>• Safety on public transport</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>• Designing out crime in new and existing developments</li> </ul>
<b>HR/Corporate</b>	<ul style="list-style-type: none"> <li>• Staff Training on personal safety</li> <li>• Staff awareness training on community safety</li> <li>• Safety &amp; security of buildings</li> <li>• Licensing</li> </ul>
<b>Operations</b>	<ul style="list-style-type: none"> <li>• Needle collection</li> <li>• Fly tipping</li> <li>• Litter</li> <li>• Graffiti removal</li> <li>• 'Eyes and ears' role in the community</li> </ul>

**PROBLEM SOLVING PROTOCOL**

The problem solving approach will be used by all services when at least 3 of the following attributes can be assigned to a particular issue drawn to the attention of any one service.

- ❖ Vandalism/Criminal Damage
- ❖ Graffiti
- ❖ Unfit Property/Empty Property
- ❖ Noise Nuisance
- ❖ Littering/Rubbish
- ❖ Abandoned Vehicles
- ❖ Vehicle Repairs on the Street
- ❖ Abusive Behaviour
- ❖ Damage to Property
- ❖ Harassment/Intimidation
- ❖ Homelessness (potential & actual)
- ❖ Alcohol/Drug Misuse

When 3 or more attributes are seen to contribute to the issue then the problem solving approach will be used. The first problem solving group will be held within 6 weeks of the issue being identified for this approach.

An Officer from the following services will be asked to attend:

- ❖ HDC:
  - Planning
  - Environmental Health
  - Highways
  - Community Safety
  - Housing
  - Community Initiatives
  - Legal
  
- ❖ Other Agencies:
  - Police
  - Social Services
  - Education
  - Youth Offending Services
  - Drug Action Team (DAARG)
  - PCT
  - Probation Services
  - CPS

The Group will meet monthly until the problem is resolved and then disband.



## ANNEX 3

### OUTCOMES

Outcome	Measure	Target	Timescale
Residents feeling safe in their communities	1. Householders feeling safe. <i>(Baseline 2003 – 78%)</i>	80%	2005
	2. Level of reported ASB incidents reduced. <i>(Baseline 2001)</i>	20%	2005
Minority Groups feel confident in reporting crime	1. Satisfaction of minority groups with service. <i>(Baseline 2001)</i>	85%	2005
Reduced crime levels	1. Crimes against property reduced. <i>(Baseline 2001)</i>	10%	2003 → 05
	2. Crimes against people reduced <i>(Baseline 2001)</i>	10%	2003 → 05

## **APPENDIX B**

<p style="text-align: center;"><b>Community Safety Workshop</b> <b>7<sup>th</sup> October 2003</b> <b>Hinchingbrooke Country Park</b></p>
---

### **Delegates**

Chief Officers Management Team  
Cabinet Members  
Chairmen & Vice Chairmen of Scrutiny Panels  
Community Safety Team

### **Facilitators**

Chris Fox and Kerry McCarthy, Matrix MHA

### **Aim**

- To raise awareness of community safety issues and duties under section 17 of the Crime and Disorder Act 1998.
- To familiarise delegates with the recommendations arising from the section 17 Community Safety Review undertaken earlier this year
- To develop an Improvement Plan for the authority to take forward the recommendations from the review
- To consider in more detail improvements the authority can make in its response to incidents of anti-social behaviour

### **Draft Programme**

12.30 Lunch

1.30 Welcome (Cllr Pat Gregory)

1.35 Local Community Safety issues (Liz Wilson)

- Quarterly crime data
- Quality of life research
- Anti-social behaviour issues

1.55 Outcomes of Matrix S17 review and recommendations (Chris Fox)

2.15 Workshops

- Developing and Implementing an Community Safety Improvement Plan
- ASB – how does HDC work effectively to tackle the problem

3.10 Feedback & round up

3.30 Finish

## APPENDIX C

### Huntingdonshire District Council Community Safety Improvement Plan (Draft September 2003)

No.	Improvement	Action	Process	Timescale	Priority	Officer
1	Develop an agreed definition of Community Safety	Definition to be agreed as part of work on developing the new Community Safety Strategy	<ul style="list-style-type: none"> <li>Agree definition at workshop on 7<sup>th</sup> October</li> <li>Publish in new HDC Community Safety Strategy</li> <li>Publicise to staff and members</li> </ul>	Oct 2003	Quick	Director Op Services
2	Develop an HDC Community Safety Strategy	Agree Draft Strategy, publicise and create ownership across authority	<ul style="list-style-type: none"> <li>Draft strategy to Cabinet 2<sup>nd</sup> Oct</li> <li>Develop at workshop on 1<sup>st</sup> Oct &amp; 7<sup>th</sup> Oct</li> <li>Organise a launch and put on intranet and provide copies for HoS</li> </ul>	Oct / Nov 2003	Quick	Director Op Services
3	Clear Labelling of community safety work in HDC	Agree on community safety roles and responsibilities across the authority	<ul style="list-style-type: none"> <li>Use annex 1 of draft CS strategy as a basis for brainstorming roles and responsibilities at CSAG</li> <li>Publicise results to staff asking for further ideas</li> <li>Promote use of 'labels' for community safety work in future service plans and staff KPAs</li> </ul>	Dec 2003  Jan / Feb 2004	Medium	Dev&Com Manager / Head of E&T
4	Develop top to bottom targets / improve performance management	Cascade community safety targets throughout the organisation	<ul style="list-style-type: none"> <li>Develop corporate community safety targets as part of new performance management system</li> </ul>	April 2004	Long	Dev&Com Manager / Head of Policy

				<ul style="list-style-type: none"> <li>• Improve CST service plan monitoring</li> <li>• Promote use of community safety targets in relevant service plans and provide support and advice on this process</li> </ul>					
5	Balance project based and mainstream responses	Improve evaluation of short term projects to inform long term funding decisions		<ul style="list-style-type: none"> <li>• Ensure all partnership funded projects to an appropriate level dependent on size of project</li> <li>• Consider evaluations of short term projects in new MTP bids</li> </ul>	March 2004	Medium		Com Saf Officer	
6	Develop a Human Resources response	Raise the status of community safety as a competency in staff		<ul style="list-style-type: none"> <li>• Develop community safety as a core competency in relevant posts</li> <li>• Highlight the need for awareness of community safety when recruiting across a wide range of strategic and operational posts</li> <li>• Incorporate awareness of community safety in promotion processes</li> </ul>	TBA	Long		Personnel Manager	
7	Support 'Early Adopters' of community safety changes	Create a supportive culture to allow change to take place to improve cross-departmental working on community safety issues		<ul style="list-style-type: none"> <li>• Offer coaching, mentoring and work shadowing opportunities to interested staff</li> <li>• Develop an effective mechanism for dissemination of 'what works' and other relevant community safety information to staff</li> </ul>	Dec 2003 Dec 2003	Quick		Com Saf Team	

			<ul style="list-style-type: none"> <li>Agree release of staff time to support the development of the collaborative approach to problem solving on anti-social behaviour - CSAG</li> </ul>	Oct / Nov 2003		HoS E&T
8	Bespoke Training	Run bespoke training for members and staff	<ul style="list-style-type: none"> <li>Events planned for Oct with senior staff and Members</li> <li>Run follow on events for practitioners to cascade the learning</li> <li>Input to new staff inductions</li> <li>Offer work shadowing and coaching to staff on community safety across the authority</li> </ul>	Oct 2003 March 2004 From Nov 2003 & ongoing	Medium	Com Saf Officer
9	Clear Communications Strategy	Write a communications strategy for internal use	<ul style="list-style-type: none"> <li>Prepare draft Communications Strategy as an annex to the HDC Community Safety Strategy</li> <li>Include a variety of different ways of communicating to staff and members (ref p.20 of matrix report)</li> </ul>	Nov 2003	Quick	Community Saf Officer

This page is intentionally left blank

CABINET

2<sup>nd</sup> OCTOBER 2003

## **POLICE COMMUNITY SUPPORT OFFICERS (Report by Head of Environment & Transport)**

### **1. INTRODUCTION**

- 1.1 This report provides information about the new Police Community Support Officers that will be deployed in Huntingdonshire this Autumn that have been funded primarily by Huntingdonshire District Council.

### **2. SUPPORTING/BACKGROUND INFORMATION**

- 2.1 The Police Reform Act 2000 enables Chief Police Officers to recruit Police Community Support Officers (PCSOs) and to provide them with limited powers to deal with anti-social behaviour and disorder and provide community reassurance.
- 2.2 Residents in Huntingdonshire have consistently raised concerns about the lack of visible policing.
- 2.3 The District Council established £300,000 per annum in the base revenue budget through the Medium Term Planning process from 2004/05 with £150,000 revenue in 2003/04 to contribute towards the funding of PCSOs in the district.

### **3. THE ROLE OF POLICE COMMUNITY SUPPORT OFFICERS**

- 3.1 The role of PCSO will be to provide a consistent, reliable, high profile, uniformed patrol in areas identified as priorities through strategic assessments, intelligence and consultation where anti-social behaviour, crime and fear of crime feature. The PCSOs will be encouraged to get involved with and known by their communities, including the schools and businesses. Their role will include:
- a) Improving police response to reports of anti-social behaviour and low level offending.
  - b) Working with Police Officers and the local community to provide solutions to long-standing and continued problems of anti-social behaviour and crime.
  - c) Assisting in the expansion of Neighbourhood, Business, Countryside and Boat Watch initiatives.
  - d) Enforcing appropriate traffic offences.
  - e) In conjunction with Police Officers and other partners, PCSOs will be fully involved with Anti-social Behaviour Problem Solving Groups as designated under the Cambridgeshire Multi Agency ASB Protocol. When required they will act as professional witnesses in applications for anti-social behaviour orders / interim orders.
  - f) Assisting Police Officers in the gathering of information and community intelligence from / to members of the public. Whilst clearly having a specific remit themselves as a well trained additional set of "eyes and ears".

- g) Assisting the community police teams in developing forums for consultation on Community Safety issues. To establish links with the hard to reach groups such as ethnic minorities, young people, and other isolated groups such as the elderly, disabled or disadvantaged.

### 3.2 PCSOs will have powers to address:

- Disorder
- Confiscation of alcohol
- Removal of abandoned vehicles
- Seizure of vehicles used to cause alarm
- Limited Traffic Warden powers
- Cycling on the footpath
- Potentially - dog fouling and litter notices

## 4. **FUNDING and BADGING**

### 4.1 In addition to the funding received by the District Council the PCSOs will be funded by:

- PCSO Home Office grant until March 2006
- Police Basic Command Unit grant from the Home Office until March 2006
- Police base budget – continuous
- Other District Councils are contributing varying amounts to PCSOs in their area.

### 4.2 The PCSOs in Huntingdonshire will have a badge with Huntingdonshire District Council and the crest included on it to indicate the partnership nature of the posts.

## 5. **NUMBERS OF PCSOs**

### 5.1 Due to the considerable funding contributed by Huntingdonshire District Council the district will have a greater number of PCSOs deployed relative to the size of population and crime levels than the other districts in Cambridgeshire. Fourteen of the posts are funded by the District Council contribution. The remaining four posts are funded through the Home Office and Police funds.

### 5.2 Eighteen PCSOs will be allocated to Huntingdonshire. They will be allocated to police sectors as follows:

- Yaxley / Farcet (northern police division area) – 1
- Huntingdon Police Sector - 6
- St Neots police sector - 6
- St Ives police sector (includes Ramsey area) – 5

### 5.3 The PCSOs were trained during September and are now all out on duties within the District.

## 6. **MEMORANDUM OF UNDERSTANDING**

### 6.1 A draft Memorandum of Understanding has been drawn up by the Constabulary, in consultation with partners, to agree the terms of reference for the PCSOs. The Chief Executive will sign this document, in due course, when it is finalised. It is attached as an annex to this report for information and comment.

## 7. **CONCLUSION**

### 7.1 Members are asked to note the contents of the report and comment on the draft Memorandum of Understanding.



**BACKGROUND INFORMATION**

Supporting report for PCSO bid (Cambridgeshire Constabulary)

File ref:

[Background papers\Supporting report for PCSO report Sept 03.doc](#)

Location: Environment & Transport, 3rd Floor Pathfinder House

**Contact Officer: Sonia Hansen Development and Community Manager**

 **01480 388341**

## **Appendix to Police Community Support Officers Report**

### DRAFT MEMORANDUM OF UNDERSTANDING

#### **1. Purpose**

- 1.1 The purpose of this document is to recognise that both Cambridgeshire Constabulary and **partner agency** have a role in the overall management of the PCSOs deployed within **the area** and to ensure that both parties understand and agree the extent of their involvement.
- 1.2 This understanding between Cambridgeshire Constabulary and **partner agency** should be documented in a 'Memorandum of Understanding'.

#### **2. Introduction**

- 2.1 The Police Reform Act received Royal Assent in July 2002 and allowed Chief Officers to recruit Police Community Support Officers (PCSOs) and to provide them with limited powers to deal with anti-social behaviour and disorder.
- 2.2 In March 2003 the constabulary was requested to submit a further bid for Home Office funding in support of additional PCSOs for 2003-2004. This bid required the constabulary to detail the committed funding it had obtained from internal budgets and external partner agencies.

#### **3. Legislation**

- 3.1 Section 38 of the Police Reform Act 2002 refers to the designation of suitably skilled and trained civilian employees. Chief Officers can designate such civilian employees as one or more of the descriptions specified. Such designated employees will have the powers and duties contained within that designation
- 3.2 Section 42 of the Police Reform Act 2002 refers to the uniform to be worn, which will be determined or approved by the chief officer of police who granted the designation.
- 3.3 The Crime and Disorder Act 1998 introduced a wide range of measures for preventing crime and disorder. Section 17 imposes an obligation on every police authority, local authority and other specified bodies to consider crime and disorder reduction in the exercise of all their duties. The other specified bodies are joint authorities, a National Park authority and The Broads Authority.
- 3.4 Section 115 of the same Act allows the disclosure of information, for the purposes of any provision of the Act, by any person to a relevant authority or to a person acting on behalf of the relevant authority. The relevant authorities are specified by the Act as being the chief officer of police (or chief constable in Scotland), a police authority, a local authority, a probation committee, a health authority and a primary care trust.

#### 4. Funding

4.1 Funding for PCSOs in **the area** has been provided from:

**Source A (partner agency)**  
Home Office  
**BCU funding**  
**Cambridgeshire Constabulary**

4.2 The Home Office and BCU funding is guaranteed until March 2006.  
Funding from Cambridgeshire Constabulary is continuous.  
Funding from **partner agency** is available until **date**.

4.3 Continued employment of PCSOs within **the area** depends upon funding continuing to be available.

#### 5. Deployment and operational use.

5.1 The employment and deployment of PCSOs is a policing tactic to impact positively upon the quality of life, fear of crime and public reassurance within Cambridgeshire.

5.2 Cambridgeshire Constabulary recognises the importance of effective and co-operative partnership working in achieving these aims and recognises the contribution made by **source A** in supporting this tactic.

5.3 The allocation of PCSOs to **the area** has been determined by the origin of funding and by crime and disorder levels.

5.4 The funding provided by **source A** is sufficient to pay the salaries, direct costs and maintenance costs of **number** PCSOs. This number of PCSOs will be deployed within **the area** as normal operating practice. Other PCSOs may be deployed within that area dependent upon the origin of funding, policing needs and decisions taken by the Divisional Commander.

5.5 PCSOs will generally operate according to the principles of community policing:  
Pro-active, intelligence led, tackling of persistent crime and anti social behaviour problems  
Liaison with local community groups and agencies  
Improvement of accessibility, availability and familiarity of local policing

5.6 In cases of extreme need the Constabulary will consider the PCSOs as a resource to assist in policing the particular incident. Such a decision will be made at Silver or Gold level within the Constabulary. Officers filling those roles will at the rank of superintendent or above. Examples of such extreme need would be extensive flooding emergencies, terrorist attack and plane crashes.

5.7 The Constabulary may also wish to permanently reallocate PCSOs from **the area** to another part of the county. **Source A** will be notified or consulted if this should be the case. The Constabulary will not reduce the number of PCSOs permanently allocated to **the area** below the number that are funded from **source A**.

- 5.8 The Constabulary in consultation with **source A** will determine deployment of PCSOs to particular beat areas or other localities.
- 5.9 Tactical deployment, tasking, and working practices will be determined by the Constabulary in the context of Community Policing as carried on in the localities to which the PCSOs are deployed within **the area**. Community Policing has consultation and partnership with the local community and other agencies at its heart. Therefore **source A** will have a role in assisting the Community Policing teams and the Division in setting local priorities and objectives for the PCSOs.

## 6. Community Beat Managers

- 6.1 Community Beat Managers are the constables who have responsibility for the policing of a beat and who assume ownership of the problems of and within the community, and the solutions to those problems.
- 6.2 A network of CBMs exists across the area of Cambridgeshire and the Constabulary will endeavour to ensure their continued availability.
- 6.3 Cambridgeshire Constabulary sees PCSOs as supporting community policing generally and the CBMs specifically.

## 7. Management

- 7.1 PCSOs are civilian employees of Cambridgeshire Police Authority and will be managed as such. All functions pertaining to supervision, performance monitoring, appraisals, welfare, and sickness will be provided by the Constabulary according to existing procedures.
- 7.2 The PCSOs will be recruited and trained to a standard required for them to carry out their functions. This will be carried on according to Constabulary procedures and varied as necessary.

## 8. Insignia/badges

- 8.1 The uniform worn by PCSOs is determined by the Chief Constable.
- 8.2 Any PCSO permanently deployed within **the area** will also wear a badge bearing the emblem of **source A** to display the partnership involvement. As partnership funding becomes more and more complex it may become necessary to review the way in which such links are displayed on the PCSO uniform. For example, in the future a PCSO operating within a local authority area and bearing their emblem may also be funded by one or several parish councils and/or other sources. Such badges will be determined by the Constabulary in consultation with the funding partners.

## 9. Training

- 9.1 The training will be provided by the Constabulary and will be designed according to national guidelines in line with local needs and following the Constabulary's corporate approach to training and development.
- 9.2 The current format is that the PCSOs undergo a four week initial training course followed by up to four weeks of tutored patrol. This training will be evaluated in line with the force evaluation strategy.
- 9.3 Suggestions for additional input from **source A** will be welcomed and considered.

**10. Procedural review**

- 10.1 This Memorandum of Understanding will be subject to periodic review by the parties to it.

This page is intentionally left blank

CABINET

2<sup>ND</sup> OCTOBER 2003

## **THE VISION FOR RAMSEY AREA AND THE WAY FORWARD A Joint Report by the Heads of Planning Services and Policy**

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

- 1.1 This report is to update Members on the progress with the “vision” project for Ramsey and surrounding villages and to suggest the structure and process required to produce an action plan to take the project forward.

### **2. BACKGROUND INFORMATION**

- 2.1 Over the last few years, the Council has been working with the local communities to produce Vision Strategies for our market towns. Strategies now exist for Huntingdon and St Ives and work is underway in St Neots.
- 2.2 It was felt that Ramsey should be tackled in a different way as it is affected by different social, economic and environmental issues, due to its rural locality, and should cover a wider area than just the town centre. This viewpoint is reflected in the recent consultations of the Huntingdonshire Strategic Partnership ‘Shaping Our Future’ document and the Local Plan Key Issues Paper, both of which refer to the need for measures to regenerate Ramsey and the surrounding area. Policy P10/2 in the Cambridgeshire and Peterborough Structure Plan 2003 also recognises Ramsey as a priority area for social and economic regeneration. The Draft Community Strategy highlights as a priority action for the Strategic Partnership the completion of the Vision Strategy and action plan.
- 2.3 In December last year, with the support of Sir Brian Mawhinney, a visioning event was held in the town facilitated by the Civic Trust Regeneration Unit. Its purpose was to explore ways in which Ramsey might capitalise on its assets and strengths to revitalise as a service centre for local communities. Approximately 40 people attended representing a wide range of public services, voluntary and community groups and local businesses. One of the outcomes of the event was to establish a Ramsey Vision Co-ordination Group comprising representatives of four key groups - the Ramsey Action Group, the Ramsey Area Community Safety Task Group, Ramsey Town Council and the Ramsey Town Centre Partnership. It was intended that the drawing together of this group from existing groups would build on the work already underway and increase communications and the exchange of ideas between the four constituent groups and others.
- 2.4 However, it was recognised at that time that there would be a need to expand the membership and remit of the group to ensure it was representative of many interests if it were to fulfil a role in supporting the regeneration of the wider Ramsey area.

### **3. AN ENHANCED PARTNERSHIP**

- 3.1 A wider partnership is now being proposed, representing the Ramsey area, which will lead the Vision project. Based on school, health, community safety and current initiative catchment areas, it is proposed that the Ramsey Area Partnership will encompass the parishes of Ramsey, Bury, Upwood & the Raveleys, Wistow, Warboys, Holme and Woodwalton.
- 3.2 A new Board is being established that is more representative of communities, using guidance from the Countryside Agency Market Town Initiative, which includes public,

private, voluntary and community sectors as well as traditionally 'hard-to-engage' sectors as shown in Appendix A. It is also proposed that a member of the Huntingdonshire Branch of the Cambridgeshire Association of local Councils represents Parish Councils in the wider Ramsey area, for the purposes of this project or that a nomination from one of the surrounding parishes represents them all. The Ramsey Area Partnership Board will, nonetheless, work closely with all Parish Councils, existing groups, and the wider communities, to bring about a cohesive approach to regeneration. This will enable the partnership to grasp opportunities available to improve the quality of life for those who live, work or visit the Ramsey area as well as ensuring existing groups, or where necessary other groups working together to deliver schemes, contribute to the delivery of the action plan for the area. A 2-way flow of communication is also set in place between the Board and existing groups due to the fact that at least one Board member also sits on each of the existing delivery groups. In addition forums will be held every 6 – 12 months so that all with an interest in the partnership can voice their opinion and be a part of the development and delivery.

- 3.3 An officer group has also been established to work with local communities to take forward this partnership work. The group includes colleagues from across all directorates in the District Council along with support from Cambridgeshire County Council. Other officers will participate as and when required.
- 3.4 At this stage this will be a non-executive partnership and Board and, as such, no constitutional issues arise. The Board will be the decision-making body for partnership wide issues. Proposed roles and responsibilities are outlined in Appendix B.
- 3.5 The Ramsey Area Partnership will have a close working relationship with the Huntingdonshire Strategic Partnership. It will have a key role in promoting and delivering actions that tie in with the objectives and priorities in the Community Strategy for the Ramsey area. Appendix C shows the proposed structure for the Ramsey Area Partnership and the direct links with the Huntingdonshire Strategic Partnership. It is envisaged that a representative from the Huntingdonshire Strategic Partnership Executive will sit on the Board of the Ramsey Area Partnership so that there is a direct flow of communication between the two partnerships. The structure of the partnership will be continually monitored and reviewed as changing circumstances dictate.

#### **4. THE WORK TOWARDS A VISION**

- 4.1 The Countryside Agency has now invited the Ramsey Area Partnership to submit a bid for funding and support to undertake a Market Town Health check for Ramsey. This will firstly provide financial assistance to take forward work on identifying the current strengths, weaknesses, opportunities and threats for the area and, with community engagement, produce an agreed action plan. Most importantly it will improve the knowledge and evidence necessary to identify priority issues for potential support from regional funding agencies, such as the Countryside Agency, East of England Development Agency/Local Economic Partnerships, English Heritage and the Lottery Funds, who are working together to support the Market Town Initiative, originally proposed in the Rural White Paper 2000.
- 4.2 The Council has made provision in the Medium Term Plan to provide pump-priming monies needed to assist initiatives to help regenerate the Ramsey area arising from the healthcheck process and associated action plan or other initiatives which might be identified in consultation with local communities and other agencies. The District Council will administer this funding.

#### **5. CONCLUSION**

- 5.1 The Council and the Huntingdonshire Strategic Partnership have identified the Ramsey area as a priority for support and the programme of work set out in the action plan to be



agreed by the Ramsey Area Partnership would enable the economic, social and environmental well-being of the locality to be addressed in a structured and strategic manner that can be sustained in the long-term.

## **6. RECOMMENDATION(S)**

6.1 Cabinet are recommended:

- 1 To note the current position with regards the development of the Ramsey Area Partnership and endorse the proposed structure and relationship with the Huntingdonshire Strategic Partnership
- 2 To support the submission of a bid for participation in the Countryside Agency Market Town Initiative for Ramsey
- 3 To nominate a representative to sit on the Board of the Ramsey Area Partnership

## **BACKGROUND INFORMATION**

Rural White Paper – Our Countryside: the future

Countryside Agency – Market Towns Toolkit

EEDA Best Practice 2002 – Market Towns in the East of England Sharing Ideas & Initiatives

**Contact Officer: Claire Keck**  
**☎ 01480 388274**

This page is intentionally left blank

Proposed Ramsey Area Partnership Board Representation

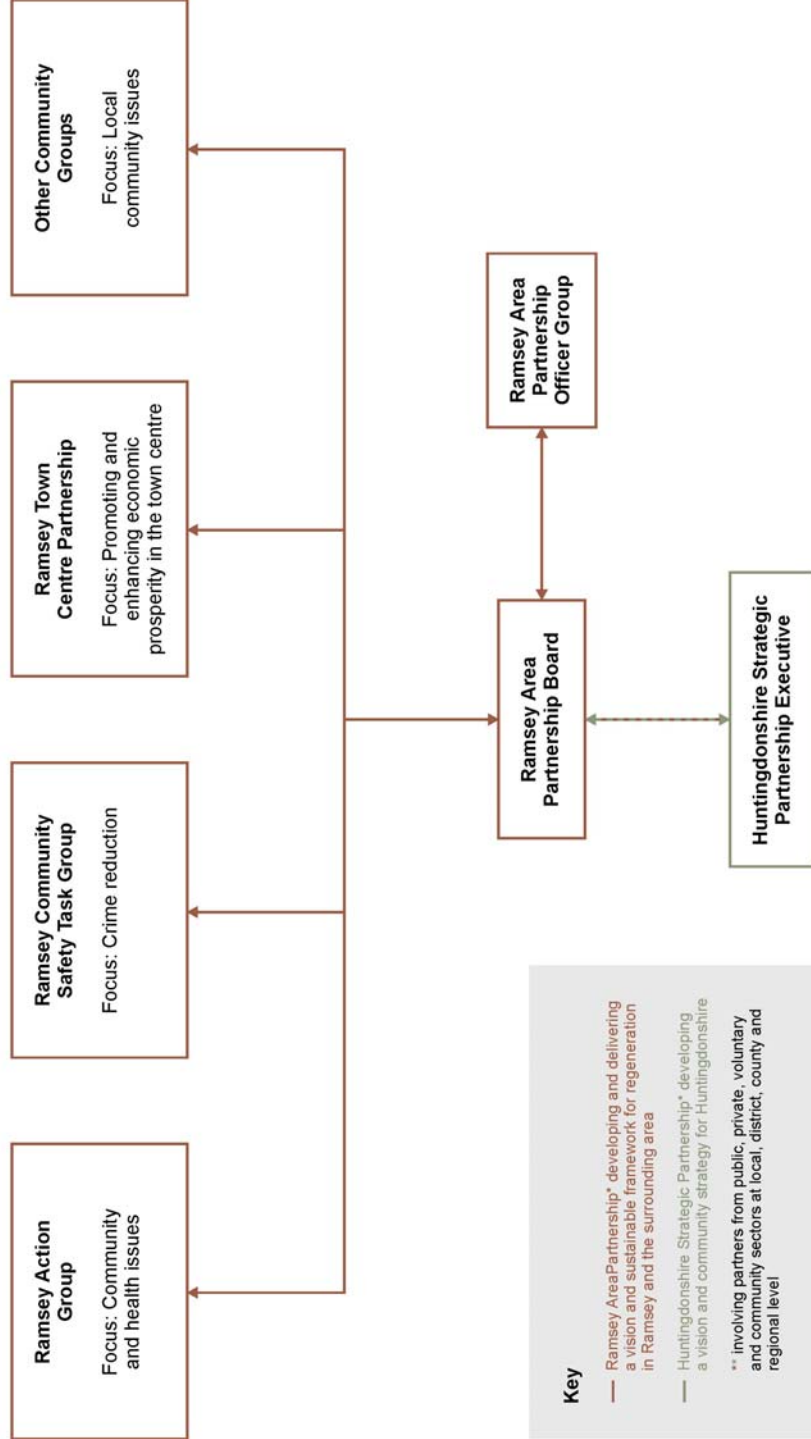
- Police
- Housing
- Voluntary Sector
- Health
- Tourism
- Education/Learning
- Older People
- Young People
- Rural Community Transport Partnership
- Huntingdonshire Strategic Partnership
- Ramsey Community Action Group
- Ramsey Area Community Safety Task Group
- Ramsey Town Centre Partnership
- Huntingdonshire Branch of C.A.L.C.
- Ramsey Town Council
- Huntingdonshire District Council
- Cambridgeshire County Council
- Business

This page is intentionally left blank

<p><b>Ramsey Area Partnership Board / Executive</b></p>	<p><b>Ramsey Area Partnership Officer Group</b></p>	<p><b>Ramsey Area Delivery / Task Groups</b> (e.g. Ramsey Area Community Safety Task Group, Ramsey Community Action Group, Ramsey Town Centre Partnership)</p>
<ul style="list-style-type: none"> <li>■ To co-ordinate a strategy and action plan to develop and deliver a vision and sustainable framework for regeneration in Ramsey and the surrounding area</li> <li>■ To co-ordinate and communicate the work being taken forward in Ramsey by those engaged in the partnership</li> <li>■ To encourage greater partnership working between sector groups</li> <li>■ To identify new areas of work and to develop relevant delivery mechanisms</li> <li>■ To continually monitor and review the work and structure of the partnership</li> <li>■ To co-ordinate major projects in the Ramsey area</li> <li>■ To ensure the views of the local community are heard</li> <li>■ To engage the local community and foster community involvement</li> <li>■ To lobby for resources</li> <li>■ To ensure accountability at all times</li> </ul>	<ul style="list-style-type: none"> <li>■ Initiate and complete healthcheck process</li> <li>■ Ensure protocols agreed for sharing information</li> <li>■ Devise Strategy and Action Plan, with associated targets, performance indicators and costs for submission to the Executive</li> <li>■ Maintain partnership monitoring systems to be reported to the Executive</li> <li>■ Review progress of Action Plan and report accordingly to the Executive</li> <li>■ Review targets and report to the Executive</li> </ul>	<ul style="list-style-type: none"> <li>■ Implement agreed actions within partnership Action Plan</li> <li>■ Monitor and review progress of agreed actions</li> <li>■ Inform Executive of changing needs identified for action</li> </ul>

This page is intentionally left blank

## Ramsey Area Partnership Communications Structure



This page is intentionally left blank



**CABINET**

**2<sup>ND</sup> OCTOBER 2003**

## **SEPTIC TANK & 'NIGHT SOIL' EMPTYING SERVICE (Report by Head of Operations)**

### **1. PURPOSE**

- 1.1 To consider the future of the Septic Tank Emptying Service and Night Soil Service.

### **2. INTRODUCTION**

- 2.1 The District Council currently provides a service to residents for the emptying of Septic Tanks and 'Night Soil' (chemical closets) at properties that are not connected to the main sewer system. The Council charges for septic tanks, but is required by law to provide a 'night soil' service free of charge.
- 2.2 The origin of this service dates back to the days when very large numbers of premises in the District were not connected to the main sewerage system and septic tanks and earth closets were commonplace. The services are provided under the umbrella of the 1936 public health act., which requires Local authorities to provide a service for emptying earth closets free of charge.
- 2.3 The Council has no legal obligation to carry out the emptying of septic tanks, but is required to make a service available if asked to do so. This it can do either directly, or by directing any request to one of several local private companies that offer this service to the public.
- 2.4 As the Council needed, as part of its former sewerage and highway agency agreements, to operate a sewage tanker, it also established a septic tank emptying service.
- 2.5 The cost to the Council of providing this service has, historically been (net) nil, as the tanker was part funded by the work it carried out under agency agreements and the charges levied for the emptying of septic tanks, which were set at a level that met the rest of the operating cost plus administration.
- 2.6 Using this arrangement, the Council was also able to meet its obligations to empty night soil closets at (net) nil cost as these were carried out using the same vehicle. When the sewer agency arrangements ceased, there was still sufficient work required under highways agency to make retaining a sewage tanker financially viable. When the highways maintenance work was externalised in 2001, the existing tanker was owned outright by the Council and had a minimal cost to continue operating.

- 2.7 As the numbers of septic tanks have continued to reduce, the level of income received has reduced accordingly. When the tanker came to the end of its life in 2002 it was not replaced as the costs of purchasing and running a specialist tanker to carry out these collections could no longer be justified. This work has, since then been carried out for us by a private company.
- 2.8 The number of emptying requests has reduced as more and more premises are connected to mains drainage. Current income generated by the service is no longer sufficient to cover the costs of providing the service. This report makes proposals to redress that situation.

### 3.0 FINANCIAL IMPLICATIONS

- 3.1 The current budget and expected outturn is shown below:

	<b>Budget</b>	<b>Expected Outturn</b>	<b>Shortfall</b>
	£000	£000	£000
Nightsoil	3	10	7
Septic Tanks	-21	0	21
	<b>-18</b>	<b>10</b>	<b>28</b>

- 3.2 The budgets above still reflect the historical situation when the Council ran its own tanker to carry out works for sewers, highways agency and the consequent spare capacity used on septic tanks and nightsoil.
- 3.3 In addition to the above, a small amount of the Operations Division administration time is spent arranging the emptying service with our contractors.
- 3.4 The current fee for emptying septic tanks is £101.35 per 1000 gallons. This cost is in line with charges levied by private companies undertaking the same work. Raising the charges any higher to generate additional income to cover the costs of emptying night soil is likely to further reduce the numbers using the service. Based on current usage, we would need to raise our charges to £130 per 1000 gallons to recoup the cost of providing the night soil service, a 30% increase. Local private companies providing these services have prices that range from £100 to £170 per 1000 gallons.
- 3.5 The budgets need to be adjusted from -£18k to +£10k and this shall be addressed in the MTP process.
- 3.6 If the Council ceases to arrange septic tank emptying, the administration time can be diverted to improving other service areas.

### 4. CONCLUSIONS

- 4.1 The council is not required by law to offer 'in house' septic tank emptying services. It did so historically because it had the capacity to

do so as part of other agency works, and by doing so, it generated income that offset the cost of providing a night soil service.

- 4.2 Changed circumstances and a major reduction in incomes generated result in the septic tank service being no longer able to generate sufficient income to meet the costs of the night soil service, which the council is required by law to continue to provide.
- 4.3 We have in the recent past, attempted to operate the service in conjunction with an adjacent local authority that still operates tankers, but is not practical as the service response was unreliable and administrative costs increase.
- 4.4 In order to resolve the nightsoil matter, current and future budget provision needs to be made to meet the costs of providing the service. At current costs, the budget required will be £10k per annum (an additional £7k per annum).
- 4.5 As the septic tank service is no longer being operated to utilise spare capacity nor makes any contribution to the night soil service, members may wish to consider whether this service, which is commercially available, should continue to be provided by the council.

## **5. DECISION**

- 5.1 Cabinet is requested to:
  - agree the cessation with immediate effect of Septic Tank emptying services, with users of the service being re-directed to private sector companies in the area that provide the service.
  - note that a correction to the existing budget is being addressed in the MTP review.

## **BACKGROUND INFORMATION**

Budget 2003/04

**Contact Officer: Robert Ward – Head of Operations**  
**☎ 01480 388635**

This page is intentionally left blank

CABINET

2 OCTOBER 2003

**DRAFT SUPPLEMENTARY PLANNING GUIDANCE:  
HUNTINGDONSHIRE LANDSCAPE & TOWNSCAPE ASSESSMENT and  
HUNTINGDONSHIRE DESIGN GUIDE  
(Report by Head of Planning Services)**

**1. INTRODUCTION**

- 1.1 This report advises Cabinet of the completion of two major studies, and seeks approval for issuing the resulting reports as draft supplementary planning guidance.

**2. BACKGROUND**

- 2.1 A considerable amount of development is expected to take place in Huntingdonshire over the next 15-20 years. If the character and quality of our towns and countryside is to be maintained and enhanced, it is vital that new development is designed to a high standard. Good design has also become a priority in government guidance, and it is recognised that for this to be achieved local planning authorities will need to show a commitment to this objective. Indeed, it is one element that district councils are expected to demonstrate in the comprehensive performance assessment that is now underway.
- 2.2 Significant improvements in the quality of new development can be achieved if proposals are informed by a proper understanding of both key design principles and the character of the area in which they are situated. With this in mind the consultants Landscape Design Associates were appointed in 2001 to prepare two documents (in addition to other work in support of a review of the Local Plan):
- i. a **Landscape and Townscape Assessment**: to examine broad variations in Huntingdonshire's landscape character, urban form and traditional buildings; and
  - ii. a **Design Guide** for new development that interprets and applies general best practice principles at the local level, and illustrates practical ways in which schemes can add to (rather than detract from) the local 'sense of place'. This guide will, when adopted, replace the interim guidance on house extensions and residential 'infilling' published in 2001. The issues addressed by the interim guidance are subsumed within the new report.
- 2.3 Both documents are now complete, and black & white copies have been circulated to all Members. A small number of full colour copies has also been printed, and samples are available for reference in the Members' room.
- 2.4 These documents are major pieces of work, and their preparation has, inevitably, taken some time. The production process has included a comprehensive analysis of the district's landscapes, urban areas and characteristic building types, workshops with key

stakeholders, and considerable discussion with the consultants about the content of the design guide. This discussion has been important to ensure that the guide addresses key design issues that arise locally.

### **3. CONTENT AND NEXT STEPS**

- 3.1 Brief summaries of the content and intended uses of each document are attached at Annex A.
- 3.2 If the documents are to carry strong weight in the development control process it will be important to adopt them as supplementary planning guidance to the development plan. This, in turn, requires a period of public consultation, following which Cabinet will need to consider whether any changes should be made. As part of this consultation process it is intended to report to Development Control Panel and Overview & Scrutiny (Planning & Finance). Copies of the drafts are also being sent to all parish/town councils, local libraries and key organisations involved in the development process. Development and conservation interests active in the area are also being notified, and the reports are being made available on the Council's web site.
- 3.3 Neither the Landscape & Townscape Assessment nor the Design Guide are ends in themselves. To be effective they need to be read, understood and applied on a day-to-day basis. To assist this process a series of presentations have been given to officers, members of Development Control Panel and parish/town councils. A formal 'launch' event and presentation has also been arranged, to which development, countryside, conservation and other interests have been invited.
- 3.4 The Council has already established the post of Urban Design Officer to drive forward measures to improve design quality. Implementation of the new documents will also be supported by urban design training which is being arranged for all officers involved in this area of work.

### **4. RECOMMENDATION**

- 4.1 Cabinet is recommended to approve the Huntingdonshire Landscape & Townscape Assessment and the Huntingdonshire Design Guide as draft SPG for the purpose of public consultation.

#### **BACKGROUND PAPERS:**

Huntingdonshire Landscape & Townscape Assessment: Consultation Draft (2003)

Huntingdonshire Design Guide: Consultation Draft (2003)

Report to Cabinet, 1 February 2001, and Minutes: Appointment of Consultants to Undertake Landscape and Design Work

Interim Design Guidance: Extensions to Dwellings and Residential Infilling  
(2001)

**CONTACT OFFICER** - enquiries about this report to Michael Bingham, Policy  
Team Leader (01480 388431) or Chris Surfleet, Urban Design Officer (01480  
388476)

## **ANNEX A**

### **Huntingdonshire Landscape & Townscape Assessment**

The Landscape & Townscape Assessment contains a systematic analysis of three aspects of the district's character:

- its distinctive landscapes
- each of its five market towns
- its characteristic building types

For each landscape character area the guide identifies its formative influences, physical character, perceptions of it and some key issues that might be addressed in its future planning and management. The sections on each area are preceded by a general discussion of the factors that have shaped Huntingdonshire's landscape, supported by fold-out plans of topography and environmental designations.

The sections on each town consider its overall structure and character (supported by fold-out colour diagrams) before looking systematically at the distinctive character areas that have been identified. Once again key issues are identified for future planning and management.

The discussion of building types adopts a simpler format, with a brief discussion of each type and list of their key characteristics.

The Landscape & Townscape Assessment will be of particular value in providing a context for more detailed assessments of areas or sites (e.g. informing the preparation of village design statements or specific development proposals). It will also inform the development of appropriate policies for inclusion in the new Local Plan, as well as broader countryside management work and town enhancement projects.

More generally, it is an interesting and informative document in its own right, and should help to raise awareness of the distinctive characteristics of the area. A more detailed discussion of its uses is contained in the introduction to the document.

### **Huntingdonshire Design Guide**

The Design Guide sets out 'best practice' principles for new development, with the aim of promoting schemes that:

- are attractive and sit comfortably within the site and its setting
- make a positive contribution to the character of the surrounding area
- provide spaces which function well and feel safe to use
- conserve natural resources through their siting, design and construction
- are accessible to all potential users, including disabled people
- are practical to build, maintain and adapt

These objectives, and the design guide as a whole, do not promote any particular architectural style. Good design – viewed as schemes that meet these objectives – can be achieved with both traditional and modern architectural treatments.



The design guide is divided into five parts, relating to different types and scales of development:

Part 1: introduces the design process, and is relevant to any development proposal

Part 2: deals with house extensions and residential 'infilling'

Part 3: deals with larger housing sites

Part 4: discusses house design and detailing, and as such is relevant to all residential schemes

Part 5: deals with industrial and storage buildings

The coverage of the guide reflects those forms of development that:

- are particularly common in the district;
- would benefit from improved design standards; and
- are not already covered by design guidance (the Council already publishes advice on shop fronts and barn conversions, for example).

The guide is intended to be 'modular' – the final version will be available in loose-leaf format, so that users need only obtain those sections relevant to their scheme. This format will also make it easier to update or add parts in future.

The principles set out in the guide will need to be interpreted and applied in specific situations, as every site and development project is unique. In recognition of this need for flexibility the guide contains very few specific 'standards'.

However, the introduction makes clear that the procedural requirements outlined in Part 1 should always be met – in particular the submission of adequate material to support a planning application, including a statement of the design principles employed.

This page is intentionally left blank

**CABINET**

**2<sup>nd</sup> October 2003**

## **OFFORD CLUNY 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 or wantonly eroded. 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 1<sup>st</sup> April 2003, that conservation area boundaries would be reviewed during the production of the Conservation Area Character Statements. Please note that the Offord Cluny Conservation Area Character Statement was in production prior to the 1<sup>st</sup> April 2003 and therefore a boundary review is not part of this document.
- 2.3 The special character and interest of the Conservation Area is conveyed within the document through, maps and photographic illustrations as well as written text. Specific references are made to:-
- The historical development of Offord Cluny
  - The essential characteristics of the streets and spaces within the Conservation Area.
  - The important views and focal points within the village.
  - The public open space and pattern of development in the Conservation Area.
  - The prevalent architectural styles seen within Offord Cluny.

- Identifying the variety of construction materials, which contribute to the character of the village.
- The opportunities for enhancement presented within the Conservation Area.

### **3. THE CONSULTATION PROCESS**

- 3.1 A draft version of the Offord Cluny Conservation Area Character Statement was approved by Cabinet on 26th June 2003, and was subsequently put out to public consultation. Such a process of consultation was required to be undertaken before the document could be considered for formal adoption as Supplementary Planning Guidance.
- 3.2 Feedback that was generated from the consultation process was, in the case of this character statement, limited despite the document being sent to 18 consultees. All comments received had been considered with one resulting in an amendment 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 to whom this document was sent. The action taken against each comment is duly noted.
- 3.4 During the course of the consultation process a further enhancement opportunity was identified within the conservation area. Paragraph 4.1(x) has been inserted in the document to reflect this.

### **4. RECOMMENDATION**

- 4.1 That the Cabinet consider the comments given in Annex 1 and paragraph 3.4 and agree to adopt the revised Offord Cluny Conservation Area Character Statement as Supplementary Planning Guidance to the Huntingdonshire Local Plan.

### **BACKGROUND PAPERS**

Department of the Environment and Department of National Heritage  
PPG 15: Planning and the Historic Environment

### **CONTACT OFFICER**

Enquiries about this report should be made to Miss Katie McAndrew, Assistant Conservation Officer on Tel: 01480 388417.

ANNEX 1

**Offord Cluny Conservation Area Character Statement:**  
**Consultation Comments**

Action Code:

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

<b>Comment by:</b>	<b>Nature of Comment</b>	<b>Action</b>	<b>Response</b>
Anglian Water	Notified the District Council that in respect of the document they had no objections to raise or comments to make.	3	No Action Required
Environment Agency	Requested that the document should advise the reader that a Flood Risk Assessment would be required where proposals are submitted new buildings and extensions within the Flood Plain	3	This falls outside the scope of the character statement. If a flood risk assessment is required with regard to a development it would be raised when a planning application is submitted.
Parochial Church Council Offord D'Arcy with Offord Cluny	Page 6 – Para (viii) – The document should emphasise that the car park adjacent to the village hall serves the church but is also available to persons using the village hall	1	Document amended accordingly.

This page is intentionally left blank

**CABINET**

**2ND OCTOBER 2003**

## **HUNTINGDONSHIRE FLOOD FORUM – OPERATING PRINCIPLES (Report by the Head of Administration)**

### **1. PURPOSE**

- 1.1 This report updates the Cabinet on progress made on arranging the first Huntingdonshire Flood Forum.

### **2. BACKGROUND**

- 2.1 At its meeting held on 27th February 2003, the Cabinet agreed to the establishment of a multi-agency drainage forum to encourage the resolution of local land drainage and flooding problems.

- 2.2 The purpose of the Forum, which is to be held on an annual basis, is to provide local councils and the relevant agencies with an opportunity to share information of mutual interest and to provide greater clarity with regard to the roles and responsibilities of those agencies. It is also designed to provide individual local councils with an opportunity to raise concerns specific to their areas and for the agencies to initiate action, where possible, to seek to resolve those issues.

- 2.3 Members of the Cabinet are also reminded that at their meeting on 3<sup>rd</sup> April 2003, they established a working party to consider the Council's own response to flooding incidents within the District. The membership of the working party comprises Councillors Bates, Clarke, Chandler, Simpson and Vanbergen.

### **3. ARRANGEMENTS FOR FIRST FORUM**

- 3.1 The first meeting of the Forum has been arranged for Wednesday, 12th November 2003 at 6.00pm. Invitations have been issued to all Town and Parish Councils who have also been invited to submit questions and outline problems in advance of the meeting.

- 3.2 Representatives from the Environment Agency, Anglian Water, Cambridgeshire Constabulary, Cambridgeshire Fire and Rescue Service, the Association of Drainage Authorities and Cambridgeshire County Council Highways and Civil Protection Units also have been invited to attend.

- 3.3 Attached at Annex 1, is a protocol that has been developed in consultation with the lead agencies outlining the operating principles for the Forum.

### **4. RECOMMENDATION**

- 4.1 The Cabinet are invited to:

- (i) note the contents of the proposed operating protocol;
- (ii) appoint a Chairman for the Forum;
- (iii) appoint representatives from the District Council to attend the Forum as appropriate.

#### **BACKGROUND PAPERS**

Minutes of the Cabinet Meetings held on 27<sup>th</sup> February 2003 and 3<sup>rd</sup> April 2003.

**Contact Officer: Claire Harris**  
**☎ 01480 388234**



**HUNTINGDONSHIRE FLOOD FORUM PROTOCOL**

1. The purpose of the Forum is to provide the agencies and the local councils with an opportunity to share information of mutual interest and to provide greater clarity with regard to the roles and responsibilities of the agencies. It also provides individual local councils with an opportunity of raising concerns specific to their areas and for the agencies to initiate action, where possible, to seek to resolve those concerns. It is intended to enhance, rather than substitute for, the contact that already exists between local councils and the agencies
2. An initial meeting of the Forum will be held in November 2003. Thereafter, the Forum will meet annually in March of each year, starting in March 2004.
3. The following agencies will routinely be represented at meetings of the Forum:
  - Anglian Water
  - Cambridgeshire County Council
  - Environment Agency
  - Huntingdonshire District Council
4. Other agencies may be represented at meetings of the Forum, at their own discretion, and including:-
  - Cambridgeshire Constabulary
  - Cambridgeshire Fire and Rescue Service
  - Association of Drainage Authorities
5. Every Huntingdonshire Town Council, Parish Council and Parish Meeting (the “local councils”) will be entitled to send one person to meetings of the Forum.
6. Huntingdonshire District Council will provide a chairman for meetings of the Forum and will administer the meetings and associated activities.
7. The format for meetings of the Forum will be as follows:
  - a report from the agencies of any significant legislative, policy or programme changes since the last meeting — followed by questions;
  - a presentation of any case studies from land drainage/flooding issues resolved since the last Forum which demonstrate good practice and/or key learning points — followed by questions;
  - issues relating to the support by the agencies for community based flood warning/flood protection self-help groups — followed by questions;

- a report by the agencies of the preliminary assessment of issues submitted for consideration by local councils (see 8 below)
8. Invitations will be issued to the local councils not less than two months before the date of any meeting of the Forum.
  9. Local councils wishing to raise land drainage and/or flooding issues which are specific to their area shall submit a brief outline of the issue to Huntingdonshire District Council not less than four weeks before the date of the Forum. Where possible the outline should include:
    - the address of properties/description of land at risk of flooding;
    - if flooding has actually occurred, the date of the last incident and an indication of the frequency of occurrence;
    - an indication of the severity of the most recent flooding incident – e.g. garden flooded, or water entered garages/outhouses, or water entered dwelling to a depth of x inches;
    - the possible cause of the problem (if known); and
    - details of any person/persons responsible for the land where the problem is believed to originated.
  10. The agencies will meet to review the submissions from local councils in advance to enable them to make a preliminary response at the Forum. Initially consideration by the agencies will be at an operational level and they will seek to establish a lead agency to be responsible for resolving the issue.
  11. Not more than four weeks after the Forum is held the agencies will meet to agree an approach to resolving any issues raised at the Forum. A note of the issues presented/discussed at the Forum and of the actions subsequently agreed by the agencies will be provided to local councils within two months, following the meeting of the Forum.

# Agenda Item 10

Document is Restricted

This page is intentionally left blank