

NOTICE IS HEREBY GIVEN that a meeting of the **HUNTINGDONSHIRE DISTRICT COUNCIL** will be held in the **PERFORMING ARTS CENTRE, HINCHINGBROOKE SCHOOL, BRAMPTON ROAD, HUNTINGDON** on **WEDNESDAY, 18 FEBRUARY 2004** at **2:30 PM** and you are requested to attend for the transaction of the following business:-

A G E N D A

PRAYER

The Venerable John Beer, Archdeacon of Huntingdon will open the meeting with prayer.

APOLOGIES

CHAIRMAN'S ANNOUNCEMENTS

1. MINUTES (Pages 1 - 4)

To approve as a correct record the Minutes of the Special Meeting of the Council held on 19th January 2004.

2. ORAL QUESTIONS

In accordance with the Council Procedure Rules (Section 8.3) of the Council's Constitution to receive oral questions from Members of the Council.

3. BUDGET AND 2004 - 2009 MEDIUM TERM PLAN (Pages 5 - 52)

Following an introduction by the Executive Councillor for Finance, the Council is requested to consider the Cabinet's recommendations relating to the Medium Term Plan, the 2004/05 Budget and related Prudential Indicators (*see also Item No. 102 of the Report of the meeting of the Cabinet*). Report by the Corporate Director, Commerce and Technology enclosed.

4. COUNCIL TAX 2004/05 (Pages 53 - 54)

In accordance with Section 30 (2) of the Local Government Finance Act 1992 to consider the appended draft resolutions as to the levels of Council Tax in 2004/05 for the various parts of Huntingdonshire District.

A report by the Corporate Director, Commerce and Technology is attached.

5. REPORTS OF THE CABINET, PANELS AND COMMITTEE

(a) Cabinet (Pages 55 - 64)

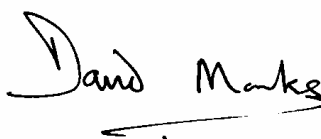
(b) Overview and Scrutiny Panel (Planning and Finance) (Pages 65 - 68)

- (c) Overview and Scrutiny Panel (Service Delivery and Resources) (Pages 69 - 74)
- (d) Development Control Panel (Pages 75 - 108)
- (e) Employment Panel (Pages 109 - 112)
- (f) Elections Panel (Pages 113 - 114)
- (g) Standards Committee (Pages 115 - 116)

6. LOCAL GOVERNMENT ACT 1972: SECTION 85

The Chief Executive to report on absences of Members from meetings.

Dated this 18th day of February 2004

A handwritten signature in black ink that reads "David Marks". The signature is written in a cursive style with a long horizontal stroke at the end.

Chief Executive

Please contact Christine Deller, Democratic Services Manager, Tel No 01480 388007 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 Council.

Agenda and enclosures can be viewed on the District Council's website –
www.huntsdc.gov.uk

Agenda Item 1

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the COUNCIL held in the Council Chamber, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Monday, 19 January 2004

PRESENT: Councillor J D Fell - Chairman

Councillors M G Baker, Mrs M Banjeree, R E Barnes, I C Bates, Mrs B E Boddington, E R Butler, Mrs J Chandler, R L Clarke, W T Clough, J W Davies, D B Dew, A H Duberly, J A P Eddy, Miss N C Elliot, J E Garner, Mrs C A Godley, Mrs K P Gregory, N J Guyatt, A Hansard, D Harty, D P Holley, Mrs P J Longford, C W Looker, Mrs S A Menczer, P G Mitchell, J C Mugglestone, M F Newman, R Powell, J G Rignall, T V Rogers, J M Sadler, T D Sanderson, L M Simpson, J M Souter, P A Swales, J Taylor, P K Ursell, Mrs N F Wagstaffe, B F C Wallis and J S Watt.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors P J Brant, D A Giles, Mrs S A Giles, Mrs D C Reynolds, K Reynolds, R G Tuplin and Mrs S J Vanbergen.

52. MINUTES

The Minutes of the meeting of the Council held on 10th December 2003 were approved as a correct record and signed by the Chairman.

53. CALCULATION OF COUNCIL TAX BASE 2004/05

In accordance with the Local Government Finance Act 1992 and the Local Authorities (Calculation of Tax Base) Regulations 1992 (as amended) the Executive Councillor for Finance, Councillor T V Rogers, introduced a report by the Head of Revenue Services (a copy of which is appended in the Minute Book) setting out the general principles for the calculation of the Council Tax Base for the District for 2004/05.

Members were advised that the Cabinet, having considered the financial implications of discounting second homes and long-term empty properties on the Council's tax base, had reduced to 10% the current discount in respect of Council Tax liability awarded on second homes in the District and abolished the current 50% discount awarded in respect of Council Tax liability for long-term empty properties both with effect from 1st April 2004.

Following a question from Councillor R E Barnes regarding the entitlement of a single person occupying a second home to Council tax discount, Councillor Rogers replied that he would ask the Head of Revenue Services to respond to the questioner on his behalf. Whereupon, it was

RESOLVED

- (a) that the report by the Head of Revenue Services regarding the calculation of the District Council's Tax Base for the year 2004/2005 be approved; and
- (b) that pursuant to the Head of Revenue Services' report and in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992 (as amended), the amounts calculated by the Huntingdonshire District Council as their net tax base for the whole District for the year 2004/2005 be 56,149 and for the parts of the District listed below for the same year shall be for the parish of:-

Abbotsley	188
Abbots Ripton	136
Alconbury	551
Alconbury Weston	276
Alwalton	124
Barham & Woolley	24
Bluntisham	719
Brampton	1784
Brinton & Molesworth	102
Broughton	86
Buckden	1151
Buckworth	50
Bury	541
Bythorn & Keyston	137
Catworth	138
Chesterton	60
Colne	312
Conington	73
Covington	40
Denton & Caldecote	24
Diddington	31
Earith	578
Easton	73
Ellington	233
Elton	274
Eynesbury Hardwicke	560
Farcet	544
Fenstanton	1150
Folksworth & Washingley	353
Glatton	133
Godmanchester	2211
Grafham	222
Great & Little Gidding	126
Great Gransden	454
Great Paxton	372
Great Staughton	314
Haddon	20
Hail Weston	234
Hamerton	40
Hemingford Abbots	324
Hemingford Grey	1152
Hilton	418

Holme	236
Holywell-cum-Needingworth	960
Houghton & Wyton	1125
Huntingdon	6538
Kings Ripton	73
Kimbolton & Stonely	580
Leighton Bromswold	81
Little Paxton	1096
Morborne	11
Offord Cluny	197
Offord d'Arcy	299
Old Hurst	96
Old Weston	82
Perry	263
Pidley-cum-Fenton	140
Ramsey	2802
St Ives	5572
St Neots	8977
St Neots Rural	18
Sawtry	1749
Sibson-cum-Stibbington	201
Somersham	1348
Southoe & Midloe	153
Spaldwick	223
Steeple Gidding	11
Stilton	787
Stow Longa	62
Tetworth	17
The Stukeleys	625
Tilbrook	104
Toseland	38
Upton & Coppingford	84
Upwood & The Raveleys	406
Warboys	1356
Waresley	127
Water Newton	41
Winwick	44
Wistow	221
Woodhurst	150
Woodwalton	85
Yaxley	2702
Yelling	137
	<u>56149</u>

54. LOCAL GOVERNMENT ACT 1972: SECTION 85

The Chief Executive reported that there were no absences of Members from meetings for consideration in accordance with Section 85 of the Local Government Act 1972.

The meeting concluded at 7.05 pm.

Chairman

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Budget and 2004 - 2009 Medium Term Plan

Report by the Corporate Director,
Commerce and Technology

1. **PURPOSE**

- 1.1 The purpose of this report is to allow the Council to consider the Cabinet's recommendations relating to the Medium Term Plan, the 2004/05 Budget and related Prudential Indicators.

2. **BACKGROUND**

- 2.1 Attached at Appendix A the report considered by Cabinet on the 29 January.

- 2.2 Cabinet decided to recommend -

- ◆ No variations to the items to be included in the MTP
- ◆ A Council Tax increase of £12 (Band D) for 2004/05
- ◆ That Council approve the Prudential Indicators (These are attached at D and have been amended to reflect the changes included in this report.)

- 2.3 The Cabinet decided not to make recommendations relating to 2005/06 onwards because of the review programme the Council determined at its last meeting. They also acknowledged that the final Government support figures were still awaited and that, unless the change was significant, it should result in an adjustment to the use of revenue reserves. The final figures were received on the 29 January and reduced the amount previously notified for 2004/05 by £21K. Subsequently the Benefits Subsidy temporary protection was increased on the 3 February.

- 2.4 This report therefore shows the impact of the recommended Council Tax level and the final Government support figures. It also puts the proposed Council Tax increase into context and considers the potential implications of capping. Reference is also made to the adequacy of reserves and the robustness of the budget estimates.

3. **FINAL GOVERNMENT SUPPORT FIGURES**

- 3.1 The table below shows the final position. It assumes the Council will receive the remainder of the additional sums resulting from last year's inclusion of the Area Cost Adjustment by 2008/09:

Government Support	2004/05 £000	2005/06 £000	2006/07 £000	2007/08 £000	2008/09 £000
Original Forecast	-10,060	-10,638	-11,235	-11,846	-12,113
Variations					
First Provisional settlement	310	636	975	1,320	1,314
"Top-up"	-369	-648	-933	-1,223	-1,389
Final Settlement	21	18	15	12	9
Transferred to Benefits Subsidy	1,367	1,401	1,436	1,472	1,509
Government Support	-8,731	-9,231	-9,742	-10,265	-10,670
Estimated Increase in Benefits Subsidy	-1,002	-1,027	-1,053	-1,079	-1,106
Temporary Protection	-165				
Revised Protection	-100	-165			
Revised Forecast	-9,998	-10,258	-10,795	-11,344	-11,776
Total "Loss"	62	215	440	502	337
Council Tax Equivalent	£1.10	£3.79	£7.68	£8.68	£5.77
Increase/reduction	£1.10	£2.69	£3.89	£1.00	-£2.91

4. PROPOSED COUNCIL TAX LEVEL

4.1 The table below (further detail in Appendix B and service level at Appendix C) shows the overall financial position. It is based on a £12 Council Tax increase in 2004/05 and an **assumed** increase in subsequent years of the figures from the table in paragraph 3.1 above plus inflation of 2.5%. The figures for these later years are indicative only because of the reviews that are to be undertaken later in the year before decisions are made about the 2005/06 Council Tax level.

	Forecast	Budget	MTP Subject to review			
	2003/ 2004 £000	2004/ 2005 £000	2005/ 2006 £000	2006/ 2007 £000	2007/ 2008 £000	2008/ 2009 £000
	Total Budget	17,003	18,095	20,072	21,750	23,488
Total Funding	-14,032	-15,292	-16,071	-16,865	-17,750	25,029
Use of Revenue reserves	-2,971	-2,803	-4,001	-4,885	-5,738	0

Council Tax Level (band D)	£82.54	£94.54	£99.59	£105.97	£110.73	£226.83
Increase per year - £		£12.00	£5.05	£6.38	£4.76	£116.10
Increase per year - %		14.5%	5.3%	6.4%	4.5%	104.8%

- 4.2 Many local authorities which have been reported in the press as anticipating Council Tax increases of more than 5% next year have received a letter from the Government reminding them that the Secretary of State may use his powers to “cap” authorities that increase their spending by an unreasonable (in their view) amount. Capping can take a number of routes; the most extreme results in the Council having to reduce its Council Tax during the year. Given the level of the Council’s reserves, this would require a greater use of them to balance the budget, reductions in spending plans or a combination of the two.
- 4.3 In legal terms it is the level of “Budget Requirement” that is capped rather than the level of Council Tax although the Secretary of State could, for example, cap all District Councils that have an increase in budget requirement of more than 5% **and** an increase in Council Tax of more than 10%. The table below shows the Council’s proposed levels and increases in Council Tax and Budget Requirement. It is interesting to note that because of the change to the way that benefits will be funded the budget requirement will actually **reduce**, though a like for like comparison would indicate a 9% increase. Whilst this may not make any difference to any Government capping proposals it will create some presentational challenges in relation to District Councils.

	2003/ 2004 £000	2004/ 2005 £000
Total Budget	17,003	18,095
Less use of Revenue reserves	-2,971	-2,803
Budget Requirement before budget subsidy variation	14,032	15,292
Increase - £000		1,260
- %		9.0%
Benefits Subsidy variation		-1,267
True Budget Requirement	14,032	14,025
Reduction - £000		-7
- %		-0.0%
Council Tax Level	£82.54	£94.54
Increase - £		£12.00
- %		14.5%

- 4.4 If the Secretary of State proposes to cap Huntingdonshire the Council will have an opportunity to explain why it is felt that the increase is appropriate. This would include the following points -
- ◆ The current Council Tax level is the 8th lowest of the 238 District Councils in England.
 - ◆ The Council has increased spending to reflect the need to meet

- Government targets (e.g. recycling and e-government).
- ◆ Modest cash increases from a very low base are large in percentage terms.
- ◆ The Government has delayed payment, for an unspecified time, of around £1M per year of grant that they accept is due to the authority. This is more than any other District Council.
- ◆ Huntingdonshire expects to lose around £200k next year from the Government's changes to the way Benefits are reimbursed.
- ◆ Sound financial planning and the minimisation of financial risk from changes outside of the Council's control result in a staged achievement of the Council Tax necessary for sustaining planned spending levels rather than a dramatic increase in a single year.

4.5 The Council's representations could lead to us not being capped or pre-warned of a capping level for 2005/06.

4.6 If the Council is capped for 2004/05 then the cost of rebilling and any loss of interest on cash flow would fall on this Council. If other authorities precepting upon us (County Council, Police Authority and the new Fire Authority) were also capped they would have to share the cost of the re-billing, estimated at around £65K, though Huntingdonshire, as the collection authority, would still have to meet the whole of the loss of interest on cash flow. This is very difficult to estimate, as it is highly dependent on the precise timing of events.

4.7 It is possible that all four authorities will be considered for capping.

4.8 The Government is currently discussing the "passporting" of education expenditure with the County Council (i.e. ensuring that extra education related grant is all added to schools' budgets) and this could result in a delay the date on which the County will formally approve their precept. That could result in this Council having to call a special meeting to approve the Council Tax resolution for next year. It might also mean that the April instalment date would have to be delayed resulting in poorer cash flow and hence lower interest earnings.

5. RESERVES AND THE ROBUSTNESS OF THE 2004/05 BUDGET

5.1 The Local Government Act 2003 requires the Corporate Director, Commerce and Technology (as the Council's Chief Financial Officer) to report to the Council on the robustness of the estimates and the adequacy of reserves when it considers its budget and the consequent Council Tax. His comments are contained in paragraphs 5.2 and 5.3 below.

5.2 Robustness

The Council has tended in recent years to underspend its budget. This reflects consistent, effective application of financial controls and provides a sound base for setting future budgets.

The 2004/5 budget has been prepared using the budget for 2003/4 as

a base, and amending it for known changes, particularly -

- ◆ Inflation
- ◆ Expected pay rises
- ◆ The impact of MTP schemes
- ◆ Forecast interest rates, which have a significant impact on our investment income

There will always be some items that emerge after the budget has been prepared. These are normally met by compensating savings elsewhere in the budget, the use of the contingency (£126k) or, if necessary, the use of revenue reserves.

The most significant predictable risks to the budget are -

- ◆ higher inflation than anticipated (although the impact on costs would be partly offset by higher investment income);
- ◆ lower interest rates; and
- ◆ the appellant's costs relating to the Alconbury Inquiry.

Certain types of eventuality are mitigated in other ways. Most other significant risks are insured against, so losses are limited to the excesses payable. Under the Government's Bellwin Scheme, it meets a large proportion, over a threshold, of the costs of any significant peacetime emergencies (e.g. severe flooding).

Considering all these factors, I believe that the 2004/05 budget is adequately robust.

5.3 Revenue Reserves

These are estimated to be £19.4M at April 2004 and £16.6M at March 2005. This is comfortably above what would be considered a safe minimum level, which would be in the region of £2M.

6. RECOMMENDATION

The Council is recommended to approve –

- ◆ **A net revenue budget of £18.095m and a capital budget of £11.812m for 2004/05.**
- ◆ **Use of revenue reserves of £2.803m in 2004/05.**
- ◆ **A Council Tax increase of £12 on a band D property for 2004/05.**
- ◆ **Approval of the Medium Term Plan for 2005 – 2009 subject to the reviews outlined in the resolutions of the Council at its December meeting.**
- ◆ **The Prudential Indicators attached at Appendix D.**

(The consequential formal Council Tax resolutions are included in the next item on your Agenda)

BACKGROUND PAPERS

Grant Settlement Information – Files in Financial Services
Working Papers - Files in Financial Services

Contact Officer: Steve Couper, Head of Financial Services
 01480 388103

BUDGET AND 2004-2009 MEDIUM TERM PLAN
(Report by the Corporate Director – Commerce and Technology)

1. PURPOSE

- 1.1 The purpose of this report is to allow Cabinet to determine its final recommendations to the Council on the level of Council Tax for next year and various related issues.

2. BACKGROUND

- 2.1 The Council considered the draft budget and MTP report at its December meeting and agreed the items shown in Annex A. The decisions that have an immediate impact on the finalisation of next year's budget and the MTP are -

- ◆ *that scheme ref. no. 346 – Business Support and Local Economy Partnerships should not be reduced by the proposed £4k per year*
- ◆ *that the Council Tax level for 2004/05 be increased by an amount at least equivalent to the shortfall between the Government grant previously anticipated and that now expected*

- 2.2 This report includes a number of final adjustments to the figures reported to December Council.

3. FINAL ADJUSTMENTS

3.1 Acorn Centre Development

The Doctors' practice have now decided that they do not require funding from the Council so no adjustment is needed in this respect.

3.2 Provisional Grant Proposals

The initial proposals for 2004/05 were received on the 19 November but the Chancellor of the Exchequer subsequently announced a top-up that significantly increases the amount that the Council will receive. Interpretation of the result is made more complex by a change to the way in which benefits payments will be reimbursed in the future. Grant is being reduced to allow all the benefits payments to be covered by a direct subsidy. In principle this is a very sensible change but it is estimated that, as usual, some authorities will gain and others will lose. Unfortunately Huntingdonshire will lose. The following table shows the result:

Government Support	2003/04 £000	2004/05 £000	2005/06 £000	2006/07 £000	2007/08 £000	2008/09 £000
Forecast	-9,504	-10,060	-10,638	-11,235	-11,846	-12,113
Variations						
First Provisional settlement		310	636	975	1,320	1,314
"Top-up"		-369	-648	-933	-1,223	-1,389
Transferred to Benefits Subsidy		1,367	1,401	1,436	1,472	1,509
Estimated Increase in Benefits Subsidy		-1,002	-1,027	-1,053	-1,079	-1,106
Temporary Protection		-165				
Total Loss		141	362	425	490	328
Council Tax Equivalent		£2.51	£6.38	£7.42	£8.47	£5.61

N.B. It has been assumed that the Council will receive the additional funds resulting from last year's inclusion of the Area Cost Adjustment over the next four years. Whilst the assumption may appear reasonable in the light of the top-up there has not been, nor is there likely to be, any indication of how quickly this will happen from the Government.

3.3 The Council remains the most under-funded, in cash terms, District Council in England based on the Government's own figures.

3.4 Taxbase

The 2004/05 and subsequent years' taxbases have been increased to reflect the level it is anticipated will be approved at the January Council meeting.

3.5 Interest Rates

Based on latest forecasts from fund managers the interest rate has been increased to an average of 4.75% for 2004/05.

3.6 2003/04 Forecast

The forecast of likely spending in the current year has been updated and a revised analysis is shown at Annex B.

3.7 MTP Schemes and Consolidation

The Cabinet will be receiving, at its February meeting, a report on the amount of Recycling Grant available to the Council. One element provides a capital grant of £963k directly reducing the cost of the MTP by £48k per year. Other elements provide further capital and a one-year revenue grant. The Council will need to approve additional revenue funding to enable the schemes to continue after the first year resulting in a net increase of £34k per year from 2005/6. ***For the purpose of this report it has been assumed that Cabinet will support this extra cost.***

3.8 Negotiations with the other Councils in the Supporting People partnership have resulted in a reduction in the retrenchment cost from £42k per year to £24k per year.

3.9 These changes together with the Additional Recycling Gate Fees have been included in a revised summary of all the MTP schemes at Annex C. This lists the schemes by service category, consolidates the multiple entries that affected some schemes and creates the new programme areas for Customer First and IMD schemes. As a result some reconciliation and rounding adjustments are necessary. These together with the other changes are shown in a reconciliation at the end of the Annex.

3.10 **Alconbury**

The Government has informed the Council that it must meet some of the costs of the applicant in relation to the Alconbury planning appeal. It is impossible to assess how much this might be and so no provision has been made at this stage.

3.11 **Car Parking Strategy**

At its last meeting the Cabinet decided to defer the introduction of the proposed Car Parking strategy pending the planned consultation with the public on the balance between service improvements and the Council Tax level. The impact of an assumed 6-month delay in raising car park charges is £93k in 2004/05 and the suggested changes in the prices would result in reduced income thereafter amounting to £7k in 2004/05, £15k in 2005/06 and £12k per year thereafter.

3.12 **Collection Fund**

The estimated variation on the Collection Fund for 2003/04 is £14k.

4. **UPDATED FINANCIAL POSITION**

4.1 The table below (further detail in Annex D) shows the overall financial position after adjustment for the items outlined above, their consequential impact on interest receipts and an adjustment to the current year's interest rate forecast. Annex E then shows the resulting 2004/05 budget i.e. the combination of the base budget and MTP schemes by Service.

4.2 It also makes an assumption on Council Tax levels. The Council decision was ***that the Council Tax level for 2004/05 be increased by an amount at least equivalent to the shortfall between the Government grant previously anticipated and that now expected.*** It has been assumed that compensating for the impact of lost grant is continued in future years and the increases are thus based on the Council Tax increases shown in paragraph 3.2 above to cover the loss of grant plus 2.5% inflation from 2005/06 until 2007/08 when revenue reserves are no longer sufficient to mitigate more significant

increases. The Council resolution refers to ***an amount at least equivalent*** and so the Cabinet will need to determine what levels of increase they wish to recommend to Council.

	Forecast	Draft Budget	Draft MTP			
	2003/ 2004	2004/ 2005	2005/ 2006	2006/ 2007	2007/ 2008	2008/ 2009
	£000	£000	£000	£000	£000	£000
Total Budget	17,003	18,110	20,120	21,834	23,537	25,028
Total Funding	-14,032	-14,680	-15,439	-16,215	-19,838	25,028
Use of Revenue reserves	-2,971	-3,430	-4,681	-5,619	-3,699	0

Council Tax Level	£82.54	£85.05	£91.05	£94.36	£146.62	£226.65
Increase %		3.0%	7.1%	3.6%	55.4%	54.6%

- 4.3 It is important to recognise that any planning assumptions for the increases in future years need to recognise the December Council decisions (Annex A), which require a major review of the Council's spending plans next year which could significantly vary them before the Council Tax is set next February for 2005/06.

5. CONSULTATION WITH THE BUSINESS COMMUNITY

- 5.1 A consultation meeting with members of the business community is taking place on 28 January and their comments will be reported to the meeting.

6. PRUDENTIAL CODE

- 6.1 The way that the Government controls the borrowing of Local Authorities will change from April 2004. Each Authority will need to set limits on its borrowing according to what it can afford to repay.
- 6.2 As part of the change Local Authorities will have to comply with the CIPFA Prudential Code. The key objectives of the Code are to ensure that capital investment plans and treasury management decisions are affordable, prudent and sustainable. It requires the full Council, as part of the budget-setting process, to approve the prudential indicators shown in Annex F. If changes are made to the assumptions used in this report it may result in changes to the indicators.

7. RECOMMENDATION

The Cabinet is asked to consider the recommendations it wishes to make to February Council regarding:

- ◆ Any variations to the items to be included in the MTP.
- ◆ The proposed Council Tax level for 2004/05 and indicative

- ♦ **planning levels for future years.**
- ♦ **The acceptance of the Prudential Indicators in Annex F, subject to any necessary changes flowing from its recommendations on the above items.**

BACKGROUND PAPERS

Grant Settlement Proposals - Files in Financial Services

Contact Officer: Steve Couper, Head of Financial Services
☎ 01480 388103

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COUNCIL DECISIONS – 10TH DECEMBER 2003

- (i)** *that scheme ref. no. 346 – Business Support and Local Economy Partnerships (reduction) – in the sum of £4k for each of the years 2004/05 – 2008/09 be removed from Annexe B4 “Potential deletions and reductions to base budget/approved MTP”;*
- (ii)** *that a review of District Council services (statutory and non-statutory), their priorities and levels of provision, be commissioned with a view to the outcomes being available within a timeframe that will enable them to be considered at the outset of deliberations on the budget and MTP for 2005/06;*
- (iii)** *that, within the timeframe referred to in (ii) above, a member-led review of the District Council’s base budget, to include fees and charges but not to exclude any potential restructuring of existing arrangements for the delivery of services, be undertaken with a target of identifying an overall saving of at least 2% in net expenditure;*
- (iv)** *that Council Tax levels for 2004/05 be increased by an amount at least equivalent to the shortfall in Government grant previously anticipated and that now expected;;*
- (v)** *that specific prior approval be sought and obtained from the Employment Panel before recruiting to any new District Council posts;*
- (vi)** *that specific prior approval be sought and obtained from the Employment Panel before recruiting to fill vacancies in any existing posts graded 1-9;*
- (vii)** *that the relevant Directors, after consultation with the Chairman of the Employment Panel, be authorised to approve recruitment to fill vacancies in any existing posts graded 10-17; and*
- (viii)** *that, having regard to the implications for future spending and Council Tax levels, Directors review with appropriate Executive Councillors the need for schemes/projects included in the MTP but not yet started and that specific prior approval be sought and obtained from the Cabinet before such schemes/projects are implemented.*

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Annex B

2003/04 FORECAST

	Income	Expend -iture	Recharge To Capital	Net Expend -iture
	£000	£000	£000	£000
Gross Budget	-32,287	48,764	-648	15,829
Less reimbursed expenditure (Benefits and Highways Agency)	19,804	-19,804		
	-12,483	28,960	-648	15,829
Predicted Spending Variations				
MTP Schemes				
<i>Interest impact of capital expenditure</i>	-163			-163
<i>Other</i>	-2	-129		-131
<i>Recycling Gate Fee</i>		24		24
	-165	-105	0	-270
Other items				
<i>Pathfinder House</i>	0	533		533
<i>2002/03 delayed spending brought forward</i>	0	165		165
<i>2003/04 delayed spending carried forward</i>	0	-146		-146
<i>NNDR</i>	0	84		84
<i>Benefits</i>	55	0		55
<i>Development Control</i>	-115	53		-62
<i>Building Control *</i>	-42	15		-27
<i>Leisure Centres</i>	59	42		101
<i>Refuse/Recycling</i>	-125	142		17
<i>Offices</i>	0	41		41
<i>Other</i>	0	45		45
<i>Interest</i>	404	0		404
	236	974	0	1,210
TOTAL	71	869	0	940
Variation as % of budget	0.6%	3.0%		
Technical Variations - Commutation				234
TOTAL VARIATIONS				1,174

* The Council is required to break even on this service over a three-year period so this additional income should be used to support lower fees and/or additional expenditure next year

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Bid No	Net revenue Impact												Net Capital												External Contributions											
	2003/ £000	2004/ £000	2005/ £000	2006/ £000	2007/ £000	2008/ £000	2009/ £000	2002/ £000	2003/ £000	2004/ £000	2005/ £000	2006/ £000	2007/ £000	2008/ £000	2009/ £000	2002/ £000	2003/ £000	2004/ £000	2005/ £000	2006/ £000	2007/ £000	2008/ £000	2009/ £000													
	PLANNING AND DEVELOPMENT																																			
	Development Control																																			
150			30	0	0	0	0																													
505			-375	0	0	0	0																													
505			345	10	10	10	10																													
355	18	16	16	16	16	16	16																													
	Planning Policy and Conservation																																			
12	5	5	0	0	0	0	0																													
126/271/46	105	130	5	-5	-5	-5	-5																													
175/B	25	1	1	1	1	1	1		10																											
356	9	0	0	0	0	0	0																													
357	15	30	30	30	30	30	30																													
440	0	0	0	18	18	18	18																													
	Economic Development																																			
77 & 401	7	20	45	59	59	59	59		87	77	480	522																								
78/B	1	2	3	5	5	5	5		20	22	52																									
162/B	0	1	1	3	5	5	5		0	12	22	52																								
224	1	2	6	11	13	13	13		31	31	103																									
238	2	2	2	2	2	2	2		30	0	0	0																								
239	7	5	0	0	0	0	0		270	270	0	0																								
342	11	11	11	11	11	11	11																													
358	0	1	4	6	8	8	12		27	15	50	50	50	50	50	0	0	0	0	0	0	0	0	0												
466	0	20	0	0	0	0	0																													
509	0	0	0	0	0	0	1																													
	COMMUNITY SERVICES																																			
	Leisure Policy and Development																																			
1/B	-2	-1	0	0	0	0	0																													
55	1	1	1	1	1	1	1		14																											
58	0	0	1	1	1	1	1		0	0	10																									
169/B	20	40	0	0	0	0	0																													
228	9	9	9	9	9	9	9																													
347	5	5	5	5	5	5	5																													
350	10	10	10	10	10	10	10																													
373	0	5	5	5	5	5	5																													
425	0	0	0	0	0	0	0																													
426	0	0	0	0	0	0	0																													
	7	7	7	7	7	7	7		42																											
	Parks and Open Spaces																																			
3/B	15	20	25	30	35	40	40																													
62	10	10	10	10	10	10	10																													
322	30	25	20	15	10	10	10																													
343	16	-3	-3	-3	-3	-3	-3		35																											
4/B	12	17	22	26	29	29	29		10	64	46	46	46	46	46	37	46																			

Bid No	Net revenue Impact											Net Capital								External Contributions							
	2003/	2004/	2005/	2006/	2007/	2008/	2009/	2002/	2003/	2004/	2005/	2006/	2007/	2008/	2009/	2002/	2003/	2004/	2005/	2006/	2007/	2008/	2009/				
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000				
22	-2		-1	0	0	0	0	14	46	20	0	0	0														
134	0	0	0	0	0	0	0	89																			
134	0	0	0	0	0	0	0	32																			
260	0	0	0	0	0	0	0	20	0	0	0	0	0														
261	0	0	0	0	0	0	0	6	0	0	0	0	0														
512	0	-50	68	-50	68	-50	68																				
Community Initiatives																											
349	5	5	5	0	0	0	0																				
372	35	35	0	0	0	0	0																				
423	57	58	58	58	58	59	59	10	10	10	10	12															
428	10	10	0	0	0	0	0																				
429 & (441)	55	40	40	40	40	40	40																				
HOUSING																											
Private Sector Housing Support																											
39/B &	22	38	54	70	86	102	102	275	320	320	320	320	320	320	411	480	480	480	480	480	480	480	480	480	480		
70	0	50	0	0	0	0	0																				
141 & 381	21	34	48	62	76	90	90	274	277	277	277	277	277	277													
158 & 342	0	0	0	0	0	0	0	0	0	0	0	0	0														
221	0	0	0	0	0	0	0																				
Homelessness																											
326	0	34	31	31	31	31	31																				
443	0	0	6	8	8	8	8																				
523	0	24	24	24	24	24	24																				
Housing Benefits																											
	0	0	0	0	0	0	0	407																			
COMMUNITY SAFETY																											
CCTV																											
20 & 460	2	6	-2	-15	-4	14	14	0	74	74	74	74	74	74													
312	0	0	0	1	3	3	3																				
384	0	0	0	0	2	4	4																				
21	-2	0	0	0	0	0	0	70	75	0	0	0	0														
405	29	33	33	33	33	33	33																				
19	0	0	0	0	0	0	0	40	0	0	0	0	0														
Other Community Safety																											
36 &	2	3	4	5	6	7	7	24	17	21	21	21	21	21													
364	11	11	11	11	11	11	11																				
433	150	300	300	300	300	300	300																				
470	0	5	5	5	5	5	5																				

Annex D

	Forecast	Draft Budget	Draft MTP			
	2003/ 2004	2004/ 2005	2005/ 2006	2006/ 2007	2007/ 2008	2008/ 2009
	£000	£000	£000	£000	£000	£000
TOTAL APPROVED SPENDING	15,829	17,581	18,488	19,764	20,889	
ADJUSTMENTS						
Reported to September Council	400	600	1,200	1,300	1,800	23,916
Reported to December Council	1,052	220	-13	29	52	-32
Variations this time						
Final Interest Adjustment		-269	-45	-88	-52	2
Other	-8					
MTP VARIATIONS						
MTP (December Council)	-308	-217	263	549	562	799
MTP Inflation			17	46	52	95
Additional Recycling Gate Fees	24	145	162	177	177	177
Business Support and Local Economy Partnerships		4	4	4	4	4
Reconciliations and roundings	14	12	7	11	5	11
Recycling Grant implications		-48	34	34	34	34
Supporting People Retrenchment		-18	-18	-18	-18	-18
Inflation on new adjustments			6	14	20	28
Variations to Car Parking Strategy		100	15	12	12	12
TOTAL BUDGET	17,003	18,110	20,120	21,834	23,537	25,028
FUNDING						
Government Support						
Forecast	-9,504	-10,060	-10,638	-11,235	-11,846	-12,113
Variations		141	362	425	490	328
Collection Fund Deficit	20	14				
Council Tax	-4,548	-4,775	-5,163	-5,405	-8,482	-13,243
Use of Revenue reserves	-2,971	-3,430	-4,681	-5,619	-3,699	0
TOTAL FUNDING	17,003	18,110	20,120	21,834	23,537	25,028
COUNCIL TAX						
Total Band D Equivalents	55,100	56,149	56,710	57,278	57,850	58,429
Council Tax Level	£82.54	£85.05	£91.05	£94.36	£146.62	£226.65
Increase %		3.0%	7.1%	3.6%	55.4%	54.6%

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Service Budgets		2003/04		2004/05
		Original	Forecast	Budget
Environmental Services		£000	£000	£000
Refuse Collection	Domestic Refuse	1,888	1,806	2,033
	Refuse Policy	81	8	57
	Trade Refuse	5	-14	-15
		1,974	1,799	2,076
Recycling	Combined Waste - Operations	327	423	587
	Gw Bin Renewals Fund	0	0	85
	Recycling Kerbside Collections	426	513	745
	Recycling Policy	110	164	164
	Recycling Sites	19	34	12
		882	1,135	1,593
Street Cleansing & Litter	Fly Poster/Graffiti Removal	39	40	41
	Litter Control	77	80	81
	Street Cleansing Operations	1,038	999	1,055
	Street Cleansing Policy	39	0	10
	Weed Control	47	46	48
		1,239	1,165	1,235
Drainage & Sewers	Internal Drainage Boards	236	240	242
	Septic Tanks & Nightsoil	-25	8	10
	Watercourses	199	264	225
		410	512	477
Public Conveniences	Public Conveniences	355	307	425
		355	307	425
Environmental Health	Abandoned Vehicles	80	52	83
	Air Quality	61	62	64
	Animal Welfare	122	104	105
	Burials Under Health Acts	0	1	1
	Caravans And Camping	4	4	5
	Contaminated Land	116	117	120
	Eh Health & Safety	197	164	214
	Energy Efficiency	109	110	113
	Environmental Health General	17	11	13
	Food Safety	393	375	438
	Health Promotion	78	77	88
	Nuisances	229	238	239
	Pest Control	87	84	86
	Private Housing Eh	103	105	108
Travellers	10	10	10	
		1,606	1,514	1,688
		6,467	6,432	7,493

Service Budgets		2003/04		2004/05
		Original	Forecast	Budget
Planning		£000	£000	£000
Development Control	Advice	357	381	378
	Alconbury Appeal	2	33	83
	Appeals	36	61	62
	Application Processing	159	303	247
	Dev Control Panel	64	66	67
	Enforcement	165	139	161
	Environmental Assessment	0	0	0
	S106 Agreements Administration	66	47	47
		848	1,030	1,044
Building Control	Bc Advice	131	131	146
	Bc Applications	36	44	52
	Bc Best Value Review	0	0	0
	Bc Promotion & Enforcement	18	20	19
	Sustainable Construction	0	0	25
		185	195	242
Planning Policy & Conservation	Biodiversity Action Plan	6	6	6
	Cambs Historic Churches Trust	3	3	3
	Cambs Sub Region Infr	0	0	18
	Conservation Management	89	81	83
	Conservation Technical Support	68	63	65
	Kimbolton Small Works	2	2	2
	Listed Buildings	127	151	155
	Local Plan	468	396	518
	Parish Plans	0	0	10
	Rural Renewal N & E Hunts	44	30	38
	St Neots Cap Scheme	3	3	3
	Strategic & Regional Planning	94	109	88
	Structure Plan	2	1	1
	Town Centre Vision	16	41	-19
	Trees	103	128	128
	Undergrounding Power Lines	0	0	0
		1,027	1,015	1,098
Markets	Farmers Markets	0	27	1
	Huntingdon Market	-41	-47	-41
	Markets Management	55	74	35
	Ramsey Market	1	-2	-2
	St Ives Bank Holiday Market	-34	-35	-36
	St Ives Market	-56	-53	-47
	St Neots Market	3	1	0
		-72	-33	-91
Economic Development	Business & Enterprise Support	199	205	213
	Industrial Properties	-106	-140	-143
	Miscellaneous Properties	194	154	155
	Nndr Discretionary Relief	62	33	35
	Town Centre Management	241	213	671
		590	466	930
Planning Delivery Grant	Planning Delivery Grant	0	-142	-375
	Planning Grant Unallocated	0	0	168
		0	-142	-207
		2,578	2,530	3,016

Service Budgets		2003/04		2004/05
		Original	Forecast	Budget
Community Services		£000	£000	£000
Corporate Events	17th Century Festival (2003)	10	10	0
	Leisure Grants	168	258	185
	Priory Centre	61	50	51
		239	318	236
Joint Sports Centres	Huntingdon Recreation Centre	376	475	444
	Ramsey Leisure Centre	243	305	302
	Recreation Centres Overall	54	56	85
	Sawtry Sports Centre	324	313	349
	St Ivo Recreation Centre	649	722	723
	St Neots Recreation Centre	519	523	547
		2,166	2,393	2,449
Leisure Policy & Development	Arts Development	156	155	178
	Leisure & Amenities Committee	6	0	0
	Leisure Development	151	174	189
	Policy And Strategic Mgt	39	12	12
		353	342	378
Parks Management	Highways Amenities	35	35	37
	Parks Contracts	750	730	761
	Parks Management	455	473	482
	Pavillions	41	38	39
		1,282	1,276	1,319
Countryside	Countryside Management	142	167	150
	Hinchingbrooke Country Park	176	175	183
	Holt Island	2	2	2
	Ouse Valley Way	2	2	2
	Paxton Pits	97	100	105
	Spring Common	23	25	26
	Wet Woodland And Meadow Proj	0	5	0
		442	476	467
Tourism	Brown Signs	8	13	8
	Discover Cambridgeshire	1	1	1
	District Promotion	72	73	76
	Eetb Domestic Marketing	2	2	2
	Eetb Overseas Marketing	3	3	3
	Familiarisation Trips (Tic)	3	3	3
	Family Pack	3	3	3
	Mini Guides	6	6	6
	Newsletter	1	1	1
	Out & About	6	6	6
	Short Breaks Guide	10	10	10
	Tip Posters	5	5	5
	Tip Renewal & Repair	5	5	5
	Tourist Services	233	238	265
	Web Development	3	3	3
		359	369	395
Community Initiatives	Com Initiatives - Housing	58	67	68
	Com Initiatives - Leisure	57	67	68
	Community Strategy	55	42	43
	Health For Huntingdonshire	5	5	5
	Health For Hunt Yaxley	0	10	10
	Healthy Living Centre	0	0	0
	Hunts Learning Partnership	0	23	23
	Local Agenda 21	42	41	41
	Miscellaneous Grants	242	281	273
	Oxmoor Action Plan	0	3	0
	Yaxley Community Project	0	58	62
	Young Peoples Project	0	22	22
		460	619	616
		5,300	5,794	5,861

Service Budgets		2003/04		2004/05
		Original	Forecast	Budget
Housing Services		£000	£000	£000
Housing Services	Common Housing Register	15	6	6
	Contributions To H R A	15	34	22
	Housing Advances	11	12	3
	Housing Advice	82	112	112
	Housing Developments	19	22	18
	Housing Resources Bvr	1	0	0
	Housing Strategy	163	139	199
	Mobile Home Park	9	4	5
	Publicising Housing Services	6	5	6
	Supporting People	0	0	24
	Waiting List	206	221	212
		526	555	607
Private Housing Support	Home Improvement Agency	77	75	71
	Housing Associations	153	376	140
	Housing Surveys	3	20	80
	Renovation/Improvement Grants	673	726	721
		906	1,197	1,012
Homelessness	Homelessness Management	179	260	311
	Homeless Young Persons Advisor	43	5	5
	Hostel Support	64	55	65
	Rental Deposit Scheme	19	21	21
	Supporting People Scheme	0	23	0
	Temp Accommodation - B&B	75	86	83
		380	450	486
Housing Benefits	Benefits General Admin [Aa]	414	-309	-355
	Hb Special Incentives Admin	0	1	1
	Homeless Assessment	0	5	5
	Housing Benefit National Work	11	0	0
	Rent Allowance Appeals	4	18	18
	Rent Allowance Assessment	9	278	280
	Rent Allowance Fraud Control	2	0	0
	Rent Allowance Investigations	0	32	33
	Rent Allowance Local Scheme	82	82	84
	Rent Allowance National Scheme	648	837	835
	Rent Rebates Assessment	0	241	242
	Rent Rebates Investigations	2	148	149
	Rent Rebates Non-Hra National	119	201	100
		1,291	1,533	1,393
		3,103	3,736	3,498
Community Safety		£000	£000	£000
Community Safety	C C T V	702	678	695
	Community Partnership	83	271	439
		785	949	1,135
		785	949	1,135

Service Budgets		2003/04		2004/05
		Original	Forecast	Budget
Highways & Transportation		£000	£000	£000
Transportation Strategy	Environmental Management	21	22	22
	Transportation Developments	98	208	572
	Transportation Grants	13	13	24
	Transportation Strategy	87	106	108
		219	348	726
Public Transport	Bus Shelters	7	7	14
	Concessionary Fares	235	251	236
	Huntingdon Bus Station	45	63	47
	Rail Passes	0	3	3
	St Ives Bus Station	32	31	33
		319	355	334
Highways Services	Highways Cyclic Mtce	0	0	0
	Highways Management	233	251	257
	Highways R&R Schemes	0	0	0
		233	251	258
Car Parks	Car Park Management	-219	-248	-293
	Car Park Policy	158	176	175
		-62	-72	-118
Environmental Improvements	Env Imps Feasibility Studies	20	28	21
	Env Imps Management	50	53	57
	Environmental Imps Renewals	8	8	9
	Gazebo R&R	1	1	1
	Godmanchester Env Improvements	7	7	7
	Huntingdon Env Improvements	78	65	137
	Other Schemes	4	4	4
	Ramsey Env Improvements	11	11	12
	Small Scale Env Improvements	35	43	65
	Somersham Env Improvements	5	5	5
	St Ives Env Improvements	64	93	67
	St Neots Env Improvements	96	96	96
Yaxley Env Improvements	6	3	9	
		387	417	490
		1,096	1,299	1,690

Service Budgets		2003/04		2004/05
		Original	Forecast	Budget
Central Services		£000	£000	£000
Administrative Services	District Elections	133	126	191
	Elections Periodic Review	13	8	26
	Electoral Registration	160	148	155
	Emergency Planning	53	47	47
	Land Charges	-219	-141	-154
	Licences	80	82	10
	National & County Elections	-1	6	-2
	Parish Elections	18	17	18
		238	294	289
Local Taxation & Benefits	Community Charge	2	0	0
	Council Tax	774	762	773
	Council Tax Benefits	251	264	288
	N N D R Administration	-33	-44	-46
		994	981	1,015
Corporate Management	Bank Charges	42	23	24
	Best Value	200	140	163
	Customer First	18	102	510
	External Audit	127	128	131
	Information & Promotion	374	421	566
	Local Council Support	21	17	17
	Pensions	180	170	184
	Policy And Strategy	687	726	743
	Public Accountability	81	108	86
	System & Asset Management	93	61	92
	Telecommunications	144	0	-0
	Unallocated Central Overheads	64	219	221
		2,029	2,116	2,738
Democratic Representation	Corporate Committees	227	225	232
	Corporate Subscriptions	27	25	28
	Member Expenses & Allowances	357	358	372
	Member Support	337	338	321
	Twinning	17	17	17
		965	962	970
		4,226	4,353	5,012
Other Expenditure		£000	£000	£000
Contingency	Contingency	739	0	44
		739	0	44
Other Expenditure	Capital Charges Reversed	-4,815	-4,916	-6,378
	Commutation Transfer	-776	-542	-399
	V A T Partial Exemption	208	208	213
		-5,384	-5,250	-6,564
Investment Interest	Interest Paid	45	30	45
	Interest Received	-3,127	-2,871	-3,120
		-3,082	-2,841	-3,075
		-7,727	-8,091	-9,595
Total		15,829	17,003	18,110

**CIPFA PRUDENTIAL CODE FOR
CAPITAL FINANCE IN LOCAL AUTHORITIES -
PRUDENTIAL INDICATORS FOR 2004/05**

CAPITAL EXPENDITURE

1. ACTUAL AND ESTIMATED CAPITAL EXPENDITURE

	2002/3 Actual £000	2003/4 Forecast £000	2004/5 Estimate £000	2005/6 Estimate £000	2006/7 Estimate £000
Gross*	8,220	9,712	15,344	16,845	11,204
Net	4,537	8,493	11,812	15,912	10,334

* *excludes investments*

2. THE PROPORTION OF THE BUDGET FINANCED FROM GOVERNMENT GRANTS AND COUNCIL TAX THAT IS SPENT ON INTEREST.

The negative figures reflect that the Authority is a net investor and so the interest earned is used to help fund the budget.

2002/3 Actual £000	2003/4 Forecast £000	2004/5 Estimate £000	2005/6 Estimate £000	2006/7 Estimate £000
-4,619	-2,841	-3,075	-2,399	-1,524

3. THE IMPACT ON THE LEVEL OF COUNCIL TAX OF THE CAPITAL PROGRAMME

This calculation highlights the lost interest and consequent Council Tax impact of the net Capital expenditure shown above.

Estimated capital spending in:	Value of lost interest £000	Council Tax equivalent £
2004/05	561	9.99
2005/06	796	14.04
2006/07	490	8.55

4. THE CAPITAL FINANCING REQUIREMENT

The need for the Authority to borrow to finance capital expenditure. Whilst the Authority has capital reserves it will not need to borrow for capital purposes:

31/3/03 Actual £000	2003/4 £000	2004/5 £000	2005/6 Estimate £000	2006/7 Estimate £000
0	0	0	0	0

5. NET BORROWING AND THE CAPITAL FINANCING REQUIREMENT.

Net external borrowing must not be used to finance revenue spending except in the short term. In the short term legitimate uses are to cover cash flow e.g. funding salaries pending receipt of Council Tax income or return of investments.

The Council will need to demonstrate that all net borrowing is for short-term purposes.

EXTERNAL DEBT

6. THE ACTUAL EXTERNAL BORROWING AT 31 MARCH 2003

£4m which was short-term borrowing for cash-flow purposes.

7. THE AUTHORISED LIMIT FOR EXTERNAL DEBT

This is the maximum limit for borrowing.

It is a worst-case scenario based on delaying return of funds from the fund managers until after the year-end if this is in the Council's interests.

2003/4	2004/5	2005/6	2006/7
£000	£000	Estimate	Estimate
		£000	£000
10,000	15,000	15,000	15,000

8. THE OPERATIONAL BOUNDARY FOR EXTERNAL DEBT

These reflect an estimate of the more likely position. Although it can be exceeded without further approval it represents an early warning monitoring device to ensure that the authorised limit (above) is not exceeded:

2004/5	2005/6	2006/7
£000	Estimate	Estimate
	£000	£000
7,000	7,000	7,000

TREASURY MANAGEMENT

9. ADOPTION OF THE CIPFA CODE

The Prudential Code requires the Authority to have adopted the CIPFA Code of Practice for Treasury Management in the Public Services.

This has been adopted.

10. EXPOSURE TO INVESTMENTS WITH FIXED INTEREST AND VARIABLE INTEREST.

These limits are given as a percentage of total investments.

The parameters currently set for our Fund Managers could result in 75% of the funds being at variable rates, but in practice this is very unlikely to be reached.

	2004/5	2005/6 Estimate	2006/7 Estimate
Upper limit on fixed rate exposure	100%	100%	100%
Upper limit on variable rate exposure	75%	75%	75%

Gilts and Corporate Bonds are deemed to be variable rate investments for the purpose of this indicator.

11. BORROWING REPAYMENT PROFILE

The proportion of 2004/5 borrowing that will mature in successive periods. As all the borrowing will be temporary, 100% will mature in less than 12 months:

	Upper limit	Lower limit
Under 12 months	100%	100%
12 months and within 24 months	0%	0%
24 months and within 5 years	0%	0%
5 years and within 10 years	0%	0%
10 years and above	0%	0%

12. INVESTMENT REPAYMENT PROFILE

Limit on the value of investments that cannot be redeemed within 364 days. The only investments that meet this criterion are time deposits that are invested to a fixed maturity date for a year or longer.

2004/5 £000	2005/6 Estimate £000	2006/7 Estimate £000
20,000	15,000	10,000

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APPENDIX B

	Forecast	Budget	MTP			
	2003/ 2004	2004/ 2005	2005/ 2006	2006/ 2007	2007/ 2008	2008/ 2009
	£000	£000	£000	£000	£000	£000
TOTAL APPROVED SPENDING	15,829	17,581	18,488	19,764	20,889	
ADJUSTMENTS						
Reported to September Council	400	600	1,200	1,300	1,800	23,916
Reported to December Council	1,052	220	-13	29	52	-32
Reported to January Cabinet	-8	-269	-45	-88	-52	2
Final Interest Adjustment		-15	-48	-84	-49	1
MTP VARIATIONS						
MTP (December Council)	-308	-217	263	549	562	799
MTP Inflation			17	46	52	95
Additional Recycling Gate Fees	24	145	162	177	177	177
Business Support and Local Economy Partnerships		4	4	4	4	4
Reconciliations and roundings	14	12	7	11	5	11
Recycling Grant implications		-48	34	34	34	34
Supporting People Retrenchment		-18	-18	-18	-18	-18
Inflation on new adjustments			6	14	20	28
Variations to Car Parking Strategy		100	15	12	12	12
TOTAL BUDGET	17,003	18,095	20,072	21,750	23,488	25,029
FUNDING						
Government Support						
Forecast	-9,504	-10,060	-10,638	-11,235	-11,846	-12,113
Variations		62	215	440	502	337
Collection Fund Deficit	20	14				
Council Tax	-4,548	-5,308	-5,648	-6,070	-6,406	-13,253
Use of Revenue reserves	-2,971	-2,803	-4,001	-4,885	-5,738	0
TOTAL FUNDING	17,003	18,095	20,072	21,750	23,488	25,029
COUNCIL TAX						
Total Band D Equivalents	55,100	56,149	56,710	57,278	57,850	58,429
Council Tax Level	£82.54	£94.54	£99.59	£105.97	£110.73	£226.83
Increase %		14.5%	5.3%	6.4%	4.5%	104.8%

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Service Budgets		2003/04		2004/05
		Original	Forecast	Budget
Environmental Services		£000	£000	£000
Refuse Collection	Domestic Refuse	1,888	1,805	2,033
	Refuse Policy	81	8	57
	Trade Refuse	5	-14	-15
		1,974	1,798	2,076
Recycling	Recycling Kerbside Collections	426	513	745
	Recycling Policy	110	164	164
	Recycling Sites	19	34	12
	Green Waste	327	423	672
		882	1,135	1,593
Street Cleansing & Litter	Fly Poster/Graffiti Removal	39	40	41
	Litter Control	77	80	81
	Street Cleansing Operations	1,038	998	1,055
	Street Cleansing Policy	39	0	10
	Weed Control	47	46	48
		1,239	1,164	1,235
Drainage & Sewers	Internal Drainage Boards	236	240	242
	Septic Tanks & Nightsoil	-25	8	10
	Watercourses	199	264	225
		410	512	477
Public Conveniences	Public Conveniences	355	307	425
		355	307	425
Environmental Health	Abandoned Vehicles	80	52	83
	Air Quality	61	62	64
	Animal Welfare	122	104	105
	Burials Under Health Acts	0	1	1
	Caravans And Camping	4	4	5
	Contaminated Land	116	117	120
	Eh Health & Safety	197	164	214
	Energy Efficiency	109	110	113
	Environmental Health General	17	11	13
	Food Safety	393	375	438
	Health Promotion	78	77	88
	Nuisances	229	238	239
	Pest Control	87	84	86
	Private Housing Eh	103	105	108
	Travellers	10	10	10
		1,606	1,514	1,688
		6,467	6,431	7,493

Service Budgets		2003/04		2004/05
		Original	Forecast	Budget
Planning		£000	£000	£000
Development Control	Advice	357	381	378
	Alconbury Appeal	2	33	83
	Appeals	36	61	62
	Application Processing	159	303	247
	Dev Control Panel	64	66	67
	Enforcement	165	139	161
	Environmental Assessment	0	0	0
	S106 Agreements Administration	66	47	47
		848	1,030	1,044
Building Control	Bc Advice	131	131	146
	Bc Applications	36	44	52
	Bc Best Value Review	0	0	0
	Bc Promotion & Enforcement	18	20	19
	Sustainable Construction	0	0	25
		185	195	242
Planning Policy & Conservation	Biodiversity Action Plan	6	6	6
	Cambs Historic Churches Trust	3	3	3
	Cambs Sub Region Infr	0	0	18
	Conservation Management	89	81	83
	Conservation Technical Support	68	63	65
	Kimbolton Small Works	2	2	2
	Listed Buildings	127	151	155
	Local Plan	468	396	518
	Parish Plans	0	0	10
	Rural Renewal N & E Hunts	44	30	38
	St Neots Cap Scheme	3	3	3
	Strategic & Regional Planning	94	109	88
	Structure Plan	2	1	1
	Town Centre Vision	16	41	-19
	Trees	103	128	128
	Undergrounding Power Lines	0	0	0
		1,027	1,015	1,098
Markets	Farmers Markets	0	27	1
	Huntingdon Market	-41	-47	-41
	Markets Management	55	74	35
	Ramsey Market	1	-2	-2
	St Ives Bank Holiday Market	-34	-35	-36
	St Ives Market	-56	-53	-47
	St Neots Market	3	1	0
		-72	-33	-91
Economic Development	Business & Enterprise Support	199	205	213
	Industrial Properties	-106	-140	-143
	Miscellaneous Properties	194	154	155
	Nndr Discretionary Relief	62	33	35
	Town Centre Management	241	213	671
		590	466	930
Planning Delivery Grant	Planning Delivery Grant	0	-142	-375
	Planning Grant Unallocated	0	0	168
		0	-142	-207
		2,578	2,530	3,016

Service Budgets		2003/04		2004/05
		Original	Forecast	Budget
Community Services		£000	£000	£000
Corporate Events	17th Century Festival (2003)	10	10	0
	Leisure Grants	168	258	185
	Priory Centre	61	50	51
		239	318	236
Joint Sports Centres	Huntingdon Recreation Centre	376	475	447
	Ramsey Leisure Centre	243	305	302
	Recreation Centres Overall	54	56	85
	Sawtry Sports Centre	324	313	349
	St Ivo Recreation Centre	649	722	723
	St Neots Recreation Centre	519	523	547
		2,166	2,393	2,452
Leisure Policy & Development	Arts Development	156	155	178
	Leisure & Amenities Committee	6	0	0
	Leisure Development	151	174	189
	Policy And Strategic Mgt	39	12	12
		353	342	378
Parks Management	Highways Amenities	35	35	37
	Parks Contracts	750	730	761
	Parks Management	455	473	482
	Pavillions	41	38	39
		1,282	1,276	1,319
Countryside	Countryside Management	142	172	150
	Hinchingbrooke Country Park	176	175	183
	Holt Island	2	2	2
	Ouse Valley Way	2	2	2
	Paxton Pits	97	100	105
	Spring Common	23	25	26
		442	476	467
Tourism	Brown Signs	8	13	8
	Discover Cambridgeshire	1	1	1
	District Promotion	72	73	76
	Eetb Domestic Marketing	2	2	2
	Eetb Overseas Marketing	3	3	3
	Familiarisation Trips (Tic)	3	3	3
	Family Pack	3	3	3
	Mini Guides	6	6	6
	Newsletter	1	1	1
	Out & About	6	6	6
	Short Breaks Guide	10	10	10
	Tip Posters	5	5	5
	Tip Renewal & Repair	5	5	5
	Tourist Services	233	238	265
	Web Development	3	3	3
		359	369	395
Community Initiatives	Com Initiatives - Housing	58	67	68
	Com Initiatives - Leisure	57	67	68
	Community Strategy	55	42	43
	Health For Huntingdonshire	5	5	5
	Health For Hunt Yaxley	0	10	10
	Healthy Living Centre	0	0	0
	Hunts Learning Partnership	0	23	23
	Local Agenda 21	42	41	41
	Miscellaneous Grants	242	281	273
	Oxmoor Action Plan	0	3	0
	Yaxley Community Project	0	58	62
	Young Peoples Project	0	22	22
		460	619	616
		5,300	5,794	5,864

Service Budgets		2003/04		2004/05
		Original	Forecast	Budget
Housing Services		£000	£000	£000
Housing Services	Common Housing Register	15	6	6
	Contributions To H R A	15	34	22
	Housing Advances	11	12	3
	Housing Advice	82	112	112
	Housing Developments	19	22	18
	Housing Resources Bvr	1	0	0
	Housing Strategy	163	139	199
	Mobile Home Park	9	4	5
	Publicising Housing Services	6	5	6
	Supporting People	0	0	24
	Waiting List	206	221	212
		526	555	607
Private Housing Support	Home Improvement Agency	77	75	71
	Housing Associations	153	376	140
	Housing Surveys	3	20	80
	Renovation/Improvement Grants	673	726	721
		906	1,197	1,012
Homelessness	Homelessness Management	179	260	311
	Homeless Young Persons Advisor	43	5	5
	Hostel Support	64	55	65
	Rental Deposit Scheme	19	21	21
	Supporting People Scheme	0	23	0
	Temp Accommodation - B&B	75	86	83
		380	450	486
Housing Benefits	Rent Allowance Local Scheme	82	82	84
	Rent Allowance National Scheme	648	837	835
	Housing Benefits Admin	442	414	374
	Temporary Accommodation Support	119	201	100
		1,291	1,533	1,393
		3,103	3,736	3,498
Community Safety		£000	£000	£000
Community Safety	C C T V	702	678	695
	Community Partnership	83	271	439
		785	949	1,135
		785	949	1,135

Service Budgets		2003/04		2004/05
		Original	Forecast	Budget
Highways & Transportation		£000	£000	£000
Transportation Strategy	Environmental Management	21	22	22
	Transportation Developments	98	208	572
	Transportation Grants	13	13	24
	Transportation Strategy	87	106	108
		219	348	726
Public Transport	Bus Shelters	7	7	14
	Concessionary Fares	235	251	236
	Huntingdon Bus Station	45	63	47
	Rail Passes	0	3	3
	St Ives Bus Station	32	31	33
		319	355	334
Highways Services	Highways Cyclic Mtce	0	0	0
	Highways Management	233	251	257
	Highways R&R Schemes	0	0	0
		233	251	258
Car Parks	Car Park Management	-219	-248	-293
	Car Park Policy	158	176	175
		-62	-72	-118
Environmental Improvements	Env Imps Feasibility Studies	20	28	21
	Env Imps Management	50	53	57
	Environmental Imps Renewals	8	8	9
	Gazebo R&R	1	1	1
	Godmanchester Env Improvements	7	7	7
	Huntingdon Env Improvements	78	65	137
	Other Schemes	4	4	4
	Ramsey Env Improvements	11	11	12
	Small Scale Env Improvements	35	43	65
	Somersham Env Improvements	5	5	5
	St Ives Env Improvements	64	93	67
	St Neots Env Improvements	96	96	96
Yaxley Env Improvements	6	3	9	
		387	417	490
		1,096	1,299	1,690

Service Budgets		2003/04		2004/05
		Original	Forecast	Budget
Corporate Services		£000	£000	£000
Administrative Services	District Elections	133	126	191
	Elections Periodic Review	13	8	26
	Electoral Registration	160	148	155
	Emergency Planning	53	47	47
	Land Charges	-219	-141	-154
	Licences	80	82	10
	National & County Elections	-1	6	-2
	Parish Elections	18	17	18
		238	294	289
Local Taxation & Benefits	Community Charge	2	0	0
	Council Tax	774	762	773
	Council Tax Benefits	251	264	288
	N N D R Administration	-33	-44	-46
		994	981	1,015
Corporate Management	Bank Charges	42	23	24
	Best Value	200	140	163
	Customer First	18	102	510
	External Audit	127	128	131
	Information & Promotion	374	421	566
	Local Council Support	21	17	17
	Pensions	180	170	184
	Policy And Strategy	687	726	743
	Public Accountability	81	108	86
	System & Asset Management	93	61	92
	Telecommunications	144	0	0
	Unallocated Central Overheads	64	221	184
		2,029	2,118	2,701
Democratic Representation	Corporate Committees	227	225	232
	Corporate Subscriptions	27	25	28
	Member Expenses & Allowances	357	358	372
	Member Support	337	338	321
	Twinning	17	17	17
		965	962	970
		4,226	4,355	4,975
Other Expenditure		£000	£000	£000
Contingency	General Contingency	739	36	126
	Other Contingencies	-0	-35	-48
		739	1	78
Other Expenditure	Capital Charges Reversed	-4,815	-4,916	-6,378
	Commutation Transfer	-776	-542	-399
	V A T Partial Exemption	208	208	213
		-5,384	-5,250	-6,564
Investment Interest	Interest Paid	45	30	45
	Interest Received	-3,127	-2,871	-3,135
		-3,082	-2,841	-3,090
		-7,727	-8,091	-9,576
Total		15,829	17,003	18,095

**CIPFA PRUDENTIAL CODE FOR
CAPITAL FINANCE IN LOCAL AUTHORITIES -
PRUDENTIAL INDICATORS FOR 2004/05**

CAPITAL EXPENDITURE

1. ACTUAL AND ESTIMATED CAPITAL EXPENDITURE

	2002/3 Actual £000	2003/4 Forecast £000	2004/5 Estimate £000	2005/6 Estimate £000	2006/7 Estimate £000
Gross*	8,220	9,712	15,344	16,845	11,204
Net	4,537	8,493	11,812	15,912	10,334

** excludes investments*

2. THE PROPORTION OF THE BUDGET FINANCED FROM GOVERNMENT GRANTS AND COUNCIL TAX THAT IS SPENT ON INTEREST

The negative figures reflect that the Authority is a net investor and so the interest earned is used to help fund the budget.

2002/3 Actual £000	2003/4 Forecast £000	2004/5 Estimate £000	2005/6 Estimate £000	2006/7 Estimate £000
-4,619	-2,841	-3,090	-2,447	-1,608

3. THE IMPACT ON THE LEVEL OF COUNCIL TAX OF THE CAPITAL PROGRAMME

This calculation highlights the impact on the Council Tax from the lost interest and running costs of the proposed variations to schemes with capital expenditure. It is negative in 2004/05 because of the significant deferrals highlighted in the December report to Council.

2004/5 Estimate £	2005/6 Estimate £	2006/7 Estimate £
-2.86	4.22	10.43

4. THE CAPITAL FINANCING REQUIREMENT

The need for the Authority to borrow to finance capital expenditure. Whilst the Authority has capital reserves it will not need to borrow for capital purposes:

31/3/03 Actual £000	2003/4 £000	2004/5 £000	2005/6 Estimate £000	2006/7 Estimate £000
0	0	0	0	0

5. NET BORROWING AND THE CAPITAL FINANCING REQUIREMENT

Net external borrowing must not be used to finance revenue spending except in the short term. In the short term legitimate uses are to cover cash flow e.g. funding salaries pending receipt of Council Tax income or return of investments.

The Council will need to demonstrate that all net borrowing is for short-term purposes.

EXTERNAL DEBT

6. THE ACTUAL EXTERNAL BORROWING AT 31 MARCH 2003

£4m which was short term borrowing for cash-flow purposes.

7. THE AUTHORISED LIMIT FOR EXTERNAL DEBT

This is the maximum limit for borrowing.

It is a worst-case scenario based on –

- ◆ delaying the return of funds from the fund managers if this is in the Council's interests. This is particularly high in 2004/05 because of the significant use of capital and revenue reserves assumed in the draft budget/MTP;
- ◆ the impact on cash flow of the potential capping of one or more of the authorities for which we collect the Council Tax.

2003/4	2004/5	2005/6 Estimate	2006/7 Estimate
£000	£000	£000	£000
10,000	20,000	15,000	15,000

8. THE OPERATIONAL BOUNDARY FOR EXTERNAL DEBT

These reflect an estimate of the more likely position. Although it can be exceeded without further approval it represents an early warning monitoring device to ensure that the authorised limit (above) is not exceeded. It is likely to be exceeded if any of the authorities for which we collect Council Tax is capped.

2004/5	2005/6 Estimate	2006/7 Estimate
£000	£000	£000
12,000	7,000	7,000

TREASURY MANAGEMENT

9. ADOPTION OF THE CIPFA CODE

The Prudential Code requires the Authority to have adopted the CIPFA Code of Practice for Treasury Management in the Public Services.

This has been adopted.

10. EXPOSURE TO INVESTMENTS WITH FIXED INTEREST AND VARIABLE INTEREST

These limits are given as a percentage of total investments.

The parameters currently set for our Fund Managers could result in 75% of the funds being at variable rates, but in practice this is very unlikely to be reached.

	2004/5	2005/6 Estimate	2006/7 Estimate
Upper limit on fixed rate exposure	100%	100%	100%
Upper limit on variable rate exposure	75%	75%	75%

Gilts and Corporate Bonds are deemed to be variable rate investments for the purpose of this indicator.

11. BORROWING REPAYMENT PROFILE

The proportion of 2004/5 borrowing that will mature in successive periods. As all the borrowing will be temporary, 100% will mature in less than 12 months:

	Upper limit	Lower limit
Under 12 months	100%	100%
12 months and within 24 months	0%	0%
24 months and within 5 years	0%	0%
5 years and within 10 years	0%	0%
10 years and above	0%	0%

12. INVESTMENT REPAYMENT PROFILE

Limit on the value of investments that cannot be redeemed within 364 days. The only investments that meet this criterion are time deposits that are invested to a fixed maturity date for a year or longer.

2004/5	2005/6 Estimate	2006/7 Estimate
£000	£000	£000
20,000	15,000	10,000

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Agenda Item 4

TABLE 2	TOTAL CHARGES							
	BAND	BAND	BAND	BAND	BAND	BAND	BAND	BAND
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Abbotsley	747.42	871.99	996.56	1,121.13	1,370.27	1,619.41	1,868.55	2,242.26
Abbots Ripton	756.38	882.44	1,008.51	1,134.57	1,386.70	1,638.83	1,890.95	2,269.14
Alconbury	742.64	866.40	990.18	1,113.95	1,361.50	1,609.04	1,856.59	2,227.90
Alconbury Weston	748.64	873.41	998.19	1,122.96	1,372.51	1,622.06	1,871.60	2,245.92
Alwalton	735.51	858.09	980.68	1,103.26	1,348.43	1,593.60	1,838.77	2,206.52
Barham & Woolley	733.18	855.38	977.58	1,099.77	1,344.16	1,588.56	1,832.95	2,199.54
Bluntisham	778.63	908.40	1,038.17	1,167.94	1,427.48	1,687.03	1,946.57	2,335.88
Brampton	756.00	881.99	1,008.00	1,133.99	1,385.99	1,637.99	1,889.99	2,267.98
Brington & Molesworth	728.14	849.49	970.85	1,092.20	1,334.91	1,577.62	1,820.34	2,184.40
Broughton	737.58	860.50	983.44	1,106.36	1,352.22	1,598.08	1,843.94	2,212.72
Buckden	750.16	875.19	1,000.22	1,125.24	1,375.29	1,625.35	1,875.40	2,250.48
Buckworth	767.30	895.17	1,023.06	1,150.94	1,406.71	1,662.47	1,918.24	2,301.88
Bury	739.32	862.54	985.76	1,108.98	1,355.42	1,601.86	1,848.30	2,217.96
Bythorn & Keyston	725.48	846.38	967.30	1,088.21	1,330.04	1,571.86	1,813.69	2,176.42
Catworth	745.98	870.31	994.64	1,118.97	1,367.63	1,616.29	1,864.95	2,237.94
Chesterton	730.40	852.13	973.87	1,095.60	1,339.07	1,582.54	1,826.00	2,191.20
Colne	751.98	877.31	1,002.64	1,127.97	1,378.63	1,629.29	1,879.95	2,255.94
Conington	728.46	849.87	971.28	1,092.69	1,335.51	1,578.33	1,821.15	2,185.38
Covington	738.74	861.85	984.98	1,108.10	1,354.35	1,600.59	1,846.84	2,216.20
Denton & Caldecote	722.07	842.41	962.76	1,083.10	1,323.79	1,564.48	1,805.17	2,166.20
Diddington	732.82	854.96	977.10	1,099.23	1,343.50	1,587.78	1,832.05	2,198.46
Earith	747.44	872.01	996.59	1,121.16	1,370.31	1,619.46	1,868.60	2,242.32
Easton	736.68	859.46	982.24	1,105.02	1,350.58	1,596.14	1,841.70	2,210.04
Ellington	744.96	869.11	993.28	1,117.43	1,365.75	1,614.07	1,862.39	2,234.86
Elton	737.28	860.15	983.04	1,105.91	1,351.67	1,597.43	1,843.19	2,211.82
Eynesbury Hardwicke	733.98	856.30	978.64	1,100.96	1,345.62	1,590.28	1,834.94	2,201.92
Farcet	750.26	875.29	1,000.34	1,125.38	1,375.47	1,625.55	1,875.64	2,250.76
Fenstanton	742.94	866.75	990.58	1,114.40	1,362.05	1,609.69	1,857.34	2,228.80
Folksworth & Washingley	750.40	875.46	1,000.53	1,125.59	1,375.72	1,625.85	1,875.99	2,251.18
Glatton	732.10	854.11	976.13	1,098.14	1,342.17	1,586.20	1,830.24	2,196.28
Godmanchester	751.92	877.24	1,002.56	1,127.88	1,378.52	1,629.16	1,879.80	2,255.76
Grafham	744.59	868.68	992.79	1,116.88	1,365.08	1,613.27	1,861.47	2,233.76
Great & Little Gidding	746.84	871.30	995.78	1,120.25	1,369.20	1,618.14	1,867.09	2,240.50
Great Gransden	749.97	874.96	999.96	1,124.95	1,374.94	1,624.93	1,874.92	2,249.90
Great Paxton	746.26	870.64	995.02	1,119.39	1,368.14	1,616.90	1,865.65	2,238.78
Great Staughton	743.30	867.18	991.07	1,114.95	1,362.72	1,610.49	1,858.25	2,229.90
Haddon	722.07	842.41	962.76	1,083.10	1,323.79	1,564.48	1,805.17	2,166.20
Hail Weston	739.16	862.35	985.55	1,108.74	1,355.13	1,601.52	1,847.90	2,217.48
Hamerton	738.74	861.85	984.98	1,108.10	1,354.35	1,600.59	1,846.84	2,216.20
Hemingford Abbots	750.88	876.02	1,001.17	1,126.31	1,376.60	1,626.89	1,877.19	2,252.62
Hemingford Grey	740.59	864.02	987.45	1,110.88	1,357.74	1,604.61	1,851.47	2,221.76
Hilton	746.79	871.25	995.72	1,120.18	1,369.11	1,618.04	1,866.97	2,240.36

TABLE 2 Cont.	TOTAL CHARGES							
	BAND	BAND	BAND	BAND	BAND	BAND	BAND	BAND
	A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£	£
Holme	722.07	842.41	962.76	1,083.10	1,323.79	1,564.48	1,805.17	2,166.20
Holywell-cum-Needingworth	768.39	896.45	1,024.52	1,152.58	1,408.71	1,664.84	1,920.97	2,305.16
Houghton & Wyton	751.22	876.41	1,001.62	1,126.82	1,377.23	1,627.63	1,878.04	2,253.64
Huntingdon	768.98	897.13	1,025.30	1,153.46	1,409.79	1,666.11	1,922.44	2,306.92
Kimbolton and Stonely	775.98	905.30	1,034.64	1,163.96	1,422.62	1,681.28	1,939.94	2,327.92
Kings Ripton	743.99	867.98	991.99	1,115.98	1,363.98	1,611.97	1,859.97	2,231.96
Leighton Bromswold	745.12	869.30	993.49	1,117.67	1,366.04	1,614.41	1,862.79	2,235.34
Little Paxton	750.75	875.87	1,001.00	1,126.12	1,376.37	1,626.62	1,876.87	2,252.24
Morborne	722.07	842.41	962.76	1,083.10	1,323.79	1,564.48	1,805.17	2,166.20
Offord Cluny	748.27	872.98	997.69	1,122.40	1,371.82	1,621.25	1,870.67	2,244.80
Offord D'Arcy	746.32	870.70	995.09	1,119.47	1,368.24	1,617.01	1,865.79	2,238.94
Old Hurst	728.32	849.71	971.10	1,092.48	1,335.25	1,578.03	1,820.80	2,184.96
Old Weston	738.33	861.38	984.44	1,107.49	1,353.60	1,599.71	1,845.82	2,214.98
Perry	744.88	869.03	993.18	1,117.32	1,365.61	1,613.91	1,862.20	2,234.64
Pidley-cum-Fenton	736.36	859.08	981.81	1,104.53	1,349.98	1,595.43	1,840.89	2,209.06
Ramsey	747.05	871.55	996.07	1,120.57	1,369.59	1,618.60	1,867.62	2,241.14
St.Ives	773.33	902.21	1,031.11	1,159.99	1,417.77	1,675.54	1,933.32	2,319.98
St.Neots	756.10	882.12	1,008.14	1,134.15	1,386.18	1,638.22	1,890.25	2,268.30
St.Neots Rural	722.07	842.41	962.76	1,083.10	1,323.79	1,564.48	1,805.17	2,166.20
Sawtry	759.19	885.72	1,012.25	1,138.78	1,391.84	1,644.91	1,897.97	2,277.56
Sibson-cum-Stibbington	741.97	865.63	989.29	1,112.95	1,360.27	1,607.60	1,854.92	2,225.90
Somersham	758.52	884.93	1,011.36	1,137.77	1,390.61	1,643.45	1,896.29	2,275.54
Southoe & Midloe	748.22	872.91	997.62	1,122.32	1,371.73	1,621.13	1,870.54	2,244.64
Spaldwick	743.00	866.82	990.66	1,114.49	1,362.16	1,609.82	1,857.49	2,228.98
Steeple Gidding	722.07	842.41	962.76	1,083.10	1,323.79	1,564.48	1,805.17	2,166.20
Stilton	764.26	891.63	1,019.01	1,146.38	1,401.13	1,655.88	1,910.64	2,292.76
Stow Longa	754.33	880.05	1,005.77	1,131.49	1,382.93	1,634.38	1,885.82	2,262.98
Tetworth	722.07	842.41	962.76	1,083.10	1,323.79	1,564.48	1,805.17	2,166.20
The Stukeleys	737.43	860.33	983.24	1,106.14	1,351.95	1,597.76	1,843.57	2,212.28
Tilbrook	734.89	857.37	979.85	1,102.33	1,347.29	1,592.26	1,837.22	2,204.66
Toseland	729.09	850.60	972.12	1,093.63	1,336.66	1,579.69	1,822.72	2,187.26
Upton and Coppingford	741.91	865.56	989.21	1,112.86	1,360.16	1,607.47	1,854.77	2,225.72
Upwood and the Raveleys	734.83	857.30	979.77	1,102.24	1,347.18	1,592.13	1,837.07	2,204.48
Warboys	741.74	865.35	988.98	1,112.60	1,359.85	1,607.09	1,854.34	2,225.20
Waresley	740.44	863.85	987.26	1,110.66	1,357.47	1,604.29	1,851.10	2,221.32
Water Newton	722.07	842.41	962.76	1,083.10	1,323.79	1,564.48	1,805.17	2,166.20
Winwick	722.07	842.41	962.76	1,083.10	1,323.79	1,564.48	1,805.17	2,166.20
Wistow	740.17	863.53	986.89	1,110.25	1,356.97	1,603.70	1,850.42	2,220.50
Woodhurst	732.07	854.08	976.09	1,098.10	1,342.12	1,586.15	1,830.17	2,196.20
Woodwalton	739.32	862.54	985.76	1,108.98	1,355.42	1,601.86	1,848.30	2,217.96
Yaxley	760.72	887.51	1,014.30	1,141.08	1,394.65	1,648.23	1,901.80	2,282.16
Yelling	726.94	848.09	969.25	1,090.40	1,332.71	1,575.02	1,817.34	2,180.80

Cabinet

Report of the meetings held on 4th December 2003,
8th and 29th January 2004

Matter for Decision

102. BUDGET AND 2004 - 2009 MEDIUM TERM PLAN

The Cabinet has considered the contents of the 2004/05 draft Budget, the Medium Term Plan for the period 2004-2009 and the level of Council Tax for the following year. The financial report considered by the Cabinet at their meeting held on 29th January 2004 has been reproduced as an Appendix to the report of the Corporate Director, Commerce and Technology entitled Budget and 2004 - 2009 Medium Term Plan which appears on the agenda for the Council to consider at Item 3.

Under the CIPFA Prudential Code for Capital Finance, the Council is required to incorporate prudential indicators annually for the ensuing year to ensure that capital investment plans and treasury management decisions are affordable, prudent and sustainable. In that respect, the Cabinet has been advised that the indicators may need subsequent amendment to reflect any changes as a result of the review of the Council's spending plans for next year.

Accordingly, the Cabinet

RECOMMEND

- (a) that no further variations be made to the Medium Term Plan;
- (b) that, for the financial year commencing 1st April 2004, the existing level of Council Tax for a Band D property be increased to £94.54; and
- (c) that the Prudential Indicators for 2004/05, as shown in the revised Annex F of the report of the Corporate Director, Commerce and Technology submitted to the Cabinet on 29th January 2004, but amended to reflect the changes referred to in the said report, be approved.

Matters for Information

103. RURAL POST OFFICES

In September 2001, the Cabinet agreed to finance a scheme to provide 'on demand' remote CCTV monitoring of rural post offices to help combat the problem of post office robberies. Having been advised that there had been no expression of interest in the scheme, the Cabinet has agreed to delete the existing provision of £5,000 per annum set aside in the Medium Term Plan and has suggested to Huntingdonshire Community Safety Partnership that they investigate the problem of security of rural post offices.

104. TREASURY MANAGEMENT – INVESTMENT AND PERFORMANCE

The Cabinet has noted the performance of the District Council's Fund Managers for the period 1st July to 30th September 2003.

105. LOCAL GOVERNMENT FINANCE ACT 1988 (AS AMENDED) PUBLICATION OF RURAL SETTLEMENT LIST

Billing authorities are required under Section 42 of the Local Government Finance Act 1988 to compile and maintain a rural settlement list identifying the boundary of any settlement which has not more than 3000 residents. This list is then used to grant rural rate relief to rural post offices, village shops and petrol filling stations. Changes to the District Council's Rural Settlement List have been approved by the Cabinet, the changes having arisen from an increase in growth in some areas.

106. PROVISION OF PUBLIC CONVENIENCES

Further to Item No. 64 of their Report to the meeting of the Council held on 24th September 2003, the Cabinet has received a report of the inaugural meeting of the Public Conveniences Advisory Group held on the 11th November 2003. Having noted the recommendations of the Group regarding the replacement of town centre facilities, the future maintenance of new public conveniences and contract options, the Cabinet has –

- ◆ agreed to replace existing town centre public conveniences with semi-automated facilities based on an individual cubical design with direct access;
- ◆ requested the Head of Environment and Transport to contact Godmanchester, Ramsey, St Ives, St Neots and Huntingdon Town Councils to ascertain whether they wish initially to enter into an agency agreement on a temporary basis and ultimately to tender for a contract to maintain and clean those public conveniences in their towns;
- ◆ requested the Head of Environment and Transport to invite tenders for the external design/construction, maintenance and

- cleaning of public conveniences in the town centres both as part of one contract and as a design/construction contract only.
- ◆ supported a Medium Term Plan bid relating to the cessation of the automatic public convenience service in villages in the District; and
 - ◆ informed the Overview and Scrutiny Panel (Service Delivery and Resources) of the deliberations of the meeting of the Advisory Group.

107. PARISH PLANS – MAXIMISING THEIR CONTRIBUTION

The Cabinet has supported the development of the Parish Plan programme within the District in partnership with Action with the Communities in Rural England, which has attracted funding and Officer support from District Council and Primary Care Trusts within Cambridgeshire. Parish Plans present the public with the opportunity to discuss the social, economic and environmental issues affecting their own community at grass roots level. Work has already been undertaken to ascertain the prioritisation of support from the Council if parish plans are undertaken in the parishes of Holme, Offord Darcy, Toseland and Upton.

108. STAFFING REVIEW – OPERATIONAL SERVICES

Arising from Item No. 17 of the Report of the Employment Panel, to the meeting of the Council held on 10th December 2003 the Cabinet has agreed arrangements to grant early retirement to two employees in the Operational Services Directorate in the interest of the efficient exercise of the Council's functions.

109. OFFICE ACCOMMODATION

Further to Item No 73 of their Report to the meeting of the Council held on 10th December 2003 and on the recommendations of the District Council's Headquarters and other Accommodation Members Advisory Group, the Cabinet has agreed, subject to the satisfactory conclusion of negotiations, that the District Council's contact centre be located for a temporary period of three years at Speke House, St Ives and to retain consultants to undertake a feasibility study of options for the re-location of the District Council's headquarters to take into account the following -

- ◆ the existing bus station site in Huntingdon Town Centre;
- ◆ redevelopment of the Pathfinder House site;
- ◆ refurbishment of Pathfinder House; and
- ◆ the identification of a site on the periphery of Huntingdon (subject to the identification of a suitable site of 50 – 70,000 square feet and an understanding that it would be complemented by a customer service centre in or convenient to the town centre).

110. ANTI-FRAUD AND CORRUPTION STRATEGY

Following Item No.14 of the Employment Panel's Report to the meeting of the Council held on the 10th December 2003, the Cabinet has approved the content of an Anti-Fraud and Corruption Strategy for Council services which highlights the Council's attitude and commitment towards preventing fraud, corruption and theft, lists the policies and procedures which are in place and explains the process to be adopted for reviewing the strategy.

111. RISK MANAGEMENT STRATEGY

The Cabinet has approved the content of a Risk Management Strategy for Council services. The strategy oversees the Council's risk management process and is a requirement of the Comprehensive Performance Assessment and the Accounts and Audit Regulations. Annual progress reports on the strategy's implementation will be submitted to the Cabinet and the Planning and Finance (Overview and Scrutiny) Panel.

112. COUNCIL TAX DISCOUNTS AND EXEMPTIONS

In accordance with the Local Government Act 2003, the Cabinet has reviewed the level of discounts currently available to Council Taxpayers. Bearing in mind that the Council's tax base is affected by the number of discounts given, the Cabinet has agreed to reduce the current discount of 50% in respect of Council Tax liability awarded on second homes in the District to 10% and to abolish the current discount of 50% for properties empty on a long term basis. Both charges will take effect from 1st April 2004.

113. HOUSING AND COUNCIL TAX BENEFITS – PERFORMANCE STANDARDS

In response to the introduction of new standards for the administration of housing and council tax benefits by the Department for Work and Pensions, the Cabinet has approved the content of a statement of intent which demonstrates the Council's commitment to provide an efficient, effective and secure housing and council tax benefits service. At the same time, the Cabinet has also approved a series of associated strategies on over-payment, debt recovery, fraud and working with landlords.

114. HUNTINGDONSHIRE CAR PARKING STRATEGY 2004 – 2016

The Cabinet has been acquainted with the proposed contents of the Huntingdonshire Car Parking Strategy 2004 – 2016 which has been the subject of an extensive public consultation, the results of which have indicated a significant level of support for the majority of the proposals contained in the initial draft.

In discussing the Strategy's content, the Cabinet has raised concerns over charging proposals for market town car parks and has suggested the following changes to the proposed rates:-

Shoppers car parks (2-3 hours)	to be decreased from £1.20 to £1.00
(3-4 hours)	to be decreased from £2.10 to £2.00
Edge of Centre parking (0-60 minutes)	to be decreased from 25p to 20p
On-Street parking (20 – 60 minutes)	to be increased from 40p to 50p

Having referred to the difficulties arising from the current layout of the Cattle Market Car Park in St Ives in terms of long stay and short-stay parking, Members had been informed that Officers will be reviewing the design of this car park as part of the proposals for the guided bus project.

Members also felt that consideration should be given in due course to the possible introduction of a card payment scheme for the District's car parks to reduce the problems associated with monetary payments and transactions and to issues surrounding the payment of graduated excess charges for non-compliance.

As an opinion survey currently is proposed to ascertain the preference of Council Taxpayers on the delivery of Council services, the Cabinet has agreed to defer the approval of the Strategy until after the results of the survey are known.

115. RESPONSE TO TWENTY 16 KEY ISSUES EXERCISE

The Cabinet has noted the findings of the Twenty 16 Key Issues exercise held during the summer of 2003 as part of the review of the Huntingdonshire Local Plan. The consultation booklet detailed numerous development sites put forward by landowners, developers and others. However, Members emphasised that reference to the sites did not in any way commit the Council to their suitability for the purposes proposed in the document and stressed the need to convey this message to all interested parties, including town and parish councils.

116. COMMUNITY SAFETY DEFINITION

The Cabinet had approved the following definition of the term "Community Safety" for use within the Council's Community Safety Strategy –

"How safe do people feel within their community. It represents an individual and collective ability to live life free from crime and disorder, fear of crime and anti-social behaviour.

It confers responsibilities on individuals and communities to ensure they do all they can to promote safety. It is the responsibility of local authorities, police, health, statutory and voluntary organisations, as well as the community of Huntingdonshire and individuals to ensure that crime and disorder is minimised and that residents are

reassured. Community safety covers the areas of crime, anti-social behaviour, fire safety and home/property safety.”

117. MEDIUM TERM PLAN: REQUEST FOR RELEASE OF FUNDS

The Cabinet has considered the release of funding for various schemes to be included or identified for inclusion in the Medium Term Plan. In considering individual justifications, the Cabinet has requested additional information on the following schemes/projects -

- ◆ Additional Homelessness Officer;
- ◆ Additional Council Tax Clerk;
- ◆ Customer First: contact centre and transactional website; and
- ◆ Pathfinder House/Castle Hill House: cleaning costs.

At the same time, approval has been given for the relevant funding to be released for the following schemes/projects -

- ◆ Capital Contingency;
- ◆ Sawtry Leisure Centre Fitness Studio;
- ◆ Leisure Centres: future maintenance;
- ◆ Ramsey Leisure Centre: multi-activity area;
- ◆ Licensing Act 2003: new temporary posts;
- ◆ Introduction of new payroll/personnel and Operations Division business systems;
- ◆ Introduction of ICT “out of hours” support service;
- ◆ Pathfinder House: access arrangements;
- ◆ St Ives Bus Station: repairs and improvements;
- ◆ Huntingdon Bus Station: repairs and improvements;
- ◆ Small scale environmental improvements;
- ◆ Upgrade of existing disabled toilet and access at Little Paxton Visitors Centre;
- ◆ Local Transport Plan;
- ◆ Provision of extra bus shelters;
- ◆ Additional caretaker, Pathfinder House/Castle Hill House;
- ◆ Discretionary repair grants; and
- ◆ Disabled facilities grants.

118. THE COUNCIL’S PRIORITIES

The Cabinet has been acquainted with work in progress on the Council’s vision and of priorities which have been developed following a review of the Council’s Corporate Plan. Members were advised that the review had been undertaken in order to support the Community Strategy, to clarify the Council’s ambitions and objectives and to prioritise the Council’s Medium Term Objectives in response to feedback from the Comprehensive Performance Assessment Peer Challenge.

In discussing the issues involved, Members endorsed the steps being taken to support the delivery of the Council’s priorities by way of a performance management framework which would embrace a

balanced scorecard methodology. It was reported that the work would reflect Member, public and customer perpectives, internal business processes and learning and growth within the Council. The final plan and framework will be submitted to the Cabinet for further consideration on 25th March 2004 with a view to its approval by the Council in April.

**119. COMPREHENSIVE PERFORMANCE ASSESSMENT:
PEER CHALLENGE AND SELF-ASSESSMENT**

The Cabinet has been acquainted with the final report by the Comprehensive Performance Assessment (CPA) Peer Challenge Team following their visit to the Council in November and have considered the latest draft of the Council's CPA self-assessment document.

In endorsing the Council's self-assessment submission which assesses the Council's performance and service delivery, the Cabinet has authorised the Chief Executive, after consultation with the Leader of the Council, to make such minor drafting and other amendments to the documents as he considers appropriate prior to their submission to the Audit Commission.

120. THE FUTURE OF AIR TRANSPORT AND LOCAL IMPLICATIONS

The Cabinet has considered the content of the Government's White Paper "The Future of Air Transport", which sets out a strategic framework for the development of airport capacity in the United Kingdom over the next 30 years, against the background of wider developments in air transport.

Of primary concern to the Council is the future use of Alconbury, in which respect the White Paper states that – "the development of Alconbury Airfield for passenger or freight services was no longer supported, but that in the Government's view potential remained for the relocation there of aircraft maintenance operations from Cambridge". The Cabinet has welcomed the rejection of air freight and low cost passenger facilities but is concerned over the reference to relocation of aircraft maintenance from Cambridge. A separate report on decisions by the First Secretary of State to allow appeals against the District Council's decision to refuse planning applications for development at Alconbury Airfield has been discussed by the Development Control Panel and is referred to at Item No. 30 of their Report.

**121. LOCAL TRANSPORT PLAN:
ANNUAL PROGRESS REPORT 2003 – SETTLEMENT NOTE AND
THE NEW LOCAL TRANSPORT PLAN 2004-2011**

The financial settlement for the Cambridgeshire Local Transport Plan (LTP) has been reported to the Cabinet. The plan outlined proposed developments in transport to 2011 and the key targets and outputs expected to be delivered at a local level over that period.

As part of the settlement letter, the Government has given some general feedback on the new LTP submission, which was considered by full Council in July 2003. However, they have made it clear that the overall assessment of current performance has been determined entirely by the assessment of the current LTP APR and that the new LTP for 2004-2011, due to be published in 2004, will be re-assessed to take into account future guidance from the Government and the developing Regional Transport Strategy and adopted Local Plans.

122. CAMBRIDGESHIRE GUIDED BUS

Further to Item No. 57 of their Report to the meeting of the Council held on 24th September 2003, the Cabinet has considered the County Council's proposals for development of the Cambridgeshire Guided Bus Scheme, formerly the Cambridge to Huntingdon Rapid Transit. The proposed scheme will allow high quality conventional buses to run both on public roads and on sections of dedicated guide-ways, the longest section of guide-way being between St Ives to Histon. The core scheme extends from Hinchingsbrooke Hospital, via Huntingdon Railway Station, Huntingdon and St Ives town centres to locations in Cambridge including the Science Park, city centre, railway station, Addenbrookes Hospital and Trumpington park and ride site.

Having noted that the County Council are preparing a Transport and Work Act application which, once approved, would provide deemed planning consent and authority to acquire the necessary land, the Cabinet expressed concern that the District Council had only been given a short period of time to consider the County Council's final proposals.

With regard to the overall scheme, Members raised potential concern associated with the commercial viability and environmental impact of the proposals and authorised the Director of Operational Services to seek to resolve any outstanding matters of concern with the County Council. In that respect, it was reported that the period for formal objections to the TWA submission would remain open until the end of March 2004 and that Cabinet would be given the opportunity to consider the matter further at a future meeting.

123. DRAFT PPS12 – LOCAL DEVELOPMENT FRAMEWORK AND RELATED DOCUMENTS

The Cabinet has discussed the Government's draft planning advice on proposals to introduce a new planning framework for producing local planning documents and have endorsed the Council's response on the matter.

124. EMERGENCY PLAN

The Cabinet has considered the content of an Emergency Plan which documents the Council's emergency planning arrangements. Members were advised that the plan had been developed by the Flooding Advisory Group in response to the Group's concerns that

the District Council's emergency arrangements were not formally documented and that a formal policy was not in place for the deployment of sandbags in the case of flooding.

125. INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) STRATEGY

The Cabinet has endorsed the content of an IS/ICT Strategy which describes underlying principles for the development of the Council's ICT services. The Strategy's implementation is subject to the release of Medium Term Plan funding.

126. SMALL SCALE ENVIRONMENTAL IMPROVEMENTS

The Cabinet has noted progress on small-scale environmental improvement schemes and have approved a programme of schemes for 2004/05, subject to the release of Medium Term Plan funding.

A summary of the schemes approved for 2004/05 is available on request from the Democratic Services Section.

127. QUARTERLY SUMMARY OF DEBTS WRITTEN OFF

The Cabinet has been advised of those individual debts which have been written off as irrecoverable during the period October – December 2003.

A summary of the list is available on request from the Democratic Services Section.

128. OXMOOR ACTION PLAN – PROPERTY UPDATE

Further to Item No. 50 of their Report to the meeting of the Council held on 23rd July 2003, the Cabinet has considered property implications relating to the sale, acquisition and disposal of areas of land at Oxmoor, Huntingdon which have arisen as a result of the planning guidance for the area. The Cabinet has –

- ◆ authorised the Executive Director of Central Services, after consultation with the Leader of the Council and the Executive Councillors for Resources, Welfare and IT and for Finance, to approve detailed terms for
 - the sale of land required for the Acorn Community Health Centre;
 - the acquisition of land from the BRJ Club and its disposal to the commissioners of the Acorn Community Health Centre; and
 - the overall funding for the redevelopment of Sapley Square;

- ◆ approved the terms for the acquisition of properties in Sapley Square from Huntingdonshire Housing Partnership;

- ◆ approved the terms for the disposal of land at Buttsgrove Way; and
- ◆ authorised the Director of Operational Services to appoint a Project Manager for Oxmoor for a temporary period of two years.

D P Holley
Chairman

Overview and Scrutiny Panel (Planning and Finance)

Report of the meetings held on 9th December 2003
and 13th January 2004

Matters for Information

44. RECLASSIFICATION OF BY-WAYS

The Panel has received a presentation from County Council representatives on issues relating to the reclassification of by-ways in the District.

As part of the presentation, the Panel was informed of the status of by-ways open to all traffic (BOATS), the procedure for issuing temporary traffic regulation orders to regulate usage in wet weather conditions and the downgrading of BOATS to prevent use by motorised vehicles.

Having been informed that downgrading can only occur if it is proven that a by-way is unnecessary, the Panel has expressed its concern over the need for the protection of those by-ways which are increasingly being damaged by four-by-four vehicles. This situation is exacerbated by the limited length of time which temporary traffic regulation orders preventing vehicular use can be in existence each year and the availability of County Council funds to reinstate those by-ways which are damaged by vehicle drivers.

The Panel has discussed the advice which Members can provide to Parish Councils concerned about usage of particular rights of way and been advised that, in the first instance, a Parish Council should approach the County Council who would then examine each situation on a case by case basis. Officers would subsequently attempt to secure improvements by negotiation or temporary closure before considering downgrading as a final resort.

45. HUNTINGDONSHIRE CAR PARKING STRATEGY 2004 – 2016

In conjunction with the Overview and Scrutiny Panel (Service Delivery and Resources) the Panel has considered the draft Car Parking Strategy for 2004 – 2016.

The Panel has discussed the length of the consultation process, the costs involved in the decking of town centre car parks and the relationship of the Strategy with the market town transport strategies.

The Panel has also questioned the efforts being made to reduce reliance on cars as a means of transportation and been informed that the rapid transit system and the implementation of Green Travel Plans are likely to have some impact.

The Panel has also discussed the proposed level of car parking charges and the possibility of workplace charging. It has been pointed out that the Strategy needs to balance the desirability of increasing the use of public transport and reducing reliance on the car against the danger of deterring motorists from shopping, etc. in the market towns. Concerns have been expressed that increased charges might encourage long stay parking in residential areas, as a result of which the Panel was informed that consideration could be given to the introduction of parking restrictions in particular problem areas although this is reliant upon action by the County Council as the Highways Authority.

Consideration has also been given by the Panel to expenditure on car parking improvements, parking provision at the railway stations in the District and the level of short term parking in St Ives.

46. RISK MANAGEMENT STRATEGY

The Panel has considered the Council's draft Risk Management Strategy for the Council prior to its submission to the Cabinet.

Having noted that the Strategy has been developed as a means of formalising and developing the Council's present risk management arrangements, the Panel was informed that authorities are required to demonstrate for the purpose of the Comprehensive Performance Assessment and compliance with the Accounts and Audit Regulations that a Strategy had been approved and implemented.

The Panel has also noted that work is currently underway in reviewing the Council's disaster and recovery plans, a report upon which will be submitted to a future meeting of the Panel. Having noted the proposed role for the Panel in reviewing the effectiveness of the Risk Management Strategy once it has been adopted, the Panel has informed the Cabinet that it has no objection to the proposed Risk Management Strategy and its role in monitoring its future effectiveness.

47. PERFORMANCE MONITORING

In conjunction with the Overview and Scrutiny Panel (Service Delivery and Resources), the Panel has reviewed progress in the implementation of Service Improvement Plans arising from the Best Value Review programme and Best Value Performance Indicators.

In considering the BVPIs, the Panel has discussed those indicators which appeared to be inconsistent with best quartile and audit targets and trends compared with previous years. These include the cost of planning per head of population and waste collection per household, the number of standard searches completed within ten working days

and the percentage of local authority buildings open to the public. The Panel has requested Councillors P G Mitchell and C W Looker to investigate their concerns in relation to the cost of planning in comparison with the best quartile statistics and to report back to a future meeting.

48. THE COUNCIL'S PRIORITIES

The Panel has considered proposals to update the Council's Corporate Plan and to develop of a comprehensive performance management framework.

In considering the proposed vision for the Plan, its aims and objectives and the priorities proposed for inclusion, the Panel has commented on the terminology within the document and the importance of including a reference to democratic participation within the Plan.

49. COMPREHENSIVE PERFORMANCE ASSESSMENT: PEER CHALLENGE AND SELF-ASSESSMENT

In conjunction with the Overview and Scrutiny Panel (Service Delivery and Resources), the Panel has reviewed the recent report by the peer challenge team and the Council's draft self-assessment submission which is required as part of the Comprehensive Performance Assessment.

The Panel has discussed the self-scoring mechanism used in the self-assessment document and commented upon the limitations for variation within the mechanism. In so doing, the Panel has also forwarded its comments on the provisional scores in the document to the Cabinet.

The Panel has considered the action plan for the self assessment submission and proposed that the section entitled "Revisions to the Constitution" should incorporate a reference to Member development. The Panel has also commented on the need to continue to implement the actions identified within the Overview and Scrutiny development programme and been informed of the interest expressed in the programme by South Kesteven District Council.

A meeting between representatives of South Kesteven Council and the Panel Chairman and Vice Chairman has subsequently been arranged for 9th February 2004.

50. SUBSTANCE MISUSE IN HUNTINGDONSHIRE

Further to Item No.35 of their Report to the meeting of the Council held on 10th December 2003, the Panel has continued its study into substance misuse in the District. Following a review of the information collated to date by Councillors Newman and Wallis, the Panel has received a report inviting Members to consider what action they wish to take in relation to the study. Under the circumstances, it has been agreed that the Chairman of the Community Safety

Partnership and the Executive Councillor with responsibility for Community Safety be invited to attend a future meeting to discuss the Panel's provisional conclusions.

51. BEST VALUE REVIEWS – PROGRESS

The Panel has monitored the progress of the Best Value Reviews within its remit.

52. WORKPLAN STUDIES

The Panel has reviewed its work plan on studies and agreed that future study areas should include -

- ◆ Member development
- ◆ The Council's charging policies
- ◆ The Council's Green Travel Plan

Councillor C W Looker has also been requested to give preliminary consideration to the current level of expenditure on ICT services and to report back to the Panel.

53. LOCAL GOVERNMENT ACT 2000 – FORWARD PLAN

The Panel has been acquainted with details of the Forward Plan and forthcoming key decisions, which has been prepared by the Leader of the Council.

54. PROGRESS

The Panel has been apprised of the progress of actions required as a result of its previous decisions.

55. SCRUTINY

The Panel has considered the latest editions of the Decision Digest. A number of queries raised with a regard to items appearing in the digest have been answered to the Panel's satisfaction.

P A Swales
Chairman

Overview & Scrutiny Panel (Service Delivery and Resources)

Report of the meetings held on 2nd December 2003,
6th January and 3rd February 2004

Matters for Information

31. STUDIES

(a) Post Offices

The Panel has followed up its study on the Post Office network and services and received details of the work being undertaken by Postwatch in this field.

In addition, the Panel has been consulted on a proposal to delete the budget for the monitoring of CCTV systems in rural post offices which had been established following a recommendation by the Panel. As there has been no uptake of the Service Members have concurred with the proposal.

(b) The Tourism Industry in Huntingdonshire

Following completion of an earlier examination of the Council's tourism service, the Panel has received additional information on the tourism industry in Huntingdonshire. Members have been acquainted with the national context, the economic impact of tourism in the District and the work of the Tourism Section. Further details have been provided on the nature of local tourism with particular reference to the type of accommodation occupied by tourists, the purpose of visits and the level of expenditure.

Members have discussed the service provided by the Council's Tourist Information Centres. In trying to meet the desire for tourist information in St Ives a publicly available electronic kiosk shortly will be installed in the town to help fulfil this need.

It is not intended to pursue this study further.

(c) Leisure Centres

The Panel has received details of the performance of the Council's Leisure Centres in 2002/03 compared with

2001/02. The information presented is regularly monitored by the Leisure Management Committees. This arrangement has been established in the light of the review of the operation of the Leisure Centres which had been conducted in 2001.

On the question of the Centres representing value for money, the Panel has been informed that whilst their overall aim is to achieve a healthy population they also contribute towards producing safe and active communities. Nevertheless, the high cost of their provision meant that a limited number of Centres are provided which will result in a need for travel by some users to benefit from the facilities.

With regard to the Council's pricing policy, the Panel has been assured that the Centres are competitive with and compare favourably with the private sector in customer retention. In addition, the Panel has acknowledged that the pricing policy means that access to facilities generally is affordable and that any reduction in charges would require a greater level of subsidy by the Council. The current level of uptake suggests that an appropriate level of fees has been achieved.

The Panel also has been acquainted with details of the exercise referral schemes operated by the Leisure Centres.

(d) **The Rural Economy and Services**

The Panel has commenced its study of the rural economy and services in Huntingdonshire. Owing to its relevance to the area and in accordance with the Panel's decision to meet outside Pathfinder House, the February meeting was held in Warboys. By way of background information Members have received information on the nature of business activity and relevant socio-economic characteristics of the District. They also reviewed the Council's activities in this area, including the policy framework, the Economic Development service's strategic and operational activities and current projects and the involvement of the Development Control service. Information also has been considered on the initiatives being pursued to encourage the renewal of Ramsey and its surrounding area and on the work of the Town Centre Partnerships, which are financially supported by the Council.

A range of agencies were represented at the meeting including -

- ◆ Business Link for Cambridgeshire
- ◆ Cambridgeshire ACRE
- ◆ Ramsey Town Council
- ◆ Ramsey Town Centre Partnership
- ◆ Ramsey Area Partnership Forum

- ◆ Federation of Small Businesses
- ◆ St Neots Town Centre Manager
- ◆ Warboys Parish Council

Each presented information to the Panel and a number of key areas for further study have emerged. Particular importance was attached to the Council's Development Control policies and procedures. The Panel will be pursuing these with the Head of Planning Services. Other matters highlighted in the course of the discussions which the Panel intends to address, include skills shortages, the Council's policies on rate relief, the availability of Broadband, links between complementary businesses, the co-ordination of agency working in this area and encouraging pro-active approaches to community businesses.

The next stage of the study will be to obtain evidence from -

- ◆ Countryside Agency
- ◆ National Farmers' Union
- ◆ Enterprise Agency
- ◆ Great Fen Project
- ◆ Learning Skills Council

The Panel intends to return to Warboys on future occasions to pursue the study and to visit Ramsey following its decision to meet in locations other than in Pathfinder House.

32. PERFORMANCE MONITORING

In conjunction with the Overview and Scrutiny Panel (Planning and Finance), the Panel has reviewed the Council's progress in implementing the Best Value Service Improvement Plans and performance against the Best Value Performance Indicators. In order to monitor the Council's performance the Panel has selected a range of indicators which it considers should be monitored on a regular basis. These will be reported on at each meeting and the first two reports have already been presented.

33. HUNTINGDONSHIRE CAR PARKING STRATEGY 2004-2016

The Panel, together with the Overview and Scrutiny Panel (Planning and Finance), has reviewed a draft Car Parking Strategy for Huntingdonshire to 2016. In so doing Members have discussed a range of issues including future levels of demand, on-street parking, the economic impact of parking policies in towns, income and expenditure, enforcement and the Rapid Transit System.

In order better to inform their comments the Panel requested sight of the outcome of the public consultation exercise on the Strategy. Following receipt of this information Members focused their discussion on the policies proposed for Ramsey to support the

economic regeneration of the town and the hypothecation of income to the provision of public transport.

At the conclusion of its discussions the Panel was of the view that the proposed reduction of on street parking should be clearly reflected in the Strategy and that greater detail of the parking needs of villages such as Yaxley and Kimbolton, referred to as “hub villages” should be included.

34. THE COUNCIL’S PRIORITIES

The Panel has endorsed the vision and a set of priorities, which have been developed following a review of the Council’ Corporate Plan. While Members understood that the revised Corporate Plan represents the Council’s broad vision and that local priorities were contained in departmental service plans they have expressed concern at the Corporate Plan’s lack of reference to the particular circumstances in Huntingdonshire. They also have suggested that the Council’s priorities should be communicated well both internally and externally to the wider community.

The Panel will receive performance monitoring reports on a quarterly basis.

35. COMPREHENSIVE PERFORMANCE ASSESSMENT: PEER CHALLENGE AND SELF-ASSESSMENT

The Panel has reviewed the final report of the Comprehensive Performance Assessment Peer Challenge Team, which stressed that the Council should focus on its future plans, developing as a learning organisation and achieving its improvement plan.

The Panel also has reviewed the Councils CPA Self-Assessment and has commented upon the self-scoring levels proposed in the document concluding that the Council should self-score itself as a “good” authority overall.

36. REVIEW OF CONSTITUTION

As part of the annual review of the Constitution, the Panel has recommended that the Standards Committee should consider introducing a third Overview and Scrutiny Panel, reviewing the terms of reference of the Overview and Scrutiny Panels and introducing job descriptions for all Members who have been appointed to posts within the political management framework of the Council.

Other Matters of Interest

**37. OVERVIEW AND SCRUTINY PANEL
(SERVICE DELIVERY AND RESOURCES) – PROGRESS**

The Panel has reviewed the progress of its studies and has added the Council's markets service to its ongoing programme.

38. FORWARD PLAN

The Panel has been acquainted with details of the Forward Plan of Key Decisions, which has been prepared by the Leader. In so doing Members have expressed continuing concern over both the inclusion in the plan of new items scheduled for the next Cabinet meeting, which has prevented them from being scrutinised prior to determination and the absence of background documents.

39. HUNTINGDONSHIRE HEALTH AND SOCIAL CARE SCRUTINY PANEL

The Panel has received the Minutes of two meetings of the Huntingdonshire Health and Social Care Scrutiny Panel.

40. SCRUTINY

The Panel has considered the latest editions of the Decision Digest. A number of queries raised with regard to items appearing in the Digest have been answered to their satisfaction.

K Reynolds
Chairman

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Development Control Panel

Report of the meetings held on 15th December 2003,
19th January and 10th February 2004

Matters for Information

28. TREE PRESERVATION ORDERS

The Panel has approved Tree Preservation Orders to secure the protection of -

- ◆ an oak, four white poplars and fifteen pines at Tesco's store, St. Peter's Road, Huntingdon; and
- ◆ a mature weeping willow in the garden of Vine Cottage, Main Street, Old Weston.

29. PROPOSED AMENDMENTS TO THE SCHEME OF DELEGATED POWERS IN RESPECT OF DEVELOPMENT CONTROL

As part of its annual review and in the light of operational experience over the past year, the Panel has considered several issues relating to the current scheme of delegated powers. Previous revisions to the scheme have enabled the Head of Planning Services to determine a greater volume of applications allowing the Panel to focus on those of greater significance, achieve national development control performance standards and meet targets established by the Government's best value performance indicators.

Four specific changes to the scheme of delegation also have been approved by the Panel which will operate as revised with immediate effect. These concern the proposed delegation of applications considered to be technically deficient, those which have lain dormant within the application system for a period of 12 months, a proposal to increase from £30,000 to £50,000 the value of the contribution negotiated under Section 106 Agreements which can be dealt with by the Head of Planning Services without recourse to the Members' Advisory Group and an amendment to the wording of the current scheme to clarify the circumstances under which applications are referred to the Panel.

30. PROPOSED DEVELOPMENT AT ALCONBURY AIRFIELD

By way of confirmation, the Panel has received details of the decisions by the First Secretary of State to approve the planning applications for warehouse and ancillary development and change of use of existing buildings at Alconbury Airfield together with 52 conditions and 12 obligations attached to both consents. The Panel

also has noted that the Secretary of State for Transport has made, subject to a further 18 conditions, an appropriate Order under the Transport and Works Act 1992 to authorise the construction and operation of railway links between the airfield and the East Coast mainline.

Although disappointed with the outcome, the Panel has acknowledged that the conditions imposed will broadly deal with concerns raised by the District Council including the provision of the rail link before the development itself is occupied.

In terms of the award of costs, the Panel has been informed that both the amount and timing of any claim are difficult to predict.

31. ENFORCEMENT ACTION – 2003

A number of key objectives for Enforcement Services in 2004 have been endorsed by the Panel. These seek to regularise the level of the case load handled by the Section, increase the number of visits to new complainants, ensure a proactive approach to raise public understanding of enforcement issues using information leaflets and the Council's website and establish a comprehensive system for the monitoring of planning conditions.

These objectives will build on the achievements of the Section in 2003 which included the taking of direct action on sites in Stilton and Ellington.

32. DEVELOPMENT APPLICATIONS

Over two meetings, the Panel has determined a total of twenty-two applications of which thirteen were approved, five refused, two deferred and two delegated to the Head of Planning Services to determine following further negotiation on design issues and conditions.

On the recommendation of the Section 106 Agreement Advisory Group, the Panel has approved an application for 149 dwellings at London Road, Godmanchester subject to conditions. The terms of the Section 106 Agreement will secure affordable housing, open space and play equipment and contributions for education and to the Market Town Transport Strategy. In approving the application, the Panel has confirmed that highway improvements at the junctions of the site and London Road and with London Road and the A1198 will take place.

**33. ERECTION OF 30 DWELLINGS,
LAND NORTH OF THE LORD PROTECTOR, BUTTSGROVE WAY,
HUNTINGDON**

Reproduced as an Appendix are details of an application considered by the Panel for the erection of 30 dwellings, comprising 2 and 3 bedroomed units, on land owned by the Council opposite the Lord Protector Pub, Buttsgrove Way, Huntingdon. The site is currently an open area of grassland.

As the principle of developing the site for housing is a departure from the current Development Plan, the Panel has had to consider the acceptability of the proposed development and the reasons which might lend support to the scheme. Issues relating to the loss of open space, the suitability of the land for housing, the design and layout of the proposed scheme, its impact on existing residential amenity, highway safety and other environmental concerns were discussed by the Panel. More importantly, the Panel has recognised that the development of the site is integral to the wider regeneration of the Oxmoor as part of the Government's Sustainable Communities Programme and is material within the context of the Oxmoor Action Plan which the Council has adopted as Interim Planning Guidance. Both have received widespread support following extensive consultation and involvement with the community, residents groups, the Primary Care Trust, County and Town Councils.

Having been satisfied that the loss of open space would result in improvements to the quality of others on Oxmoor and the creation of a new park at Coneygeare Road and having been assured that the development will bring needed affordable housing and regeneration benefit to Oxmoor, the Panel, in accordance with Interim Planning Guidance

RECOMMEND

- (i) that, subject to further consideration being given to the continuation of the footpath arrangement from the existing to the new development on Buttsgrove Way and to the imposition of appropriate planning conditions, the Council approve the application for the erection of 30 dwellings on a site north of the Lord Protector Pub, Buttsgrove Way, Huntingdon;**
- (ii) that the Director of Operational Services be authorised to advertise the application as a departure from the Huntingdonshire Local Plan 1995 and the First Secretary of State requested to confirm the approval of the application; and**

- (iii) that the Executive Director of Central Services, in the event of approval being forthcoming from the First Secretary of State, be authorised to enter into an Agreement to secure from the developer a total contribution of £151,500 towards improvements identified in the Oxmoor Action Plan.**

J G Rignall
Chairman

APPENDIX

Case No:	0303468FUL (FULL PLANNING APPLICATION)
Proposal:	ERECTION OF 30 DWELLINGS
Location:	LAND NORTH OF LORD PROTECTOR, BUTTS GROVE WAY
Applicant:	HUNTINGDONSHIRE HOUSING PARTNERSHIP
Grid Ref:	524769 272806
Date of Registration:	19.12.2003
Parish:	HUNTINGDON

RECOMMENDATION - APPROVE

1. DESCRIPTION OF SITE AND APPLICATION

- 1.1 This application site is located at the south of American Lane opposite the Lord Protector Pub and Trinity free church in Oxmoor. It is currently an open area of land laid to grass. There are two storey existing dwellings facing the site in the north -eastern corner. Existing two storey dwellings in Byron Close have rear gardens backing onto the site to the west. There are single storey units immediately to the east of the site adjacent to Buttsgrove Way.
- 1.2 The application is for the erection of 30 dwellings. 20 2 bedroomed units and 10 3 bedroomed units are proposed. All the units are to provide affordable housing. The units are arranged in a number of small terraces. The dwellings are a mixture of 2 and 3 storey's with front projections some two storey in height and some single storey.
- 1.3 The land is owned by this Council.

2. NATIONAL GUIDANCE

- 2.1 **Planning Policy Guidance Note 1 General Policy and Principles (1997)** - provides general advice on the planning system indicating that applications should be determined in accordance with the development plan unless material consideration indicate otherwise
- 2.2 **Planning Policy Guidance Note 3 Housing (2000)** - provides advice on housing related development. It stresses that the best use needs to be made of land and recommends that densities should be in excess of 30 dwellings per hectare at least and higher than this in town centre locations and in areas which are well served by public transport. It also stressed the importance of good design.
- 2.3 **Planning Policy Guidance Note 17 Planning for open space and recreation (2002)** - discourages the use of existing open space for built development in the absence of a local authority audit to show that the space is surplus to requirements. It does however recognise

that not all open space is of equal merit and that some may be available for alternative uses. The local community is to be consulted to demonstrate that the loss of open space is supported.

- 2.4 **Planning Policy Guidance Note 24 Planning and Noise (1994)** - advises that Local Planning Authorities should consider carefully whether proposals for noise sensitive development would be incompatible with existing activities.

3. PLANNING POLICIES

- 3.1 The following policies in the Cambridgeshire and Peterborough Structure Plan 2003 are relevant:

- **P1/1** - sets out where new development should be located. Market towns like Huntingdon are identified as locations for new development.
- **P1/3** - indicates that a high standard of design and sustainability will be required for all new development.
- **P5/3** - indicates that densities of at least 40 dwellings per hectare will be required in areas close to a good range of services and where access to public transport is good and that densities less than 30 dwellings per hectare will not be permitted.
- **P5/4** - indicates that local plans should make provision to meet locally assessed need for:

Affordable housing including key workers

One and two bedroom homes

Housing suitable for elderly and those with mobility problems

Other groups including students, homeless, travellers, and gypsies

- **P4/3** - indicates that existing open spaces and outdoor recreation facilities should not be developed for another use if they are required to meet local needs unless alternative equally satisfactory provision can be made elsewhere in the local plan.

- 3.2 The following policies in the Huntingdonshire Local Plan are relevant:

- **En25** - Indicates that the District Council will expect new development to respect the scale form materials and design of established buildings in the locality and make adequate provision for landscaping and amenity areas.
- **R17** - indicates that the District Council will have regard to policy R1 and the standards set out in policy R3 and other policies of the local plan in determining whether alternative developments should be permitted on existing or proposed recreation or amenity areas including school playing fields.
- **R1** - indicates that the District Council will promote recreation and leisure projects of District wide significance.

- **R3** - sets out standards for the provision of open space- in settlements of more than 1000 this is based on the standard of 2.43 ha(6 acres) per 1000 population.

3.3 The following policies in the Huntingdonshire Local plan Alteration are relevant:

- **STR1** outlines the settlement hierarchy.
- **STR3** selects Huntingdon as a market town.
- **HL5** indicates that good design and layout will be required for all new housing development.
- **HL6** indicates that housing densities will be between 30 and 50 dwellings per hectare.
- **AH1** defines affordable housing.
- **AH2** indicates that to achieve affordable housing the District Council will require developers to undertake that the rent or purchase price of such housing is below the lowest price at which a choice of properties can be found.
- **AH3** sets out the target for affordable housing.
- **OB1** the nature and scale of obligations sought from development will be related to the size of the development and the impact on physical infrastructure, social and community facilities and services.
- **OB2** financial contributions may be sought for the maintenance of children's play space and recreational facilities woodland or landscaping.

3.4 The Oxmoor Action Plan is also relevant.

3.5 This plan has been adopted by the Council as Interim Policy Guidance. The Action Plan deals with the land use and spatial aspects of the wider programme to regenerate the area through the government's SRB programme and the government's Sustainable Communities Programme. The Plan identifies that new development supporting the community in Oxmoor is key to the generation of necessary funding to allow improvements to come forward. It highlights that a number of sites have the potential for residential development one of which is the application site. Support for the Oxmoor Action Plan was received from the Huntingdon Town Council following extensive public involvement including a "planning for real" project, and a copy of this is attached. It is anticipated that a progress report in respect of this Action Plan will be presented to Cabinet at its next meeting on 12 February 2004. A copy of this report will be forwarded when it is available.

3.6 The Huntingdonshire Design Guide 2002, is also relevant. This provides advice on how to ensure that development schemes embody the principles of good design.

4. **PLANNING HISTORY**

4.1 None

5. CONSULTATIONS

- 5.1 **Huntingdon Town Council - OBJECT** (comments attached). Comment's awaited in respect of amended plans and will be reported orally.
- 5.2 **Local Highway Authority - NO OBJECTION**
- 5.3 **Head of Housing - NO OBJECTION**
- 5.4 **Parks Manager- NO OBJECTION** to the proposal as the loss of the open space was identified by the Oxmoor Action Plan, approved by the Council after a wide consultation. Other open spaces on the Oxmoor will be improved and a park created.
- 5.5 **Environment Agency – NO OBJECTION** subject to condition in respect of surface water.
- 5.6 **Environmental Health** - impose condition requiring acoustic report and proposing suitable levels of noise protection.
- 5.7 **CC Chief Financial Planning Officer** - contributions to education not required.
- 5.8 **Cambridgeshire Fire and Rescue Service** - Adequate provision will need to be made for fire hydrants.

6. REPRESENTATIONS

- 6.1 A petition with 81 names has been received, the concerns being:
- The area acts as a flood plain and hold quite a substantial amount of water during winter and spring months. Further building will increase this.
 - New houses will overshadow existing houses, resulting in a loss of light.
 - Despite being promised it no provision is being made to improve parking for existing residents. Two parking spaces are actually being lost.
 - Already have a substantial amount of crime as residents are not able to park close to their houses.
 - The removal of the play area will deny children a safe place to play.
 - Additional houses in what is already an overcrowded estate.
 - Lower area of Oxmoor is being neglected.
 - In addition **FIVE** letters of objection have been received the concerns being:
 - Residential development opposite could result in complaints that the Lord Protector is too noisy.
 - Loss of open space.
 - Parking
 - Noise & disturbance from new dwellings
 - Crime and vandalism

7. SUMMARY OF ISSUES

- 7.1 The issues which need to be considered relate to whether the loss of the open space is acceptable; whether the principle of providing additional housing is acceptable; whether the scheme makes the best use of land; whether the design of the development is of a high enough quality; the effect on residential amenity and in particular whether as suggested by the neighbours the new dwellings would overshadow existing; the effect on highway safety including the provision of car parking; the effect on drainage; crime prevention; and noise generation, and the benefit to the regeneration of the area.

Loss of open space

- 7.2 Planning Policy Guidance Note 17 stresses that there is a need to consider both the quantity and quality of the open space provision. It recommends that audits should be carried out for open space.
- 7.3 An audit has been carried out for Huntingdon. This included an analysis of the two types of open space - formal recreational and informal open space. This found that there was a total of 47.22 hectares of formal recreational space and 113.04 hectares of informal open space in Huntingdon. Overall, it was concluded that Huntingdon had a surplus of 16.79 hectares of formal recreational open space.
- 7.4 Oxmoor is also well placed in terms of existing formal pitch provision with both Sapley Park and King George V playing fields within easy reach. The Jubilee Fields at Kings Ripton Road require car borne access but Oxmoor is the nearest part of Huntingdon to these facilities.
- 7.5 Buttsgrove is one of four sites identified in the Oxmoor Action Plan for housing. The development of these four sites would reduce the level of informal open space in Huntingdon to 105.05 hectares. Even allowing for the development of these sites Oxmoor would still have more informal open space per residents, than other more modern developments in Huntingdon. There are 4.12 ha of informal open space per thousand people in Oxmoor. In Stukeley Meadows the ratio is 4.01 Ha per thousand population in Hinchingsbrooke 2.43 Ha per thousand population and in Sapley Road 1.33 Ha per thousand population.
- 7.6 Open space is integral to the layout of Oxmoor. All houses are within 100 metres or 1 minute's walk of open spaces associated with housing. The Oxmoor Action Plan concluded that these small pockets of open space are close and safer to access than some of the larger more remote areas. The quality of the Buttsgrove area of open space is limited. The Action Plan identifies open spaces where the investment of resources gained from the loss of other open spaces will be directly used to fund quality improvements including the establishment of a new park at Conneygear Road.
- 7.7 Planning Policy Guidance Note 17 indicates that proposals to develop areas of space should be supported by the local community. In preparing the Oxmoor Action Plan consultation with the local community was carried out and residents agreed that:

- There was a great deal of open space on the estate.
- It was mostly of a uniform kind managed in the same way.
- There were different sorts of spaces that could be treated in distinctly different ways.

7.8 Objections to the loss of the open space have however been received from nearby residents to the site who express concern that the removal of the area will deny their children a safe place to play away from traffic identifying that the nearest "play park" is on the opposite side of the road behind Hartford School.

7.9 As part of this proposal a play area is to be provided on the open space immediately to the north of the application site. It will be overlooked by two of the new dwellings and adjacent to American Lane a well used footpath. The proposal will therefore help to improve the quality of open space.

Suitability for housing and density

7.10 The site is located within the built up area of Huntingdon and therefore the principle of developing the site for housing is acceptable. Policy HL5 in the Alteration to the Huntingdonshire Local Plan requires the best use to be made of land and policies P5/3 in the Cambridgeshire and Peterborough Structure Plan and Policy HL6 in the Alteration to the Huntingdonshire Local Plan require that the density of development be at least 30 dwellings per hectare and more for sites well served by public transport. The site extends to 0.618 hectares and 30 dwellings are proposed. This represents a density of 48.5 dwellings per hectare, which accords with these policies. The Oxmoor Action Plan illustrated 2 scenarios with densities of 32 dwellings per hectare and 62 dwellings per hectare. (Extract attached) The density of the proposed scheme falls between these two scenarios.

Design and layout

7.11 The design of the scheme follows the design principles contained within the Oxmoor Action Plan. (Extract attached) A built frontage is provided to Buttsgrove Way and footpath links are retained and provided. The main difference is that a small play area is not to be provided within the site but instead play equipment is to be provided on the existing open space to the north. The scheme evolved in this way to ensure that the central area of the site had some character and was not just a car park. Instead Mews units have been provided which will make the central area more attractive, and also help to make the best use of the land. In addition, it was concluded that having a play area to the front of the existing dwellings in Buttsgrove could have resulted in conflict with these residents.

7.12 The dwellings are fairly contemporary in their design and the quality of development will be dependant upon the materials to be used. This matter could be addressed through the imposition of stringent planning conditions if permission is granted.

7.13 The Town Council suggest that the proposal represents over-development and that the new residents will have insufficient amenity

space. Whilst some of the gardens are small the residents would each have an area of private amenity space and having regard to the need to make the best use of land the scheme does not represent over-development. This view is also difficult to reconcile with their earlier support for the higher density scenario for Butts Grove.

- 7.14 The Town Council expresses concern that there is no amenity space between the houses fronting Butts Grove Way and the road. The amended scheme provides for slightly more space. The design of the dwellings also includes a small, enclosed area of private amenity space to the front of the dwellings.

Effect on residential amenity

- 7.15 Existing residents have expressed concern that their residential amenity will be adversely affected. Their main concern would appear to be overshadowing. The architects have submitted cross sections through the site, which show the relationship with existing residents and the relative levels of the site in relation to existing development. There is 14 metres between the two storey section of the new dwellings, which are 7.3 metres high, and the front walls of 127-135 The Whaddons. The elevation section shows that these new dwellings will be the same height as the existing dwellings in the Whaddons. There is 19 to 23 metres between the two storey section of the new dwellings, which are 9.1 metres high, and the rear walls of 13 to 18 Byron Close. Whilst the new dwellings will therefore be higher than these existing dwellings this should not be a problem because of the distance between the two dwellings. In addition the mono pitch design of these dwellings reduces their bulk. Additional landscaping can be provided adjacent to American Lane. There is 13 metres between the side elevations of the new dwellings, which are 7.3 metres high, and 100 and 101 The Whaddons. This distance, having regard to the height of the dwellings is sufficient to ensure that the proposed dwellings will not be overbearing.
- 7.16 One neighbour has suggested that the new residential properties will generate noise and disturbance. There is however, no planning reason why new residents cannot co-exist with existing.

Parking and access

- 7.17 Residents and the Town Council have expressed concern that the proposal will result in a loss of parking, and identified that parking is a problem in this part of Oxmoor. An application has just been submitted to provide additional parking for existing residents in The Whaddons. The Highway Authority have not objected to the application on the basis of lack of parking.
- 7.18 The Highway Authority are also satisfied that the Whaddons can serve the amount of development proposed. They did suggest at one point that a footpath should be provided to the rear of 137 to 147 The Whaddons but have advised that if the additional car parking is to be provided to the front of these dwellings then there is no requirement for a footpath.
- 7.19 The Town Council question whether access to the rear is sufficient for emergency vehicles. The Highway Authority was specifically asked

to comment on this issue and have not objected. The layout of the roads provides adequate access for emergency vehicles.

Flooding

- 7.20 Residents have expressed concern that the land acts as a flood plain and holds quite substantial amounts of water in the winter and spring, that the rear gardens of Byron Close are a quagmire and that further building will increase the problem. The land is not however in the floodplain. The views of the Environment Agency were however sought and they have advised that they have no objection to the proposal subject to the imposition of a condition in respect of surface water drainage. It is likely that the problems the residents refer to would be improved by the proposed development, as the houses, and roads would have positive drainage and this would reduce run off.

Crime

- 7.21 Residents have also objected because they experience a substantial amount of crime and petty vandalism. The Police Architectural Liaison Officer does not object to the proposal. It would therefore be unlikely that the scheme would add to the crime situation.

Noise

- 7.22 The Landlord of the Lord Protector has expressed concern that building dwellings opposite the public house will result in complaints that the public house is generating too much noise as a significant part of the business is live music. The view of the Environmental Health Officer are that there needs to be an assessment of the noise environment and acoustic measures will need to be incorporated into the houses fronting Butts Grove Way. This matter can be dealt with by a planning condition.

Interim Planning Policy - Oxmoor Action Plan

- 7.23 The development of this site is an integral part of wider planning policy related to environmental improvements and the development of a new district centre to serve the Oxmoor area. Both the development of this site and the new District Centre at Sapley Square are part of the government's Sustainable Communities Programme and implementation is interrelated. The existing Local Plan is out of date in relation to the environmental, economic and social objectives being promoted for this area and should be accorded limited weight although technically the proposal will need to be referred to Full Council and the Government Office should the Panel be minded to grant permission. The Interim Planning Guidance whilst not part of the Development Plan is a material consideration which should be afforded weight in the decision making process especially as it has emerged from extensive consultation and involvement with the community and parties including the Primary Care Trust, County Council, Town Council and resident groups.

Planning obligations

- 7.24 The proposal is of a size, which would generate the need for contributions to:

- Affordable housing
- Open space
- Education
- Market town strategy

7.25 As the land is owned by the Council the level of contributions can be controlled through the sale of the land rather than through a Section 106 Agreement, which would be the usual mechanism.

7.26 All of the housing is to be affordable. Provision is therefore in excess of requirements. As all of the units are for affordable housing there is no requirement to provide a contribution towards education.

7.27 The Parks Manager has advised that the following committed sums will be required for off site play equipment and open space.

Children’s Play Equipment

Capital Costs	£21,600
Maintenance Cost	£ 5,700

	£27,300

Children’s and Youth/Adult Open Space

Capital Cost	£ 1,950
Maintenance Cost	£ 4,420

	£ 6,370

Total **£33,670**

7.28 The Highway Authority have requested that £2,000 be provided per dwelling for the market town strategy. This equates to a total of £60,000.

7.29 An agreement has been reached with the developer to provide additional contributions in the order of £151,500 towards improvements identified in the Oxmoor Action Plan.

7.30 In conclusion, whilst the proposal is contrary to the development plan there are material considerations, which include the surplus of open space in Oxmoor, the need for affordable housing, and the regeneration benefits to Oxmoor, which outweigh development plan policies.

8. RECOMMENDATION – That the application be forwarded to Full Council and the Government Office as a departure to the Development Plan with a recommendation that permission be granted subject to Conditions to include the following and also Conditions in respect of appropriate highway matters:

02001 Time Limit

Nonstand Materials

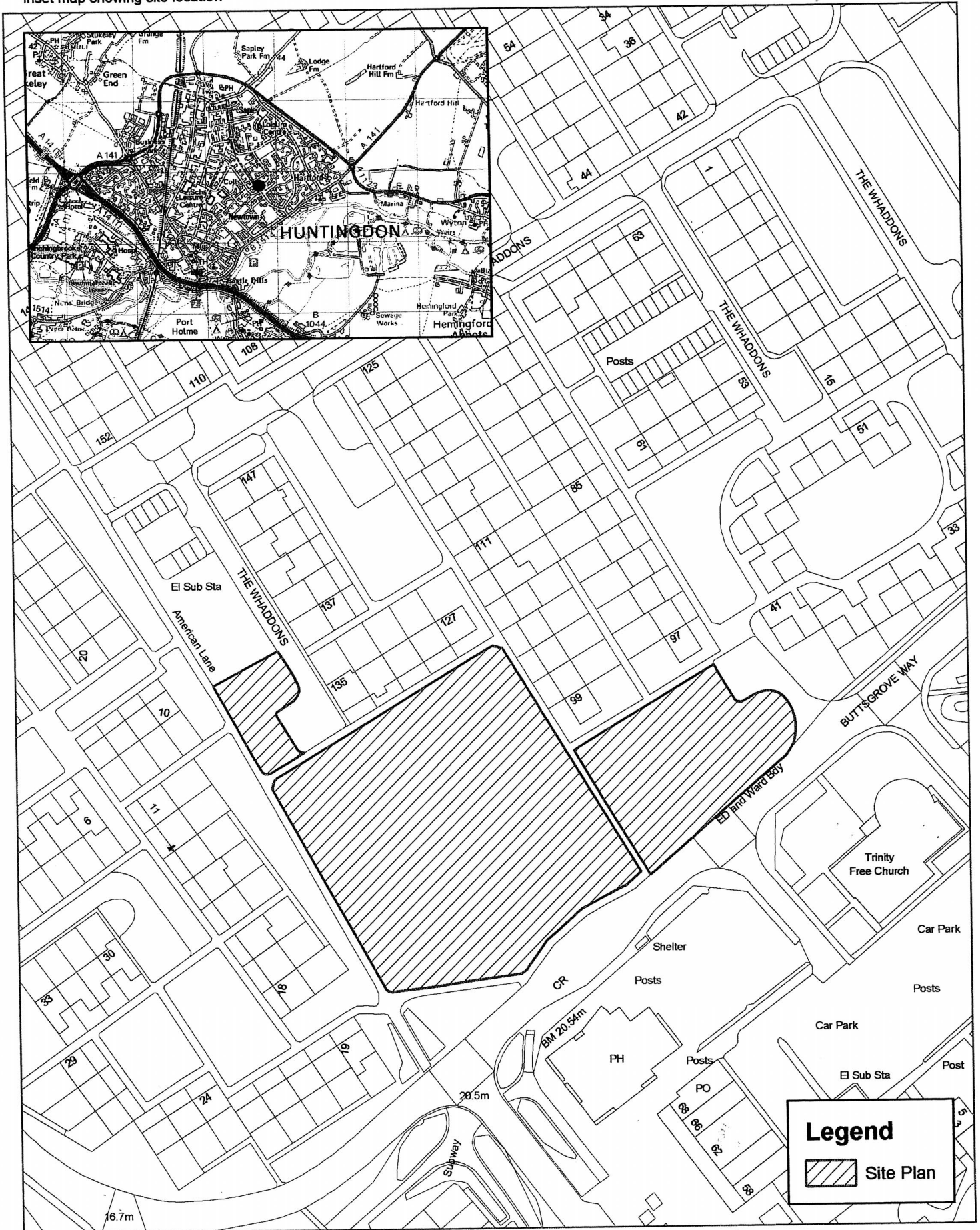
Nonstand	Joinery Details
06010	Landscape Design
06011	Soft Landscape
06012	Hard & Soft Landscape Implementation
Nonstand	Acoustic report
Nonstand	PD Removal
Nonstand	Scheme for Social Infrastructure
Nonstand	Provision of fire hydrants

BACKGROUND PAPERS:

Planning Application File Reference: 03/03468FUL
Huntingdonshire Local Plan
Cambridgeshire & Peterborough Structure Plan 2003
Huntingdonshire Local Plan Alteration
Oxmoor Action Plan
Huntingdonshire Design Guide 2002

CONTACT OFFICER: Sue Wheatley,
☎ Development Control Team Leader
01480 388490

<p>0303402FUL</p> <p>Trees Park (Callands) Ltd. Agent - Conoy & Lofthouse Ltd, 3 Manchester Road, Southport, PR9 9EP.</p> <p>Alterations and erection of dormer window to provide additional bedroom. Primrose Hill Care Home, Thames Road, Huntingdon, Cambridgeshire, PE29 1QW.</p> <p>Recommend APPROVAL. The proposed alterations are in keeping with the existing building and will approve its appearance from the street scene.</p>	<p>NORTH</p> <p>SW</p>
<p>0303451FUL</p> <p>Tesco Stores Plc. Agent - SPP (Southern) Ltd, 21-27 Hollands Road, Suffolk, Haverhill, CB9 8PU.</p> <p>Installation of ATM, Tesco Garage, Tesco Stores Ltd, Abbots Ripton Road, Huntingdon, Cambridgeshire.</p> <p>Recommend APPROVAL. The proposed installation will be beneficial to customers using this service.</p>	<p>NORTH</p> <p>SW</p>
<p>0303468FUL</p> <p>Huntingdon Housing Partnership. Agent - Martindales, 1 Avro Court, Ermine Business Park, Huntingdon, Cambs, PE29 6WE.</p> <p>Erection of 36 dwellings. Land North of Lord Protector, Butts Grove Way, Huntingdon, Cambridgeshire.</p> <p>Recommend REFUSAL. Having regard to the limited area of the site and its relationship to existing residential properties, the proposal would give rise to an unsatisfactory environment for the occupiers, and insufficient amount of amenity space, including a loss of existing public open space and a potential parking problem for both existing and new residents incapable of solution within the limits of the site. The proposal is therefore considered to be over development and would be detrimental to the amenities of the area. The Council also considers that access for emergency vehicles to the rear is inadequate and that the proposed development is to be constructed on an existing flood plain. Concerns are also expressed for the safety of those residents, particularly small children, occupying those properties fronting Butts Grove Way as there is no amenity space between the road and the curtilage of these properties.</p>	<p>NORTH</p> <p>SW</p> <p>TR 12.1.04</p>
<p>0305037CCC</p> <p>Cambridgeshire County Council. Agent-Mouchel Parkman, Gary Benn, PO Box 10, The Merton Centre, 45 St. Paters Street, Bedford, MK40 2ZA.</p> <p>Single storey extension, land at Huntingdon Youth Centre, Sallowbush Road, Huntingdon, PE18.</p> <p>Recommend APPROVAL. The proposed development will improve the facilities within the Centre and will provide enhanced benefits for its users.</p>	<p>WEST NO 2</p> <p>FF</p>



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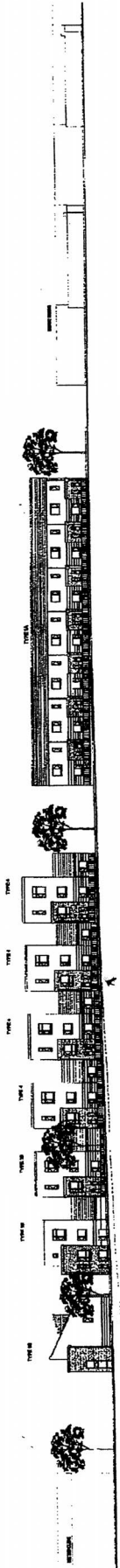
	<p>Huntingdonshire <small>district council</small></p>	<p>Development Control Panel - 10th February 2004 Parish: Huntingdon Agenda Item No.: 2</p>
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Proposed Site Plan

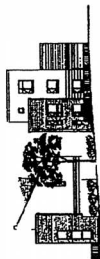


Proposed Roof Plan

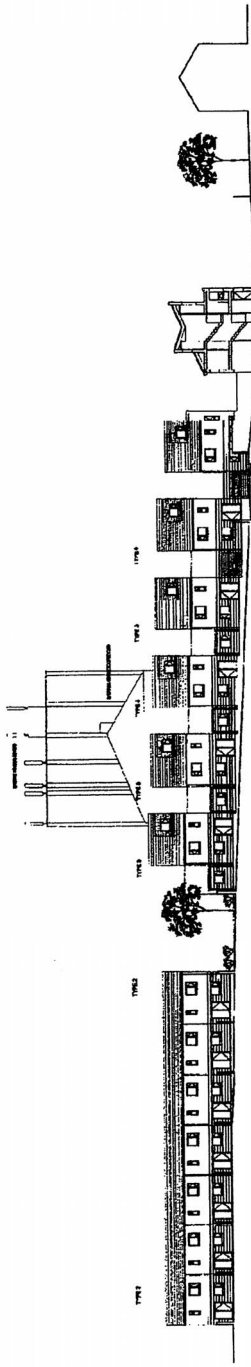




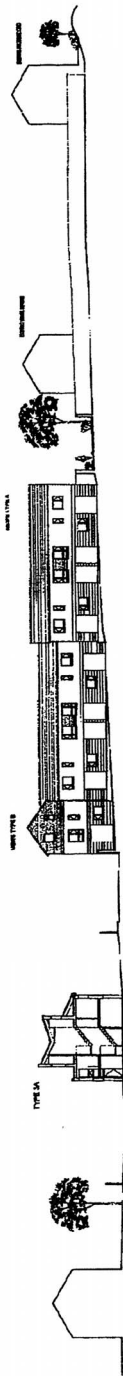
SOUTH ELEVATION BUTTS GROVE WAY



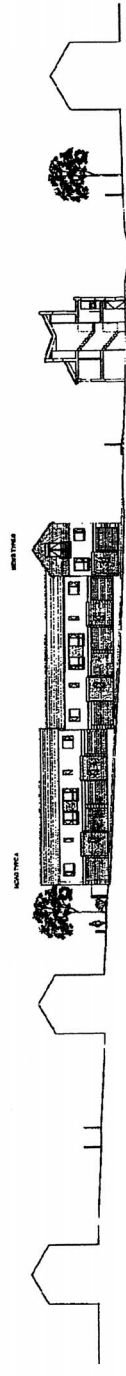
PART CORNER ELEVATION BUTTS GROVE WAY



NORTH ELEVATION TYPE 2A, 2B, 3, 4 & FLATS, SECTION AT A

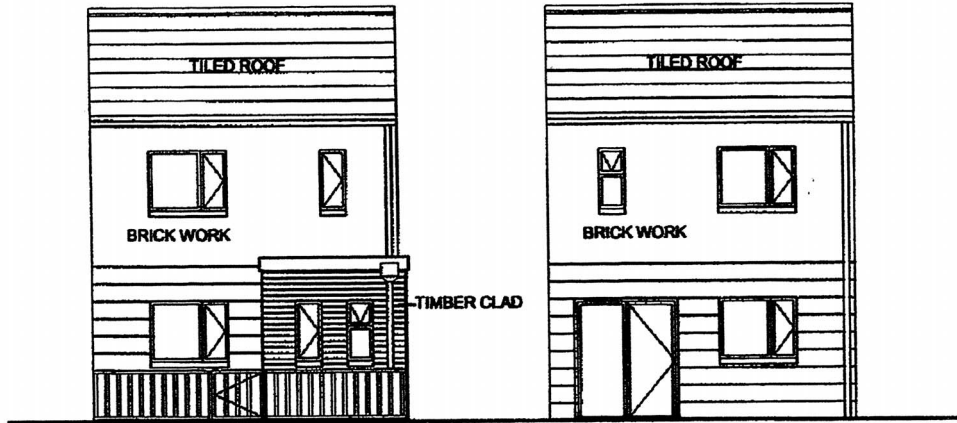


SOUTH ELEVATION TYPE 3A AND MEWS, SECTION AT B



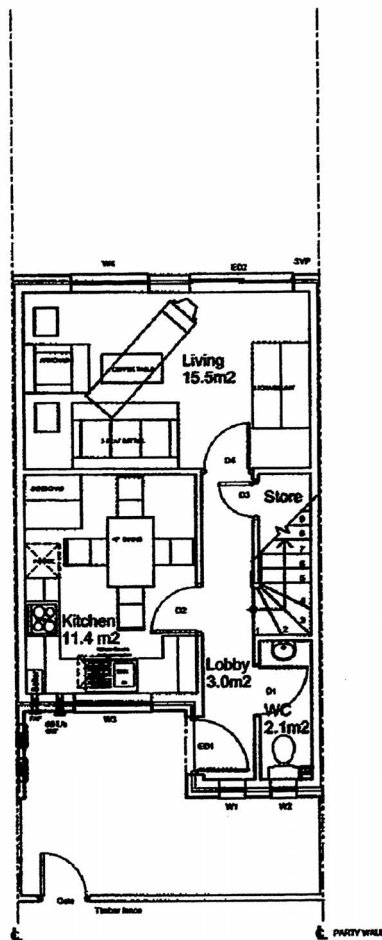
NORTH ELEVATION MEWS, SECTION AT C

Elevations and Floor Plans - House Type 1A

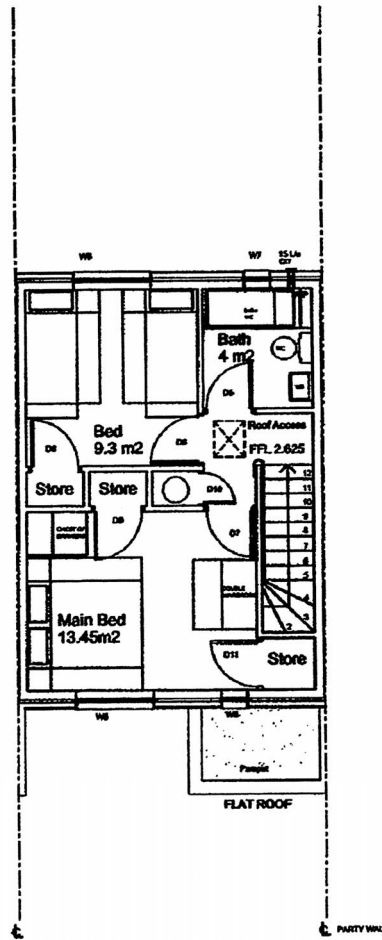


FRONT ELEVATION

REAR ELEVATION



GROUND FLOOR

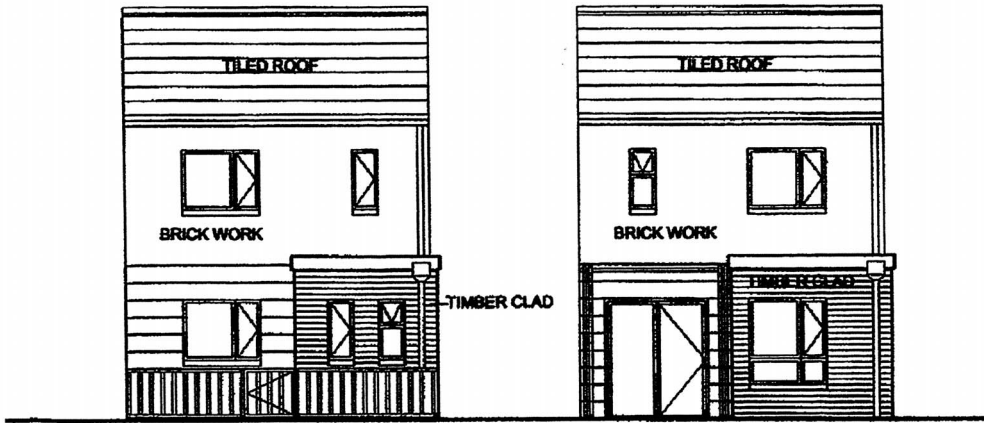


FIRST FLOOR

TWO BED NORTH FACING

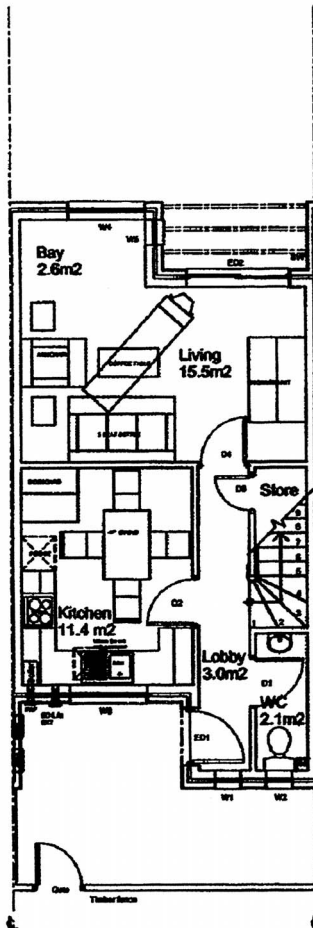
TYPE 1A

Elevations and Floor Plans - House Type 1B

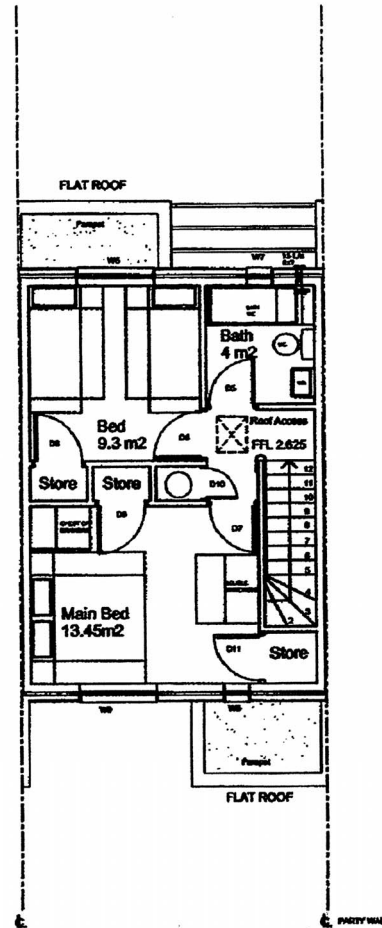


FRONT ELEVATION

REAR ELEVATION



GROUND FLOOR

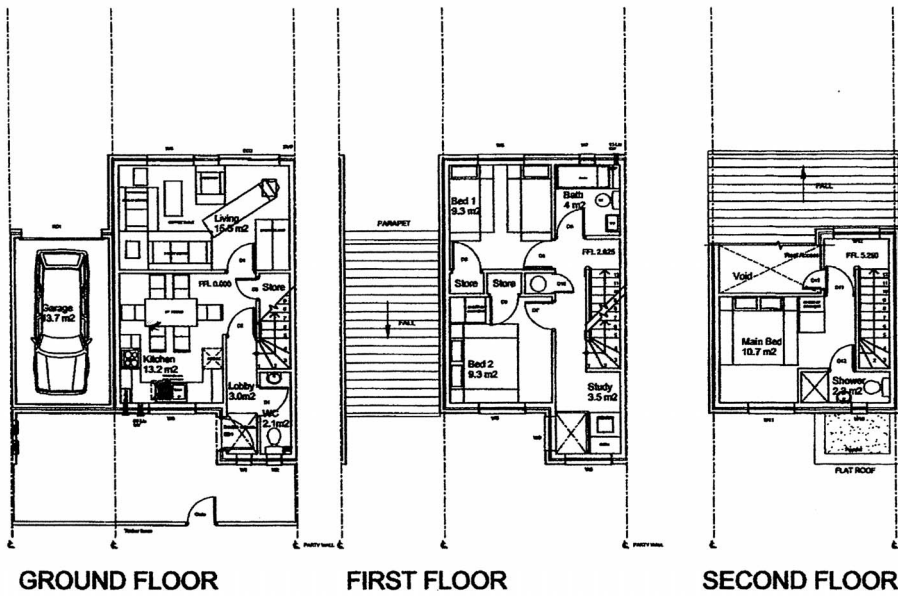
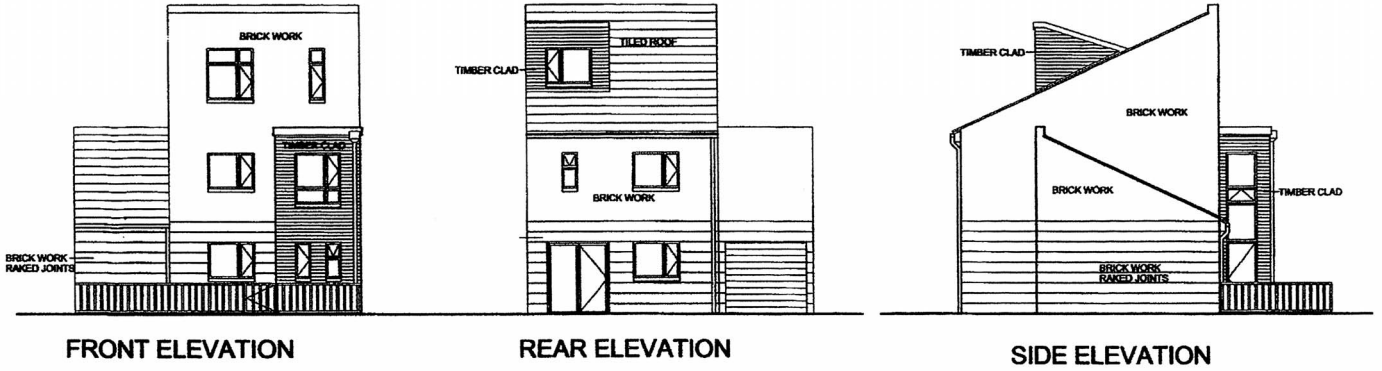


FIRST FLOOR

TWO BED NORTH FACING

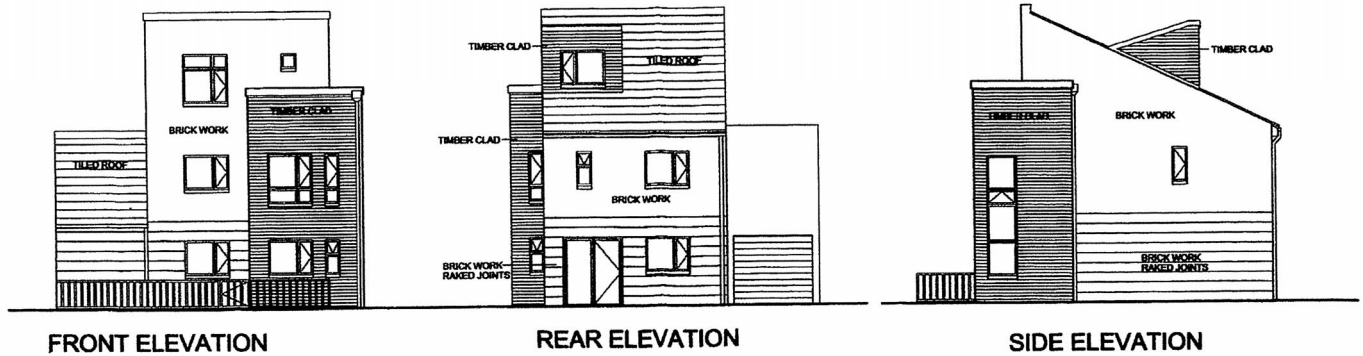
TYPE 1B

Elevations and Floor Plans - House Type 3A



THREE BED WEST FACING + GARAGE
TYPE 3A

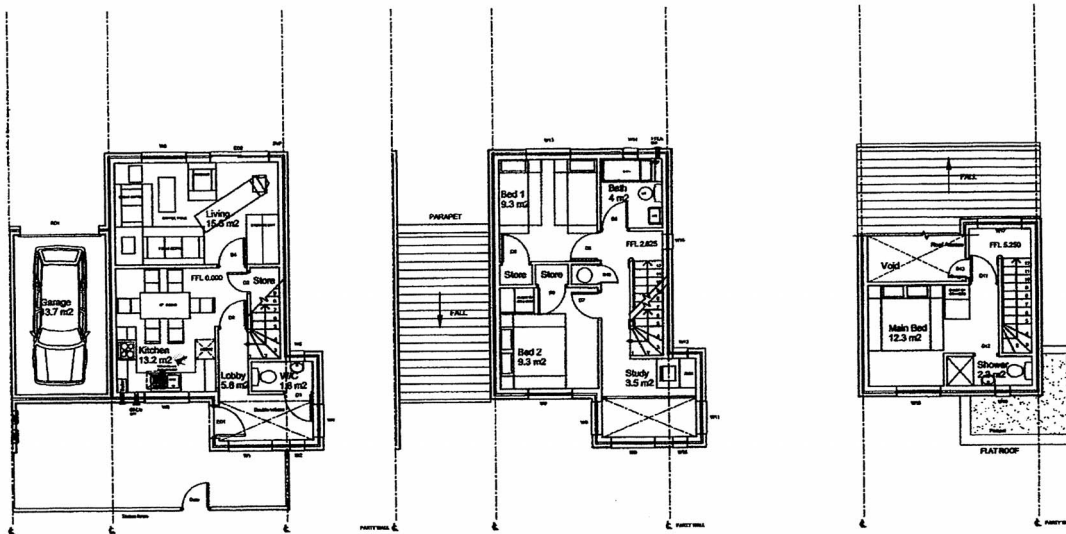
Elevations and Floor Plans - House Type 3B



FRONT ELEVATION

REAR ELEVATION

SIDE ELEVATION



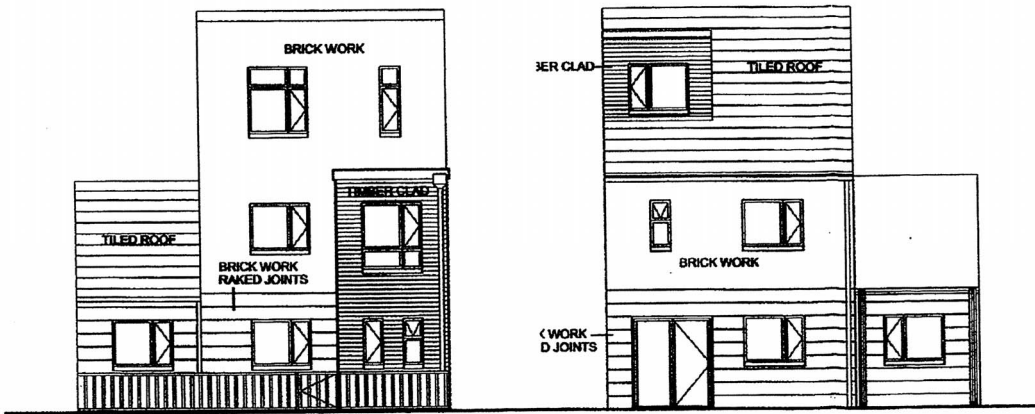
GROUND FLOOR

FIRST FLOOR

SECOND FLOOR

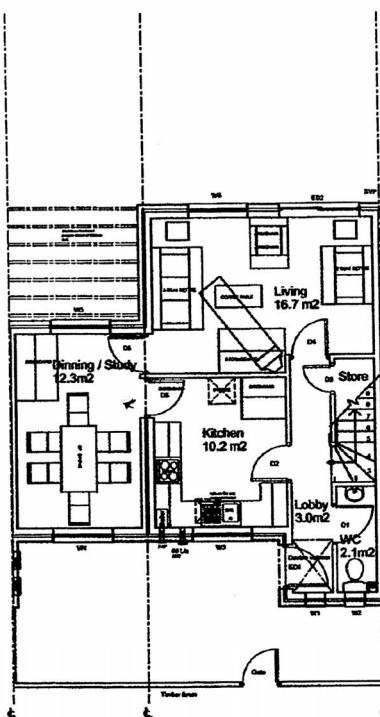
THREE BED WEST FACING + GARAGE
TYPE 3B

Elevations and Floor Plans - House Type 4

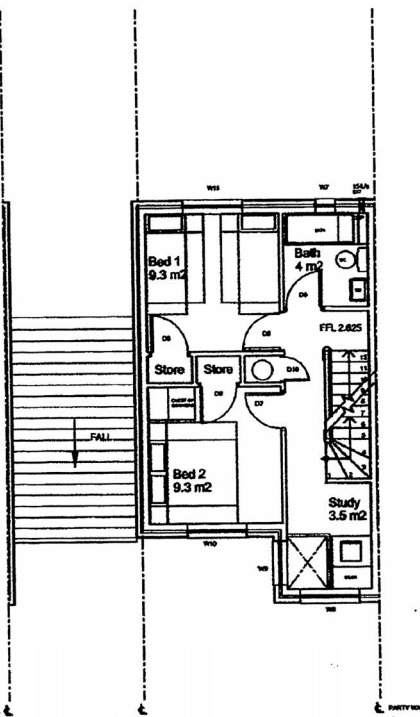


FRONT ELEVATION

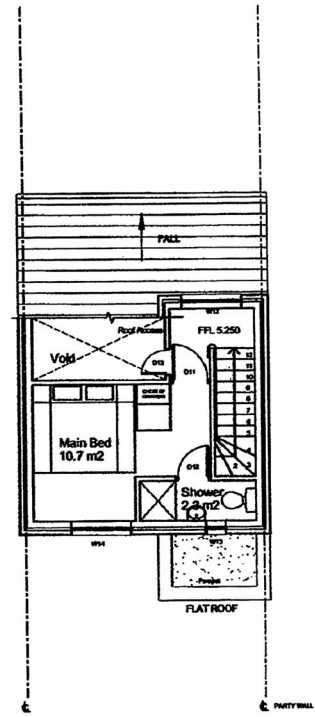
REAR ELEVATION



GROUND FLOOR



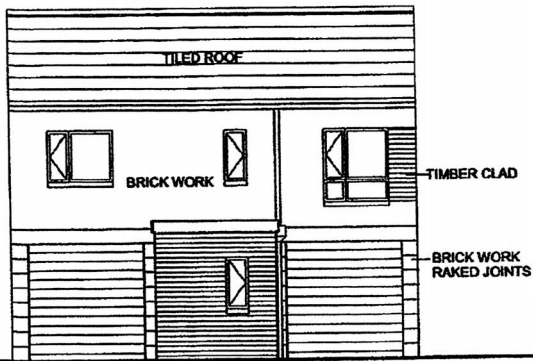
FIRST FLOOR



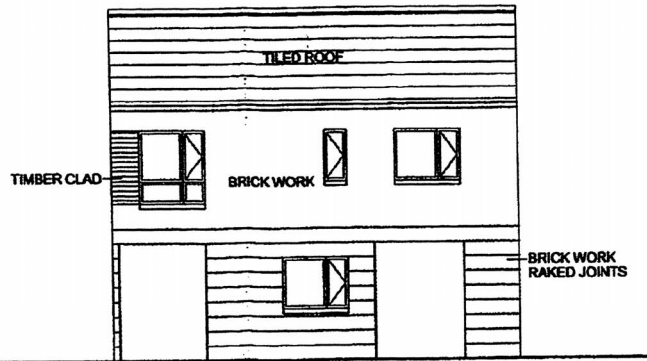
SECOND FLOOR

THREE BED SOUTH FACING WITH DINNING + GARAGE
TYPE 4

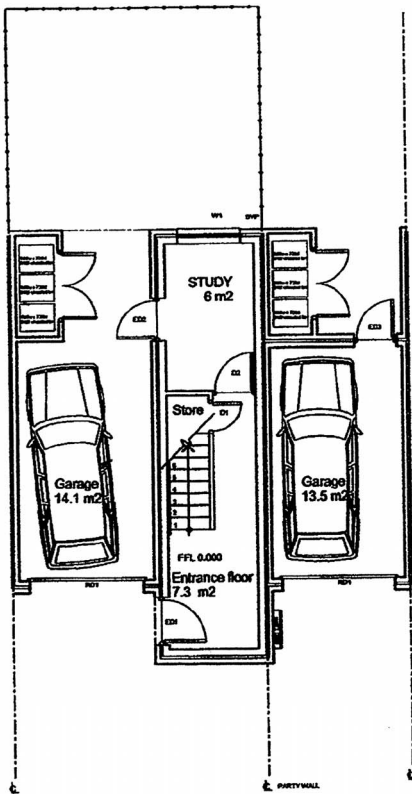
Elevations and Floor Plans - House Type 5A



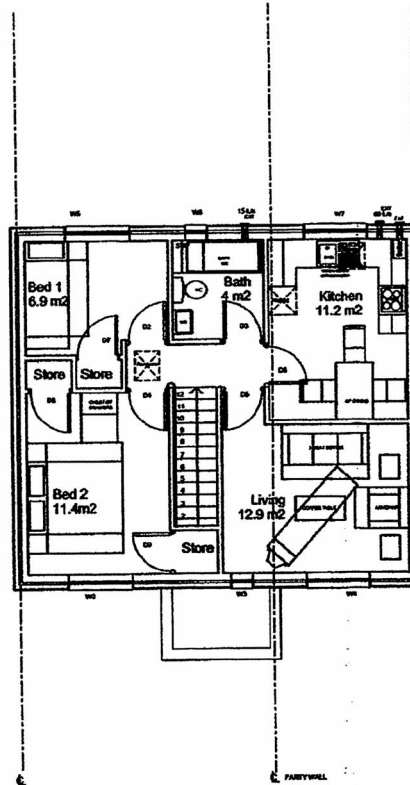
FRONT ELEVATION



REAR ELEVATION



GROUND FLOOR

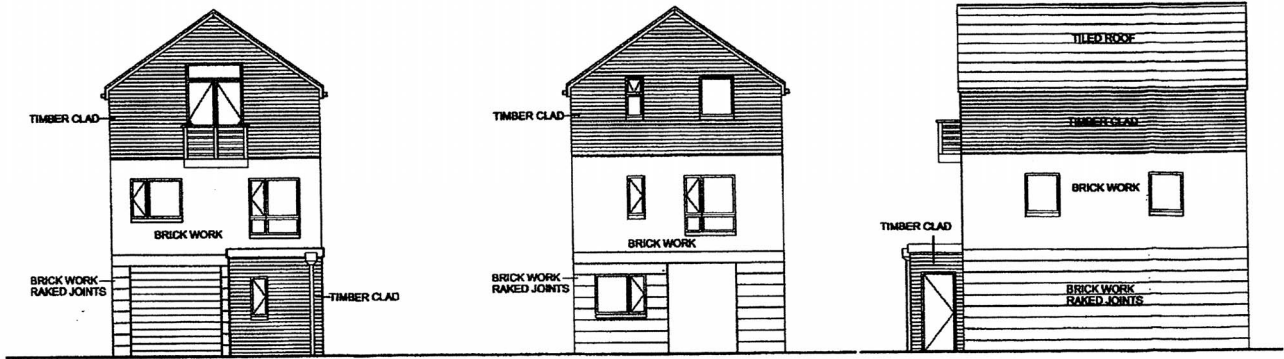


FIRST FLOOR

TWO BED NORTH FACING MEWS

TYPE 5A

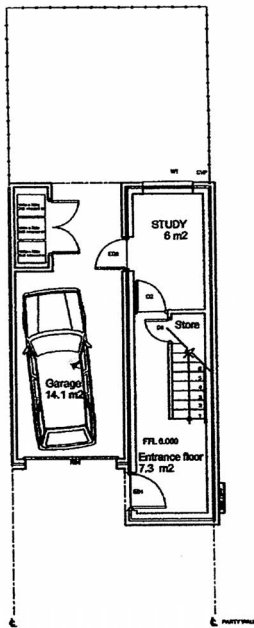
Elevations and Floor Plans - House Type 5B



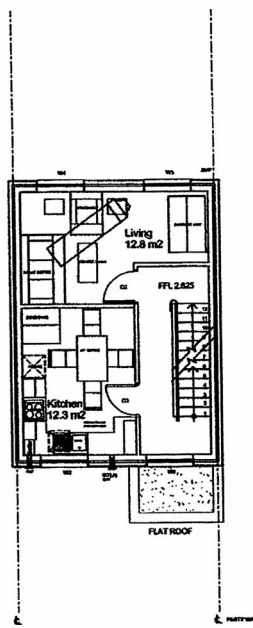
FRONT ELEVATION

REAR ELEVATION

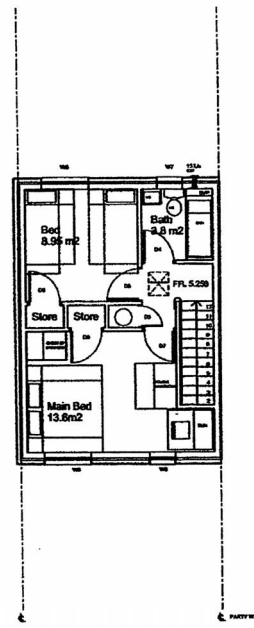
SIDE ELEVATION



GROUND FLOOR



FIRST FLOOR



SECOND FLOOR

TWO BED NORTH FACING MEWS TYPE B
TYPE 5B

HUNTINGDON TOWN COUNCIL

1, Trinity Place, Hartford Road,
HUNTINGDON PE29 3QA

Tel: 01480 388688

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e-mail: town.council@huntingdowntown.gov.uk

website: huntingdowntown.gov.uk



Town Clerk: Mike Kennedy

Our Ref: EB/JJ/O6

Your Ref: RP/np/100SG6(A)

AGENDA ITEM No.2.....

17 December 2002

Richard Probyn
Planning Policy Manager
Operational Services Directorate
Huntingdonshire District Council
Pathfinder House
St Marys Street
HUNTINGDON
PE29 3TN

Dear Richard

OXMOOR ACTION PLAN CONSULTATION DRAFT

I refer to your letter of 11 November inviting comments from the Town Council on the Draft Oxmoor Action Plan. I am grateful to you for sending additional copies of the Plan.

The Plan was considered in great detail by the Council's Working Party and a report of their findings was presented to the Council's Planning Committee on 12 December.

The Town Council wishes to make the following submission to your invitation for comment:

1. **General Observations**

To accept the sale of land in principle as necessary to fund improvements in the area, but the Town Council should obtain assurance from Huntingdonshire District Council and Cambridgeshire County Council that the funds raised from the sale of public land on the Oxmoor Estate will be ring-fenced to ensure that they are subsequently re-invested in Huntingdon Town.

2. **Neighbourhood Centre**

To agree that the re-development of Sapley Square with health centre provision would provide an improved heart to the community and to recommend that the scenario detailed in ideas sheet 4 be adopted in preference to ideas sheet 3.

3. **Housing**

To welcome proposals for a better mix of housing on the proposed sites on the Oxmoor Estate and to recommend that the basic scenario for housing be adopted at California Road and the optimum scenarios be implemented at Buttsgrove Way, Sapley Square North and Moorhouse Drive.

4. **Play and Recreational Facilities**

To accept proposals for additional and better play and recreational facilities and environmental improvements but to request the opportunity to be consulted on the finer detail of these when the proper planning authorisations are being sought. To further request the provision of a dog exercising area at Coneygear Park.

5. **Environmental Improvements**

To express concerns about possible crime and disorder implications arising from the environmental improvements planned for Coneygear Road and Oxmire Lane.

To support the principle of enhancing the Kent Road, Surrey Road and Hazelwood Walk neighbourhood gardens subject to further consultation on the finer detail.

To support the proposal for wildlife doorstep greens but replacing the pond area with a communal barbeque area.

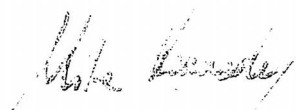
6. **Safer Routes**

To accept the proposed traffic calming measures and cycleways/footpaths for Oxmoor Lane/Ambury Road, Mayfield Rd/Buttsgrove Way and Coneygear Road providing further consideration is given to the need for pedestrian crossings in place of subways. The members also agreed that the underpass mural should be preserved.

To recommend that in terms of priority, the provision of a better mix of housing necessarily came first since this was linked with the sale of land for development. The provision of a new neighbourhood centre with new facilities should be regarded as next in importance. Environmental improvements, better play and recreational facilities and safer routes should receive attention in that order.

To suggest that housing development should take place in the order of North Sapley Square, California Road, Moorhouse Drive then Buttsgrove Way.

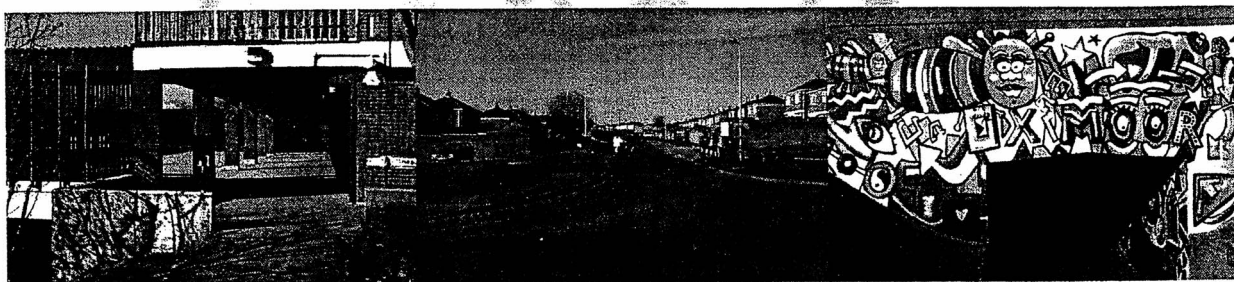
Yours sincerely



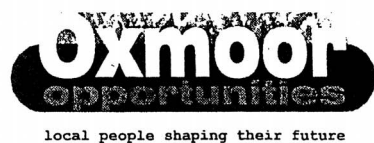
Town Clerk

Interim Policy Guidance

Oxmoor Action Plan



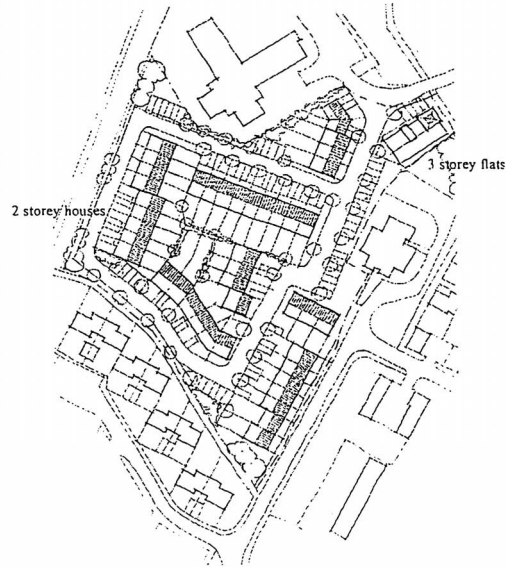
March 2003



Operational Services - Planning

Huntingdonshire
DISTRICT COUNCIL

www.huntsdc.gov.uk



Proposed development at Moorhouse Drive – optimum scenario

Land at Buttsgrove Way

6.11 Land at Buttsgrove Way is located at the south of American Lane and close to the Lord Protector underpass. The site is very close to facilities at Mayfield Road shops and is immediately opposite Trinity Free Church. The site currently accommodates a little-used open area to the front of houses in the American Lane area and comprises a 0.63 ha site.

6.12 Design principles for the development of the site have been identified as follows:-

The continued provision of access to The Whaddons (immediately opposite the church).

A built frontage on to California Road.

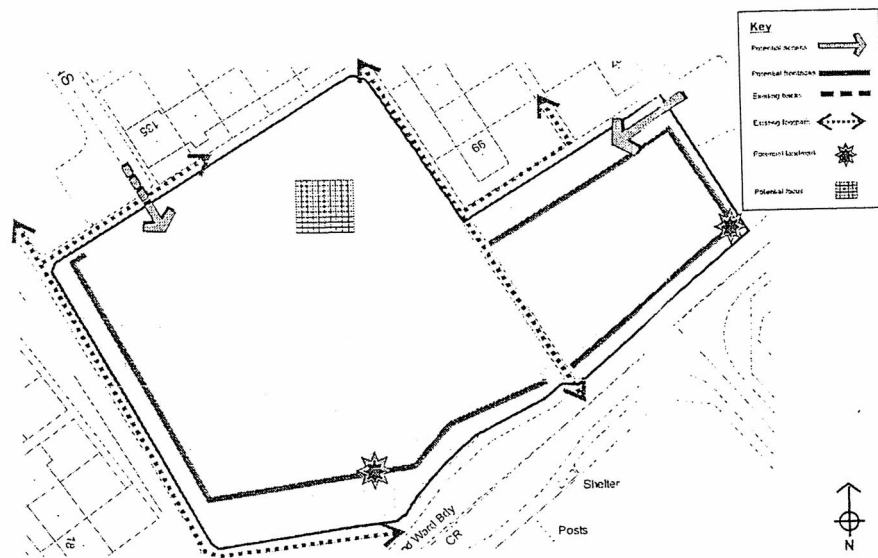


The retention of existing footpath accesses and enhancements to access to America Lane.

A footpath link from California Road bus stop.

The provision of a small play area for younger children.

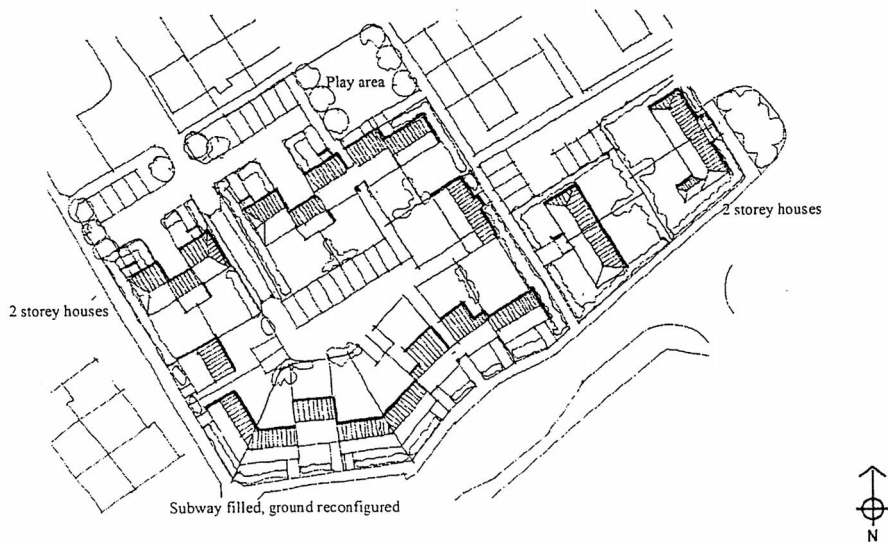
Footpath links at 'at grade' level over the California Road and Mayfield Road junction.



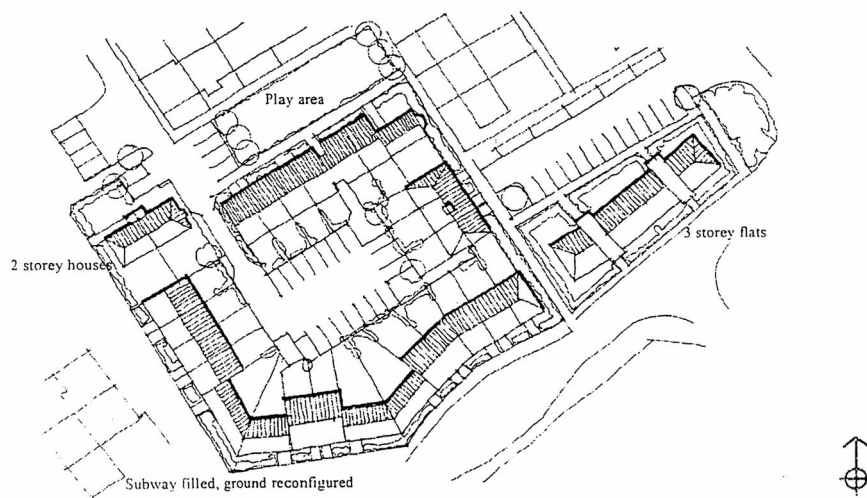
Land at Buttsgrove Way – site analysis

6.13 Again, two development scenarios have been assembled for land at Buttsgrove Way, both providing housing around a central car-parking area in a mews style, with built frontages to California Road. Both options propose the provision of a play area. The basic scenario proposes 20 houses, at a density of 31.7 to the hectare. The optimum scenario proposes 39 units, including flats, at a density of 61.9 to the hectare.





Proposed development at Butts Grove Way - basic scenario



Proposed development at Butts Grove Way - optimum scenario



Employment Panel

Report of the meeting held on 2nd February 2004

Matters for Information

18. PAY HEALTH CHECK

The Panel has considered the results of a “health check” by Inbucon Consultants of the Council’s salary grades. The “health check” was commissioned as part of the terms negotiated with staff for the current year’s pay award.

Having regard to the conclusions arising from the consultants report, the Panel has approved a series of adjustments to the Council’s pay and grading structure comprising -

- ◆ the continued inclusion of Leisure Centre employees in the local grading scheme, with the exception of employees in the Business Generation function who will continue to be placed on a fixed point within their respective grades and to receive bonus payments;
- ◆ a continuation of the use of the median market rate as the basis for calculating each grade mid-point and the continuation of grade spread from 80% to 121% of the mid-point;
- ◆ the assimilation of Grades 14 to 16/17 into two grades, the midpoints of which will reflect the median salaries from the Inbucon report;
- ◆ the incorporation of the former manual workers who currently remain outside the local grades into the grading structure, following negotiation;
- ◆ a figure representing price inflation from 1st April to 1st September 2003; and
- ◆ the recalibration of Grades 2 to 15 and the movement of employees to the nearest higher point on the recalibrated grade above their salary with effect from 1st April 2004 together with the addition of any increments awarded from February 2004 appraisals to take effect at 1st April 2004.

The Panel has also agreed that the Council’s minimum rate of pay should remain at the (uprated) National “Green Book” minimum and that subject to negotiation, arrangements should be made to bring sanctionable pay rates for employees in the Operations Division onto the local grading structure.

19. ANNUAL PAY AWARD

Following the completion of the “health check” of Council salaries, and the recalibration of local grades, the Panel has approved an increase of 2.9% in salary scales for District Council employees with effect from 1st April 2004.

20. LOCAL GOVERNMENT PAY COMMISSION – RECOMMENDATIONS

The Panel has noted the recommendations made by the Local Government Pay Commission 2003 in relation to pay and reward issues and has agreed to consider matters arising from premium payments and other changes to the “Green Book” conditions of service once a settlement has been reached in national negotiations.

21. STAFFING REVIEW – CUSTOMER FIRST PROGRAMME

The Panel has approved the re-designation and re-grading of a post in the Customer First programme team together with arrangements to address any future changes in the light of the need for the staffing structure to be responsive to the ongoing and changing work demands of the programme. These decisions are conditional upon the Cabinet approving the release of funding for the programme.

22. STAFFING REVIEW – PLANNING SERVICES

The Panel has approved a temporary re-structuring and arrangements to recruit four vacant posts within the Planning Policy Section of the Planning Services Division, to enable the Division to meet the challenges of new planning legislation which will come into force in late 2004.

23. ADDITIONAL CARETAKER

Having noted that the Cabinet had approved the release of the necessary funding identified in the MTP from 1st April 2004, the Panel has approved the appointment of a third caretaker for Pathfinder House and the creation of the post of Caretaker Supervisor from within the caretaking establishment of three posts.

24. REQUEST FOR ASSISTANCE WITH MEDICAL EXPENSES

Following a request from an employee of the Council for financial assistance towards the cost of private medical treatment estimated at £3,500 and having regard to the exceptional circumstances involved, the Panel has approved a contribution of £1000 to the medical costs of the individual on the understanding that it will not establish a precedent for the consideration of any future requests.

25. REQUESTS TO FILL VACANT POSTS

Having considered details of 15 vacancies in existing and new posts, the Panel has authorised the Head of Personnel Services to

commence recruitment in each case. The Panel has noted that appointments to two of these posts will be subject to the release of funding by the Cabinet.

26. REVIEW OF CONSTITUTION

Having received a report outlining the timetable for the review by the Standards Committee of the Council's Constitution, the Panel has concluded that they have no particular concerns to raise for consideration by the Committee.

27. RETIREMENT OF PERSONNEL – ACKNOWLEDGEMENTS

The Panel has placed on record its recognition of and gratitude for the excellent contribution made by the following employees during their employment in the local government service and has conveyed its best wishes to them for a long and happy retirement:-

Name	Designation	Local Government Service
Mr I W Price	Environmental Health Officer	42 years
Mr G E Foskett	Senior Car Park Attendant	11 years

J W Davies
Chairman

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Elections Panel

Report of the meeting held on 19th January 2004

Matters for Information

4. **REVIEW OF PARLIAMENTARY CONSTITUENCIES IN CAMBRIDGESHIRE AND PETERBOROUGH**

Further to Item No. 3 of the Report to the meeting of the Council held on 10th December 2003, the Panel has been updated with the present position in connection with the review of parliamentary constituencies in Cambridgeshire and Peterborough. In so doing the Panel has been advised that the Boundary Commission has received objections to the proposals and have been informed that they will be holding a public inquiry into their proposals on 24th February 2004 at The Guildhall, Cambridge. In noting that the Commission has urged all interested parties to attend the inquiry and make their views known, the Panel has nominated the Chairman and Executive Director of Central Services, or his representative, to represent the District Council at the public inquiry.

I C Bates
Chairman

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Standards Committee

Report of the meeting held on 17th December 2003

Matters for Information

11. ANTI-FRAUD AND CORRUPTION STRATEGY

In conjunction with the Employment Panel and the Cabinet, the Committee has endorsed a proposed Anti-Fraud and Corruption Strategy subject to a minor amendment to the text of the Strategy to reflect that the District Council will pursue “appropriate action in all instances where fraud, corruption and theft are found”.

Arrangements will be made to publicise the District Council’s commitment to the prevention of fraud, corruption and theft to the public, employees and Members using the local press, the District Council’s website and “District-wide”. The Strategy will be reviewed annually with a report on the outcome submitted to the Committee.

12. WHISTLEBLOWING – POLICY AND PROCEDURE

The Committee has undertaken its third annual review of the operation of the whistleblowing policy and procedure which was first established in response to the Public Interest Disclosure Act 1999. The policy provides the framework for staff to make a disclosure or whistleblow about wrong doing within the Council. Although the annual review has concluded that the policy and procedure do not require amendment, publicity will be given to the existence of the policy both internally and externally to the Council. The policy, procedure and electronic disclosure form also will be published on the Council’s web site and a standard whistleblowing condition will be prepared and included in all contracts that exceed £30,000.

13. LOCAL AUTHORITIES (CODE OF CONDUCT) (LOCAL DETERMINATIONS) REGULATIONS 2003

Further to Item No. 7 of their Report to the Council meeting held on 24th September 2003, the Committee has now approved a procedure which will assist in preparations for and the conduct of hearings in anticipation of the reference of cases by the Standards Board for England for determination under the Local Determination Regulations. The Committee will be required to consider whether or not a District or Parish Member has failed to follow the relevant Council’s Code of Conduct and, if so, to decide whether or not a penalty should be applied and what form that penalty should take. The Committee has authorised the Executive Director of Central

Services and Monitoring Officer, after consultation with the Chairman to administer the pre-hearing process and to convene and appoint five Members to comprise the Panel in the event that a case is referred to the District Council by the Standards Board.

**14. MODEL CODE OF CONDUCT –
STANDARDS BOARD NOTIFICATION**

In accordance with the procedure adopted by the Standards Board for England, the Committee has been informed that the Board has decided not to take any further action in relation to allegations made against nine members of the Development Control Panel and three ordinary members of the Southoe and Midloe Parish Council but that it has referred to an Ethical Standards Officer, a complaint made against the Chairman and one other Member of Southoe and Midloe Parish Council.

15. APPLICATION FOR DISPENSATIONS

Under the Relevant Authorities (Standards Committee) (Dispensations) Regulations 2002, the Committee has granted dispensations to speak but not vote to six members of the Twinning Sub-Committee of Huntingdon Town Council for the period ending 30th April 2007 to enable them to continue to participate in meetings of the Sub-Committee when matters relating to grant applications and budgetary functions relating to twinning arise.

P J Brant
Chairman