

Public Document Pack



PETERBOROUGH CITY COUNCIL SUMMONS TO A MEETING

You are hereby summonsed to attend a meeting of the Peterborough City Council, which will be held in the Council Chamber, Town Hall, Peterborough on

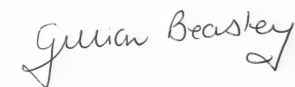
WEDNESDAY 14 JULY 2010 at 7.00 pm

AGENDA

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6 July 2010
Town Hall
Bridge Street
Peterborough



Chief Executive



There is an induction hearing loop system available in all meeting rooms. Some of the systems are infra-red operated, if you wish to use this system then please contact Carol Tilley on 01733 452344.

Emergency Evacuation Procedure – Outside Normal Office Hours

In the event of the fire alarm sounding all persons should vacate the building by way of the nearest escape route and proceed directly to the assembly point in front of the Cathedral. The duty Beadle will assume overall control during any evacuation, however in the unlikely event the Beadle is unavailable, this responsibility will be assumed by the Committee Chair.

PETERBOROUGH CITY COUNCIL
MINUTES OF ANNUAL COUNCIL MEETING
HELD MONDAY 17 MAY 2010

Present: Councillors Allen, Arculus, Ash, Benton, Burton, Cereste, Collins, M Dalton, S Dalton, D Day, S Day, Dobbs, Eley, Fitzgerald, Fletcher, Fower, Goldspink, Goodwin, Harrington, Hiller, Holdich, Hussain, Jamil, Khan, Kreling, Lamb, Lee, Lowndes, Miners, Morley, Nash, Nawaz, Newton, North, Over, Peach, Rush, Saltmarsh, Sanders, Sandford, Scott, Seaton, Serluca, Shaheed, Sharp, Simons, Stokes, Swift, Thacker, Todd, Walsh, Wilkinson and Winslade.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J R Fox, J A Fox, Lane and Murphy.

2. ELECTION OF MAYOR FOR THE MUNICIPAL YEAR 2010 / 2011

The Retiring Mayor requested nominations for the election of Mayor for 2010 / 2011.

Councillor Sharp was nominated and seconded.

There being no other nominations, Councillor Sharp was duly elected Mayor for the Municipal Year 2009/2010.

The Mayor made and signed his Declaration of Office. The retiring Mayor, Councillor Walsh invested the Mayor with his Chain of Office and the retiring Mayoress Laura Walsh invested the Mayoress, Mrs Doris Marchant, with her Chain of Office.

3. ELECTION OF DEPUTY MAYOR FOR THE MUNICIPAL YEAR 2010 / 2011

The Mayor requested nominations for the election of Deputy Mayor for 2010 / 2011.

Councillor Saltmarsh was nominated and seconded.

There being no other nominations, Councillor Saltmarsh was duly elected Deputy Mayor for the Municipal Year 2010 /2011.

The Deputy Mayor made and signed her Declaration of Office. The Mayor invested the Deputy Mayor with her Chain of Office and the Mayoress invested the Deputy Mayor's Consort, Mr Norman Saltmarsh with his Chain of Office.

4. INVESTITURE OF BADGES OF OFFICE AND VOTE OF THANKS TO THE RETIRING MAYOR AND MAYORESS

Councillor Cereste proposed a vote of thanks to the retiring Mayor Councillor Walsh. He also paid tribute to the retiring Mayoress and to the retiring Deputy Mayor and Deputy Mayoress. This was endorsed by Councillor Swift.

In responding to the vote of thanks, Councillor Walsh stated that she felt enriched by the experiences she had had during her term of office. She thanked Members for the confidence they had placed in her in electing her as Mayor and paid tribute to the

retiring Mayoress, the Deputy Mayor and the Deputy Mayoress for their support. Councillor Walsh expressed her thanks and appreciation to staff for their help and support throughout her term of office.

The Mayor invited Councillor Walsh to receive her Badge of Office in recognition of her service to the City. Upon receiving her Badge of Office, Councillor Walsh presented the retiring Mayoress and the retiring Deputy Mayor with their Badges of Office and the retiring Deputy Mayoress with a gift.

A special award was presented by Councillor Walsh to Lisa Schwarz for her outstanding contribution to the community.

The Mayor thanked all Members for their support in electing him as Mayor and expressed his pride at becoming the first Independent Mayor of Peterborough. He introduced his Chaplain, Major Maddern from the Salvation Army and confirmed his chosen charities for his term of office as Diabetes UK, Macmillan Cancer Support and the installation of a War Memorial in the city centre.

The Mayor confirmed his agreement to a proposal (which had received support from all Group Leaders) to proceed directly from the ceremonial proceedings to the remaining items of business on the agenda.

5. DECLARATIONS OF INTEREST

There were no declarations of interest.

6. MINUTES OF EXTRAORDINARY COUNCIL MEETING AND COUNCIL MEETING HELD 14 APRIL 2010

The minutes of the meetings held 14 April 2010 were agreed and signed as an accurate record.

7. ANNOUNCEMENTS FROM THE MAYOR AND CHIEF EXECUTIVE

There were no further announcements.

8. RESULTS OF THE ELECTIONS HELD 6 MAY 2010

The results of the election of a Member of Parliament for Peterborough and Member of Parliament for North West Cambridgeshire, together with the results of the local elections were noted.

9. POLITICAL GROUPS AND GROUP OFFICERS 2010 2011

Political Groups and membership for the Municipal Year 2010 / 2011 were noted. The political balance of the Council was noted as follows: Conservative Group 40, Peterborough Independent Forum 9, Liberal Democrat Group 3, Labour Group 3, English Democrats Group 2.

10. ANNUAL APPOINTMENTS AND SCHEME OF DELEGATIONS

Councillor Cereste was nominated and seconded as Leader of the Council. There being no other nominations, Councillor Cereste was duly elected.

Councillor Cereste thanked all Members for their support in respect of various issues during the past year and stated his intention to strengthen the work of the Cabinet for the forthcoming year. He drew Members' attention to the tabled papers appended to the Order Paper and presented his Scheme of Delegations advising that he would be taking responsibility for a portfolio focusing on growth, strategic planning and economic development. He named his Cabinet Members and their responsibilities and highlighted the administration's priorities for the Municipal Year ahead.

Councillors Swift, Fower, Goldspink responded to the Leader's speech. Councillor Khan moved the following amendment to the seat allocations, which had received the support of Councillor Swift:

'That the Labour group be allocated a seat on the Scrutiny Commission for Health Issues, rather than a seat on the Audit Committee, and that the Peterborough Independent Forum be allocated a seat on the Audit Committee rather than on the Scrutiny Commission for Health Issues'.

As a consequence of the above, Councillor Khan requested that he be appointed as the Labour representative on the Scrutiny Commission for Health Issues and that Councillor Harrington be appointed to the Audit Committee.

RESOLVED:

1. To elect Councillor Cereste as Leader of the Council
2. To note the appointment of Cabinet Members and the Leader's Scheme of Delegations;
3. To approve the Council's Committee structure and the revised Programme of Meetings for 2010 / 11;
4. To agree the terms of reference to Committees and Commissions and the Council's Scheme of Delegations;
5. To agree the allocation of seats to political groups calculated in accordance with political balance rules;
6. To approve the appointment of Chairmen and Vice Chairmen of Committees, and Chairmen of Neighbourhood Councils;
7. To agree Committee Memberships for 2010 / 2011 (including the Joint Committee to Appoint Representatives to the Police Authority and Combined Fire Authority) and co-opted members; subject to the amendment in respect of seat allocations to the Scrutiny Commission for Health Issues and the Audit Committee as proposed by Councillor Khan;
8. To delegate consequential updating of the Constitution to the Solicitor to the Council arising from paragraphs 1 to 8 above.

The Mayor
18.30 – 19.40

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COUNCIL	AGENDA ITEM No. 4 (i)
14 July 2010	PUBLIC REPORT

MAYOR'S ANNOUNCEMENTS

1. PURPOSE OF REPORT: FOR INFORMATION

This report is a brief summary of the Mayor's activities on the Council's behalf during the last meetings cycle, together with relevant matters for information. (Events marked with * denotes events attended by the Deputy Mayor on the Mayor's behalf).

2. ACTIVITIES AND INFORMATION – From 3 April 2010 to 2 July 2010

2.1 Civic Events

- Annual service for Mayor's installation on 13 June
- Mayor's Open Day in the Town Hall on 17 June
- Fly a Flag for our Armed Forces Day ceremony on the Town Hall steps on 21 June

2.2 Visitors to the Mayor's Parlour

- Hosted Charity Committee meeting on 13 April
- Hosted visits by purchasers of half-day with mayor at charity events on 21 and 23 April
- Hosted Vinnitsa Group meeting on 28 April
- Presented Freeman Badges to existing Freeman of the City on 10 May
- Hosted visit to parlour and council chamber by Peterborough College of Adult Education students on 12 May
- Hosted visit to Parlour and Chamber by former members of 457th Bomb Group Association on 1 June
- Hosted Holocaust Memorial Day planning meeting on 22 June
- Hosted Charity Committee meeting on 29 June
- Hosted afternoon tea to celebrate the 80th birthday of Cllr Swift OBE with close family & friends on 2 July

2.3 Charity Events

- Attended Last Night of the Proms at the Key Theatre on 18 April
- Handed out roses on front steps of Town Hall to mark St George's Day on 23 April
- Attended Greater Peterborough Model Club cheque presentation to mayor's charities at the Blue Bell, The Green, Werrington on 4 May

2.4 Council and Other Events

- Attended Rising of the Peterborough Crown Court on 8 April
- Attended Rising of the Peterborough Crown Court lunch in the town Hall on 8 April
- Attended Inaugural meeting of Cambridge Bethel Pentecostal church musical training programme at St Jude's Community Hall, Cranford Drive, Westwood on 8 April
- Attended Cambridgeshire Music Gala Concert 2010 at Peterborough Cathedral on 10 April *
- Attended Mayor of Stamford's Charity Jazz Soiree evening in Stamford Arts centre on 10 April
- Attended Citizenship Ceremony in the council chamber on 13 April *
- Chaired Extraordinary full council meeting on 14 April
- Chaired full council meeting on 14 April
- Attended Veterans and Cadets night in Reception Room, Town Hall on 16 April
- Attended Opening of Peanut Park Playbuilder Project at Riseholme, Orton Goldhay on 17 April *
- Attended buffet lunch at Deanery prior to Installation of the Bishop on 17 April
- Attended Installation of Bishop of Peterborough in the Cathedral on 17 April
- Attended Hereward Harmony *Sing for Spring* concert at the Fleet on 17 April
- Attended Citizenship Ceremony in the council chamber on 20 April
- Attended Pride in Peterborough awards at the Marriott Hotel on 22 April
- Attended Volunteer Fire Brigade Ladies' Night at the Bull Hotel on 23 April
- Attended Chairman of Northamptonshire's civic dinner at Whittlebury Hall on 23 April *
- Opened ASBAH art exhibition at ASBAH House, 42 Park Road, Peterborough on 24 April
- Attended Scouts St George's day parade and service in Peterborough Cathedral on 25 April
- Attended Anzac Day Service – Broadway Cemetery on 25 April
- Attended Family Care Commissioning Service, Peterborough Cathedral on 26 April
- Attended Police award ceremony and reception, Hinchingsbrooke House on 27 April
- Attended British Transport Police Station Opening, Station Rd on 28 April
- Attended Youth Bank celebration event at Peterborough Regional College on 28 April*
- Attended Mayor of Huntingdon's End of Term dinner and dance at the Commemoration Hall, Huntingdon on 30 April
- Attended Mayor of Grantham's charity musical show at the Guildhall, Grantham on 30 April *
- Attended President's Day' at Peterborough Rugby Union Football club, Second Drove, Fengate on 2 May
- Attended Independent Learning Presentation at Peterborough High School on 5 May
- Attended 25th birthday celebrations at Tuckers Court, Stanground on 7 May
- Attended Mayor of St Ives' charity concert at the Free Church, Market Hill, St Ives on 7 May
- Attended Peterborough Young Singers and Cambridge Orchestra concert at the Voyager School on 8 May
- Attended Castor and Ailsworth Evergreen Club Golden Jubilee Luncheon at the Bull Hotel, Peterborough on 10 May
- Attended Hampton College Eco event at the Town Hall on 11 May
- Attended Citizenship Ceremony in the council chamber on 11 May *
- Attended Samaritans' Annual General Meeting in St Mary's Church Hall on 11 May
- Visited Women's Enterprise Centre, Bridge Street on 12 May
- Attended Charity night at Peterborough Greyhound Stadium hosted by the Chairman of Northants County Council on 12 May
- Attended St Ives Mayor making at Market Hill, St Ives on 12 May *
- Attended Peterborough Playgoers 'Memories' at the John Clare Theatre on 14 May
- Attended Peterborough Youth Bands Orchestra Spring Concert at the Cresset on 16 May
- Attended annual council meeting in the council chamber on 17 May
- Attended Unity Football Club event on The Embankment on 18 May
- Attended 50th Birthday celebrations at Newark Hill School on 19 May

- Attended 25th Silver Jubilee re-dedication at Kestrel Court, Copeland, South Bretton on 21 May
- Visited Fulbridge School on 20 May
- Attended Blockbuster Exhibition, Peterborough Museum on 21 May
- Attended Baisakhi Festival at The Cresset on 22 May
- Attended College of Adult Education Supported Adult Learners Arts and Crafts Exhibition Launch at Peterborough Museum on 25 May *
- Attended Citizenship Ceremony in the council chamber on 25 May
- Attended Reception and Opening Ceremony at Kidney Research, Nene Hall, Lynch Wood on 25 May
- Attended *Art in the Cottage* at John Clare Cottage, Helpston on 25 May
- Attended Cambridgeshire County Forum for Civic Leaders at the TA Centre, Coldham's Lane, Cambridge on 26 May
- Started Charity Endurance Race, Peterborough Raceway, Bretton on 27 May
- Participated in the *Big Tidy Up*, outside shops in Central Avenue, Dogsthorpe on 27 May*
- Attended Pledge Against Prejudice evening at the Jack Hunt School on 27 May
- Attended Peterborough Lions Showtime, Parkway Sports and Social Club on 27 May
- Attended 25th birthday celebrations at Sutton Court, Werrington on 28 May *
- Attended opening of the Lido on 29 May
- Participated in the *Big Tidy Up* in Millfield on 29 May
- Attended Old Uetonians Gala dinner at the Bull Hotel, Peterborough on 29 May
- Attended Italian Republican Day celebrations at the ICA Centre, the Fleet on 30 May
- Attended Children's Festival at Millfield and New England Recreation Grounds on 1 June
- Attended Children's Festival at Millfield and New England Recreation Grounds *on 1 June
- Attended 1st anniversary of supporters of Combat Stress at the Becket Chapel, Peterborough Cathedral on 1 June
- Attended Mayor of Cambridge's Outgoing dinner at Corpus Christi College, Cambridge on 2 June
- Attended Green Festival Trashion Show, Queensgate Centre on 3 June
- Attended Green Festival family picnic at the Green Backyard, London Road on 5 June
- Attended Hangar Dance at RAF Molesworth on 5 June*
- Attended 150th Anniversary of the Army Cadet Force at Ely Cathedral on 6 June
- Attended Glinton Friendship Club – PCVS Volunteers Week, Glinton Village Hall on 7 June
- Attended Citizenship Ceremony in the Council Chamber on 8 June
- Attended First visit of Bishop Donald Allister to Churches Together in Central Peterborough Forum at All Souls RC Church, Fitzwilliam Street on 8 June*
- Attended Peterborough Lions meeting, Ebenezers, Grove Street on 8 June
- Attended Annual Civic Leaders tour of RAF Alconbury and Molesworth on 10 June
- Attended Duke of Edinburgh presentation evening at the Jack Hunt School on 10 June
- Attended Alconbury High School Graduation Ceremony in Peterborough Cathedral on 11 June
- Attended Philippine Independence Day celebrations at Homerton Hall Nurses' Home, Thorpe Road on 12 June
- Attended Churches Together in Central Peterborough joint service – The Working City at Park Road Baptist Church on 13 June*
- Attended City Cycle tour day of activity in Bridge Street and Cathedral Square and the City Cycle Tour race on 15 June
- Attended Royal Anglian Homecoming Parade from Ely Market Place followed by service in Ely Cathedral on 16 June
- Attended official opening of St Edmund's Court extra-care housing scheme in Hampton on 16 June*
- Attended Millfield Community Association annual general meeting at Millfield Community Centre on 16 June
- Visited Mr & Mrs Tate of Gunthorpe on their Diamond Wedding on 17 June

- Attended Primary School Dance Showcase at The Cresset on 17 June *
- Attended East of England Show and President's Luncheon on 18 June
- Attended Help for Heroes Charity Disco & Supper, Royal British Legion, Yaxley on 18 June *
- Started the Lakeside Club 24 hour race in aid of the RNLI at the Water Sports Centre, Ferry Meadows on 19 June
- Attended Dragon Boat Race, River Nene, Peterborough on 20 June
- Kicked-off Help for Heroes 5-a-side tournament at Powerleague, Stanground on 20 June
- Attended Peterborough Environmental Project open evening at the Railworld site on 21 June
- Opened eco-friendly classroom at Bishop Creighton School, Vineyard Road on 22 June
- Attended Citizenship Ceremony in the Council Chamber on 22 June
- Attended Proclamation of Midsummer Fair, Cambridge on 23 June
- Attended photo shoot on Town Hall steps to promote new recycling bins on 24 June
- Attended Presentation at Honeyhill Centre, Paston on 24 June
- Attended Society of St George summer reception at Buckden Towers, Buckden on 25 June
- Led Mayor's Carnival Parade from Cathedral Square at 11am to Central Park on 26 June
- Opened Peterborough Festival in Central Park and attended day and evening's events on 26 June
- Attended Diabetes UK Walk in the Park at Central Park on 26 June
- Attended Annual service of Remembrance at Peterborough Crematorium on 27 June
- Attended Festival event in Central Park on 27 June
- Attended Cathedral Patronal Festival beginning with Sung Eucharist in Cathedral followed by a barbecue in the Deanery garden on 29 June
- Attended Summer music concert at Peterborough High School on 29 June *
- Visited Longthorpe Primary School Attended on 30 June
- Visited and tour of John Mansfield & Brook Street sites, City College, Peterborough (formerly PCAE) on 30 June
- Attended Art exhibition at Peterborough High School on 30 June
- Attended Welland & Deepings Internal Drainage Board annual tour of inspection on 1 July
- Attended launch of Art at Andronicas at Peterborough Garden Park on 1 July *
- Attended Festival Recital, St John's Church, Cathedral Square on 1 July *
- Attended *She Stoops to Conquer* – festival event at the Great Northern Hotel on 1 July
- Attended Colour Wheel Art Exhibition at Alwalton Village Hall on 2 July
- Attended Festival Recital, St John's Church, Cathedral Square on 2 July
- Attended *She Stoops to Conquer* – festival event at the Great Northern Hotel on 2 July *

COUNCIL	AGENDA ITEM No. 6 (ii)
14 JULY 2010	PUBLIC REPORT

**EXECUTIVE REPORT – FOR INFORMATION
RECORD OF EXECUTIVE DECISIONS**

1. DECISIONS FROM CABINET MEETING HELD 14 JUNE 2010

TRAFFIC MITIGATION AT MASKEW AVENUE

Cabinet was asked to consider the concerns of local residents and Councillors expressed at a recent Neighbourhood Council meeting concerning traffic congestion and to liaise with retailers to implement measures to alleviate the persistent traffic problems currently experienced along Maskew Avenue, Bourges Boulevard and into New England.

CABINET RESOLVED TO:

Liaise with local retailers to alleviate traffic congestion around the Maskew Avenue Retail Park with emphasis on completing the works by the end of this year.

PETERBOROUGH LOCAL DEVELOPMENT FRAMEWORK - THE PETERBOROUGH DISTRICT HOSPITAL SITE SUPPLEMENTARY PLANNING DOCUMENT

At its meeting on 29 March 2010, Cabinet had received a draft Supplementary Planning Document (SPD). Public consultation had now been undertaken and updates had been made to produce a final document for approval.

The Hospital Site SPD set out the Council's ambition to see a mixed-use development incorporating residential, community, local retail and ancillary uses on the Peterborough District Hospital site. This would help to meet one of the key priorities of the Sustainable Communities Strategy to deliver substantial and truly sustainable growth. Any future redevelopment of the area was intended to be outstanding in urban design terms, meeting the emerging sustainability agenda as set in both national and local planning policy. All District Hospital functions would be relocated to the new Peterborough City Hospital on the Edith Cavell site by the end of 2011 and consequently, the SPD had been produced to assist in bringing the area forward for comprehensive redevelopment and reduce the risk of the gradual degradation of the site.

CABINET RESOLVED TO:

Adopt the Peterborough Local Development Framework – the Peterborough District Hospital Site Supplementary Planning Document.

CABINET FURTHER RESOLVED TO:

Include additional wording in section 6 (Application Stage) of the planning document to address concerns over construction traffic as detailed below:

Construction Management Plan - As part of a detailed planning application for the Hospital Site, a Construction Management Plan shall be submitted to and approved by the Local Planning Authority. This shall include amongst other matters:

- a noise management plan including a scheme for the monitoring of construction noise;
- a scheme for the control of dust arising from building and site works;
- a scheme of chassis and wheel cleaning for construction vehicles including contingency measures should these facilities become in-operative and a scheme for the cleaning of affected public highways;
- a scheme of working hours for construction and other site works;
- a scheme for construction access from Thorpe Road, and other neighbouring roads if applicable, including measures to ensure that all construction vehicles can enter the site immediately upon arrival, adequate space within the site to enable vehicles to load and unload clear of the public highway and details of any haul routes across the site;
- a scheme for parking of contractors vehicles;
- a scheme for access and deliveries including hours.

RURAL HOUSING STRATEGY 2010-2013

Cabinet considered the Rural Housing Strategy which represents a joint response from Peterborough City Council (PCC) and the Greater Peterborough Partnership (GPP) to rural housing issues as identified in the GPP's Rural Vision and Strategy including affordable housing, energy efficiency, fuel poverty and in-keeping design.

CABINET RESOLVED TO:

Adopt the Rural Housing Strategy as a supporting document to the Peterborough Housing Strategy.

OUTCOME OF PETITIONS

Cabinet considered the following outcomes in respect of petitions presented to full Council and **RESOLVED** to note the action taken as follows:

a) Petition to retain playing field adjacent to Norwood School for public use outside school hours:

This petition was presented to full Council on 14 October 2009 by Councillor Fower.

The Council's Assistant Director of Children's Services has undertaken extensive consultation with members of the local community, parents, staff and school governors as a result of this petition, and an earlier petition against the proposal to erect a high security fence around the playing field adjacent to Norwood School. The outcome in respect of both was agreement that the fence would be replaced in its original position, the design changed to a 1.5 metre high bow-topped style railing and that the gates would be locked during the school day and open to enable community use at other times. It should be noted that the fence encloses only the school playing field, which is part of a much larger space accessible to the community at all times.

b) Petition to rebuild The Dell Park / Recreation Ground:

This petition was presented to Council on 24 February by Councillor Lee.

Following receipt of this petition, the Council's Head of Operations visited the site, together with Councillor Lee as the local ward Councillor. Councillor Lee wrote to petitioners on 16 March 2010 advising as follows:

- The Council would seek to carry out improvements to the play area (during the financial year 2010/11) using grant available under the 'Play Builder' scheme;
- It is proposed to replace the concrete area with a grassed play area which would encourage use of natural play (final design to be dependent on the outcome of a user consultation exercise);
- The metal grid entrance areas will be removed and replaced with gated access.
- Broken benches in the area will be removed and new benches installed;
- Old metal framed play equipment and rotten tree stumps outside no. 92 The Dell would be removed.

c) Petition opposing allotment development on park land between Hallfields Lane and Gunthorpe Road

This petition was presented to Council on 24 February 2010 by Councillor Fower.

A response was sent to Councillor Fower on 23 March 2010 advising that the Government Office is prepared to grant consent to the disposal of statutory allotment land at Itter Crescent for residential development subject to the re-provision of allotment land elsewhere. The petition opposing allotment development on park land between Hallfields Lane and Gunthorpe Road underlined the views expressed at a local consultation exercise, held in 2009.

The site at Hallfields Lane / Gunthorpe Road is one of several possible sites under consideration and further consultative exercises will be held in respect of all proposed sites, after which time all viable options will be assessed on the basis of key comparators to identify the most favourable option.

d) Petition opposing allotment development at Werrington Paddock

This petition was presented to Council on 14 April 2010 by Councillor Fower.

A response was sent to Councillor Fower on 27 April 2010 reiterating the position outlined in 4.3 above and advising that the land at Werrington Paddock is one of several possible sites under consideration. The Council has noted the level of local objections in respect of this proposal, which follow a local consultative exercise and receipt of the petition, and will continue to hold further consultation exercises in respect of all proposed sites. All viable options will then be assessed on the basis of key comparators to identify the most favourable option.

e) Petition opposing proposals to increase caravan pitches for gypsies/travellers in Eye

This petition was presented to Council on 14 April 2010 by Councillor Cereste and Councillor Sanders.

The Council's Planning Policy and Strategic Manager responded on 19 April 2010 and advised that the petition would be considered as a formal representation to the ongoing Site Allocations Draft Planning Document consultation and would be dealt with alongside all other formal representations. The lead petitioner would be advised and ongoing contact throughout the process would be maintained.

f) Petition opposing a planning application due to traffic noise/pollution- Great Haddon development

This petition was presented to Council on 14 April 2010 by Councillor Seaton.

The Council's Head of Planning Services responded on 29 April 2010 and advised that the petition would be reviewed and considered as part of the wider consultation process in respect of this application. Assurance has been given that representations will be fully taken into account during the decision making process.

2. CALL-IN BY SCRUTINY COMMITTEE OR COMMISSION

Since the last report to Council, the call-in mechanism has not been invoked.

3. SPECIAL URGENCY AND WAIVE OF CALL-IN PROVISIONS

Scrutiny Procedure Rule 13.1 and Executive Procedure Rule 7 require any instances where the Council's special urgency provisions have been invoked, and/or the call-in mechanism was not applied, to be reported to the next available meeting of the Council, together with reasons for urgency.

Since the last report to Council special urgency provisions have been invoked in respect of the following decisions:

Special Urgency

Dogsthorpe Householders Recycling Facility - Management and operation, and supply of containers and transporting waste – Reference APR10/CMDN/047

The Chair of the Council's Environmental Capital Scrutiny Committee agreed to the Council's urgency procedure being invoked in respect of this decision (which will waive the five day consideration period) as any delay caused by the five day consideration period would have resulted in the Council being unable to serve notices to extend within the timescales provided for in the contracts, and would, in turn, have prejudiced the Council's and the public interest.

4. CABINET MEMBER DECISIONS

CABINET MEMBER AND DATE OF DECISION	REFERENCE	DECISION TAKEN
25 March 2010 Councillor Seaton	MAR10/CMDN/037	Proposed surrender of lease between Peterborough City Council and Freemans Plc at Ivatt Way, Westwood, Peterborough To authorise the Chief Executive (in consultation with the Head of Strategic Property (as Corporate Property Officer) Executive Director - Strategic Resources, and Cabinet Member for Resources (who will liaise with the Leader of the Council) to negotiate and conclude the surrender

		of this lease over freehold land owned by the City Council.
9 April 2010 Councillor Cereste	MAR10/CMDN/044	<p>Appointment to Peterborough Cultural and Leisure Trust</p> <ol style="list-style-type: none"> 1. To include the Peterborough Cultural and Leisure Trust (PCLT) on the Council's list of Outside Bodies; 2. To place the Peterborough Cultural and Leisure Trust into the Strategic and Executive category of the Council's list of Outside Bodies; and 3. To appoint Councillor Matthew Lee (Deputy Leader and Cabinet Member for Environment Capital and Culture) to represent the City Council on the board of the Peterborough Cultural and Leisure Trust.
14 April 2010 Councillor Cereste	APR10/CMDN045	<p>Nene Park Trust - Appointment of Council Representative</p> <p><i>This decision followed:</i></p> <ol style="list-style-type: none"> a) <i>The decision taken by the Leader of the Council on 19 March 2010.</i> b) <i>A referral from the Strong and Supportive Communities Scrutiny Committee meeting on 6 April 2010, which followed a request for call in on 24 March 2010.</i> <p>The Leader of the Council reconsidered the decision and determined not to make an appointment at this time to the Nene Park Trust and to consider the appointment during the annual review of Appointments to Outside Bodies in May 2010.</p>
14 April 2010 Councillor Hiller	APR10/CMDN/046	<p>Department for Transport Consultation on Intercity East Coast and Great Anglia Rail Franchisees</p> <p>To approve the response from the City Council to the Department for Transport's consultation on the Intercity East Coast and Greater Anglia Rail Franchises.</p>
16 April 2010 Councillor Holdich	APR10/CMDN/048	<p>Appointment of LEA Governor to Old Fletton Primary School</p> <p>To appoint Miss Aneta Weigelt changing from parent to LEA nominated by the governing body.</p>

<p>19 April 2010 Councillor Lee</p>	<p>APR10/CMDN/047</p>	<p>Dogsthorpe Householders Recycling Facility - Management and operation, and supply of containers and transporting waste</p> <p>To approve the extension of the following contracts with HW Martin Waste Limited for two years from 1 November 2010 to 31 October 2012 (as provided for in the existing contracts) on the basis of the rates and prices set out in the exempt annex:</p> <p>Extension of contracts:</p> <p>(a) Management and operation of the Dogsthorpe Householders Recycling facility; and (b) Supply of containers and transportation of waste from Dogsthorpe Householders Recycling facility.</p>
<p>28 April 2010 Councillor Seaton</p>	<p>APR10/CMDN/049</p>	<p>Discretionary Rate Relief from Business Rates for Charities, Similar Organisations Not Established or Conducted for Profit and Rural Businesses</p> <p>1) To approve the award of Discretionary Rate Relief for charities and similar organisations and approve the award of Discretionary Rural Rate Relief for the organisations shown on the schedule (Appendix A) to 31 March 2011.</p> <p>2) To reject the applications for awards of Discretionary Rate Relief for charities and similar organisations shown in the schedule (Appendix B).</p>
<p>30 April 2010 Councillor Holdich</p>	<p>APR10/CMDN/050</p>	<p>Appointment of LEA Governor to Old Fletton Primary School</p> <p>To appoint Mrs Susan Patricia Hartropp changing from Associate to LEA nominated by the governing body.</p>

<p>5 May 2010 Councillor Hiller</p>	<p>MAY10/CMDN/051</p>	<p>Automatic Number Plate Recognition System (ANPR)</p> <p>To award the Automatic Number Plate Recognition cameras (ANPR) System, Cameras and Associated Infrastructure contract to Computer Recognition Systems Limited (CRS) for the sum set out in the exempt annex subject to future years budget being available, in partnership with Cambridgeshire County Council (CCC) and Cambridgeshire Constabulary (CC), based on the evaluation criteria and quality submission assessment process referred to in the attached report.</p>
<p>20 May 2010 Councillor Holdich</p>	<p>MAY10/CMDN/052</p>	<p>Southfield Infant and Junior Schools - Permission to publish statutory notices relating to proposals for the future of the schools</p> <p>To approve the publication of the statutory notices for the closure of Southfields Infant School on 31 August 2010 and for extending the age range of Southfields Junior School from 1 September 2010.</p>
<p>24 May 2010 Councillor S Dalton</p>	<p>MAY10/CMDN/053</p>	<p>Government Consultation - Allowing Local Authorities to sell electricity</p> <p>To approve the response to the Department of Energy and Climate Change (DECC) on the consultation relating to 'Allowing Local Authorities to Sell Electricity' as set out in the Annex, with the response due to the DECC by 2 June 2010.</p>
<p>1 June 2010 Councillor Hiller</p>	<p>JUN10/CMDN/054</p>	<p>Highway Maintenance Term Contract - Extension of Contract</p> <p>To authorise the extension of the existing Highway Maintenance Term Contract with Ringway Infrastructure Services Limited for a term of 2 years from 1 August 2010 to 31 July 2012 on the terms agreed with the right for the Council to extend it further from 1 August 2012 for a period which, collectively with the current extension, does not exceed the original contract period beyond 31 July 2015.</p>
<p>4 June 2010 Councillor Hiller</p>	<p>JUN10/CMDN/055</p>	<p>Real Time Passenger Information - Award of Purchasing and Maintenance Contract</p> <p>To authorise the Executive Director of Operations to award the contract for the maintenance and expansion (within available resources) of a bus real time passenger</p>

		information system, in partnership with Cambridgeshire County Council, Bedford Borough Council, Central Bedfordshire Council, and Luton Borough Council, to Advance Communications and Information Systems Limited (ACIS) for a period of 5 years.
18 June 2010 Councillor Holdich	JUN10/CMDN/060	Appointment of Authority Governor - Newark Hill Primary School To appoint Mrs Irene Wood nominated by the local authority.
18 June 2010 Councillor Holdich	JUN10/CMDN/061	Appointment of Authority Governor - Matley Primary School To appoint Councillor June Stokes nominated by the local Ward Councillor.
24 June 2010 Councillor Cereste	JUN10/CMDN/062	Appointments to Outside Bodies for 2010-2011 To determine the contested appointments detailed in the associated Annex for the municipal year 2010/11 ending at the next Annual Meeting of Council.
29 June 2010 Councillor Holdich	JUN10/CMDN/063	Appointment of Authority Governor - Hampton Vale Primary School To appoint Mr Paul Phillipson as nominated by the local authority.
1 July 2010 Councillor Holdich	JUL10/CMDN/064	Appointment of Authority Governor - Thorpe Primary School To appoint Mrs Karen Tucker nominated by the governing body.
1 July 2010 Councillor Holdich	JUL10/CMDN/065	Appointment of Authority Governor - Winyates Primary School To appoint Mrs Hazel Coulter nominated by the local authority.

COUNCIL	AGENDA ITEM 7 (i) (a)
14 JULY 2010	PUBLIC REPORT

Contact Officer(s):	Paul Phillipson, Executive Director of Operations, Christine Graham, Safer Peterborough Partnership Manager	01733 453455 01733 864120
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DESIGNATED PUBLIC PLACE ORDER (DPPO)

R E C O M M E N D A T I O N S	
FROM :	Strong and Supportive Communities Scrutiny Committee
That Council:	
Adopts the Designated Public Place Order as set out in this report	

1. PURPOSE AND REASON FOR REPORT

- 1.1 A member of public has requested that Council consider a Designated Public Places Order (DPPO) to tackle anti social drinking in the Fletton Ward, specifically the area around the Recreation Ground in Woodston, as shown on the attached map and listed streets. The DPPO would mean that to consume alcohol in public when asked to stop by a police officer would become an offence.
- 1.2 The process requires authorisation from the Cabinet Member for Community Cohesion, Safety and Women’s Enterprise to instigate full consultation prior to reports to Scrutiny Committee and then Full Council for decision. Stronger and Supportive Communities Scrutiny Committee has considered this report and its comments are contained within the report.
- 1.3 This report is for Council to consider under paragraph 1.1.1 of its Terms of Reference ‘ to make, amend, revoke or re-enact bye-laws, and to promote or oppose local or personal Bills’.

2. BACKGROUND

- 2.1 There have been issues with anti social behaviour which are occurring at the Recreation Ground and the surrounding streets which is affecting the quality of life of residents living in the area, particularly, but not exclusively, in the summer months. Complaints centre on groups of rowdy people, swearing, urinating, fighting and littering. The DPPO will assist in tackling this anti social behaviour, however it is recognised that this needs to be used alongside other measures to resolve the issues as effectively as possible.

3. THE EXTENT OF THE PROBLEM

- 3.1 Following Cabinet Member approval to instigate the process, statistical information has been obtained from the Police about anti social behaviour and alcohol related incidents.

Between 1st March 2008 – 28th February 2010:

There were an average of 13 incidents per month occurring in the area of the Recreation Ground, with complaints peaking in July and August, demonstrating some seasonality in incident levels.

The streets which directly overlook the Recreation Ground are Grove Street, Grove Court and Symmington Close. Much of Queens Walk is protected from the Recreation Ground by a band of trees. In this particular part of the proposed area, there were 23 incidents of alcohol related anti social behaviour reported to the police in the designated time frame.

4. DESIGNATION ORDERS

- 4.1 Sections 12-16 of the Criminal Justice and Police Act 2001 provide local authorities with an adoptive power to restrict anti social public drinking in designated public places and provide the police with powers to enforce the restriction. These powers replaced the Alcohol Ban Byelaws.
- 4.2 The Order is not intended to lead to a comprehensive ban on drinking in the open air and should only be used where authorities are satisfied that the nuisance and disorder have been associated with drinking in a public place. The Local Authority must be satisfied that the order is not being used disproportionately or in an arbitrary fashion.
- 4.3 Local authorities must consider the extent of the problem and the likelihood of the anti social behaviour continuing if an order is not made.
- 4.4 The designation order will mean that if a person continues to drink in public when asked not to do so by a police officer they may be arrested and fined £500 if convicted. The police can also arrest someone failing to surrender alcohol in the area when asked to do so.
- 4.5 The designation order will not cover beer gardens and private dwellings.

5. IMPLICATIONS

5.1 Displacement

The Designation Order alone will not provide a complete solution to the problem being experienced. There are many complex reasons why these people abuse alcohol and why they choose to do this in public places. The Designation Order will not tackle the root causes of the problem and it is possible that they will move to an area not covered by the Designation Order.

5.2 Effectiveness

The Designation Order only makes it an offence to continue to drink alcohol when asked to stop by a police officer or Police Community Support Officer (PCSO).

5.3 Financial Implications

The cost incurred in making the order is minimal – only the cost of further public notices and signs for the relevant areas.

Any further support to partnership work to address the root causes of street drinking would have financial implications which have not been addressed within this report.

5.4 Legal Implications

This Designation Order is being made in line with the guidance provided by the Home Office and the powers given to local authorities under the Criminal Justice and Police Act 2001.

6. CONSULTATION

Consultation has been undertaken in line with the requirements of the Criminal Justice and Police Act 2001.

6.1 Public

A public notice was placed in the Evening Telegraph, informing the public that a map of the proposed area and a list of streets can be viewed at: Central Library, Bayard Place and the Town Hall. It also invited the public to respond with their views.

One member of the public has responded in support of the proposed DPPO and no negative feedback has been received.

6.2 Parish Councils

There are no Parish Councils affected in this area.

6.3 Police

We have received written support from the police for the proposed DPPO.

6.4 Licensed premises

All premises in the proposed area holding licenses to sell alcohol have been written to advising them of the proposal and seeking their views. None of the licensees have made contact to express view on the subject.

6.5 Ward Councillors

All ward councillors have been contacted and we have received written support for the DPPO from one elected member.

6.6 Residents' Groups

All of the Residents' Groups in the area have been consulted. We have not received any response.

6.7 Stronger and Supportive Communities Scrutiny Committee

The Committee:

- (i) Endorsed the proposed Designated Public Places Order; and
- (ii) Recommended the adoption of the Designated Public Places Order to Full Council.

8. NEXT STEPS

- 8.1 If Full Council decides to adopt the Order then a public notice will be placed in the press and the Order will come into force 28 days later.

9. BACKGROUND DOCUMENTS

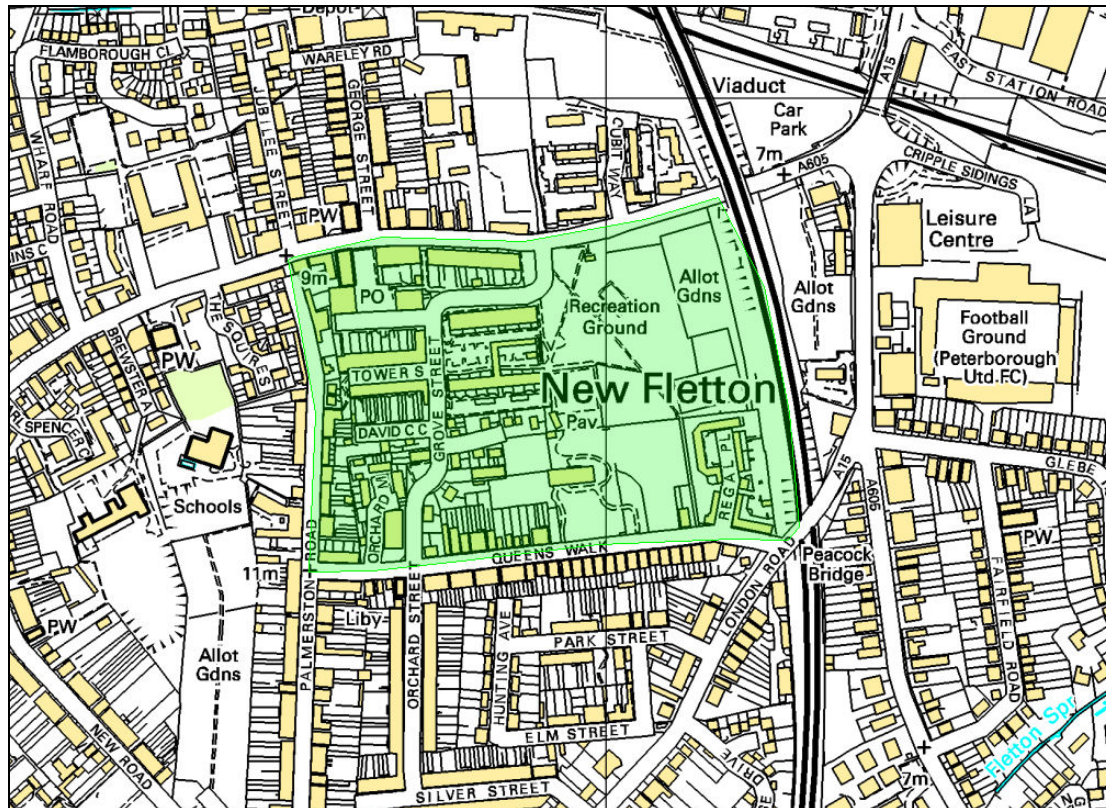
Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

- 9.1 Section 12-16 of the Criminal Justice and Police Act 2001
Local Authorities (Alcohol Consumption in Public Places) Regulations 2001

10. APPENDICES

- 10.1 Appendix 1 – map showing proposed area.

Map showing proposed area to be designated



STREETS TO BE COVERED BY PROPOSED AREA

- Palmerston Road (from Queens Walk to Oundle Road)
- Grove Street
- Queens Walk (from Palmerston Road to London Road)
- Tower Street
- David Chalmers Close

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COUNCIL	AGENDA ITEM No.7 (i) (b)
14 JULY 2010	PUBLIC REPORT

Contact Officer(s):	Simon Machen, Head of Planning Services Nick Harding, Planning Delivery Manager	Tel. 453475 Tel. 454441
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CHANGES TO CONSTITUTION

R E C O M M E N D A T I O N S	
FROM : Planning and Environmental Protection Committee	Deadline date : N/A
It is recommended that:	
1. Council approves the changes to the Constitution detailed in Appendix 1 to this report.	

1. ORIGIN OF REPORT

- 1.1 This report is submitted to Council following a recommendation from the Planning and Environmental Protection Committee (PEP) at its meeting held on 23 February 2010.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to seek the approval of Council for changes to the Constitution relating to Part 4 Section 3 – Standing Orders (Planning and Environmental Protection Committee (PEP) speaking scheme), Part 3 Section 2 (Terms of Reference and Delegations to Officers) and Part 5 Section 4 (the Planning Code of Conduct).
- 2.2 It is good practice to periodically review, and if appropriate revise, the governance arrangements for the Committee. The changes outlined in Appendix 1 are recommended in order to simplify existing provisions and to clarify procedures.

3. BACKGROUND

- 3.1 The existing speaking scheme for PEP Committee has been in place for a number of years. The reasons for this update are to simplify existing provision and provide clarification. There have been issues highlighted in recent months with regard to the amount of time allocated for specific groups of speakers and also the cut off deadline for registering to speak. The amended speaking scheme, as highlighted in Appendix 1, identifies a simplified speaking scheme and encompasses a new provision for the submission of written information which had not previously been included.
- 3.2 In order to clarify the issues which should be dealt with by the PEP Committee, amendments have been made to the officer delegations and to the terms of reference. These amendments are highlighted at Appendix 1 and encompass all changes required in order to ensure the Committee's time is utilised effectively and to ensure consistency.
- 3.3 An amendment to the changes agreed by Committee at its meeting of 23 February 2010 was subsequently proposed. The proposal recommended the removal of the provision requiring written statements (submitted by any person, including Members, unable to attend the meeting) to be read out at the meeting. The removal of this provision was recommended as such statements would have impacted on the effective management of the meeting and could be reasonably paraphrased by officers in the update reports submitted at the meeting.

- 3.4 All current Members of the Committee have indicated their support for the changes, including the amendment to remove the provision outlined at 3.3 above.
- 3.5 To further ensure consistency across the Constitution, the Planning Code of Conduct has been reviewed and a number of minor changes have been identified in relation to referrals and delegations to officers.

4. ANTICIPATED OUTCOMES

- 4.1 Implementation of the recommendations in this report will ensure that the Committee's governance arrangements remain robust.

5. FINANCIAL IMPLICATIONS

5.1 Financial

There are no financial implications.

5.2 Legal

The proposals in this report comply with legal requirements.

6. BACKGROUND DOCUMENTS

The Council's Constitution document.
Report to PEP Committee 23 February 2010.

Changes to Constitution

Current provision	Proposed provision	Reason for change
<p>Part 4, Section 3 – Standing Orders</p> <p>Planning Applications paragraph 9.1 (a) –</p> <p>Members of the public who wish to speak at meetings of the Planning and Environmental Protection Committee must advise the Chief Executive by 4 p.m. the day before the meeting.</p>	<p>To amend as follows:</p> <p>Any Ward Councillor, Parish Council (or other groups defined in local planning policy as operating in a manner similar to a Parish Council) representative or member of the public who wish to address the Committee on any planning application or any consultation item referred from another local authority, must register with the Chief Executive by 12 noon Friday before the meeting.</p>	<p>To enable more efficient administration.</p>
<p>Procedure, paragraph 9.1 (b) –</p> <p>(i) Officers will introduce the item</p> <p>(ii) Representations by the ward Members and/or the Parish Council representative</p> <p>(iii) Members’ questions to the Parish Council representative</p> <p>(iv) Objectors’ representations</p> <p>(v) Members’ questions to objectors</p>	<p>To amend as follows:</p> <p>(i) Officers will introduce the item</p> <p>(ii) Representations by Ward Councillors</p> <p>(iii) Members’ questions to Ward Councillors</p> <p>(iv) Representations by Parish Council representative</p> <p>(v) Members’ questions to Parish Council representative</p>	<p>To simplify the existing provision.</p>

<ul style="list-style-type: none"> (vi) Representations by the applicant, agent and any supporters (vii) Members' questions to the applicant, agent and any supporters (viii) Officers' comments (ix) Members' will debate the application and get advice from officers where appropriate (x) Members will reach a decision 	<ul style="list-style-type: none"> (vi) Objectors representations (vii) Members' questions to objectors (viii) Representations by the applicant, agent and any supporters (ix) Members questions to the applicant, agent and any supporters (x) Officers' comments (xi) Members will debate the application and obtain advice from officers where appropriate (xii) Members will reach a decision 	
<p>Paragraph 9.2</p> <p>'The total time allowed for speeches from each of the following groups of speakers will not be more than five minutes except that the Committee may decide to extend the time allowed for the following people making representations in cases where the applications involve unusual or exceptional circumstances:-</p> <ul style="list-style-type: none"> a) parish council representative b) objectors c) applicant or agent and their supporters' 	<p>To amend as follows:</p> <p>The total time allowed for speeches from each of the following groups of speakers will not be more than five minutes unless the Committee decide on the day of the meeting to extend the time allowed due to unusual or exceptional circumstances:-</p> <ul style="list-style-type: none"> a) parish council representative b) objectors c) applicant or agent and their supporters 	<p>To simplify existing provision and to clarify speaking times.</p>
<p>No current provision</p>	<p>To include additional paragraph at 9.3 as follows:</p> <p>The total time allowed for speeches from Ward Councillors will not be more than ten minutes unless the Committee decide on the day of the meeting to extend the time allowed due to unusual or</p>	<p>To clarify speaking times.</p>

<p>No current provision</p>	<p>exceptional circumstances.</p> <p>MPs will be permitted to address the Committee when they have been asked to represent their constituents. Proof of this fact should be submitted to the Committee. The total time allowed for speeches for MPs will not be more than five minutes unless the Committee decide on the day of the meeting to extend the time allowed due to unusual or exceptional circumstances.</p> <p>To include additional paragraph 9.4 as follows:</p> <p>In lieu of speaking, Ward Councillors, Parish Council representatives and members of the public may submit representations in writing for consideration by the Committee. Written representations will be reported to the Committee in an update report and circulated on the day of the meeting.</p>	<p>To clarify the status of written submissions.</p>
<p>-----</p> <p>Part 3, Delegations Section 2 – Regulatory Committee Functions</p> <p>2.6.1.3 In respect of issues governed by the list of functions at Schedule 2.6.3, to determine whether, and in what manner, to enforce any failure to comply with an approval, consent, licence. Permission or registration grant by</p>	<p>To remove (d) completely</p>	<p>This point is not required as it is already delegated to officers as highlighted in 2.6.2.3 (d) (i)</p>

<p>the Council in cases where:</p> <p>(d) a breach of planning control has occurred but an officer has decided to take no enforcement action</p> <p>-----</p> <p>Part 3, Delegations Section 2 – Regulatory Committee Functions</p> <p>Paragraph 2.6.2.1 Delegations to Officers, (e)</p> <p>The Executive Director – Operations is authorised to deal with the following matters after consultation with the Chairman of the Committee and notification to (i) the Vice-Chairman, (ii) the representatives of the other political groups on the Committee of which the Chairman and Vice-Chairman are not members, (iii) relevant Ward Councillor, and no relevant planning objection being raised within 48 hours:</p> <p>(e) ‘Applications for the discharge or modification of covenants in agreements under Section 106 of the Town and Country Planning Act 1990’</p> <p>-----</p> <p>Paragraph 2.6.2.3 (c)</p> <p>c) all planning and enforcement matters relating to conservation, Hedgerows and Tree Preservation, and proposed Emergency Tree Preservation Orders except;</p> <p>(i) the designation or modification of a Conservation Area (Cabinet Member for Environment Capital and Culture)</p> <p>(ii) Designation, revocation, variation and modification of Tree Preservation Orders (other than emergency orders)</p>	<p>To transfer section (e) from Paragraph 2.6.2.1. to Paragraph 2.6.2.3</p> <p>The Executive Director – Operations is authorised to deal with the following matters subject to there being no prior referral by a Member or a Parish Council to the Planning and Environmental Protection Committee as set out in its terms of reference.</p> <p>(e) Applications for the discharge or modification of covenants in agreements under Section 106 of the Town and Country Planning Act 1990. Ward Councillors are to be made aware of any such applications.</p> <p>To remove 2.6.2.3 (c) (ii) and incorporate the wording into 2.6.2.3 (c).</p> <p>c) all planning and enforcement matters relating to Conservation, Hedgerows and Tree Preservation Orders and proposed Emergency Tree Preservation Orders which includes designation, revocation, variation and modification except:</p> <p>(i) the designation or modification of a Conservation Area (Cabinet Member for Environment Capital and Culture)</p>	<p>To simplify existing provision to enable more efficient administration.</p> <p>To simplify the administration process to allow staff to deal with standard tree preservation order matters.</p>
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<p>(iii) any which the Executive Director - Operations considers should be determined by the Planning and Environmental Protection Committee.”</p> <p>-----</p> <p>Part 5, Section 4 Planning Code of Conduct</p> <p>3.1.1 Planning and Environmental Protection Committee</p> <p>Major, marginal or contentious applications are considered at the meetings of the Planning and Environmental Protection Committee at which ward members, objectors, applicants, and agents may address the Committee before a decision is made. In addition all applications by or on behalf of members, officers or Parish Councils will be referred to the Committee for determination.</p> <p>-----</p> <p>Part 5, Section 4 Planning Code of Conduct</p> <p>3.1.4 Delegation to Officers</p> <p>Certain types of application defined in the Constitution may be determined by officers alone, but a small minority are taken in consultation with the Chairman of the Committee in accordance with Standing Orders. All delegated decisions taken in consultation with the Chairman are referred to ward Members for consideration for a period of three clear working days prior to the decision notice being issued. Members may refer the decision during the consultation period to the Committee for determination.</p>	<p>(ii) any which the Executive Director - Operations considers should be determined by the Planning and Environmental Protection Committee.”</p> <p>To amend as follows:</p> <p>Major, marginal or contentious applications are considered at the meetings of the Planning and Environmental Protection Committee at which ward members, parish councillors, objectors, applicants and agents may address the Committee before a decision is made. In addition all applications by or on behalf of a Councillor, Director or Head of Service of the Authority (or by their spouse/partner) or Parish Councils will be referred to the Committee for determination.</p> <p>To amend as follows:</p> <p>Certain types of application defined in the Constitution may be determined by officers alone, but a small minority are taken in consultation with the Chairman of the Committee in accordance with Standing Orders. All delegated decisions taken in consultation with the Chairman are referred to Ward members for consideration for a period of 48 hours prior to the decision notice being issued. Members may refer the decision during the consultation period to the</p>	<p>This is to bring the Planning Code of Conduct in line with the delegations to officers as detailed in Part 3, Delegations Section 2 – Regulatory Committee Functions. 2.6.2.2 (f)</p> <p>To reflect current practice and to amend error.</p>
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<p>-----</p> <p>Part 5, Section 4, Planning Code of Conduct</p> <p>3.1.5 References to Committee</p> <p>In addition to those applications referred to in 3.1.1 above, members or Parish Councils may refer a planning application to Committee PROVIDED the reference is in writing based on proper planning considerations that relate to that application at the judgement of the Head of Planning Services.</p>	<p>Committee for determination.</p> <p>To amend as follows:</p> <p>In addition to those applications referred to in 3.1.1 above, members or Parish Councils may refer a planning application from the weekly press list to Committee PROVIDED the reference is in writing based on proper planning considerations that relate to that application at the judgement of the Head of Planning Services.</p>	<p>The change is to clarify the distinction before referrals for general planning applications and referrals by the Executive Director of Operations.</p>
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COUNCIL	AGENDA ITEM No. 7 (ii)
14 JULY 2010	PUBLIC REPORT

NOTICES OF MOTION

The following notices of motion have been received in accordance with Standing Order 11.1:

1. Motion from Councillor Sandford

That this Council:

- (i) Welcomes those measures in the new Government's coalition agreement which will be of benefit to the people of Peterborough, including the following specific points:
 - (a) A radical devolution of power and greater financial autonomy to local government and community groups, including a review of local government finance;
 - (b) Abolition of Regional Spatial Strategies and return of decision-making powers on housing and planning to local councils, including giving councils new powers to stop 'garden grabbing';
 - (c) A reform of the planning system to give neighbourhoods far more ability to determine the shape of the places in which their inhabitants live;
 - (d) Abolition of the unelected Infrastructure Planning Commission and replacement with an efficient and democratically accountable system that provides a fast-track process for major infrastructure projects;
 - (e) Creation of a new designation – similar to Sites of Special Scientific Interest (SSSIs) – to protect green areas of particular importance to local communities;
 - (f) Measures to bring empty homes into use;
 - (g) Phasing out of the ring-fencing of grants to local government and reviewing the unfair Housing Revenue Account;
 - (h) Giving all councils a general power of competence;
 - (i) Banning the use of powers in the Regulation of Investigatory Powers Act (RIPA) by councils, unless they are signed off by a magistrate and required for stopping serious crime;
 - (j) Allowing councils to return to the committee system, should they wish to;
 - (k) Abolition of the Standards Board regime;
 - (l) Tougher rules to stop unfair competition by local authority newspapers;
 - (m) New powers to help communities save local facilities and services threatened with closure, and give communities the right to bid to take over local state-run services;
 - (n) Implementation of the Sustainable Communities Act, so that citizens know how taxpayers' money is spent in their area and have a greater say over how it is spent;

- (o) Cutting local government inspection and abolition of the Comprehensive Area Assessment;
 - (p) Requiring continuous improvements to the energy efficiency of new housing;
 - (q) Giving councillors the power to vote on large salary packages for unelected council officials;
 - (r) Measures to protect wildlife and promote green spaces and wildlife corridors in order to halt the loss of habitats and restore biodiversity;
 - (s) Launching a national tree planting campaign;
 - (t) Working towards a 'zero waste' economy, encouraging councils to pay people to recycle, and work to reduce littering;
 - (u) Significantly cutting the number of health quangos and giving every patient the right to choose to register with the GP they want, without being restricted by where they live;
- (ii) Requests the Cabinet to co-operate with the Government in delivery of these aspects of its programme in particular, whilst at the same time retaining the right to raise legitimate questions and concerns about any proposed measures (for example reductions in grant) which may have a detrimental impact on the City or its residents.

2. Motion from Councillor Goldspink

That this Council expresses its deep regret over the accidents that have happened recently in Oxney Road, endangering life and limb, and agrees to ask the Cabinet member for Neighbourhoods, Housing and Community Development to make the design and implementation of a remedial scheme for Oxney Road the Council's number one local traffic scheme for 2010/11, with a view to starting work no later than 1 October 2010.

3. Motion from Councillor Jamil

That this Council:

- (i) Recognises that the increase in VAT from 17.5% to 20% announced in the Government's June Budget will fall hardest on those least able to afford it and that it will lead to higher prices for goods and services, resulting in a disproportionate impact on pensioners and other low income groups and a severe impact on businesses, charities and community groups in Peterborough;
- (ii) Acknowledges that the effect of the increase in VAT, when taken with other measures in the Budget, will be unfair to pensioners, who have not had a compensatory increase in other benefits and allowances;
- (iii) Acknowledges that the way the VAT increase will affect pensioners and other low income groups runs counter to the Government's Coalition Agreement statement on 20 May 2010 that it would 'ensure that fairness is at the heart of those decisions so that all those most in need are protected'.
- (iv) Notes that the Institute of Fiscal Studies has stated the VAT increase was not 'unavoidable', as the Chancellor of the Exchequer said in his Budget speech.

- (v) Asks the Leader to write directly to the Chancellor of the Exchequer, raising the Council's concern about the impact of the proposed VAT increase on pensioners, other vulnerable groups and businesses in Peterborough;
- (vi) Calls on both Members of Parliament representing Peterborough to stand up for Peterborough's pensioners, businesses, and wider community to voice their opposition to this unfair increase in VAT and to vote against it in Parliament.

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COUNCIL	AGENDA ITEM 7 (iii) (a)
14 July 2010	PUBLIC REPORT

PETERBOROUGH CORE STRATEGY – RECOMMENDED CHANGES TO GYPSY AND TRAVELLERS POLICY

Contact Officer(s):	Richard Kay, Policy and Strategy Manager	01733 863795
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R E C O M M E N D A T I O N S	
FROM:	Andrew Edwards, Head of Peterborough Delivery Partnership
That Council:	
<ol style="list-style-type: none"> 1. Authorises officers to submit to the Inspector currently testing the soundness of the Peterborough Core Strategy, the recommended changes to Gypsy and Travellers policy as contained at Appendix 2; and 2. Authorise officers to undertake public consultation on the proposed changes should it be necessary and prudent to do so, following consultation with the Inspector. 	

1. PURPOSE AND REASON FOR REPORT

- 1.1 This report is in relation to the Peterborough Core Strategy, the Council's overarching planning policy and growth strategy to 2026.
- 1.2 Council is asked to approve a recommended change to the Core Strategy, and authorise officers to negotiate with the Inspector holding an Examination and Hearing into the Core Strategy to make those changes. Council is also asked to agree to any public consultation as is necessary as a result of this proposed change to policy.
- 1.3 The changes relate to the Council's policy in respect of Gypsy and Travellers planning policy.
- 1.4 This matter has not been considered by Cabinet or any Scrutiny Group due to time constraints imposed by the Inspector holding the Examination, and the urgent need for Council consideration of the issue.

2. BACKGROUND

- 2.1 At the Council Meeting of 2 December 2009, it was resolved to approve the Peterborough Core Strategy (Proposed Submission Version) for the purposes of public consultation and submission to the Secretary of State. Such consultation has now taken place (January / February 2010) and the Core Strategy has been submitted to the Secretary of State (April 2010).
- 2.2 Subsequently, an Inspector (Shelagh Bussey DipTP DipEM MA PHD MRTPI) has been appointed to hold an independent Examination and Hearing into the soundness of the Core Strategy. This includes public Hearing Sessions in September-October 2010. Thereafter, the Inspector will issue a 'Binding Report' of any changes to the Core Strategy (due end 2010), which Council will then either reject or accept in their entirety (due at Council on 8 December 2010 or 23 February 2011).

- 2.3 The important point to note is that the Core Strategy is currently 'out of the hands' of Peterborough City Council and instead it is controlled by the Inspector. As such, the Council can not arbitrarily make any further changes to the version as submitted to the Secretary of State in April 2010 but it can seek to make changes by persuading the Inspector to include such changes in her 'Binding Report'.
- 2.4 It is this scenario we now face. Whilst ordinarily any relatively minor changes to policy wording would be left to officers to negotiate with the Inspector throughout the Examination process (indeed this is highly likely to be the case for a number of issues), officers have identified an issue whereby the scale of change is of such significance that Council ought to consider and determine whether such a change should be recommended to the Inspector.
- 2.5 The change relates to the Core Strategy policy on Gypsy and Travellers. As Members will no doubt be aware, the Government has declared its clear intention to abolish Regional Spatial Strategies (RSS) and the associated targets which flow from it (see Appendix 1). One such target was in respect of new Gypsy and Traveller pitch provision, a target this Council never supported as the regional policy was imposed on the Council by the previous Secretary of State. However, at the time Council approved the Core Strategy (2 December 2009), it effectively had to adopt such regional targets in its Core Strategy.
- 2.6 Further, the Inspector (in late June 2010) has specifically asked the Council, "*is it the continued intention of the Council that the Core Strategy should make provision for these special groups...?*"
- 2.7 Thus, Council is being asked to consider whether it wants to take the opportunity presented by the Inspector, following the revised national policy change, and suggest to the Inspector changes to the Gypsy and Travellers Policy.
- 2.8 In simple terms, the Core Strategy **currently**:
- (a) allocates 15 pitches each to Great Haddon and Norwood Urban Extensions (Policy CS4)
 - (b) states further pitches will be allocated in the Site Allocation Document using a given set of criteria (Policy CS7)
- 2.9 Council is recommended to suggest to the Inspector that the Core Strategy be **amended** so that it:
- (a) deletes the requirement for 15 pitches at Great Haddon and Norwood, and instead more flexibly seeks developer contributions (land or money) for provision.
 - (b) includes text to confirm we will maintain an up-to-date local (rather than regional) assessment of Gypsy and Traveller need.
 - (c) deletes various other text, including the current commitment to allocate specific sites for Gypsy and Traveller accommodation in the Site Allocations Document (though we will continue to allocate a site for a transit purpose).
- 2.10 The full changes which officers believe are appropriate are set out at Appendix 2.
- 2.11 If Members agree to such changes, these will then be passed to the Inspector for consideration and debate at the Hearing sessions. Officers would then defend the amended policy position, rather than that in the original Core Strategy. The Inspector may, prior to the formal Hearing sessions, recommend that focussed and proportionate public consultation is undertaken on the suggested changes (i.e. with those whom may have an interest in the changes) in order for the Inspector to have a fuller picture of the issues and implications of such a change. Officers are therefore seeking approval from Council to undertake such consultation if it proves necessary.
- 2.12 Thus, to summarise, Council is not being asked to make a definitive change to the Core Strategy (because legally it can not), but rather it is being asked to approve recommended changes, with such recommended changes submitted to the Inspector testing the soundness of the Core Strategy. It will be for the Inspector to determine whether to accept such changes, and, if she

does, she will subsequently ask the Council to adopt such changes. If the Inspector does not accept the changes then the Council can not arbitrarily make such changes and will have to accept whatever conclusions the Inspector reaches (or take the only other option available to it i.e. the 'nuclear' option of abandoning the Core Strategy in its entirety).

3. FINANCIAL IMPLICATIONS

- 3.1 There are likely to be only minor direct financial implications if this agenda item recommendations are accepted, that being the cost involved in setting up and running a possible public consultation on the policy changes. These costs are not substantial and can be covered by existing budgets.

4. LEGAL IMPLICATIONS

- 4.1 The process and recommendations described in this report are in accordance with the Acts and Regulations governing the preparation of Local Development Framework documents.

5. DISCRIMINATION AND EQUALITIES IMPLICATIONS

- 5.1 Gypsy and Travellers are a legally identified ethnic group, and are protected from discrimination under the Race Relations Act (1976, amended 2000) and the Human Rights Act (1998). The changes recommended as part of this agenda report removes, to a certain extent, the specificity of where new pitch provision for this ethnic group is planned to be delivered and eliminates any quantified target provision. However, it should be noted that the recommended policy changes do not prevent the provision of pitches coming forward. Indeed, the policy (as amended) still retains many proactive elements, such as the acceptance that new pitch provision may be acceptable in the open countryside (subject to criteria) when most other forms of development would not be acceptable. As such, overall, whilst some of the certainty regarding the location and quantity of new pitch provision is removed, the flexibility as to where new pitch provision could be acceptable remains. It is therefore considered that, overall, the policy (as amended) would continue to have positive equalities implications due to the proactive planning for such sites.

6. OTHER IMPLICATIONS

- 6.1 No other implications are apparent as a result of this agenda item

BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985)

- The Peterborough Core Strategy (Submission Version) April 2010, and associated documents – see http://www.peterborough.gov.uk/planning_and_building/planning_policy/draft_development_plans/local_development_framework/core_strategy.aspx



The Rt Hon Eric Pickles MP
Secretary of State for Communities and Local Government

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27th May 2010

Dear Leader

ABOLITION OF REGIONAL STRATEGIES

I am writing to you today to highlight our commitment in the coalition agreements where we very clearly set out our intention to rapidly abolish Regional Strategies and return decision making powers on housing and planning to local councils. Consequently, decisions on housing supply (including the provision of travellers sites) will rest with Local Planning Authorities without the framework of regional numbers and plans.

I will make a formal announcement on this matter soon. However, I expect Local Planning Authorities and the Planning Inspectorate to have regard to this letter as a material planning consideration in any decisions they are currently taking.

Yours ever,
Eric Pickles

THE RT HON ERIC PICKLES MP

Appendix 2 – Recommended Changes to the Core Strategy (to be subsequently recommended to the Inspector):

Base Text = text as contained in the Submission Version of the Peterborough Core Strategy (April 2010)

~~Strikethrough~~ = suggested deletion of text

Underline = suggested new text

Policy CS 4

Urban Extensions

The spatial strategy for Peterborough includes growth of the existing built-up area of the City by means of sustainable urban extensions. These will include extensions already permitted at Hampton, Stanground South and Paston Reserve. Further urban extensions will take place at Norwood and Great Haddon.

Proposals for the Norwood urban extension should give consideration to and be designed so that they are sympathetic with the permitted scheme at Paston Reserve in order to create a single, comprehensive development area.

Development of each new urban extension must comply with all the relevant development plan documents including other policies set out in the remainder of the Core Strategy, and must be planned and implemented in a comprehensive way that is linked to the delivery of key infrastructure. In particular, each of the urban extensions at Great Haddon and Norwood should:

- Make efficient use of land, provide a broad range of housing choice by size and tenure (including market and affordable housing) and cater for people with special housing needs
- Provide ~~at least 15 pitches for~~ either on-site or off-site Gypsy and Traveller accommodation ~~(which may be on one or more sites) through the provision of land and/or a financial contribution to enable land to be secured by the City Council (with full details of this arrangement to be negotiated and subject to an appropriate legal agreement)~~
- Provide a wide range of local employment opportunities that offer a choice of jobs in different sectors of the economy
- Make provision for an appropriate level of retail, leisure, social, cultural, community and health facilities to meet local needs without having an unacceptable impact on the vitality and viability of existing centres
- Incorporate nursery, primary and secondary schools and either a special school or enhanced provision for pupils with special educational needs
- Provide a network of open spaces for play, sport and recreation, including local nature reserves, woodlands and green spaces
- Incorporate design solutions to maximise the use of energy from on-site renewable and/or decentralised renewable or low carbon energy sources; and maximise energy efficiency;
- Incorporate appropriate landscape treatment to ensure that the development can be satisfactorily assimilated into the surrounding area

In the case of the Great Haddon urban extension, which would be located adjacent to Orton Pit SAC (a site of international ecological conservation importance), the Council will require the completion of a project level Appropriate Assessment under the Habitats Regulation Assessment process. Such an assessment must clearly demonstrate that the development will have no harm to protected species and habitats, in accordance with the relevant regulations. The development should include:

- A sufficient amount and variety of green space, including woodland, to help to alleviate potential recreational pressure on Orton Pit SAC. This will require a provision over and above the standard open space requirements
- Dependent upon the findings of the EIA, informed by the Appropriate Assessment, a management strategy to ensure that inappropriate access to Orton Pit SAC is controlled

and regulated to prevent adverse impacts to sensitive interest features

- Measures to protect the SAC from the consequences of potential changes in air quality arising from the development

6.4 Gypsies and Travellers

~~6.4.1~~ Although some Gypsy and Traveller households have been able to meet their accommodation needs in permanent dwellings, throughout many parts of the country in recent years, the Gypsy and Traveller community has experienced difficulties in securing sufficient caravan sites to meet their needs. ~~Government Circular 01/2006 provides national guidance on planning for Gypsy and Traveller caravan sites, in order to address this shortfall and under provision. This national guidance requires that local authorities should plan for the provision of sites for Gypsies and Travellers in their Local Development Frameworks. It also states that the core strategy should set out criteria for the location of Gypsy and Traveller sites which will be used to guide the allocation of sites.~~

~~6.4.2~~ The Single Issue Review of the Regional Spatial Strategy, published by the Secretary of State in July 2009, establishes regional policy on the provision of sites for Gypsies and Travellers. This says that Peterborough should make provision for a minimum of 30 additional permanent residential pitches over the period 2006-2011, together with an annual 3% increase up to 2021. Additionally, Peterborough must work with the local planning authorities across Cambridgeshire to provide 40 transit pitches over the period 2006-2011.

~~6.4.3~~ The provision of additional pitches (whether for permanent occupation or transit use) can be achieved through the normal process of the submission of a planning application and the granting of planning permission; and through the identification and allocation of land in the Site Allocations DPD.

~~6.4.4~~ In Peterborough there are currently 2 Council owned sites and 9 private sites. The Council owned sites are located at Oxney Road and Paston Ridings on the eastern side of the City and are large in size. The private sites are located in the urban and rural areas to the north and east of the City and the number of pitches on each site varies, with the largest site accommodating an extended family on eight pitches.

~~6.4.5~~ From the experience of the Council in managing its sites, and from views expressed by residents of sites within Peterborough, it is clear that future provision should aim to deliver smaller sites which have a maximum capacity of 15 pitches, and in many cases, considerably fewer. ~~In the Cambridge Sub-Regional Gypsy and Traveller Accommodation Assessment (2006), the Paston Ridings (Norwood Lane) site received heavy criticism for the quality of the site and associated services, largely on the grounds that it was too big; and it is due for refurbishment works.~~

~~6.4.6~~ Policy CS 4 requires each of the new urban extensions at Great Haddon and Norwood to incorporate a site or sites for at least 15 pitches as part of the delivery of sustainable mixed communities.

Policy CS 7 - Gypsies and Travellers

~~In addition to the minimum of 30 permanent pitches coming forward from the urban extensions at Norwood and Great Haddon (policy CS 4), sufficient additional sites for permanent Gypsy and Traveller caravan accommodation will be identified in the Peterborough Site Allocations Development Plan Document, to meet the need for the number of pitches in Peterborough which has been determined by the Gypsy and Traveller Accommodation Single Issue Review of the Regional Spatial Strategy for the East of England. The number of pitches for which provision will be made will take into account the number pitches which have been granted planning permission in the intervening period.~~

The City Council will maintain a local assessment of need for Gypsy and Traveller pitches (permanent and transit) and Travelling Showpeople plots. The outcome of these assessments will

assist the Council in the determination of applicable planning applications.

In considering planning applications, the criteria which will be used to identify suitable consider new Gypsy and Traveller caravan sites and associated facilities, the identification of which may form part of a larger residential-led allocation in the Site Allocations DPD, are:

- (a) the site and its proposed use should not conflict with other development plan policies or national planning policy relating to issues such as floodrisk, contamination, landscape character, protection of the natural and built environment or agricultural land quality;
- (b) the site should be located within reasonable travelling distance of a settlement which offers local services and community facilities, including a primary school;
- (c) the site should enable safe and convenient pedestrian and vehicle access to and from the public highway, and adequate space for vehicle parking, turning and servicing;
- (d) the site should be served, or be capable of being served, by adequate mains water and sewerage connections; and
- (e) the site should enable development and subsequent use which would not have any unacceptable adverse impact on the amenities of occupiers of nearby properties or the appearance or character of the area in which it would be situated.

The Council will be prepared to identify and grant permission for sites in the countryside (i.e. outside the Urban Area and Village Envelopes) as an exception to policy provided that there is evidence of a need (as identified in the local assessment), that the intended occupants meet the definition of Gypsies and Travellers, as set out in Government guidance, and provided that the above criteria (a) to (e) are met. In the countryside, any planning permission granted will restrict the construction of permanent built structures to small amenity blocks associated with each pitch.

The Council has identified a clear need for a Gypsy and Traveller transit site, and therefore intends to safeguard a site for such purposes in the Site Allocations DPD, guided by the above criteria.

~~The above criteria will also be used for development control purposes, and planning permission will only be granted for the development of land as a Gypsy or Traveller caravan site if each one can be satisfied.~~

~~6.4.7 The policy meets the requirements of Circular 01/2006 for criteria to be set out in the core strategy. It enables local circumstances and development opportunities to be taken into account, and commits the Council to making provision in accordance with the RSS Review, thereby ensuring conformity with that higher level policy. It provides the guidance necessary to meet needs and steer Gypsy and Traveller developments to appropriate sites.~~

~~6.4.8 The Single Issue Review of the Regional Spatial Strategy does not set any requirement for plots for travelling showpeople specifically for Peterborough; rather, it sets an overall figure for the Peterborough and Cambridgeshire authorities together. In the event that further plots are to be provided in Peterborough, the criteria in the policy, together with the advice in Circular 04/2007, will form the basis for decisions on planning applications and on the allocation of land, with a particular emphasis on safe vehicular access for large fairground vehicles and trailers.~~

6.4.9 Although the Community Strategy does not make specific mention of Gypsies and Travellers or travelling showpeople, the policy will help to deliver two of its priorities: 'Creating Opportunities – Tackling Inequalities' and 'Creating Strong and Supportive Communities'.

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COUNCIL REPORT	AGENDA ITEM 7 (iii) (b)
14 July 2010	PUBLIC REPORT

Contact Officer(s):	Helen Edwards, Solicitor to the Council & Monitoring Officer Kim Sawyer Head of Legal & Deputy Monitoring Officer	Tel. 452539 Tel: 452361
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ANNUAL REPORT OF STANDARDS COMMITTEE

R E C O M M E N D A T I O N S	
FROM : STANDARDS COMMITTEE	
<p>That Council</p> <p>(1) notes the work carried out by the Standards Committee, and endorses and supports the priorities for the coming year</p> <p>(2) agrees to extend the maximum term of office to be served by any independent member to 3 successive terms</p> <p>(3) endorses the proposal by the Standards Committee to submit comments to the Secretary of State for Communities and Local Government (DCLG) supporting the retention of a local member's conduct regime</p>	

1. FOREWARD BY THE CHAIR OF THE STANDARDS COMMITTEE

- 1.1 As Independent Chair of the Standards Committee, one of my main aims is to create a sense of "ethical wellbeing" in this authority and to make high standards of conduct 'business as usual' rather than damage limitation when something goes wrong. I endorse the Standards for England view that the independent members are here to encourage a culture of high standards in Peterborough City Council and independent members have chosen to do so by proactively encouraging good conduct and, wherever appropriate, using informal resolution by having respectful but direct discussions with councillors if we feel they are choosing to act in a manner that poorly reflects their office. My purpose is to encourage the members of this Council to take the opportunity to reinforce their individual position as leaders in standards of conduct, setting an example to other bodies they work with, and to the community at large. This is not to say that we do not hold councillors formally to account; just that this is the last, not first, resort.
- 1.2 I am encouraged by the work undertaken by the Committee over this last year and the diminishing number and seriousness of complaints being made to the Committee. I am grateful that councillors have without exception accepted our non-political role and locally focussed approach. I am satisfied that by setting out our agenda for this coming year in our work programme we will be well placed to demonstrate to the people of Peterborough how ethics are embedded within the operation of this Council.
- 1.3. The incoming Government has indicated that it intends to raise a Bill which may lead to the abolition of the Standards Board for England. It may be that there will still be a requirement for a code of conduct and a local standards committee. Peterborough's Standards Committee was formed well before there was a legal requirement for it to exist because councillors wanted it; throughout the life of the Standards Board for England the local committee has been completely focussed on the needs of Peterborough, making common sense interpretations of the national code. It is hoped that Council will support the local Standards Committee's continued existence.

2. THE FORMAT OF THIS REPORT

- 2.1 This report will consider each of the following areas:

- The members of the Standards Committee
- The work programme of the Committee for the past and the coming year
- Statistical information about the number and types of complaints made to the Committee
- A look at current issues in ethics
- The role of the Monitoring Officer in advising on the Code of Conduct

3. THE MEMBERS OF THE COMMITTEE

- 3.1 At its meeting on the 17 March 2010 the Standards Committee considered two recommendations to make to this Council meeting concerning its composition.
- 3.2 The Standards Committee wished to recommend to Council that the maximum term of office that can be served by an independent member should be increased from two successive terms (as recommended by Standards for England) to three successive terms. Towards the end of this year and the early part of next year all of the independent members come to end of their term of office. This recommendation will ensure that the two most experienced independent members of the Committee can apply again for the independent positions as they arise. Council is able to agree this if it is satisfied that the independence of the position is not affected by an extension of the terms of office for those positions.
- 3.3 The Standards Committee also recommended to Council that the Chair and the Vice-Chair of the Committee for the coming civic year should be Steve Boast and Ann Smith respectively and it notes that this was agreed at the Annual Council meeting in May.
- 3.4 The Committee also agreed in April to increase the membership of the Standards Committee to allow for the appointment of a substitute parish council member. The increase was necessary to allow the proper administration of the complaints process in the event that the current parish members are conflicted out. The Monitoring Officer is in the process of appointing to this position.

4. THE WORK PROGRAMME

- 4.1 Having spent much of the previous year implementing the new regime for handling complaints, the Committee wanted to concentrate its efforts this past year on developing a work programme. The work programme was presented to its first meeting in October 2009 and has been reviewed at each subsequent meeting since. The Committee are mindful however that their primary role is to deal with complaints about member conduct.
- 4.2 The work of the Standards Committee to date has included
- Publicising the register of interests and gifts and hospitality on the website
 - Developing a communications plan
- 4.3 The work programme for the coming year aims to concentrate its efforts on embedding ethics within the Council in a practical manner. For example, the Committee realised that because members have a busy schedule and demanding workload it has not always been possible to get all members together for training on the Code of Conduct, so it has been looking for other ways in which to train the members without requiring them to find additional time in their diaries to meet this obligation. Over this past year the independent members of the Committee each attended a Neighbourhood Council meeting and spoke on the role of the Standards Committee and the Code of Conduct. In this way, the Committee was able to provide training to members of the Council whilst at the same time demonstrate the work it does to the public. Over this coming year it would like to look at how it might add value to other work undertaken by the members. The Committee is also working with the Strategic Governance Board to move forward with web pages dedicated to governance issues.

5. STATISTICAL INFORMATION

- 5.1 The Committee receives statistical information about the number of complaints and their progress at each meeting in the form of a table attached to a standard report on performance.
- 5.2 Over the past year the Assessment Sub Committee has sat 4 times to hear 5 complaints. Of these complaints 4 resulted in no further action being taken (80%), 0 resulted in investigations and 1 was resolved by means of other action (20%) which the Committee felt was appropriate to the matter complained of.
- 5.3 The Review Sub-Committee sat once to reconsider a complaint where the Assessment Sub-Committee decided to take no further action on a complaint. The outcome of this hearing was to take no further action.
- 5.4 Over the course of the past year, 7 investigations were concluded from the previous year and that resulted in 3 (43%) complaints going to formal hearings (only 2 hearings were held as two of the complaints related to the same Councillor so were heard on the same occasion).
- 5.5 The outcome of hearings was to find a breach of the code of conduct in all 3 cases resulting in the following sanctions:
- request a written apology and censure the Councillor in the first hearing and;
 - provide further training on the Code of Conduct to include acceptable behaviour in public life for the second hearing.
- 5.6 *How does this compare nationally?* Standards for England recorded complaints from 345 authorities during May 2008 to March 2009 (the 2009-10 Annual Review is due to be published around September this year) and 128 authorities did not receive any complaints.
- 5.7 Of the complaints received nationally 53% warranted no further action, 29% were referred for investigation, 12% were referred to the Monitoring Officer for action and 6% were referred to Standards for England.
- 5.8 Of the 780 investigations conducted, 233 were completed locally of which; 158 (68%) found no breach of the code, 56 (24%) imposed a penalty or sanction and 10 (4.3%) found a breach but no further action was imposed (other hearing results were not submitted at the time).

6. CURRENT ISSUES IN ETHICS

- 6.1 The Government has announced in its manifesto entitled "The coalition: our plans for Government" that it intends to abolish the Standards Board regime. A "Decentralisation and Localism" bill was announced during the Queen's speech on 25 May which re-iterated the intention to abolish the Standards Board regime. No further detail is yet available on when this is likely to take place or whether this means that the Code of Conduct will survive the abolition of the Standards Board. A letter from Standards for England (the renamed Standards Board) has been received which states that for the present it is 'business as usual'.
- 6.2 At its meeting on the 9 June 2010 the Standards Committee considered the implications of the Government's announcement. It concluded that there has been merit in having a regime for regulating member's conduct but accepted that in the current financial climate the cost of continuing with a national regulatory body would be difficult to justify. The Committee considered that Peterborough had a strong commitment to ethical conduct amongst its members which it demonstrated by having a standards committee in place prior to this becoming a national legislative requirement. The Committee proposed therefore to seek support from members of the Council to write to DCLG endorsing the retention of a local standards regime.

7. CONSULTATION

The Committee distributes copies of its reports to each of the parish councils within the Peterborough area. It invites comments from the parishes on any of those reports to be given to the Monitoring Officer who reports those comments to the Standards Committee. This report will be distributed in a similar manner.

8. REASONS FOR RECOMMENDATIONS

The Standards Committee believes that Council's endorsement of the contents of this report will enable it to fulfil the function of promoting high standards of ethical behaviour within the authority.

9. ALTERNATIVE OPTIONS CONSIDERED

The Council is required to set up a Standards Committee by the Local Government Act 2000. The Council could maintain a Standards Committee which has a more limited vision and work programme. This option was rejected because it is important that the Council has a strong Standards Committee to encourage and maintain a high standard of ethical behaviour. To do otherwise would restrict the Council's ability to operate effectively.

10. IMPLICATIONS

There are no financial or legal implications, other than those contained within the body of the report.

BACKGROUND DOCUMENTS

Reports to the Standards Committee in the last civic year

COUNCIL	AGENDA ITEM No. 7 (iii) (c)
14 JULY 2010	PUBLIC REPORT

Cabinet Member(s) responsible:	Councillor Marco Cereste, Leader of the Council	
Contact Officer(s):	Helen Edwards, Solicitor to the Council	Tel. 452539

NEW EXECUTIVE ARRANGEMENTS & POSSIBLE CHANGES TO ELECTORAL CYCLES UNDER THE LOCAL GOVERNMENT & PUBLIC INVOLVEMENT IN HEALTH ACT 2007

RECOMMENDATIONS
FROM: SOLICITOR TO THE COUNCIL
<p>That Council :</p> <ol style="list-style-type: none"> 1. In respect of new executive arrangements: <ol style="list-style-type: none"> a) Agree whether to commence a consultation process about a change to executive arrangements; and b) if a consultation process is to be commenced, agree the proposed methods set out in paragraph 4.3 for consulting electors and other interested persons about the new executive arrangements; and c) agree to the proposed timetable set out at Appendix 2 for the consultation and implementation of the new executive arrangements. 2. In respect of electoral cycles: <ol style="list-style-type: none"> a) Agree whether to commence a consultation process about a change to electoral cycles; and b) if a consultation process is to be commenced, agree that the proposed consultation should take place alongside the consultation in respect of the new executive arrangements, following the same timetable and using the same methods

1. ORIGIN OF REPORT

The Local Government and Public Involvement in Health Act 2007 introduced changes to executive arrangements and the ability to change electoral cycles.

2. PURPOSE OF REPORT

- 2.1 In respect of **executive arrangements**, under the current legislation the Council has a statutory obligation to consult on and implement new executive arrangements as detailed in Part 3 of the Local Government and Public Involvement in Health Act.
- 2.2 In respect of **electoral cycles**, the Council may resolve to change its electoral cycle, but is under no statutory obligation to do so.

3. NEW EXECUTIVE ARRANGEMENTS

- 3.1 The Local Government Act 2000 required most local authorities to operate executive arrangements using one of three model forms of executive provided by the Act:
- Elected mayor and cabinet
 - Leader and cabinet
 - Elected mayor and council manager
- Peterborough City Council chose the leader and cabinet model.
- 3.2 Part 3 of the Local Government and Public Involvement in Health Act 2007 abolished two of these models, namely the elected mayor and council manager, and the old style leader and cabinet models (which Peterborough currently operates).
- 3.3 Under the 2007 Act local authorities are now required to operate one of two models, either:
- elected mayor and cabinet; or
 - “new style” leader and executive
- No other form of executive arrangement is permitted. The 2007 Act requires all local authorities to change their executive arrangements to one of the two prescribed arrangements.
- 3.4 Under transitional arrangements Peterborough City Council continues to operate its current arrangements until the third day after the May 2011 local elections. Under the 2007 Act it cannot continue its current arrangements beyond the end of the transitional period because its current model ceases to exist.
- 3.5 The main differences between Peterborough City Council’s current executive model and two options available under the 2007 Act are set out in the table at Appendix 1.
- 3.6 Peterborough City Council already adopts constitutional arrangements that put the leader in strong position, for example, by allowing him to appoint his own cabinet, which was not a requirement under the previous legislation. If the council chooses to adopt the new style leader and cabinet model, there will be very little difference, in practice, to the current arrangements, except that the leader will be appointed for a 4 year term, instead of annually.
- 3.7 However, it is important to note that the Act provides that a leader may be removed by council resolution. Therefore in practice, even under the new model, a leader would require the continued support of his political group. There would be nothing to prevent the group taking a decision each year to elect the group leader. If the person previously elected as leader of the council no longer had the support of the group, the group could bring a motion to council that the leader should be removed.
- 3.8 The current government has indicated that it may introduce legislative changes to allow councils to choose to revert to the old style committee system. This legislation is not in place, and is unlikely to be in place before the end of December 2010, which is the deadline for implementing the change under the 2007 Act. If the Council chooses not to consult, and does not change its executive arrangements in that timescale, then the current legislation provides that the Secretary of State will draw up proposals for the

authority and they will be deemed to be implemented on the last day of the transitional period. If the council chooses to delay in anticipation of new legislation being introduced, it takes the risk that if legislation is not changed before the deadline expires, the Secretary of State may impose a model under the 2007 Act and remove the choice from the authority as to which model it prefers.

4. PROPOSED CONSULTATION PROCESS FOR NEW EXECUTIVE ARRANGMENTS

4.1 The 2007 Act requires the authority to take reasonable steps to consult the local government electors for, and other persons interested in, the authority's area before drawing up proposals. The Act does not specify either the type or the length of the consultation that should be carried out. There are examples of good practice from other councils that have already carried out such consultation, and these are taken into account in the proposals being put to council.

4.2 The detail of the consultation should include the following details:

- Summary of why the consultation is taking place
- Details of the authority's current system of governance
- A summary of the two new governance options
- The key differences between the models

4.3 It is recommended that the council consults using the following methods:

- The Council's website
- Neighbourhood Councils
- Scrutiny Committees
- Parish Council Liaison Committee

4.4 It is not possible to use Your Peterborough because it is printed shortly before the Council meeting, and it has not been possible to anticipate the likely outcome of the council meeting with sufficient certainty to include appropriate wording about a possible consultation.

4.5 Good practice suggests a minimum of 6 weeks consultation, but to allow time for all the groups set out at 4.3 to be consulted, it is proposed that the consultation period ends on 30th September, which will be a period of 11 weeks. This is considered reasonable, as it allows longer for people to respond given that it is over the holiday period.

4.6 A suggested timetable for carrying out the consultation process and implementing the new arrangements by the statutory deadline of 31st December 2010 is set out in Appendix 1.

5. ELECTORAL CYCLES

5.1 The Local Government and Public Involvement in Health Act 2007 permits the Council to resolve to change its electoral cycle at certain fixed periods of time.

5.2 Peterborough City Council currently elects by thirds of its membership, so elections are held over a three year period, the fourth year being a fallow year with no local elections scheduled. Elections are currently scheduled for 2011 and 2012, with 2013 being a fallow year.

5.3 The Act provides that the council can make a resolution to move to whole elections.

5.4 The resolution must be made within fixed periods of time set down in the Act.

- i) the period ending 31 December 2010, or
- ii) the period in 2014, or in any fourth year afterwards, that starts with the day after that council's annual meeting and ends with 31 December.

- 5.5 The council must decide whether it wishes to move from thirds to whole council elections. If it decides to retain election by thirds, no further action is required, and the council's next opportunity to consider this issue will be in 2014.
- 5.6 If the council does wish to move from thirds to whole elections, it must
- 5.6.1 Consult such persons as it thinks appropriate on the proposed change
- 5.6.2 Convene a special meeting of council
- 5.6.3 Pass a resolution to change by a two thirds majority of those voting
- 5.6.4 Publish an explanatory document to the decision and make this available for public inspection, and
- 5.6.5 Give notice to the Electoral Commission.
- 5.7 The authority may also request the Electoral Commission to give the Boundary Committee a direction to undertake a review of the authority's area with a view to establishing single member wards, where it considers this to be appropriate.
- 5.8 If an authority subsequently wishes to move back to electing by thirds, it must carry out the same procedure as set out above, except that the Electoral Commission must make an order to that effect, and before doing so, must consider whether to direct the Boundary Committee to carry out a review with a view to the desirability of establishing three member wards.
- 5.9 If the Council decides to move to whole council elections, the first whole council elections would take place in 2011 and each fourth year thereafter.
- 5.10 The Electoral Commission has previously carried out research, and published some of the advantages and disadvantage of whole council elections and elections by thirds, which are summarised below:
- (i) *For partial elections:*
- *More frequent opportunities for electors to exercise their right to vote*
 - *May facilitate more immediate political accountability*
 - *May tend to produce less drastic changes in political direction, and provide greater political continuity*
 - *Can ensure that the political composition of authorities more accurately reflects the current political complexion of local areas*
 - *May reduce the likelihood that the timing of important or controversial decisions are distorted by the timing of elections*
- (ii) *For whole elections:*
- *Greater possibility of wholesale change in control may encourage participation*
 - *Too frequent elections may dilute public interest*
 - *Opportunity for all electors in the area to influence the composition of the authority at the same time*
 - *May tend to encourage greater long-term planning by authorities, and discourage continuous election campaigning.*

- 5.11 There is a potential to make some financial savings from moving to whole council elections:

POTENTIAL SAVINGS

The costs are all estimated according to records of previous elections and dependent on UK Parliamentary and European elections being held in a five year cycle simultaneously with local elections. Costs are index linked but exclude nominal PCC support costs.

Part of the cost (approximately 33%) of elections by thirds is offset when local elections fall in a UK Parliamentary election or European election year due to the council being able to claim part of the cost of hiring polling stations, staff, postage etc from the Ministry of Justice.

It is estimated that more frequent by-elections would be held should the council move to whole elections as the council could not let the vacancy remain unfilled an election was not being held in that municipal year. The figure estimated is the cost of having 2 by-elections per year not including the year during which whole council elections will be held. (Costs for 2 by-elections have also been included in 'fallow' years during the current 'by thirds' cycle).

The estimated cost of holding whole elections is based on hiring additional polling stations and staff to cover the five wards that would not have had elections on the current cycle, additional count staff and administrative costs. There would be potentially 3 times as many candidates due to all 57 seats being up for election as against the current 19 seats each year for elections by thirds.

As the first whole council elections could not be held until 2011, potential savings have been estimated over 7 years from 2011:

YEAR:	2011	2012	2013	2014 (European)	2015 (General)	2016	2017	TOTAL
ELECTIONS BY THIRDS	£173,000	£182,000	£18,500	£134,000	£141,000	£222,000	£21,000	£891,500
WHOLE ELECTIONS	£259,500	£17,500	£18,500	£19,500	£210,000	£20,000	£21,000	£566,000
POTENTIAL SAVINGS OR ADDITIONAL COST	+£86,500	-£164,500	NIL	-£114,500	+£69,000	-£202,000	NIL	£325,500 (over 7 yrs)

Potential savings distributed over 7 years = £46,500 per annum.

6. ALTERNATIVE OPTIONS CONSIDERED

6.1 New executive arrangements :

- (a) This is a statutory requirement, and as the legislation currently stands, if the council does not confirm new executive arrangements by the statutory deadline of 31 December 2010, the Secretary of State will draw up proposals for the authority and they will be deemed to be implemented on the last day of the transitional period. This removes the choice of preferred arrangement from the authority.
- (b) The council could decide not to carry out a consultation. The current government has indicated that it may allow local authorities to revert to the old style system of committees. No legislation is yet in place, and a bill is not expected until the autumn. It is unlikely that legislation will be in place before the statutory deadline of 31 December 2010 imposed by the 2007 Act. A number of councillors have suggested that no consultation should be carried out until the options for the local authority are clearer. It is possible not to carry out a consultation, and not to make a positive decision to change Peterborough City Council's executive arrangements. The council would not be acting illegally in doing so, as the Act contains a clear fallback provision for the Secretary of State to draw up the proposals if the legislation is not changed in the meantime. The risk associated with this option is that the council would not be able to choose its own model, and could receive adverse publicity for not following current legislation.

6.2 Changes to electoral cycles : there is no obligation on the council to make changes to its electoral cycles. It is an option available to it under the Local Government and Public Involvement in Health Act 2007. The council has a choice whether to consider changes, but if it intends to do so, it must carry out public consultation before carrying out its proposals.

7. IMPLICATIONS

7.1 Financial:

The cost of consultation using the website and publications will be contained within existing budgets. There are potential savings from moving to whole council elections which are set out in detail in section 5.11 above.

7.2 Legal:

Legal implications are dealt with fully in the body of the report.

7.3 Crime & Disorder:

There are no crime & disorder risks identified.

7.4 Equality Impact Assessment:

The proposals to consult in relation to new executive arrangements, and the option to consult on a change in electoral cycles, do not have any specific impact on any particular group.

8. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985)

Electoral Commission report *The Cycle of Local Government Elections in England: Report and Recommendations* published in January 2004.

APPENDIX 1 : Summary of differences between current system and the 2 new models

	Current executive model	New style council leader and cabinet model	Directly elected mayor and cabinet model
Appointment and term of office	Leader appointed by full council annually	Leader appointed by full council for a 4 year term subject to resignation or disqualification	Mayor elected directly by the electorate for a 4 year term
Status	Leader is a member /councillor for all purposes	Leader is a member / councillor for all purposes	Directly elected mayor is not considered to be a member / councillor unless legislation indicates otherwise
Executive functions	Size of cabinet determined by leader. All executive functions vested in leader who can then delegate	Size of cabinet determined by leader. All executive functions vested in leader who can then delegate	All executive functions vested in the mayor who can then delegate
Appointment of cabinet	Council appoints the leader who then appoints cabinet members and assigns responsibility	Council appoints the leader who then appoints cabinet members and assigns responsibility	Mayor appoints cabinet members and assigns responsibility
Deputy leader	No legal requirement to have a deputy leader but constitution vests power to appoint in leader	Legal requirement to have a deputy leader appointed by the leader	Legal requirement to have a deputy leader appointed by the mayor

**Appendix 2 :
Timetable for consultation and implementation of new executive arrangements**

14 July 2010	Initial report to be considered by council and agree process for and length of Consultation
16 July to 30 September 2010	Public consultation via council website
1 to 29 September 2010	Consideration by Neighbourhood Councils
7 to 20 September 2010	Consideration by Scrutiny Committees
13 September 2010	Report to Cabinet to enable its comments to be included in the consultation responses
13 October 2010	Report to Council on outcome of public consultation, to include recommendations of Cabinet, Neighbourhood Councils, Scrutiny Committees, on draft proposals. Council to authorise the publication of its proposals and pass a resolution to make the change in governance arrangements based on the preferred model. (Note : if Council has resolved to consult on changes to electoral cycles, proposals must then be considered at a meeting specially convened for this purpose, so a special council meeting will be set up for 6pm on the same evening as the ordinary council meeting).
October / November 2010	Publication of proposals
May 2011	The new arrangements must be operative no later than the third day following the local government elections currently scheduled for 5 May 2011.

COUNCIL	AGENDA ITEM 7 (iii) (d)
14 JULY 2010	PUBLIC REPORT

Contact Officer:	Helen Edwards, Solicitor to the Council David Blackburn, Principal Democratic Services Officer	Tel: 01733 452539 Tel: 01733 452325
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PETITIONS SCHEME

R E C O M M E N D A T I O N S
FROM: SOLICITOR TO THE COUNCIL
That Council approves the Petitions Scheme and authorises the Solicitor to the Council to update the Constitution accordingly.

1. PURPOSE OF REPORT

- 1.1 The report seeks approval of the Council's Petitions Scheme.

2. BACKGROUND

- 2.1 The Local Democracy, Economic Development and Construction Act 2009 requires every local authority, to adopt a Petitions Scheme which sets out how it will handle petitions. Also, by 15 December 2010 every local authority must have an on-line petition facility, under which anyone may set up a petition on the authority's website, and other petitioners may "sign up" to the petition on-line.

3. PETITIONS SCHEME

- 3.1 The Council is required to publish a scheme that makes it clear how people can petition the Council and what they can expect from the Council in response, especially where certain thresholds have been met. As a minimum the Council should:

- acknowledge all petitions;
- consider what action could and should be taken in response to each petition;
- provide a formal response to a petition organiser explaining what, if any, action will be taken; and
- enable the petition organiser to appeal against the outcome of the Council's consideration of their petition.

- 3.2 The Act defines different categories of petitions, and allows the authority to define the number of signatures required for each category –

- "Petitions for Debate" must be reported to and debated at full Council;
- "Petitions to hold an Officer to Account" trigger an open meeting of an Overview and Scrutiny Committee at which a named officer will report and be questioned on their actions;
- "Ordinary Petitions", for which the authority can determine how these petitions will be handled.

- 3.3 The statutory guidance on Petition Schemes suggests that local authorities should set the number of signatures required for each category of petition at a level which encourages rather than discourages petitions. In line with this approach, it is proposed that in accordance with the Constitution there should be a requirement for at least 25 signatories for ordinary petitions; 250 signatories should be required for a Petition to Hold an Officer to Account, that is 10 times the number required for a petition and 500 signatories for a Petition for Debate by full Council, that is 20 times the number required for a petition. These thresholds will be kept under review and a further report submitted to Council if there is a need to alter them in view of the number of petitions received.
- 3.4 A draft Petitions Scheme is attached at Appendix 1 and has been drafted taking the statutory guidance into account. The key features of the Scheme are as follows –
- (a) The Scheme would only apply to petitions which relate to matters for which the authority has responsibility or which it is able to influence;
 - (b) Anyone who lives, works or studies in Peterborough is able to sign a petition;
 - (c) An officer will be responsible for recording all petitions received, responding to petition organisers, ensuring that petitions are reported as required and updating a Petitions Site on the Council's website;
 - (c) If the petition organiser is not satisfied with the outcome of the Council's consideration of their petition, s/he may appeal to the relevant Overview and Scrutiny Committee to review the steps that the Council has taken in dealing with the petition.

4. LEGAL IMPLICATIONS

- 4.1 The approval of a Petitions Scheme will ensure that the Council is compliant with the Local Democracy, Economic Development and Construction Act 2009.

5. FINANCIAL IMPLICATIONS

- 5.1 The costs of dealing with petitions under the Petitions Scheme cannot be ascertained in advance, as they will depend on the number of petitions received.

6. EQUALITIES IMPLICATIONS

- 6.1 The new rules on petitions are intended to enable public access to the decision-making processes of the Council and as such contribute towards open and inclusive governance.

7. BACKGROUND DOCUMENTS

Local Government, Economic Development and Construction Act 2009
Statutory Guidance on Petitions

Peterborough City Council

Petitions Scheme

Peterborough City Council welcomes petitions and recognises that petitions are one way in which people can let us know their concerns. All petitions sent or presented to the Council will receive an acknowledgement within five working days which will set out what we plan to do with the petition. We set out below how the Council will respond to petitions which you send us. The principle behind this Scheme is to enable public access to the decision-making processes of the Council and as such contribute towards open and inclusive governance.

The Council maintains a petitions website at www.peterborough.gov.uk.

What is a petition?

We will treat something as a petition if it is identified as being a petition, or if it seems to us that it is intended to be a petition. For practical purposes, we normally set a requirement for at least 25 signatories before we treat it as a petition. However some specific petitions will require a higher level of signatories (see below).

All petitions must relate to a function provided directly by the Council or to an improvement in the economic, social or environmental well-being of Peterborough where we would work with one of our partners to respond to your petition.

What should a petition contain?

A petition must include –

- A clear and concise statement of your concerns and what you want the Council to do;
- The names, addresses and signatures of the required number of petitioners who live, work or study in Peterborough. Addresses must be a Peterborough address where the signatory lives, works or studies and proof of address may be sought to verify a signature.
- The name and contact details of the petition organiser or someone to whom you would like any correspondence about the petition to be sent to.

Petitions will not be accepted if in the opinion of the Monitoring Officer, they are rude, offensive, defamatory, scurrilous or time-wasting, or do not relate to something which is the responsibility of the Council, or over which the Council has some influence.

Petitions for Debate

If you want your petition to be reported to and debated at a meeting of the Full Council, it must contain at least 500 signatories.

Petitions to Hold an Officer to Account

If you want your petition to be considered at a public meeting of an Overview and Scrutiny Committee, where a senior council officer will be required to give evidence about something for which they are responsible as part of their job, your petition must contain at least 250 signatories. The Council has determined that such petitions must relate to the Chief Executive, a Director or a Head of Service. The full list of officers is attached at Annex A.

Where the petition raises issues of competence or misconduct, the petition will be referred to the Chief Executive (or to the Head of Human Resources in respect of the Chief Executive) and will be considered under the Council's other procedures, and not under this petitions procedure.

Who should you send a petition to?

The Corporate Governance Manager is responsible for receiving, managing and reporting the petitions sent to the Council. Please address petitions to –

Corporate Governance Manager
Democratic Services
Peterborough City Council
Town Hall
Bridge Street
Peterborough
PE1 1HG

Or to petitions@peterborough.gov.uk

Petitions can also be presented to a meeting of the Council. These meetings take place throughout the year and dates and times can be found on the Council's website at www.peterborough.gov.uk. If you would like to present your petition to the Council, or would like your councillor or someone else to present it on your behalf, please contact the Corporate Governance Manager on (01733) 747474 at least 10 working days before the meeting and they will talk you through the process.

At a later date, it will be possible to create, sign and submit petitions online by following a link from this Scheme.

What happens when a petition is received?

For all petitions –

- (i) Within five working days of the petition being received, the Corporate Governance Manager will acknowledge receipt of the petition to the petition organiser and relevant ward councillors, setting out who the petition will be reported to for consideration.
- (ii) The Corporate Governance Manager will put details of the subject matter of the petition, its date of receipt and the number of signatories on to the petitions website. The petition organiser's name and contact details will only be included on the website if s/he agrees.
- (iii) As soon as it is decided who the petition will be considered by within the Council, this information will be entered on the website at the same time as it is sent to the petition organiser. Once the petition has been considered, the Council's decision will be notified to the petition organiser and put on the website within five working days of that consideration.
- (iv) Our response to a petition will depend on what the petition asks for but may include one or more of the following:
 - taking the action requested in the petition
 - considering the petition at a council meeting
 - holding an inquiry into the matter
 - undertaking research into the matter
 - holding a public meeting
 - holding a consultation
 - holding a meeting with petitioners
 - referring the petition for consideration by one of the Council's Overview and Scrutiny Committees
 - calling a referendum
 - writing to the petition organiser setting out our views about the request in the petition
- (v) If the petition is to be considered at a public meeting of one of the Council's committees, the petition organiser will be notified when and where that meeting will take place and will be invited to address the meeting for up to 3 minutes on the issues covered by the petition. The invitation to the petition organiser to address the meeting is in addition to any other public speaking rights at that meeting.
- (vi) At each stage of the consideration of the petition, within five working days of any decision, the Corporate Governance Manager will ensure that the petitions website is updated to ensure that petitioners can track the progress of their petition.

Petitions for Debate

These petitions will be reported to the next convenient meeting of the Full Council. Petitions will not be considered at the Annual Meeting of the Council or at Extraordinary Meetings of the Council which are not convened to consider the subject matter of the petition.

The petition organiser will be invited to address the meeting for up to 3 minutes on the subject of the petition and then the Council's usual rules of debate will apply.

At the end of the debate, the Full Council can only make a decision on those matters which have been reserved to it. On all other matters, the Full Council will submit any appropriate recommendations to the Executive or to the relevant decision making committee for them to consider.

Petition to Hold an Officer to Account

These petitions will be reported to the next convenient meeting of the relevant Overview and Scrutiny Committee.

In advance of the Committee meeting, the petition organiser will be invited to submit a list of questions which s/he would like the Committee to put to the officer at the meeting. These questions will be provided to the Chairman of the Committee, who will decide whether they are appropriate, and to the officer concerned, in advance of the meeting.

At the meeting, the Chairman will invite the petition organiser to address the Committee for a maximum of 3 minutes on the issue raised, and the relevant officer will then be required to respond on the subject matter of the petition. The Chairman will then put any submitted questions to the officer.

Other Petitions

Any other type of petitions will be reported to the person or body who has the power to take a decision on the matter. The progress made in response to these petitions will be reported to the Council's Cabinet.

If the petition is to be considered by a Cabinet Member or officer –

- (i) Where the matter is to be determined by a Cabinet Member or officer, s/he will take a decision on the matter. That decision may be a determination of the matter, or may be a decision to refer the matter for investigation and report back, or to refer it up to a meeting of Council, Cabinet or a Committee of the Council for determination.
- (ii) Within five working days of the consideration of the petition by the relevant Cabinet Member or officer, the Corporate Governance Manager will notify the petition organiser of the Cabinet Member or officer's decision and advise him/her that if s/he is not satisfied with the outcome, s/he may require the matter to be reported to the next convenient meeting of the appropriate Overview and Scrutiny Committee for review.
- (iii) At each stage, the Corporate Governance Manager will enter the relevant information on the website at the same time as it is sent to the petition organiser.

If the petition is to be considered at a meeting within the Council –

- (i) Petitions which do not relate to an ordinary item of business will be considered before the normal business of the meeting, and will be considered in the order in which they were received, unless the Chairman at the meeting determines otherwise. A maximum of 30 minutes will be allowed at each meeting for considering such petitions and any petitions not reached in the time allowed will be referred to the relevant Cabinet Member for consideration or deferred until the next meeting.
- (ii) Any petitions relevant to particular items of business, such as petitions relating to planning applications, will be taken together with that item of business, in the normal order of business.
- (iii) The Chairman of the meeting may invite the petition organiser to address the meeting for up to 3 minutes. The Chairman may then ask questions of the petition organiser, and will then invite any

relevant Ward Councillors present to address the meeting on the matter for up to 3 minutes (each). The Chairman will then invite a relevant officer(s) to advise the meeting, after which the matter will be open for debate among members of the meeting, in accordance with any rules of debate for that meeting.

Appeal to an Overview and Scrutiny Committee

If the petition organiser is not satisfied with the outcome of the Council's consideration of their petition, s/he may appeal to the relevant Overview and Scrutiny Committee to review the steps that the Council has taken in dealing with the petition.

The petition organiser is required to notify the Scrutiny Manager of his/her intention to appeal within 20 working days of being notified of the Council's decision on the petition.

Within five working days of the receipt of the intention to appeal, the Scrutiny Manager will determine which is the relevant Overview and Scrutiny Committee and will notify the petition organiser of the time, date and place of the next convenient meeting of that Overview and Scrutiny Committee and will invite the petition organiser to attend the meeting and to address the Committee for up to 3 minutes on why s/he considers that the Council's decision on the petition is inadequate.

At that meeting, the Overview and Scrutiny Committee will invite the petition organiser to make their representations and to explain why s/he considers that the Council's response was insufficient.

The Overview and Scrutiny Committee cannot over-ride the decision made on the petition, but they can submit any appropriate recommendations to the decision taker for them to reconsider.

Petitions which will not be reported

Duplicate Petitions

Where more than one petition is received each supporting the same outcome on one issue, each petition organiser will be treated as an independent petition organiser, but only the petition organiser of the first petition to be received will be invited to address any meeting.

Repeat Petitions

A petition will not normally be considered when it is received within six months of another petition being considered by the Council on the same matter.

Excluded Matters

Petitions will not be reported if they relate to:

- Any matter relating to a planning decision;
- Any matter relating to a licensing decision;
- Any other matter relating to an individual or entity in respect of which that individual or entity has a right of recourse to a review or right of appeal conferred by or under any enactment

When a petition on an excluded matter has been received, the Corporate Governance Manager will acknowledge receipt of the petition and explain why the matter will not be reported. If the petition can be taken into account as part of another procedure, we will explain how this will happen.

OFFICERS WHO CAN BE PETITIONED TO GIVE EVIDENCE AT A PUBLIC MEETING OF AN OVERVIEW AND SCRUTINY MEETING

Under the Local Government, Economic Development and Construction Act 2009 certain senior officers of the Council can be petitioned to give evidence at a public meeting about something for which they are responsible for as part of their job.

At Peterborough, the following officers are able to be petitioned:

Post	Name
Chief Executive	Gillian Beasley
Solicitor to the Council	Helen Edwards
Director of Communications	Sue Appleby
Head of Delivery	Andrew Edwards
Head of Human Resources	Mike Kealey
Head of Strategic Improvement and Partnerships	Robert Hardy
Executive Director of Children's Services	John Richards
Assistant Director – Children's Community Health	Janet Dullaghan
Assistant Director – Learning and Skills	Mel Collins
Assistant Director – Resources, Commissioning and Performance	Jonathan Lewis
Assistant Director – Safeguarding, Families and Communities	Andrew Brunt
Executive Director of Operations	Paul Phillipson
Head of Neighbourhood Services	Adrian Chapman
Head of Planning, Environment, Transport and Engineering Services	Simon Machen
Head of City Operations	Annette Joyce
Executive Director of Strategic Resources	John Harrison
Head of Business Transformation	Paul Tonks
Head of Corporate Services	Steven Pilsworth
Head of Shared Transactional Services	Shirley Pleszkan
Commercial Services Director	Mike Heath
Head of Operations	David Denson
Head of Business Support	Steve Ward
Executive Director of Adult Social Services	Denise Radley

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