

## SCRUTINY COMMISSION FOR RURAL COMMUNITIES

**MONDAY 9 JANUARY 2012**  
**7.00 PM**

**Bourges/Viersen Room - Town Hall**

### AGENDA

Page No

1. **Apologies for Absence**
2. **Declaration of Interest**  
*At this point Members must declare whether they have an interest, whether personal or prejudicial, in any of the items on the agenda. Members must also declare if they are subject to their party group whip in relation to any items under consideration.*
3. **Minutes of the Previous Meeting** 1 - 8
4. **Presentation from Transport Police - Railway Crossings** 9 - 10
5. **Forward Plan** 11 - 24
6. **Work Programme** 25 - 28
7. **Date of the next Meeting**

Monday 19 March 2012



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 Alex Daynes on 01733 452508 as soon as possible.

#### **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.*

#### Committee Members:

Councillors: D Over (Chairman), G Nawaz (Vice Chairman), R Dobbs, D Sanders, D Harrington, E Murphy and A Shaheed

Substitutes: Councillors: J Stokes, N Shabbir and N Sandford

Further information about this meeting can be obtained from Paulina Ford on telephone 01733 452508 or by email – [paulina.ford@peterborough.gov.uk](mailto:paulina.ford@peterborough.gov.uk)

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# Public Document Pack



Minutes of a meeting of the Scrutiny Commission for Rural Communities held at the  
Bourges/Viersen Room - Town Hall  
on 21 November 2011

**Members Present:** Councillors C Burton (Chair), D Sanders, R Dobbs, E Murphy, N Sandford, G Casey and J R Fox

**Officers Present:** Anne Keogh, – Housing Strategy Manager  
Andrew Wilson, Head of Enterprise Services, NWES  
Justin Beaumont, Marketing and Commercial Trading Manager  
Leonie McCarthy, Social Inclusion Manager  
Paulina Ford, Senior Governance Officer  
Karen Dunleavy, Governance Officer

## 1. Apologies for Absence

Apologies for absence had been received from Councillors Over, Nawaz, Stokes, Shaheed and Harrington. Substitutes in attendance were Councillor Burton, Councillor Casey, Councillor Sandford, and Councillor Fox.

## 2. Declaration of Interest

No declarations of interest were made.

## 3. Minutes of Meeting Held on 19 September 2011

The minutes of the meeting held on 19 September 2011, were approved as a true and accurate record subject to Councillor Sanders being included in the minutes as attending the meeting.

## 4. Draft Housing Strategy 2011 - 2015

Members received a presentation of the report for the draft Housing Strategy 2011-15 for Peterborough. Members were advised that development of the Housing Strategy was a statutory requirement under the Local Government Act 2003. Comments made by the Scrutiny Commission for Rural Communities would be included in the consultation responses and fed into the final draft of the strategy. Members were also informed that the final draft Housing Strategy would be presented to Cabinet in February 2012 and that the current draft version of the Housing Strategy was presented to Cabinet on 7 November and subsequently received approval to commence a four week public consultation.

Key points highlighted were:

The draft Housing Strategy was a major policy item for the Council, which set out the Council's policies, commitments and programme for the period 2011-2015 for a wide range of Housing matters, including:

- How the Council would assist vulnerable people, such as the homeless;

- What the Council's priorities were for delivering new homes, including prestige and affordable homes;
- How the Council would endeavour to regenerate existing housing stock, whether that be private or social housing;
- How the Council would assist people to get access to housing, including the Council's Mortgage Scheme;
- How the Council would tackle Gypsy and Traveller housing issues; and
- How the Council would respond to the Government's reforms to social housing

The four key objectives of the Strategy were:

- To support the delivery of substantial yet sustainable growth;
  - To secure the regeneration and improvements to Peterborough's housing stock;
  - To meet existing and future housing needs; and
  - To create mixed and sustainable communities.
- Members were invited to comment on the draft Housing Strategy. All comments would be included in the consultation responses that would feed into the final draft version of the Strategy which would be presented to Cabinet in February 2012. The Consultation would close on 12 December 2011.

Members also received an update on:

- Rural housing delivery partnership;
- Working with Parishes for Rural acceptance sites; and
- Community land trusts and self build for rural areas;

Observations and questions were raised and discussed including:

- Would the Parish Councils be approached in regards to the plans for the rural areas? *The Housing Strategy Manager advised Members that the team were consulting with all key stakeholders who would feedback to their client groups. The Consultation was available on the Peterborough City Council website and in all libraries. Parish Councils had also been advised that the draft Housing Strategy was available for consultation and had been invited to comment.*
- Members commented on the 385 affordable homes that Cross Key homes have been allocated funding to provide as a result of their recent bid to the HCA for the 2011-15 affordable housing programme and sought clarification over how many of them had been identified for placement in rural areas? *Members were advised that Cross Keys had four years to identify where they would place units, and to date, 180 homes were included in their site proposals. However, there had been no new sites identified for the rural areas and that there was no further details to date over where the unidentified units would be located. The numbers of homes recently completed and currently under construction in rural areas would be confirmed by the Housing Strategy Manager at a later date.*
- Members sought clarification regarding housing developments on Community Trust Land referred to within Council's draft Housing Strategy and where the intended location would be for rural areas? *Members were advised that there are no CLT in progress yet in Peterborough.*
- Councillor Sanders commented that Eye was against development outside the village envelope and sought comments of the Housing Strategy Manager? *Members were advised that the rural sites would only go forward if the Parish Councils accepted the proposals of the housing associations.*
- Members commented that the Council was committing itself to an ambitious Housing Strategy in order to provide 25,500 homes by 2026.

- Members commented that the draft Housing Strategy would be unsustainable if the Council had not used all available land because of objections received to build on rural sites? *The Housing Strategy Manager advised Members that policies and strategies were being used to encourage housing growth; however, agreement was needed from the rural areas in identifying development sites for rural exception development.*
- Members commented about the provision of 25,500 homes by 2026 and sought clarification over the allocation of sites for Eye and some other areas in Peterborough and whether the Council was being led by developers over which sites would be used? *The Officer advised the Committee that the Council would try to facilitate development sites where possible; however, developers would only develop on their preferred sites. Members were also advised that the power to encourage development on sites was held within the Core Strategy and the Site Allocations Document rather than in the Housing Strategy.*
- The council's Repairs Assistance Fund would provide help for houses in the form of grants to improve energy efficiency. Members sought clarification over the council's target for improving the thermal efficiency in private sector homes in Peterborough using these funds *Members were advised that one hundred houses would be assisted each year, and that funding was available through Warm Front Grants and Council schemes. Members were also advised that the Green Deal scheme was to be introduced next year and that there was no date for the Council to introduce its own Green Deal strategy. The Housing Strategy Manager advised Members that further information would be provided on how the Council intended to develop a Green Deal strategy.*
- Comments were made over Peterborough's aspirations to become the Environment Capital and that there seemed to be a slight discrepancy between the Government's and Peterborough's targets to improve thermal efficiencies for houses? *Members were advised that Council intended to tackle thermal initiatives by working with energy companies to provide advice on how to improve energy saving ideas, and to introduce a scheme to ensure that households were aware of their energy ratings.*
- Members commented that the draft Housing Strategy had made reference to the Council's Community Action Plan (CAP) and the provision for community-led housing solutions. Clarification was sought over whether the Housing Strategy Manager was confident that Neighbourhood Committees would develop their CAP's by April 2012? *The Housing Strategy Manager advised Members that following consultation with Neighbourhood Managers, the Council was advised to reschedule the target date for the development of CAP's.*
- Members sought clarification over the representation of the figures within the report on the Council's targets on the supply of new housing between 2007 and 2010 and wanted to know if the figures had decreased? *The Housing Strategy Manager confirmed that the figures within the report separated the total number of supply of new housing to show the numbers for private sector and affordable housing. Members were also advised, that the two figures combined, showed that there had been an increase over the three year period.*
- Members sought clarification over whether the term 'Handy Persons Scheme' within the draft Housing Strategy was the same thing as Care and Repair and whether the funding was guaranteed until 2014? *Members were advised that the Handy Person Scheme was part of the Care and Repair Team and that funding was secured until 2013/14.*
- Members sought clarification over whether the £100,000 funding that was received by the Peterborough Handy Persons Scheme was shared between the Handy Persons Scheme and the Care and Repair Team? *The Housing Strategy Manger advised that this would need to be clarified and that the information would be provided at a later date.*
- Members sought clarification over how near the Council was to providing a transit site for the Travelling Community and if the draft Housing Strategy covered this? *The Housing Strategy Manager advised Members that a site had been identified at Norwood Lane and that a public inspection of site allocation report was expected back from the inspector. It had been identified that the site was to be safe guarded, but if a more appropriate alternative was put forward, then it may be pursued.*

- Clarification was sought over whether the Council was confident that the Norwood Lane site had been correctly identified for the Gypsy and Travelling community. Members commented further that previous provisions by the Council for a Transit site at Norwood Lane had been unsuccessful.
- Members commented about affordable housing and sought clarification over the Council's plans to provide housing for people that had originated from rural areas? *Members were advised that Parish Councils were being asked to consider exception sites for development. The Local Authority Mortgage Scheme would also assist in helping people to get on the property ladder. However, preference would only be given to people that had originated from rural areas for affordable housing provided in rural locations if the housing is provided on a rural exception site.*
- PCC had maintained membership of the Rural Housing Development Partnership until 2013. What was the benefit of this? *The Housing Strategy Manager advised Members that there was a benefit for the Council to continue the membership, as the expertise and knowledge provided was thought to be of great value.*
- Members sought clarification over the recent change in the Housing Benefit policy and whether it made it difficult for adult children to stay at home with their parents? *The Housing Strategy Manger advised Members that a slight reduction in Housing Benefit was made if the non dependent was unemployed and that concerns had been raised by schemes such as Shelter and Housing Associations over the implications. The aim of the change was thought to encourage parents to think about whether they were able to afford to keep their non dependent children at home.*
- Members commented that one in five people in Peterborough was unemployed and received benefits and that current rental climates were becoming unaffordable for them. Members also commented that the number for new build properties had reduced for 2010 and 2011 and that the figure for homelessness was up by 60 percent. *The Housing Strategy Manager confirmed that there had been a higher completion of affordable properties in 2009/2010. Members were also advised that the figures for homelessness had recently remained stable and that work was being conducted by the Council on prevention methods. The Housing Strategy Manger advised that the latest figures would be provided to Members for the next three quarters.*

## **ACTION AGREED**

The Commission requested that the Housing Strategy Manager provide further information on:

- New builds on Community Trust Land in rural areas;
- Clarification on Funding secured for the Handy Person Scheme and Care and Repair; and
- The Council's intension to develop its Green Deal strategy;
- Third quarter figures for affordable housing?
- The Principal Strategic Planning Officer to provide an update on the inspectors report on site allocations. A separate meeting would be organised to discuss the document in further detail and in particular options for land to provide provision for a Transit site.

## **5. Peterborough Enterprise Centre - Engagement with Rural Communities**

The Norfolk & Waveney Enterprise Services (NWES) Head of Enterprise Services presented the report to the Commission, on the work being conducted by the Peterborough Enterprise Centre to promote business start up in rural areas. Funding for the Enterprise project had originally been sourced from the East of England Development Agency (EEDA) Economic Participation Programme and had been managed through Peterborough City Council. This funding had ceased on 31 March 2011 and further funding options had been explored and had been obtained.

The activities to engage with rural areas over business start up were as follows:

- Leaflets in Libraries - Thorney and Eye.
- Leaflets in Post Offices - Thorney, Newborough, Glinton, Helpston, Northborough, Wansford, Wittering
- Leaflets on notice boards – Peakirk, Maxey, Marholm, Royal Air Force Wittering Children’s Centre, Northborough
- Advertising campaign in the Evening Telegraph
- Open day events, spring into action campaign to encourage the public to visit the centre

Members were asked to consider the information presented and make any appropriate recommendations for future development and engagement of rural communities by Peterborough Enterprise Centre.

Further to the report the Head of Enterprise Services advised Members that:

- The Enterprise Centre was under new management- NWES had taken over as centre managers in January 2011,
- The café was closed in April as it had not been financially viable,
- The branding had changed to Peterborough Enterprise Centre,
- Further funding had been sourced from the council to run the Enterprise Centre. NWES have secured funding additional to that from the council to provide additional support focussing on supporting businesses to start in a low carbon manner., and
- NWES have been looking to draw other providers into the centre, for example Princes Trust now use the centre on an ad hoc but regular basis.

Observations and questions were raised and discussed including:

- Members sought clarification over the funding available from Peterborough City Council (PCC) to run the Enterprise Peterborough Centre? *The Head of Enterprise Services advised Members that from 1 October 2011, PCC had been provided £86,000 for an eighteen month period. Members were also advised that the total funding figure for the Enterprise Centre was higher than this and NWES own contribution amounted to £125,000 which included the funding from other funding sources that they had secured.*
- Members sought clarification over whether the number of clients the Centre had received, had provided value for money? *The Head of Enterprise Services advised Members that there had been a fifty percent over delivery against contract, so the service was value for money.*
- What advertising campaign had there been to promote the change in name from Women’s Enterprise Centre to the Peterborough Enterprise Centre? *The Head of Enterprise Services confirmed that a press release had been issued at the time of the name change. Members were also advised that it was hoped that the central location in the centre would invite people to investigate what was on offer.*
- Members noted that there had been engagement with 233 clients since 1 April. Had officers measured the outcome of this engagement? *The Head of Enterprise Services advised Members that there had been 22 business start ups and that this had been average for industry standards and what the centre was expecting.*
- Members raised a question regarding the advice given by the Enterprise Centre on low carbon initiatives for businesses, and sought clarification over whether the centre was working in partnership with the other organisations such as Eco Innovations or whether the centre was in competition with them. *Members were advised that the Enterprise Centre provided a different type of carbon initiative advice to that of the other organisations, so was not in competition with them. The advice provided by carbon initiative businesses such as Eco Innovations, would provide advice on the detail of how*

- to trade in an environmental friendly way as opposed to the Enterprise Centre providing advice on a more generic basic principle of why to do something in a low carbon manner*
- Members sought clarification over the definition for client engagement, which was referred to within the report? *The Head of Enterprise Services advised Members that client engagement was someone receiving face to face business advice with an advisor. Members were also advised that the centre, on average, provided 2.3 advice sessions per client.*
  - Members raised a question regarding the total £200,000 investment figures that had been highlighted in the presentation and sought clarification over whether the centre would be providing figures regarding the return. *The Head of Enterprise Services advised Members that the calculation on investment return had not been carried out*
  - What sort of business advice was being provided for in the rural areas? *Members were advised that there was very little difference in advice provided for rural and non rural areas. Primarily the centre was providing advice on life style businesses such as gardening and beauticians.*
  - Why had the centre's name changed from Enterprise Women's Centre to the Peterborough Enterprise Centre, and whether the public would realise that the services currently being provided catered for both men and women? *Members were advised that the company took over the contract on a six month basis and at the time it was decided that a re-launch of the centre was not required, only a name change.*
  - Members wanted to know whether other organisations had been invited to use the Peterborough Enterprise Centre and share the running costs. *The Head of Enterprise Services advised Members that the centre and council staff had held discussions with Opportunity Peterborough, Princes Trust, Manor Drive, Job Centre and other providers. Members were also advised that work was being conducted to liaise closely with the Head of Commercial Opportunities to identify partnership opportunities.*
  - Members raised comments regarding the Business Link centre, which provided free advice to the public and that it had been due to be closed down. *Members were advised that that following the announcement of the Business Link closure, this presented opportunities such as offering commercially priced training opportunities to the public and that it would provide sustainability for the centre.*
  - What types of business start ups had there been by members of the public using the Enterprise Centre. *Members were advised that there were 76 start ups so far with a projected 38 for the current 18 month contract? The Head of Enterprise Services would provide Members with information on the Investing in Communities case studies in order to provide an example of the types of business that had been started up.*
  - Members raised a question about the support available through the Peterborough Enterprise Centre to advise companies when businesses were struggling on how to become successful. Members also sought clarification over what resources was available to provide the advice?

Members were advised of the following support opportunities available to businesses:

- A business advisor based at the centre;
  - The British Bankers Association provided mentors for Small and Medium Sized Enterprises;
  - The Low Carbon initiative;
  - Government's tender plans to introduce a high growth business coaching programme for high growth companies
- Members wanted to know what plans were in place to improve the promotion of services available to the rural community. *The Head of Enterprise Services invited Members to make suggestions on how engagement with rural communities should be improved. Members were also advised that the centre was also working with Cross Keys,*



*Neighbourhood Managers, and other networking opportunities to spread the word as much as possible.*

Members offered the following suggestions:

- Communicate with Parish Councils; and
- Promotion in village magazines.

Members commented that the Council's investment of £86,000 in the Peterborough Enterprise Centre was a good use of resources, as 76 companies had been started up through the scheme.

## **ACTION AGREED**

The Head of Enterprise Services would provide Members with further information on the following:

- Return on investment for the Peterborough Enterprise Centre specifically for rural areas;
- The Peterborough Enterprise Centre's plans for rural engagement; and
- Investigating in Communities case studies.

The response would be sent to Officers and then circulated to Members of the Scrutiny Commission for Rural Communities and substitutes that were interested in receiving the information.

## **6. Forward Plan of Key Decisions**

The latest version of the Forward Plan, showing details of the key decisions that the Leader of the Council believed the Cabinet or individual Cabinet Members would be making over the next four months, was received.

In relation to the sale of the surplus former residential care home in Eye, KEY/01OCT/1; Councillor Sanders requested that provision should be made for open space from the sale of the Croft when the capital receipt for the sale was complete. It was agreed that Simon Webber would produce a briefing note on the allocation of land.

## **7. Work Programme**

Members considered the Committee's Work Programme for 2011/12 and discussed possible items for inclusion.

Members were advised that there was a change to date of the joint budget meeting. The meeting due to be held on 5 January 2012, would be held on 30 January 2012.

To confirm the work programme for 2011/12 and the Scrutiny Officer to include any additional items as requested during the meeting.

## **8. Date of the next Meeting**

Monday, 9 January 2012.

CHAIRMAN  
7.00 - 9.08 pm

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<b>SCRUTINY COMMISSION FOR RURAL COMMUNITIES</b>	<b>Agenda Item No. 4</b>
<b>9 JANUARY 2012</b>	<b>Public Report</b>

## **Report of the Solicitor of the Council**

**Contact Officer(s) – Paulina Ford, Senior Governance Officer**  
**Contact Details – Tel: 452508**

### **PRESENTATION FROM TRANSPORT POLICE – RAILWAY CROSSINGS**

#### **1. PURPOSE**

1.1 The report has been requested by the Chair of the Commission.

#### **2. RECOMMENDATIONS**

2.1 That the Commission consider the presentation made by Sergeant Roy McMichael of the British Transport Police and make any recommendations.

#### **3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY**

3.1 This report has links to the Creating Strong and Supportive Communities part of the Sustainable Community Strategy.

#### **4. BACKGROUND**

4.1 At the request of the Commission Sergeant Roy McMichael a Member of the British Transport Police is attending the meeting to give a presentation on work specifically on rail lines and crossings between Spalding to Werrington, Stamford to Werrington and the crossing at Bainton Green.

#### **5. KEY ISSUES**

5.1 Key areas covered will be:

- Offences available to the police at crossings and explanation of offences.
- Typical and notable court sanctions in relation to crossing offences in this area
- Patrol and enforcement methods
- Work being undertaken along crossings nominated by the panel

#### **6. NEXT STEPS**

6.1 After consideration of the presentation made the Commission will decide if a further update will be required.

#### **7. BACKGROUND DOCUMENTS**

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

7.1 None

#### **8. APPENDICES**

8.1 None

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<b>SCRUTINY COMMISSION FOR RURAL COMMUNITIES</b>	<b>Agenda Item No. 5</b>
<b>9 JANUARY 2012</b>	<b>Public Report</b>

## **Report of the Solicitor to the Council**

**Report Author** – Paulina Ford, Senior Governance Officer, Scrutiny

**Contact Details** – 01733 452508 or email paulina.ford@peterborough.gov.uk

### **FORWARD PLAN OF KEY DECISIONS**

#### **1. PURPOSE**

- 1.1 This is a regular report to the Scrutiny Commission for Rural Communities outlining the content of the Council's Forward Plan.

#### **2. RECOMMENDATIONS**

- 2.1 That the Commission identifies any relevant items for inclusion within their work programme.

#### **3. BACKGROUND**

- 3.1 The latest version of the Forward Plan is attached at Appendix 1. The Plan contains those key decisions, which the Leader of the Council believes that the Cabinet or individual Cabinet Member(s) will be making over the next four months.
- 3.2 The information in the Forward Plan provides the Commission with the opportunity of considering whether it wishes to seek to influence any of these key decisions, or to request further information.
- 3.3 If the Commission wished to examine any of the key decisions, consideration would need to be given as to how this could be accommodated within the work programme.

#### **4. CONSULTATION**

- 4.1 Details of any consultation on individual decisions are contained within the Forward Plan.

#### **5. BACKGROUND DOCUMENTS**

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

None

#### **6. APPENDICES**

Appendix 1 – Forward Plan of Executive Decisions

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**PETERBOROUGH CITY  
COUNCIL'S FORWARD PLAN  
1 JANUARY 2012 TO 30 APRIL 2012**

## FORWARD PLAN OF KEY DECISIONS - 1 JANUARY 2012 TO 30 APRIL 2012

During the period from 1 January 2012 To 30 April 2012 Peterborough City Council's Executive intends to take 'key decisions' on the issues set out below. Key decisions relate to those executive decisions which are likely to result in the Council spending or saving money in excess of £500,000 and/or have a significant impact on two or more wards in Peterborough.

This Forward Plan should be seen as an outline of the proposed decisions and it will be updated on a monthly basis. The dates detailed within the Plan are subject to change and those items amended or identified for decision more than one month in advance will be carried over to forthcoming plans. Each new plan supersedes the previous plan. Any questions on specific issues included on the Plan should be included on the form which appears at the back of the Plan and submitted to Alex Daynes, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 01733 452483). Alternatively, you can submit your views via e-mail to [alexander.daynes@peterborough.gov.uk](mailto:alexander.daynes@peterborough.gov.uk) or by telephone on 01733 452447.

The Council invites members of the public to attend any of the meetings at which these decisions will be discussed and the papers listed on the Plan can be viewed free of charge although there will be a postage and photocopying charge for any copies made. All decisions will be posted on the Council's website: [www.peterborough.gov.uk](http://www.peterborough.gov.uk). If you wish to make comments or representations regarding the 'key decisions' outlined in this Plan, please submit them to the Governance Support Officer using the form attached. For your information, the contact details for the Council's various service departments are incorporated within this plan.

### NEW ITEMS THIS MONTH:

**City of Peterborough Academy – Free School Academy and free special school - KEY/03JAN/12**

**Clare Lodge Refurbishment - KEY/04JAN/12**

**Cowgate Enhancement Scheme - KEY/05JAN/12**

**Local Broadband Plan - KEY/06JAN/12**

**Eye C of E Primary School Extension - KEY/02FEB/12**

**All Saints Junior School - Extension of Age Range - KEY/03FEB/12**

**School Term Dates 2013-2014 - KEY/03MAR/12**



## JANUARY

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
<p><b>Delivery of the Council's Capital Receipt Programme through the Sale of Land and Buildings - Vawser Lodge Thorpe Road - KEY/04DEC/10</b> To authorise the Chief Executive, in consultation with the Solicitor to the Council, Executive Director – Strategic Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of Vawser Lodge</p>	January 2012	<b>Cabinet Member for Resources</b>	Sustainable Growth	Consultation will take place with the Cabinet Member, Ward councillors, relevant internal departments & external stakeholders as appropriate	Andrew Edwards Head of Peterborough Delivery Partnership Tel: 01733 452303 andrew.edwards@peterborough.gov.uk	A public report will be available from the governance team one week before the decision is taken
<p><b>Energy Services Company - KEY/03JUL/11</b> To consider potential future developments of energy related products.</p>	January 2012	<b>Cabinet Member for Environment Capital, Cabinet Member for Resources</b>	Environment Capital	Internal and External Stakeholders	John Harrison Executive Director-Strategic Resources Tel: 01733 452398 john.harrison@peterborough.gov.uk	A public report will be available from the Governance Team one week before the decision is taken.

<p><b>Sale of surplus former residential care home - Eye - KEY/01OCT/11</b> To authorise the Chief Executive, in consultation with the Solicitor to the Council, Executive Director – Strategic Resources, the Corporate Property Officer and the Cabinet Member for Resources, to negotiate and conclude the sale of a former care home now surplus to requirement -The Croft, Eye.</p>	January 2012	<b>Cabinet Member for Resources</b>	Sustainable Growth	Consultation will take place with the Cabinet Member, & Ward councillors, as appropriate	Simon Webber Capital Receipts Officer Tel: 01733 384545 simon.webber@peterborough.gov.uk	A public report will be available from the Governance team one week before the decision is taken.
<p><b>Section 75 agreement with Cambridge and Peterborough Foundation Trust - KEY/03OCT/11</b> To approve the section 75 agreement with CPFT for the provision of mental health services.</p>	January 2012	<b>Cabinet Member for Adult Social Care</b>	Health Issues	Internal and external stakeholders as appropriate.	Terry Rich Executive Director Adult Social Services (interim) Tel: 01733 758444	A public report will be available from the Governance Team one week before the decision is taken.
<p><b>Hampton Community School - KEY/07OCT/11</b> To vary the Ormiston Bushfield Academy (OBA) Design and Build Contract with Kier Eastern to allow for the design and build of Hampton Community School.</p>	January 2012	<b>Cabinet Member for Education, Skills and University, Cabinet Member for Resources</b>	Creating Opportunities and Tackling Inequalities	Public, ward councillors and internal departments	Brian Howard Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborough.gov.uk	A public report will be available from the Governance Team one week before the decision is taken

<p><b>Review of Play Centres in Peterborough - KEY/09OCT/11</b> To approve recommendations for changes in play centre delivery.</p>	<p>January 2012</p>	<p><b>Cabinet Member for Children's Services</b></p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Officers and a Councillor Reference Group</p>	<p>Karen Moody Head of Early Intervention and Prevention and Strategic Lead for Adult Learning and Skills Tel: 01733 863938 karen.moody@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>
<p><b>Peterborough's Transport Partnership Policy for pupils aged 4-16 years - KEY/01NOV/11</b> To approve the new policy for September 2012.</p>	<p>January 2012</p>	<p><b>Cabinet Member for Education, Skills and University</b></p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Internal and public consultation</p>	<p>Isabel Clark Head of Assets and School Place Planning Tel: 01733 863914 isabel.clark@peterborough.gov.uk</p>	<p>A public report will be available from the Governance team one week before the decision is taken.</p>
<p><b>Children's Centres Commissioning - KEY04/NOV/11</b> To approve the award of contracts for the management and operation of 12 Children Centres in Peterborough.</p>	<p>January 2012</p>	<p><b>Cabinet Member for Children's Services</b></p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Providers, Councillors, Staff,</p>	<p>Pam Setterfield Assistant Head of Children &amp; Families Services (0-13) Tel: 01733 863897 pam.setterfield@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>

<p><b>Section 75 agreement with NHS Peterborough - KEY/02DEC/11</b> To approve the section 75 agreement with NHSP for the commissioning and provision of learning disability services.</p>	January 2012	<b>Cabinet Member for Adult Social Care</b>	Health Issues	Internal and external stakeholders as appropriate	Terry Rich Executive Director Adult Social Services (interim) Tel: 01733 758444	A public report will be available from the Governance Team one week before the decision is taken.
<p><b>Solar Photo-voltaic (PV) Panels Framework Agreement - KEY/06DEC/11</b> Award of contract for design supply installation operation &amp; maintenance of solar photovoltaic (pv) panels framework agreement.</p>	January 2012	<b>Cabinet Member for Resources</b>	Sustainable Growth	Relevant internal and external stakeholders.	John Harrison Executive Director-Strategic Resources Tel: 01733 452398 john.harrison@peterborough.gov.uk	A public report will be available from the Governance Team one week before the decision is taken.
<p><b>Traffic Signals LED Project - award of contract - KEY/03SEP/11</b> Contract to replace all traffic signal head lamps in Peterborough with LED Heads.</p>	January 2012	<b>Cabinet Member for Housing, Neighbourhoods and Planning</b>	Environment Capital	Internal and external stakeholders as appropriate	Amy Wardell Team Manager - Passenger Transport Projects Tel: 01733 317481 amy.wardell@peterborough.gov.uk	A public report will be available from the Governance Team one week before the decision is taken.

<p><b>Heltwate Special School Extension - KEY/01JAN/12</b> To authorise the award of the contract for extension works to Heltwate Special School.</p>	<p>January 2012</p>	<p><b>Cabinet Member for Education, Skills and University</b></p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Internal and external stakeholders as appropriate.</p>	<p>Alison Chambers Principal Assets Officer (Schools)  alison.chambers@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>
<p><b>Budget and Medium Term Financial Strategy - KEY/02JAN/12</b> To approve the draft budget and Medium Term Financial Strategy for public consultation.</p>	<p>January 2012</p>	<p><b>Cabinet</b></p>	<p>Sustainable Growth</p>	<p>Internal and external stakeholders as appropriate.</p>	<p>Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.Pilsworth@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>
<p><b>City of Peterborough Academy – Free School Academy and free special school - KEY/03JAN/12</b> To procure a design and build contractor to carry out remodelling and refurbishment works to the existing school buildings and design and build a new special school building at the former Hereward Community College site, Reeves Way</p>	<p>January 2012</p>	<p><b>Cabinet Member for Education, Skills and University, Cabinet Member for Resources</b></p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Ward Councillors and local residents.</p>	<p>Brian Howard Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>

<p><b>Clare Lodge Refurbishment - KEY/04JAN/12</b> To award a contract for the refurbishment of two courtyard areas and extension of bedroom wings to provide four additional lounge areas.</p>	January 2012	<b>Cabinet Member for Children's Services</b>	Creating Opportunities and Tackling Inequalities	Relevant internal and external stakeholders.	Sharon Bishop Assets Officer Tel: 01733 863997 sharon.bishop@peterborough.gov.uk	A public report will be available from the Governance Team one week before the decision is taken.
<p><b>Cowgate Enhancement Scheme - KEY/05JAN/12</b> To award the contract to undertake engineering works as part of the Cowgate Enhancement Scheme.</p>	January 2012	<b>Leader of the Council and Cabinet Member for Growth, Strategic Planning, Economic Development and Business Engagement</b>	Sustainable Growth / Strong and Supportive Communities	Relevant internal and external stakeholders	Stuart Mounfield Senior Engineer Tel: 01733 453598 stuart.mounfield@peterborough.gov.uk	A public report will be available from the Governance Team one week before the decision is taken.
<p><b>Local Broadband Plan - KEY/06JAN/12</b> To approve the Local Broadband Plan for Peterborough and Cambridgeshire to release funding for Superfast Broadband.</p>	January 2012	<b>Cabinet Member for Resources</b>	Sustainable Growth	Relevant internal and external stakeholders.	Heather Darwin Head of Service Improvement Tel: 01733 452495 heather.darwin@peterborough.gov.uk	A public report will be available from the Governance Team one week before the decision is taken.

## FEBRUARY

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
<p><b>Single Equality Scheme - KEY/02SEP/11</b> To approve the Single Equality Scheme.</p>	February 2012	<b>Cabinet</b>	Creating Opportunities and Tackling Inequalities.	Public consultation via stakeholders and partnerships.	Paul Phillipson Executive Director Operations Tel: 01733 453455 paul.phillipson@peterborough.gov.uk	A public report will be available from the governance team one week before the decision is taken.
<p><b>Budget 2012/13 and Medium Term Financial Strategy 2022/2023 - KEY/01FEB/12</b> To approve the final proposed budget including Council Tax for submission to full Council.</p>	February 2012	<b>Cabinet</b>	Sustainable Growth	Internal and external stakeholders as appropriate.	Steven Pilsworth Head of Strategic Finance Tel: 01733 384564 Steven.Pilsworth@peterborough.gov.uk	A public report will be available from the Governance Team one week before the decision is taken.
<p><b>Eye C of E Primary School Extension - KEY/02FEB/12</b> Award of contract for 3 additional classrooms and an additional staffroom with refurbishment of reception area.</p>	February 2012	<b>Cabinet Member for Education, Skills and University</b>	Creating Opportunities and Tackling Inequalities	Relevant Internal and External Stakeholders.	Sharon Bishop Assets Officer Tel: 01733 863997 sharon.bishop@peterborough.gov.uk	A public report will be available from the Governance Team one week before the decision is taken.

<p><b>All Saints Junior School - Extension of Age Range - KEY/03FEB/12</b> To commission a new all through Voluntary Aided Primary School to enable the extension of the age range of All Saints Junior School.</p>	<p>February 2012</p>	<p><b>Cabinet Member for Education, Skills and University</b></p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal stakeholders as appropriate.</p>	<p>Alison Chambers Principal Assets Officer (Schools) Tel: 01733 863975 alison.chambers@peterborough.gov.uk</p>	<p>A public report will be available from the Governance team one week before the decision is taken.</p>
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**MARCH**

KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
<p><b>Local Transport Plan Capital Programme of Works (CPW) 2012/13 - KEY/01MAR/12</b> To approve the Capital Programme of Works for financial year 2012/13.</p>	<p>March 2012</p>	<p><b>Cabinet Member for Housing, Neighbourhoods and Planning</b></p>	<p>Sustainable Growth</p>	<p>Neighbourhood Committees, internal and external stakeholders.</p>	<p>Michael Stevenson Project Engineer Tel: 01733 317473 michael.stevenson@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>



<p><b>Statement of Community Involvement (including Neighbourhood Planning guidance) - draft - KEY/02MAR/12</b>  To approve the draft Statement of Community Involvement (including Neighbourhood Planning guidance) for public consultation.</p>	<p>March 2012</p>	<p><b>Cabinet</b></p>	<p>Sustainable Growth</p>	<p>Internal and external as appropriate.</p>	<p>Richard Kay  Policy and Strategy Manager   richard.kay@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>
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**CHIEF EXECUTIVE'S DEPARTMENT Town Hall, Bridge Street, Peterborough, PE1 1HG**

Communications  
Strategic Growth and Development Services  
Legal and Democratic Services  
Policy and Research  
Economic and Community Regeneration  
HR Business Relations, Training & Development, Occupational Health & Reward & Policy

**STRATEGIC RESOURCES DEPARTMENT Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG**

Finance  
Internal Audit  
Information Communications Technology (ICT)  
Business Transformation  
Strategic Improvement  
Strategic Property  
Waste  
Customer Services  
Business Support  
Shared Transactional Services  
Cultural Trust Client

**CHILDRENS' SERVICES DEPARTMENT Bayard Place, Broadway, PE1 1FB**

Safeguarding, Family & Communities  
Education & Resources  
Children's Community Health

**OPERATIONS DEPARTMENT Bridge House, Town Bridge, PE1 1HB**

Planning Transport & Engineering (Development Management, Construction & Compliance, Infrastructure Planning & Delivery, Network Management)  
Commercial Operations (Resilience, Strategic Parking and Commercial CCTV, City Centre, Markets & Commercial Trading, Passenger Transport)  
Neighbourhoods (Strategic Regulatory Services, Safer Peterborough, Strategic Housing, Cohesion, Social Inclusion)  
Operations Business Support (Finance)  
Planning Transport & Engineering (Development Management, Construction & Compliance, Infrastructure Planning & Delivery, Network Management)

Meeting Date	Item	Progress
<p><b>20 June 2011</b></p> <p><i>Draft report 2 June</i> <i>Final report 9 June</i></p>	<p><b>Planning Policy Update</b></p> <p>To scrutinise the progress on various planning Policies:</p> <ul style="list-style-type: none"> <li>• Design and Development in Selected Villages Supplementary Planning Document (SPD) – Adoption:</li> <li>• Site Allocations Development Plan Document – Submission and Examination Stage:</li> <li>• Planning Policies Development Plan Document – approaching pre-submission stage</li> </ul> <p><b>Contact Officer: Richard Kay</b></p>	
	<p><b>Review of 2010/11 and Future Work Programme</b></p> <p>To review the work undertaken during 2010/11 and to consider the future work programme of the Committee</p> <p><b>Contact Officer: Paulina Ford</b></p>	
<p><b>18 July 2011</b></p> <p><i>Draft report 30 June</i> <i>Final report 7 June</i></p>	<p><b>School Bus Pick Up Points in Rural Locations</b></p> <p>To scrutinise the location of school bus pick up points in rural locations and make any recommendations.</p> <p><b>Contact Officer: Sara Thompson</b></p>	
<p><b>19 September 2011</b></p> <p><i>Draft report 31 Aug</i> <i>Final report 8 Sept</i></p>	<p><b>Making Villages Energy Sustainable</b></p> <p>To receive a report on how Villages are being made Energy Sustainable and make any recommendations</p> <p><b>Contact Officer: Charlotte Palmer / Jenna Hiley</b></p>	

Meeting Date	Item	Progress
	<p><b>Footpaths and Cycle routes in Rural Areas</b></p> <p>To scrutinise the current footpaths and cycle routes in rural areas and make any recommendations.</p> <p><b>Contact Officer: Pete Garnham/Andy Tatt</b></p>	
<p><b>21 November 2011</b></p> <p><i>Draft report 3 Nov</i> <i>Final report 10 Nov</i></p>	<p><b>Draft Housing Strategy 2011 - 2015</b></p> <p>To scrutinise the draft housing strategy and make any recommendations.</p> <p><b>Contact Officer: Anne Keogh</b></p> <p><b>Peterborough Enterprise Centre – Engagement with Rural Communities</b></p> <p>To receive a progress report on Peterborough Enterprise Centre and many any necessary recommendations</p> <p><b>Contact Officer: Annette Joyce</b></p>	
<p><b>9 January 2012</b></p> <p><i>Draft report 19 Dec</i> <i>Final report 28 Dec</i></p>	<p><b>Presentation from Transport Police – Railway Crossings</b></p> <p>To invite a Member of the British Transport Police to attend the meeting to discuss work specifically on rail lines and crossings between Spalding to Werrington, Stamford to Werrington and the crossing at Bainton Green</p> <p><b>Contact Officer: Sergeant Roy McMichael</b></p>	
<p><b>30 January 2012</b> <b>(Joint Meeting of the Scrutiny Committees and Commissions)</b></p>	<p><b>Budget 2012/13 and Medium Term Financial Plan</b></p> <p>To scrutinise the Executive’s proposals for the Budget 2011/12 and Medium Term Financial Plan.</p> <p><b>Contact Officer: John Harrison/Steven Pilsworth</b></p>	

Meeting Date	Item	Progress
<b>19 March 2012</b>  <i>Draft report 1 March</i> <i>Final report 8 March</i>	<b>Leisure Provision in Rural Areas</b>  To scrutinise work being done to the enhancement and promotion of the rural environment for leisure activities.  <b>Contact Officer: Kevin Tighe, Vivacity</b>	
	<b>Educational Attainment in Rural Areas</b>  To scrutinise educational attainment in rural areas and make any recommendations  <b>Contact Officer: Jonathan Lewis</b>	
	<b>Trees and Woodlands Strategy</b>  To scrutinise the results from the recent consultation on the Trees and Woodlands Strategy and make any recommendations.  <b>Contact Officer: Darren Sharpe</b>	
	<b>Parking Enforcement in Villages</b>  To scrutinise parking enforcement in villages and make any recommendations.  <b>Contact Officer: Peter Gell</b>	
	<b>Registration Plate Viewer Car</b>  To receive and consider a report on the Registration Plate Viewer Car and make any recommendations.  <b>Contact Officer: Peter Gell</b>	
	<b>Training Session on Planning Procedures</b> <ul style="list-style-type: none"> <li>• Statement of Community Involvement</li> <li>• National Planning Policy Framework</li> </ul> <b>Contact Officer: Richard Kay</b>	

**Items to be programmed in:**

- Flood Management - Contact Officer: Julia Chatterton
- Tourism – Contact Officer – Annette Joyce
- Community Centres and Village Halls – What support is available for their development in communities – Kasia Chiva
- Housing Allocation – how are local residents catered for in housing allocation – Adrian Chapman
- Disability issues in Rural Areas – Bryan Tyler / Leonie McCarthy
- Localism and what does that mean for Rural Areas – Simon Machen
- Community Safety – what is happening in Rural Areas – Gary Goose
- Community Action Plans – Gary Goose