

## SCRUTINY COMMISSION FOR RURAL COMMUNITIES

**MONDAY 16 SEPTEMBER 2013**

**7.00 PM**

**Bourges/Viersen Room - Town Hall**

### AGENDA

Page No

1. **Apologies for Absence**

2. **Declaration of Interest and Whipping Declarations**

At this point Members must declare whether they have a disclosable pecuniary interest, or other interest, in any of the items on the agenda, unless it is already entered in the register of members' interests or is a "pending notification" that has been disclosed to the Solicitor to the Council.

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 Meetings held on:**

3 - 12

- 17 June 2013
- 15 July 2013

4. **Development Of Ground Mounted Solar Photovoltaic (Pv) Panels (Solar Farms) And Wind Turbines**

13 - 20

5. **Neighbourhood Plans**

21 - 26

6. **Use Of Homecare Monitoring System - Update**

27 - 30

7. **Notice of Intention to Take Key Decisions**

31 - 44

8. **Work Programme 2013/2014**

45 - 48

9. **Date of the next Meeting**

Monday 18 November 2013



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 Paulina Ford 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), D Lamb (Vice Chairman), D Sanders, D McKean, E Murphy,  
D Harrington and N Sandford**

**Substitutes: Councillors: S Allen, J R Fox and Sylvester**

**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)**

**MINUTES OF A MEETING OF THE  
SCRUTINY COMMISSION FOR RURAL COMMUNITIES  
HELD IN THE  
BOURGES & VIERSEN ROOMS, TOWN HALL, PETERBOROUGH  
ON 17 JUNE 2013**

**Present:** Councillors D Over (Chairman), D Lamb, D Sanders, D McKean, D Harrington and E Murphy

<b>Officers in Attendance:</b>	Leonie McCarthy	Social Inclusion Manager
	Sharon Keogh	Peterborough Food bank / Care Zone
	Kiril Moskovchuk	Citizens Advice Bureau
	Sally Chicken	Director of Credit Union
	Richard Godfrey	ICT & Transactional Services partnership Manager
	Tim Bishop	Assistant Director, Strategic Commissioning, Adult Social Care
	Paulina Ford	Senior Governance Officer

**1. Apologies for Absence**

No apologies for absence were received.

**2. Declarations of Interest and Whipping Declarations**

There were no declarations of interest.

**3. Minutes of the meeting held on 26 March 2013**

The minutes of the Scrutiny Commission for Rural Communities meeting held on 26 March 2013 were approved subject to the following. Members wished to record that at the meeting held on 26 March 2013 they had requested that an item on Solar and Wind Farms be added to the work programme for 2013-2014. This request had not been recorded in the minutes.

**4. The Impact of Welfare Reform**

The Social Inclusion Manager introduced the report which provided the Commission with information on the impacts of Welfare Reform and the work being undertaken through the Peterborough Community Assistance Scheme (PCAS) to tackle poverty and destitution. Members were informed that one of the key issues for rural residents was that all services were based in the City Centre. Anyone needing to be assessed to see if they were eligible for PCAS assistance would be required to come into the City Centre to attend the Department for Work and Pensions (DWP). Only those people eligible for welfare and benefits are able to access the PCAS Scheme. This enabled the scheme to ensure that those most in need and eligible for support were assisted to maximise income and reduce debt. Once eligible for the scheme they would be referred to the Citizens Advice Bureau for screening and advice. Members were advised that all Councillors which included those who were rural based had been contacted and informed of what the PCAS could offer.

Peterborough Community Assistance Scheme (PCAS) was set up to provide:

- Peterborough's first Credit Union (managed by Rainbow Saver Credit Union)

- A basic needs facility for furniture, white goods and general crisis provision (managed by Carezone, Kingsgate)
- A specialist voluntary information and advice network (incorporating Age UK, Citizens Advice Bureau, Disability Information and Advice Line, Peterborough Council for Voluntary Service and Peterborough and Fenland MIND)
- Peterborough's first citywide Foodbank with six outlets to date (led by Kingsgate Church)

Representatives from Peterborough Food Bank / Care Zone, Citizens Advice Bureau and the Credit Union were in attendance and each spoke about the work of their organisations in relation to the Peterborough Community Assistance Scheme.

The following comments, observations and questions were raised:

- Members commented that a lot of services relied on access to the internet e.g. signing on, and access to welfare benefits. Access to the internet in rural areas was often limited. It was also difficult for some rural residents to get transport into the city centre to access food banks, places like Carezone and debt counselling. Extra steps needed to be taken to deal with the equality issues of rural residents. *Officers acknowledged that more work needed to be done with rural residents. Internet access had been a problem and equality assessments were being carried out and a piece of work called 'Channel Shift' which was about the need to shift to apply for benefits on line was being carried out. This was part of Phase one of the programme. Phase two of the programme was about the Citizens Advice Bureau going out to all of the community representatives including Parish Councils and training them in triage to help people who were destitute or in poverty.*
- Members were concerned about people in the rural areas who might find themselves in destitute situations. An example might be that their fridge had broken but had no insurance or money to replace it and no food. The added complication would be having no transport to visit the Carezone in the City to get a replacement. *Members were informed that the DwP had stated that people requiring a crisis loan or community care grant would have to go into the city to collect it. Food Bank and Carezone referrals came from professional agencies and if they had a client with an access issue would transport them into the city if possible. A lot of work had been done with local faith groups across the Parishes to inform them about the changes and how it may impact on their congregations. The Credit Union model was to have a main shop in the town centre and then reach out into communities looking for volunteers and key workers in certain areas to be trained to administer the Credit Union. An example might be in a children's centre where all their staff would be trained to administer the Credit Union. It was still early days in Peterborough but links were being built in the villages. Rural residents need help for different reasons. An example would be if a rural resident's car failed its MOT they might need an emergency loan to get the vehicle back on the road again. People applied for emergency loans by post, on line, phone or in person. It was noted that apart from face to face assessments and advice, people could also use the telephone, email or website. There was a dedicated PCAS telephone line used to assist customers. The PCAS system was not a like for like replacement of crisis loans and community care grants. There was less welfare available and it was important to ensure that welfare went to the people most in need. The most effective way to achieve this was through face to face interviews. In exceptional circumstances PCAS team members were prepared to talk to support workers, family members or key workers.*
- Members referred to the graph on page 10 – PCAS Clients by Ward and asked why only two rural wards were listed. *Members were advised that the graph showed people who had presented so far as PCAS clients (eligible for help in this scheme). There was more work that could be done to get in touch with Parish Councils about what was available to people in their communities. Rural communities would be a priority on the list of organisations that CAB would train up in the future.*
- Members requested that PCAS consider sheltered accommodation to use to spread information to rural communities. *Members were informed that pensioners were not a*

*group PCAS had specifically targeted because the most vulnerable people were below pensionable age. A lot of the housing schemes had already been made aware of PCAS but the team would endeavour to reach out to the sheltered schemes in rural areas.*

- Members suggested attending Parish Council Liaison meetings.
- Members highlighted that care agencies should also be approached for assistance. Members expressed concern regarding transport in rural areas which put people living in those areas at a disadvantage and therefore stressed the importance of working with Parish Councils so that they became aware of these issues.
- Members suggested having workshops in the areas that were of concern. *Members were advised that PCAS had conducted Equality Impact Assessments for age, faith and gender and that they could ask for one to be done for rural areas.*
- Members commented that there were villages that were very small with no parish council and no community centre and asked how those villages would be assisted. *Members were advised that in parts of rural Suffolk, Trading Standards paid for a leaflet drop to deliver information to small communities and this was an idea that could be used in Peterborough. It was also suggested that CAB could train up members of local village church congregations.*
- Members felt that a leaflet drop would be an excellent way of informing people in rural areas. It was also suggested that information on PCAS could be placed in newsletters or magazines and included with letters that went out to people in debt.
- Members asked if there could be a system in place to assist those people who approached the CAB in Stamford, but actually lived in Peterborough's area of authority to ensure that people were not pushed from pillar to post. *Members were advised that everyone was welcome to approach their nearest CAB for advice or information, but would have to attend their local authority CAB for welfare assistance.*

## **RECOMMENDATIONS**

The Commission recommends that the Head of Neighbourhood Services take the following action:

1. Prepare an Equality Impact Assessment on the impact of welfare reform on Rural Communities and present back to the Commission in September.
2. Request the Citizens Advice Bureau to provide basic training on the Peterborough Community Assistance Scheme (PCAS) to Ward and Parish Councillors in Rural areas.
3. To arrange a leaflet drop throughout the Hamlets in the Rural areas of Peterborough to provide information on the Peterborough Community Assistance Scheme.
4. To arrange for posters to be placed in post offices, village Halls, schools and mobile libraries throughout the Rural Villages of Peterborough.
5. To prepare and arrange for a media article to be placed in all village and Parish Council magazines and newsletters.

## **ACTIONS AGREED**

The Commission request that the Head of Neighbourhood Services:

1. Report back to the Commission in September with a report on the positive steps that have been taken to stop people going into poverty in the Rural communities.
2. Provide the Commission with a link to the PCAS scheme information.

## **5. Update on Superfast Broadband in Rural Areas**

The report provided the Commission with an update on superfast broadband in rural areas. It was confirmed that the contract for broadband had been awarded to BT in March. The Broadband Delivery Group was currently in the process of planning where the fibre broadband would be laid. A number of areas had been identified where the roll-out could

take place quickly which were shown in Appendix A of the report. It was confirmed that the Broadband Delivery Group was still on target to provide fibre base broadband to 98% of Cambridgeshire and Peterborough by 2015.

The following comments, observations and questions were raised:

- Members expressed concern that no rural villages have been selected and wanted to know why the areas chosen had been selected and not the villages. What phase would the villages get the upgrade. *Members were advised that the areas selected had been put forward by BT as 'quick wins' and were unable to advise when the villages would receive the upgrade as this was dependent on the roll-out of the BT model.*
- Members commented that BT should not be allowed to dictate to the council. While it was agreed to use the first phase for 'quick wins' it was highlighted that the Broadband Delivery Group should be influencing BT regarding where to roll-out in the following phases. *Members were advised that the group did discuss this with BT but the difficulty was prioritising and keeping the process as cost-efficient as possible.*
- Members noted that Lincolnshire was involved in high-speed broadband and asked if the villages to the north of Peterborough could link up to the villages south of Lincolnshire that were currently being given high speed broadband. *Members were advised that there was an overlap of approximately 10K into each of the counties that border Peterborough and therefore Peterborough villages may well benefit from Lincolnshire upgrades.*
- Members highlighted the fact that villages were currently getting broadband as slow as 1MB and this was causing great deprivation for those people living in those villages regarding access to facilities. Members were concerned that need, distance and context should be taken into considered when prioritising roll out. *Members were informed that 98% of Cambridgeshire and Peterborough would have fibre based broadband by 2015.*
- Members emphasised the request of allowing villages bordering Lincolnshire to benefit from their upgrade and asked officers to take every opportunity to make this happen.
- Members requested that the officer report back to the Committee in a short period of time to inform them when each village would be upgraded.
- Members noted that a lot of villages were in conservation areas and asked if this was being taken into account and how it was being dealt with? *Members were advised that the Broadband Delivery Group was working very closely with the planning department and conservation officers to ensure these concerns were covered.*

## **ACTIONS AGREED**

The Commission noted the report and requested that the ICT & Transactional Services Partnership Manager:

1. Ensure that every opportunity is taken to explore all possibilities of cooperation with Lincolnshire with regards to upgrading the Barnack Exchange and
2. Report back to the Committee in a short period of time to inform them of a timeline of when each village would be upgraded.

## **6. Use of Homecare Monitoring System – Update**

The purpose of this report was to provide an update on the use of electronic homecare monitoring since last presenting to the Commission in September 2012. Since then the Electronic Call Monitoring System (ECMS) had been implemented. Fifteen of the eighteen providers successfully implemented the ECMS by October 2012. The remaining three providers had implemented the system by January 2013. Ongoing work was being undertaken to ensure invoices and call information was accurate and reconciled. Compliance with the ECMS was also being proactively monitored by the Adult Social Care contracts team. Reviews for renewing Domiciliary Care Contracts were currently being undertaken.

The following comments, observations and questions were raised:

- Members commented that the ECMS could be a good tool to ensure maximum efficiency for the Council but wanted to know if it was working for the consumer. Was there any confirmation that times allocated to consumers were being met? *Members were advised that the whole point of the use of ECMS was to ensure that hours that had been allocated were being delivered by the care agencies. The care agencies submitted invoices and the Finance and Contracts Team reconciled the invoices against the ECMS information. It was confirmed that the invoices were currently reconciling well. A new client record system had been implemented and work was being done to ensure the ECMS data fitted with the data of the new system. The process should be completed in about 3-6 months. Reports would then be produced to show hours paid for, hours commissioned and ECMS hours.*
- Members asked if customer surveys had been conducted. *Members were advised that a range of surveys were undertaken including two annual surveys that all Adult Social Care departments in the country take part in. These were used to compare response rates with other local authorities. The most recent survey was the 'Carer's Survey' which had provided promising results. Customer reviews were also conducted annually to assess needs and the domiciliary care packages being provided.*
- Members asked how many additional local people have been employed as personal assistants to provide support as a result of the use of direct payments. *Members were advised that 435 people currently received a direct payment. The majority of these were people with physical disabilities and people over 56 years of age. No details were kept of who those people had employed. As long as the support they were purchasing was legal and met their assessed needs there was not requirement to enquire who they had employed. People often used family and neighbours.*
- Members requested that figures were provided for people in rural areas using direct payments in September 2012 compared to current figures.
- Members requested data showing the number of times non-attendance occurred for the period rural customers expected care. *Members were advised that there should be no inference that people in rural communities were being 'short-changed'. It was confirmed that the Raise system has been replaced with Framework I, which did provide better data than Raise. This made reconciliation far easier than previously. It was noted that the previous concern was about the difficulty of providing care in rural areas and this had been addressed by paying enhanced rates to providers who were requested to provide service to customers in more 'difficult areas'.*
- Members referred to paragraph 7.1 in the report and asked about the data quality issues and why it was taking twelve months to provide a report. *Members were advised that some of the tools used to extract information from Framework I had taken time to embed to ensure the data was correct. Unfortunately this piece of work had not been a priority. There was not one over-arching system specified that could be used to gather information from care providers, the data was therefore coming in different formats which had also caused a delay.*
- Members advised they would like to see some data, even if it was in draft format.
- Members asked the team to explain the Domiciliary Care challenges and what progress was being made to resolve these. *Members were informed that there had been national concerns about the provision of Domiciliary Care. Like other Local Authorities in the same situation Peterborough continued to work with care providers to ensure they provided a service in the time they commit to and that they were not sending a whole range of different people at different times of the day. The ECMS assisted in monitoring this. It was noted that one of the challenges faced nationally was staff turnover and ensuring individuals did not get many different carers. PCC continued to work with care providers to ensure they properly managed their rota in order to try and have the same carer tending to an individual or at least a smaller number of carers per individual. In terms of the new contract Members were advised that the contracts being let were regional star contracts that had been developed by the Association of Directors of Adult Social Care. This provided quality assurance as other local authorities were using the same contract and it allowed for some consistency of contracts between care providers.*

- Members asked what the piece of work was costing and wanted to know if it was worth continuing. *Members were advised that they needed to obtain a base line to ensure there was not an ongoing problem. It was noted that one of the reasons this work had been slow was because additional people had not been employed to do the work. It was acknowledged that it was costing staff time, but it was reiterated that they needed a baseline before they could confirm that there was no problem and the work would no longer be needed.*
- Members commented that they had requested this report in order to understand whether they were getting the right service in rural communities and they now needed to see the data output to confirm this.
- Members asked if the new contracts would include baseline data. *Members were advised that the new contracts would be based on outcomes.*

## **ACTIONS AGREED**

The Committee requested that the Assistant Director, Strategic Commissioning, Adult Social Care report back to the Commission in three months time with:

1. A data report from the Electronic Monitoring System covering each village by post code.
2. A data report on the increase of take up of direct payments in the rural areas since September 2012.

## **7. Review of 2012-2013 and Work Programme 2013-14**

The Committee reviewed the Work Programme and agreed to the below amendments.

## **ACTIONS AGREED**

The Commission requested that the following items be added to the work programme:

- Solar and Wind Farms – Review of current business model compared to original business case , financials and implications of delay in planning application – September meeting.
- Parish Plans – Progress Report – September meeting.
- Education Attainment report in November to include Ofsted reports for Rural Schools for the past three years.
- Crime and Disorder in Rural Areas including crime statistics. Invitation to go out to Safer Peterborough Partnership and the Police and Crime Commissioner – January 2014 meeting.
- British Transport Police – report on crimes at level crossings – January 2014 meeting.

## **6. Notice of Intention to Take Key Decisions**

The Committee received the latest version of the Council's Notice of Intention to Take Key Decisions, containing key decisions that the Leader of the Council anticipated the Cabinet or individual Cabinet Members would make during the course of the following four months. Members were invited to comment on the Plan and, where appropriate, identify any relevant areas for inclusion in the Committee's work programme.

## **ACTION AGREED**

The Committee noted the latest version of the Council's Notice of Intention to take key Decisions.

*The meeting began at 7.00pm and ended at 8.45pm*

CHAIRMAN



**MINUTES OF A MEETING OF THE  
SCRUTINY COMMISSION FOR RURAL COMMUNITIES  
HELD IN THE  
BOURGES & VIERSEN ROOMS, TOWN HALL, PETERBOROUGH  
ON 15 JULY 2013**

**Present:** Councillors D Over (Chairman), D Lamb, D McKean, N Sandford and E Murphy

**Officers in Attendance:**

Simon King	General Manager for Cambridgeshire, East of England Ambulance Service
Lorna Hayes	Regional AGM for Community Partnership
Cate Harding	Community Development Manager
Paulina Ford	Senior Governance Officer
Dania Castagliuolo	Governance Officer

**1. Apologies for Absence**

Apologies were received from Councillor Sanders.

**2. Declarations of Interest and Whipping Declarations**

There were no declarations of interest.

**3. Community First Responders in Rural Areas**

The report was presented to the Commission to provide it with information on the Community First Responder Scheme.

The following key points were highlighted:

- Within rural Peterborough there were Community First Responder groups based at Yaxley, Wittering, and Whittlesey;
- Over 260 calls had been attended to during the year 2012/13;
- Volunteers were actively being recruited to set up a Community First Responder group in Eye;
- Community First Responder groups volunteered hours when they were within the community, they did not provide 24/7 cover; and
- The initial Community First Responder equipment was purchased through a charitable donation and the Ambulance Service provided replacement equipment.

The Commission was asked to support the on-going work of Community First Responders within rural communities and to look at the possibility of Automatic External Defibrillators within rural areas for public use.

The following comments, observations and questions were raised:

- Members queried what methods were used to gain public interest and how donations were obtained. The Regional AGM for Community Partnership *Informed members that in some communities people were very interested and they were given advice and help on becoming Community First Responders. It was promoted using Social Media and word of mouth most commonly.*
- Members suggested that the subject was also discussed with Parish Councils.

- Members queried how often Community First Responders were used as they may have hesitated to assist due to the lack of Good Samaritan Law for the scheme. *Members were informed that there were over 1200 people volunteering on the Community First Responder Scheme across the region, 22500 patients had been helped last year and the Community First Responders managed to bring back 22% of patients at the scene. The British Heart Foundation were working hard to look at legislation, they were actively promoting the issue and advising that it was acceptable for people to assist. There was current work being carried out around education and this needed to be included within the curriculum.*
- Members commented that people were fearful of the Health and Safety culture and queried where these messages were coming from as there had not been a single case in the UK where a person was sued. *Members were informed that this fear came from the American culture and the best way to tackle this was through education and to make sure that all First Responders knew that they could not cause harm to somebody using the defibrillator as it would not deliver a shock if it was not needed.*
- Members queried what the cooperation was between Anglia and the East Midlands with regards to the rural areas. *Members were informed that Peterborough was the nearest place for Ambulances to run from although they usually worked on a village by village basis and would send the nearest Community First Responder and the nearest Ambulance.*
- Members queried what the likelihood was of having Community First Responder groups across all rural areas. *Members were informed that the NHS trust's plans were to expand coverage across the region. This would not be a quick project as it took nine months to a year to set up a group and areas would need be looked in to and prioritised. They were also currently investigating different ways to get the Automatic External Defibrillators in to communities.*

## **RECOMMENDATIONS**

1. The Commission recommended that Cabinet note that many lives had been saved by the defibrillator in public places Scheme Nationally and requested that Cabinet called upon government to introduce the Good Samaritans Law for this Scheme to promote more lives being saved.
2. The Commission Recommended that Parish Councils investigate the issue around lack of Community First Responders in rural areas and take any necessary action to improve the number of Community First Responders
3. The Commission recommended that Neighbourhood Services investigate the possibility of locating Automatic External Defibrillators in community centres and village halls within rural areas.

### **4. NHS 111 Service**

The Chairman advised the Commission that there were no officers present to deliver this report and that the Commission would meet at a later date to discuss questions for the NHS 111 Service to answer.

### **5. Support for the Development of Community Centres and Village Halls**

The Community Development Manager introduced the report which provided the Commission with information on the support available for the development of community centres and village halls in rural areas, and set out an overall direction of travel for further work throughout the year.

The Commission was asked to:

- Agree to further, focussed work being carried out over the next few months to ensure that the specific issues and opportunities relating to rural community assets were fully

explored and that a report was brought back to the Commission at a future date during the municipal year; and

- Ask the Parish Liaison Committee to include a session on community assets in rural areas at this years Parish Conference event.

The following comments, observations and questions were raised:

- Members were concerned that previously the Neighbourhood team was larger and responsible for only three wards, now the team was smaller, responsible for a larger area and were aiming to improve the service across the city and queried how this would be achieved. *The Community Development Manager informed members that this would be achieved with consolidation and by working more accountably internally through Neighbourhood Management and relationships with Councillors and Community Representatives. The service would be streamlined better and requests would be passed on to the right department in order to obtain a speedier response or resolution.*
- Members suggested that Council liabilities could be reduced by passing the ownership of community centres and village halls on to Parish Councils and community groups and asked if this was something Neighbourhood Services were going to pursue. *Members were informed that this was a fundamental piece of work and alongside Neighbourhood Services, work was already being carried out with Parish Councils to ensure that roles and responsibilities were recognised and correctly coordinated. Neighbourhood Services would also be looking at reviewing all assets across the city to investigate whether there was feasibility for Parish Councils to take on responsibility.*
- Members queried how Neighbourhood Services would obtain funding for all of the ideas that were laid out in the report and who would provide the services. *Members were advised that the report recognised that there was a need for an overall review of the Community Centres and Village Halls.*
- Members queried whether it was possible for Parish Councils to be informed on how they could fund, organise and obtain a village hall. *Members were informed that the Community Development Manager was in the process of developing an understanding of rural needs and would be able to give future guidance to Parish Councils on how funding could be obtained.*
- Members queried whether Parish Councils should be encouraged to develop neighbourhood plans as this could enable them to be entitled to 25% of funding through the Community Infrastructure Levy. *Members were advised that some parished areas had applied to become a designated area for Neighbourhood Planning. If this proceeds the parishes would have a greater allocation of 25% of Community Infrastructure Levy. It was important for Parish Councils or Community led organisations to identify priority issues with supporting evidence of these needs to attract external funding to an area.*

## **RECOMMENDATIONS**

1. The Commission recommended that Neighbourhood Services supported the work of Parish Councils in evidencing priorities which would enable them to more easily access funding.
2. The Commission recommended that the Community Development Manager provided training/information sessions to the Parish Councils regarding Community Asset Transfers if required.

### **6. Scrutiny in a Day: A Focus on the Welfare Reform**

The purpose of this report was to set out proposals to hold a cross-scrutiny committee event that would focus on the impacts of welfare reform. This event would be held in order to understand and mitigate against the breadth of impact on individuals, families, communities and businesses. It was noted that the Welfare Reform Team was also looking for nominations from each committee to form a working party to help plan and provide input for the day.

Observations and questions were raised and discussed including:

- The Committee noted the proposal for a Scrutiny in a Day event.
- Councillor Over was nominated to be on the working group
- Councillor Murphy agreed to be a substitute for the working group

## **RECOMMENDATION**

The Commission welcomed the initiative and endorsed the report.

### **6. Notice of Intention to Take Key Decisions**

The Commission received the latest version of the Council's Notice of Intention to Take Key Decisions, containing key decisions that the Leader of the Council anticipated the Cabinet or individual Cabinet Members would make during the course of the following four months. Members were invited to comment on the Plan and, where appropriate, identify any relevant areas for inclusion in the Commission's work programme.

#### **ACTION AGREED**

The Commission noted the latest version of the Council's Notice of Intention to take key Decisions.

### **7. Work Programme**

Members considered the Commission's Work Programme for 2012/13 and discussed possible items for inclusion.

#### **ACTION AGREED**

To confirm the work programme for 2012/13 and the Governance Officer to include any additional items as requested during the meeting.

*The meeting began at 7.00pm and ended at 8.40pm*

CHAIRMAN

<b>SCRUTINY COMMISSION FOR RURAL COMMUNITIES</b>	<b>Agenda Item No. 4</b>
<b>16 SEPTEMBER 2013</b>	<b>Public Report</b>

## Report of the Executive Director - Strategic Resources

Report Author - John Harrison, Executive Director – Strategic Resources  
Contact Details - John Harrison, Executive Director – Strategic Resources  
Tel: 01733 452520  
Email: [john.harrison@peterborough.gov.uk](mailto:john.harrison@peterborough.gov.uk)

### DEVELOPMENT OF GROUND MOUNTED SOLAR PHOTOVOLTAIC (PV) PANELS (SOLAR FARMS) AND WIND TURBINES

#### 1. PURPOSE

- 1.1. To provide a review of the current business model compared to the original business case, financial model and implications of the delay in the planning applications.

#### 2. RECOMMENDATIONS

- 2.1. The Commission is asked to consider this report and feedback any comments.

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

- 3.1. The project supports delivery of the Council’s Environmental Capital ambitions by producing ‘green energy’ through the use of renewable technologies. The proposed developments will maximise energy output as well as balance environmental and community concerns whilst contributing a significant reduction of the Council’s carbon footprint.
- 3.2. In addition, the energy generated can be sold to create a new and significant source of revenue to the Council that will help to close the Council’s funding gap and protect its ability to continue in the provision of front line services. The Medium Term Financial Strategy approved by Full Council in March 2013 included the income generated by these proposals. If the schemes do not proceed, then the budget deficits forecast in future years will worsen.
- 3.3. The project will generate significant amounts of renewable power which can be used by the Council to safeguard its budgets against future electricity price rises and uncertain energy price inflation.
- 3.4. The project will also create new funding opportunities for local community projects to support the sustainable communities’ agenda.

## **GLOSSARY OF TERMS**

Energy Service Company (ESCO):	An ESCo is a vehicle dedicated to sourcing and delivering energy related services
Blue Sky Peterborough (BSP):	The Council's ESCo that will act as the delivery vehicle for all renewable energy and energy efficiency projects
Renewable Obligation Certificate (ROC):	Designed to encourage the generation of power from eligible renewable sources. Different to FIT, it places an obligation on licensed electricity supplier to source an increasing proportion of electricity from renewable sources.
Watt / Kilowatt (kW) / Megawatt (MW):	A measure of the size of a power plant, also referred to as "capacity" of the plant.
Power Purchase Agreement (PPA):	A contract between two parties defining the commercial terms for the sale of electricity generated. Along with FIT and / or ROC, it is the main agreement that defines the revenue and credit quality of a generating project.

## 4. BACKGROUND

- 4.1 A report was presented to Cabinet on 5 November 2012. The Cabinet considered the report along with recommendations made at the joint meeting of the Sustainable Growth and Environment Capital Scrutiny Committee and Scrutiny Commission for Rural Communities held on Friday 2 November. Cabinet resolved to:
- 4.1.1. Note the updated strategy for the development of renewable energy parks at each of the three council owned agricultural sites (America Farm, Morris Fen and Newborough farms) since the report to Cabinet dated 10 July 2012, in respect of ground mounted solar photovoltaic panels and wind turbines;
  - 4.1.2. Approve the proposal to submit planning applications in respect of development of ground mounted solar photovoltaic panels;
  - 4.1.3. Note that, subject to planning permission being received for ground mounted solar photovoltaic panels, an option for the delivery of the project is to use an existing framework agreement with Mears Ltd, which was approved under a decision by the Cabinet Member for Resources (reference Solar Photo-voltaic (PV) Panels Framework Agreement - JAN12/CMDN/002). However, the City Council retains the option to invite tenders for the work from other suppliers;
  - 4.1.4. Note that, subject to the outcome of necessary studies and continued negotiations, a further report will be brought back to Cabinet for consideration prior to submitting planning applications for wind turbines;
  - 4.1.5. Welcome the support of scrutiny;
  - 4.1.6. Request officers work with rural communities and key stakeholders in formulating proposals for a planning application and consider how their suggestions can be incorporated into the development of the solar project, as far as is possible without restricting the viability of the project overall;
  - 4.1.7. Note that in relation to determining the appropriate amount and range of community funds resulting from the developments, there is no agreed national or local tariff for such contributions. The level of contribution will be negotiated based on the type of development (wind or ground mounted) and the overall scale of the development.
  - 4.1.8. Request officers submit a further written update to the Cabinet and scrutiny members of a further analysis of the financial proposals and contingency arrangements but notes that the figures are considered appropriate for the purpose of the decision today, also noting that the financial appraisal has been subject to due diligence by Deloitte and Davis Langdon, An AECOM Company.
  - 4.1.9. Confirm that:
    - a) The potential for integrating some form of farming with renewable energy generation is already under consideration as part of the proposals. (Please refer to section 5.1).
    - b) The sensitivities around the two sites near America Farm (Oxney Grange and Flag Fen) will be taken into detailed consideration as part of the planning process. Please refer to section 5.2

## 5. KEY ISSUES

### Solar Farms

- 5.1 Duel Use – The Council is currently exploring the viability of allowing certain types of farming in and around the solar panels, once they are installed.
- 5.1.1. The Fraunhofer Institute for Solar Energy conducted publicly available research into the viability of growing crops in and around a solar farm. Their findings identify an optimal growing zone between the strings of panels that lend themselves to growing the following crop types: rape, rye, oats, potatoes, salads and spinach – where soil and weather conditions allow. Limiting factors as to the type of crop grown are; the height of crop shading the panels and hence affecting their economic performance and risk of damage to the panels arising from harvesting. The Council is currently awaiting advice on the minimum distance required between panels in order to accommodate movement of farm vehicles for harvesting.
- 5.1.2. An alternative, as set out in the planning application, is to plant low growing grass in and around the solar panels and to allow sheep to graze on the land. Sheep provide a profitable opportunity to incorporate a marriage of an ongoing agri-business with the production of energy. In order to accommodate sheep, a system must be designed with a clearance of no less than 80cm or 31.5 inches. This is to ensure that the animals can comfortably walk underneath the installation to seek shade and eat the grass under and around the panels. A required design feature is to ensure that wiring is protected from the sheep, which is typically accomplished by a simple conduit. Furthermore, this approach serves two additional purposes: control of weeds underneath and between the panels without the need for herbicides and forms part of a wider ecological mitigation and biodiversity enhancement strategy.
- 5.1.3. The Council will assess the impact of both options on any resulting reduction in capacity of the plant and the subsequent loss of ROC revenue verses income generated from crop cultivation.
- 5.2 Planning - The Council submitted three planning applications for solar farms in December 2012. Since the submission, the Council has worked towards resolving a number of key issues raised by the Local Planning Authority (LPA) and its statutory consultees. Morris Fen went to planning committee on 17 June 2013 but was deferred following a request by one of the statutory consultees, English Heritage, for further detailed survey work to be undertaken before the application could be determined. Further upfront archaeological work has also been requested for the other two sites. It should be noted that the land required for the proposed developments represent less than a third of the Council's land bank and less than a quarter of one percent of the agricultural land in Peterborough.
- 5.3 Tenant Farmers - A review of the tenancies of farmers was undertaken to establish how to progress the development proposals with the least impact to them. This allowed for the consideration of the timescales around land assembly, notice periods required, what alternative packages could be offered in compensation to the tenants as well as the loss of income to the Council. A review of the impact of the requested additional archaeology field work was also undertaken. All tenant farmers have been notified of the potential disruption from the required archaeology field work and informed that they can farm for at least a further year. All farmers wishing to continue farming have been offered packages, which allow for farming on other land within the Council's ownership or compensation where applicable. These have not been finalised at this stage but it is anticipated that completion will happen once planning applications have been determined.
- 5.4 Biodiversity - The key habitat loss is the arable farmland itself, which is used by birds for foraging and nesting. The current ecological mitigation strategy is to establish neutral grassland beneath and between the panels and enhance the existing habitat at the edges of the sites including field



margins, hedgerows and woodland by planting wildflower/grass seed mix and a considerable length of screening made up of hedgerows and trees. This is the preferred ecological mitigation strategy as it not only compensates for loss of the arable habitat by replacing it with neutral grassland but also benefits a number of protected species such as badgers, bats and water voles, providing a new and enhanced habitat for animals and insects such as bees, butterflies and invertebrates.

- 5.5 Due to the “local controversy and media interest” surrounding the proposals, the Secretary of State has signalled his intention to call in the proposed solar farms if approved by the Planning Committee. Should the call-in happen, this could delay the project by up to one year, increasing the costs significantly due to the delay resulting in a drop in ROC banding. However, the impact of the reduced ROC would, at least, be partly mitigated by the continuing reductions in the cost of solar panels.
- 5.6 The Department of Communities and Local Government (DCLG) has issued new guidance on the impact of large-scale solar farms on local communities.
- 5.6.1 Although the Guidance reinforces that planning authorities should plan solar developments with sensitivity and careful consideration, it does not create any new powers for either local communities or planning authorities to “veto” solar generation developments and it does not prevent the development of solar farms on grades 1-3 agricultural land.
- 5.6.2 On the other hand, the Guidance emphasises that the views of the local community should be taken into consideration, giving substantive details of how the visual impact of large-scale, ground-mounted solar generation should be mitigated in the planning approval process.
- 5.6.3 Because the Guidance will be given material consideration by the planning authority, the Council will ensure that each substantive element of the Guidance is fully dealt with as part of its planning application.
- 5.6.4 Overall, the Guidance appears to reflect existing practice, and does not appear to create any new or previously unanticipated requirements for the Council.

### **Wind Farms**

- 5.7 As a result of planning risks associated with large scale wind applications, the Council sought pre-application advice from the Local Planning Authority on the likely acceptance of its proposals.
- 5.8 The Local Planning Authority determined a number of areas of concern, including the cumulative visual impact and ensuring sufficient buffer zones between the turbines and nearby residential properties.
- 5.9 The Council continues to conduct all relevant surveys and studies required for the planning application submission, which will aim to address all concerns raised by the LPA. These include the continuation of bird surveys to provide two years data. In addition, a meteorological mast will be installed to measure both average onsite wind speeds and allow for the monitoring of background noise levels in around the proposed sites.

## 6 IMPLICATIONS

6.1 The impact of items 5.1 to 5.6 has reduced the quantity of solar and wind (in MW) which can be built on the three proposed locations. It has also delayed their potential operational date (i.e. when the solar farms are built and generating power).

6.2 **Table 1:** Overall change in MW capacity

LOCATION	November 2012 position	August 2013 position
America Farm	8MW	7.2MW
Newborough Farm	49MW	49MW
Morris Fen	27MW	25.5MW
<b>Total</b>	84MW	81.7MW

6.2.1 Table 1 illustrates the Council's adapted plans in response to the Local Planning Authority and Natural England recommending buffer zones around the proposed locations to protect residential amenity, local wildlife and enhance biodiversity.

6.3 **Table 2:** Overall change in operational dates

LOCATION	November 2012 position	August 2013 Best Case position	August 2013 Worst Case position
America Farm	January 2014	January 2015	February 2016
Newborough Farm	March 2015	January 2016	December 2016
Morris Fen	December 2014	July 2015	October 2016

6.3.1 The principal impact on the best case position of the solar programme is due to the increased archaeological field work requested by English Heritage to establish whether there is anything of archaeological interest that could be disturbed by the proposed solar farms.

6.3.2 In the worst case position of the solar programme, the delay is due to the potential call in by the Secretary of State and his Department of Communities and Local Government (DCLG) would entail a public inquiry review of the proposals. The conservative forecast duration for a public inquiry is approximately one year.

6.3.3 The August 2013 worst-case position will impact the income stream of the proposed solar farms; they will all drop to a lower ROC banding (see below). However, this will be mitigated by continued reductions in the capital cost of purchasing the PV panels, which are becoming increasingly less expensive.

- America Farm from 1.4ROC to 1.3ROC
- Newborough Farm from 1.3ROC to 1.2ROC
- Morris Fen from 1.3ROC to 1.2ROC

6.4 **Table 3:** Indicative financial summary for the development of the solar farms only. The financial summary presented below reflects the impact of the delays and forms part of the analysis undertaken in line with the medium term financial plan.

6.4.1 Capital cost has reduced due to further reductions in installation rates, the reduced MW installed and additional costs being included (e.g. land drainage levy).

6.4.2 Operating costs (including interest) have reduced due to the reduction in MW installed.

6.4.3 Total income has reduced due to the drop in ROC value and the use of market tested PPA prices.

6.4.4 Net Income in the best case increases due to inflationary increases around the ROC rate.

	<b>November 2012</b>	<b>August 2013 Range of Positions***</b>
MW Installed	84MW	81.7MW
Capital Cost (to be borrowed)	£141.3m	£102.9m
Operating Costs (covered by income generated once operational)	£107.4m	£103.4m - £106.1m
Interest	£86.2m	£75.5m - £79.3m
<b>Total Expenditure *</b>	<b>£334.8m</b>	<b>£281.9m - £288.3m</b>
ROC Income	£124.9m	£121.1m - £125.1m
PPA Income	£240.6m	£192.4m - £199.1m
<b>Total Income</b>	<b>£365.5m</b>	<b>£317.5m - £320.2m</b>
<i>Loss of Farm Land Rental Income</i>	<i>£2.9m</i>	<i>£3.0m - £3.1m</i>
<i>Net Income</i>	<i>£30.7m</i>	<i>£28.9m - £32.6m</i>
<i>Net Present Value **</i>	<i>£17.7m</i>	<i>£14.1m - £16.1m</i>

\* Note this figure does NOT represent the total sum borrowed by the Council

\*\* Discount rate 6.0875%

\*\*\* Range presented covers best and worst case scenarios of operational dates

6.5 The Community Benefit Fund (CBF) has not been included as it is commercially sensitive.

6.5.1 The Council is currently deciding how best to treat the difference in power generated between a solar farm and a wind farm in terms of a community benefit fund (the latter generates more power in a year than the former; therefore the amount of revenue generated is more from a wind farm and hence there is sufficient surplus to pay for the CBF).

6.5.2 It should also be noted that, whilst developers of wind farms do apportion some of the revenue generated to a CBF, many developers of solar farms do not.

## 7 CONSULTATION

7.1 The Council will continue to work with individual residents, the Newborough Landscape Protection Group (NLPG), the local MP and other stakeholders to assess alternative solutions brought to its attention.

This page is intentionally left blank

<b>SCRUTINY COMMISSION FOR RURAL COMMUNITIES</b>	<b>Agenda Item No. 5</b>
<b>16 SEPTEMBER 2013</b>	<b>Public Report</b>

## **Report of the Head of Planning, Transport and Engineering Services**

**Contact Officer(s) – Peter Heath-Brown (Planning Policy Manager), Emma Naylor (Strategic Planning Officer)**

**Contact Details – 01733 863881, peter.heath-brown@peterborough.gov.uk  
emma.naylor@peterborough.gov.uk**

### **NEIGHBOURHOOD PLANS**

#### **1. PURPOSE**

- 1.1 This report is being presented at the request of Councillor Over in light of confusion over neighbourhood plans. The intention of this report is to clarify what neighbourhood planning is and its role within the planning system.
- 1.2 Councillor Over specifically raised queries in relation to the definition of neighbourhood planning terms, CIL, the benefits of having a neighbourhood plan, and the legality of neighbourhood plans.

#### **2. RECOMMENDATIONS**

- 2.1 This report is for information only. It is however recommended that the members take note of the report for future reference.

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

- 3.1 One of the basic conditions that neighbourhood plans and neighbourhood orders must meet is that they must contribute to the achievement of sustainable development; this condition correlates with the vision of the Sustainable Community Strategy.
- 3.2 Neighbourhood plans and orders could potentially contribute towards the achievement of the specific priorities and vision of the Sustainable Community Strategy; this will depend on their focus and content, which is determined by those who prepare the neighbourhood plan or order, in light of the public consultation that they undertake.

#### **4. BACKGROUND**

- 4.1 What is neighbourhood planning?  
Neighbourhood planning was a key outcome of the Localism Act 2011. It enables parish councils and neighbourhood forums to define neighbourhood areas and to prepare a neighbourhood development plan, a neighbourhood development order, or both. In areas with a parish council, only the parish council can undertake neighbourhood planning; in areas without a parish council, a neighbourhood forum can undertake neighbourhood planning.

A neighbourhood forum is a community organisation established for the purpose of neighbourhood planning. A neighbourhood forum must meet certain criteria and be approved by Peterborough City Council prior to preparing a neighbourhood plan or order.

The process of neighbourhood planning is initiated by communities and is optional, not mandatory. Furthermore, the process is led by the parish council or neighbourhood forum and

as such most of the time and costs are borne by them (not Peterborough City Council). As the local planning authority, Peterborough City Council does have a duty to support parish councils and neighbourhood forums throughout the neighbourhood planning process and is responsible for facilitating the formal publication, independent examination and the referendum stage of the neighbourhood planning process. Local planning authorities are not obliged to provide financial support to those preparing neighbourhood plans.

#### 4.2 What are neighbourhood plans and neighbourhood orders?

A neighbourhood development plan ('neighbourhood plan') is a document that sets out policies in relation to the development and use of land, in the whole or any part of a particular neighbourhood area, and can include the allocation of sites for development.

A neighbourhood development order ('neighbourhood order') is a statutory mechanism which automatically grants planning permission for a specified development or class of development in a neighbourhood area.

Neighbourhood plans and orders are town and country planning documents. They must focus on planning issues. They should not be used in an attempt to address other issues that may be of concern to the parish or neighbourhood forum.

#### 4.3 Neighbourhood plans

The key things to know about neighbourhood plans are:

- 4.3.1 - Planning legislation does not prescribe what neighbourhood plans must contain, however there are some basic conditions which must be met. The key conditions are: a neighbourhood plan must have regard to national planning policy and guidance; must be in general compliance with the Local Plan; and must contribute to the achievement of sustainable development.
- 4.3.2 - Neighbourhood plans cannot propose less development than that proposed in the Local Plan. They can however propose more development.
- 4.3.3 - A plan must also specify the period that it will apply for.
- 4.3.4 - There can only be one plan within any one neighbourhood area.
- 4.3.5 - Policies within a plan can be applicable to the whole neighbourhood area or may apply to only a specific part of a neighbourhood area.
- 4.3.6 - For a plan to be adopted it must receive a majority vote at referendum. People are allowed to vote in a referendum if they are eligible to vote in council elections and their registered address is within the referendum area. There is no minimum turnout required at referendum.
- 4.3.7 - Neighbourhood plans can take up to two years to prepare. The cost of preparing a neighbourhood plan is dependent on the content of the plan, the evidence base required and the approach of the parish council/ neighbourhood forum; the cost could be tens of thousands of pounds.
- 4.3.8 - If adopted, a neighbourhood plan will have statutory status and must be taken into consideration alongside the local plan when determining planning applications within the neighbourhood area to which it applies. However, the local planning authority (i.e. Peterborough City Council) remains the body responsible for dealing with planning applications and deciding whether or not to grant permission.

4.4 The potential advantages of having an adopted neighbourhood plan in place are:

- 4.4.1 - Neighbourhood planning is essentially about enabling communities to be 'proactive' about planning rather than 'reactive' (i.e. submitting representations to specific planning

applications). Adopted neighbourhood plans have statutory status and must be considered when determining planning applications within the neighbourhood area to which they apply. Therefore, as a plan is prepared and influenced by local people, it effectively gives them a greater influence over planning decisions in their area.

- 4.4.2 - A neighbourhood plan could be used to ensure that development is in line with local needs, for example, by identifying the need for small starter homes.
- 4.4.3 - The collaborative nature of the neighbourhood planning process could strengthen community relations.
- 4.4.4 - Increased Community Infrastructure Levy (CIL) receipts. CIL is a charge which is charged on “most new building developments that people go into” (CIL Preliminary Draft Charging Schedule, 2012). Once Peterborough City Council’s CIL charging schedule is adopted (anticipated late summer 2014), in areas without a neighbourhood plan in place, the parish council will be eligible for 15% of CIL receipt money from development that takes place within their parish and the city council will retain 85%, whereas if a neighbourhood plan is adopted, 25% of CIL receipts from development that takes place within the neighbourhood area will go to the parish council.

#### 4.5 Neighbourhood Orders

The key things to know about neighbourhood development orders are:

- 4.5.1 - As for neighbourhood plans, neighbourhood orders must meet basic conditions, the principal ones being that an order must be in line with national policy; in general compliance with the local plan; and must contribute to the achievement of sustainable development.
- 4.5.2 - They can apply to the whole of the neighbourhood area or to a specific part of the neighbourhood area.
- 4.5.3 - Neighbourhood orders can automatically grant either full or outline permission for certain development.
- 4.5.4 - An order could cover things like allowing improvements to shop fronts.
- 4.5.5 - As for neighbourhood plans, for a neighbourhood order to be adopted it must receive a majority vote at referendum.

4.6 The potential benefits of having a neighbourhood order in place are:

- 4.6.1 - A neighbourhood order makes it easier and quicker for the specific type of development it covers to go ahead in the future; somebody contemplating development would not have to prepare and submit a planning application, and would not be subject to planning fees or the 8/ 13 week determination period.
- 4.6.2 - Increased Community Infrastructure Levy (CIL) receipts. Once Peterborough City Council’s CIL charging schedule is adopted (anticipated late summer 2014), the city council must pass 25% of relevant CIL receipts from developments which were granted permission by a neighbourhood order to the relevant parish council (compared to the 15% that would be received if there were no neighbourhood order in place).

#### 4.7 Timescales and Key Milestones

The key stages of the neighbourhood planning process are briefly summarised below (full details can be found in Section 4 of Peterborough City Council’s Statement of Community Involvement).

- Parish council/ neighbourhood forum resolves to prepare a neighbourhood plan/ order.
- Parish council/ neighbourhood forum applies to Peterborough City Council to designate a neighbourhood area. The city council hold a public consultation on the application

(minimum of 6 weeks). Following the consultation, all comments received are considered and the application is determined at the Planning and Environmental Protection Committee.

- Should the neighbourhood area be approved and thereby designated, in the case of a neighbourhood forum, the forum must be formally agreed.
- The key milestones in preparing a plan/ order once the neighbourhood area has been designated are:
  - Plan/ order prepared with support from the city council. This must involve extensive community involvement organised by the parish council or neighbourhood forum.
  - Formal 6 week 'pre-submission' consultation on the draft plan/order (arranged by and paid for by the parish council/ neighbourhood forum).
  - The plan/order can be revised in light of the consultation responses if necessary. Dependent on the changes, further consultation may be advisable.
  - Formal submission of plan/order to the city council. The city council will then publicise the plan/order (minimum of 6 weeks). All comments received will not be considered by the city council: they will be passed to the independent examiner for his/ her consideration.
  - The plan/ order will be examined by an independent examiner, who will recommend whether the plan/order should proceed to referendum.
  - Should the plan/order proceed to referendum, it must receive a majority vote in order for it to be formally 'made' by the city council.

#### 4.8 Neighbourhood Plans compared to other Plans

Some of the confusion around neighbourhood plans may have arisen because members may have heard references in the past to 'Local Plans', 'Village Plans' and 'Parish Plans'.

'Local Plan' is a term that the Government uses to refer to any statutory Development Plan Document (DPD) prepared in accordance with the provisions of the Planning & Compulsory Purchase Act 2004 (as amended). In Peterborough, this means documents like the Peterborough Core Strategy DPD, Site Allocations DPD and Planning Policies DPD. These are the critical documents that set the planning strategy and policies for Peterborough, including the rural areas. Decisions on planning applications are made using these documents as a starting point, before any other material consideration is taken into account, including the National Planning Policy Framework. As mentioned above, any neighbourhood plan that is subsequently prepared must be in general compliance with the Local Plan (i.e. all of these DPDs).

Some years ago (from about 2000 onwards), parish councils were encouraged to prepare 'parish plans' by the Countryside Agency and by voluntary bodies like Cambridgeshire ACRE. Some people used the term 'village plan' instead, so that 'parish plan' and 'village plan' came to mean the same thing. The critical features of a parish plan were that it had no legal or statutory basis and it was not a Town & Country Planning document.

The Countryside Agency sought to encourage parishes to think about the range of issues that were of concern to them (for example, matters such as local services, community facilities, drainage and sewerage, street lighting, traffic, verge maintenance, etc) and prepare a form of action plan.

As these plans had no statutory basis, they proved to be of mixed value, with some parishes finding them a valuable exercise in identifying and documenting issues that needed to be addressed; and other parishes finding them to be largely irrelevant because they had no impact on any decision-making body other than themselves. Certainly, they could carry no weight in reaching any decision on a planning application in the area.

In summary, therefore

- If a parish council feels that the city council's DPDs provide a good basis for reaching planning decisions in its area, there would be little benefit in the parish council proceeding with neighbourhood planning;
- If a parish council feels that there are likely to be particular planning issues that it



- would like to address in its area that are not covered by the city council's DPDs, then it should consider the benefits of proceeding with neighbourhood planning;
- If a parish council feels that there are likely to be issues of concern relating to matters other than planning, there would be no benefit in using a neighbourhood plan approach; instead preparing some kind of parish plan may be more worthwhile, so long as its limitations are understood.

## **5. KEY ISSUES**

5.1 To summarise, the key facts are:

- The aim of neighbourhood plans and orders is to enable local communities to have greater influence over planning decisions within their area, through the preparation of policies against which applications will be assessed (neighbourhood plans) or prescribing what development can take place without planning permission (neighbourhood orders).
- Neighbourhood plans cannot stop development. They cannot propose less development than that specified in the local plan, they can however propose more. The overlying principle of neighbourhood planning is to enable local communities to identify the development needs and priorities within their area and to prepare policies or orders which can help ensure that developments coming forward are in line with these needs and priorities.
- Neighbourhood planning cannot be carried out by Peterborough City Council.
- Neighbourhood planning is optional. There is no legal requirement for any parish council or local community to embark on neighbourhood planning. It will be for each parish council and community to decide whether there are any benefits to be gained from having a neighbourhood plan or order, and whether the potential benefits outweigh the costs and potential challenges.

## **6. IMPLICATIONS**

6.1 This report does not have any direct implications for the following departments: Financial; Legal; Human Resources; ICT; Environmental; Human Rights; Property; Procurement; nor does it have implications for the Local Area Agreement (LAA) targets.

6.2 Furthermore the report does not have direct implications for parishes and non-parished areas. Should a parish council or a neighbourhood forum opt to designate a neighbourhood area and subsequently prepare a neighbourhood plan, neighbourhood order or both, this will have various implications for the neighbourhood area, and potentially the wider surrounding area.

## **7. CONSULTATION**

7.1 N/A

## **8. NEXT STEPS**

8.1 This report has been prepared to provide information and clarification and therefore no action is required. In light of the information provided, Councillors may choose to consider the merits of pursuing neighbourhood planning within their area.

## **9. BACKGROUND DOCUMENTS**

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

9.1 [National Planning Policy Framework \(NPPF\), 2012](#)

[Peterborough City Council Statement of Community Involvement, 2012](#)

[Peterborough City Council CIL Preliminary Draft Charging Schedule](#)

## 10. APPENDICES

10.1 For information, copies of the three neighbourhood plans which have successfully made it through referendum can be found via the following links:

[Upper Eden](#) Neighbourhood Plan

[Thame](#) Neighbourhood Plan

[Exeter St James](#) Neighbourhood Plan

10.2 Locality has produced various guides to neighbourhood planning, including their [Roadmap Guide](#).

<b>SCRUTINY COMMISSION FOR RURAL COMMUNITIES</b>	<b>Agenda Item No. 6</b>
<b>16 SEPTEMBER 2013</b>	<b>Public Report</b>

## **Report of the Executive Director of Adult Social Care**

**Contact Officer(s) – Nick Blake**

**Contact Details – 01733 452486, [nickolas.blake@peterborough.gov.uk](mailto:nickolas.blake@peterborough.gov.uk)**

### **USE OF HOMECARE MONITORING SYSTEM - UPDATE**

#### **1. PURPOSE**

1.1 The Committee requested that the Assistant Director, Strategic Commissioning, Adult Social Care report back to the Commission in three months time with:

1. a data report from the Electronic Monitoring System covering each village by post code.
2. a data report on the increase of take up of direct payments in the rural areas since September 2012.

#### **2. RECOMMENDATIONS**

2.1 The Scrutiny Commission for Rural Communities is asked to note and comment on the contents of this report.

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

- 3.1 The provision of adult social care supports the deliver of the key outcome *Creating opportunities – tackling inequalities*, specifically in relation to improving health and supporting vulnerable people.
- 3.2 Community based social care also supports the key outcome to *Create strong and supportive communities* in terms of empowering local communities and supporting people to engage in and be part of their local community.

#### **4. BACKGROUND**

4.1 The Scrutiny Commission for Rural Issues requested a report from the Adult Social Care commissioning team on access to homecare for people living in rural areas. This report was presented to the Scrutiny Commission on 13 September 2012.

4.2 The report covered a range of issues detailing the Adult Social Care Department's commitment to ensuring equity of access to support in rural areas through:

- supporting access to homecare through enhanced hourly rates in rural areas
- the use of Direct Payments to enable the employment of local personal assistants to provide support
- the plans to monitor homecare delivery through electronic monitoring systems.

4.3 The Scrutiny Commission requested an update on the implementation of electronic homecare call monitoring which was presented to the Commission on 17 June 2013.

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

5.1 Electronic call monitoring systems record information on homecare calls by logging when a call starts, when it ends and which worker provided the support. This means it is possible to monitor whether

people a receiving their planned support at the expected time and for the expected duration. Consequently, any short fall or increase in expected support can be identified and responded to.

5.2 Concerns have been raised in relation to people living in rural areas not receiving the expected support due to care workers cutting calls short to enable them to travel between calls. Electronic call monitoring enables the Council to monitor whether this is a particular issue for people living in rural areas.

### 5.3 Electronic Call Monitoring system usage

5.3.1 A review of homecare delivery in rural areas has been carried out using electronic call monitoring (ECM) data supplied by homecare providers and cross referencing this information against frameworki, the adult social care case recording system. The information provides a snapshot view over a four week period for providers on the Council's Independent Living Support Services framework and aims to give a view of care delivered against planned hours broken down by village (and surrounding area) using postcode data held on frameworki. ECM data was manually cross-referenced against frameworki post-code data where a direct match could be made.

5.3.2 Table 1 below gives a breakdown of the ECM data:

<b>Village</b>	<b>Hours planned</b>	<b>Hours delivered</b>	<b>Variance</b>	<b>Cases (number)</b>
<b>Ailsworth</b>	56	54.45	-2.77%	1
<b>Castor</b>	16	16	0.00%	1
<b>Eye</b>	620.55	615.59	-0.80%	10
<b>Farcet</b>	91	59.97	-34.07%	3
<b>Glinton</b>	242.65	230.32	-5.08%	7
<b>Hampton</b>	303	301.61	-0.46%	5
<b>Helpston</b>	53.25	48.27	-9.35%	4
<b>Newborough</b>	138	126.26	-8.51%	3
<b>Northborough</b>	87	79.01	-9.18%	4
<b>Maxey</b>	37.5	29.4	-21.60%	2
<b>Milking Nook</b>	35	29.2	-16.57%	2
<b>Thorney</b>	224.4	215.15	-4.12%	4
<b>Ufford</b>	162.75	138.09	-15.15%	6
<b>Wansford</b>	35.75	26.3	-26.43%	2
<b>Wittering</b>	27.5	25.92	-5.75%	2
<b>TOTAL</b>	<b>2130.35</b>	<b>1995.54</b>		<b>56</b>

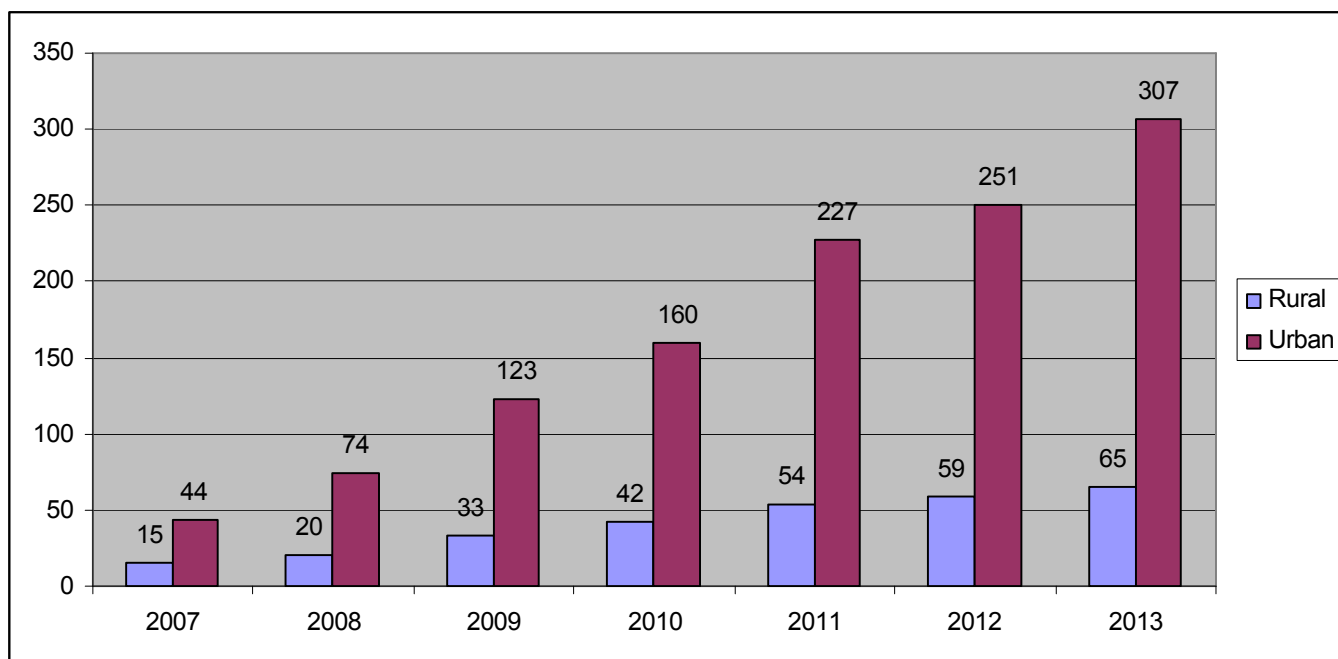
5.3.3 As can be seen there is considerable variation across the villages, this appears to be mainly due to case specific issues. The total number of actual care hours delivered is 94% of the total planned hours. This in line with original estimates based on experience of other areas implementing ECM that indicate between 88% and 97% of planned care is delivered on average.

## 5.4 Direct Payment uptake

5.4.1 There has been a steady increase in Direct Payment uptake over the period 2007 to 2013 across all areas with the rate of uptake in rural areas within Peterborough being slightly slower than in urban areas.

5.4.2 Table 2 below sets out the number of active Direct Payment recipients for each calendar year, the number for 2013 has been forecast using data from the first six months of the year.

Table 2: Direct Payments by post code (number of active cases)



5.4.3 As can be seen from Table 2 there does not appear to have been a significant increase in rural Direct Payment recipients since 2012, however, the introduction of the Direct Payment Guidance in August 2012 may have impacted on numbers.

5.4.4 An audit of all Direct Payment cases over 2011 and 2012 raised concerns about the appropriateness of Direct Payments in some cases and to a number of Direct Payments being ended or transferred to managed support. This also led to the development of guidance to social work teams to ensure that Direct Payments were used appropriately to deliver outcomes and meet need.

5.4.5 Overall, the ongoing increase in Direct Payment uptake in rural areas is positive, the current review of Direct Payment policy and guidance provides an opportunity to increase awareness and to increase uptake further. The Adult Social Care Transformation Programme is reinvigorating the focus on Personal Budgets and Direct Payments, as a part of this programme the take up of Direct Payments in rural areas will be prioritised.

## 6. BACKGROUND DOCUMENTS

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

6.1 None used.

## 7. APPENDICES

7.1 There are no appendices to this report.

This page is intentionally left blank

<b>SCRUTINY COMMISSION FOR RURAL COMMUNITIES</b>	<b>Agenda Item No. 7</b>
<b>16 SEPTEMBER 2013</b>	<b>Public Report</b>

## **Report of the Head of Legal Services**

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

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

### **NOTICE OF INTENTION TO TAKE KEY DECISIONS**

#### **1. PURPOSE**

- 1.1 This is a regular report to the Scrutiny Commission for Rural Communities outlining the content of the Notice of Intention to Take Key Decisions.

#### **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 Notice of Intention to Take Key Decisions is attached at Appendix 1. The Notice contains those key decisions, which the Leader of the Council believes that the Cabinet or individual Cabinet Member(s) can take and any new key decisions to be taken after 4 October 2013.
- 3.2 The information in the Notice of Intention to Take Key Decisions 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.
- 3.4 As the Notice is published fortnightly any version of the Notice published after dispatch of this agenda will be tabled at the meeting.

#### **4. CONSULTATION**

- 4.1 Details of any consultation on individual decisions are contained within the Notice of Intention to Take Key Decisions.

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

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

None

#### **6. APPENDICES**

Appendix 1 – Notice of Intention to Take Key Decisions

This page is intentionally left blank



# **PETERBOROUGH CITY COUNCIL'S NOTICE OF INTENTION TO TAKE KEY DECISIONS**

## NOTICE OF INTENTION TO TAKE KEY DECISIONS

In the period commencing 28 days after the date of publication of this notice, 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.

If the decision is to be taken by an individual cabinet member, the name of the cabinet member is shown against the decision, in addition to details of the councillor's portfolio. If the decision is to be taken by the Cabinet, it's members are as listed below:  
Cllr Cereste (Leader); Cllr Eisey; Cllr Fitzgerald; Cllr Holdich; Cllr North; Cllr Seaton; Cllr Scott; and Cllr Walsh.

This Notice should be seen as an outline of the proposed decisions for the forthcoming month and it will be updated on a fortnightly basis. Each new notice supersedes the previous notice and items may be carried over into forthcoming notices. Any questions on specific issues included on the Notice should be included on the form which appears at the back of the Notice 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.

Whilst the majority of the Executive's business at the meetings listed in this Notice will be open to the public and media organisations to attend, there will be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. In these circumstances the meeting may be held in private, and on the rare occasion this applies this is indicated in the list below. A formal notice of the intention to hold the meeting, or part of it, in private, will be given 28 clear days in advance of any private meeting in accordance with The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

The Council invites members of the public to attend any of the meetings at which these decisions will be discussed (unless a notice of intention to hold the meeting in private has been given).

You are entitled to view any documents listed on the notice, or obtain extracts from any documents listed or subsequently submitted to the decision maker prior to the decision being made, subject to any restrictions on disclosure. There is no charge for viewing the documents, although charges may be made for photocopying or postage. Documents listed on the notice and relevant documents subsequently being submitted can be requested from Alex Daynes, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 01733 452483), e-mail to [alexander.daynes@peterborough.gov.uk](mailto:alexander.daynes@peterborough.gov.uk) or by telephone on 01733 452447. For each decision a public report will be available from the Governance Team one week before the decision is taken.

All decisions will be posted on the Council's website: [www.peterborough.gov.uk/executive/decisions](http://www.peterborough.gov.uk/executive/decisions). If you wish to make comments or representations regarding the 'key decisions' outlined in this Notice, 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 notice.

### KEY DECISIONS FROM 4 OCTOBER 2013

KEY DECISION REQUIRED	DECISION MAKER	MEETING OPEN TO PUBLIC	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	DOCUMENTS RELEVANT TO THE DECISION SUBMITTED TO THE DECISION MAKER (IF ANY OTHER THAN PUBLIC REPORT)
<b>Contract Award for the Provision of Domestic Abuse and Sexual Violence Services - KEY/04OCT13/01</b> To award the contract for the provision of Domestic Abuse and Sexual Violence Services.	<b>Councillor Irene Walsh Cabinet Member for Community Cohesion, Safety and Public Health</b>	<b>N/A</b>	Strong and Supportive Communities	Safer Peterborough Partnership.	Karen Kibblewhite Safer Peterborough Manager - Cutting Crime Tel: 01733 864122 karen.kibblewhite@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Amendments to the Affordable Housing Capital Funding Policy - KEY/04OCT13/02</b> To agree the amendments to the Affordable Housing Capital Funding Policy.	<b>Cabinet</b>	<b>Yes</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	Richard Kay Policy and Strategy Manager richard.kay@peterborough.gov.uk	It is not anticipated that there will be any further documents.
<b>Technical Financial Advisory Services for the Energy Services Company (ESCO) "Blue</b>	<b>Councillor David Seaton Cabinet Member for Resources</b>	<b>N/A</b>	Sustainable Growth and Environment Capital	Relevant internal and external stakeholders.	John Harrison Executive Director-Strategic Resources Tel: 01733 452398	It is not anticipated that there will be any further documents.

<p><b>Sky Peterborough" and Related Projects - KEY/04OCT13/03</b> To award a contract for the provision of technical financial advisory services.</p>					<p>john.harrison@peterborough.gov.uk</p>	
<p><b>Bourges Boulevard Improvement Scheme: Bright Street to Crescent Bridge - KEY/04OCT13/04</b> To award a contract for the urban realm improvement works to Bourges Boulevard, including implementation of two pedestrian crossings.</p>	<p><b>Councillor Gr. Uff. Marco Cereste</b> <b>Leader of the Council and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</b></p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital.</p>	<p>Relevant internal and external stakeholders.</p>	<p>Mark Speed Transport Planning Team Manager Tel: 317471 mark.speed@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Strategy for People with Dementia and their Carers - KEY/04OCT13/05</b> To approve the Dementia Strategy.</p>	<p><b>Councillor Wayne Fitzgerald</b> <b>Cabinet Member for Adult Social Care</b></p>	<p>N/A</p>	<p>Health Issues</p>	<p>Service users, relevant departments and Scrutiny Commission for Health Issues.</p>	<p>Rob Henchy Commissioning Manager Tel: 01733 452429 rob.henchy@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>PREVIOUSLY ADVERTISED DECISIONS</b></p>						
<p><b>Delivery of the Council's Capital Receipt Programme through the Sale of Dickens Street</b></p>	<p><b>Councillor David Seaton</b> <b>Cabinet Member for Resources</b></p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Consultation will take place with the Cabinet Member, Ward</p>	<p>Richard Hodgson Head of Strategic Projects Tel: 01733 384535 richard.hodgson@peterboro</p>	<p>It is not anticipated that there will be any further documents.</p>

<p><b>Car Park - KEY/03JUL/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 Resources, to negotiate and conclude the sale of Dickens Street Car Park.</p>				<p>councillors, relevant internal departments &amp; external stakeholders as appropriate.</p>	<p>ugh.gov.uk</p>	
<p><b>Rolling Select List - Independent Fostering Agencies - KEY/01JUL/12</b> To approve the list for independent fostering agencies.</p>	<p><b>Councillor Sheila Scott OBE Cabinet Member for Children's Services</b></p>	<p><b>N/A</b></p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Internal and external stakeholders as appropriate.</p>	<p>Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Care and Repair Framework Agreement - KEY/18DEC/12/01</b> To approve a framework agreement and schedule of rates to deliver disabled facility grant work. specifically providing disabled access to toilet and washing facilities and associated work in domestic properties.</p>	<p><b>Councillor Nigel North Cabinet Member for Environment Capital and Neighbourhoods</b></p>	<p><b>N/A</b></p>	<p>Strong and Supportive Communities</p>	<p>Relevant Internal Departments.</p>	<p>Russ Carr Care &amp; Repair Manager Tel: 01733 863864 russ.carr@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Environment Capital Action Plan - KEY/24JAN/13/02</b> Approve the Plan for public consultation.</p>	<p><b>Cabinet</b></p>	<p><b>YES</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Four week public consultation.</p>	<p>Charlotte Palmer Climate Change Team Manager charlotte.palmer@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>



<p><b>Fletton Parkway Junction 17 to 2 improvement scheme - KEY/24JAN13/07</b> To agree funding is brought forward between 2012 and 2015 in Medium Term Financial Strategy and the contract awarded for the works.</p>	<p><b>Councillor Gr. Uff. Marco Cereste</b> Leader of the Council and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Mark Speed Transport Planning Team Manager Tel: 317471 mark.speed@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Sale of Craig Street Car Park - KEY/25MAR13/01</b> To approve the sale of land known as Craig Street Car Park.</p>	<p><b>Councillor David Seaton</b> Cabinet Member for Resources</p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant Internal and External Stakeholders and ward councillors.</p>	<p>David Gray Capital Projects Officer Tel: 01733 384531 david.gray@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>The Expansion of Fulbridge Academy to four forms of entry - KEY/25JUL 13/02</b> Award of Contract for the Expansion of Fulbridge Academy, including the approval of property, legal and financial arrangements for various enabling agreements with third parties.</p>	<p><b>Councillor John Holdich OBE</b> Cabinet Member for Education, Skills and University, Cabinet Member for Resources</p>	<p>N/A</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal and external stakeholders.</p>	<p>Brian Howard Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

<p><b>Fletton Parkway Widening Jn17-2 - KEY/25JUL13/03</b> To award the contract for Site Supervision and Contract Administration.</p>	<p><b>Councillor Gr. Uff. Marco Cereste</b> Leader of the Council and Cabinet Member for Growth, Strategic Planning, Housing, Economic Development and Business Engagement</p>	<p>N/A</p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p>Simon Machen Head of Planning, Transport and Engineering Services Tel: 01733 453475 simon.machen@peterborou gh.gov.uk</p>	<p>It is not anticipated that there will be any further documents</p>
<p><b>The Expansion of Woodston Primary School to two forms of entry - KEY/08AUG13/01</b> Award of Contract for the Expansion of Woodston Primary School, including the approval of property, legal and financial arrangements for various enabling agreements with third parties.</p>	<p><b>Councillor John Holdich OBE</b> Cabinet Member for Education, Skills and University</p>	<p>N/A</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Internal departments and external stakeholders including ward councillors.</p>	<p>Brian Howard Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborou gh.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>The Expansion of Ravensthorpe Primary School to two forms of entry - KEY/08AUG13/02</b> Award of Contract for the Expansion of Ravensthorpe Primary School, including the approval of property, legal and financial arrangements for various enabling agreements with third parties.</p>	<p><b>Councillor John Holdich OBE</b> Cabinet Member for Education, Skills and University</p>	<p>N/A</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal and external stakeholders including ward councillors.</p>	<p>Brian Howard Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborou gh.gov.uk</p>	<p>It is not anticipated that there will be any further documents</p>



<p><b>The Expansion of Orton Wistow Primary School to two forms of entry - KEY/08AUG13/03</b> Award of Contract for the Expansion of Orton Wistow Primary School, including the approval of property, legal and financial arrangements for various enabling agreements with third parties.</p>	<p><b>Councillor John Holdich OBE</b> <b>Cabinet Member for Children's Services</b></p>	<p>N/A</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Internal and external stakeholders and ward councillors.</p>	<p><b>Brian Howard</b> Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Clare Lodge - KEY/22AUG13/01</b> To award a contract for the provision of services.</p>	<p><b>Councillor Sheila Scott OBE</b> <b>Cabinet Member for Children's Services</b></p>	<p>N/A</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Internal and external stakeholders as appropriate.</p>	<p><b>Oliver Hayward</b> Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Dementia Resource Centre - KEY/06SEP13/01</b> Award of contract to a provider to run the Dementia Resource Centre.</p>	<p><b>Councillor Wayne Fitzgerald</b> <b>Cabinet Member for Adult Social Care</b></p>	<p>N/A</p>	<p>Health Issues</p>	<p>Consulted with older people's partnership board followed by mental health steering group.</p>	<p><b>Nick Blake</b> Improvement &amp; Development Manager Tel: 01733 452406 nick.blake@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Dementia Resource Centre Property mini tender - KEY/06SEP13/02</b> To award a contract for property works to be carried out to the Dementia Resource Centre site.</p>	<p><b>Councillor Wayne Fitzgerald</b> <b>Cabinet Member for Adult Social Care</b></p>	<p>N/A</p>	<p>Health Issues</p>	<p>Older people's partnership board followed by mental health steering group.</p>	<p><b>Nick Blake</b> Improvement &amp; Development Manager Tel: 01733 452406 nick.blake@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

<p><b>Personal Care and Support for Adults (Homecare) - KEY/06SEP13/03</b> Award of contract for the provision of Personal Care and Support services.</p>	<p><b>Councillor Wayne Fitzgerald</b> <b>Cabinet Member for Adult Social Care</b></p>	<p><b>N/A</b></p>	<p><b>Health Issues</b></p>	<p>Relevant internal and external stakeholders.</p>	<p><b>Nick Blake</b> Improvement &amp; Development Manager Tel: 01733 452406 nick.blake@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Day and Employment Services for People with Learning and Physical Disabilities - KEY/20SEP13/01</b> Agree the consultation plan for the Transformation of Person Centred Activities for Younger Adults in Peterborough.</p>	<p><b>Cabinet</b></p>	<p><b>Yes</b></p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal and external stakeholders including service users and staff.</p>	<p><b>Mubarak Darbar</b> Head of Commissioning Learning Disabilities Tel: 01733 452509 mubarak.darbar@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>Materials Recycling Facility contract - KEY/20SEP13/02</b> Agree to joint procurement of MRF for bulking, sorting and onward processing and sale of recyclable materials, in collaboration with RECAP Partner Councils.</p>	<p><b>Councillor Gavin Eisey</b> <b>Cabinet Member for Culture, Recreation and Waste Management</b></p>	<p><b>N/A</b></p>	<p>Sustainable Growth and Environment Capital</p>	<p>Relevant internal and external stakeholders.</p>	<p><b>Richard Pearn</b> Programme Manager - Waste Infrastructure richard.pearn@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>
<p><b>City College Extension Project - KEY/20SEP13/03</b> Using Education Funding Agency grant to create a dedicated, customised space for students aged 16-19 with learning difficulties and disabilities.</p>	<p><b>Councillor John Holdich OBE</b> <b>Cabinet Member for Education, Skills and University</b></p>	<p><b>N/A</b></p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal and external stakeholders.</p>	<p><b>Brian Howard</b> Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborough.gov.uk</p>	<p>It is not anticipated that there will be any further documents.</p>

**CHIEF EXECUTIVE'S DEPARTMENT** Town Hall, Bridge Street, Peterborough, PE1 1HG

Communications  
Strategic Growth and Development Services  
Legal and Governance 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

**CHILDREN'S SERVICES DEPARTMENT** Bayard Place, Broadway, PE1 1FB

Safeguarding, Family & Communities  
Education & Resources  
Strategic Commissioning & Prevention

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

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

**ADULT SOCIAL CARE Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG**

Care Services Delivery (Assessment & Care Management; Integrated Learning Disability Services and HIV/AIDS; Regulated Services)  
Strategic Commissioning (Mental Health & Integrated Learning Disability; Older People, Physical Disability & Sensory Impairment; Contracts, Procurement &

Compliance)  
Quality, Information and Performance (Performance & Information; Strategic Safeguarding; Business Support & Governance; Business Systems Improvement;  
Quality and Workforce Development)

APPENDIX 2

SCRUTINY COMMISSION FOR RURAL COMMUNITIES  
WORK PROGRAMME 2013/14

Updated: 28 AUGUST 2013

Meeting Date	Item	Progress
<b>17 June 2013</b> <i>Draft report 30 May</i> <i>Final report 6 June</i>	<b>Review of 2012/13 and Future Work Programme</b> To review the work undertaken during 2011/12 and to consider the future work programme of the Committee  <b>Contact Officer: Paulina Ford</b> <b>Update on Superfast Broadband</b>	
	<b>Contact Officer: Richard Godfrey</b> <b>Use of the Homecare Monitoring System – Update</b>	
	<b>Contact Officer: Nick Blake</b> <b>Impact of the Welfare Reform on Rural Areas</b>	
	<b>Contact Officer: Leonie McCarthy</b>	
<b>15 July 2013</b> <i>Draft report 27 June</i> <i>Final report 4 July</i>	<b>First Response Groups in Rural Areas</b> To receive and comment on a report which informs the Commission on the development of First Response Groups in Rural Areas.	
	<b>Contact Officer: East of England Ambulance Service NHS 111</b> To receive and comment on a report which informs the Commission on the	

**APPENDIX 2**

Meeting Date	Item	Progress
	<p data-bbox="204 1391 236 1823">new NHS 111 telephone service.</p> <p data-bbox="268 853 368 1823"><b>Contact Officer, Jessica Bawden, Support for the Development of Community Centres and Village Halls in Rural Areas</b></p> <p data-bbox="405 824 475 1823">To receive and comment on a report which explores the support available for the development of community centres and village halls in rural areas.</p> <p data-bbox="507 1406 539 1823"><b>Contact Officer: Cate Harding</b></p> <p data-bbox="544 1173 576 1823"><b>Scrutiny In A Day: A Focus on Welfare Reform</b></p> <p data-bbox="612 898 683 1823">To receive a report on a proposal for a Scrutiny in a Day review into the Impact of Welfare Reform.</p> <p data-bbox="715 1144 746 1823"><b>Contact Officer: Paulina Ford / Adrian Chapman</b></p>	
<p data-bbox="783 1854 815 2130"><b>16 September 2013</b></p> <p data-bbox="852 1877 884 2130"><i>Draft report 29 Aug</i></p> <p data-bbox="888 1877 920 2130"><i>Final report 5 Sept</i></p>	<p data-bbox="783 1487 815 1823"><b>Parish Plans – Progress</b></p> <p data-bbox="916 1323 948 1823"><b>Contact Officer: Peter Heath-Brown</b></p> <p data-bbox="952 1509 984 1823"><b>Solar and Wind Farms</b></p> <p data-bbox="1021 913 1091 1823">To receive an update on current progress with the solar and wind farm project.</p> <p data-bbox="1123 1384 1155 1823"><b>Contact Officer: John Harrison</b></p> <p data-bbox="1160 1211 1192 1823"><b>Use of Homecare Monitoring System - Data</b></p> <p data-bbox="1292 1435 1324 1823"><b>Contact Officer: Nick Blake</b></p>	<p data-bbox="783 353 815 801">Requested at June 2013 meeting.</p> <p data-bbox="952 338 984 801">Requested at March 2013 meeting.</p> <p data-bbox="1160 353 1192 801">Requested at June 2013 meeting.</p>

**APPENDIX 2**

Meeting Date	Item	Progress
<p><b>18 November 2013</b> <i>Draft report 31 Oct</i> <i>Final report 7 Nov</i></p>	<p><b>Educational Attainment in Rural Areas</b></p> <p><b>Contact Officer: Jonathan Lewis</b></p> <p><b>Disability Issues in Rural Areas – Update</b></p> <p><b>Contact Officer: Jawaid Khan/Ian Phillips</b></p> <p><b>Bus Services in Rural Areas</b></p> <p><b>Contact Officer: Mark Speed</b></p>	
<p><b>13 January 2014</b> <i>Draft report 24 Dec</i> <i>Final report 2 Jan</i></p>	<p><b>British Transport Police</b></p> <p><b>Contact Officer:</b></p> <p><b>Crime and Disorder in Rural Areas</b></p> <p><b>Contact Officer: Gary Goose</b></p>	<p>Requested at June 2013 meeting.</p>
<p><b>8 or 20 January 2014</b> <b>(Joint Meeting of the Scrutiny Committees and Commissions)</b> <b>1 April 2014</b></p>	<p><b>Budget 2013/14 and Medium Term Financial Plan</b></p> <p>To scrutinise the Executive's proposals for the Budget 2014/15 and Medium Term Financial Plan.</p> <p><b>Contact Officer: John Harrison/Steven Pilsworth</b></p>	

**APPENDIX 2**

Meeting Date	Item	Progress
<i>Draft report 14 March</i>		
<i>Final report 21 March</i>		

**Items to be programmed in:**

- Local Flood Risk Management Draft Strategy – Julia Chatterton
- Scrutiny in a Day – Briefing note – Adrian Chapman