

CABINET

MONDAY 10 JULY 2017
10.00 AM

Bourges/Viersen Room - Town Hall
Contact – philippa.turvey@peterborough.gov.uk, 01733 452460

AGENDA

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Press

*Any agenda item highlighted in bold and marked with an * is a 'key decision' involving the Council making expenditure or savings of over £500,000 or having a significant effect on two or more wards in Peterborough. These items have been advertised previously on the Council's Forward Plan (except where the issue is urgent in accordance with Section 15 of the Council's Access to Information rules).*

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MINUTES OF CABINET MEETING HELD 20 MARCH 2017

PRESENT:

Cabinet Members: Councillor Holdich (Chair), Councillor Elsey, Councillor Goodwin, Councillor Hiller, Councillor Seaton, Councillor Smith, and Councillor Walsh

Cabinet Advisors: Councillor Casey and Councillor Stokes

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Lamb, and Councillor Fitzgerald.

2. DECLARATIONS OF INTEREST

No declarations of interest were received.

3. MINUTES OF THE CABINET MEETINGS HELD ON 27 FEBRUARY 2017

The minutes of the meeting held on 27 February 2017 were agreed as a true and accurate record.

4. PETITIONS PRESENTED TO CABINET

There were no petitions presented to Cabinet.

STRATEGIC DECISIONS

Cabinet agreed to amend the order of the agenda,

5. REVIEW OF EMERGENCY STOPPING PROVISION FOR GYPSIES AND TRAVELLERS WITHIN PETERBOROUGH

Cabinet received a report in relation to a review of emergency stopping provision for gypsies and travellers within Peterborough.

The purpose of the report was to consider the recommendations made by the Adults and Communities Scrutiny Committee following a cross party task and finish group review regarding provision of emergency stopping places for Gypsies and Travellers.

The Cabinet Member for Communities and Environment Capital introduced the report and invited the representatives from the task and finish group to address the Cabinet. The task and finish group representatives advised that there was a recognised problem with unauthorised encampments. Business had spent significant money protecting their properties. The group had considered the options in depth, however the level of land required to provide emergency stopping provision was not available. It was therefore suggested that this land be sought from within the Peterborough area.

Cabinet debated the report and in summary, key points raised and responses to questions included:

- There was strict criteria in place for land to be used as an Emergency Stopping Place, part of which was to consider the impact of the use of the land on the surrounding area;
- The Council could draft their own criteria, for example, in relation to land in the vicinity of a school;
- Work has recently been undertaken with the police with the commencement of the Prevention and Enforcement Service (PES). A draft protocol had been agreed in relation to the use of Section 51 and 52 notices. These would not always be used, but would be when appropriate;
- In the time the PES had been running, the notices had been used six times and officers were confident the new protocol would work well;
- Questions were raised in relation to the management of ESPs and ensuring they did not become permanent sites. The Cabinet were advised that a Section 77 notice would be issued to ensure that groups were moved on. This process would also be undertaken if groups were inhabiting community land;
- The Local Plan identified that there was no need to increase ESP or Gypsy and Traveller provision, however the Working Group considered that four ESP sites would be appropriate;
- It was suggested that the situation would be managed to ensure that groups were not attracted to the ESP's. Payment would be required, and the sites would need to be left in decent condition;
- Alongside the recommendations, officers would look to work more closely with local businesses;
- It was commented that the situation needed to be carefully managed to ensure that any ESP sites did not become permanent sites in the eyes of residents;
- It was noted that no sites had been identified and, as such, no comprehensive answer was available.

Cabinet considered the report and recommendations to try to alleviate any future issues caused by, and increases in, unauthorised encampments, and **RESOLVED** as follows:

- 1) That the Council converts the existing emergency stopping place in Dogsthorpe to a temporary stopping place by seeking full planning consent to enable the site to be used more than the current 28 days per year. The site will require some capital investment to bring it up to a reasonable standard.

That the site, with its extended usage, be trialled for a least 12 months before any other locations are identified to determine its effectiveness, to make particular reference to the use of the site by 2 or more families.

That this site is effectively managed and controlled to prevent abuse, including capturing occupant details, charging a nightly rate, and ensuring relevant legal processes to move occupants on after a pre-agreed period are followed.

- 2) To distribute a flow chart to all Councillors which details the process of dealing with unauthorised encampments from assessment to removal, and that the flow chart describes the new approach to Gypsy and Traveller management being finalised with the Prevention and Enforcement Service between the Council and the police.

REASONS FOR THE DECISION

To assist with the moving on of authorised encampments limiting the impact unauthorised encampments have on local communities.

ALTERNATIVE OPTIONS CONSIDERED

A range of alternative options were considered by the task and finish group, although the conclusion of that was that Temporary Stopping Places provided the best arrangements for Peterborough.

Doing nothing was not considered an option, due to the ongoing costs and impact unauthorised encampments could have on local communities in Peterborough.

6. MANAGEMENT OF ROUGH SLEEPERS REVIEW

Cabinet received a report in relation to a management of rough sleepers review.

The purpose of the report was to consider the recommendations approved by the Adults and Communities Scrutiny Committee from a cross party review of the management of rough sleepers.

The Cabinet Member for Communities and Environment Capital introduced the report and invited the representatives from the task and finish group to address the Cabinet. The task and finish group representatives advised that the current housing needs team was effective, however demand on the service remained high, as it did with the rest of the country. It was considered that the team required additional help to meet this demand.

Cabinet debated the report and in summary, key points raised and responses to questions included:

- No correlation between levels of rough sleeping and affordable housing was immediately apparent;
- It was suggested that the loss of short-term tenancies had a major impact on the levels of homelessness in the area;
- Attention was drawn to recent suggestion that the Government would be expanding the 'housing first' model;
- It was noted that Peterborough did have a number of entrenched rough sleepers, which an open model would assist with;
- Comment was made that clarity was required that the services provided were only for individuals with a local connection. Other individuals would be offered support to reconnect with services in their home area;
- Questions were raised over the emergency provisions in place, and it was confirmed that the recommendation in the report expanding upon the provisions already in place. The additional actions would ensure that officers engaged with hard to reach rough sleepers;
- Officers worked closely with volunteer groups, some of which provided shelter in winter, food, or taxi services. Referrals often come from these groups, so partnership work was considered important;
- It was noted that day centres had been in place in the past and had created issues of anti-social behaviour.
- The Cabinet was advised that the recommendations did not refer to a day centre, but an outreach service centre, which would be focused on progressing the journey of its users;
- The current outreach service worked closely with MIND and others to ensure that chronically excluded adults were catered for within the system;
- It was acknowledged that gaps were present in the service, mainly around drug and alcohol service provision;
- Referrals to the service were accepted in any form, however an online tool was running specifically for such referrals. Work was also being done to expand the use of the 'My Peterborough' app to include referrals to this service; and
- It was noted that rough sleeping and homelessness were two very different things and often there were specific reason for people sleeping rough.

Cabinet considered the report and recommendations from the cross party task and finish group formed to review the management of rough sleepers, and **RESOLVED** as follows:

- 1) That a strategic group be set up which meets regularly in order to identify duplication and gaps in current provision for rough sleepers and which includes representation from partner agencies including from the faith and voluntary sector. This group will develop a Rough Sleeper Strategy to be developed and approved by Council to support the work of officers and the wider partnership arrangements, and will monitor and respond to fluctuations in the delivery of the council's homelessness policy.
- 2) The creation of a multi-agency task and targeting group to work on a long-term plan to ensure that individual rough sleepers are supported to move away from a street-based lifestyle.
- 3) That the staff resource dedicated to supporting rough sleepers is increased beyond the current single officer by one full time additional officer to provide greater resilience and capacity, including provision for weekend outreach work in addition to the existing Monday to Friday service, subject to the availability of funding.
- 4) That, with a growing rough sleeping population, the availability of suitable all year round night shelter accommodation is maintained, or increased if demand increases, to ensure that those most vulnerable are able to get some shelter especially during severe weather conditions.
- 5) That night shelter accommodation is identified for rough sleepers with dogs where the rough sleeper would not be willing to allow the council to place the dog into kennels as is current practice, subject to the availability of funding

Additionally, work with organisations in the voluntary sector to develop pet-sitting or other similar projects to enable a rough sleeper with a dog to access services.

- 6) That consideration be given to establishing formal daytime drop-in advice and advocacy services for rough sleepers, in partnership with the voluntary and faith sectors, focussed on offering advice and guidance as well as case management for service users, with the caveat that this is not a daytime shelter.
- 7) That consideration be given to a flexible approach to activating severe weather emergency provision (SWEPE), taking into account the good practice guidelines provided by Homeless Link.
- 8) That an urgent solution is found to the deficit of on-street drugs and alcohol support through renegotiating the existing contract the council holds with the provider.
- 9) That a focussed and ongoing communications campaign is undertaken to encourage the public to report rough sleeping to the council so that the most appropriate support can be provided.
- 10) To design and print business card sized information cards for rough sleepers with contact details for rough sleeper touch points and durable conveniently sized hand-outs, which can be personalised with key advice and action plans for rough sleepers to support them to leave the streets.
- 11) That, following a recent announcement from Government about potential support to roll out the Housing First model, further work is carried out to understand the

detail behind this announcement with a view to extending local provision by at least two further beds.

12) That the current Chronically Excluded Adults (CEA) project which provides personalised support to rough sleepers and others with the most complex needs be mainstreamed into normal council business from 1 August 2017, the point at which existing grant funding ceases, subject to the availability of funding.

13) That the relationship between affordable housing and rough sleeping be further explored. If it is found that there is a direct correlation between volumes of rough sleeping and availability of affordable housing, that a full report is prepared for Cabinet that explains this connection to enable Cabinet to consider the consequences in the Local Plan.

REASONS FOR THE DECISION

The recommendations contained in the report were as a result of a cross party task and finish group.

ALTERNATIVE OPTIONS CONSIDERED

A wide range of options were considered as part of the work the task and finish group undertook, and the final recommendations represented the most appropriate for Peterborough.

7. ENVIRONMENT POLICY AND ACTION PLANS (EAPS)

Cabinet received a report in relation to the Environment Policy and Action Plans (EAPs) which had been prepared to outline how the city intended to deliver against the 'Creating the UK's Environment Capital' strategic priority.

The purpose of the report was to seek support for the EAPs by Cabinet and, if such support is forthcoming, for Cabinet to recommend the EAPs to Council for adoption.

The Cabinet Member for Communities and Environment Capital introduced the report and noted that further exploration was being made into the terminology used. It was believe to be important to demonstrate commitment to the reduction in the City's environmental impact. The plans had been reviewed by the Scrutiny Committee, whose comments were included within the report.

Cabinet debated the report and in summary, key points raised and responses to questions included:

- The format of the plans and the themes included were similar to those previously in place;
- It was noted that schools had a particularly high percentage of non-recycled waste. Further work was in progress to properly understand this data;
- It was suggested that further joined up work could be undertaken between environment and education officers;
- Air quality was discussed, and it advised that Peterborough did not have any air quality exceedance zones. Work was to be undertaken, however, on working with taxi companies and in relation to idling engines outside of schools;
- The targets around healthy living had come from Vivacity's strategic vision, and were not new;
- The impact of waste ICT equipment was questioned, which was currently securely disposed of, reused, and provided from sustainable sources;
- Engagement was being undertaken with other Council buildings, including Serpentine Green;
- A query was raised in relation to local restaurants using local sourced produce;

- It was noted that while schools may have travel plans, it was difficult to enforce these plans.

Cabinet considered the report and **RESOLVED** to recommend the 'Environment Action Plan: City-Wide' and 'Environment Action Plan: Peterborough City Council' documents to Council for adoption.

REASONS FOR THE DECISION

Cabinet was recommended to approve the Environment Action Plans. This was because the plans would help deliver the city's Environment Capital priority by providing clear strategic direction for the priority whilst creating a set of targets with which the progress of this priority would be measured.

ALTERNATIVE OPTIONS CONSIDERED

The alternative option of not producing a plan would mean that there would be no clear vision and targets associated with the Environment Capital priority making progress difficult to monitor and the effective allocation of resources difficult. Therefore the alternative option of not producing the Environment Action Plans was rejected.

8. THE DRAFT PETERBOROUGH HOUSING STRATEGY 2016 TO 2021

Cabinet received a report following recent changes to Government's policy and procedures towards housing, the end of the current Peterborough Housing Strategy 2011 to 2015, and the conclusion of the recent public consultation on the draft version of the Housing Strategy.

The purpose of the report was to seek support from Cabinet for the Peterborough Housing Strategy 2016 to 2021 and for Cabinet to recommend its adoption by Council.

The Cabinet Member for Growth, Planning, and Housing Development introduced the report and advised that the Strategy was a major Council policy, which set out the Council's priorities for a range of matters. The draft Strategy was approved for consultation last year, and all stakeholders had had the opportunity to influence its contents. A number of minor amendments had been included with the supplementary report.

Cabinet debated the report and in summary, key points raised and responses to questions included:

- It was not known yet how the Combined Authority would impact upon this Strategy;
- The Strategy would be submitted to Full Council for approval in its final completed form;
- Further work was needed in relation to the 'disabled homes' offer;
- A request was made for further options for the management and control of 'Houses of Multiple Occupancy'.
- It was advised that the work of the Selective Licensing programme would help the Council understand what housing stock was available in the area. The provision of 'disabled homes' was covered by the Local Plan, but was an important part of the Strategy.
- It was to be proposed in the new Local Plan that all properties be built to an adaptable standard for a 'Lifetime' home.

Cabinet considered the report and **RESOLVED** to support the Peterborough Housing Strategy as attached at Appendix A, incorporating the amendments set out in the supplementary report, and agreed to recommend it to Council for adoption.

REASONS FOR THE DECISION

The stated lifespan of the existing Peterborough Housing Strategy was from 2011 to 2015. Plans to renew the Strategy were delayed to await the outcome of the Housing and Planning Act 2016. The major anticipated announcements had now been made by Government, so the timing to publish our own local housing strategy was very timely.

ALTERNATIVE OPTIONS CONSIDERED

A 'do nothing' option (where no new Housing Strategy was developed and the existing Housing Strategy was not updated) was considered. However such an approach would mean that Peterborough would have an out of date Strategy which did not reflect the significant changes to national housing and welfare policy and how we as a Council plan to respond to them. A refresh of the Strategy was necessary to ensure that we had a fit for purpose Housing Strategy.

Chairman
10.00am – 11:58am

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|---------------------|--------------------------|
| CABINET | AGENDA ITEM No. 5 |
| 10 JULY 2017 | PUBLIC REPORT |

| | | |
|--------------------------------|---|-------------|
| Report of: | John Harrison, Corporate Director: Resources | |
| Cabinet Member(s) responsible: | Councillor Seaton, Cabinet Member for Resources | |
| Contact Officer(s): | Andy Cox, Head of Energy Programmes | Tel. 452465 |

IMPLEMENTATION OF THE PETERBOROUGH LOTTERY

| R E C O M M E N D A T I O N S | |
|---|----------------------------------|
| FROM: <i>Directors</i> | Deadline date: <i>N/A</i> |
| <p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"> 1. Approve the setting up of a Peterborough Lottery in accordance with the Medium Term Financial Plan. 2. Authorise the Corporate Director, Resource to establish the 'Peterborough Lottery' in accordance with the policies in the attached appendices including implementing and running the Peterborough Lottery; 3. Authorise the appointment of Gatherwell as the external lottery management company (ELM) to deliver the Peterborough Lottery; 4. Agree that the proposed distribution of funding be considered at a future meeting of Cabinet | |

1. ORIGIN OF REPORT

- 1.1 This report is submitted to Cabinet following the approval of the Medium Term Financial Strategy 2017/18 to 2026/27 by Council on 8 March 2017.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to gain agreement to the launch of an on line Peterborough Lottery to help fund discretionary support to local voluntary and community sector (VCS) and to enable good causes to raise funds directly in one of the first schemes of its kind in the country.
- 2.2 This report is for the Cabinet to consider under its Terms of Reference No. 3.2.4 'To promote the Council's corporate and key strategies and Peterborough's Community Strategy and approve strategies and cross-cutting programmes not included within the Council's major policy and budget framework.'

3. TIMESCALES

- 3.1 It is intended that the Peterborough Lottery will be launched in late autumn 2017.

| | | | |
|---|-----------|----------------------------------|------------|
| Is this a Major Policy Item/Statutory Plan? | NO | If yes, date for Cabinet meeting | N/A |
|---|-----------|----------------------------------|------------|

4. BACKGROUND AND KEY ISSUES

4.1 Background

The Council's budget includes the following:-

A growing number of councils are establishing local lotteries as a way of generating income for local good causes. Gloucester City Council launched a lottery scheme in January 2017 and followed the likes of Portsmouth and Aylesbury Vale councils.

Following approval of the scheme by Council as one of the projects that formed part of the medium term financial plan on 8 March 2017, it is anticipated to launch a Peterborough local lottery with 60 per cent of proceeds being used by the council to support good causes.

The launch date is expected to be late autumn, and tickets would cost £1 with a maximum prize of £25,000. The draws would be weekly and all tickets would be sold online. All sales for the lottery would operate via a dedicated website.

The Peterborough local lottery will have two ticket types:

- 1) A local lottery ticket - Where players purchasing tickets do not specify a good cause to benefit from the proceeds and that proceeds generated would be distributed to local voluntary and community organisations by the city council.
- 2) A specific Peterborough Good Causes ticket - This would involve community and charity groups signing up so players could specify which good cause they wanted to support. This would ensure that half of the proceeds allocated to good causes goes to a specific good cause.

In setting up a local lottery, the Council will need to be licensed by the Gambling Commission, a requirement of which is for the council to contribute to the support of problem gambling. The website will contain a section providing links to gambling support organisations.

The income to support local good causes is estimated in Table 1 below.

| Issue | 2017/18 £k | 2018/19 | 2019/20 | 2020/21 | 2021/22 |
|----------------------------|---------------|---------|---------|---------|---------|
| Peterborough local lottery | -5 | -65 | -65 | -65 | -65 |

4.2 Set up of a local lottery through an external lottery manager

It is proposed to set up a local lottery through the use of an External Lottery Manager (ELM). This option would see a partnership with an existing deliverer of lotteries in the market place. This in effect means 'buying in' the skills and expertise of an existing provider and sharing the risk with them in order to deliver the lottery. The ELM will deliver all aspects of running the lottery, from ticket payments, prize management, licensing, and share with PCC and the good causes the role of marketing. Gatherwell are an ELM who create, launch and manage lottery systems. Currently, Gatherwell deliver a lottery on behalf of Aylesbury Vale District Council, Portsmouth City Council and Mendip District Council, and are currently supporting Melton District Council to establish their local lottery. It is proposed to appoint Gatherwell as the ELM to deliver the Peterborough Lottery.

4.3 Proceeds apportionment

Table 2 sets out the proposed apportionment of the proceeds for the two ticket types, (1) a Local Lottery Ticket (i.e. no specific good cause) and (2) a ticket to support a specific good cause.

Table 2: Ticket proceeds apportionment

| Proceeds Apportionment | | | | |
|-------------------------|---|-------------------------|---|-------------------------|
| | Specific Peterborough Good Cause Ticket | | A Local Lottery Ticket (No specific good cause) | |
| | % Allocation | £ Allocation per ticket | % Allocation | £ Allocation per ticket |
| Specific Good Cause | 50 | £0.50 | n/a | n/a |
| Prizes | 20 | £0.20 | 20 | £0.20 |
| Good Cause Central Fund | 10 | £0.10 | 60 | £0.60 |
| Gatherwell Ltd | 17 | £0.17 | 17 | £0.17 |
| VAT | 3 | £0.03 | 3 | £0.03 |
| Total | 100 | £1.00 | 100 | £1.00 |

4.4 Prize structure

Players will be able to choose six numbers. To win the jackpot the ticket must match both the numbers and sequence as drawn. Players can also win a prize if the ticket matches the sequence of the first or last 2, 3, 4 or 5 numbers drawn (see Table 3). Multiple tickets are able to be purchased, and numbers can be changed by players. Bolt on 'raffle' type prizes are possible with this model. Players also have the option to donate their winnings to their chosen good cause if they so wish.

Table 3: Prize structure

| Number of matches | Matching Pattern | Odds | Prize |
|-------------------|------------------|-------------|----------------|
| 6 | NNNNNN | 1:1,000,000 | £25,000 |
| 5 | NNNNNn or nNNNNN | 1:55,556 | £1,000 |
| 4 | NNNNnn or nnNNNN | 1:5,556 | £250 |
| 3 | NNNnnn or nnnNNN | 1:556 | £25 |
| 2 | NNnnnn or nnnnNN | 1:56 | 3 free tickets |

The jackpot is an insured prize, i.e. if there is not enough money in the prize fund then the lottery is insured and the insurer will pay the prize(s). The insurance payment is part of the prize apportionment. The jackpot is a guaranteed pay out of £25,000 per winner (even if multiple people win the jackpot, each will receive £25,000). If there are no winners the prize does not roll over to the following week, i.e. the jackpot is always £25,000.

The prize fund is held in a Client Deposit Account. Gatherwell will set up this account and also underwrites the risk if the prizes won – other than the jackpot – exceed the monies held in the Client Deposit Account.

5. CONSULTATION

5.1 Consultation has been held with internal and external stakeholders, including scrutiny as part of the budget proposals within the medium term financial plan, approved by Council on 8 March 2017.

5.2 As part of the implementation of the project, the 'Good Causes' organisations will be consulted and invited to join the scheme.

6. ANTICIPATED OUTCOMES OR IMPACT

6.1 The anticipated outcome of this report is to enable the Corporate Director, Resources to commence implementation of the Peterborough Lottery and all associated appointments in relation to the setting up of the Lottery.

7. REASON FOR THE RECOMMENDATION

7.1 To help in addressing the budgetary pressures facing the council in the future, and to enable community groups to 'self-help' by gaining access to their own lottery within the Peterborough Lottery umbrella scheme.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 **Do Nothing:-** Discounted on the basis that the scheme will deliver savings to the Council which would otherwise be lost.

9. IMPLICATIONS

9.1 Project Cost and Resources

Set up costs and fees

It is estimated that the set up fees amount to £6,100 with subsequent annual licensing fees of £1,749 per year

9.2 Legal Implications

The local authority can operate this scheme under its general powers of competence as provided by the Localism Act 2011. The scheme would be licensed by the Gambling Commission who would regulate the scheme under the Gambling Act 2002. They would ensure that the organisations participating in the scheme met certain criteria such as they provide local activities or services, are properly constituted and have governance arrangements. The Gambling Commission also ensure the scheme is compliant to licensing code of practice for gambling responsibly.

9.3 Equalities Implications

An Equality Impact Assessment has been completed and is included in the Appendices

10. BACKGROUND DOCUMENTS

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

10.1 None.

11. APPENDICES

Appendix 1 - Equality Impact Assessment

Appendix 2 - Draft Criteria for 'Good Causes'

Appendix 3 - Children and Vulnerable Person protection policy

Appendix 4 - Fair and Open Gambling policy

Appendix 5 - Protection from Source of Crime and Disorder policy

Appendix 6 - Social Responsibility in Gambling policy
Appendix 7 - Implementation Procedures policy

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Appendix 1 - Equality Impact Assessment Form

Part 1 – Initial Screening

1. Officer(s) & Unit responsible for completing the assessment:

Andy Cox, Head of Energy Programmes

2. Name of the policy, strategy or project:

Customer Experience Programme - Peterborough Lottery

3. What is the main purpose or aims of the policy, strategy or project?

The Customer Experience (CE) Programme is a Peterborough City Council (PCC) initiative which targets a reduction in costs, an increase in revenue and the meeting of future needs through demand management. The programme is divided into various themes, one of which is *'Investment in the Community'*.

Investment in the Community was chosen as a key theme because the council wishes to:

- Increase self-service and facilitate channel shift – encouraging and enabling residents of Peterborough to help themselves and each other for a healthier, happier and more enriched community;
- Reduce demand for specialist services;
- Enable and encourage sustainable support for individuals within communities;
- Support the development and success of other CE programme themes.

This proposal considers the viable options available to the council regarding the creation of a local lottery. This lottery will provide additional support to local communities in order to address the budgetary pressures the council faces and generate revenue to support local voluntary and charity groups. It is anticipated that this funding will help to develop voluntary and charity groups and even enable some to become sustainable, which will in turn divert demand from more costly services.

4. Who will be the beneficiaries of the policy/strategy/project?

Current local voluntary and charity groups

5. Has the policy/strategy/project been explained to those it might affect directly or indirectly?

The implementation plan will give local community groups and charities information on how they can apply to be a specific good cause and how to generate income as a result.

6. Have you consulted on this policy/strategy/project?

The Peterborough Lottery Proposal has been presented to CMT and also forms part of the Budget Proposals for the coming years MTFS. A consultation has been ongoing on the entire budget proposals including specific reference to the Peterborough Lottery for two months. Consultation ends on 7th March 2017.

7. Please complete the following table and give reasons/comments for where:

(a) The policy/strategy/project could have a positive impact on any of the equality target groups or contributes to promoting equality, equal opportunities and improving relations within equality target groups.

(b) The policy/strategy/project could have a negative impact on any of the equality target groups, i.e. disadvantage them in any way. **If the impact is high, a full EIA should be completed.**

| Equality Target Group | (a) Positive Impact | | (b) Negative Impact | | Reason/Comment |
|---------------------------|---------------------|-----|---------------------|-----|---|
| | High | Low | High | Low | |
| Gender | | | | | There are no positive or negative impacts as a result of a person's gender |
| Race | | | | | There is no positive or negative impact as a result of a person's race or ethnic origin. |
| Travelling Communities | | | | | There are no positive or negative impacts as a result of persons living as part of a travelling community |
| Disabled | | | | | There are no positive or negative impacts as a result of a persons disability. |
| Gay, Lesbian and Bisexual | | | | | There are no positive or negative impacts as a result of a person's sexual orientation. |

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| | | | | | |
|--|--|--|--|---|--|
| Transgender/ sexual | | | | | There are no positive or negative impacts as a result of a person's gender identity |
| Age | | | | ✓ | The Peterborough Lottery is an online solution and therefore may not be available to some age groups particularly to the older generation who may not have, or know how, to use digital devices |
| Children and Young People | | | | ✓ | As with all gambling platforms, people under the age of 16 are not permitted to gamble on any form of lottery and are therefore excluded. There are a number of underlying policies which will accompany the launch of the lottery such as a 'Children and Vulnerable Person Protection Policy' and a 'Social Responsibility in Gambling Policy' |
| Religious/Faith groups (please specify) | | | | | There are no positive or negative impacts as a result of a person's religion or beliefs |
| Socio economic background | | | | ✓ | 16 plus year old's who may have a low socio economic status on low incomes and/or who may have gambling addictions may be vulnerable. There are a number of underlying policies which will accompany the launch of the lottery such as a 'Children and Vulnerable Person Protection Policy' and a 'Social Responsibility in Gambling Policy' |

8. Please give a brief description of how this policy benefits the equality target groups identified in the above table, i.e. promotes equality?

The Peterborough Lottery has two ticket types, one where the money generated goes into a general central good cause fund (60% of the value of the ticket) and the other that can be allocated to a specific good cause fund (10% to the general fund, 50% to the specific cause fund). This enables any player to support a specific good cause fund in relation to any of the target groups if relevant.

9. If there is a negative impact on any equality target group, is the impact intended or legal?

The potential low negative impact on older people is not intended, however further consultation will identify the reality of the impact and any mitigations.

With regards to young persons under the age of 16 years. Access to those under 16 years of age is illegal under the Gambling Act 2005. This is intended and legal due to the need to protect children and vulnerable adults.

With regards to socio economic background there is no intended impact, there will be limitations on the number of tickets any one person can purchase in a week (10)

If the negative impact is not intended, discriminatory and/or high in impact, complete part 1 and move on to the full assessment.

10. What actions could be taken to amend the policy/strategy/project to minimise the low negative impact?

In terms of older people, there is little action that can be taken since to play the Peterborough Lottery will require a level of IT skill which we have no control over. In terms of children and young people and vulnerable adults, a series of policy's and checks are introduced with the lottery to mitigate any risks.

In terms of socio economic background, controls will be put in place to prevent any one player buying more than 10 tickets a week. This will be supported by a number of policies mentioned earlier in the report.

11. If there is no evidence that the policy/strategy/project promotes equality, equal opportunities or improves relations within equality target groups, what amendments could be made to achieve this?

N/A the project does promote equality of opportunity, however it does enable the target groups to apply to be a specific cause fund under a relevant organisation.

12. How will the policy, strategy or project be implemented including any necessary training?

An implementation policy has been developed for the roll out of the lottery. There is minimal training required as an External Lottery Management company will manage and

run the Peterborough Lottery website.

Full Assessment necessary:

Yes

No

Date completed: 24th February 2017

Signed by Project Manager Andy Cox, Head of Energy Programmes

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Appendix 2 – Draft Criteria for Acceptance into the Umbrella Peterborough Lottery Scheme

As part of the proposed Peterborough Lottery we are enabling good cause groups to sign up under our umbrella lottery scheme. Set out below are a set of draft criteria that will be used in deciding whether or not to allow groups to operate under PCCs Lottery License and we need to ensure that any license conditions are adhered to.

Criteria for joining the Peterborough Lottery – Good Causes Lottery :

We want to enable as many organisations as possible to join the good causes lottery under the Peterborough Lottery. As you will be joining under our overall gambling license (Gambling Act 2005) we have to ensure that organisations meet certain criteria. There is no application fee.

Your organisation must :

- Provide local community activities or services within the Peterborough administrative boundary which are of benefit to the residents of Peterborough - visitors to Peterborough may also benefit from the services/facilities, but not to the exclusion of local residents
- Has a formal constitution or set of rules
- Has a bank account requiring at least 2 unrelated signatories
- Operates with no undue restrictions on membership And be either :
- A constituted group with a volunteer management committee with a minimum of three unrelated members that meets on a regular basis (at least 3-4 times per year)
- A registered charity, with a board of trustees Or :
- Is a registered Community Interest Company, and provides copies of their Community Interest Statement, details of the Asset Lock included in their Memorandum and Articles of Association, and a copy of their latest annual community interest report.

We Will Not Permit Applications that :

- promote activities/groups promoting a particular religious or political belief
- from organisations that do not do work within the boundaries of Peterborough City Council's administrative area.
- Individuals
- Organisations which aim to distribute a profit
- Organisations with no established management committee/board of trustees (unless a CIC)
- Incomplete applications

The council reserves the right to reject any application. The council will reserve its rights to not accept or cease to license any organisation with a minimum of 7 days notice for any reason, unless where fraudulent or illegal activity is suspected where cessation will be immediate.

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Children and Vulnerable Persons Protection Policy

| | |
|-----------------------------------|--|
| Policy Name | Children and Vulnerable Persons Protection Policy |
| Policy Purpose | Ensuring that children and other vulnerable persons, will be protected from being harmed or exploited by gambling. |
| Policy Created By | Andy Cox |
| Policy Created date | January 2017 |
| Policy Validated and Checked By | CMT |
| Policy Validated and Checked Date | April 2017 |
| Policy Renewal Date | March 2018 |

Policy Detail

1. PETERBOROUGH CITY COUNCIL understands its requirements as part of the LCCP and takes its responsibilities to the protection of Children and Vulnerable persons very seriously.
2. PETERBOROUGH CITY COUNCIL understand that there is a legal requirement to prevent the sale of lottery tickets to under 16's.
 - 2.1. To ensure compliance with this requirement our ELM (Gatherwell Ltd) spot checks new players of the lottery subjecting them to Age Verification checks via an industry recognised third party agency to ensure they are of a legal age to play.
 - 2.2. Age verification service providers can deliver positive results to ensure players are over 18 and therefore Gatherwell has opted to only accept these positive checks as a validation of age.
 - 2.3. As a final check before any jackpot prizes are issued, secondary age validation is also sought (passport, driving licence etc)
3. To ensure players are aware of the age limitations,
 - 3.1. clear statements will be displayed on the various websites relating to the required age to play, the age requirement is also highlighted in the terms and conditions that the player signs up to at registration
 - 3.2. In addition PETERBOROUGH CITY COUNCIL have enabled their websites to permit filtering software to be used by adults (such as parents or within schools) in order to restrict access as relevant.
4. Should it come to pass that the age verification checks proved inaccurate and someone underage had gambled, then the user account would be suspended and monies returned.
5. Marketing falls into two areas:-
 - 5.1. firstly in encouraging good cause participation (where there is a low risk of exposure to children and vulnerable people) and
 - 5.2. Secondly in the development of materials that support participation of the individual lotteries.
 - 5.2.1. In this area generic marketing materials are used which can be tailored to deliver a marketing package to each individual good causes to help them market their lotteries
 - 5.3. To ensure compliance with the Advertising Codes of Practice advertising materials will regularly be submitted to the Committee of Advertising Practice (CAP) for approval
6. As recruitment is undertaken to fill vacancies, if exposed to the direct selling of tickets then
 - 6.1. Applicants will need to be of a legal age to do so. And educated on the legal requirement to not sell tickets to children under the age of 16.
7. Player Accounts require validation and set up.
 - 7.1. In the instances of direct debit the Direct Debit Guarantee ensures a time lag between ticket purchase and the first draw.
 - 7.2. As draws take place once per week, Ticket purchases are therefore not capable of being purchased for

Children and Vulnerable Persons Protection Policy

immediate play and

- 7.3. for internal process reasons even credit & debit card payments cannot facilitate instant play into a draw for that week and a minimum of one days lag will be effective.
- 7.4. The combination of these factors does ensure it limits the capability to facilitate instant gambling and therefore significantly reduces the risk of gambling whilst under the influence of drink or other substances.

Fair and Open Gambling Policy

| | |
|-----------------------------------|--|
| Policy Name | Fair and Open Gambling Policy |
| Policy Purpose | Ensuring that gambling will be conducted in a fair and open way. |
| Policy Created By | Andy Cox |
| Policy Created date | January 2017 |
| Policy Validated and Checked By | CMT |
| Policy Validated and Checked Date | April 2017 |
| Policy Renewal Date | March 2018 |

Policy Detail

1. PETERBOROUGH CITY COUNCIL are committed to complying with the Gambling Act 2005, The Gambling Commissions LCCP, Lotteries Council Code of Conduct and The CAP and BCAP code,
2. PETERBOROUGH CITY COUNCIL utilise the services of Gatherwell ltd who are an External lottery management company ensuring that the lottery is delivered on a financially sound basis as:-
 - 2.1. The financial structure of the lottery ensures that revenues are received prior to the running of any draw.
 - 2.2. Each draw is self funded in terms of the liabilities that then arise (prizes, good cause donations etc)
 - 2.3. No players' tickets will be included in the draw unless cleared funds have been secured.
 - 2.4. The prize fund and good cause donations are calculated on a % basis of the revenue pot therefore ensuring sufficient funds will always be in place.
 - 2.5. Jackpot prizes are funded through an underwritten insurance policy provided by a reputable underwriter established in the UK, again paid for as a % of each entry
3. All terms and conditions are available for participants on the various websites of the PETERBOROUGH CITY COUNCIL lottery, including the main www.peterborough.gov.uk website.
 - 3.1. As part of the sign up process for new participants new participants are asked to agree acceptance of the terms and conditions at the time of signing up. New accounts cannot be created unless the terms and conditions are accepted.
 - 3.2. Participants will be advised of changes to the terms and conditions via pop ups on the website. In exceptional circumstances, all participants can be emailed a link to advise them of the new terms and conditions
4. Our terms and conditions detail the complaints procedure should participants need to raise any issues or concern, both internally at PETERBOROUGH CITY COUNCIL and externally though the use of an independent arbiter should resolution not be found.
5. No loyalty or reward schemes are being offered.
6. Section 257 of the Gambling act 2005 highlights that "A person acts as an external lottery manager for the purposes of this Act if he makes arrangements for a lottery on behalf of a society or authority of which he is not—
 - (a) a member,
 - (b) an officer, or
 - (c) an employee under a contract of employment.
 - 6.1. As such Gatherwell ask its board and staff to declare any conflict of interest in any potential target clients, in addition to the specific requirement to comply with the law as stated above for existing clients.

Fair and Open Gambling Policy

7. Gatherwell Ltd holds responsibility for ensuring that all technical solutions remain within scope of the law.
 - 7.1. These include testing procedures for both existing, upgraded and new software propositions
 - 7.2. Ensuring that all servers are located in the UK
 - 7.3. Software protocols and administrator access is limited to core personnel
 - 7.4. All Contractors and Third Party suppliers are advised of our standards before they are allowed to deliver technical support. Access is limited to the scope of their work and monitored and logged accordingly.

Protection From Source of Crime and Disorder Policy

| | |
|-----------------------------------|---|
| Policy Name | Protection From Source of Crime & Disorder Policy |
| Policy Purpose | Ensuring that Peterborough City Council will be protected from being a source of crime or disorder, being associated with crime or disorder or being used to support crime. |
| Policy Created By | Andy Cox |
| Policy Created date | January 2017 |
| Policy Validated and Checked By | CMT |
| Policy Validated and Checked Date | April 2017 |
| Policy Renewal Date | March 2018 |

Policy Detail

1. This Policy is beholden to the Proceeds of Crime Act 2002 (see <http://www.legislation.gov.uk/ukpga/2002/29/contents>) & The Anti Money Laundering (AML) Regulations
 - 1.1. Proceeds of Crime Act 2002 : - *“An Act to establish the Assets Recovery Agency and make provision about the appointment of its Director and his functions (including Revenue functions), to provide for confiscation orders in relation to persons who benefit from criminal conduct and for restraint orders to prohibit dealing with property, to allow the recovery of property which is or represents property obtained through unlawful conduct or which is intended to be used in unlawful conduct, to make provision about money laundering, to make provision about investigations relating to benefit from criminal conduct or to property which is or represents property obtained through unlawful conduct or to money laundering, to make provision to give effect to overseas requests and orders made where property is found or believed to be obtained through criminal conduct, and for connected purposes.”*
 - 1.2. The AML Regulations require relevant businesses to:
 - put in place procedures to verify the identity of customers on entering into a business relationship or transaction and to carry out ongoing monitoring during the business relationship
 - keep records obtained in establishing customers’ identities and of business relationships for five years
 - train employees in the relevant procedures and law
 - appoint a nominated officer whose role includes reporting to NCA, or its successor, suspicions of money laundering activity
 - put in place and maintain policies and procedures to cover the requirements listed above
2. Peterborough City Council is a professional operation and takes its responsibilities to ensure all players of their society lottery are operating within the law.
3. Peterborough City Council employ the services of Gatherwell Ltd a Remote External Lottery Management company and therefore mainly take transactions electronically though either Direct Debit, credit card & debit card. No cash payments can be used for payment, mitigating the chance for the passing of counterfeit money.
4. A number of safeguards are in place to validate players’ identities as part of the account verification process. Additionally safeguards are in place to ensure that ticket purchases are not excessive, therefore mitigating the risk of money laundering. If players tried to purchase excessive tickets then the system controls built into the software algorithms will advise the player that they have exceeded the number of tickets possible and stop the transaction.

Protection From Source of Crime and Disorder Policy

5. The software resides on secure servers. These reside behind encrypted firewalls and offer bank level security protocols in the transfer of electronic data. Additionally they are situated in a secure data centre managed by Disclosure and Baring checked staff.
6. All transactions for the software will have full audit trails of every transaction made including timestamps. These audit trails will ensure that should any suspicious activity be identified a full investigation by Gatherwell Ltd staff or law enforcement bodies can be undertaken.
7. In an effort to minimise the risk of fraudulent behaviour and demonstrate impartiality throughout, the main Lottery draw each week takes the results from an independently drawn lottery (currently identified as the Australian Super 66). This ensures no fraudulent activity can be taken in the generation of the winning set of numbers for the draw, to ensure compliance at an entry level into the system, these numbers will need to be entered separately by two of the directors of the business each week. The smaller local level prizes are generated based on a random ticket selection from existing purchased tickets by an algorithm within the software.
8. Whilst by its definition a lottery is a random game of chance and therefore offers little opportunity for collusion or cheating, any suspicion of malpractice will result in the immediate blocking of the users account.
9. Any evidence of illegal behaviour by staff will initiate a full investigation, during which time the member of staff will be suspended from duties to ensure the full protection of the players, staff and reputation of the business.
10. All companies who provide fundamental services in the provision of the service (e.g Direct Debit Bureaus, Age Verification service providers, Prize fund insurance etc) undergo rigorous validation in terms of their suitability, credibility and reputation. This includes full financial health checks and references where required.



Social Responsibility in Gambling Policy

| | |
|-----------------------------------|--|
| Policy Name | Social Responsibility in Gambling Policy |
| Policy Purpose | Ensuring the promotion of social responsibility in gambling. |
| Policy Created By | Andy Cox |
| Policy Created date | January 2017 |
| Policy Validated and Checked By | CMT |
| Policy Validated and Checked Date | April 2017 |
| Policy Renewal Date | March 2018 |

Policy Detail

1. Peterborough City Council is aware of its social responsibility to protect individuals from excessive and addictive gambling.
2. Limits are in place to ensure individuals cannot buy excessive numbers of tickets,
 - 2.1. This therefore restricts the capability for individuals to gamble beyond their means or gamble what they cannot afford.
 - 2.2. These limits will be monitored to see how many players reach them and may be reduced correspondingly if required.
 - 2.3. These limits are clearly highlighted at the point of purchase online.
3. Accounts require validation and set up.
 - 3.1. In the instances of direct debit the Direct Debit Guarantee ensures a time lag between ticket purchase and the first draw.
 - 3.2. As draws take place once per week, Ticket purchases are therefore not capable of being purchased for immediate play and
 - 3.3. for internal process reasons even credit & debit card payments cannot facilitate instant play into a draw for that week and a minimum of one days lag will be effective.
 - 3.4. The combination of these factors does ensure it limits the capability to facilitate instant gambling and therefore significantly reduces the risk of gambling whilst under the influence of drink or other substances.
4. It is not possible to borrow money or be entered for lottery draws unless cleared funds have been accepted. No exceptions will be made to this position.
5. The system data provides facilities to track major changes in the lottery participation. Any significant outliers in the numbers of tickets will be investigated as part of ongoing assessments on the correct levels for ticket participation.
6. A process for self exclusion from lottery participation exists to allow anyone to self exclude themselves from all propositions (existing or future)
7. Links to the support websites (www.gamcare.org.uk & www.Gambleaware.co.uk) plus the National Gambling Helpline are made available on the website to direct anyone to help and support should they need help from gambling additions. Peterborough City Council are also a contributing member to their research and support through membership of the lotteries council.



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Implementation of Procedures Policy

| | |
|-----------------------------------|---|
| Policy Name | Implementation of Procedures Policy |
| Policy Purpose | The Process for Implementing Peterborough City Council policies and procedures. |
| Policy Created By | Andy Cox |
| Policy Created date | January 2017 |
| Policy Validated and Checked By | CMT |
| Policy Validated and Checked Date | April 2017 |
| Policy Renewal Date | March 2018 |

Policy Detail

1. PETERBOROUGH CITY COUNCIL takes its legal responsibilities very seriously and requires that all Officers and staff are aware of their legal obligations in running a successful and legally compliant Lottery.
2. New Starters
 - 2.1. All new starters will be given legal training as part of the induction process. The level and depth is dependent on role but covers :
 - 2.1.1. The Gambling Act 2005
 - 2.1.2. LCCP
 - 2.1.3. CAP and BCAP
 - 2.1.4. Data Protection
 - 2.1.5. Plus the process for highlighting any evidence of non compliance
3. Existing Staff
 - 3.1. All officers are aware of their legal responsibilities and compliance is a regular agenda item at review meetings.
 - 3.2. Annual refresher courses for staff will be run to maintain knowledge and compliance.
 - 3.3. Adhoc on the job training forms part of the development of staff and focus areas for development are identified during the annual appraisal process and regular review process.
4. Training records will be kept as part of the personnel record of individuals and a register of key training delivered and renewal dates kept.
5. Training will be delivered in conjunction with our ELM, Gatherwell Ltd.

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| | |
|---------------------|--------------------------|
| CABINET | AGENDA ITEM No. 6 |
| 10 JULY 2017 | PUBLIC REPORT |

| | | |
|--------------------------------|---|----------------------------|
| Report of: | John Harrison, Corporate Director – Resources | |
| Cabinet Member(s) responsible: | Councillor David Seaton, Cabinet Member for Resources | |
| Contact Officer(s): | Vicki Palazon, Head of Finance (Business Operations and Development) Damian Roberts, Project Manager | Tel. 864104 Tel. 864622 |

PAYMENT STRATEGY 2017 - 2021

| R E C O M M E N D A T I O N S | |
|--|------------------------------------|
| FROM: John Harrison, Corporate Director – Resources | Deadline date: 30 June 2017 |
| <p>It is recommended that Cabinet approves three separate consultations for the next phase of our digital transformation programme on projects within the Front Door project impacted by the implementation of the Payments Strategy 2017 - 2021:</p> <ol style="list-style-type: none"> 1. The Payment Strategy 2017 - 2021 sets out the vision for how customers will make payments to the council in future, with an emphasis on more digital channels. This could include the council not providing a cash office in the future; 2. A change to the Parking Permits administration and payment by making the process entirely available online; and 3. A change to the Taxi Licensing administration and payment by making the process entirely available online. | |

1. ORIGIN OF REPORT

- 1.1 This report is submitted to Cabinet following a referral by the Corporate Management Team meeting of 21 June 2017 as part of the council's Front Door Project.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is for Cabinet to commence consultation on the council's Payment Strategy 2017 - 2021 including the proposed closure of the cash office and making available online the administration and payments process for parking permits and taxi licensing.
- 2.2 This report is for Cabinet to consider under its Terms of Reference No. 3.2.4, *'To promote the Council's corporate and key strategies and Peterborough's Community Strategy and approve strategies and cross-cutting programmes not included within the Council's major policy and budget framework.'*

3. TIMESCALES

| | | | |
|---|----|----------------------------------|-----|
| Is this a Major Policy Item/Statutory Plan? | NO | If yes, date for Cabinet meeting | N/A |
|---|----|----------------------------------|-----|

4. BACKGROUND AND KEY ISSUES

4.1 As set out in the council's [People and Communities Strategy](#), the council is delivering an ambitious transformation programme to ensure that customers have greater choice and control of how they interact with a range of different services. We are successfully delivering our vision of a needs led, easy to access customer services that puts customers at the heart of what we do. This strategy and transformation programme will help us to deliver our core values to all of our customers whether they are residents, businesses or visitors to our city. This report highlights the support that the council has provided to help people get online and sets out the next phase of our digital transformation programme.

4.2 We recognise that many of our customers want to interact with us using the same method as they do for other services in their lives such as banking, managing phone/utility bills or online shopping. In order to keep pace with the changing expectations of our customers, we have successfully moved a number of services online to make it easier and more convenient for customers to contact us. This includes:

- the successful rollout of a range of online benefit claim forms including council tax support and housing benefit applications and the introduction of self serve for customers to access their council tax, business rates and benefits online, allowing 24/7 access to detailed account information, payment history, award details and a range of other information from June 2013. These improvements resulted in a 60% reduction in processing times for new claims, 40% reduction in paper documents being provided to support claims and a significant reduction in overpayments caused by delays in processing
- implementation of making payments online via the council's website, i.e. the new e-payments system (paye.net) was introduced in 2010 and now customers can pay for more than ten different services online, e.g. council tax, planning, building control, parking PCNs, etc
- the MyPeterborough app which allows residents to report issues such as missed bin collection or fly tipping to the council was launched in July 2014. The council now receives over 1,200 reports on average per month through this app and is increasing steadily each month
- the introduction of applying for a selective licence only available as an online service accessed via the council's website. Residential landlords were required to obtain a licence in order to let property to tenants within a designated area online from winter 2016. To date this has resulted in excess of 6,000 applications for licences made online

4.3 Using digital services in our customer's everyday lives is becoming the default option for many companies and public service providers. For example, in November the Government will be rolling out the full service for Universal Credit in Peterborough. This means, that any new welfare benefit claim can only be applied for, and subsequently managed, online.

4.4 We recognise that for some vulnerable customers, a digital service can present challenges. For some, there is a lack of skill or confidence in using IT or others may not be able to afford the appropriate equipment. In order to help people to manage, the council has developed a number of services and established support, for example:

- continue to provide, and extend free access, to computers at libraries;

- promote access to computers available in the Community Hubs;
 - promote access to computers available in other community facilities;
 - map and promote existing digital assistance provided by other organisations, e.g. Barclays Digital Eagles scheme;
 - map and promote free wifi hotspots in the city;
 - promote recycled computer schemes in the city;
 - for key digital services, provide accompanying videos detailing step by step how to use these services;
 - include in any digFital training, and promote staying safe using the internet;
 - target family, friends and carers to support older people to use digital tools;
 - continue targeting vulnerable people through digital inclusion, whilst also training someone in the community to also be able to deliver the training; and
 - provision of digital “pop ups” at key locations in the community;
- 4.5 The council will also continue to work with partners and suppliers to ensure that traditional methods of payment, e.g. cash and cheque payments can still be made at a variety of convenient and easily accessible locations across the local authority area, e.g. banks, Payzones, Post Offices, etc.
- 4.6 The council is committed to ensuring residents have the right support to adapt to digital technologies and wants to help residents to access online services, such as, making a payment. As more services become digital and some only available online, it is important to ensure that local residents are aware of the benefits of using the internet and have the relevant skills and confidence to do so. Since 2015, the council has delivered community based training around digital inclusion and attended a number of roadshows with partners where the council has pushed digital take-up to use services via the internet, including job centre events, digital inclusion week, ‘Q’ busting at Bayard Place, Axiom Residents Forums and such work as the more recent Direct Debit Campaign, speaking with residents and supporting them with direct debit sign-ups in Bayard Place.
- 4.7 The digital inclusion training has engaged many people over the last two years. In the last six months, 194 attendees completed the new feedback form which when analysed, showed that 40% of attendees felt that their confidence in the use of IT equipment and devices and accessing online services had improved. The council will continue to hold training, workshops and drop in sessions to help people get the most out of their devices, whether it is a laptop, tablet or smart-phone, and develop their internet skills. These sessions will be run at a variety of locations across the city including, libraries, community centres, and other suitable facilities.

Council Payment Strategy

- 4.8 The next phase of the council’s transformation plan relates to improving the way customers can pay for a variety of services. The council’s Payment Strategy was last updated in 2008 describing how our customers could make payments to the council. Since then, there has been a number of changes to council services, continued dwelling and business growth resulting in more payments due to the council and technology advancements in how payments can be made. Coupled with the council’s Technology Strategy 2014 - 2019 and the Front Door project which looks to make it easier for customers to interact with us online, the Payment Strategy has been refreshed to review payment methods and exploit technology now available. In 2016, the council issued bills and invoices to customers in excess of £230m, which contributed to nearly one million payments being made to the council. The number of payment transactions is set to increase as Peterborough grows so there is a need to allow people to self-serve.
- 4.9 The key changes between 2008 and 2017 are highlighted below:
- to develop and enhance digital transaction payment methods to increase the ways

- customers can make payment to the council;
- encourage customers to self-serve to make payments such as using touch tone, internet payments and setting up direct debits;
- look to recover the costs of payment methods from customers, for example adding a surcharge for credit card transactions; and
- significantly reduce cash and cheque payments including the proposed closure of the cash office.

- 4.10 The revised strategy will set the framework and direction over the next five years for how customers will choose to make payments to the council through automated processes or digitalised services that are personalised, flexible, cost-efficient, save customers time and allow for the customer to transact how, when and where they like. The Payment Strategy can be seen in Appendix 1 and aligns with the council's priorities, Technology Strategy 2014 -2019 benefits and the Front Door project that simplifies the way our residents make bookings, payments and appointments.
- 4.11 The council, as part of its Payment Strategy, is proposing to close the cash office at Bayard Place. Since 2008, there has been a significant decline in the number of payment transactions made at the cash office (approximately 60%) and the decline is continuing in 2017. Furthermore, customers are using alternative payment methods, specifically digital methods, such as the internet and automated touch tone, and there are cheaper and more convenient alternative payment channels and methods for customers. The council knows that not all of its residents will be able to use these new methods as easily as others; details of how the council plans to support those groups is included later on in this report and related Equality Impact Assessments.
- 4.12 The consultation will look at the possibility of the closing the cash office at Bayard Place, if agreed this could be implemented before of the end of the current financial year. As set out earlier in this report, the council will continue to engage and support vulnerable customers to ensure that they can access services and are not disadvantaged by any changes proposed.

Alternative methods to make payments

- 4.13 Although the strategy encourages making payments by automated or digital channels, in closing the cash office, there remains over 50 locations throughout the city (i.e. banks, Payzones and Post Offices) which are more convenient and accessible (i.e. open longer hours than the Cash Office), and will accept payments for council services by cheque, cash and credit/debit cards. Customers are also able to pay by direct debit.
- 4.14 There are a range of automated and digital channels that are accessible now for some services and are being developed for other services as part of the Front Door project including:
- automated touch tone payments whereby the customer phones a dedicated free phone number to make payment.
 - using the internet to make payment via a range of options such as logging onto the self serve 'My account', the council's website, PayPal and ApplePay using any device with an internet connection.
- 4.15 The council would work with vulnerable groups of customers and older people who may need support to help them manage their finances or become more able digitally to increase the number of options they have to make payments:
- customers that do not hold, or cannot open, a traditional high street bank account can do so through the Credit Union. This account would also provide savings options and access to loans and services such as pre-paid cards and jam jar accounts which give

- customers the ability to make payments.
- customers that hold bank accounts that would like to try and use automated and digital channels by providing information, advice, guidance. This includes directing customers to IT equipment available to use free of charge in a range of libraries and community facilities.

4.16 Customers may choose to make payments due to the council using the same method that they choose to pay their mortgage, rent, utilities and online shopping. This enables customers to choose when to make a payment to the council at a time that is convenient and easily accessible or set up a direct debit.

Parking Permits and Taxi Licensing Administration and Payment

4.17 As part of the Front Door project, parking permits and taxi licensing administration and payment processes have been reviewed as both these services utilise the cash office. It is proposed to make both of these services entirely available online and the council believe that this will make these services more personalised, flexible, cost efficient and save customers time. The proposed changes are:

4.18 Parking Permits - Replace the current paper-based system with an online e-permit portal accessed through the council's website where customers will be able to apply, purchase and activate parking permits. The permits in scope of this proposal are: residential, visitor (including scratch cards), business and any street permits for the Restricted Parking Zones (RPZ), market trader, seasonal and staff occasional permits.

4.19 The e-permit portal would enable customers to go online via various devices (e.g. Smartphones (Apple and android), PCs, tablets, laptops, etc) or at one of the developing community hubs across the city (e.g. Herlington Centre, Cross Keys in Westwood and Gladstone Park) to apply, activate and pay for their virtual permits. There is the potential for customers to access support from a Community Connector at these hubs and/or sign up to one of the digital inclusion sessions which are delivered at these and other locations across the city. The council are also developing community hubs at its libraries where customers will be able to go online, scan and upload required documentation.

4.20 The council recognises that some residents will not be able to access the internet or pay online. In exceptional circumstances, the council will operate a postal permit service issuing physical permits. This system will be monitored and regularly reviewed to ensure that it is not otherwise used and that it meets the needs and requirements of the customer.

4.21 Taxi Licensing - Replace the current paper based taxi licensing system with an online licensing system. The online system will be accessed through the council's website and allow customers to apply and pay for their taxi licences, badges and vehicle plates.

Supporting Vulnerable People

4.22 As part of the council's service transformation plans, support for vulnerable customers is critical to the success of delivering services differently. The People and Communities strategy sets out the council's plans for working with communities and vulnerable groups. Much of the People and Community strategy is being delivered with Peterborough City College and the Community Serve programme. This has established community hubs that work with the local communities and vulnerable people to access services, provide information, guidance and support and reduce social isolation.

4.23 Vulnerable customers (including older people, people with physical disabilities, learning disabilities or mental health issues) may need additional help in accessing digital services. This

may be because they have little or no opportunity to access the internet or they may simply not want to. The council recognises that digital inclusion is about having the right access, skills, motivation and trust. As set out above, the council is helping people to get online and use services confidently and safely. In addition to the help already outlined, the council is also:

- investigating volunteer time banks for digital knowledge sharing;
- promoting the benefits of digital for other uses such as keeping in touch with family and friends via Skype, social networking, online banking and shopping, ancestry research, etc;
- Investigating the provision of a “helpline”;
- ensuring any new digital services are tested with older people groups to ensure they are easy to use with a good customer experience; and
- aiming to test services across the digital inclusion scale, which was developed by the Government Digital Service to ensure that the needs of all types of users are considered when developing new digital solutions.

4.24 The council commissions a number of voluntary sector providers to help meet the needs of vulnerable people. This includes, DIAL Peterborough (for physical disabilities), Enabling Independence Service (for Learning Disabilities and Autism), MIND (for mental health), Age UK (for older people) and Citizens Advice Peterborough for all other advice and support needs. Many of these organisations (and others) provide help to thousands of clients a year by providing targeted support and advice to ensure that customers can access the services they want and need. Citizen Advice for example have IT equipment free for public use and will help clients to get online where needed.

Further Help for Vulnerable and Low Income Customers

4.25 In addition to the support that we are providing to help customers use digital services, the council also helps to meet other needs for vulnerable people (for instance, learning disabilities, debt, low income or limited English language skills) who may require additional help to manage their finances and make payments.

4.26 The council supports and will continue to support these customers through a range of services provided directly, or indirectly through local voluntary and community organisations, some examples of which are set out below:-

- **Peterborough Community Assistance Scheme (PCAS)** is delivered through a network of local charities. PCAS supports people to manage a short term financial crisis and through information and advice, clients are provided with the skills they need to help reduce the likelihood of a crisis reoccurring. Help available includes access to food banks, furniture/clothing (via CareZone), recycled White Goods and essential electrical items. Charities will also work with clients to help manage debt issues, provide money management skills and support to ensure that clients are claiming all welfare benefits that they are entitled to. During May 2017, Citizens’ Advice Peterborough helped 86 clients to claim a total of £183,387 in previously unclaimed benefits.
- **Rainbow Savers Credit Union** is also part of the scheme and provides invaluable support to customers who, for a variety of reasons, are unable to open even a basic bank account at a High Street branch. Without the support of the Credit Union, customers would be financially excluded and face barriers to employment, housing or financial products. The Credit Union also works with its customers to provide better money management skills, by promoting budgeting and saving rather than relying on expensive high cost credit and loan companies or Loan Sharks.

- **Help to Reduce Energy Costs.** The council also helps its customers reduce their energy costs through a range of programmes including **Peterborough Energy** and the **Local Energy Advice Programme** which helps people to both keep warm in winter and save them money.
- **Helping with other costs.** Depending on individual circumstances, the council can also provide help with housing costs, through Discretionary Housing Payments, or rent deposit schemes. Help with Council Tax costs is also provided through the Council Tax Support Scheme.
- **Help to learn English** working with the City College and other local providers, the council will expand the ESOL (English for Speakers of Other Languages) offer in the city. This will enable more people to improve their skills, find or improve their employment and access services.

5. CONSULTATION

5.1 This report outlines, as part of the Front Door project, plans to refresh the Payment Strategy. The implementation of the Payment Strategy 2017 - 2021 requires consultation on three separate areas, the Payment Strategy which includes the proposal to close the cash office and making available entirely online the administration and payments process for parking permits and taxi licensing. Each area impacts on differing types of customers and it is therefore proposed to run three separate consultations concurrently. Cabinet will launch the consultations after 11 July with a closure date of 20 September at 5pm. The results of the consultations will be reported back to Cabinet on 25 September for formal agreement on the strategy, including the future of the cash office, and a decision on the online taxi licensing and parking permit systems.

5.2 All three will be promoted by a communications campaign through the media, using social media and through our partners. Consultation will take place online via the council's website and the council's Growth, Environment and Resources Scrutiny Committee will also be consulted. Voluntary sector organisations which represent vulnerable groups will also be specifically consulted on the changes proposed. Additional consultation will be undertaken to ensure that those customers impacted are made aware of the proposed changes includes:

5.2.1 Payment Strategy, including the proposal to close the cash office:

- an awareness campaign in the cash office. The campaign will also focus on how customers could make alternative arrangements to make payments, for example if they do not hold a bank account how they could make payments.
- For customers that do not have access to the internet or need support to complete an online consultation, support will be available to use the computers at Bayard Place customer contact centre
- Consulting with Peterborough Community Assistant Scheme and Rainbow Savers Credit Union
- Communication to ward councillors.

5.2.2 Parking Permits:

- communication to affected customers and ward councillors:
 - all those that reside in the Restricted Parking Zone (RPZ), including both residents and business owners;
 - all market traders;
 - to all relevant ward councillors. It is planned to consult the councillors who represent the following wards: East; Central; Park; North; Stanground South;

- Fletton & Woodston; and Fletton & Stanground;
 - All staff and partners via the council's intranet
- an awareness campaign in the cash office.
- It is also planned to update the on-street and off-street Traffic Regulation Orders (TROs) to reflect the proposed use of virtual parking permits. The TRO legal process takes approximately six to eight weeks, including a 21 day statutory consultation period, where the revisions to the TRO would need to be advertised in a local newspaper.

5.2.3 Taxi Licensing

- communication to affected customers:
 - taxi operators and drivers;
 - Attendance at the Peterborough Taxi Association.
- an awareness campaign in the cash office.

6. **ANTICIPATED OUTCOMES OR IMPACT**

6.1 This report outlines the justification for the launch of consultations for the three areas that will be impacted by the implementation of the Payment Strategy 2017 - 2021. The key anticipated outcome of implementing the strategy is for customers to be more able to make payments to the council through automated processes or digitalised services that are personalised, flexible, cost-efficient, quicker and allow for the customer to transact how, when and where they like. This strategy is aligned with the council's Technology Strategy 2014 - 2019 and the Front Door programme.

6.2 Additionally the payments strategy will provide the council with a cost efficient solution and deliver savings.

7. **REASON FOR THE RECOMMENDATION**

The reasons for the recommendations are as follows:

7.1 The Payment Strategy was last updated in 2008 and since then there has been a number of changes to council services, continued dwelling and business growth resulting in more payments due to the council and technology advancements in how payments can be made.

7.2 The updated strategy needs to align with the council's current and future initiatives, e.g. the implementation of the Front Door Project which aims to investigate all customer contact channels and touchpoints across the council between 2016 and 2018 in order to drive channel shift and manage contact demand. This will be delivered by transforming the way customers access council services through new and improved digital channels which will enable self-serve and increase self-management by customers, and also divert demand away from council services.

7.3 The permit parking and taxi licensing processes were paper based and not aligned to the council digital strategies, and to how customers want to transact with the council in the future.

7.4 To provide the customer with a convenient, safe, accessible and more cost effective way to apply for and pay for council services.

7.5 To deliver the council with efficiency savings.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 Do nothing and continue with the existing Payment Strategy 2008 - This is not an option, as outlined earlier in this report, the council and the way customers choose to interact with the council is changing, particularly now with more public services being available through digital channels. The council has a duty to ensure that it is providing best value in its delivery of services.
- 8.2 Do nothing and continue to provide parking permits and taxi licensing as a face to face service from either the cash office or as part of another service. This was rejected as provision of face to face services is considerably more expensive than provision of services online. Additionally, customers have reduced choice in accessing these services during normal office opening hours rather than at a time that suits them and from any device. This option is also not in alignment with the council's Technology Strategy 2014 - 2019 or the Front Door programme.
- 8.3 The continued delivery of a Cash Office was considered, but as Bayard Place is set to close, the council would need to finance the refurbishment of a new office and pay commercial rents for a presence in the city centre, when there are alternative, more cost effective, convenient and accessible channels available to the customer, e.g, bank, Payzone/Post Office, internet, etc. Therefore, the recommendation is not to have a Cash Office. It is important to note that there are over 50 locations throughout the city (i.e. banks, Payzones and Post Offices) which are more convenient and accessible (i.e. open longer hours than the Cash Office), and will accept payments for council services by cheque, cash and credit/debit cards.
- 8.4 It was considered to continue to take payments over the phone, but this is a very expensive payment method and as there are alternative automated touch tone telephone and digital methods, it is recommended that the council actively encourages and shifts customers to these cheaper alternatives.

9. IMPLICATIONS

9.1 Financial Implications

- 9.1.1 The investment cost of technology and project resource to implement the Payment Strategy 2017 - 2021 and the online processes for parking permits and taxi licensing was included in the council's approved budget 2017/18. The savings associated with the parking permits and taxi licensing are also included in the Front Door project savings for 2017/18. The Payments Strategy is a component part of the Front Door project.
- 9.1.2 The Payment Strategy includes closure of the cash office and a channel shift strategy to move customers to more effective and efficient channels, therefore reducing payment transaction costs. It is estimated that successful delivery of the Payment Strategy could achieve net savings of £0.1m per annum.

9.2 Legal Implications

- 9.2.1 Payment Regulations: Under the Payment Strategy all payment methods will need to be compliant with payment regulations such as the Direct Debit Guarantee and The Payment Card Industry Data Security Standard.
- 9.2.2 Data Protection: The council has a statutory duty under the Data Protection Act 1998 to ensure that the systems and processes it adopts conform to the requirements and safeguards which must be applied to personal data to ensure the rights and freedoms of living individuals are not compromised. The Act stipulates that those who record and use personal information must

first obtain consent as to how the information is used and must follow safe information handling practices, with appropriate security levels. It applies to the collection, use, disclosure, retention and destruction of data.

9.2.3 Parking permits: The council has a statutory duty under Parts I, II and IV of the Road Traffic Regulation Act 1984 to place temporary, experimental or permanent restrictions on traffic within their areas by way of a Traffic Regulation Order (TRO). Examples of a TRO include: double or single yellow, one-way streets, residents' parking, etc. TROs are required by law to enable the police or, in the case of parking issues, the council, to enforce these restrictions. The council should ensure that adequate publicity is provided to those likely to be affected. This may include display of notices in the relevant area, notices in a local paper, etc.

9.2.4 Taxi licensing: The council has a statutory obligation to ensure that applicants have the legal right to work in the UK prior to issuing a licence. The issuing or refusing of licenses will be undertaken in accordance with the requirements of the Immigration Act 2016 with due regard to Home Office guidance. The council takes this responsibility seriously and will ensure that any system and processes adopted will include checks to ensure compliance with the Act, and will liaise where required with relevant Home Office departments.

9.3 Equalities Implications

9.3.1 The Payment Strategy Equalities Impact Assessment (EIA) demonstrates that there will be little impact with its implementation and has been made available on the council's website. The adding of a surcharge on credit card payments will have a negative impact on those customers who are on low incomes or in debt. However, there are alternative payment methods which these customers can use, e.g. debit cards, bank transfers, etc.

9.3.2 With regards to the proposed online parking system and taxi licensing, its EIA is available on the council's website identifies that it will have a negative impact on those customers who do not have access to the internet as both parking permits and taxi licensing will only be available as online services. It is anticipated that these customers will have to rely on family and/or friends, or visit one of the community hubs being developed through the council's CommunityServe Programme where customers will be able to access online services and support. The council are also developing digital access hubs at its libraries and online access and digital assistance, i.e. floor walkers, will be available at the Customer Service Centre (CSC). It is important to note that customers will still be able telephone the council via its CSC for advice and support.

9.4 Human Resource Implications

9.4.1 The cash office has four part time employees working within the Peterborough Serco Strategic Partnership that may be affected by the proposal to close the cash office. The council would work with our partner in order to minimise the impact on these individuals.

10. BACKGROUND DOCUMENTS

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

- 10.1
- Hackney Carriage and Private Hire Policy, 2017
 - Technology Strategy 2014 - 2019
 - Government Digital Strategy, 2016
 - Government Digital Strategy, Government Digital Service, 2013
 - Government Transformation Strategy, Government Digital Services, 2017

11. APPENDICES

11.1 Appendix 1 - Payment Strategy 2017 - 2021

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Peterborough City Council

Payment Strategy 2017-2021

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1 Introduction

- 1.1 Peterborough City Council (the council) is committed to providing accessible, effective and efficient services to customers. A significant number of customers who contact the council do so to make payments that are due to the council. This strategy sets the framework and direction over the next five years for how customers will transact with the council. It also sets out what the council wants to achieve and why, with regards to how customers will pay for services, responding to advancement in technologies and identifying its key principles and targets, and how the council will move towards the achievement of these targets.

2 Background

- 2.1 The council has experienced significant reductions in central funding over the last seven years, in the context of the incredibly challenging financial position that all councils face. Since the financial crash of 2008, the public sector has seen unprecedented reductions in funding. In the seven years to 2017/18, the council has seen its Government funding cut by £57million, which equates to over 50 per cent of its Government grant. When you include the financial pressures the council has tackled alongside reductions to grant – a total of £178 million has been saved since 2010.
- 2.2 Per annum, the council raises approximately £100m in non-domestic rates, £79m in council tax, £3.5m in housing benefit overpayments and in excess £50m for sundry debt. In 2016, this resulted in those that paid nearly one million payments being made to the council. The number of payment transactions is set to increase as Peterborough grows. Approximately 20% of these payments in 2016 involved a customer paying for the bill or service in person and not via an automated or digital channel. Paying for a bill or service in person, i.e. via the council's contact centre, including its Cash Office, is an expensive payment channel in comparison with automated or digital channels, such as, direct debit, automated touch tone, internet, etc.
- 2.3 Since the council's previous Payment Strategy 2008, the way customers have transacted with the council has significantly changed. While customers have embraced digital technologies to varying degrees, digital has become more important to customers across the board. Some customers have completely "gone digital"— they prefer to interact with the council via online channels at every opportunity and do not want to converse with a council officer. At the opposite end of the spectrum there are customers who still lean heavily on traditional channels, but even they are likely to use available digital channels at different times for certain activities.
- 2.4 The term 'digital by default' has a clear transactional focus and is the goal for services with over 100,000 transactions per year¹. Although not mandated for local government, in many ways the approach builds on the work that councils have been doing for years – a combination of appropriate channel choice and good design that not only reduces cost by 'shifting' services onto cheaper digital channels, but also improves the customer experience by allowing swifter and more convenient self-service interactions at any time and from any place. However, the identification of efficiency savings with regards to customer interaction, although vital, will not be sufficient – local government and the wider public services must also focus on reducing, avoiding and/or diverting demand, as the Local Government Association's (LGA) recent work on demand management has outlined².

¹ Government Digital Strategy, Government Digital Service, 2013

² [LGA Demand Management](#)

3 Vision and Objectives

3.1 The council's vision for how customers will make payments for bills and services is aligned to the Government's 2016 Digital and Transformation Strategies, where:

The council will re-design its digital services to make them so straightforward and convenient that all those who can use them prefer to do so. The council will provide digitalised public services that are personalised, flexible, cost-efficient, save customers time, and allow the customer to transact how, when and where they like.

3.2 The strategy is based upon the following key objectives, where the council will:

- **continue to develop and enhance its digital transaction methods** to ensure it provides digital options and provides the customer with more cost efficient, convenient and safer payment methods;
- **significantly reduce cash and cheque transactions** through the support and encouragement of the customer to use alternative payment methods. To support this objective, the council will **no longer provide a centralised cash office** and will **phase out cheque payments**;
- **substantially reduce the number of payments taken by officers over the telephone** and divert these to more cost effective digital methods, such as, automated touch tone and internet payments, etc;
- **encourage customers to pay for service(s) in advance and set up automated payment methods, e.g. direct debits, for recurring bills and services**, where appropriate;
- **provide sufficient choice of payment methods** to ensure collection rates are maximised and any customer groups are not discriminated against, or made to pay unreasonable charges when making payments due to the council;
- **recover the costs for payment methods from the customer**, for example the adding of a surcharge to all credit card payments;
- **regularly review the costs of collecting debts and payments** to ensure these are minimised; and
- **ensure Payment Card Industry (PCI) Data Security Standard (DSS) compliance** and that the council assesses, remediates and reports its PCI compliance on an annual basis.

4 Payments 2016

4.1 In 2016, the council processed nearly one million payment transactions with a value in excess of £230 million. Table 1 shows that the majority of these transactions were processed as direct debit payments (60%), but still 110,000 transactions were processed via the Cash Office, or over the telephone at the Customer Service Centre (CSC), or directly by an officer in a service.

Table 1: Payment transaction volumes by channel and method, 2016

| | Direct Debit | Internet | Automated Touch Tone | Over the phone | Cash Office | Pay at a bank | Bank Transfer | Pay at a Payzone / Post Office | Council satellite sites |
|----------------|--------------|----------|----------------------|----------------|-------------|---------------|---------------|--------------------------------|-------------------------|
| Direct Debit | 592,653 | | | | | | | | |
| Debit Card | | 65,875 | 31,739 | 32,997 | 16,500 | | | 608 | 6,227 |
| Credit Card | | 10,195 | 2,510 | 4,798 | 343 | | 22,726 | | |
| Cash | | | | | 40,324 | 9,028 | | 43,367 | 5,046 |
| Cheque | | | | | 14,240 | | | | |
| Post Orders | | | | | 181 | | | | |
| Transfers | | | | | 37 | | 88,298 | | |
| Mixed Payments | | | | | 600 | | | | |

4.2 Between 2008, when the last Payment Strategy was published, and 2016, the number of transactions has increased by approximately 30% in part due to continued dwelling and business growth. During this period there were some dramatic increases in the number of transactions via the internet (900%), over the phone (240%), and touch tone payments (400%), whereas Cash Office transactions decreased (60%), but the number of footfall visits to the Cash Office has remained relatively static over the period at 58,000 per year, but in the first half of 2017 this figure has started to fall, with approximately 1,000 fewer visits per month. Some services such as parking permits and taxi licensing currently only accept payment via the cash office with no alternative payment channel available.

5 Our Strategy

5.1 The strategy is divided into a number of key elements. For each of these elements, the strategy will set out why the council intends to adopt the approach and what the council will do by 2018 and 2021 to help understand how the strategy will be delivered.

Develop and enhance its digital transaction methods

5.2 Transformation is a continuous process. The council, as it delivers its major programmes of work, needs to plan for the future by ensuring it is adaptable and responsive to change, and able to keep pace with technology as it evolves. This will ensure that the council will maintain its momentum to continually transform its services.

Our strategy is to:

- **evaluate new and emerging technologies, and implement those technologies that deliver benefits not only to the council, but also to the customer.**

Why is this our strategy?

- it is acknowledged that the huge growth in take-up of smart phones and tablets is creating a nation of media multi-taskers. It is estimated that 71% of UK adults have a smart phone and/or a tablet, spending on average over two hours a day on them, rising to nearly five hours for those aged 16 to 24³. The application of these technologies is increasing on a daily basis, e.g. developers are submitting more than 1,000 apps to Apple's App Store per day. It is highly probable that new payment applications will be developed and existing applications will be improved, any of which may become a common tool for customers to pay for services. There are many existing and new digital payment methods, such as, PayPal, Apple Pay, Android Pay, PayM and Pingit which are relatively cheap per transaction cost and not being used by the council. The diversion of customers to these new payment applications will reduce costs to the council and provide customers with an easy, convenient and secure payment method.

Our plan by 2018

- identify and review emerging technologies, and embed this approach as part of the Front Door Project.
- engage with the Government Digital Service (GDS) to ensure the council tracks the developments of the 'Government as a Platform' concept and the continued development of the services on the single, cross-government platform, including GOV.UK Verify, GOV.UK Pay and GOV.UK Notify platforms;
- engage with the Local Government Association (LGA) to ensure that the council learns from the practical experience and evidence of how other public services have harnessed technology and digital tools, and approaches to meet future challenges and develop radically new public service models;
- increase the number of transactions processed through digital technologies; and
- investigate more utilisation of chip and pin payment devices.

Our plan by 2021

- continue to innovate and implement new payments channels and methods, and increase the number of transactions processed through digital technologies.

5.3 The council's **Front Door Project** will look at all customer contact channels and touchpoints across the council between 2016 and 2018 in order to drive channel shift and manage contact demand. This will be delivered by transforming the end to end customer journey through a digital approach which will enable self-serve and increase self-management by customers, and also divert demand away from council services. The changes to be implemented will include: All apply for, pay for, book and report it transactions being available online, supported by the provision of interactive guides and web chat assistance. A MyAccount facility will also be developed to enable customers to transact

³ OFCOM, The Communications Market Report, 2016

securely, upload documents, track progress and receive alerts and notifications.

Cash Office

5.4 The number of payment transactions processed by the Cash Office has steadily declined since 2007 when approximately 189,000 payments were received compared to 72,000 in 2016. However, footfall at the Cash Office has remained steady over this period at approximately 58,000 per year, but in the first half of 2017 this figure has started to fall, with approximately 1,000 fewer visits per month.

Our strategy is to:

- **close the cash office at Bayard Place and no longer provide the function; and**
- **encourage those customers who still prefer to pay by cash and cheque to make these payments at a bank;**

Why is this our strategy?

- customers are preferring to use alternative payment methods, specifically digital methods, such as, the internet and automated touch tone, and the numbers of transactions and visits to the Cash Office are in decline
- there are cheaper and more convenient alternative payment channels and methods for our customers. In customers moving to cheaper channels and methods then there will be a financial saving for the council in reduced transaction costs. Moreover, the alternative channels and methods are also more convenient, secure and cheaper for the customer; and
- payments at a bank is the cheapest non-digital channel and significantly cheaper than Payzones /Post Offices.

The council recognises that there are customers who are either unable or unwilling to switch to other methods and will still choose to pay for bills and service by cash. For these customers, payments at a bank or a Payzone / Post Office are a cheaper and more convenient method than the Cash Office. There remains over 50 locations throughout the city (i.e. banks, Payzones and Post Offices) which are more convenient and accessible (i.e. open longer hours than the Cash Office), and will accept payments for council services by cheque, cash and credit/debit cards.

Our plan by 2018

- close the Cash Office and divert customers to alternative payment channels or payment methods;
- deliver digital transformation through the Front Door project and enable customers to set up a MyAccount;
- investigate the use of Credit Unions to support those customers who do not have access to a bank or building society to make payments; and
- continue to work with our partners to develop and publicise community hubs in libraries and other locations across the city where customers can access the internet and support to self-serve and make payments
- continue to deliver digital inclusion training in the community and maintain its commitment and support to assist customers where appropriate.

The council recognises that a digital channel shift should include activities to support greater access to digital channels through 'assisted digital' provision and the fostering of

greater digital inclusion. Services must work for the whole of society - not just the 77% of people who have basic digital skills, but for those adults who don't⁴. This is particularly important as financial exclusion and digital exclusion often go hand in hand. People who are the least online are often heavier users of public services, highlighting the need to design services to include them. For example, the Office for National Statistics established in 2016 that 61% of people aged 75 and over had never used the internet⁵. The most common reason that people give for not being online is that they are not interested in the internet. However, there are also other barriers such as costs, and a lack of knowledge and confidence.

Card payments

- 5.5 Card payments are increasing steadily especially via the internet, e.g. in 2015, 53,000 debit card and 8,000 credit card transaction were received via the internet compared to 66,000 debit card and 10,000 credit card transaction in 2016. The council incurs transaction costs for these payment methods dependent on the payment channel where payment is made, with credit card payments including a merchant handling fee. These transaction costs are more expensive than making payment by direct debit.

Our strategy is to:

- **recover the cost of processing credit card payments from the customer**, i.e. the council will apply a surcharge to the amount being paid in order to recover the cost of the credit card transaction.
- **ensure the council is PCI DSS compliant**, i.e. the adoption of consistent technical and operational data security requirements designed to protect cardholder data.

Why is this our strategy?

- to recoup the processing charges applied to card payments;
- to provide an incentive to customers to shift to cheaper payment channels and methods; and
- should the council suffer a card data breach and is not PCI compliant it would be liable for any fraudulent activity, the costs of reissuing and monitoring affected cards and any investigation costs imposed by our acquiring bank.

⁴ Government Transformation Strategy, Government Digital Services, 2017

⁵ Office for National Statistics, Statistical Bulletin, Internet Users in the UK: 2016

Our plan by 2018

- ensure PCI DSS compliance of existing payment methods;
- determine which payments where a surcharge can be applied and those where it cannot, and document and communicate these principles to our customers;
- determine the surcharge rate to be applied to credit card payments; and
- implement the surcharge principles and rate.

Our plan by 2021

- investigate the use of a surcharge for debit cards; and
- ensure the council assesses, remediates and reports its PCI compliance on an annual basis.

Phone payments taken by an officer

5.6 Payments taken by an officer over the phone have increased steadily over the last ten years. In 2007, there were 11,000 payments made over the phone with the help of an officer, while in 2016 this figure had risen to almost 38,000; these payments have increased steadily since 2007 for all types of service, but a significant number - approximately 7,500 - were for brown bin collections where charges were introduced in 2014. It is these payments, particularly those by credit card, that have the highest cost per transaction across all channels and methods.

Our strategy is to:

- **direct customers away from making supported phone payments with a council officer.** It is the target that council officers will take no supported payments by phone, with the exception of when an officer intentionally contacts a customer to chase a payment. However, if a customer contacts an officer for another purpose, but then asks if they can make a payment, that officer should support the customer in making the payment.

Why is this our strategy?

- to encourage customers to use alternative methods that are personalised, flexible, cost-efficient, save customers time, and allow the customer to transact how, when and where they like.

Our plan by 2018

- divert customers to digitised channels, e.g. automated touch tone and the internet;
- delivering digital transformation through the Front Door project and providing customers with a MyAccount; and
- communicate to customers the benefits of setting up a MyAccount.

Our plan by 2021

- continue to develop, improve and publicise the MyAccount functionality; and
- divert customers to automated payment channels

Direct debit and bank transfers

5.7 Direct debits and bank transfers are the cheapest payment methods in transaction costs to the council and the majority of transactions are processed by these channels; 60% of all transactions are processed as direct debits while bank transfers account for approximately 9%. The majority of Direct Debits are for Council Tax payments. In 2007, just under 38,000 households had signed up to direct debit, compared to 47,000 in 2017. This is a significant increase in numbers, but the percentage of households paying has remained steady during this period at 62%.

Our strategy is to:

- **encourage more customers to make their payments via direct debit or bank transfer.** This includes the shifting of existing customers to these payment channels, and ensuring new customers pay by direct debit or bank transfer.

Why is this our strategy?

- these are the payment channels will reduce transaction costs for the council.
- automated payments support the council to ensure customers pay for recurring services, for example, rent, utilities, council tax, brown bins, etc and make payments in advance.

Our plan by 2018

- promote and incentivise payments via direct debit or bank transfer
- identify all recurring payments and produce a work plan to transfer these customers to automated payment methods

Our plan by 2021

- continue to promote and incentivise payments via direct debit or bank transfer
- 70% of eligible households to pay their council tax via direct debit

Cheques

5.8 The number of cheques received by the council is falling. In 2016, the Cash Office processed approximately 14,000 cheques with a value of £15 million, compared to 18,000 in 2014 with a value of £15 million.

Our strategy is to:

- **no longer accept cheques either by post or in person.** Cheques will only be accepted at a Payzone /Post Office or bank. However, it is important to note that not all Payzones accept cheques.

Why is this our strategy?

- the handling and processing of cheques is relatively expensive and cheque payment is being phased out nationally gradually

Our plan by 2018

- promote alternative methods to the use of cheques; and
- develop a phased plan to the non-acceptance of cheques.

Our plan by 2021

- Cheques are no longer accepted

Payzone / Post Office

5.9 The Payzone / Post Office payment channel was introduced in 2008, when opening hours of the Cash Office were reduced. In 2016, approximately 67,000 payments were received at Payzones / Post Offices, accounting for almost 7% of all transaction, the majority of which were cash or cheque.

Our strategy is to:

- **reduce the number of payments being taken by Payzone / Post Offices.**

Why is this our strategy?

- Payzone / Post Offices transaction costs to the council is more expensive than direct debit, bank transfers and payments at a bank. However, the council recognises that Payzones / Post Offices as a payment channel may still be required as they are both accessible and convenient to those customers who still want to pay by cash and cheque.

Our plan by 2021

- promote and incentivise payments via direct debit or bank transfer to those customers using Payzone / Post Offices.

Payment Service Providers

5.10 The council has various contracts with payment service providers to support customer payments. These contracts include the:

- taking of payments;
- processing of payments; and
- collection and counting of cash.

Our strategy is to:

- engage procurement to review current contracts - focusing in particular on risk management around data security and Payment Card Industry Data Security Standard (PCI DSS) compliance
- where applicable, ensure all contracts procured/in place are PCI compliant
- look to aggregate spend and suppliers in order to reduce both revenue costs and the transactional costs associated with managing the current contracts
- market test all contracts to ensure that the council is getting 'value for money'

Why is this our strategy?

- To mitigate commercial and legal risks and to put in place contracts for these services that are compliant with Public Contract Regulations and the Council's contract rules.

Our plan by 2021

- ensure that all contracts are managed, reviewed on a regular basis and renegotiated or retendered to achieve 'value for money'.

6 Our Plan

6.1 The strategy will be delivered through a plan based on the activities summarised in the previous section. This plan will be monitored on a regular basis by the Service Director, Financial Services who will provide senior leadership and direction, making decisions to steer the work to achieve the strategic objectives.

6.2 On an annual basis, the payment volumes and costs by the various channels and methods will be reviewed to determine any impacts and implications for the strategy, and reported to the Service Director, Financial Services. The Service Director, Financial Services will consider the report and decide if the strategy and plan need to be revised.

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|----------------|-------------------|
| CABINET | AGENDA ITEM No. 7 |
| 10 JULY 2017 | PUBLIC REPORT |

| | | | |
|--------------------------------|---|-------------------|--|
| Cabinet Member(s) responsible: | Councillor Seaton, Cabinet Member for Resources | | |
| Contact Officer(s): | John Harrison, Corporate Director: Resources | Tel. 01733 452520 | |

AMENDMENT OF EXISTING LOAN ARRANGEMENTS TO EMPOWER

| R E C O M M E N D A T I O N S | |
|---|----------------------------|
| FROM : Councillor Seaton, Cabinet Member for Resources | Deadline date : N/A |
| <p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"> 1. Approve the amendment of the terms of the Strategic Partnership with Empower Community Management LLP as set out at paragraph 4.2; 2. Approve the amendment of the financing agreement with ECS Peterborough 1 LLP; 3. Approve the Council entering into such further agreements with ECS Peterborough 1 LLP and any other body necessary to facilitate the arrangements set out in this report; and 4. Delegate to the Corporate Director, Resources and the Director of Governance the ability to finalise matters 1 to 3 above. | |

1. ORIGIN OF REPORT

1.1 This report is submitted to Cabinet following a request from Councillor Seaton, Cabinet Member for Resources

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is to authorise the extension of the existing funding facility provided by the Council to ECS Peterborough 1 LLP (ECSP1) which was authorised and increased by decisions DEC14/CAB/112, OCT15/CMDN/84, OCT15/CMDN/85 and SEPT16/CAB/53 and FEB17/CAB/20.

2.2 This report is for Cabinet to consider under its Terms of Reference No. 3.2.1, '*To take collective responsibility for the delivery of all strategic Executive functions within the Council's Major Policy and Budget Framework and lead the Council's overall improvement programmes to deliver excellent services.*'

3. TIMESCALE

| | | | |
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| Is this a Major Policy Item/Statutory Plan? | NO | If Yes, date for relevant Cabinet Meeting | N/A |
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4. BACKGROUND TO DECISION

4.1.1 In December 2014 by DEC14/CAB/112 Cabinet resolved to approve that Council entered into a strategic partnership agreement with Empower Community Management LLP to enable a first project to deliver solar PV on private residential properties in Peterborough. Cabinet also resolved that the Council entered into a shareholder agreement to become an equal partner in a Community Interest Company with Empower Community Management

LLP and that Council entered into a finance agreement with Empower Community Services Peterborough 1 LLP (ECSP1). The company into which the Council lends is ECSP1. The value of this decision was £4.45m.

- 4.1.2 By subsequent Cabinet Member Decision Notices and CMDNs set out in paragraph 2.1 above, the scope of the scheme and the value of the loan to ECSP1 has been increased.

4.2 Proposal to Extend the PCC Funding Facility

4.2.1 Empower Community Management LLP intends to undertake a refinance of all its projects which will have completed by September 2017. These include the projects held within ECSP1 as well as other vehicles owned by Empower Community Management LLP. This means that the existing Council loan to ECSP1 for completed projects will be repaid upon completion of that refinance.

4.2.2 ECSP1 has a number of projects that will still be ongoing after September 2017 and which will require intermediate funding beyond October 2017. ECSP1 also has the opportunity to continue to implement new projects including, but not limited to, councils, housing associations, water authorities, NHS trusts and communities in general after October 2017.

4.2.3 The Council's funding facility for ECSP1 is contracted to terminate in October 2017 but the Council has the opportunity to extend the facility to March 2019 and thereby continue to receive the interest on the funding of new projects and existing projects which will complete after September 2017, until they too are completed and refinanced.

5. CONSULTATION

- 5.1 Appropriate professional consultation has been sought from the Council's legal and financial advisors.

6. ANTICIPATED OUTCOMES

- 6.1.1 The proposals in the report:
- are in line with the Environment capital policy of the Council
 - generate investment returns for the Council

7. REASONS FOR RECOMMENDATIONS

- 7.1. Generate a surplus income which will contribute to the Renewable Energy Savings targets in the MTFS.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 The Council has a discretion as to whether to extend the duration of the funding facility to ECSP1. However if the Council does not proceed it would lose the opportunity to receive the additional interest income from the projects financed in the period of the extension until their completion and subsequent re-financing takes place.

9. IMPLICATIONS

9.1 Financial

- 9.1.1 The total amount currently allocated from the Invest to Save budget to ECSP1 is £77m. As projects are refinanced and the loan is repaid to the Council an additional £50m has been allocated from the Invest to Save budget.

- 9.1.2 ECSP1 will continue to be funded by the Council during the period of the loan extension at a commercial rate of interest (in accordance with Market Economy Investor Principles) until such time as the projects complete and transfer to long term funding with a private investor. The Council will receive returns from the interest income on the investment.

- 9.1.3 The income to the Council from the proposed facility extension will depend on the value of new projects that may be funded and the length of time they take to complete and refinance.
- 9.1.4 Security for the loan is taken by way of a Debenture which provides the Council with the right to acquire the assets should the loan not be repaid at the appropriate time. The Council under the original agreement may 'step in' to take control of ECSP1 in a situation where there is a default on the loan.
- 9.1.5 The Council also has further securities in relation to the drawing down of funds for the operation of ECSP1 in delivering the installations. All cash transactions will continue to be managed by NCM Fund Services Limited an FCA registered company operating to strict criteria set by the Council as to when funds can be released.

9.2 **Legal**

- 9.2.1 The Council has the ability to lend to ECS Peterborough 1 LLP under the Local Government Act 2003 "power to invest" as well as under the general power of competence. In making any such investment the Council is required to give regard to the Government's commentary to the Guidance on Local Government Investments, as well as the statutory guidance issued by the Secretary of State and specific guidance published by the Chartered Institute of Public Finance and Accountancy. Furthermore, any such investment must be consistent with the Council's Annual Investment Strategy. Any request for funding from the Invest to Save budget will also be made in accordance with the Council's Constitution and applicable Contract Rules.
- 9.2.2 Unlawful state aid occurs where a benefit is granted from a public resource for free or on favourable terms which distort competition. The lending scheme structure follows market principles and as such and there is no unlawful state aid implication. However, this situation will also continue to be monitored to ensure that no state aid issues arise during the period of the loan.

10. **BACKGROUND DOCUMENTS**

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

- Cabinet Decision DEC14/CAB/112;
- Cabinet Member Decision OCT15/CMDN/84;
- Cabinet Member Decision OCT15/CMDN/85;
- Cabinet Member Decision SEPT16/CAB/53; and
- Cabinet Member Decision FEB17/CAB/20.

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| CABINET | AGENDA ITEM No. 8 |
| 10 JULY 2017 | PUBLIC REPORT |

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| Cabinet Member(s) responsible: | David Seaton Cabinet Member Resources | |
| Contact Officer(s): | Marion Kelly, Service Director Financial Services | Tel. 384564 |

FUNDING OF THE INITIAL PROJECT PROPOSED BY MEDESHAM HOMES LLP

| R E C O M M E N D A T I O N S | |
|---|----------------------------|
| FROM : David Seaton, Cabinet Member for Resources | Deadline date : N/A |
| <p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"> 1. Approve a facility of £9m to provide funding for the initial project of Medesham Homes LLP; 2. Authorise the Director of Governance and Corporate Director Resources to exercise delegated authority to finalise and agree all necessary due diligence on the project; 3. Authorise the Director of Governance and Corporate Director Resources to exercise delegated authority to finalise and agree all necessary legal agreements with Medesham Homes LLP to secure the funding for the project. | |

1. ORIGIN OF REPORT

1.1 This report is submitted to Cabinet following a request from Councillor David Seaton, Cabinet Member for Resources.

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is for Cabinet to consider and approve the funding of the initial project to be brought forward by Medesham Homes LLP, the Housing Joint Venture Company owned by the Council and CKH Developments Ltd.

2.2 This report is for Cabinet to consider under its Terms of Reference No. 3.2.3, *'To take a leading role in promoting the economic, environmental and social well-being of the area.'*

3. TIMESCALE

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|---|-----------|---|------------|
| Is this a Major Policy Item/Statutory Plan? | NO | If Yes, date for relevant Cabinet Meeting | N/A |
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4. MEDESHAM HOMES LLP – THE INITIAL PROJECT

4.1 Medesham Homes LLP

4.1.1 Cabinet approved the creation of a Housing Delivery Company on the 25 July 2016 – Key decision number JUL16/CAB/43.

4.1.2 Medesham Homes LLP was created as a Limited Liability Partnership (LLP) on the 25 November 2016. The members of the LLP are the Council, CKH Developments Ltd and Medesham Ltd. Joint control is exercised by the Council and CKH Developments Ltd.

- 4.1.3 Executive Decision Notice titled “The sale of land at Bretton Woods School, Hereward Community College and John Mansfield School to support the Secondary School Transformation” published August 2007 authorised the sale of the John Mansfield site. The land has planning permission.

4.2 The Initial Project

- 4.2.1 This initial project is to develop 81 units of accommodation across 2 adjacent sites. The units will be a mix of for rent and shared ownership and was referenced as an initial project in the Cabinet paper establishing the Housing Delivery Company.
- 4.2.2. This development is in line with the 25 July Cabinet Paper JUL16/CAB/43, which sets out in paragraph 4.2.1.4 that its objectives are to deliver new housing of all types and tenures, including affordable rent, starter homes, shared equity, market sale, private rented, student accommodation and housing solutions for vulnerable groups.

4.3 Financial arrangements

- 4.3.1. Funding for Medesham Homes LLP projects has been approved in the Council’s 2017/18 MTFs of up to £32.6m over the next 3 years, comprising £20m Invest to Save and £12.6 Right to Buy receipts. The award of this funding is subject to approval following the completion of appropriate due diligence on each individual project.
- 4.3.2. It is proposed that a facility of £9m is agreed.
- 4.3.3 Due diligence work is required on the scheme. This encompasses the financial assumptions underlying the project and its overall deliverability alongside the market conditions into which this project will be delivered. This has been commissioned from Grant Thornton and NPS Peterborough and following successful completion of this work it is proposed that the Corporate Director Resources, under delegated authority, will approve the release of funding to Medesham Homes LLP in accordance with the progress of the project.
- 4.3.4 The interest rate for the loan will be in accordance with the commercial risk being taken by the Council and cognisant of the requirements of state aid under which the Council must lend to Medesham Homes LLP at a market rate. The Council has taken advice from Grant Thornton as to an appropriate market rate.

5. CONSULTATION

- 5.1 No consultation is required with the public. Appropriate consultation was taken with the grant of planning permission.

6. ANTICIPATED OUTCOMES

The funding of the initial project of Medesham Homes LLP which will provide additional homes within the city of Peterborough and will generate additional investment returns for the Council.

7. REASONS FOR RECOMMENDATIONS

The funding of this project will help the Council to directly act to ensure the Local Plan’s five-year supply requirements continue to be met.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 Do nothing

- 8.1.1 The Council could choose not to finance this project. This was rejected because it would be inconsistent with the Council’s increasingly proactive approach to delivery and contrary

to the purpose of setting up the jointly owned company. The Council would also lose the investment return on the loan.

9. IMPLICATIONS

9.1 Legal Implications

- 9.1.1 The Council has the ability to lend to Medesham Homes LLP under the Local Government Act 2003 "power to invest" as well as under the general power of competence. In making any such investment the Council is required to give regard to the Government's commentary to the Guidance on Local Government Investment, as well as the statutory guidance issued by the Secretary of State and specific guidance published by the Chartered Institute of Public Finance and Accountancy. Furthermore, any such investment must be consistent with the Council's Annual Investment Policy. Any request for funding from the Invest to Save budget will also be made in accordance with the Council's Constitution and applicable Contract Rules.
- 9.1.2 While the Council's arrangements with Medesham Homes LLP do not currently amount to doing things for a commercial purpose under local government legislation, the Council is mindful of the need to keep this under review and continues to monitor the situation.
- 9.1.3 Unlawful state aid occurs where a benefit is granted from a public resource for free or on favourable terms which distort competition. The scheme structure follows market principles and as such there is no unlawful state aid implication. However, this situation will also continue to be monitored to ensure that no state aid issues arise as commercial terms are finalised.

9.2 Financial Implications

- 9.2.1 Within the Council's accounts, the investment with Medesham Homes LLP will be treated as Capital Expenditure. Within the definition of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 (the "Regulations") section 25 states that expenditure of a local authority will be treated as capital expenditure if:

‘the giving of a loan, grant or other financial assistance to any person, whether for use by that person or by a third party, towards expenditure which would, if incurred by the authority, be capital expenditure’

Therefore, as the loan to Medesham Homes LLP will be used for the provision of housing the Council will need to class the loan as Capital Expenditure.

- 9.2.2 The capital expenditure will be funded through the Invest to Save capital budget. As the Council will make a margin on the loan, this will meet the criteria for use of that budget.
- 9.2.3 The loan will be secured over the land and buildings of the scheme and will be subject to loan covenants which will further protect the Council's loan investment. Compliance with these covenants will be monitored going forward by the Council.
- 9.2.4 It is considered that the repayment of the loan (as the loan will have security over the land and housing stock) will negate the need of an amount of MRP (Minimum Revenue Provision is an annual charge against revenue to repay the financing costs of capital asset expenditure) to be charged as reliance can be placed on the capital receipt that will be generated when the loan is repaid, or in the event of default, on the sale of the land or housing stock over which the Council has security.
- 9.2.5 The Council will make margin on the loans. This income will be fed into the MTFs, enabling the Council to make savings and protect services.
- 9.2.6 Key financial risks to the project have been considered. The market risk and project delivery risk are addressed by our professional advisors as part of the due diligence. The

Council's investment is protected by the security over land and buildings of the project and loan covenants have been included in the loan documentation which will help to protect the Council against unforeseen risks that occur during the life of this project.

10. BACKGROUND DOCUMENTS

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

None.

| | |
|---------------------|----------------------|
| CABINET | AGENDA ITEM No. 9 |
| 10 JULY 2017 | PUBLIC REPORT |

| | | |
|--------------------------------|--|---------------------------|
| Report of: | Director: John Harrison, Corporate Director Resources | |
| Cabinet Member(s) responsible: | Councillor David Seaton, Cabinet Member for Resources | |
| Contact Officer(s): | Vicki Palazon, Head of Finance (Business Operations and Development) Darren Ford, Head of Serco Procurement | Tel. 864104 384649 |

PROCUREMENT UPDATE - JULY 2017

| RECOMMENDATIONS | |
|--|---------------------------------|
| FROM: John Harrison, Corporate Director: Resources | Deadline date: July 2017 |
| <p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"> 1. Approve the procurement Small Medium Enterprise (SME) position statement; 2. Approve the procurement Ethical position statement; and 3. Note the progress of delivering the Procurement Strategy and work of the Procurement Working Group | |

1. ORIGIN OF REPORT

- 1.1 This report is submitted to Cabinet following a referral by the Corporate Management Team meeting of 21 June 2017 following work delivered by the Procurement Working Group.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to present to Cabinet for approval of the procurement SME and Ethical position statements that the council would incorporate into procurement undertaken and update Cabinet on the four outcomes of the five year procurement strategy and work of the Procurement Working Group.
- 2.2 This report is for Cabinet to consider under its Terms of Reference No. 3.2.4, *'To promote the Council's corporate and key strategies and Peterborough's Community Strategy and approve strategies and cross-cutting programmes not included within the Council's major policy and budget framework.'*

3. TIMESCALES

| | | | |
|---|-----------|----------------------------------|------------|
| Is this a Major Policy Item/Statutory Plan? | NO | If yes, date for Cabinet meeting | N/A |
|---|-----------|----------------------------------|------------|

4. BACKGROUND AND KEY ISSUES

4.1 EXECUTIVE SUMMARY

4.1.1 The Procurement Working Group have achieved a number of goals over the last few years. Most notably, the group have introduced the following :-

1. Five year council wide Procurement Strategy
2. Joint Procurement Working Group, combining departmental procurement strategic focusing group with representatives of both the Council and the Serco Procurement Team
3. SME position statement on how we deal with suppliers
4. Ethical position statement on how the council considers ethical concerns within procurements
5. Roll out of SourceDogg to enable better e-sourcing, e-notices, contract management, supplier management and management information
6. Implemented a number of successful high profile contracts working alongside council officers

4.1.2 Each of the above items are referenced in the main body of the report.

4.1.3 The success of the procurement activity has led to a national procurement award from the Chartered Institute of Procurement and Supply (CIPS) for the Peterborough Highways Contract with Skanska and a further submission has been shortlisted.

4.2 **PROCUREMENT STRATEGY**

4.2.1 Cabinet approved a five year procurement strategy at their meeting of 7 December 2015 whereby the council committed to four outcomes over the five year procurement strategy, each having defined success criteria attached to them:

- Undertake procurement that achieves the council's strategic priorities and being a commissioning led council.
- Achieve agreed efficiencies, effectiveness and economies of scale that demonstrates value for money for the residents, partner organisations, businesses and other interested parties, taking into account environmental, social and economic impacts when procuring products and services.
- Achieves improved business processes that streamline how the council interacts with its supply chain including through maximising digital technology.
- Promotes and supports small medium enterprises including community groups and local businesses.

4.2.2 Year one has seen a restructure of the Procurement function, a re-design of the service to enable the council to have a fit for purpose procurement service and for procurement to better deliver its obligations as part of the Peterborough Serco Strategic Partnership but also the strategy detailed above. The outcomes detailed above are delivered in multiple ways and below gives a brief explanation how:

- *Undertake procurement that achieves the council's strategic priorities and being a commissioning led council*; for all procurements undertaken by the procurement team, it submits sourcing plans that demonstrates the procurement is linked to anyone of the respective council's strategic priorities, and the success criteria outlined in appendix A. This sourcing plan is approved by the Procurement Working Group. Further opportunity to roll this out to council officers is being explored through two teach in sessions per year.
- *Achieve agreed efficiencies, effectiveness and economies of scale that demonstrates value for money for the residents, partner organisations, businesses and other interested parties, taking into account environmental, social and economic impacts when procuring products and services.* Being achieved through a variety of mediums, each procurement project undertaken by procurement will assess a variety of options such as collaboration, a review of how the service required and similar services are

delivered, taking account of any environmental considerations and new innovations and innovative delivery models. Contract Management of corporate contracts introducing Key Performance Indicators will help identify further innovative opportunities while also maintaining supplier performance.

- *Achieves improved business processes that streamline how the council interacts with its supply chain including through maximising digital technology.* The council chose a new procurement technology solution last summer with an implementation date of April 2017. The technology will help procurements become more efficient, and transparent, it will replace the current supplierforce system and improve the supplier registration process.
- *Promotes and supports small medium enterprises including community groups and local businesses.* Working with Opportunity Peterborough we have produced a guidance document for small medium enterprises, 'How to do business with Peterborough City Council' further engagement with Opportunity Peterborough to enable breakfast briefings which allows local businesses to interface with procurement and discuss future opportunities.

The detailed outcomes and success criteria are detailed in appendix A of this paper.

4.3 **PROCUREMENT WORKING GROUP**

- 4.3.1 To ensure that the outcomes of the five year procurement strategy are delivered, a Procurement Working Group (PWG) was set up. The PWG comprises of council and Serco officers across the departments of the council that have involvement in commissioning, procurement, finance and legal for procurement activity. The original purpose of the PWG at its inception was to provide a consistent and robust function of decision making, challenge, support and assurance to all procurement activities that support the procurement element of the Peterborough Serco Strategic Partnership (PSSP).
- 4.3.2 The PWG action plan consisted of 17 ambitious activities that either strengthened procurement practice, supported the council to meet legislative requirements, supported council strategies, or supported the PSSP.
- 4.3.3 Progress across the action plan has been significant progress against the action plan with 12 activities complete, one activity partially completed and four on track to be completed during the current financial year.
- 4.3.4 The PWG have also been involved in the procurement of some high profile contracts, the following being examples:-
1. Peterborough Highways Contract with Skanska
 2. Non Social Care Temporary Agency Staff Contract
 3. Multi Functional Devices (MFD) Contract
 4. Permanency Contract
 5. Counselling Contract
 6. Domiciliary Care Contract

The PWG continues to look at opportunities to save money and to produce effective and efficient contracts to support council services. Procurement activity is managed and maintained by means of an Annual Procurement Plan which is monitored and managed by the PWG.

Appendix B, shows progress of each activity in more detail.

4.4 **ETHICAL, SMALL MEDIUM ENTERPRISES POSITION STATEMENT, POLICIES AND GUIDANCE**

- 4.4.1 Procurement with the support of PWG have developed a number of supporting literature, which

enables the council to articulate its position to the local market regarding the use of Small Medium Enterprises, and also how the council will undertake Ethical procurement. The output is designed to be a position statement made publicly available and placed on the council's website. Cabinet are asked to approve these statements shown in Appendix C and D respectively:

- Appendix C - SME Position Statement Summary

The council recognises that the SME and voluntary sector (VCSE's) agenda is an essential engine for the Government Growth Agenda. The council supports this agenda and looks to create a more competitive and diverse supply network that offers innovation and improves value for money.

Key Points

- To work with the Chambers of Commerce and the Federation of Small Businesses to ensure our supplier engagement practices cater for SME's and VCSE's
- To ensure sourcing strategies, sourcing plans and our targets support the inclusion of SME's and VCSE's
- To ensure SME's and VCSE's receive relevant feedback on their bids
- To hold supplier days to enable SME's and VCSE's to better understand our sourcing strategies
- To publicise our sourcing opportunities on the PCC website to enable SME's and VCSE's to register an interest
- To monitor through supplier engagement the application against this policy / statement
- Review and Revise the policy / statement on an annual basis accordingly

- Appendix D - Ethical Position Statement Summary

The council understands itself and its suppliers must comply with national and other applicable laws and regulations and where there may be a conflict between these and any elements of this Position Statement/Policy, then the highest standards linked with such laws and regulations shall be applied.

The ethical position statement covers some key points which are listed below:-

Key Points

- Environment - Ensuring our suppliers demonstrate they have adequate environmental policies and management solutions
- Ethics - Ensuring our suppliers demonstrate the existence of processes and procedures and management systems to ensure the prevention of money laundering, conflicts of interest, fraud etc
- Society - Ensuring our suppliers have measures in place to address the following:-
 - Child Labour
 - Forced Labour
 - Health, safety and hygiene
 - Discipline
 - Working Hours
 - Freedom of Association and Employee Representation
 - Equality of treatment
 - Employee Terms
 - Remuneration
 - Community Impact
 - Modern Day Slavery

4.4.2 Further supporting literature has been developed by procurement; 'How to write Specifications' and internal guidance document to support council officers who works with procurement to establish the council's requirement.

4.4.3 There has been the development of a document aimed to support local businesses wanting to engage with the council; 'How to do business with the council' this shows those local businesses involved in a procurement exercise what they can expect and what the council is looking for in a good tender response.

4.5 **GENERAL PROCUREMENT UPDATES**

eProcurement (SourceDogg)

4.5.1 A new eProcurement solution has been implemented from April 2017 and is being supplied by the procurement team as part of the PSSP contract. This system will improve the council's buying process, by replacing two legacy systems with one solution and at a cheaper cost to the council.

4.5.2 The SourceDogg system has been implemented across Serco globally plus a number of Public Sector environments, specifically the Public Health sector. The system achieves improved business processes that streamline how the council interacts with its supply chain through maximising digital technology that drives good practice in procurement, supporting strong governance and compliance.

4.5.3 This will be supported by driving a greater performance in procurement compliance for the council. Further improvements will be driven by this implementation, for example, the process of onboarding suppliers becomes less bureaucratic and burdensome on all suppliers who have been awarded contracts. It will be easier for Small Medium Enterprises (SME) as well as other prospective suppliers, to register their intention to want to work with the council, making the engagement process quick and simple by completing a simple registration document, and allowing prospective suppliers to pick the services they feel competent to deliver for the council.

4.5.4 The PWG have also introduced a requirements request form for new procurements to improve compliance and transparency across the council and exploring whether the use of robotics could be used in the process to automate some functionality further, for example to generate the contract award report.

4.6 **Procurement Awards**

4.6.1 The PWG placed a submission based on Peterborough Highway Services at the national procurement Go Awards, under the category of Contract Management earlier this year and was announced winners of the category. Subsequently the Chartered Institute of Procurement and Supply (CIPS) contacted the council to publish an article in CIPS Supply Management magazine May edition.

4.6.2 A further submission has been made to the CIPS /SM Award (Procurement Professional Body) and the council has been advised that the submission has been shortlisted for the award category of Best Supplier Relationship Management.

5. **CONSULTATION**

5.1 The Ethical position statement was shared with Councillor Ferris for comments following the work undertaken by the Member Officer Working Group as a result of a motion agreed by Council at their meeting of 4 March 2015. *'That in the interests of transparent and open decision making, this council agrees to develop an ethical investment and procurement policy'*. Councillor Ferris provided some feedback including thanking the officers involved in drafting the position statement and that he was broadly happy.

5.2 The Procurement Working Group comprises of council and Serco officers across the departments of the council that have involvement in commissioning, procurement, finance and legal for procurement activity. This Group provided input into drafting the SME and Ethical position statements.

5.3 The remainder of this report is providing an update of procurement activity undertaken and therefore does not require consultation.

6. ANTICIPATED OUTCOMES OR IMPACT

6.1 Once the SME and Ethical position statements are agreed, these will be incorporated into procurements undertaken by council.

6.2 The Procurement Working Group will continue to work on delivering the next action plan incorporating any comments made by Cabinet as part of delivering the outcomes within the five year procurement strategy.

7. REASON FOR THE RECOMMENDATION

7.1 The strategy provides a framework for procuring goods, works and services with third parties over the next five years. The strategy includes monitoring arrangements by providing Cabinet with an annual update.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 The council could do nothing, however, the council has committed to a five year procurement strategy as the council spends in excess of £200 million per annum on procurement activity and the council Contract Rules refer to the council having a procurement strategy.

9. IMPLICATIONS

Financial Implications

9.1 There are no financial implications associated with this report.

Legal Implications

9.2 All legal implications have been considered as part drafting the SME and Ethical policies through representation by legal officers attending the Procurement Working Group.

Equalities Implications

9.3 There are no equalities implications associated with this report.

10. BACKGROUND DOCUMENTS

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

10.1 Procurement Strategy 2015 - 2020

11. APPENDICES

11.1 Appendix 1 - Procurement Strategy Outcomes
Appendix 2 - Procurement Plan December 2015 - June 2017
Appendix 3 - Small, Medium Enterprises (SME) Position Statement
Appendix 4 - Ethical Position Statement

| Outcome | Success Criteria | Update |
|--|--|---|
| <p>1. Undertake procurement that achieves the council's strategic priorities and being a commissioning led council</p> | <p>1. All procurement activity undertaken by the council is done in accordance with the Public Contract Regulations 2015 and the principles set by the European Union, the council's Contract Rules and Financial Regulations.</p> <p>2. All procurement of goods, works and services over £50,000 will be linked directly towards our strategic priorities or not procured at all. This will be clearly articulated in our procurement documentation so we can evidence why the goods, works and services are being bought and that where services have been commissioned that these have been considered against the seven commissioning principles and customer strategy. Where possible, where value, delivery and quality can be assured and financial constraints met, we will seek to procure goods, works and services from ethical sources.</p> <p>3. Sustainable procurement is investigated and developed within the council using the government's procurement framework to achieve this, as agreed in the council's Environmental Capital Action plan.</p> <p>4. Training and regular updates to council officers involved in procurement activity undertaken.</p> <p>5. Investigate and develop policies (for example, SME, ethical, sustainable and departmental category plans) that align to the procurement strategy.</p> <p>6. A clear market engagement strategy for the</p> | <p>1. All procurement activity the procurement team are involved in is signed off by the Council's Legal team and the Procurement Working Group (PWG), prior to the commencement of the procurement.</p> <p>2. Within our documentation which is submitted for approval to the PWG, we detail how the procurement supports the council's strategic objectives.</p> <p>3. This is an element also detailed within our documentation. The procurement team have also recommended and it has been approved to support the CIPS Sustainability Index.</p> <p>4. Training is a continuous process mainly around Council Rules and the use of Purchasing Cards. Project being scoped is online procurement training.</p> <p>5. Policies have been written on Ethical Procurement and SMEs and VCSE's and approved by PWG.</p> <p>6. The procurement team use a market intelligence tool</p> |

| | | |
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| | <p>Peoples and Communities department that creates a buoyant supplier base which the council can commission services from to improve the outcomes for the people of Peterborough.</p> | <p>called Beroe, and is producing market intelligence that enables the council to take a more informative approach to the markets within social care,</p> |
| <p>2. Achieve agreed efficiencies, effectiveness and economies of scale that demonstrates value for money for the residents, partner organisations, businesses and other interested parties, taking into account environmental , social and economic impacts when procuring products and services</p> | <p>1. All objective setting within our procurement activities will include both financial and non-financial components.</p> <p>2. Sourcing approvals will then show how these benefits can be demonstrated. Key facets that will be a focus in our procurement documentation will include:</p> <ul style="list-style-type: none"> ● Innovative procurement opportunities ● Partnering and collaboration, aggregating spending powers through effective collaboration or by sharing services on common goods. ● Commercial innovation / commissioning / different ways of working – link to developing a commissioning strategy and category plans for departments ● Inclusion of consideration of the requirements in the revised Best Value Duty guidance and Public Services (Social Value) Act 2012 where applicable ● Implement key performance indicators that demonstrate value for money | <p>1. Within the sourcing plans completed prior to any procurement, it is articulated what the financial and non financial objectives of the procurement activity.</p> <p>2. All of the success criteria in point 2 are considered within the initial stages of project scoping, and is articulated within the procurement sourcing plan, equally explaining reasons why for example. Collaboration may not be the suitable option.</p> |

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| | | |
| <p>3. Achieves improved business processes that streamline how the council interacts with its supply chain including through maximising digital technology</p> | <p>1. We will adopt the appropriate E-sourcing technology that will:</p> <ul style="list-style-type: none"> ● Streamline procurement processes ● Ease the supplier on-boarding process for smaller suppliers, community organisations ● Promote and implement processes that are less bureaucratic and burdensome to suppliers <p>2. Review the end to end process for purchasing goods, works or services to paying invoices to improve business processes</p> <p>3. Publish contract opportunities on Sourcecambridgeshire and Contracts Finder</p> <p>4. Meet requirements of the Transparency Code</p> <p>5. Outside of this our focus will be to review our:</p> <ul style="list-style-type: none"> ● Supplier base ● Work with the supply base to support appropriate demand management. ● Create, develop and foster the appropriate engagement with suppliers | <p>1. As per the main document which explains the implementation of SourceDogg, and per appendix C which shows the PWGs action plan for financial year 2017/2018 demonstrates how we will achieve the success criteria for this element.</p> |
| <p>4. Promotes and supports small medium enterprises including community groups and local</p> | <p>1. The council will commit to:</p> <ul style="list-style-type: none"> ● Pro-actively engage with Opportunity Peterborough, the Chambers of Commerce (and Federation of Small Businesses) Community and voluntary sector to ensure our procurement processes and policies support local regeneration. ● Pro-actively work with our strategic partners to promote opportunities to sub contract goods, works | <p>1. Procurement on the development of the Procurement Strategy and also Supplier Guides have worked with Opportunity Peterborough. Invitations have been extended to both Opportunity Peterborough and the Chambers of Commerce to meet to help explain the improvements the council is making in procurement. Exploratory meetings have taken place with Circular Peterborough to</p> |

| | | |
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| <p>businesses</p> | <p>and services to local suppliers within the Greater Cambridge and Greater Peterborough local enterprise partnership.</p> <ul style="list-style-type: none"> ● Drive local social and economic growth and regeneration by ensuring any commercial opportunity > £25k is advertised on the Sourcecambridgeshire and Contracts Finder. ● Hosting two supplier days per annum that will allow local businesses to ‘meet the buyer’ ● To ensure that in any post tender feedback, that all small businesses receive constructive feedback on their performance when involved in a procurement exercise. | <p>investigate what procurement can do to support this initiative.</p> <p>When called upon the procurement team engage with the council’s strategic partners, currently managing the Skanska contract.</p> <p>There has been a significant number of supplier days been arranged and procurement have attended specific conferences and ‘meet the buyer’ events to engage with local businesses.</p> |
| | | |

Appendix 2 - Procurement Plan December 2015 - June 2017

| Item No | Action | Outcome | Status | Comments |
|---------|---|---|------------------|---|
| 1 | Procurement Strategy | To develop a 5 year Procurement Strategy | Completed | 5 year strategy approved by Cabinet, December 2015 |
| 2 | Contract Register | To develop a centralised Contract Register that meets Transparency Code | Completed | Contract Register complete, currently excel version, phase 2 for electronic version online (Sourcedogg) |
| 3 | Procurement Policies | Individual department and corporate (ethical and SMEs, H&S, risk, HR, consultants and interims) | Completed | Ethical and SME's completed. Consultant and Interims policy in draft. No others required redrafting |
| 4 | Contract Regulations | Refresh/Update Contract Regulations | On Track | PWG have reviewed. Now with legal officers to finalise |
| 5 | Key Performance Indicators | Determine and review KPI's | Completed | KPI's agreed as part of new service specification. |
| 6 | Review specification in PSSP contract | Roles and responsibilities (Define and confirm partner / authority). Identify and resolve issues accordingly | Completed | Specification Reviewed and agreed, working to it since 1st April 2016 |
| 7 | Public Health / Adult Social Care specification | Incorporate PH / ASC addressable spend into PSSP contract | Completed | Included within the new Procurement Service specification |
| 8 | Review existing Notice of Change (NOC) | Review and make amendments to provide a robust fit for purpose procurement working practice that is mutually beneficial to the partnership | Completed | Relevant changes made to NOC to reflect the new service |
| 9 | Procurement pipeline supported by a sourcing plan | A procurement pipeline that covers three financial years in addition to the current financial year with an appropriate sourcing plan | On Track | a 12/18month plan in place currently |
| 10 | Standard document suite | ITT's, PQQ's etc. Light touch ITT, open above threshold | Completed | Completed May 2016 using Temp Agency ITT suite documents |
| 11 | into MTFS | Incorporate procurement / commissioning opportunities into MTFS | Completed | Opportunities incorporated into MTFS |
| 12 | Internal business processes | central repository for exemptions, contract awards. Process to ensure inclusion as appropriate on council's forward plan. Links to Verto. Review of the internal decision making framework to make processes more streamlined. Compliance with contract regulations | Partial Complete | Exemptions stored in a central repository, further work required on contract awards and any link to verto (the council's project management system) |
| 13 | Shared business processes | Interaction between council and Serco on procurement practice. Agreed templates for tracking procurement contracts start to finish and savings opportunities | Completed | Tracker developed to support the annual procurement plan and shared with the council in April 2016 |
| 14 | Communication plan | internal and external | On Track | Communication plan linked to agreement of new service |
| 15 | Transparency Code | ensure compliance | On Track | Compliant in procurement projects and also contract database |
| 16 | Escalation process | Define appropriate governance arrangements for escalation where the Procurement Working Group cannot agree decisions | Completed | Outside of PWG escalation to Partnership Board |
| 17 | IT system - Procurement contracts | To identify and tender a for a new electronic sourcing solution that has the capacity to store contracts electronically | Completed | Market research completed by PWG, tendered. Solution go live April 2017 |

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PCC Policy/Position Statement

‘Small Medium Enterprise (SME) & Voluntary, Community Social Enterprises, (VCSE)’

‘Peterborough City Council (PCC) recognises that the SME/VCSE agenda is an essential engine for the Government Growth Agenda. PCC supports this agenda and looks to create a more competitive and diverse supply network that offers innovation and improves value for money.’

With SME’s contributing around 33% of the UK’s Gross Domestic Product (GDP) nobody can ignore the benefits of using SME’s within its supply networks. PCC acknowledges its role within its community and that its third party expenditure can contribute significantly in supporting economic growth within its constituency.

Our Statement/Promise of Intent:

- It is our intention to work with local Chambers of Commerce and the Federation of Small Businesses to ensure our supplier engagement practices cater for SME’s and VCSE organisations.
- We will ensure sourcing strategies and sourcing plans are given full consideration for the inclusion of SME’s and VCSE, including assessing lot sizes.
- Set targets that supports the inclusion of SME’s & VCSE’s into PCC Supply network without compromising our legal stipulations.
- We will ensure that all SME’s & VCSE’s involved in any sourcing initiative receive relevant de-briefs to enable them to enhance their bidding capabilities..
- We will ensure our procurement processes and solicitation documents are of good practice standard to support inclusion of SME’s and VCSE’s in sourcing initiatives.
- Where appropriate and without contravening the Public Contracts Regulations 2015 conduct supplier days to enable SME’s & VCSE’s to better understand sourcing strategies for those sourcing initiatives they are involved in.
- We will monitor our 3rd party spend to review SME and VCSE engagement.
- Publicise sourcing opportunities on PCC website to enable SME’s & VCSE’s to register their interest

In support of this Position Statement PCC will:

- Monitor through supplier engagement the application of this Policy/Position Statement.
- Review and revise the Policy/Position Statement on an annual basis through the Council’s Procurement Working Group.

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PCC Policy/Position Statement 'Ethical Procurement'

'Procurement Professionals need to take a balanced approach to sourcing decisions, especially in a world where everything is connected. Understanding the impact of sourcing and buying decisions is critical'

Our Statement/Promise of Intent

Peterborough City Council (the council) understands itself and its suppliers must comply with national and other applicable laws and regulations and where there may be a conflict between these and any elements of this Position Statement/Policy, then the highest standards linked with such laws and regulations shall be applied.

Environment

In all sourcing practices, irrelevant of value, the council believe suppliers should be able, when asked, to demonstrate environmental policies and management systems sufficient to manage good practice and foster continuous improvement in environmental performance. Suppliers, therefore, should be able to demonstrate:

- Documented policies regarding environmental management
- The ability to manage and review on environmental performance.
- The degree to which operations are covered by recognised environmental management systems or the organisations intentions towards such accreditation.
- The awareness and risks associated with their production, service or sourcing activities.
- The implementation of mechanisms and processes in place to identify, mitigate or minimise potential environmental risks.
- The degree to which goods, works and services have been designed with environmental considerations in mind.
- Minimise the use of energy, water, and raw materials where possible.
- Where practical, maximise the use of recyclable and renewable materials including energy.
- Efforts to minimise waste and its disposal in a safe and efficient and environmentally responsible manner.
- Avoid contamination of the local environment, and ensure that emissions, air, noise and odour pollution is, as a minimum, within nationally defined limits.

Ethics

The council maintains a clear ethical standard and has arrangements in place to promote and encourage its compliance: standards are expected of our suppliers. Suppliers are expected to be able to demonstrate the existence of processes and procedures to implement appropriate staff guidance and codes of practice.

Suppliers are expected to ensure appropriate management systems and practices exist to ensure the prevention of:

- Money Laundering
- Conflicts of Interest
- Fraud, Corruption and Bribery and other improper Payments or Gifts.
- Unauthorised access to personal and business information.
- Malpractices involving unethical investments.

Society

The council through its sourcing practices in acquiring, Goods, Works and Services supports the standards set by the International Labour Organisations (ILO), and Universal Declaration of Human Rights (UDHR).

- **Child Labour;** Organisations ensure the effective long-term elimination of child labour, in a manner consistent with the interests of the children concerned. Children u18 shall not be employed at night or in hazardous conditions.
- **Forced Labour;** There should be neither, forced, bonded or involuntary labour and no workers are required to lodge 'deposits' or identity papers with their employers and should be able to leave giving reasonable notice.
- **Health, Safety and Hygiene;** All employees expect to work in an environment that is safe and healthy. Adequate preventative steps should be taken to minimise the opportunity for accidents to occur in the normal course of work. Worker should receive sufficient health and safety training and have access to clean welfare amenities and clean drinking water as required.
- **Discipline;** Physical abuse or discipline or the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation is **not** acceptable. It is expected that disciplinary and grievance procedures shall be clearly documented and communicated to all employees. All disciplinary measures of a serious nature shall be recorded.
- **Working Hours;** Working hours should not be excessive and shall comply with relevant national laws. Overtime to be voluntary.
- **Freedom of Association and Employee Representation;** Workers and employers have the right to form and join organisations of their own choosing without prior authorisation.

- **Equality of Treatment;** Suppliers will seek to eliminate discrimination in access to employment, training and working conditions, on grounds of race, colour, sex, age, religion, political opinion, national extraction, sexual orientation, disability or social origin and promote equality of opportunity and treatment.
- **Employee Terms;** All workers should be provided with some form of written contract which must detail the terms and conditions of their employment. Contracts should be clearly understandable to each worker. Any work performed should be on the basis of recognised employment law practice.
- **Remuneration;** Wages and benefits afforded to workers should meet national standards. Workers should be provided with clear written information on their pay and conditions. Excessive deductions on wages should not be permitted as a disciplinary measure.
- **Community Impact;** Organisations are encouraged to support the communities in which they operate through appropriate community initiatives.
- **Modern Day Slavery;** We have zero tolerance to slavery and human trafficking and we are committed to ensuring that there is no modern slavery or human trafficking anywhere in our supply chains or in any part of our business or in any of our business relationships.

To ensure all those in our supply chain and contractors comply with our values we are implementing a comprehensive supply chain compliance programme. This begins with ensuring that the elimination of any risk of modern day slavery features in our supplier on-boarding processes and strategic sourcing practices (including sourcing plans and invitations to tender). Where there is deemed to be a potentially significant risk of modern day slavery practices within our supply chain, we may conduct supply chain mapping, to enable us to determine, where the risk exists and determine an appropriate course of action.

Our due diligence process also extends to the terms and conditions of our contracts, which require our suppliers to warrant their compliance with the Modern Slavery Act 2015 (MSA) and, as the level of risk of trafficking in the supply chain requires, require the contractor to include equivalent clauses in their own contracts with sub-contractors, with the aim of enabling enforcement higher up the supply chain. Finally, our customary restrictions on the ability of our contractors to subcontract without our approval in our services agreements, also ensure the Council is in a position to make its approval conditional upon the subcontractor agreeing to comply with our Anti-Slavery Policy and the MSA and reporting on any departures from these, if necessary.

In support of this Position Statement the council will:

- Assign responsibility for the Ethical Procurement Policy/Position Statement and any associated principles to named council officer and provide Management Board oversight of both Policy/Position Statement and Principles.
- Monitor through supplier engagement the application of this Policy/Position Statement.
- Review and revise the Policy/Position Statement on an annual basis.

| | |
|---------------------|---------------------------|
| CABINET | AGENDA ITEM No. 10 |
| 10 JULY 2017 | PUBLIC REPORT |

| | | |
|--------------------------------|--|----------------------------|
| Cabinet Member(s) responsible: | Cllr David Seaton, Cabinet Member for Resources | |
| Contact Officer(s): | John Harrison, Corporate Director: Resources Marion Kelly, Interim Service Director, Financial Services | Tel. 452520 Tel. 384564 |

BUDGET MONITORING REPORT FINAL OUTTURN 2016/17

| RECOMMENDATIONS | |
|---|------------------------------------|
| FROM: Corporate Director: Resources | Deadline date: 30 June 2017 |
| <p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"> 1. Note the final outturn position for 2016/17 (subject to finalisation of the statutory statement of accounts) of a £1.3m underspend on the Council's revenue budget. 2. Note the outturn spending of £76.8m in the Council's capital programme in 2016/17. 3. Note the reserves position, including the position on the Grant Equalisation reserve. 4. Note the performance against the prudential indicators; 5. Note the performance on treasury management activities, payment of creditors, collection performance for debtors, local taxation and benefit overpayments. | |

1. ORIGIN OF THE REPORT

- 1.1. This report is submitted to Cabinet as a monitoring item. Some key aspects of the outturn were reported to Audit Committee on 26 June 2017 in reporting the draft statement of accounts.

2. PURPOSE AND REASON FOR REPORT

- 2.1. The report provides Cabinet with the outturn position for both the revenue budget and capital programme for 2016/17, subject to any changes required in the finalisation of the Statement of Accounts.
- 2.2. The report also contains performance information on treasury management activities, payment of creditors and collection performance for debtors, local taxation and benefit overpayments.

- 2.3. The report is for Cabinet to consider under its terms of reference 3.2.7 to be responsible for the Council's overall budget and determine action to ensure that the overall budget remains within the cash limit.

3. **TIMESCALE**

| | | | |
|--|-----------|----------------------------------|------------|
| Is this a Major Policy Item/ Statutory Plan | NO | If yes, date for Cabinet meeting | N/A |
|--|-----------|----------------------------------|------------|

4. **FINAL OUTTURN 2016/17**

Corporate Overview

- 4.1. The Council, at its meeting on 9 March 2016 approved a balanced budget for 2016/17 that supported the Council's key priorities. The approved budget included £23.2m of savings, along with a further reduction in grant of £9.8m and £7m of demand-related pressures and investment. The Medium Term Financial Strategy (MTFS) also outlined a number of risks that were required to be monitored during the year. Following on from the publication of the Autumn Statement, and subsequently, the Budget, officers have taken a proactive approach to meeting the financial challenges that face the Council in future years.
- 4.2. During the year the Corporate Management Team (CMT) have received regular reports on the in-year budget position, including progress updates against savings approved as part of previous budget rounds. The Cabinet also discuss the financial position regularly, with formal positions reported to Cabinet meetings held between September and March. Financial plans have also been considered by a cross-party budget working group.
- 4.3. Actions undertaken by the CMT and Cabinet have included:
- Departmental management teams have reviewed the budget position monthly and have taken appropriate action, including plans to address budget issues. These have been acknowledged in corporate budget reports;
 - Regular reports to CMT have included a summary of progress with savings proposals, additional pressures and risks;
 - Savings brought forward as part of a two stage budget process for 2017/18;
 - Review of the capital programme during the year, deferring projects into future financial years or removing projects that are no longer required. Any reduction in the amount that the council requires to borrow to fund the capital programme has reduced the costs of financing borrowing which has been reflected in the revenue outturn position;
 - Utilising all opportunities to capitalise expenditure relieving pressure on the general fund; and
 - Review of reserves and provisions, and the management of risk.
- 4.4. As a result of management action in 2015/16, a number of one off savings allowed for the creation of a Grant Equalisation (GE) reserve. This is being used to defer the impact of reductions in Government funding and allow officers to tackle the issues that lay ahead whilst protecting, as far as possible, the services that residents value the most. Further details on the Grant Equalisation reserve can be found in section 6.
- 4.5. The December 2016 information, reported within the MTFS, indicated a £1.0m overspend for the year. The Council can now report a departmental underspend of £1.3m, which will be added to the GE reserve for future use, stabilising the budget position for the Council. The final outturn position for 2016/17 is outlined in a summary table section 5 below, with additional detailed information in Appendix A.

- 4.6. In addition to this, there were a number of other items such as receipts from the disposal of assets and additional benefit received from Direct Revenue Funding which will be added to the GE Reserve. This reserve was created in the 2016/17 MTFs to protect the Council's financial position over the longer term. The table on page 5 shows the 2016/17 contributions to and from the Grant Equalisation reserve forecast in the MTFs and the outturn position, along with an explanation of any variances.
- 4.7. The Council's budget for 2017/18 includes savings of £20.7m and a planned use of £7.2m from the GE reserve. With the further use of £4.3m from the GE reserve in 2018/19, a budget gap of £14.8m still remains, with the gap increasing substantially to £26.5m by 2021/22.
- 4.8. Whilst the Council has achieved a balanced position for 2016/17, it will remain challenging to deliver a balanced position for 2017/18 and to deliver the substantial savings required from 2018/19 onwards. To be clear, many difficult decisions remain.
- 4.9. The contributions made in 2016/17 to the GE Reserve will aid officers in taking a strategic and measured approach to address this, however, it remains a significant gap to cover and difficult decisions will be needed in the future. The GE reserve will be utilised in full to address the challenges outlined above.

5. Financial Report – Revenue Outturn

- 5.1. The Council's overall revenue outturn shows a balanced position for 2016/17, after movements in reserves. The table below summarises the revenue outturn position by the Directorates during 2016/17.

Revenue outturn 2016/17

| Department | Budget | Contributions from Reserve | Revised Budget | Actual | Variance | Contributions to Reserve | Revised Variance |
|-----------------------|----------------|----------------------------|----------------|----------------|---------------|--|------------------|
| | £000 | £000 | £000 | £000 | £000 | £000 | £000 |
| Chief Executive | 285 | 0 | 285 | 184 | -101 | 50 | -51 |
| Governance | 6,432 | 340 | 6,772 | 6,595 | -177 | 69 | -108 |
| Growth & Regeneration | 12,810 | 984 | 13,794 | 11,423 | -2,371 | 185 | -2,186 |
| People & Communities | 69,934 | 1,381 | 71,315 | 73,706 | 2,391 | 1,690 | 4,081 |
| Public Health | -76 | 118 | 42 | 43 | 1 | 0 | 1 |
| Resources | 54,589 | 922 | 55,511 | 48,212 | -7,299 | 4,233 | -3,066 |
| Totals | 143,974 | 3,745 | 147,719 | 140,163 | -7,556 | 6,227 | -1,329 |
| | | | | | | Financing Adjustment | 52 |
| | | | | | | Revised Underspend | -1,277 |
| | | | | | | contribution to Grant Equalisation Reserve | 1,277 |
| | | | | | | Final Variance | 0 |

- 5.2. A detailed breakdown of the outturn by Directorate and explanation of the major variances is provided in Appendix A.
- 5.3. The overall position shows a £1.3m underspend, against a December 2016 Budgetary Control Report (BCR) forecast of a £1.0m overspend. This is largely due to favourable variances in the Growth & Regeneration directorate, with underspends also achieved in the Resources and Governance Directorates.

5.4. In addition to this, an additional £4.7m was contributed to the Grant Equalisation Reserve due to the departmental underspends, Direct Revenue Finance savings and cash receipts received in relation to the disposal of assets. Further details are provided in section 6.

6. Financial Report – Reserves

6.1. The Council's departmental reserves and the capacity building reserve are monitored throughout the year as part of budget monitoring and feed into the budget setting process accordingly. The next table summarises the balance for all reserves at the end of 2015/16 against the position at the end of 2016/17.

| Earmarked Reserves | 31/03/16 Balance £000 | Contributions to £000 | Contributions from £000 | Movement Between reserves £000 | 31/03/17 Balance £000 | Change £000 |
|-------------------------------------|-----------------------------|-----------------------------|-------------------------------|---|-----------------------------|----------------|
| Capacity Building Reserve | 5,397 | 249 | -1,556 | 224 | 4,314 | -1,083 |
| Earmarked / Departmental | 4,384 | 376 | -702 | -203 | 3,855 | -529 |
| Risk Management Contingency | 712 | 23 | -55 | | 680 | -32 |
| School Capital Expenditure Reserve | 1,426 | 381 | -520 | | 1,287 | -139 |
| Insurance Reserve | 3,947 | 478 | | | 4,425 | 478 |
| Future Cities Reserve | 1,273 | | -704 | | 569 | -704 |
| Public Health Reserve | 524 | | -96 | | 428 | -96 |
| Other Minor Reserves | 619 | 179 | -232 | -21 | 545 | -74 |
| Grant Equalisation Reserve | 11,925 | 4,664 | -950 | | 15,639 | 3,714 |
| Development Equalisation Reserve | 0 | 1,233 | | | 1,233 | 1,233 |
| Subtotal- Earmarked Reserves | 30,207 | 7,583 | -4,815 | 0 | 32,975 | 2,768 |
| General Fund Balance | 6,000 | | | | 6,000 | |
| Total Reserves balances | 36,207 | 7,583 | -4,815 | 0 | 38,975 | 2,768 |

6.2. The majority of reserve balances are set aside for specific purposes and a significant element will be required in 2017/18 and 2018/19. They are therefore not additional monies, only a timing issue between financial years of when the commitments are likely to occur.

6.3. Key comments for reserve movements are as follows:

Departmental Reserves - the amounts set aside by departments during the preparation of the accounts is in accordance with financial guidance to minimise risk exposure to the council in the following financial year.

School Capital Expenditure Reserves/Insurance/Other Minor Reserves - are held on behalf of others or are sums that the Council is independently advised to hold.

Future Cities Reserve – the movement on this reserve represents further drawdowns from the Future Cities Grant awarded to Peterborough in 2013/14.

Risk Management Contingency – this reserve was created in the 2014/15 budget process by transfer from the capacity building reserve to fund one-off type expenditure. In 2016/17 we expected to fully utilise the funds within this reserve, however a turn of events has meant that this reserve has only seen a very small reduction in balance.

Capacity Building Reserve - this reserve is held to meet one off costs of service transformation and the delivery of savings within the MTFS. The MTFS agreed that a proportion of this would be used in 2016/17 and 2017/18 to drive forward the transformation of services to deliver savings.

Public Health – movements on this reserve represent a net carry forward of Public Health grant. Any underspends are carried forward to this reserve in accordance with appropriate accounting treatments.

Grant Equalisation – This reserve was created in 2015/16, with the purpose of stabilising the budget position, while the Government funding received by the Council reduces considerably. The use of this reserve has been outlined within the 2017/18 MTFS, with £7.2m being used to support the position in 2017/18 and £4.2m in 2018/19. However there has been a number of transactions within 2016/17 which have favourably impacted the balance on this reserve. The detail on these transactions is outlined within 6.4.

Development Equalisation Reserve- This reserve has been established at the end of 2016/17 to manage cash flow in relation to a £1.2m declared loan note distribution from the Peterborough Investment Partnership (PIP). This money was included within the MTFS for 2017/18, therefore this money will be fully utilised as intended within this year.

General Fund – the general fund will be maintained at £6.0m and this is consistent with the current budget strategy.

- 6.4. The Grant Equalisation Reserve has been created to mitigate the impact of known Government funding reductions, in order that officers can take a measured and strategic response to the financial challenge ahead. The MTFS has agreed that this reserve will be fully utilised by 2018/19.

Table 1: Grant Equalisation Reserve transactions

| Item | Forecast in MTFS £000s | Outturn £000s | Variance £000s | Explanation |
|--|------------------------|---------------|----------------|--|
| To balance 2016/17 bottom line | (950) | (950) | 0 | Included within the 2016/17 MTFS |
| Chief Executive - additional saving from permanent arrangement | 50 | 50 | 0 | Additional Savings/Deferred pressures creating a one-off surplus to be contributed to the GE Reserve. |
| Alternative Governance saving | 50 | 50 | 0 | |
| Additional saving from MRP review | 150 | 150 | 0 | |
| Apprenticeship Levy not payable in 2016/17 | 218 | 218 | 0 | |
| Additional Direct Revenue Funding | | 1,040 | 1,040 | The December 17 BCR included a £803k favourable position for this, which at outturn then come in at £1,040k, a £237k improved position. In December 2017 it was anticipated the budget position overall would be in deficit, this being used to mitigate that in part. Given the change in circumstance, this has now been transferred to the GE reserve for future use. |

| Item | Forecast in MTFS £000s | Outturn £000s | Variance £000s | Explanation |
|---|------------------------|---------------|----------------|---|
| Right to buy receipts in relation to 2015/16 | | 1,246 | 1,246 | £1,246k in relation to cash received as part of the 2015/16 Right to Buy receipts. |
| Investment Property sale, in advance of planned disposal date | | 633 | 633 | The two asset disposals (Pyramid Centre and Lindems) form part of the 2017/18 MTFS, and were disposed of earlier than expected. |
| Departmental Underspend at outturn 2016/17 | | 1,277 | 1,277 | |

7. Financial Report – Capital

7.1. The planned capital programme for the financial year was £156.7m. Slippage of expenditure from 2015/16 of £81.6m increased the agreed budget at 1 April 2016 to £238.3m. Throughout the year the capital programme was regularly reviewed and finally reduced to £75.5m through slippage and savings. Much of the slippage has been built into future budgets as part of setting the 2017/18 budget.

7.2. Capital expenditure during 2016/17 totalled £76.8m as shown in the summary table below:

| Capital Programme 2016/17 by Directorate | Budget 01/04/2016 £000 | Revised Budget £000 | Actual £000 |
|--|------------------------|---------------------|---------------|
| Governance | 49 | - | - |
| Growth & Regeneration | 37,560 | 23,803 | 23,918 |
| People & Communities | 49,624 | 26,024 | 27,632 |
| Resources | 24,368 | 6,581 | 6,179 |
| Invest to Save | 126,661 | 19,048 | 19,107 |
| Total | 238,262 | 75,457 | 76,835 |
| Financed by: | | | |
| Capital Receipts | 44,715 | 34,810 | 35,904 |
| External Sources | 1,000 | - | 1,000 |
| Prudential Borrowing | 192,547 | 40,646 | 39,931 |
| Total | 238,262 | 75,457 | 76,835 |

7.3. The Council and CMT have agreed to reduce and re-phase some projects in the programme during the year to reduce the impact on financial resources or to reflect changing demographic needs. Other projects have been subject to delays which have led to budgets being slipped to 2017/18. Listed below are the significant projects that have been slipped into 2017/18 that has contributed to the variance between the revised budget reported in December 2016 and the reported capital programme outturn of £76.8m.

Growth & Regeneration

- £ 2.6m Street Lighting projects
- £ 2.m Housing Joint Venture
- £ 6.2m Roads & Bridges/Transport projects
- £ 2.1m Public Realm Projects

Resources

- £ 7.4m ICT Projects
- £ 0.7m Renewable Energy projects
- £ £5.2m Fletton Quays Fit Out
- £3.4m Household Recycling Centre
- £1m London Road Fit Out

People & Communities

- £6.9m Jack Hunt Expansion
- £7.2m Hampton Leys (Gardens)
- £3.7m Paston Reserve Primary
- £3.7m Clare Lodge Phase 6
- £0.5m Adult Social Care Transformation

Invest to Save

- £2.8m Axiom Loan
- £66.1m Empower Loan
- £2.1m Invest To Save

7.4. The Invest to Save outturn of £19.1m in 2016/17 includes expenditure on delivering energy efficiency measures across the council's buildings portfolio including schools. The schemes are self-funding in two ways:

- Firstly, introducing energy efficiency measures through the replacement of plant inside the buildings driving down energy costs (for example in our swimming pools through new filters and a combined heat and power unit for the regional pool, more efficient lighting in car parks and replacing school boilers).
- Secondly, putting solar panels on roofs to provide a cheaper source of energy for the buildings and an income stream by selling surplus energy to the grid (including schools).

7.5. The Invest to Save outturn also includes the investment the Council has made in its strategic partnership with Empower Community Management LLP (EC), a social enterprise company that has, as its primary purpose, the installation of solar panels on residential properties. This scheme is the first scheme of its type in the UK and in particular the first of its kind that involves a Council. The major benefits of the scheme are:

- No cost to the owner for installation
- Free energy generated to the occupier
- A fee for installation paid to the owner
- Creation of a local community fund out of profits
- A fee to the Council out of profits generated
- Investment returns generated by the Council

7.6. The capital programme is financed through borrowing, capital receipts, grants and contributions. Although the amount of borrowing required has reduced due to slippage in the capital programme since the MTFS was approved, the Council would need to borrow £39.9m to fund 2016/17 capital expenditure although the actual Council borrowing was £32.4m as reported in paragraph 8.3b.

8. Financial Report – Treasury Management Activity for 2016/17

- 8.1. The Council is required to operate a balanced budget, which means that cash raised through the year will meet cash expenditure. The role of treasury management is to ensure cash flow is adequately planned so that cash is available when it is needed. Surplus monies are invested in low risk counterparties commensurate with the Council's low risk appetite ensuring that security and liquidity are achieved before considering investment return.
- 8.2. Another role of treasury management is to fund the Council's capital programme. The programme provides a guide to the borrowing needs of the Council and the planning of a longer term cash flow to ensure capital obligations are met. The management of long term cash may involve arranging short or long term loans or using longer term cash flow surpluses.
- 8.3. The treasury activity for the Council during 2016/17 is compliant with the Treasury Management Strategy approved in March 2016. Investment and borrowing activities include:
- a. Investment – The Council aims to achieve the optimum return (yield) on investments commensurate with the proper levels of security and liquidity. In the current economic climate it is considered appropriate to keep investments short term and only invest with Barclays (the Council's current banking provider), the Debt Management Office and Local Authorities. As at 31 March 2017 the Council's external investments totalled £13.6m and have yielded interest at an average rate of 0.25% in the financial year 2016/17. Investments were placed for short periods to cover daily cash flow fluctuations.
 - b. Borrowing – In 2016/17 the Council increased its borrowing by £32.4m. Although £39.9m was required to fund the capital programme, due to timing issues surplus cash balances were utilised to off-set the actual borrowing requirement in the year. The borrowing has been taken out over a range of periods to best fit the Council's maturity profile of debt. Also the best possible interest rate has been sought in line with the budget for borrowing, including the continuation of the council benefitting from reduced interest rates on long term PWLB loans by 20 basis points (0.2%) due to it submitting borrowing plans to government.
 - c. Consideration has been made to rescheduling debt however there have been no suitable opportunities to do this. The difference between the repayment rate and the rate of a new loan has not resulted in a net discount to the Council and no savings were to be made.
- 8.4. The Capital Financing Requirement (CFR) measures the Council's underlying need to borrow money in the long term for capital purposes. In accordance with the 2016/17 Code the liability for the Private Finance Initiative (PFI) agreement and finance leases also impact on the CFR.
- 8.5. In 2016/17 the CFR was:

| Capital Financing Requirement | £000 |
|--|----------------|
| Opening Capital Financing Requirement 1 April 2016 | 480,939 |
| New Capital Expenditure Financed by Borrowing | 39,931 |
| Minimum Revenue Provision for Debt Repayment | (10,087) |
| Minimum Revenue Provision for PFI | (376) |
| Minimum Revenue Provision for Leases | (636) |
| Closing Capital Financing Requirement 31 March 2017 | 509,771 |

8.6. As part of the setting of the treasury strategy, the Council sets annual prudential indicators to measure effectiveness of treasury management and reports against these indicators during the financial year. The indicators have not been breached during 2016/17.

8.7. Further information on the Council's capital financing arrangements can be found in the Prudential Indicators performance found in Appendix B along with an update on treasury management activity and other financial performance indicators in Appendix C.

9. Consultation

9.1. Detailed reports have been discussed in Departmental Management Teams and this report with the Corporate Management Team.

10. Anticipated Outcomes

10.1. That the outturn position for 2016/17 is noted.

11. Reasons for Recommendations

11.1. This monitoring report forms part of the 2016/17 closure of accounts and decision making framework culminating in the production of the Statement of Accounts and informs Cabinet of the final position.

12. Alternative Options Considered

12.1. None required.

13. Implications

13.1. Members must have regard to the advice of the Section 151 Officer.

14. Background Documents

14.1. The 2016/17 Medium Term Financial Strategies.

15. Appendices

15.1. Appendix 1 – 2016/17 Revenue Outturn Report

15.2. Appendix 2 – Treasury Management Strategy – Prudential Indicators – 2016/17

15.3. Appendix 3 – Performance Monitoring

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APPENDIX 1 – 2016/17 REVENUE OUTTURN REPORT

| Department | Budget £000 | Contributions From Reserve £000 | Revised Budget £000 | Actual Outturn £000 | Variance £000 | Contributions to Reserve £000 | Revised variance £000 |
|---|----------------|---------------------------------------|---------------------------|---------------------------|------------------|-------------------------------------|-----------------------------|
| Chief Execs Office | 285 | | 285 | 184 | (101) | 50 | (51) |
| TOTAL CHIEF EXECUTIVE'S DEPARTMENT | 285 | 0 | 285 | 184 | (101) | 50 | (51) |
| Director of Governance | 340 | | 340 | 286 | (54) | | (54) |
| Legal & Democratic Services | 3,526 | 145 | 3,671 | 3,519 | (152) | 50 | (102) |
| Human Resources | 1,321 | 113 | 1,434 | 1,320 | (114) | | (114) |
| Performance & Information | 1,245 | 82 | 1,327 | 1,470 | 143 | 19 | 162 |
| TOTAL GOVERNANCE | 6,432 | 340 | 6,772 | 6,595 | (177) | 69 | (108) |
| Director, OP & JV | 650 | 240 | 890 | 278 | (612) | 150 | (462) |
| Development & Construction | 242 | | 242 | (204) | (446) | | (446) |
| Sustainable Growth Strategy | 1,307 | 744 | 2,051 | 1,824 | (227) | 35 | (192) |
| Peterborough Highway Services | 10,034 | | 10,034 | 8,865 | (1,169) | | (1,169) |
| Corporate Property | 577 | | 577 | 660 | 83 | | 83 |
| TOTAL GROWTH & REGENERATION | 12,810 | 984 | 13,794 | 11,423 | (2,371) | 185 | (2,186) |
| Director of People and Communities | 41 | | 41 | 459 | 418 | | 418 |
| Adult Services | 38,788 | 238 | 39,026 | 40,715 | 1,689 | | 1,689 |
| Communities | 5,902 | 23 | 5,925 | 6,991 | 1,066 | | 1,066 |
| Children's Services and Safeguarding | 23,578 | 157 | 23,735 | 23,965 | 230 | | 230 |
| Education | (268) | 443 | 175 | 826 | 651 | 15 | 666 |
| Business Management & Commercial Ops | 1,629 | | 1,629 | 1,641 | 12 | | 12 |
| DSG | 264 | 520 | 784 | (891) | (1,675) | 1,675 | (0) |
| TOTAL PEOPLE & COMMUNITIES | 69,934 | 1,381 | 71,315 | 73,706 | 2,391 | 1,690 | 4,081 |
| Public Health | (76) | 118 | 42 | 43 | 1 | | 1 |
| TOTAL PUBLIC HEALTH | (76) | 118 | 42 | 43 | 1 | 0 | 1 |
| Director's Office | 234 | | 234 | 218 | (16) | | (16) |

| Department | Budget £000 | Contributions From Reserve £000 | Revised Budget £000 | Actual Outturn £000 | Variance £000 | Contributions to Reserve £000 | Revised variance £000 |
|--|----------------|---------------------------------------|---------------------------|---------------------------|------------------|-------------------------------------|-----------------------------|
| Financial Services | 3,277 | 201 | 3,478 | 2,384 | (1,094) | 586 | (508) |
| Capital Finance | 22,746 | 112 | 22,858 | 18,752 | (4,106) | 3,262 | (844) |
| Corporate Items | 5,303 | 250 | 5,553 | 4,195 | (1,358) | 231 | (1,127) |
| Peterborough Serco Strategic Partnership | 8,660 | 186 | 8,846 | 9,193 | 347 | | 347 |
| ICT | 4,487 | | 4,487 | 4,576 | 89 | | 89 |
| Commercial Group | (1,769) | | (1,769) | (2,363) | (594) | | (594) |
| Amey Peterborough & Waste Management | 10,332 | | 10,332 | 10,344 | 12 | | 12 |
| Westcombe Engineering | 76 | | 76 | 85 | 9 | | 9 |
| Energy | 641 | 156 | 797 | 768 | (29) | 34 | 5 |
| Vivacity / Cultural Services | 2,576 | | 2,576 | 2,339 | (237) | | (237) |
| Cemeteries, Cremation & Registrars | (1,239) | 17 | (1,222) | (1,481) | (259) | | (259) |
| Service Director | 143 | | 143 | 122 | (21) | | (21) |
| Regulatory Services | 482 | | 482 | 243 | (239) | 120 | (119) |
| Parking Services | (2,220) | | (2,220) | (2,261) | (41) | | (41) |
| Marketing & Communications | 166 | | 166 | 216 | 50 | | 50 |
| Resilience & Health & Safety | 226 | | 226 | 252 | 26 | | 26 |
| Markets, Tourism & Events | 468 | | 468 | 630 | 162 | | 162 |
| TOTAL RESOURCES | 54,589 | 922 | 55,511 | 48,212 | (7,299) | 4,233 | (3,066) |
| COST OF SERVICES | 143,974 | 3,745 | 147,719 | 140,163 | (7,556) | 6,227 | (1,329) |
| Financing Adjustments | | | | | | | 52 |
| FINAL OUTTURN POSITION 2016/17 | 143,974 | 3,745 | 147,719 | 140,163 | (7,556) | 6,227 | (1,277) |

Departmental Variance analysis:**Chief Executive- £51k underspend**

- Following a successful trial starting in October 2015, Peterborough City Council (PCC) and Cambridgeshire County Council have shared a Chief Executive, saving PCC £110k per year. This saving has now been built into the budget on an ongoing basis.
- Savings have also been made in supplies and services budgets.

Governance- £108k underspend

- The costs of providing legal services to council departments and partner organisations has increased and this was previously being reported as a pressure. The charges to partners are being reviewed to redress this, and costs incurred for other parties have been recovered.
- Land charges income is higher than budgeted and additional one off budget to meet the extra cost of an all-out election in 2016 has not been required in full, due to administrative savings and economies of scale, both of these combined generate an underspend of £102k.
- The central performance management and business intelligence function has seen cost pressures as the Council invests in new technology to support the transformation agenda and to meet the needs of improved information governance, this equated to £162k.
- The human resources function has delivered savings totalling £114k from staffing and training costs
- An improvement in income in the final quarter of the year has been achieved following the remedial action. Some provisions have been released after clarification of costs chargeable to other parties.

Growth and Regeneration- £2,186k underspend

- The Directorate has significant partnership arrangements across each service in an effort to drive out savings and efficiencies.
- Peterborough Highway Services has delivered savings through its efficiency roadmap of £363k.
- Planning policy and development control expertise have been sold to other local authorities generating additional income. Planning fee income itself was £316k higher than expected, particularly towards the end of the financial year.
- A reduction in the expected demand for concessionary fares has provided savings, now factored into future budgets. In the final quarter of the year, concessionary fare costs have reduced further compared with forecast, overall there is a surplus of £636k reported within the final outturn position.
- Additional highways development income has been achieved before year end, and the planned efficiency savings have increased; some of these will be ongoing.

People and Communities- £4,081k overspend

- The overall outturn position has very marginally changed from what was previously reported in December.
- There is a £1.445m overspend due to the costs of housing homeless families. This has increased due to higher numbers approaching PCC and less available housing to place the families in. This has resulted in contracted B&B's being full and having to use hotels mainly Travel Lodge. St Michaels Gate is starting to be used but not all units are available at this time. Numbers of families approaching the Council are not reducing. There has also been a change in policy on how the income is shown, in previous years this area would show the income of the full Housing Benefit each family received to show a reduced net cost. This year it has been decided that the income that is shown is the amount the Government pay

towards Housing Benefit showing a higher net cost in this area but a reduced variance against the Housing Benefits area in Serco which is managed by the Resources Finance Team.

- There has been considerable pressures throughout the year from the Independent Sector Placements for adult social care, these have amounted to £1.042m
- Within the Therapy, Reablement and Community Equipment service area there is a £367k adverse position at outturn. This is due to £138k on Reablement invest to save. £37k on Therapy services due to increased agency worker activity (partly the single handed project savings). £192k on 0-25 team agency workers to complete increased caseloads
- Children's Social Care placements overspent by £247k due to an increase in the number of looked after children – the budget accounted for 353, but the year ended with 361 in care. It should be noted that Peterborough is within the national range for children looked after per rate of population and the cost depends upon the type of accommodation and support package required.
- There is a favourable position of £170k being reported within the outturn position within children's social care agency and staffing costs.
- There is an adverse position of £619k for home to school transport, this pressure is in relation transporting children to available School places across the City and to out of city education establishments.
- £422k adverse position due to DSG to General Fund recharge not permissible under current regulation
- Within the education PFI area there is a favourable position of £395k.

Resources £3,066k underspend

- The Directorate seeks to contain costs through exploiting commercial opportunities as far as possible. Savings and additional income have been delivered across the commercial group, comprising renewable energy; cultural services partnership with Vivacity; Amey strategic partnership; waste management and waste disposal including the energy recovery facility, and Westcombe Engineering.
- The income earned through cremation fees has been higher than anticipated, especially in the final quarter of the year, this has generated a £260k surplus.
- Additional waste treatment costs have been offset by a credit for business rates in respect of recycling, and a saving in refuse collection costs. Repairs and Maintenance costs have reduced in the final quarter.
- The Serco Strategic Partnership and ICT partnership have seen cost pressures arising from increased volumes of activity and the costs of supporting the technology strategy and transformation agenda. These pressures are not as much as previously forecast, and come in at £437k overspent on budget at year end.
- Savings have been made in financial services, insurance, inflation and in capital financing costs, overall the impact from this equates to a £2,479k surplus.
- Market income has been lower than forecast. Additional income has been earned through Trading Standards activity. The Great Eastern Run proved a successful event, and achieved a surplus. The impact of these areas overall is a £162k overspend.
- There has been no increase in the general bad debt provision required

Appendix 2 – Treasury Management Strategy – Prudential Indicators – 2016/17

1. The Prudential Code for Capital Finance in Local Authorities provides a framework for local authority capital finance to ensure that:
 - (a) capital expenditure plans are affordable,
 - (b) all external borrowing and other long term liabilities are within prudent and sustainable levels;
 - (c) treasury management decisions are taken in accordance with professional good practice.
2. In taking decisions in relation to (a) and (c) above, the local authority is accountable by providing a clear and transparent framework.
3. The Code requires the Council to set a range of Prudential Indicators for the next financial year and at least the following two financial years. The Council has set out indicators for the next 10 financial years in line with setting a 10 year budget. The indicators include the Invest to save scheme however the costs of borrowing associated with the scheme will be offset by the income generated by these projects.
4. During 2016/17 the Council has operated within the treasury limits and Prudential Indicators set out in the Council's Annual Treasury Management Strategy.
5. The Council's outturn performance position against the 2016/17 Prudential Indicators are shown below.

Indicator 1: Capital Expenditure

This indicator is the actual capital expenditure for the year based on the Capital Programme in 2016/17.

| Capital Expenditure | 2016/17 Indicator £m | 2016/17 Actual £m |
|---------------------|----------------------------|-------------------------|
| Capital Expenditure | 100.0 | 57.7 |
| Invest to Save | 56.6 | 19.1 |
| Total | 156.6 | 76.8 |

Indicator 2: Capital Financing Requirement (CFR)

The CFR measures the Council's underlying need to borrow money in the long term for capital purposes. Any capital expenditure which has not immediately been paid for will increase the CFR.

| Capital Financing Requirement | 2016/17 Indicator £m | 2016/17 Actual £m |
|--|----------------------------|-------------------------|
| CFR b/fwd | 546.0 | 480.9 |
| Underlying Need to Borrow | 52.3 | 9.8 |
| Underlying Need to Borrow - Invest to Save | 60.0 | 19.1 |
| Total CFR C/fwd | 658.3 | 509.8 |

Indicator 3: Actuals and estimates of the ratio of financing costs to net revenue budget

The Council must estimate the proportion of the revenue budget, which is taken up in financing capital expenditure i.e. the net interest cost and to make provision to repay debt.

| Ratio of net financing costs to net revenue stream | 2016/17 Indicator | 2016/17 Actual |
|---|--------------------------|-----------------------|
| Total Ratio | 6.1% | 6.1% |

The difference between the Indicator and final ratio percentage is largely the result of the revised Minimum Revenue Provision (MRP) policy that was approved by Council as part of the 2016/17 Medium Term Financial Strategy (MTFS) process where debt repayment was rephased.

Indicator 4: Actuals and estimates of the incremental impact of capital investment on Council Tax

This indicator is intended to show the impact of the Council's decisions about capital investment on the level of Council Tax required to support those decisions over the medium term.

The calculation of this indicator has been done on the basis of the amount of the capital programme that is financed from borrowing and the interest assumption for borrowing that was included in the capital financing budget for the MTFS. The revenue costs are divided by the estimated Council Tax base for the year, and the actual performance is shown in the table below.

| Incremental impact on capital investment decisions on Council Tax | 2016/17 Indicator £m | 2016/17 Actual £m |
|--|---------------------------------|------------------------------|
| A – Cap Fin Budget -Previous MTFS | 28,889 | 28,889 |
| B – Cap Fin Budget - Current | 18,193 | 17,551 |
| C - Incremental change (B-A) | (10,695) | (11,338) |
| D - Council Tax Base (1,000's) | 54.10 | 54.10 |
| Total Incremental Impact (C/D) | (197.70) | (209.75) |

The incremental change of £15.5m shown in the table is largely the result of the 2016/17 MTFS where the Council agreed to revise the 2015/16 MRP policy.

Indicator 5: Proportion of Gross Debt to the CFR

This indicator shows the proportion of the Council's external borrowings (Gross Debt) against the CFR.

| Proportion of Gross Debt to the CFR | 2016/17 Indicator £m | 2016/17 Actual £m |
|--|---------------------------------|------------------------------|
| CFR | 658.4 | 509.8 |
| Gross Debt | 584.1 | 430.9 |
| % of Gross Debt to CFR | 88.7% | 84.5% |

Indicator 6: The Operational Boundary

The Operational Boundary is a measure of the day to day likely borrowing for the Council. The code recognises that circumstances might arise when the boundary might be exceeded temporarily, but if this continues for a lengthy period then it ought to be investigated.

This indicator takes into consideration the capital programme over the life of the MTFS and the ability to phase the borrowing over this period. The indicator provides flexibility for the Council to take advantage of favourable interest rates in advance of the timing of the actual capital expenditure.

| Operational Boundary | 2016/17 Indicator | 2016/17 Actual |
|-----------------------------|--------------------------|-----------------------|
|-----------------------------|--------------------------|-----------------------|

| | £m | £m |
|-----------------------------------|--------------|--------------|
| Borrowing | 690.9 | 395.3 |
| Other Long Term Liabilities | 38.6 | 35.6 |
| Total Operational Boundary | 729.5 | 430.9 |

Indicator 7: The Authorised Limit

The Authorised Limit represents the maximum amount the Council may borrow at any point in time in the year. It is set at a level the Council considers is “prudent”.

The indicator takes account of the capital financing requirement estimated at the start of each year, plus the expected net borrowing requirement for the year. This makes allowance for the possibility that the optimum time to do all borrowing may be early in the year.

The limits also incorporated margins to allow for exceptional short-term movements in the Council’s cash flow, bids from service departments to finance efficiencies, changes to the timing of capital payments and fluctuations in the realisation of capital receipts.

| Authorised Limit | 2016/17 Indicator £m | 2016/17 Actual £m |
|-------------------------------|-------------------------------------|----------------------------------|
| Borrowing | 796.6 | 395.3 |
| Other Long Term Liabilities | 38.6 | 35.6 |
| Total Authorised Limit | 835.2 | 430.9 |

It is ultra vires to exceed the Authorised Limit so this should be set to avoid circumstances in which the Council would need to borrow more money than this limit. However, the Council can revise the limit during the course of the year. The actual outturn is lower than the indicator as the Council did not need to borrow in advance of need during 2015/16.

Indicator 8: Fixed Interest rate exposure

This indicator places an upper limit on the total amount of net borrowing which is at fixed rates secured against future interest rate movements. The upper limit allows flexibility in applying a proportion of the investment portfolio to finance new capital expenditure. It also reflects a position where the majority of borrowing is at fixed rate which provides budget certainty with 100% of borrowing being at fixed rate. The upper limit for fixed interest rate exposure was set to allow for flexibility in applying a proportion of the investment portfolio to finance new capital expenditure. It also reflected a position where the majority of borrowing was at fixed rates to provide budget certainty.

| Upper limit for fixed rate exposure | 2016/17 Indicator £m | 2016/17 Actual £m |
|--|-------------------------------------|----------------------------------|
| Upper Limit - Borrowing | 796.6 | 430.9 |
| % of fixed interest rate exposure | 100% | 100% |

Indicator 9: Variable interest rate exposure

This indicator places an upper limit on the total amount of net borrowing (borrowing less investment) which is at variable rates subject to interest rate movements. The intention is to keep the variable rate borrowing below 25% of the total gross borrowing (CFR).

The limit is expressed as the value of total borrowing less investments

| Upper limit for variable rate exposure | 2016/17 Indicator £m | 2016/17 Actual £m |
|---|-------------------------------------|----------------------------------|
| Upper Limit | 199.2 | - |
| % of variable interest rate exposure | 25% | 25% |

The indicator for actual outturn is zero due to the current borrowing strategy of borrowing only at a fixed interest rate in the current economic climate of volatile interest rates and also provides budget certainty for the Council.

Indicator 10: Maturity structure of borrowing

The prudential limits have been set with regard to the maturity structure of the Council's borrowing, and reflects the beneficial long term rates that are available to the Council.

| Period | Upper Limit Indicator | Actual Borrowing | Actual Borrowing £m |
|---------------------------------|----------------------------------|-----------------------------|------------------------------------|
| Under 12 months* | 40% | 4.8% | 18.8 |
| 1 – 2 years | 40% | 2.2% | 8.9 |
| 2 – 5 years | 80% | 6.3% | 25.0 |
| 5 – 10 years | 80% | 4.1% | 16.1 |
| Over 10 years | 100% | 82.6% | 326.4 |
| Total 'Market' Borrowing | | | 395.3 |

* The borrowing for under 12 months includes £17.5m of Lenders Option Borrowers Option (LOBO) loans. Although the loans are due to mature in 30-40 years' time, they are classified as loans repayable within the financial year due to LOBO's having a call-in date every 6 months.

Although this table is not a Prudential Indicator it gives a breakdown of the types of borrowing held by the Council and the average interest rates for each:

| Borrowing | 31 March 2016 | | 31 March 2017 | |
|------------------------------------|----------------------|--------------------------------------|----------------------|--------------------------------------|
| | Amount £m | Average Interest Rate | Amount £m | Average Interest Rate |
| Long Term: | | | | |
| Public Works Loan Board | 282.4 | 3.90% | 329.5 | 3.68% |
| Market Loans | 17.5 | 4.53% | 17.5 | 4.53% |
| Short Term: | | | | |
| Local Authorities | 59.5 | 1.44% | 44.5 | 1.63% |
| Other Borrowing: | | | | |
| Local Enterprise Partnership | 3.8 | 0.00% | 3.8 | 0.00% |
| Total 'Market' Borrowing | 363.2 | | 395.3 | |
| Public Finance Initiative & Leases | 38.9 | | 35.6 | |
| Total Borrowing | 402.1 | | 430.9 | |

Indicator 11: Total Investments for periods longer than 364 days

Authorities are able to invest for longer than 364 days; this can be advantageous if higher rates are available. However it would be unwise to lend a disproportionate amount of cash for too long a period particularly as the Council must maintain sufficient working capital for its operational needs.

| Interest Rate Exposure (Upper Limits) | 2016/17 Indicator £m | 2016/17 Actual £m |
|--|-------------------------------------|----------------------------------|
| Principal sums invested >364 days | 10.0 | - |

This indicator reflects the Council's current lending policy of keeping investments short term for liquidity purposes. Also the Council has run down its cash balances over the last three financial years as an alternative to new borrowing and does not have the available cash balances to invest for long periods.

The indicator was set at £6m to allow for the accounting treatment of the Local Authority Mortgage Scheme (LAMS). At present the Council has £2m deposited in the LAMS scheme with Lloyds TSB and this is treated as capital expenditure, as a loan to a third party, (see section 3.5 of the TMS). There is currently no plan to extend this initiative. The Council's external auditors highlighted in a previous Statement of Accounts report that there was some debate about the accounting treatment for LAMS. Whilst the Council is confident of its accounting treatment as a capital loan, if the accounting treatment changed for this deposit for to be classed as an investment then this indicator would cover this investment.

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Appendix 3 – Performance Monitoring

1. Treasury Management Update – March 2017

1.1. Economic Update

The following paragraphs are based on information from the Council's Treasury Advisors (Capita Asset Services)

The two major landmark events that had a significant influence on financial markets in the 2016-17 financial year were the UK EU referendum on 23 June and the election of President Trump in the USA on 9 November. The first event had an immediate impact in terms of market expectations of when the first increase in Bank Rate would happen, pushing it back from quarter 3 2018 to quarter 4 2019. At its 4 August meeting, the Monetary Policy Committee (MPC) cut Bank Rate from 0.5% to 0.25% and the Bank of England's Inflation Report produced forecasts warning of a major shock to economic activity in the UK, which would cause economic growth to fall almost to zero in the second half of 2016. The MPC also warned that it would be considering cutting Bank Rate again towards the end of 2016 in order to support growth. In addition, it restarted quantitative easing with purchases of £60bn of gilts and £10bn of corporate bonds, and also introduced the Term Funding Scheme whereby potentially £100bn of cheap financing was made available to banks.

In the second half of 2016, the UK economy confounded the Bank's pessimistic forecasts of August. After a disappointing quarter 1 of only +0.2% GDP growth, the three subsequent quarters of 2016 came in at +0.6%, +0.5% and +0.7% to produce an annual growth for 2016 overall, compared to 2015, of no less than 1.8%, which was very nearly the fastest rate of growth of any of the G7 countries. Needless to say, this meant that the MPC did not cut Bank Rate again after August but, since then, inflation has risen rapidly due to the effects of the sharp devaluation of sterling after the referendum. By the end of March 2017, sterling was 17% down against the dollar but had not fallen as far against the euro. In February 2017, the latest CPI inflation figure had risen to 2.3%, above the MPC's inflation target of 2%. However, the MPC's view was that it would look through near term supply side driven inflation, (i.e. not raise Bank Rate), caused by sterling's devaluation, despite forecasting that inflation would reach nearly 3% during 2017 and 2018. This outlook, however, is dependent on domestically generated inflation, (i.e. wage inflation), continuing to remain subdued despite the fact that unemployment is at historically very low levels and is on a downward trend. Market expectations for the first increase in Bank Rate moved forward to quarter 3 2018 by the end of March 2017 in response to increasing concerns around inflation.

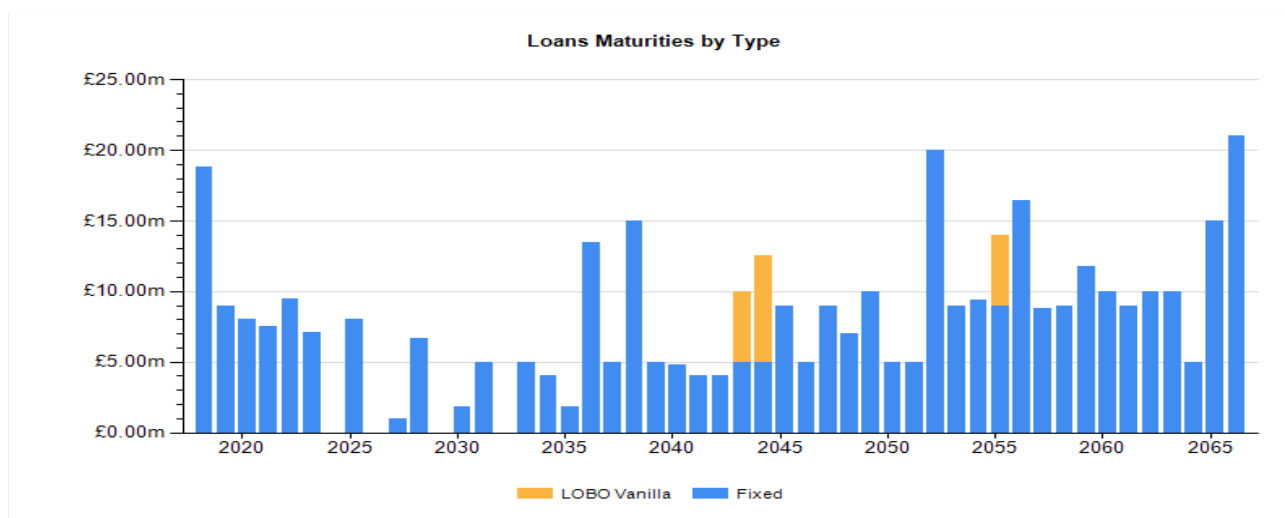
The result of the referendum, and the consequent devaluation of sterling, boosted the shares of many FTSE 100 companies which had major earnings which were not denominated in sterling. The overall trend since then has been steeply upwards and received further momentum after Donald Trump was elected President as he had promised a major fiscal stimulus to boost the US economy and growth rate.

2. Borrowing

- 2.1. It is a statutory duty for the Council to determine and keep under review the "Affordable Borrowing Limits". The Council's approved Prudential Indicators (affordability limits) are outlined in the approved Treasury Management Strategy.
- 2.2. The Council's borrowing as at 31 March 2017 was £430.9m. The actual total external debt is measured against the Council's Authorised Limit for borrowing of £835.2m, which must not be

exceeded and the Operational Boundary (maximum working capital borrowing indicator) of £729.5m. The table in Appendix B, Indicator 10 shows a breakdown of the borrowing.

2.3. The following chart shows the maturity profile of the Council's debt as at 31 March 2017:



* 2016/17 includes £17.5m of market loans which are repayable in the long term but are classed as current year loans due to a callable option in the loan agreement.

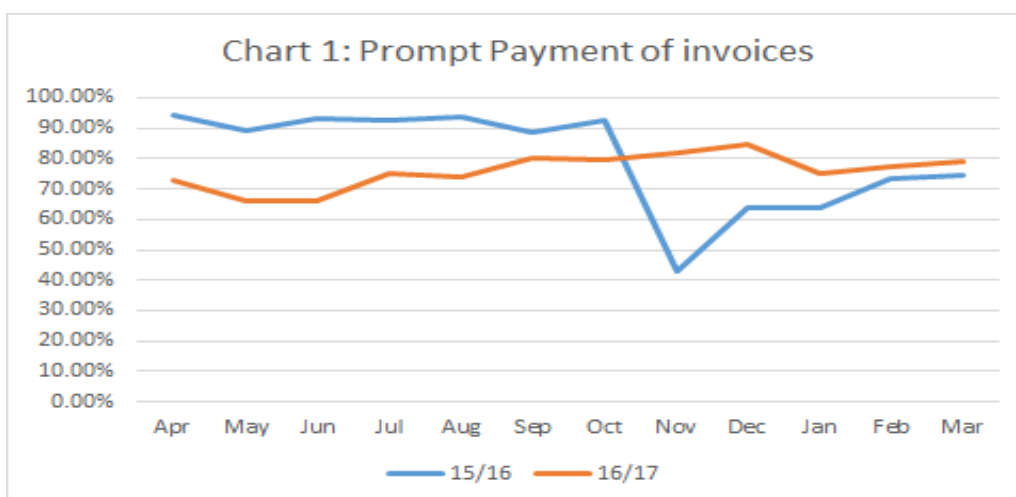
3. Investments

3.1. The Council aims to achieve the optimum return (yield) on investments commensurate with the proper levels of security and liquidity. In the current economic climate it is considered appropriate to keep investments short term, and only invest with Barclays (the Council's banking provider), Bank of Scotland, the Debt Management Office and Local Authorities.

4. Prompt Payment of Invoices (Invoices paid within 30 Days)

4.1. The cumulative position on prompt payment of invoices as at 31 March 2017 (the first full year of using Agresso (the Council's new finance system)) was 75.73%, which is below the previous year's performance of 83.54%. Performance against the prompt payment of invoices indicator was adversely affected by the implementation of Agresso and the subsequent bedding down of the change across Serco and the Council. Business processes are being continually reviewed and challenged to reflect the new set-up. They are also being aligned to the rollout of the new eProcurement system (SourceDogg). This will support improved performance in 2017/18. Last year's performance is shown alongside the equivalent figures for 2015/16 in Chart 1.

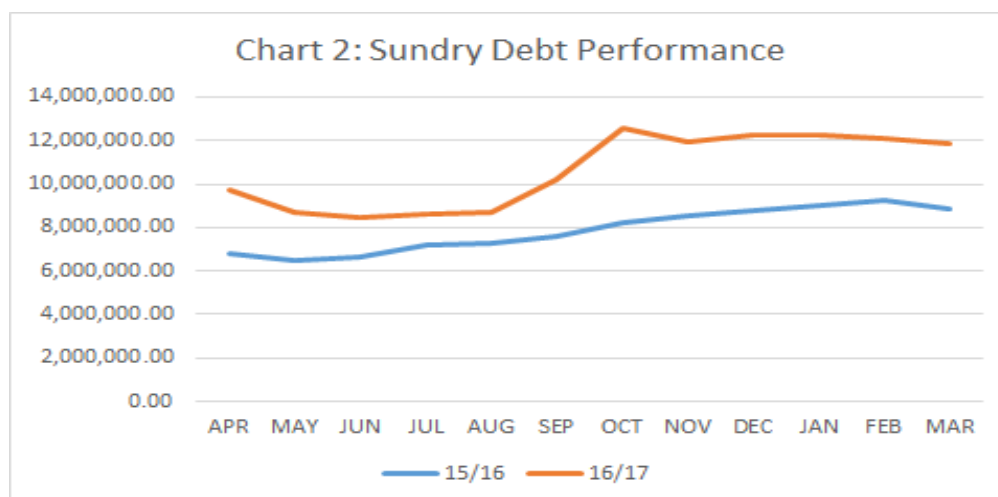
4.2. Regulation 113(7) of the Public Contracts Regulations 2015 introduced a requirement that from March 2016, all in-scope organisations must publish, on an annual basis and covering the previous 12 months, the amount of interest paid to suppliers (and due to them) as a result of late payment. For Peterborough City Council, 65,101 invoices were paid in 2016/17 of which 49,300 were paid within 30 days.



5. Sundry Debt Performance

5.1. The total outstanding Sundry Debt in excess of 6 months old (as at 31 March 2017) was £11.8m and is set out in Chart 2 (alongside comparative figures for 2015/16). The top 20 debts owed to the Council total £5.1m of which £1.8m is less than a month old. A review of the end-to-end Sundry Debt recovery process has been undertaken and a proposal around this is being formalised. This will include quicker intervention and more robust recovery action (i.e. legal action and use of enforcement agents (bailiffs)), as well as clearer escalation processes, more engagement with the PCC directorates and more timely write-offs.

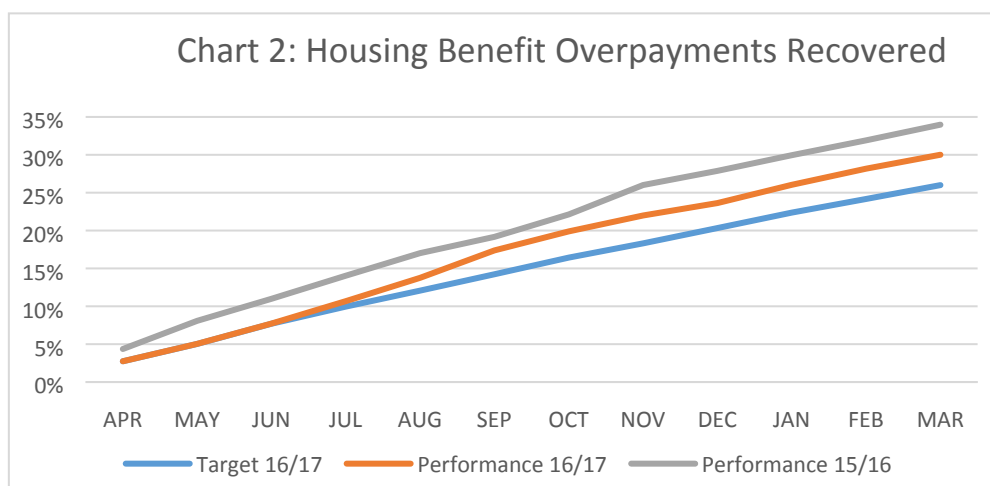
5.2. During 16-17 a total of £56.6m was raised, whilst a total of £52.2m was collected (across all years of debt). In addition an aged debt project was started by Serco in Dec 2016, looking at very historic debt which had 100% write-off provision against it. At the end of March 2017, a total of £44K had been collected with a further £68K on arrangement.



6. Housing Benefit Overpayments

6.1. Chart 3 shows the total amount of housing benefit overpayments recovered against the cumulative target rate set for 2016/17 and the 2015/16 figures.

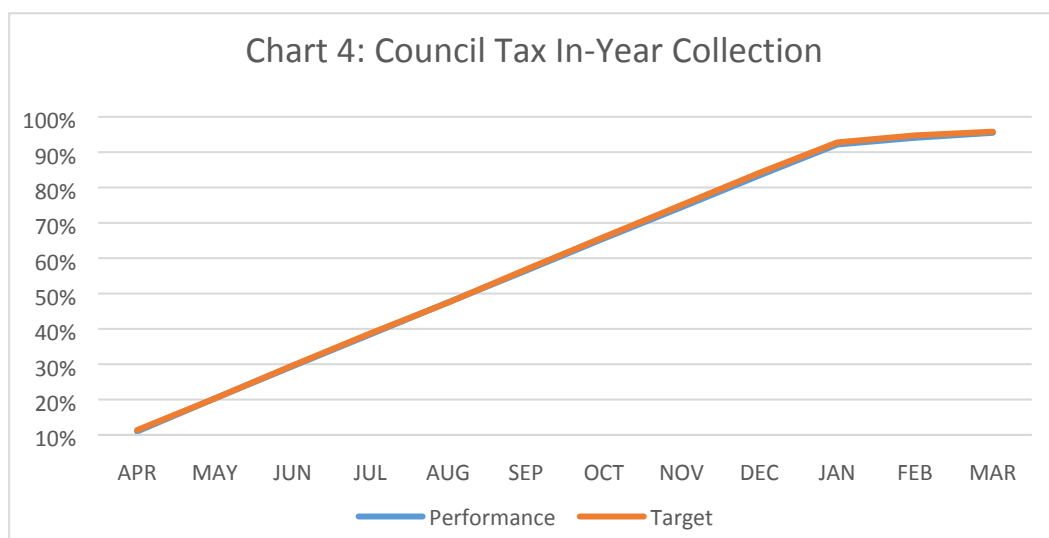
6.2. Housing benefit overpayment collection as at the 31 March 2017 was 30.01% which is above the target of 26.0% but 3.97% lower than the figure for March 2016 (33.98%). The level of new debt identified in year remained at the same levels as 2016/17 due to continued good performance within the benefits processing team, when compared to previous years. The value of the debt recovered has slightly decreased due to the overall age of the debt increasing over time, making it harder to recover. This slight decrease in collection combined with the increasing levels of debt carried forward means the percentage of debt collected does show a reduction, although this remains above target and expectations. Improvements have been made to the processes of the recovery of debt from DWP benefits, as well as increases in the number of attachments to earnings being applied. A fresh review of older debt is planned in 2017 with the aim of maximising the impact of these improvements.



7. Council Tax and Business Rates Collection

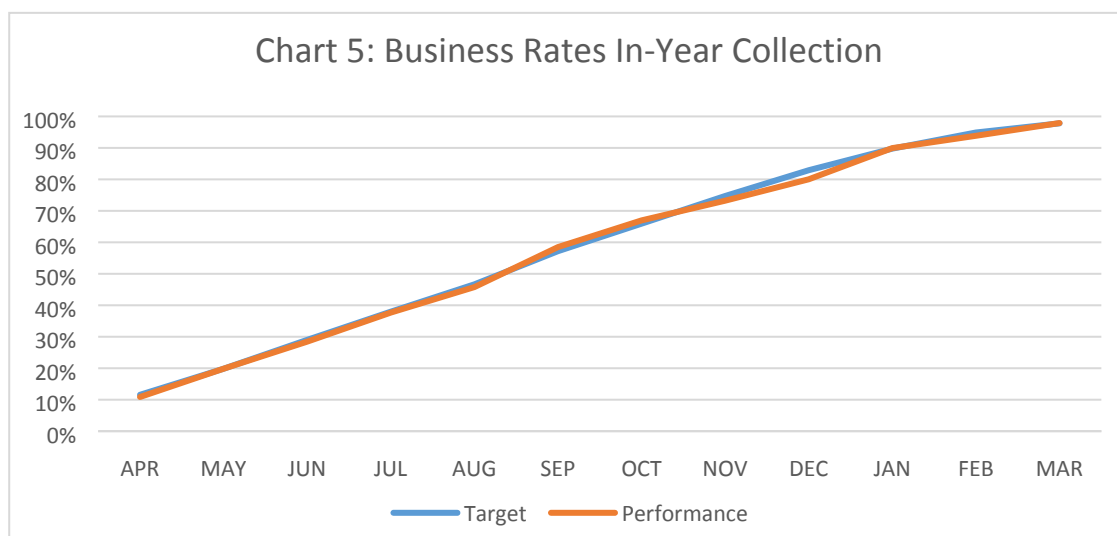
7.1. Charts 4 and 5 show the performance for the collection of Council Tax and Business Rates for the period to date. In year council tax collection at 31 March 2017 is 95.48%, which is 0.54% more than the amount collected by this stage in 2015/16.

7.2. The administration of the council's local council tax support scheme remains challenging and continues to impact overall council tax collected in the year. Additional resources were recruited into the team during 2016 contributing to the increased performance in this area. Improvements were also seen in the amount of Council Tax arrears collected. A tighter recovery cycle has been implemented during 2017 alongside a trial of a fourth enforcement agent.



7.3. The in-year collection of business rates as at 31 March 2017 was 97.90%, which is 0.1% above the target set and an increase of 1.39% compared with 2015/16.

7.4. Temporary additional resources were brought into the business rates team during 2016 and this, in addition to targeted work on the debt lists and the trial of a new Enforcement Agent, supported achievement of the collection target. Business rates collection remains challenging due to increasing use of avoidance tactics.



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| | |
|---------------------|---------------------------|
| CABINET | AGENDA ITEM No. 11 |
| 10 JULY 2017 | PUBLIC REPORT |

| | | |
|--------------------------------|---|-----------------------------|
| Report of: | Adrian Chapman, Service Director for Adults and Communities | |
| Cabinet Member(s) responsible: | Cllr Irene Walsh, Cabinet Member for Communities | |
| Contact Officer(s): | Ch Insp Rob Hill, Prevention and Enforcement Service Manager Hayley Thornhill, Senior Policy Manager | Tel. 07801 741796 864112 |

SAFER PETERBOROUGH PARTNERSHIP PLAN 2017 - 2020

| RECOMMENDATIONS | |
|--|----------------------------|
| FROM: Safer Peterborough Partnership | Deadline date: None |
| It is recommended that Cabinet recommend the Safer Peterborough Plan 2017 - 2020 to Full Council for approval. | |

1. ORIGIN OF REPORT

- 1.1 The production of a Community Safety Plan is a statutory requirement for upper tier councils, and as such Peterborough City Council is required to produce a plan for approval by Full Council.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to obtain the Cabinets views on a the proposed Safer Peterborough Plan 2017 - 2020 and to seek approval for this Plan.
- 2.2 This report is for Cabinet to consider under its Terms of Reference No. 3.2.1, '*To take collective responsibility for the delivery of all strategic Executive functions within the Council's Major Policy and Budget Framework and lead the Council's overall improvement programmes to deliver excellent services.*'
- 2.4 This report links into the following corporate priorities:
- Keeping our communities safe, cohesive and healthy; and
 - Safeguarding children and vulnerable adults.

3. TIMESCALES

| | | | |
|---|---------------------|---|---------------------|
| Is this a Major Policy Item/Statutory Plan? | YES | If yes, date for Cabinet meeting | 10 JULY 2017 |
| Date for relevant Council meeting | 19 JULY 2017 | Date for submission to Government Dept. | N/A |

4. BACKGROUND AND KEY ISSUES

- 4.1 Peterborough's statutory community safety partnership, the Safer Peterborough Partnership, brings together the responsible authorities as set down in the Crime and Disorder Act 1998, as amended by the Police and Justice Act 2006 for the purposes of tackling local community safety priorities.
- 4.2 There is a statutory duty to develop and implement a community safety plan which describes how responsible authorities and other partners will work together to tackle crime, disorder, substance misuse and re-offending in the city.
- 4.3 Peterborough's draft plan defines the priorities for the Safer Peterborough Partnership over the next three years. The plan also identifies how the Partnership will respond to the impact of national policy changes and new and emerging risks.
- 4.4 The Safer Peterborough Partnership Plan 2017 - 2020 will be implemented once approved by Full Council and will be active for three years. The Plan and its priorities are reviewed annually to take account of changes in crime and disorder, the changing nature of local priorities, available resources and changes within communities.
- 4.5 The Plan will be developed in conjunction with a cross-party task and finish group looking at how communities can be supported to take ownership of low level crime, disorder and quality of life issues.

5. CONSULTATION

- 5.1 Consultation with the public on the priorities in the plan is a statutory requirement. The Safer Peterborough Partnership Public Consultation Survey has been developed to ask people who live, work or have some other connection with the city to tell us what they think the priorities for Safer Peterborough should be and their perceptions of crime and disorder more generally. This consultation closed on the 31st January 2017 and the findings of the survey have been analysed, the findings of which are set out in the plan.

6. ANTICIPATED OUTCOMES OR IMPACT

- 6.1 Following consideration of the Community Safety Plan by Cabinet, the Plan will need to be approved by Full Council before it is implemented by the Safer Peterborough Partnership.

7. REASON FOR THE RECOMMENDATION

- 7.1 The Community Safety Plan ensures that the Partnership continues to meet its statutory obligations under the Crime and Disorder Act 1998.

8. ALTERNATIVE OPTIONS CONSIDERED

- 8.1 No alternative options were considered as the completion of a community safety plan is required by every Community Safety Partnership by statute.

9. IMPLICATIONS

Financial Implications

- 9.1 None.

Legal Implications

- 9.2 The Safer Peterborough Partnership has a statutory duty to develop and implement a Partnership Plan, which describes how responsible authorities and other partners will work together to tackle crime, disorder, substance misuse and re-offending in the City. The Community Safety Plan ensures that the Partnership continues to meet its statutory obligations under the Crime and Disorder Act 1998, as amended by the Police and Justice Act 2006

Equalities Implications

- 9.3 None.

10. BACKGROUND DOCUMENTS

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

- 10.1 None.

11. APPENDICES

- 11.1 Appendix 1 - Draft Safer Peterborough Partnership Plan 2017 – 2020

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Safer Peterborough Partnership Plan 2017 - 2020

Introduction

Chair of the Safer Peterborough Partnership, Claire Higgins

I am delighted to introduce the Safer Peterborough Partnership Community Safety Plan 2017 - 2020. Our plan sets out how the Safer Peterborough Partnership will tackle crime and disorder over the course of the next three years.

Peterborough published its first Crime and Disorder Reduction Strategy over 15 years ago. During that time we have achieved significant reductions in crime, anti-social behaviour and improvements in those problems that negatively impact on the quality of life of people living and working in the city.

Over the last three years, we have focussed on reducing the numbers of people who become victims of crime, safeguarding those who do become victims and bringing more offenders to justice. We are incredibly proud of what we have achieved as a partnership, however we know that there is more to do. For example, we know that, in some areas of the city, there is a negative perception of how crime and disorder is dealt with. We also know that some people are worried about visiting some areas of the city both in the daytime and late at night.

The foundations on which this plan are built are to ensure that Peterborough's communities and neighbourhoods are safe places to live, visit and work. The challenge facing the city is how to deliver this ambitious vision during a period of ever reducing public sector resources, against a backdrop of a growing and increasingly complex population.

Our plan outlines how we will work together to continue to reduce crime, tackle quality of life issues and address issues which have the most significant risk of harm to the city. We will work together, using real life examples and realistic interventions, to build on the successes of previous years. We will continue to forge constructive partnerships; no one agency can influence change alone and, as a partnership, we will support and challenge what each other does to ensure we protect the vulnerable and our wider communities, to make Peterborough a safer place for everyone.

I hope you enjoy reading it.

About this Plan

The Safer Peterborough Partnership has a statutory duty to develop and implement a Partnership Plan, which describes how responsible authorities and other partners will work together to tackle crime, disorder, substance misuse and re-offending in the city.

This Plan defines the priorities for the Safer Peterborough Partnership over the next three years. The Plan also identifies how the Partnership will respond to the impact of national policy changes and new and emerging risks.

The Safer Peterborough Partnership Plan 2017 - 2020 will be implemented on <date> and will be active for three years. The Plan and its priorities are reviewed annually to take account of changes in crime and disorder, the changing nature of local priorities, available resources and changes within communities.

Our Partnership

The Safer Peterborough Partnership is a multi-agency strategic group set up following the Crime and Disorder Act 1998. The partnership approach is built on the premise that no single agency can deal with, or be responsible for dealing with, complex community safety issues and that these issues can be addressed more effectively and efficiently through working in partnership.

The Safer Peterborough Partnership is made up of a number of responsible authorities who work together to deliver the partnership priorities. These organisations include:

- Peterborough City Council
- Cambridgeshire Constabulary
- Cambridgeshire Fire and Rescue Service
- Cambridgeshire and Peterborough Clinical Commissioning Group
- National Probation Service
- Bedfordshire, Northamptonshire, Cambridgeshire and Hertfordshire Community Rehabilitation Company

The Partnership is also supported by key local agencies from both the public and voluntary sectors. Registered Social Landlords have a key role to play in addressing crime and disorder and they are represented by Cross Keys Homes.

The Safer Peterborough Partnership co-ordinates the work of all the partners across the city by:

- Undertaking an annual strategic assessment to identify community safety priorities across Peterborough and set priorities;
- Developing a three year Partnership Plan, refreshed annually, to co-ordinate activity to address community safety priorities across Peterborough;
- Monitoring delivery against our objectives and performance through targeting resources to deliver efficient and effective outcomes for everyone who lives, visits and works in the city

One key area of focus for the Partnership over the coming 12 months, will be to improve integrated working across partnerships by continuing to strengthen our relationships with other local partnerships, such as the Health and Wellbeing Board, the Safeguarding Boards and the new county partnership board focussing on domestic abuse, sexual health and substance misuse. We will engage with these partnerships to explore options for co-delivery of key areas of work which impact on community safety.

We will also seek to improve working across geographical boundaries by forging relationships with community safety partnerships and other organisations working in Cambridgeshire and beyond.

Our Approach

The Safer Peterborough Partnership Strategic Assessment

Every year, Safer Peterborough completes an assessment of community safety in Peterborough, called the Strategic Assessment. The strategic assessment is designed to enable the Partnership to be more responsive to communities by developing a better understanding of local crime and disorder issues. The findings from this assessment, together with findings from the public consultation, are used to identify Peterborough's community safety priorities.

The Strategic Assessment has been developed using data, analysis and professional expertise across a broad range of community safety themes. The Cambridgeshire Constabulary Strategic Assessment, which uses a risk based approach to identify priorities, was also used to inform this document.

Each theme was researched and analysed using data taken from police and partner systems, online resources such as the Census and information from theme leads and practitioners from across the partnership. This has allowed for an assessment of all issues and puts more emphasis on the risk of harm, rather than volume of incidence, in understanding the level of threat and risk of particular issues.

This Strategic Assessment includes an analysis of the partnership's current priorities, together with analysis on new and emerging trends which the partnership may wish to consider prioritising.

The Prioritisation Process

In times of reducing resources and increasing challenges, we are making a commitment to prioritise a small number of strategic themes which our assessment process has identified as having the highest risk of harm to communities in Peterborough. This plan therefore does not seek to address every community safety issue that can occur in the city.

There are a number of other crime and disorder types which we assess as having a lower level of risk which do not generally require a focused partnership approach to address. We will continue to work proactively in these areas to ensure that we meet our statutory responsibilities, monitor performance and where required provide a partnership response to tackle entrenched or escalating issues.

The Prevention and Enforcement Service will take a lead on these lower level crime and disorder issues which includes, but is not limited to, anti-social behaviour, enviro-crime, arson, rogue landlords and unauthorised traveller encampments. The Prevention and Enforcement Service's operational plan outlines how these issues will be tackled and prioritised over the coming 12 months.

We will use our existing robust performance management framework to monitor crime and disorder trends, ensuring that we are able to respond to areas of emerging risk where appropriate.

Other priority areas that influence the Plan, but are not led by the Safer Peterborough Partnership, include the Cambridgeshire and Peterborough Road Safety Partnership Plan, Safeguarding Children and Adults Board and the Cambridgeshire Domestic Abuse, Substance Misuse and Sexual Violence Board. We will strengthen our relationships with these partnerships to improve integrated working.

This plan will outline:

- Our successes in reducing crime and anti-social behaviour over the past three years.
- Our priorities for the next three years – based on what you told us and our detailed assessment of crime and antisocial behaviour in Peterborough.
- Where we will focus our efforts as a partnership over the next three years.

Local delivery of our priorities is key to the success of this strategy. We know that the neighbourhoods making up the city face different challenges and have different strengths. That is why the community safety priorities will be integrated into existing local delivery plans. By doing this we will 'join up' our resources and efforts at a local level, ensuring that we are focused on the most important issues in that area.

Consultation and Engagement

Central to planning community safety activity in Peterborough is how we engage and listen to the concerns of our communities. The Safer Peterborough Partnership Public Consultation Survey has been developed to ask people who live, work or have some other connection with the City, to tell us what they think the priorities for Safer Peterborough should be and their perceptions of crime and disorder more generally.

This year 149 people responded to our survey which was open between 1st December 2016 and 31st January 2017. The demographic profile of the respondents was as follows:

- 55.7% were female, 41.6% male, and 2.7% did not say.
- 87.2% of respondents were British or English, and 8.1% did not disclose their nationality. 4.7% of respondents were non-British nationals.
- The most represented ethnicity was White (85.9%), followed by Black/African/Caribbean/Black British (3.4%), Mixed/multiple ethnic groups (3.4%), and Asian or Asian British (2%). 5.4% left this question blank.
- The survey was answered mostly by people from older age categories, with 71.1% of respondents over 45: 25.5% of respondents were aged 65 and over, 23.5% were 55-54 and 22.1% were 35-44. 2% were aged 18-24, 10.1% aged 25-34 and 14.8% aged 35-44.
- 10.1% of respondents stated they have a disability.

The key findings from this year's survey are:

- Respondents were able to pick from a list of 14 community safety concerns, the top issue that most respondents were concerned about in Peterborough is environmental crime (fly-tipping, fly-posting, graffiti). 78.5% of respondents stated they were either concerned or very concerned about this issue. Anti-social behaviour (75.2%), road safety issues (such as speeding, mini-motorbikes, drink driving – 71.8%) and alcohol and drug misuse (71.1%) also ranked highest among people's concerns.
- Arson ranked lowest in people concerns, with only 32.2% of respondents stating they were either concerned or very concerned about this issue. Cold calling (at the door and by phone – 51.7%), begging (57%) and violent crime (57.7%) also ranked lowest in people's concerns.
- 53.7% of respondents indicated that they are concerned or very concerned about being a victim of crime. 32.9% stated that they were not concerned or not very concerned.
- People are consistently more concerned about going out in the City Centre than their local area, both day and night.
- More than half of respondents indicated that they thought people from different backgrounds got on together in their neighbourhood.

The survey findings have been considered as part of the priority setting process for Safer Peterborough, issues identified by the survey such as alcohol and drug misuse, violent crime and becoming a victim of crime are key issues already identified by Safer Peterborough and are priorities within this Plan. Fortunately, the lives of most people living and working in Peterborough are not affected by the issues that present the greatest risk of serious harm, and the survey has mostly highlighted low level nuisance as top concerns. The majority of these low level issues fall within the remit of the Prevention and Enforcement Service and some of the other key partners

who form part of Safer Peterborough such as Registered Social Landlords, and are prioritised by these teams.

Working in Partnership

Since the first Safer Peterborough Partnership Plan in 2008, by working together, crime has reduced by 21% over an eight year period, with the total number of crimes falling from 22,021 in 2008 to 17,322 in 2016, which is in line with national trends.

Below are some examples of how we have worked in partnership to reduce offending and protect victims and communities from harm over the last 12 months.

- **Total crime continues to reduce** over the longer term, however whilst the Police are increasingly dealing with a lower volume of crime, it is often much more complex in nature and impacts on the most vulnerable in our communities, taking longer to resolve. Short term increases in both violent and sexual offences can be attributed to the renewed focus on the quality of crime recording by the police, rather than reflecting changing levels of criminal activity. This has led to improved compliance with the National Crime Recording Standard, leading to the recording of a greater proportion of crimes that come to the attention of the police.
- We have seen the **number of offenders diminish** significantly, particularly over the last three years, for both adult and young offenders. Linked to this, the number of first time entrants into the criminal justice system continues to decrease. However, re-offending is increasing and the percentage of offenders that re-offend in Peterborough is higher than the England and Wales average rates.
- Our Integrated Offender Management Scheme, which targets a cohort of offenders identified as being the most prolific and at high risk of re-offending, has seen **significant and sustained reductions in crime** for those offenders who form part of the scheme.
- The **Prevention and Enforcement Service** was established in 2016, the team is one of the first in the country to bring together Council, Police and Fire Service staff into one integrated, centrally managed team. The service undertakes a range of prevention and enforcement activities including civil enforcement of parking issues, enforcement against environmental crime, housing enforcement anti-social behaviour, fire safety and road safety. In addition to this, the service also includes police officers and PCSOs who work across the city.
- The numbers of people killed or seriously injured on our roads **continues to reduce year on year**, and at a higher rate than the national average.
- There has been a **continued reduction in anti-social behaviour** over the last year, with 353 fewer incidents recorded than the previous 12 months. We have been using the new anti-social behaviour powers that are available to us and this year and have issued a number of criminal behaviour orders to perpetrators of anti-social behaviour. This has

resulted in significant reductions in anti-social behaviour in a number of communities across the city where families were being targeted.

- We continue to ***respond quickly and effectively to unauthorised traveller encampments***. Between April and December 2016, the Partnership have dealt with 53 unauthorised encampments on local authority land. We have robustly enforced all available legislation to resolve these issues on 30 occasions. The Prevention and Enforcement Service have worked closely with businesses who have had unauthorised encampments on their land by providing support and guidance on evictions. We have also sought to install defence measures at various locations across the city, in an attempt to prevent further unauthorised encampments.
- We have undertaken ***widespread training on the Prevent programme*** which supports staff to identify individuals who may be at risk of radicalisation and gives information on where to report any concerns. There has been widespread training across the City Council and the Police and almost all educational establishments in the city have had some kind of Prevent training.
- ***Restorative justice is being used in Peterborough to help tackle conflict*** in the city and provides an opportunity for victims to have their say. For the victim, restorative justice can help to provide a sense of closure, enabling them to move on. For the offender, restorative justice provides an opportunity for them to face the consequences of their actions and recognise the impact it has had upon others. Emphasis has been placed on restorative justice being 'victim-led' and it being available to victims at every stage of their journey. From April to December 2016, there were over 1,800 restorative reparations in Peterborough, which include face to face conferences, community resolutions and letters of apology from the offender to the victim.
- The Partnership and licensed premises take part in the NightSafe Pubwatch scheme where information is freely shared in relation to problematic offenders who are known to cause trouble in the night time economy and exclusions are enforced. Currently 118 individuals are excluded from NightSafe registered premises in Peterborough. Exclusions are pro-actively enforced and have been highly effective in preventing and deterring alcohol related harm. Whether it's a formal warning letter or absolute exclusion, ***at least 98% of those excluded do not come to the Police's attention again***.
- An ***alcohol diversion scheme*** has been developed in conjunction with drug and alcohol treatment provider, Aspire. Following an alcohol related arrest, a conditional caution is put in place whereby the offender is offered one to one support, medical prescribing, and detoxification as well as structured group work, structured and peer led activities and counselling.

The Community Safety Landscape in Peterborough

Changing Population

The population of Peterborough is projected to increase by 9% over the next 10 years and the 65+ age group is projected to grow by 10.9% by 2021. Whilst England has experienced a 7% increase in 0-14 year age group, Peterborough has seen a 22% increase in this category. The 15-29 age group in the city has experienced a 6% increase with the city as a whole experiencing a much faster than average growth of the 45+ age groups.

As well as greater volume, the changing demographics will pose new challenges. Older people represent a significant proportion of vulnerable people in society and ageing population may lead to an increase in vulnerable adult related crime such as adult abuse, fraud, rogue trading and distraction burglary. Older people also commit crime – whilst still low overall, the percentage of older people committing crime has increased over recent years with the most common crime type violence against the person (domestic assaults).

The increased level of inward migration to Peterborough over the last 10 years, has resulted in a cultural change in the city. Outside the White British population, ‘Asian or Asian British’ and ‘White Other’ populations form the largest communities (12% and 11% respectively). Peterborough has the second highest proportion of the population who cannot speak English or cannot speak English well of local authorities in the East of England (4.86% of the population).

Selective Licensing

The Housing Act 2004 has given local authorities the power to introduce selective licensing of privately rented properties to improve conditions for tenants and the local community, if there is a high level of privately rented housing stock in the area and one or more criteria are met.

In 2016, a selective licensing scheme began in Peterborough within 22 Lower Super Output Areas (geographical areas with an average of 1,500 residents) in the Central, North, East, Park, Fletton, Bretton North, Stanground Central, Walton and Orton Longueville areas. The scheme is proposed to cover the potential 22,000 properties in the areas, representing 4.8% of the city’s geographic area and will initially last for five years. Through Selective Licensing, the quality, management and safety of all private rented properties in the designated areas of the city will improve.

Police and Crime Commissioner

In 2016 a new Police and Crime Commissioner was elected for Cambridgeshire and Peterborough. A new Police and Crime Plan has been published in draft for the period 2017-20, setting out the Commissioner’s vision for policing and community safety across Cambridgeshire. The Commissioner’s priorities are:

- Victims and witnesses are placed at the heart of the criminal justice system and have access to clear pathways of support
- Offenders are brought to justice and are less likely to reoffend
- Communities have confidence in how we respond to their needs
- We deliver improved outcomes and savings through innovation and collaboration.

These priorities have been reflected in this plan, the links between the two plans are outlined in Appendix 2.

Prevention and Enforcement Service

The Prevention and Enforcement Service (PES) came into effect on the 1 April 2016 and builds upon the work of the Safer Peterborough Partnership (SPP) in tackling crime, community safety and quality of life issues. The PES brings together officers from a range of public sector organisations into a single service led by a joint management structure.

The PES is hosted by Peterborough City Council and is made up of staff and resources from the Council, Police, Fire and Rescue Service and Prison.

The PES is a Community Safety Accredited Scheme which will allow all front officers to access to a range of powers to tackle anti-social behaviour and quality of life issues such as:

- Issuing fixed penalty notices for fly-posting, graffiti, dog fouling, littering, etc;
- Powers to deal with begging;
- Powers to stop cycles; and
- Powers to remove abandoned vehicles.

This builds on the powers the council and the police already have in tackling quality of life issues across the city but provides a single joined up service that can jointly address routine and priority issues affecting Peterborough.

Devolution

Council and Local Enterprise Partnership leaders across Cambridgeshire and Peterborough have approved a devolution to deal that will deliver £770 million of new funding for local infrastructure projects and to build housing.

The devolution deal includes significant benefits for the communities of Cambridgeshire and Peterborough including:

- Investment in a Peterborough University with degree-awarding powers.
- Devolved skills and apprenticeship budget – to give more opportunities to young people.
- Working with Government to secure a Peterborough Enterprise Zone – attracting investment from business leading to more and better quality jobs for residents.
- Working with Government on the continued regeneration of Peterborough City Centre.

Changes to Policing

The Crime and Policing Bill, which is likely to receive Royal Assent in 2017, aims to build on the police reform carried out through the introduction of Police and Crime Commissioners, the strengthening of the Independent Police Complaints Commission and establishment of the College of Policing.

The Bill comprises nine parts, one of the key areas for consideration is the Emergency Services Collaboration which introduces a new duty on the police, fire and rescue and ambulance emergency services to collaborate, where doing so would improve efficiency or effectiveness. It also enables Police and Crime Commissioners to take on the functions and duties of Fire and Rescue Authorities and to delegate police and fire to a single Chief Officer for police and fire.

PRIORITIES FOR 2017 - 2020

The approach agreed by the Safer Peterborough Partnership for this plan is to adopt a small number of priorities which our assessment process has identified as having a high risk of harm to communities in Peterborough. This section covers in more detail how we will work together to tackle these issues, support victims and reduce offending.

The Safer Peterborough Partnership has established five priorities which have been identified as key delivery areas and which the Partnership places high importance on providing effective, innovative and improving services. The priorities are:

- Offender Management
- Domestic Abuse and Sexual Violence
- Building Resilient Communities

In addition, the Partnership has identified two further areas which are recognised as significant cross-cutting themes across the partnership landscape. These cross-cutting issues already feature in thematic plans and the Partnership recognise that a more collective approach will have a more significant impact and bring about lasting change. The cross cutting themes are:

- Substance Misuse
- Mental Health

The section below describes how the Safer Peterborough Partnership will tackle these priority areas over the coming three years, it also describes how each theme will be performance managed to ensure the Partnership can accurately measure progress.

PRIORITY 1: OFFENDER MANAGEMENT

Key Outcome

To reduce the number of offenders in Peterborough and the number of offences they commit, with a specific focus on those most prolific offenders and young offenders.

Why is it a priority?

Offenders are amongst the most socially excluded in society and often have complex and deep-rooted health and social problems, such as substance misuse, mental health, homelessness and financial problems. Understanding and addressing these underlying issues in a co-ordinated way plays a key role in reducing crime and breaking the cycle of offending behaviour from one generation to the next.

Offender management has undergone a significant transition under the Government's Transforming Rehabilitation programme, with delivery of Probation services now split between the public and private sector. The public sector National Probation Service is tasked with protecting the public from high risk offenders and manages the majority of sexual offenders and those sentenced to twelve months or more in custody for the most serious violent offences. BeNCH Community Rehabilitation Company (CRC) manages the majority of the community sentences and short sentence prisoners. Domestic violence perpetrators, women, young adults and prolific acquisitive crime features heavily in their caseload, meaning the CRC manages the cases with a great deal of dynamic risk. A more integrated working model with the new Community Rehabilitation Company and the National Probation Service is developing and this will be a key area of work for the partnership over the coming 12 months.

Information on re-offending in Peterborough shows that re-offending is increasing and the percentage of offenders that re-offend in Peterborough is higher than the England and Wales average rates. However, whilst re-offending rates are increasing, the actual number of re-offenders is reducing, indicating that this smaller group of offenders are more prolific.

For young people, identifying problems early is key as they are statistically more likely than adults to re-offend. There are also changes being proposed in the way that the youth justice system operates, the local impact of this is as yet unknown but the recent review by Government recommends that education is put at the heart of the youth justice system. Offenders would be supported in smaller, local secure schools where they can benefit from the skills needed to get on in life after release.

What we plan to do

The Partnership will formulate and implement a strategy to reduce re-offending by adult and young offenders. The strategy will ensure that re-offending is considered in all contexts and will be closely linked to our strategies on substance misuse, homelessness, mental health and domestic abuse.

The Youth Offending Service will work with partners to identify those young people who are committing the most offences, and engage them in effective activity and rehabilitation to reduce their re-offending. There are a number of areas for development over the coming 12 months, including:

- Developing and extending early help services - the service continues to make an offer to

young people either to prevent them becoming involved in offending or to keep them out of the criminal justice system if they have committed a low level offence for the first time. Over the next 12 months we will be developing a more integrated approach to working with adolescents and a targeted youth support service is now being developed in the city.

- Working with victims and Restorative Justice - there has been some very positive work undertaken in developing both service links to and support for victims of crime and Restorative Justice. We will continue to develop more restorative approaches over the next 12 months.
- Developing a systemic approach to working with families - the Youth Offending Service have always maintained a good level of engagement with young people and their families, however we want to expand the degree of parental involvement in both planning and delivery.
- Improving the service response to recidivism, particularly higher risk young people - we will put in place extra additional training and support to improve rates of recidivism.
- Tackling resettlement issues, particularly those linked to education, training or employment - a system of early planning in cases where custody has been given to ensure more effective resettlement outcomes is now fully in place.
- The Integrated Offender Management programme continues to support some of the most problematic offenders in Peterborough. The scheme allows local and partner agencies to come together to ensure that the offenders, whose crimes cause most damage and harm locally, are managed in a co-ordinated way. Over the next 12 months, we will consider expanding the remit of the scheme beyond serious acquisitive crime offenders. Proposals being considered by the group include adopting offenders on a risk based approach, which means more offenders will benefit from the success of the management of the scheme, leading to reductions in offending.

In addition to our established multi-agency work with partners in areas such as IOM and safeguarding, and support for initiatives such as Conditional Cautions, BeNCH CRC has commissioned the services of specialist agencies including Ormiston Families, St Giles Trust and the Dawn Project to support resettlement and rehabilitation of service users in custodial and community settings.

Priorities for the year ahead include:

- Supporting a more joined-up approach to improving resettlement opportunities for short sentence prisoners, with particular focus on the issues of homelessness and unemployment. We will continue to develop our Through the Gate services to ensure those leaving custody have the right level of support and reoffending is minimised.
- Development of a strategy for better understanding and addressing the distinct needs of our young adult service users.
- Continuing to expand our Rehabilitation Activity Requirement (RAR) provision in conjunction with our operational delivery partners; whose offer includes a suite of programmes and structured support and community integration that can be used to deliver a holistic approach to rehabilitation, tailored to the needs of individual service users. Our focus for the coming year is to work with partners to promote the use of Restorative Justice as a key element of our RAR delivery model.

How we will measure success

Reducing the number of people who become victims of crime

| |
|---|
| Reduce the number of first time entrants into the criminal justice system |
| Increase the number of offenders participating in restorative interventions |
| Reduction in the number of proven offences for offenders managed through the Integrated Offender Management programme |

PRIORITY 2: DOMESTIC ABUSE AND SEXUAL VIOLENCE

Key Outcome

To prevent domestic abuse and sexual violence and reduce the associated harm, ensuring all victims of domestic abuse and sexual violence have access to the right help and support and that services are available to address their needs.

Why is it a priority?

Demand on domestic abuse and sexual violence services continues to rise, particularly as vulnerable families struggle to cope with the financial and emotional pressures of unemployment, reduced household income and increased financial hardship.

There is still an unknown volume of hidden, unreported domestic abuse. Nationally it is estimated that only 16% of domestic abuse is reported to the Police, we know that awareness of domestic abuse reporting for the public needs to be improved, particularly amongst minority ethnic groups and male victims.

Although there are positive developments at a national and local level with regards to the successful prosecution of more domestic abuse and sexual violence offenders, the rate of attrition between the volume of incidents reported to the police and the volume of cases being brought before the courts by the CPS is of concern.

The government's programme of welfare reform is having an impact on families' budgets and this could be inadvertently causing financial abuse. Universal Credit, when fully introduced to include families in November 2017, is currently planned to be paid monthly and as a single payment to the 'head of the household'. This could lead to an increased need to bargain and negotiate within the household, decreasing one partner's financial autonomy and independence.

What we plan to do

Domestic abuse and sexual violence services in Peterborough are well established and are currently delivered by Specialist Abuse Services Peterborough, a service commissioned by Peterborough City Council. An action plan is monitored and delivered through the Domestic Abuse and Sexual Violence Strategic Board which reports to the Safer Peterborough Partnership.

There are a number of priorities which include:

- Intervening earlier to prevent domestic abuse and sexual violence from happening and challenging the attitudes and behaviours which foster it and intervene as early as possible to prevent it.

- Providing support to victims and their families where violence occurs.
- Taking action to reduce the risk to victims of these crimes and to ensure that perpetrators are brought to justice.

Over the next 12 months we will prioritise a number of areas of work in support of these priorities.

- We will ensure that domestic abuse and sexual violence services are able to respond to increasing demand for services.
- We will support in the development of a countywide partnership response to reduce the harm, risks and costs of domestic abuse, child abuse (including child sexual exploitation), serious sexual offences, trafficking and modern day slavery' which keeps victims safe from future victimisation.
- Enhance community engagement and awareness of domestic abuse and sexual violence support services to include the lesbian, gay, bi-sexual and transgender community with the aim of increasing the number of victims accessing support and reporting incidents to the Police.
- Develop a local offer to meet the needs of children and young people who are, or at risk of becoming, perpetrators and/or victims of domestic abuse and sexual violence, to improve specialist support services.
- There is a need to work towards increasing referrals from mental health care settings, ensuring all mental health professionals are providing their service users with the opportunity to access domestic abuse and sexual violence support services.
- Review and monitor the implementation of the recommendations from Domestic Homicide Reviews and hold partners to account for their actions.

How we will measure success

Performance indicators for this area of work will be developed in line with the countywide partnership focusing on domestic abuse and sexual violence, once this Board is established from April 2017. We will ensure we monitor performance data in line with the guidance from the National Institute of Clinical Excellence, taking into account the national focus on Violence Against Women and Girls.

PRIORITY 3: BUILDING COMMUNITY RESILIENCE

Key Outcome

To strengthen the resilience of our communities by ensuring that those who commit hate crime and other acts which break down the fabric of our communities, do not succeed.

Why is it a priority?

Communities cohesion builds strong and safe communities. In its simplest form, community cohesion is about people from different backgrounds getting on with each other, people contributing to how their community runs and people in the community having a sense of belonging.

Peterborough continues to benefit from its reputation as a tolerant and welcoming place, but tensions can develop in communities that undergo rapid demographic change and these must be effectively managed. The current economic and political climate has the potential to exacerbate community tensions, drive up hate crime and raise the level of fear in our communities. Nationally, support for extreme right wing views is becoming more visible and acceptable, particularly around emotive issues such as the EU refugee crisis, Brexit and fears about ISIS. Online and remote radicalisation makes those in more isolated communities vulnerable, with limited access to alternative narratives.

Issues such as hate crime and extremism can undermine a community's resilience, whilst both these issues have been assessed as a comparatively low risk and threat to our communities, since Brexit we know that the risk has increased. Hate crime and extremism are separate but linked issues in terms of identifying and responding effectively to vulnerability, discrimination and radicalisation in our communities. We recognise that crime motivated by hostility, or a particular prejudice towards an individual's personal characteristic or perceived characteristic, is particularly corrosive in relation to victims and communities. This type of act can leave people feeling vulnerable and can impact negatively on many aspects of their lives, including their self-confidence and health, as well as contributing to feelings of isolation.

The UK faces a severe and continuing threat from terrorism, however there is no intelligence to suggest an attack in Cambridgeshire is imminent and the risk of radicalisation is assessed as low within the city. The Safer Peterborough Partnership works with partners across Cambridgeshire to review the Counter Terrorism Local Plan and ensure that all identified risks are addressed.

What we plan to do

Tackling Extremism

Prevent is one of the four strands of CONTEST, the UK strategy for countering terrorism. It is aimed at working closely with individuals who are likely to adopt extremist views, and work in partnership with other agencies and our communities to identify individuals who may need our support.

The Safer Peterborough Partnership, along with other key partners, will develop an annual counter terrorism local plan to mitigate identified risks around terrorism and radicalisation. We are also able to provide intervention and support for those who are identified at risk of radicalisation and extremism.

A process called 'Channel' has been developed to support people at risk of being drawn towards terrorism and violent extremism. Peterborough City Council, Cambridgeshire Police and other partners, including Probation, health agencies, community organisations and individuals within local communities work together to support vulnerable individuals who are prone to radicalisation. A range of options are available including mentoring, welfare support and access to key services. The Partnership will continue to support this process ensuring that people who are risk of radicalisation are appropriately referred to Channel.

Hate Crime

We will work together to strengthen the resilience of our communities, we recognise that community cohesion is driven by people making an effort to support one another in their communities and neighbourhoods. Hate crime poses a direct threat to achieving this and we will continue to ensure that we make it clear to perpetrators that their behaviour is unacceptable and will not be tolerated. There are a number of key priorities in our hate crime strategy which we will focus on over the next 12 months, these include:

- Increasing the confidence of hate crime victims to report hate incidents to the police and third parties.
- Work with community and voluntary organisations to develop more effective approaches to understanding, preventing and tackling hate crimes and incidents in our communities.
- Taking effective action against perpetrators, challenging the attitudes of offenders in relation to hate crime and engaging more perpetrators in reparation type activities.

How we will measure success

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|---|
| Increasing the number of hate crimes and hate incidents reported |
| Increasing the proportion of Police detections for hate crime offences |
| Increase the number of hate incidents reported to third party reporting centres, including through the online portal, True Vision |

CROSS CUTTING THEME 1: SUBSTANCE ABUSE

Key Outcome

To reduce the number of people who experience crime and anti-social behaviour as a result of alcohol and drug abuse, whilst providing effective treatment and rehabilitation to those who have alcohol and drug problems.

Why is it a priority?

Some people experience multiple problems which have a cumulative impact on their ability to make positive life choices and avoid criminal, anti-social behaviour or other behaviour that has a negative impact on others. The themes of domestic abuse, mental health and drug and alcohol problems in particular are recurrent themes and we can establish that substance use is a common feature in criminality and family breakdown. This in turn can lead to inter-generational cycles of behaviours such as abuse, drug use and offending.

Substance abuse impacts across many areas of community safety and drug dependency remains a significant contributory factor to a number of crime and disorder types. Drug abuse and crimes such as burglary and robbery are closely linked and anti-social behaviour can also be related to alcohol and drug abuse. We know that violent crime such as assault and domestic violence and abuse often involve alcohol. A recent night time economy review has shown that between January to August 2016 at least 56% of city centre violent crime is attributable to alcohol.

What we plan to do

We will continue to provide services for people who want help to stop their abuse of alcohol and drugs, and to divert into treatment programmes those who commit crime to support their alcohol and drug abuse. We will take strong enforcement action against alcohol and drug-related crime, and work together to tackle the things that can cause alcohol and drug misuse.

The long term objectives of our substance abuse intervention system partnership are to:

- Increase the number of people free from drug and alcohol dependence (and substitute medication) and in sustained recovery.
- Improve the health and wellbeing of people with substance misuse issues.
- Reduce harm experienced by individuals, families and the community arising from problematic substance misuse.
- Reduce crime experienced by individuals, families and the community associated with problematic substance misuse.
- Prevent future demand on health, criminal justice and treatment services.

We have a detailed substance abuse action plan which reflects the three key themes underpinning our approach to tackling substance abuse, each section of the action plan contains detailed actions and dates for completion. There are a number of areas of focus over the coming 12 months which include:

- Develop public awareness campaigns to promote awareness of alcohol and drug related harm.
- Support the development of substance abuse education, awareness and access to help in schools.

- Develop targeted awareness raising with higher risk groups and communities.
- Develop awareness and skills regarding the use of new psychoactive substances.
- Develop work with individuals resistant to engagement in treatment services.
- Ensure effective and appropriate care for substance abusers who suffer with mental health problems.
- Ensure there are effective pathways in the criminal justice system for people abusing substances.
- Improve the use of information gathered for patients with assault related injuries in Peterborough City Hospital's Emergency Department, to improve the safety of licensed premises and to safeguard staff and customers.

How we will measure success

| |
|--|
| Increase the number of people successfully completing drug and alcohol treatment programmes, whilst reducing the proportion who re-present to services |
| Reduce the number of alcohol-related admissions to hospital |
| Reduce alcohol and drug related crime |

CROSS CUTTING THEME 2: MENTAL HEALTH

Key Outcome

To identify the challenges and the impact of mental health on the successful delivery of community safety.

Why is it a priority?

Mental health is a theme impacting all areas of delivery across the Safer Peterborough Partnership. The impact of mental health on community safety is recognised as important but has been difficult to impact upon, made more complex because data is not always routinely collected and accessible.

Mental ill health is the largest cause of disability in the UK, representing 23% of the burden of illness. At least one in four people will experience a mental health problem at some point in their life and one in six adults has a mental health problem at any one time.

The information drawn from a recent Joint Strategic Needs Assessment on Mental Health suggests that Peterborough faces potential challenges with promoting mental health and preventing mental illness. Many of the recognised risk factors for poor mental health are found at a higher rate in the Peterborough Unitary Authority area compared with England, East of England and Cambridgeshire. These risk factors include higher rates of socio-economic deprivation, children in care, violent crime, some types of drug misuse, homelessness, relationship breakdown, lone parent households and household overcrowding compared with East of England and most England averages.

High levels of crime, undermine mental wellbeing. Violent crime is linked to mental health problems including depression, anxiety and post-traumatic stress disorder, suicide, and misuse of drugs and alcohol. A strong negative relationship has been found between rates of violent crime in an area and the mental wellbeing of residents living there.

What we plan to do

The Peterborough Health and Wellbeing Board is responsible for promoting integrated working to support health and wellbeing in Peterborough, including mental health, and will take the lead in this area of work.

The focus of Safer Peterborough's work around mental health will be on identifying and understanding how mental health impacts on community safety. This will include mapping mental health provision and pathways in the context of community safety. Once this is understood, the Partnership will identify how they can work with the Peterborough Health and Wellbeing Board to reduce the impact of mental health on community safety, both in terms of offenders' mental health and understanding more about how we can ensure people with mental health problems are less likely to become victims of crime.

GETTING INVOLVED

The Safer Peterborough Partnership are committed to reducing crime and improving quality of life and every agency involved in the Partnership wants to make Peterborough a safer place. However, we cannot do this alone. We know that people working together in their communities are helping to prevent crime and many of the achievements set out in this strategy have happened because local people have been actively engaged in tackling crime and disorder.

There are lots of ways you can get involved to make Peterborough safer and below is some information about how you can get involved.

Neighbourhood Watch

Neighbourhood Watch is about local communities working together and with the police to help make their neighbourhood safer. Neighbourhood Watch schemes can help reduce crime in local areas, so they are a great way to help you protect yourself, your family and friends and home. Visit the website [Neighbourhood Watch](#).

Salvation Army's Good Neighbour Scheme

Today, older people live longer and are also encouraged to live independently in their own homes. The Salvation Army's Good Neighbour Scheme volunteers support the elderly to live life in all its fullness by promoting independent living, tackling isolation, promoting a healthier lifestyle, giving a voice in things that affect them and helping to build confidence. To volunteer, visit the website [here](#).

Victim Support Volunteers

The Police have new team of Police Support Volunteers, the volunteers are fully trained and focus on crime prevention, examples of the work they conduct includes house to house enquiries, CCTV collection, victim support visits, and offering crime prevention advice. For more information, contact kerry.grice@cambs.pnn.police.uk.

Victims' Hub

If you or someone you know has been affected by crime, the Victim and Witness Hub can give you the support needed to enable you to cope and recover from your experiences. Victim and Witness Hub Community Volunteers provide emotional support for victims of crime. To find out more, visit the [website](#).

Police Cadets

Cambridgeshire Constabulary runs a Volunteer Police Cadet scheme which aims to strengthen the voice of younger people in policing as well as steering those at risk of criminality away from a life of crime. The scheme encourages a spirit of adventure and good citizenship and can count towards formal qualifications and evidencing voluntary work for the Princes Trust/Duke of Edinburgh Award schemes. Find out more information [here](#).

Do-It

For information on other volunteering opportunities, visit the Do-It website [here](#)

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| CABINET | AGENDA ITEM No. 12 |
| 10 July 2017 | PUBLIC REPORT |

| | | |
|--------------------------------|---|-------------|
| Report of: | Simon Machen - Corporate Director of Growth and Regeneration | |
| Cabinet Member(s) responsible: | Cllr Peter Hiller - Cabinet Member for Growth, Planning, Housing and Economic Development | |
| Contact Officer(s): | Gemma Wildman - Principal Planner | Tel. 863824 |

PETERBOROUGH LOCAL DEVELOPMENT SCHEME (LDS)

| R E C O M M E N D A T I O N S | |
|---|---|
| FROM: Corporate Director of Growth and Regeneration | Deadline date: <i>Not Applicable</i> |
| <p>It is recommended that Cabinet</p> <ol style="list-style-type: none"> 1. Approve commencement of a review of the Cambridgeshire and Peterborough Minerals and Waste Local Plan for Peterborough, working jointly with Cambridgeshire County Council; and 2. Approves the attached Local Development Scheme (LDS), which sets out a timetable for the production of the Peterborough Local Plan and a Minerals and Waste Local Plan, to come into effect on 14 July 2017. | |

1. ORIGIN OF REPORT

- 1.1 Cabinet agreed commencement of a new Local Plan on 20 July 2015. In respect of the Minerals and Waste Local Plan, officers are recommending commencement of a review, for reasons set out in this report.

2. PURPOSE AND REASON FOR REPORT

- 2.1 The purpose of this report is to enable Cabinet to consider whether or not to commence a new Minerals and Waste Local Plan for Peterborough. Also, Cabinet is asked to support a revised timetable for preparing the already commenced Peterborough Local Plan.
- 2.2 If Cabinet agree to one or both of the above, then a revised Local Development Scheme (LDS) needs approving, and this is recommended to Cabinet as part of this item.
- 2.3 This report is for Cabinet to consider under its Terms of Reference No. 3.2.1, "To take collective responsibility for the delivery of all strategic Executive functions within the Council's Major Policy and Budget Framework and lead the Council's overall improvement programmes to deliver excellent services."

3. **TIMESCALES**

| | | | |
|---|-----------|----------------------------------|------------|
| Is this a Major Policy Item/Statutory Plan? | NO | If yes, date for Cabinet meeting | N/A |
|---|-----------|----------------------------------|------------|

4. **BACKGROUND AND KEY ISSUES**

- 4.1 The purpose of a Local Development Scheme (LDS) is to inform the public and stakeholders of the council's timetable to produce Development Plan Documents (often referred to as 'Local Plans') that form part of the statutory development plan for the area. The LDS provides information for the local community about the planning documents that apply in Peterborough at any one time i.e. it explains what the current and proposed documents are which collectively form the development plan for the area. The LDS is also a programme or timetable for the preparation of Development Plan Documents over the next three years.
- 4.2 To be absolutely clear, the LDS is a statutorily required 'programme management' document, and does not contain any council policy.
- 4.3 In July 2015 Cabinet approved a LDS, which confirmed commencement of a new Local Plan. The LDS was slightly updated in July 2016. Cabinet will be aware that Local Plan is mid-way through its preparation, and the timetable for its preparation needs slightly amending again, via a further update of the LDS.
- 4.4 However, neither the 2015 or 2016 LDS made reference to a possible review of the Minerals and Waste Local Plans (which are separate DPDs to the more wider Local Plan referred above). The currently adopted Minerals and Waste Plans were adopted just prior to the publication of the National Planning Policy Framework (NPPF) in March 2012 and are now coming to the end of their life and need updating. If it is agreed to commence a review of the Minerals and Waste Local Plans, then the LDS must state so prior to commencement.
- 4.5 The revised LDS (incorporating both an updated Local Plan preparation timetable and the proposed timetable for the Minerals and Waste Local Plan) is attached at Appendix 1.

5. **CONSULTATION**

- 5.1 The LDS is a timetable setting out the different stages involved in the preparation of a Local Plan. It identifies the different stages that each plan will be available for public consultation. Therefore the LDS itself is not required to be consulted on.

6. **ANTICIPATED OUTCOMES OR IMPACT**

- 6.1 That Cabinet will agree, in principle, to commencement of a Cambridgeshire and Peterborough Minerals and Waste Local Plan and, if Cabinet does so, also approve the attached Local Development Scheme (Appendix 1) which sets out the timetable for preparing a new Minerals and Waste Local Plan, as well as taking the opportunity to update the timetable for preparation of the wider Peterborough Local Plan.

7. **REASON FOR THE RECOMMENDATION**

- 7.1 An up to date Minerals and Waste Local Plan provides certainty for developers, land owners, service providers and local residents in terms of where future development will take place.
- 7.2 It is also important to keep the LDS up to date in respect of the ongoing preparation of the Peterborough Local Plan. As such, it is recommended that the attached LDS is approved.

8. ALTERNATIVE OPTIONS CONSIDERED

Minerals and Waste Local Plan

- 8.1 The option of not preparing a revised Minerals and Waste Local Plan has been considered. Whilst superficially attractive from a financial perspective (because staff resource and other expense will not be used on its preparation), it has been rejected because the present plan is pre-NPPF, is now over five years old (and will be eight years old at the point of adopting a new one, if commenced today), and, if not updated, the council is at risk of uncoordinated and unplanned minerals and waste development having to be approved on a case by case basis, often by costly planning appeal routes.
- 8.2 The option of whether to prepare a Minerals and Waste Plan for Peterborough only and without Cambridgeshire County Council has also been explored, but this has been rejected because preparing the plan for just Peterborough would be less efficient. A joint Plan means that examination costs and staff expertise can be shared.

Local Plan

- 8.3 The council could choose not to revise its LDS. This option was rejected as it would not provide up-to-date information for the public, developers and stakeholders on the timetable for producing the documents that will make up the Local Development Framework for Peterborough.
- 8.4 As the existing Peterborough LDS is now slightly out of date, it would mean that the council would not comply with the section 15 of the Planning and Compulsory Purchase Act 2004 (as amended), which requires the council to maintain an up-to-date LDS.

9. IMPLICATIONS

Financial Implications

- 9.1 Preparing a new Minerals and Waste Local Plan requires resources to pay for staff, essential supporting evidence base documentation, consultation costs and independent examination costs. However, with careful management, the costs associated with preparing a new Minerals and Waste Local Plan should be able to be met from existing budgets.

Legal Implications

- 9.2 The Council is required by section 15 of the Planning and Compulsory Purchase Act 2004 to prepare and maintain a LDS. The LDS must be revised when the Council considers it expedient to do so. The Council can only prepare new Development Plans (Local Plans) in accordance with the LDS.
- 9.3 Adoption of the attached LDS would therefore enable a new Minerals and Waste Local Plan to be prepared. If it is not adopted, it would be unlawful to commence a new Minerals and Waste Local Plan. Adoption would also ensure the wider Local Plan is prepared to an up to date timetable.
- 9.4 For the avoidance of doubt, the decision to commence (or not) a new Minerals and Waste Local Plan has no impact on the legal status of existing adopted planning policy documents in operation in Peterborough. Such documents will continue to be used to determine planning application and similar proposals.

Equalities Implications

- 9.5 No implications

10. BACKGROUND DOCUMENTS

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

10.1 Planning and Compulsory Purchase Act 2004

11. APPENDICES

11.1 Appendix 1 - Peterborough Local Development Scheme 2017



Peterborough Local Plan
2016 to 2036

Peterborough City Council

Peterborough Local Development Scheme 2017

July 2017

This Peterborough Local Development Scheme (LDS) was approved by Peterborough City Council on 10 July 2017 and came into effect **XX June 2017**. It is the seventh LDS produced by the council, replacing the previous LDS, dated 3 August 2016.

Peterborough City Council
Growth and Regeneration
Strategic Planning Team
Town Hall
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PE1 1HF

Telephone: (01733) 863872

www.peterborough.gov.uk

Preface

This Peterborough Local Development Scheme (LDS) was approved by Peterborough City Council on 10 July 2017 and came into effect **XX July 2017**. It is the seventh LDS produced by the council, replacing the previous LDS, dated 3 August 2016.

If you require any further information regarding the Scheme, please contact a planning policy officer on (01733) 863872 or by email to planningpolicy@peterborough.gov.uk

Each month we publish a [monthly update table](#) on our website. This sets out the current and next stages of preparation, with dates, of each of the documents included in this LDS.

This LDS is produced under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended).

Peterborough Local Development Scheme 2017 to 2020

1. Introduction

- 1.1 The Local Development Scheme (LDS) is a timetable which sets out the Development Plan Documents (DPDs) that a local planning authority intends to produce over the next few years. Such DPDs are also known as Local Plans.
- 1.2 This Peterborough LDS sets out the timetable for Peterborough for the period 2017 to 2020. It explains when the council intends to reach key stages in the preparation of Local Plans. This LDS replaces the Peterborough LDS which was adopted on 3 August 2016.

The Local Plan and Supporting Documents

- 1.3 National planning policy is headlined by the 'National Planning Policy Framework' (NPPF). Locally, we are describing the collection of planning policies for Peterborough as the 'Peterborough Planning Policy Framework' (PPPF) which comprises more than just DPDs (Local Plans).
- 1.4 In summary, the PPPF comprises the following:
- **Development Plan Documents (DPDs):** These are documents (often referred to as 'Local Plans') that form part of the statutory development plan for the area. They are prepared by the relevant plan-making authority and are subject to independent examination by a planning inspector appointed by the Secretary of State. For Peterborough, as at July 2016, they are the Core Strategy, Site Allocations, Planning Policies and City Centre DPDs, and the Cambridgeshire and Peterborough Minerals and Waste Core Strategy and Minerals and Waste Site Specific Proposals DPDs. The Core Strategy, Site Allocations, Planning Policies and City Centre DPDs are proposed to be replaced by a new, single Local Plan. The two Minerals and Waste DPDs are proposed to be replaced by a single Minerals and Waste Plan
 - **Policies Map:** This is a map on an Ordnance Survey base for the whole of a local planning authority's area which shows where policies in DPDs apply. The Policies Map may include inset maps for particular areas to show information at a larger scale. The Policies Map is updated each time that a DPD is adopted.
 - **Supplementary Planning Documents (SPDs):** These can cover a wide range of issues on which the planning authority wishes to provide guidance to supplement the policies and proposals in its DPDs. They do not form part of the statutory development plan and are not subject to independent examination. The city council can decide to produce an SPD on any appropriate subject whenever the need arises. There is no requirement for this LDS to set out a timetable for the production of any SPDs.
 - **Neighbourhood Plans:** Local communities, including Parish and Town Councils, can prepare Neighbourhood Plans (NPs) putting in place policies to guide the future development of the area. Any NP must be in general conformity with the 'strategic policies' in DPDs and with national policy. NPs are not able to propose lower levels of development than those set out in up to date DPDs but could propose higher levels, or offer other detailed policy proposals. It is up to local communities to decide if it wants to produce a Neighbourhood Plan and so it is not appropriate for this LDS to specify when, or for where, they will be produced. Any NP, if adopted, has the same status as a DPD.
 - **Statement of Community Involvement (SCI):** This is a document that explains how the local planning authority will engage the community in the preparation, alteration and review of planning documents, and in development management decisions. It is required to specify how and at what stages people will have the opportunity to be involved in planning for their

area. The SCI was adopted in December 2015.

- **Authority's Monitoring Report:** This is a report which must be produced by the local planning authority (on an annual basis) to explain how the local development scheme is being implemented and the extent to which policies in the DPDs are being achieved.

1.5 Further details on the adopted Peterborough documents can be found in Tables 2 and 3.

Joint Working Arrangements and Joint Local Plans

1.7 The adopted Cambridgeshire and Peterborough Minerals and Waste Core Strategy DPD and Site Specific Proposals DPD are both the product of successful joint working between Peterborough City Council and Cambridgeshire County Council. Through discussions between the authorities it has been agreed to prepare a new Minerals and Waste Local Plan for Cambridgeshire and Peterborough under section 29 of the Planning and Compulsory Purchase Act 2004, which will replace both the adopted plans as a single document.

2.0 Local Plan Timetable

2.1 There are a number of stages involved in producing a DPDs. This process allows for opportunities for the public to be involved, early resolution of conflicts/objections, and an Independent Examination. The stages in producing a Local Plan, and the intended timing of those stages for the new Local Plan and new Minerals and Waste Local Plan, are set out in Table 1.

3.0 Subject Matter and Geographical area of new DPDs (Local Plans)

3.1 To meet the requirements of section 15 (2)(b) of the Planning and Compulsory Purchase Act 2004, it is confirmed that the subject matter of the new DPDs (Local Plans) for Peterborough will include:

3.2 For the Peterborough Local Plan:

- A vision for the future of Peterborough
- Housing policies and allocations for housing
- Employment allocations and policies
- Retail policies
- Transport policies
- Culture, Leisure and Tourism policies
- If required, policies and land allocations on other subject matters

3.3 The Peterborough Local Plan will cover the whole administrative area of Peterborough City Council. The Local Plan will replace the Core Strategy, Planning Policies, Site Allocations and City Centre DPDs currently in force in Peterborough.

3.4 For the Cambridgeshire and Peterborough Minerals and Waste Local Plan:

- A vision and objectives Spatial strategy for Minerals and Waste development to 2036
- Identification of sites for Minerals and Waste development
- Identification of appropriate Safeguarding Areas and Consultation Areas
- Development Management policies for dealing with Minerals and Waste related development

3.5 The Cambridgeshire and Peterborough Minerals and Waste Local Plan covers the administrative areas of Cambridgeshire County Council and Peterborough City Council. The Minerals and Waste

Plan will supersede the Cambridgeshire and Peterborough Minerals and Waste Core Strategy and Site Specific Proposals DPDs .

Table 1: Timetable for Production of Development Plan Document

| | 2017 | | | | | | | | | | | | 2018 | | | | | | | | | | | | 2019 | | | | | | | | | | | | 2020 | | | | | |
|---|------|-----|-----|-------|-----|------|------|-----|------|-----|-----|-----|------|-----|-----|-------|-----|------|------|-----|------|-----|-----|-----|------|-----|-----|-------|-----|------|------|-----|------|-----|-----|-----|------|-----|-----|-------|-----|------|
| | Jan | Feb | Mar | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | April | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | April | May | June |
| Peterborough Local Plan | 2 | | | | | | | | | | 3 | | 4 | | 5 | | | 6 | 7 | | | | | | | | | | | | | | | | | | | | | | | |
| Peterborough Minerals Waste Local Plan | | | | | | | | | | | 1 | | | | 2 | | | | | | | | | 2 | | | | | 3 | | 4 | | | 5 | | 6 | | 7 | | | | |

| No. | Stage | Description |
|-----|---|--|
| 1 | Consult on a Sustainability Appraisal (SA) scoping report | The SA scoping report sets out the sustainability objectives proposed to be used to appraise the economic, social and environmental effects of emerging Local Plan policies. The SA scoping report is subject to consultation. |
| 2 | Public participation (Regulation 18) | Opportunity for interested parties and statutory consultees to consider the options for the plan before the final document is produced. This stage may involve one or more public consultation rounds. |
| 3 | Proposed Submission Publication (Regulation 19) | The council publishes the Local Plan which is followed with a 6 week period when formal representations can be made on the Local Plan. |
| 4 | Submission (Regulation 22) | The council submits the Local Plan to the Secretary of State together with the representations received at Regulation 19 stage. |
| 5 | Independent Examination Hearing | Held by a Planning Inspector into objections raised on the Local Plan |
| 6 | Inspector's Report | This will report whether if the Plan is 'Sound' or 'Not Sound'. The Inspector may make recommendations to make the plan 'sound' |
| 7 | Adoption of DPD (Local Plan) | Final stage, the council will formally need to adopt the Local Plan and it will then be used in making planning decisions. |

Table 2: Adopted Development Plan Documents (as at June 2017)

| Document title | Status | Geographical area | Role and content | Adoption Date |
|---|---------------|--|--|------------------------------|
| Peterborough Core Strategy | DPD | Administrative area of Peterborough | Sets out the vision, objectives and overall strategy for the spatial development of Peterborough up to 2026 | Adopted February 2011 |
| Peterborough Site Allocations | DPD | Administrative area of Peterborough other than the city centre | Identifies individual site allocations, together with policies relating to these allocations. Covers the period to 2026 | Adopted April 2012 |
| Peterborough Planning Policies | DPD | Administrative area of Peterborough | Sets out specific policies for determining planning applications | Adopted December 2012 |
| Peterborough City Centre | DPD | City centre of Peterborough | Sets out policies and proposals for the city Centre | Adopted December 2014 |
| Minerals and Waste Core Strategy (including development control policies) | DPD | Administrative areas of Cambridgeshire and Peterborough | Prepared jointly with Cambridgeshire County Council. Document setting out the strategic vision, objectives and core development control policies to guide minerals and waste development over the period to 2026 | Adopted July 2011 |

| | | | | |
|--|-----|---|--|------------------------------|
| Minerals and Waste Site Specific Proposals | DPD | Administrative areas of Cambridgeshire and Peterborough | Prepared jointly with Cambridgeshire County Council. Document setting out site specific proposals for minerals and waste development over the period to 2026 and supporting site specific policies | Adopted February 2012 |
|--|-----|---|--|------------------------------|

Table 3: Other Adopted Documents (as at June 2017)

| Document title | Status | Geographical area | Role and content | Adoption Date |
|--|--------|---|---|---|
| Peterborough District Hospital Site SPD | SPD | Former District Hospital Site | Further guidance on how the site could be redeveloped | adopted 14 June 2010 |
| Peterborough Design and Development in Selected Villages SPD | SPD | Selected villages, as set out in the SPD | Further design guidance | adopted 13 June 2011 |
| The Location and Design of Waste Management Facilities SPD | SPD | Administrative areas of Cambridgeshire and Peterborough | Further guidance on waste management location and design | adopted 19 July 2011 |
| RECAP Waste Management Design Guide SPD | SPD | Administrative areas of Cambridgeshire and Peterborough | Further guidance on waste management location and design | adopted 22 February 2012 |
| Flood and Water Management SPD | SPD | Administrative area of Peterborough | Further guidance on a wide range of flood and water matters | adopted 10 December 2012 |
| Peterborough Shop Front Guidance SPD | SPD | Administrative area of Peterborough | Further guidance on achieving good quality shop front design | adopted 27 January 2014 |
| Peterborough Developer Contributions SPD | SPD | Administrative area of Peterborough | Further guidance on how s106, CIL and other developer contributions will work in Peterborough | adopted 15 April 2015 and came into effect on 24 April 2015 |

| | | | | |
|--|-----|-------------------------------------|---|-------------------------|
| Statement of Community Involvement (SCI) | LDD | Administrative area of Peterborough | Statement setting out the Council's commitments on consulting the public. Includes Neighbourhood planning guidance and commitments. | adopted 7 December 2015 |
|--|-----|-------------------------------------|---|-------------------------|

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| | |
|---------------------|---------------------------|
| CABINET | AGENDA ITEM No. 13 |
| 10 JULY 2017 | PUBLIC REPORT |

| | | |
|--------------------------------|---|-------------|
| Report of: | Simon Machen - Corporate Director of Growth and Regeneration | |
| Cabinet Member(s) responsible: | Cllr Peter Hiller - Cabinet Member for Growth, Planning, Housing and Economic Development | |
| Contact Officer(s): | Phil Hylton - Senior Strategic Planning Officer | Tel. 863879 |

ADOPTION OF THE PEAKIRK NEIGHBOURHOOD PLAN

| R E C O M M E N D A T I O N S | |
|---|------------------------------------|
| FROM: Corporate Director of Growth and Regeneration | Deadline date: 19 July 2017 |
| <p>It is recommended that Cabinet:</p> <ol style="list-style-type: none"> 1) Notes the verbal update given at the meeting in respect of the outcome of the Referendum on the Peakirk Neighbourhood Plan, which is scheduled for 6 July 2017; and 2) Subject to the outcome of the referendum being that more than 50% of those voting support the Neighbourhood Plan, recommends to Full Council that the Peakirk Neighbourhood Plan, as set out at Appendix 1, be 'made' (which means to all intents and purposes 'adopted') and thereby form part of the Development Plan for Peterborough for the purpose of making decisions on relevant planning applications within Peakirk Parish. | |

1. ORIGIN OF REPORT

- 1.1 This report is submitted to Cabinet following the submission and successful examination of the Peakirk Neighbourhood Plan. The Peakirk Neighbourhood Plan is to be subject to a referendum of voters in Peakirk Parish who will be asked to vote on the following question: 'Do you want Peterborough City Council to use the Neighbourhood Plan for the Peakirk Neighbourhood Area to help it decide planning applications in the neighbourhood area?' This referendum will be held on Thursday 6 July 2017.

2. PURPOSE AND REASON FOR REPORT

- 2.1 Provided the results of the referendum are that more than 50% of those voting in the referendum answer 'yes', then the purpose of this report is to seek Cabinet approval to recommend that Council adopts (or 'makes' to use the legal jargon) the Peakirk Neighbourhood Plan and thereby make it part of the Development Plan for Peterborough. '
- 2.2 If the result of the referendum is 'yes' then the Council must 'make the neighbourhood plan' part of the development plan in accordance with the relevant legislation.
- 2.3 This report is for Cabinet to consider under its Terms of Reference No. 3.2.1, '*To take collective responsibility for the delivery of all strategic Executive functions within the Council's Major*

Policy and Budget Framework and lead the Council's overall improvement programmes to deliver excellent services.'

3. **TIMESCALES**

| | | | |
|---|---------------------|---|---------------------|
| Is this a Major Policy Item/Statutory Plan? | YES | If yes, date for Cabinet meeting | 10 JULY 2017 |
| Date for relevant Council meeting | 19 JULY 2017 | Date for submission to Government Dept. | N/A |

4. **BACKGROUND AND KEY ISSUES**

- 4.1 Neighbourhood Planning was formally introduced to the planning system in the Localism Act in 2011. It provides communities with the opportunity to shape how their area will grow and enables them to develop a suite of policies against which planning applications in their area will be considered, alongside the policies in the Development Plan (often referred to as the Local Plan).
- 4.2 The Peakirk Neighbourhood Area was formally designated by Peterborough City Council on 11 June 2013 and since this date members of Peakirk Parish Council (and other community volunteers) have developed their plan through extensive consultation with the community and through other evidence gathering work. This work included a statutorily required consultation in summer 2016 undertaken by the parish council as a Qualifying Body, prior to the plan and associated evidence being formally submitted to Peterborough City Council in December 2016.
- 4.3 Following its submission, the neighbourhood plan was again the subject of a formal six week consultation, this time organised by Peterborough City Council, which ran from 26 January to 6 March 2017 and this consultation was followed by an independent examination by a suitably qualified individual. The independent examiner considered the plan against the necessary requirements of the relevant legislation and concluded that the plan, subject to some minor modifications, met what is called the 'basic conditions' and, therefore, should proceed to a local referendum in the Peakirk Neighbourhood Plan Area. The Corporate Director of Growth and Regeneration, under authority delegated by the Council, issued a decision on 19 May 2017 that the Council agreed with these findings and that the plan should proceed to referendum.
- 4.4 The Counting Officer (Gillian Beasley) published the necessary information and publicised notice of the referendum in accordance with the requirements of legislation, with the referendum taking place on Thursday 6 July 2017. The result of the referendum is not known at the time of writing this report, but it will be published before, and will be reported verbally, during the meeting of Cabinet on 10 July 2017.
- 4.5 The decision of whether or not to adopt the Peakirk Neighbourhood Plan and make it part of the Development Plan is not a key decision as the Council can only adopt it if it is successful at referendum by more than 50% of those voting in the referendum (those voters selecting that they do want it to be used in deciding on planning applications in the area). Conversely if 50% or more of those voting select that they do not wish for it to be used in making decisions on planning applications in their area, the Council cannot adopt it. Thus, if 50% or more say, in short, 'no', then recommendation 2 of this report is withdrawn and should not be approved.
- 4.6 Peakirk is the first area to progress a neighbourhood plan to this stage in Peterborough. The Parish Councillors and members of the community responsible for its production have invested a substantial amount of time and energy into this process over the past four years and, irrespective of the outcome of the referendum, it marks a key milestone for the neighbourhood planning group, the Council and the residents of the Peakirk Area.

5. CONSULTATION

5.1 The Peakirk Neighbourhood Plan has been the subject of substantial consultation during its preparation. The draft plan was subjected to a formal six week consultation in summer/autumn 2016 and the submitted plan was also subjected to an additional six week consultation in early 2017 before it was independently examined.

5.2 No further consultation is necessary on this plan.

6. ANTICIPATED OUTCOMES OR IMPACT

6.1 Cabinet and Council have very little option at this stage and the decision is fully dependent on the outcome of the referendum. If the outcome of the referendum is positive, then the Plan must be 'made' (adopted) by Council. If the referendum outcome is negative, the Council must not 'make' the Plan. If 'made' the neighbourhood plan will be used in making decisions on relevant planning applications within the Peakirk Neighbourhood Area, alongside the policies in the wider Development Plan for Peterborough.

7. REASON FOR THE RECOMMENDATION

7.1 This recommendation is made to be in accordance with the Localism Act 2011 and the Neighbourhood Planning (General) Regulations (as amended). The plan has been assessed by an independent examiner and officers agree that the plan meets the basic conditions and other requirements of legislation. As such, the Plan should be 'made' part of the Development Plan, subject to the plan being supported at referendum.

8. ALTERNATIVE OPTIONS CONSIDERED

8.1 The Council does not have alternative options given the content of the legislation and the content of the Peakirk Neighbourhood Plan and the process followed in its production.

9. IMPLICATIONS

Financial Implications

9.1 There are no foreseen financial implications of this recommendation.

Legal Implications

9.2 The Council is required by legislation to follow through on this recommendation.

Equalities Implications

9.3 There are no anticipated equalities implications of this recommendation.

10. BACKGROUND DOCUMENTS

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

10.1 None.

11. APPENDICES

11.1 Appendix 1 - Peakirk Neighbourhood Plan to be Made

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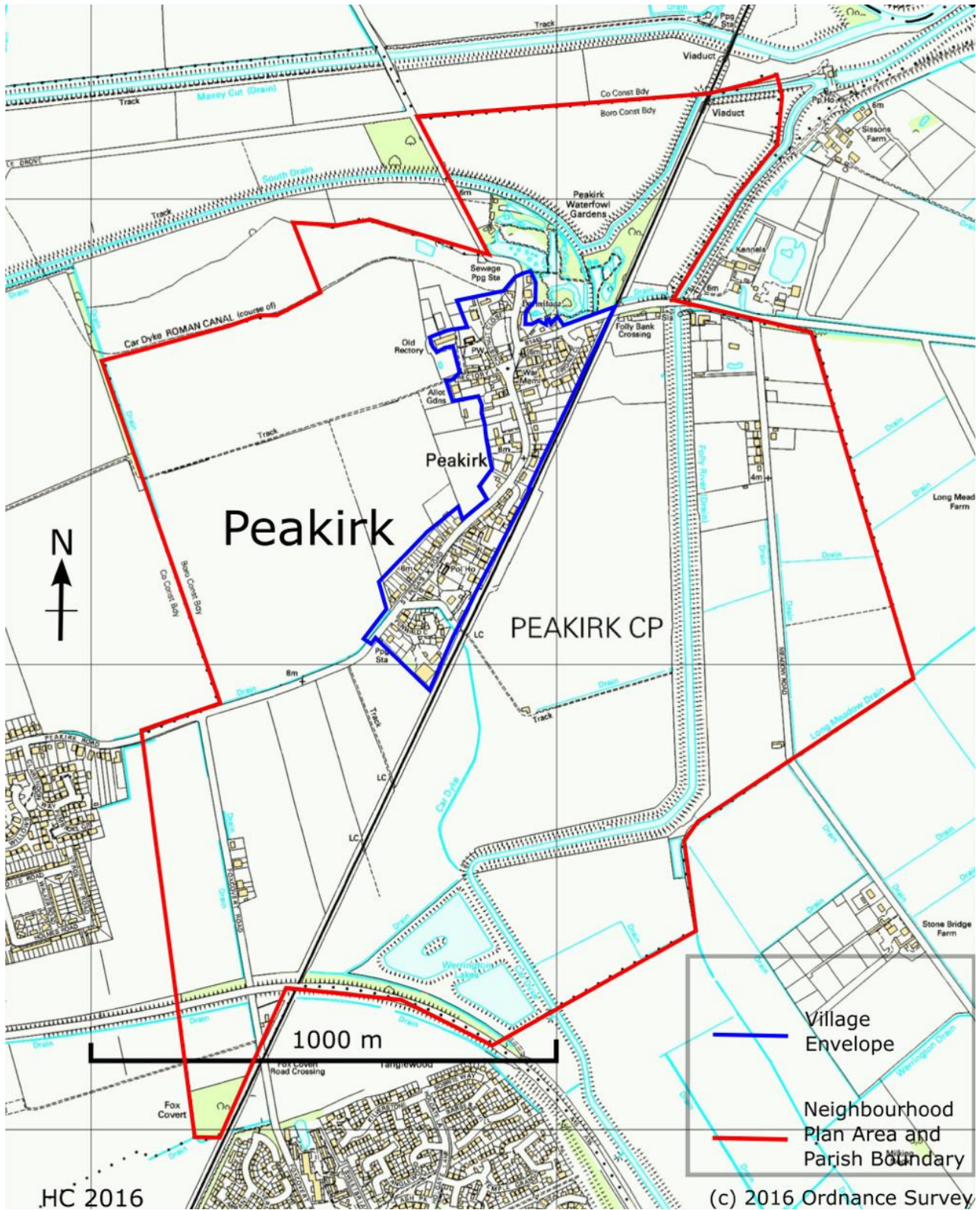
PEAKIRK NEIGHBOURHOOD PLAN 2016 - 2030

Revision 8.2
Referendum Document



OUR VILLAGE - OUR FUTURE

Neighbourhood Plan Area, Parish Boundary and Village Envelope



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| | |
|-----------------|------------------------------|
| Title | Peakirk Neighbourhood Plan |
| Qualifying Body | Peakirk Parish Council |
| Plan Version | Revision 8.2 |
| Date | May 2017 |
| Author | Neighbourhood Planning Group |

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INTRODUCTION

Why have a plan?

The Government encourages people to have more say in how their communities might grow and be developed in the future. The Localism Act of 2011 gives Parish Councils authority to produce a Neighbourhood Plan for the parish, dealing primarily with planning matters, such as where new houses might be built, how many and what type. It also encourages important project ideas to make the village a better place to live.

Peakirk Parish Council decided this was an important opportunity for the future of the village and took the option to write a Neighbourhood Plan to guide future development in a sustainable direction and to help to ensure that the community's views influence Peakirk's future development.

What is the plan about?

This Plan deals with land use and environmental issues in our village identified after three years of consultation.

- It sets out a Vision for the village to 2030.
- It sets a Plan period and lists the issues to be tackled and resolved over the Plan period.
- It contains Planning Policies to enable appropriate development, to meet our needs for houses and other development and infrastructure.
- It lists Village Project ideas that can be carried forward by interested groups.

Our Plan must be compliant, with the National Planning Policy Framework (NPPF), and Peterborough City Council's Local Development Plan.

HOW DOES IT WORK?

The Neighbourhood Plan gives a unique opportunity for residents and landowners in Peakirk to influence the development of the village to 2030. The Neighbourhood Planning Group, set up by the Parish Council, has consulted widely to ensure that the views expressed are incorporated in the Plan.

Residential development is a key aspect of the Plan but is only one component of the overall scheme. The hope is that the characteristics of the village which have developed over the centuries will be reflected in these proposals for the future. Once the Plan is made it will become part of the Local Development Plan for the area and as such, will sit alongside other adopted Local Development Plan documents in Peterborough. As such it will be an important consideration in the determination of planning applications in Peakirk, as these must be in accordance with the Local Development Plan unless material considerations indicate otherwise.

ABOUT PEAKIRK

We have a unique opportunity today to plan the future of our village.

HOUSING

- Peakirk is a rural parish in the City of Peterborough. There are about 180 households according to the 2011 census. It has a population of 446 residents with the average household size being 2.64 people.
- Buildings comprise 67.2% detached houses or bungalows, 21% semi-detached, 5.6% terraced and the remainder flats, apartments or other structures.
- 88% of homes are owner occupied, 10% privately rented and 1.2% rented from a Housing Association.

COMMUNITY

- The Grade 1 listed parish church is dedicated to St Pega. The name of the village is derived from "Pega's church" (Pega's Kirk). Saint Pega the sister of Saint Guthlac of Crowland, had a hermitage (cell) here. She died c. 719.
- The church has a number of striking features including a beautifully decorated Norman south entrance with an intricately carved arch (tympanum) and 14th century wall paintings uncovered in 1950-51.
- The historic centre of the village is in the heart of a Conservation Area and contains a number of Grade II listed buildings. The western end of the village mainly consists of houses built after the first world war.



PEAKIRK OUR FUTURE

Appreciating the uniqueness of our village is the starting point for producing our Neighbourhood Plan. We are able to address some of the concerns of residents as well as taking the opportunity to plan for the future of our village to 2030 and beyond.

The Neighbourhood Planning Group considered a wide range of issues raised by Peakirk residents. From these we set out our Vision, Aims and Objectives. The Aims have been grouped into 4 themes.

1. Housing
2. Community
3. Getting about
4. Environment

This document gives a brief overview of these themes. The Vision, Aims and Objectives along with evidence from the consultations are detailed later in the Plan.

The Government's intention is for local people to have a greater say in what happens in their area. The Localism Act allows for this. However, all Neighbourhood Plans must take account of national policy and guidance and be in general conformity with the strategic policies of the Local Development Plan in place at Peterborough City Council level.

This document has been developed and produced by the Peakirk 2030 Neighbourhood Planning Group for Peakirk Parish Council on behalf of the Peakirk community. The group met regularly to discuss and develop aspects of the Plan including contents, structure and regulatory requirements.

GETTING ABOUT

- Peakirk being a small rural village is a great place for walking as it is flat and fairly compact. It is also well suited to cycling although connections with other villages could be improved.
- Most people use cars for their travel needs as public transport is too infrequent to meet individual needs.
- Peakirk is broadly linear in layout with a single major junction at the core. The meeting of three roads provides access to Market Deeping to the north, Newborough and Thorney to the east and Glington to the west.

ENVIRONMENT and COUNTRYSIDE

- Peakirk is located on the fen edge. To the east the landscape character is broadly open flat farmland with drainage ditches reflecting the large scale reclamation of land in the 19th century. To the west it is smaller in scale reflecting the enclosure of ancient fields under the 1809 Enclosure Act.
- The River Welland and the Maxey Cut which acts as its flood relief channel, flows to the north east of the village. This river converges with the Folly River and the South Drain to the north of the village. There is a flood area associated with these waterways.
- Peakirk used to be famous for the 14 acre Waterfowl Gardens which was opened to the public by Prince Henry, Duke of Gloucester in April 1957. By the mid 1970's there were 64,000 paying visitors per year. The site was sold into private ownership in 2003.



INITIAL CONSULTATION KEY POINTS IDENTIFIED

Housing: Maintain clear separation between Peakirk and other communities. Future growth in keeping with the village and surrounding area, focusing on smaller sized housing for young families or people who wish to stay in the village and downsize.

Community: Support and facilities for groups and activities and the addition of open spaces for leisure and recreation.

Getting About: Slow down traffic and increase footpaths and bridleways. Encourage better parking.

Environment and Countryside: Remain completely rural with open views in and out of the village protected. Sustainability important.



COMMUNITY ENGAGEMENT

From the outset of the project, effective engagement with local residents, businesses, community groups and service providers both in Peakirk and the adjoining areas has been regarded as essential. In producing a Plan which will be used to decide the future of our small village where people both live, work and visit, it was vital to have true community ownership and to have a Plan that is representative of the community.

In order to achieve this, much thought and effort has been put into engaging with local residents and land owners and great importance placed on working in a transparent way throughout all stages of the Plan's preparation.

The Neighbourhood Planning Group has encouraged views and suggestions from organisations both within the village itself and the nearby villages as well as individuals. Some of the responses could potentially be conflicting or challenging but every effort has been made to acknowledge all views expressed. At various stages the Neighbourhood Planning Group has fed back to the community how the Plan reflects the views and opinions received and explained why some views cannot be taken into account.

Recognition has been given to the mix of people within the village and a range of engagement opportunities offered. The engagement activities are listed below:

Launch event a 2 day exhibition / drop-in event

Compilation of extensive stakeholder database

Letters to stakeholders

Arranging face-to-face meetings with key stakeholders

Development of promotional materials — leaflets, banner, posters, web-site, Facebook, Twitter, dedicated e-mail address

Distribution of goody-bags with information & feed-back cards to village organisations & village hall user groups

Family film night to engage with young people

Local media coverage — including Peterborough Telegraph and The Village Tribune

Manned information stand at Village Fete

Regular newsletters delivered to all households

Consultation workshops

Village Questionnaire – including Survey Monkey

Publication of analysis of results of questionnaire

Provision of ongoing updates and feedback by posters, e-mail, parish council minutes and village web-site

The Neighbourhood Plan blog.

HOW THE PLAN WAS FORMED

Peakirk Neighbourhood Plan Process

| | |
|--------------------|--|
| April 2012 | Neighbourhood Planning Regulations published. |
| Winter/Spring 2013 | Early engagement with neighbouring parishes. |
| June 2013 | Application by Peakirk Parish Council to Peterborough City Council to designate the Peakirk Parish as a Neighbourhood Area. The adjoining parishes of Glinton, Northborough and Deeping Gate were designated at the same time but as separate areas. |
| August 2013 | Launch of consultation for the Peakirk Neighbourhood Plan. |
| September 2013 | Goody Bags to all village hall user groups. |
| November 2013 | Compile extensive database and correspond with all to ask for their input. Newsletters sent out to all residents and all on the electronic database. |
| Nov / Dec 2013 | Workshops and Film and Pizza night. |
| Winter 2013 | Understanding the area - Data and evidence collection and interpretation. |
| February 2014 | Consultation on Vision, Aims and Objectives. |
| Mar/April/May 2014 | Working on ideas for the Vision, Aims and Objectives, based on last consultation. |
| May 2014 | Presented our ideas to the community at the Village Fete. Arranged a walkabout around the village to engage with householders and give them the opportunity to express their views. |
| Summer 2014 | Options Consultation - testing ideas for the future development of the village and surrounding countryside. Workshop open to all to consult on Aims, Objectives and Policy ideas. More Village Project ideas sought. |
| Autumn 2014 | Plan Creation - Bringing together all the evidence and consultation results. |
| Winter 2014/15 | Version 1 of Peakirk Neighbourhood Plan — testing proposals for the future development of the village and surrounding countryside. |
| March 2015 | Version 2 of the Plan. Date extended to 2030. |
| Autumn/Winter 2015 | Version 3 of the Plan. Working on policies and testing against the Vision, Aims and Objectives. Version 4 of the Plan, discussions and comments from planning consultant. |
| March 2016 | Version 5 of the Plan, adjusted to include consultant's suggestions. |
| May 2016 | Version 6 of the Plan, adjusted to include local authority suggestions. |
| Summer/Autumn 2016 | 6 week Pre-Submission Consultation of the Plan Version 7.2 |
| Summer/Autumn 2016 | Amend Plan to points raised at consultation (Version 8) |
| Winter 2016 | Version 8.1 of the Plan submitted to Peterborough City Council |
| Winter 2016 | Council undertakes Regulation 16 Consultation of Neighbourhood Plan (a further six week consultation). (Version 8.1) |
| January 2017 | External examiner appointed: examination of Neighbourhood Plan. |
| Spring/Summer 2017 | Referendum. |
| Summer 2017 | Plan 'made' by Peterborough City Council |

Section 1 Our Vision for Peakirk



SECTION 1: OUR VISION FOR PEAKIRK

The Neighbourhood Planning Group considered it important that the Plan contained a simple Vision Statement that sets out the community's aims for the future. The Statement was prepared by the Neighbourhood Planning Group and accepted through consultation by the local community. It is hoped that the Vision Statement clearly defines the aims and ideals of the community and the Neighbourhood Area.

'Our Vision is for Peakirk to remain a small, green village within a rural parish with a rich heritage and culture which can be enjoyed, protected and where possible enhanced, whilst supporting appropriate and proportionate growth.'

To accompany the Vision the Neighbourhood Planning Group developed detailed Aims and Objectives that are designed to address the challenges that may be encountered in securing Peakirk's future to 2030. The Aims and Objectives provide the basis for the development of the Planning Policies, which are set out in Section 3 and the Section 4 Village Projects.



Section 2 Aims and Objectives

SECTION 2: AIMS AND OBJECTIVES

The Neighbourhood Planning Group have identified the following Aims and Objectives to deliver the Vision from the initial Consultation Key Points.

Aims are high level, aspirational statements of what is needed make the **Vision** a reality.

An **Objective** sets out how to achieve the **Aims**.

Each **Aim** has a series of **Objectives**.

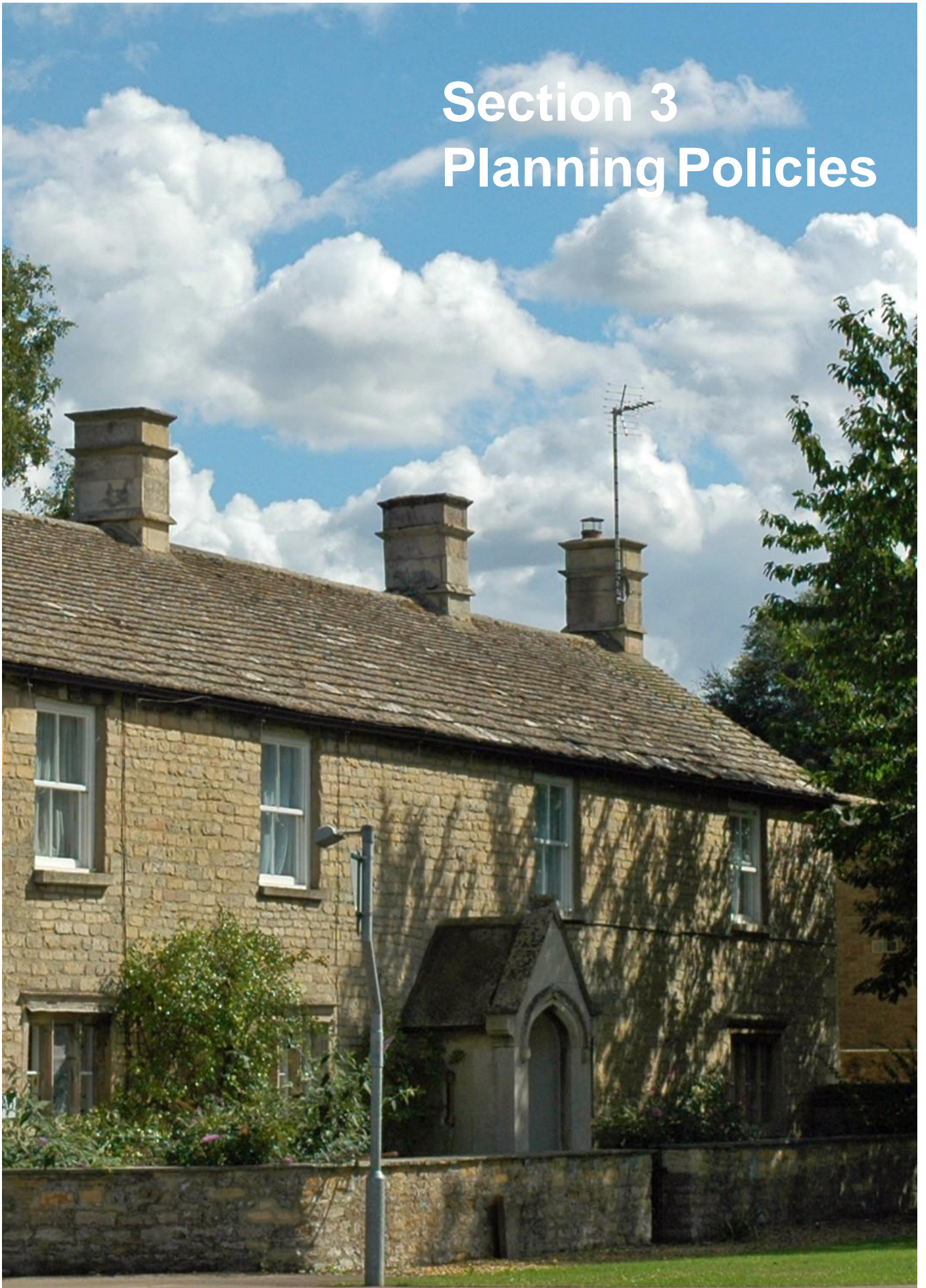
| | |
|---|--|
| <p>AIM 1: HOUSING</p> <p>To remain separate from nearby villages whilst supporting appropriate growth.</p> | <p>OBJECTIVES</p> <p>A) Other than in very special circumstances, to locate new homes within the defined Village Envelope.</p> <p>B) Integrate new housing with existing homes.</p> <p>C) Support development of smaller sized homes.</p> <p>D) Achieve high quality design.</p> <p>E) Preserve and enhance the village setting.</p> |
| <p>AIM 2: COMMUNITY</p> <p>To support the rural amenities of the village and the community spirit of those who live in it.</p> | <p>OBJECTIVES</p> <p>F) Preserve and develop local amenities and community assets.</p> <p>G) Designate Local Green Space where appropriate.</p> <p>H) Seek to establish local business opportunities.</p> <p>I) Support renewable low carbon community energy projects.</p> |
| <p>AIM 3: GETTING ABOUT</p> <p>To widen the sustainable options available to all people in the parish for getting about without their cars and help solve some of the problems traffic travelling through the village creates.</p> | <p>OBJECTIVES</p> <p>J) Ensure new development has adequate parking.</p> <p>K) Ensure new homes have easy and safe access to village amenities and the countryside.</p> <p>L) Address speeding vehicles and road safety through the management of traffic.</p> <p>M) Support public transport, pedestrian and cycle links between villages.</p> |
| <p>AIM 4: ENVIRONMENT</p> <p>To safeguard and where possible enhance the parish's rural setting and historic character. To support biodiversity and habitats of importance.</p> | <p>OBJECTIVES</p> <p>N) Preserve and enhance existing wildlife habitats.</p> <p>O) Protect existing homes from flooding.</p> <p>P) Safeguard trees, woodland and hedgerows important to the setting of the village.</p> <p>Q) Encourage sustainable design.</p> <p>R) Preserve and enhance the historic environment.</p> |

The table below summarises the Neighbourhood Plan Policies which will help achieve each of our Objectives.

| OBJECTIVE | DELIVERED THROUGH POLICIES / PROJECTS |
|--|--|
| AIM 1: HOUSING | |
| A) Other than in very special circumstances, to locate new homes within the defined Village Envelope | Policy PK1, PK3, PK4 |
| B) Integrate new housing with existing homes | Policy PK4, PK5, PK7 |
| C) Support development of smaller sized homes | Policy PK4, PK7 |
| D) Achieve high quality design | Policy PK4, PK5, PK9 |
| E) Preserve and enhance the village setting | Policy PK1, PK2, PK3, PK11, PK12, PK13 |
| AIM 2: COMMUNITY | |
| F) Preserve and develop local amenities and community assets | Policy PK6, PK11, PK12, PK13 |
| G) Designate Local Green Space where appropriate | Policy PK12 |
| H) Seek to establish local business opportunities | Policy PK6, PK10 |
| I) Support renewable low carbon community energy projects | Policy PK10 |
| AIM 3: GETTING ABOUT | |
| J) Ensure new development has adequate parking | Policy PK4 |
| K) Ensure new homes have easy and safe access to village amenities and the countryside | Policy PK3, PK4, PK13 |
| L) Address speeding vehicles and road safety through the management of traffic | Village Project |
| M) Support public transport, pedestrian and cycle links between villages | Village Project |
| AIM 4: ENVIRONMENT | |
| N) Preserve and enhance existing wildlife habitats | Policy PK3, PK11, PK12, PK13 |
| O) Protect existing homes from flooding | Policy PK4, PK8, PK9 |
| P) Safeguard trees, woodland and hedgerows important to the setting of the village | Policy PK2, PK3, PK11, PK12, PK13 |
| Q) Encourage sustainable design | Policy PK8, PK9, PK10 |
| R) Preserve and enhance the historic environment | Policy PK2, PK3, PK5, PK12 |

The policies in this plan will be examined for effectiveness by the Parish Council against these Aims and Objectives. The Neighbourhood Plan will be reviewed when this proves necessary.

Section 3 Planning Policies



SECTION 3: PLANNING POLICIES

PK1 Preventing the Coalescence of Peakirk and Glington.

Background and Justification

- 1.1 Peakirk is a small rural 'Fen edge' village of 180 dwellings, in the Welland valley, about a mile north of the urban edge of Peterborough and half a mile east of Glington, a larger village settlement of 680 dwellings, with more facilities such as schools and a shop.
- 1.2 The individual identity of Peakirk village is very important. The 'village feel' and its surrounding openness is crucial to its local distinctiveness and character.
- 1.3 It has been a separate rural settlement, serving the needs of the local farming community since Roman times. The 1790 Composite map of England and Wales shows Peakirk as one of a series of 'Fen edge' villages, marking the outer limits of the waterlogged fenland. With the drainage of the fens in the 19th Century, the village continued to mark the physical change in landscape from wide open fenland to smaller scale enclosure.
- 1.4 Map 1 shows the Neighbourhood Area and the adjoining settlements and the current Village Envelope.
- 1.5 The Peterborough Urban Fringe Landscape Sensitivity Study April 2007 identified views out of and into the village to the east, as characteristic sweeping, flat, fenland vistas, dominated by arable farming, and to the west of smaller scale fields, some of permanent pasture interspersed with trees and hedgerows.
- 1.6 The Peakirk Landscape Character Assessment 2016, carried out by local people specifically for the Neighbourhood Plan, confirmed this feeling of being on the boundary between one area and another. It identifies, at a smaller scale, the fragile local fen edge character of Peakirk still in place today and the importance of its distinct setting to the intrinsic landscape character of the area.
- 1.7 The Peterborough Site Allocations Development Planning Document Policy SA17 Green Wedges supports maintaining the separate identity of communities by containing urban sprawl. A Green Wedge already separates the urban edge of Peterborough at Werrington from Glington and the western side of the Neighbourhood Area along Foxcovert Road.

Ambition

To keep Peakirk a small, green village in a rural parish.

To ensure distinct separation between Peakirk and Glington. The villages have always been distinct and separate communities.

To reinforce the classification of 'open countryside' outside the Village Envelope, meeting the criteria of Peterborough City Council Core Strategy Policy 5

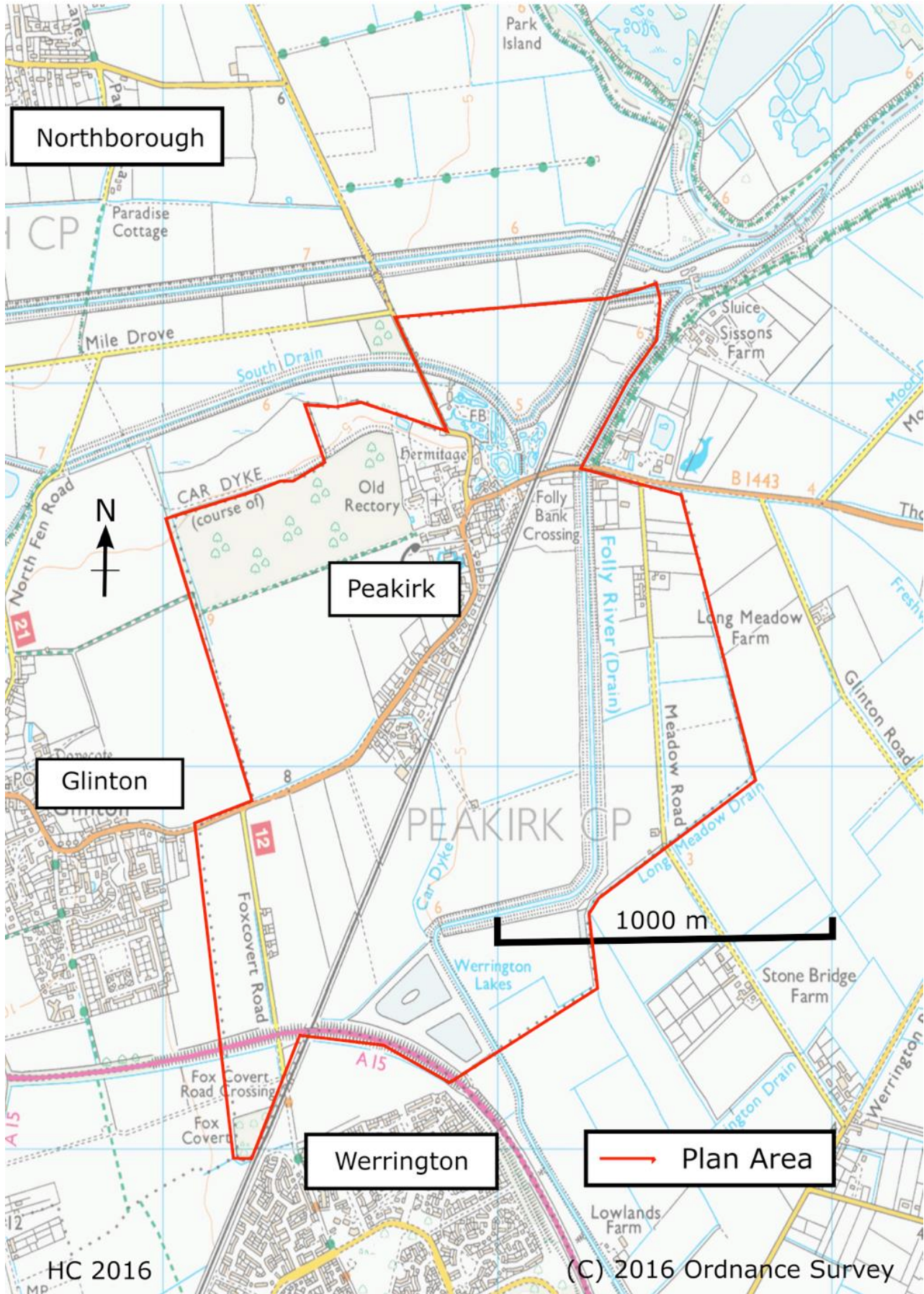
To meet Objectives:

- A) Other than in very special circumstances, to locate new homes within the defined Village Envelope
- E) Preserve and enhance the village setting

PK1 Preventing the Coalescence of Peakirk and Glington.

Development outside the Village Envelope, as defined on Map 1, must not, either individually or cumulatively, increase the coalescence of Peakirk and Glington by reducing the physical gap between the two settlements.

Map 1 Peakirk and its proximity to other settlements.



PK2 Views Important to the Historic and Cultural Setting of Peakirk**Background and Justification**

- 2.1 The Natural England National Character Areas identifies Peakirk as being on the boundary between Area 46 The Fens and Area 75 The Kesteven Uplands.
- 2.2 The Landscape Character Assessment for Peterborough City Council 2007 also shows Peakirk on the boundary between Area 3 The Welland Valley and Area 4 Peterborough Fens.
- 2.3 The Peakirk Landscape Character Assessment 2016, carried out by local people, compliments these findings on a more local scale.
- 2.4 Peakirk's intrinsic position as a 'Fen edge' village, provides opportunities to experience a contrast of views, reflecting its settlement history.
- 2.5 The subtle change in this boundary landscape is very vulnerable to development pressure and this policy aims to identify particular views that are important to maintaining Peakirk's setting and character.
- 2.6 View 1 and View 2 are important in the understanding of the historical relationship between Peakirk and Glinton. Rectory Lane can trace its origins back to the medieval paths linking the villages and the open field system that served them both. These views are shown on Map 2. Further details of the key features that make these views important to retaining the historic rural setting of Peakirk are given in Appendix 1 Background Documents and Supporting Evidence.
- 2.7 To the north and west the landscape is much older and less open with fields of a smaller scale. There are several fields of permanent pasture with mature trees and hedgerows dating back to the Enclosure Act of 1809 and possibly before. View 3 shows the northern approach to the village where it's setting is influenced by this landscape.
- 2.9 The Roman excavated waterway, Car Dyke marks the change in the landscape. It may also have marked a boundary between land held by the Iceni tribe in the east and a Roman estate based on Castor in the west. View 4 looks along the line of the Car Dyke as it reaches the village edge, underlining its importance as an historical boundary.
- 2.10 To the south and east the views beyond the Neighbourhood Area are of the large scale, open landscape of Newborough Fen, much of it on or below the 5m contour, where the water levels are artificially controlled by constant pumping. View 5 shows the importance of the planting that marks the boundary of the Neighbourhood Area and gives it a separate character to the fen beyond.
- 2.11 View 6 is from the centre of the village across Meadow's field. The importance of this view reflects the historic settlement pattern.

Ambition

To retain views in to and out of the village that recognise its historically significant position.

To meet Objectives:

- E) Preserve and enhance the village setting.
- P) Safeguard trees, woodland and hedgerows important to the setting of the village
- R) Preserve and enhance the historic environment

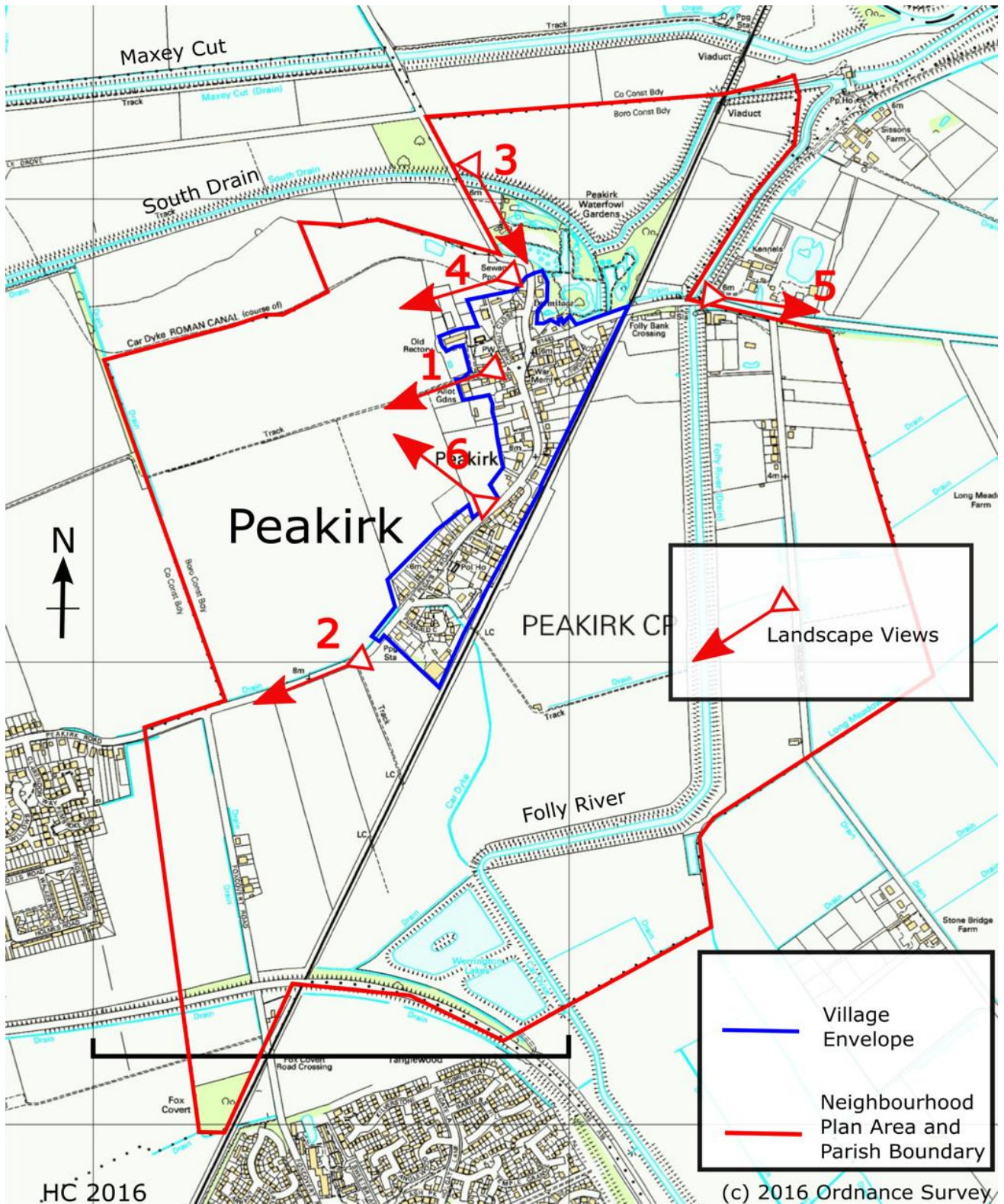
PK2 Views Important to the Historic and Cultural Setting of Peakirk

Map 2 identifies Local Views that have been identified as important to the historic and cultural setting of Peakirk. Details of these views are contained in Appendix 1.

1. From the end of Rectory Lane looking west towards Ginton church.
2. From the southern edge of the village looking along the B1443 towards Ginton
3. From the South Drain bridge on the Deeping Road looking south east towards Peakirk
4. From the Deeping Road looking west across the Hermitage Field from the pumping station towards Car Dyke.
5. Eastwards along the Thorney Road towards the junction with Meadow Rd with Newborough fen beyond.
6. From St Pegas Road over the wall across Meadow's field.

Development proposals that would have an unacceptable impact on the identified important local views through closing off or reducing the view, or through detracting from important features that make the view important, will not be supported.

Map 2 Views important to the Historic and Cultural Setting of Peakirk



PK3 Protect and Enhance our Heritage and Rural Landscape Character

Background and Justification

- 3.1 Peakirk has a long and varied history as a small country village providing a home for the people who live and work here. Archaeological evidence suggests that the area around the present village has been used by people for over 4000 years.
- 3.2 Peakirk is classified as a 'small village' in the Peterborough City Council Settlement Hierarchy Study (January 2016), unsuitable for formally allocated development. Development would be restricted to a small redevelopment site or infill. All development should be of a scale appropriate to the village.
- 3.3 In all our consultation events over the past three years, the community have placed considerable importance on preserving the size of the village and ask that all future development proposals remain within the Village Envelope unless exceptional circumstances can be proven.
- 3.4 The earliest documentary reference to the village is in a charter of 1016, a grant of land in Peakirk by King Edmund II (Edmund Ironside), to a new minster, presumed to be the church here, the earliest fabric of which dates to that period.
- 3.5 Early settlement is likely to have been located on the higher ground to the south and west of Car Dyke, a Roman watercourse, excavated possibly in the 1st or 2nd century AD, which follows the 5m contour around the present village. There is also evidence of Roman occupation within the area of the present village, but following their withdrawal from Britain in the early 5th century, this seems to have been abandoned.
- 3.6 The section to the north of the village is a Scheduled Monument List Entry Number: 1021104 Section of Car Dyke canal, fishponds and Barrows that 'contribute to our understanding of the development of the pre-historic, Roman and medieval landscapes.'
- 3.7 In the early 8th century, St Pega, the sister, of St Guthlac of Crowland, is said to have set up a hermitage to the east of Car Dyke, on a site now occupied by a medieval chapel (converted to domestic use in the late 20th century), but there is no evidence of Anglo-Saxon occupation to the west of Car Dyke, within the present village, until the mid-9th century.
- 3.8 The historic centre of the village is the heart of the Conservation Area and contains a number of Grade 1, Grade II and Grade II* Listed Buildings, including St. Pega's church which dates mainly from the 13th century to the 15th century but has some 11th Century Anglo-Saxon and Norman Fabric. The 14th Century Morality paintings on the north wall are nationally important to our historical understanding.
- 3.9 Protecting the setting of all these heritage assets is an important element in planning the future of our parish. It is also important to conserve the historic environment beyond the designated assets. This should include such things as local listed structures, surviving street furniture, areas of paving, boundary walls and railings.
- 3.10 The modern site of the village at the confluence of several important waterways has grown out of its historic setting on the boundary between the waterlogged fens and the drier uplands. Historical Landscape Characterisation written work carried out by Tracey Partida for the Rockingham Trust identifies Peakirk as on the edge of Zone 6, the Soke of Peterborough. Today the River Welland flows to the north east of the village where it connects to the Maxey Cut, South Drain and Folly River just outside the parish boundary.
- 3.11 Peakirk was originally an agricultural settlement. Its sustainability was ensured by the best use of the agricultural land surrounding it. Originally this was Medieval fields to the north and west. The c1812 Parish Inclosure map shows the position of large open fields called Dovecot Field, Well Moor Field and Tween Towns Field. Peakirk was part of the Glington Manor and probably shared these fields with them. After the reclamation of the fenland to the east and south, large arable fields, diverted by drains, became the dominant landscape in this area. The coming of the railways in 1848, enabled fresh food, including ducks from the local Borough Fen Decoy and fresh goods brought by boat to be transported quickly to London.
- 3.12 The farmland in the Neighbourhood Area remains an important asset. It will help support the Peterborough Environment Capital Action Plan 2014 - 2050 Vision Theme 5 Local and Sustainable Food in its ambition that '80% of food consumed will be produced and processed within 100 miles of the city' by 2050.

- 3.13 The farmland is classified by the MAFF 1988 Agricultural Land Classification as Grade 3 Good to Moderate quality with Grade 3a good quality agricultural land is classed as 'best and most fertile' land. The government has reaffirmed the importance of protecting our 'best and most fertile' soils and the services they provide in the National Planning Policy Framework March 2012.
- 3.14 The Peakirk Neighbourhood Plan aims to protect that heritage whilst encouraging the sustainable use of the surrounding land, as in the past.

Ambition

To preserve the setting of Peakirk as a small rural village in a historically important landscape, whilst encouraging development that will maintain its intrinsic character for the next 1,000 years.

To promote the sustainable use of the productive farmland surrounding the settlements.

To meet Objectives:

- A) Other than in very special circumstances, to locate new homes within the defined Village Envelope
- E) Preserve and enhance the village setting
- K) Ensure new homes have easy and safe access to village amenities and the countryside
- N) Preserve and enhance existing wildlife habitats
- P) Safeguard trees, woodland and hedgerows important to the setting of the village
- R) Preserve and enhance the historic environment

PK3 Protect and Enhance our Heritage and Rural Landscape Character

Outside of the Village Envelope, as shown on Map 3, development proposals will be limited to that which is demonstrably essential to the effective operation of local agriculture, horticulture, forestry, outdoor recreation and access to natural greenspace, transport or utility services, and to residential development on rural exception sites.

Any development within the Plan area will only be permitted where it would not have a detrimental impact, by way of size, scale, design, positioning, layout, or use, on the setting of the village and/or its satellite housing at Meadow Road and Foxcovert Road.

PK4 Neaverson's Yard

Background and Justification

- 4.1 The Peakirk Neighbourhood Plan takes a positive approach to the development of an area of previously developed land within the village envelope, known as Neaverson's Yard.
- 4.2 Peakirk is classified as a 'small village' in the PCC Settlement Hierarchy 2016, unsuitable for formally allocated development. An application for this site to be included under the Peterborough Site Allocations DPD 2012 was rejected. This application indicated that 14 dwellings could be built on this site.
- 4.3 Under policy CS1 of the current Peterborough City Council Core Strategy, residential development in Peakirk would be restricted to windfall site, limited in scale to infilling or a group of no more than nine dwellings. All development should be of a scale appropriate to the village.
- 4.4 The Neaverson's yard site is 0.54ha in total with the owners indicating that 0.27ha could be currently available for housing. The rest of the site consists of a large modern factory building. It is the only area left in the village that could provide a small housing development of no more than nine dwellings. There are possible contamination issues on the site, resulting from historical wood treatments, which may require remedial work. The position of the site is shown on Map 3.
- 4.5 The old factory building was replaced in 2000, but the site had been used by a local family, for the manufacture of timber buildings for over one hundred years. The factory building could be subdivided to provide light industrial units, which could bring new employment opportunities into the village.
- 4.6 The remainder of the site is part of a larger site, part redeveloped in 2007, resulting in the building of Penwald Court, [density of 29 dwellings per hectare] consisting of 14 four bed houses, of which 11 are detached, and 3 three storey, terraced town houses. This development was an approximate 10% increase in the size of the village.
- 4.7 In 2010 an application was made on the remaining site, for two 4 bed detached dwellings and six semi-detached dwellings. [10/01553/OUT]. It was withdrawn in Feb 2011. In May 2011 outline planning permission was granted for five detached 4 bed dwellings with associated garages and access road and the change of use for the existing factory from B2 to B1. [11/00368/OUT]
- 4.8 The planning permission granted in 2011 [11/00368/OUT] requested details of a SuDS system in order to protect and safeguard the amenity of the area and of the water environment in accordance with PPS23 and Policy U1 of the Peterborough Local Plan [First Replacement].
- This planning permission has now lapsed without work being started.
- 4.9 The site could provide the village with a wider variety of house types, sizes and tenures than is currently available.
- 4.10 The Peakirk Neighbourhood Plan Group feel that one of the main problem identified with the development of this area is the provision of adequate on site parking.
- 4.11 As a rural community, with only a limited bus service Monday to Saturday and no shop or school, most people in the village have to drive to work, school and the shops, so it is unrealistic to expect people to not have more than one car per household.
- 4.12 Parking on the side of the road, especially in the new development of Penwald Court, adjacent to this site, is a big problem in Peakirk.
- Sometimes it is impossible to push a buggy or walk with children along the footpaths because the roads are narrow and the cars park on the footpath to avoid traffic. This is especially noticeable during the evenings and weekends.
- 4.13 Car ownership in Peakirk follows the general profile of rural Peterborough, shown by the Newborough Ward figures, of which Peakirk was a part when the survey was completed, which is higher than both Central Ward Peterborough [urban] and the overall figures for the Peterborough Unitary Authority.

| | No cars or vans in household | 1 Car or van in household | 2 Cars or vans in household |
|--------------------------------|------------------------------|---------------------------|-----------------------------|
| Peakirk Parish | 6% | 25% | 69% |
| Newborough Ward | 7% | 35% | 58% |
| Central Ward Peterborough | 45% | 41% | 14% |
| Peterborough Unitary Authority | 25% | 45% | 30% |

- 4.14 Housing needs. – Our research shows that the village has an unbalanced mix of housing types and the Neighbourhood Plan supports development on this site that offers a wider choice of types, sizes and range of tenures.

This is an opportunity to contribute to delivering a mix of housing, in terms of size, type and tenure informed by the latest Strategic Housing Market Assessment (SHMA) and/or local housing needs survey.

- 4.15 Flooding problems - Peakirk has a foul sewage network only. Heavy rain causes increased flow from surface water into the foul system. The speed in which water flows into the pumping stations at both ends of the village, can and has resulted in pump failure.
- 4.16 Any increased demand on the system could increase the risk of pump failure resulting in blockages and backflow, causing a risk of contaminated water overflowing into houses, gardens and the Car Dyke. Anglian Water have upgraded some parts of the system, but flooding problems are still occurring at both ends of the village especially following periods of heavy rain.
- 4.17 Opportunity for local businesses – This site already has a modern factory building in place. It could offer real opportunities to promote and encourage local business.

Ambition

To encourage the redevelopment of Neaverson's Yard to provide a mix of housing types and tenures that serve the needs of the village.

To ensure new development has adequate parking

To support alternative uses for the site that could increase the economic sustainability of the village without compromising the health and welfare of its residents.

To meet Objectives:

- A) Other than in very special circumstances, to locate new homes within the defined Village Envelope
- B) Integrate new housing with existing homes
- C) Support development of smaller sized homes
- D) Achieve high quality design
- J) Ensure new development has adequate parking
- K) Ensure new homes have easy and safe access to village amenities and the countryside
- O) Protect existing homes from flooding

PK4 Neaverson's Yard

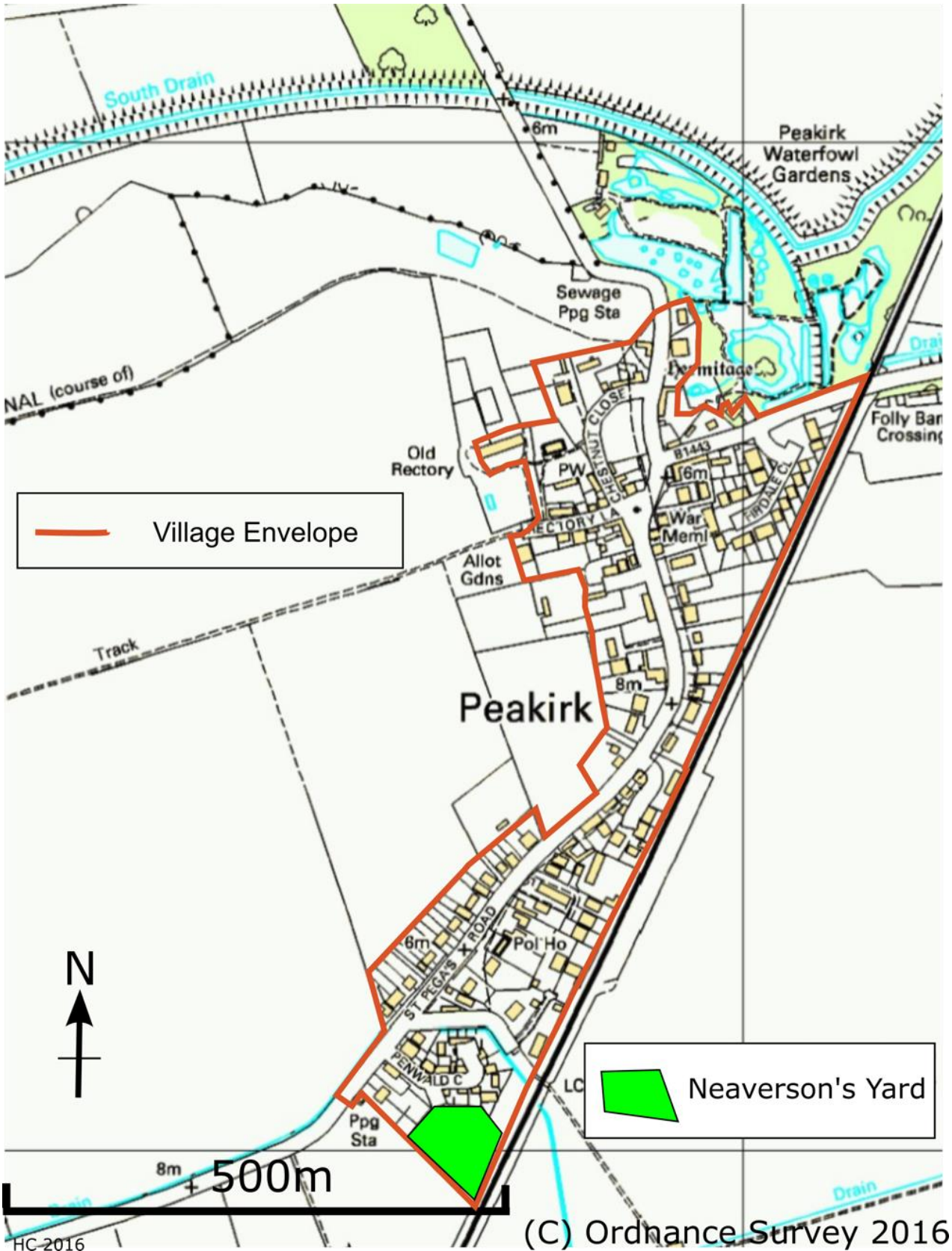
Proposals for residential use on the Neaverson's Yard site which contribute to the achievement of a sustainable and mixed community will be supported.

As such proposals must:

- Deliver a mix of dwelling types, sizes and range of tenures to meet the identified future needs for sustainable and mixed community in Peakirk; and
- Make appropriate provision for off-road parking taking into consideration the type of development and the accessibility of the location and the lack of a comprehensive local bus service. This policy aims to minimise the impact of any nuisance caused by on street parking to pedestrians, cyclists, traffic and service access; and
- Where the number of dwellings in each size category as specified by the Peterborough City Council Parking Standards falls short of the threshold, the total number of dwellings will be used to calculate the number of unallocated spaces required, taking an average car parking requirement for their sizes; and
- At least one of the parking spaces provided for each dwelling should be of a width of 3.3m to enable access for those with accessibility issues; and
- All residential development should be designed, where practical, to incorporate facilities for electric plug-in and other ultra low emission vehicles.

Proposals involving the use of this land (or any part of it) for non residential purposes will also be supported in principle where they contribute to the economic sustainability of the village.

Map 3 Neaverson's Yard



PK5 Design and Amenity**Background and Justification**

- 5.1 Peakirk is a small, historic, rural settlement located on the fen edge, with continuous occupation and use of the landscape over about 4000 years.
- 5.2 The Ruddy Duck public house, built of stone, is one of the oldest surviving buildings in the village, with several similar style farmhouses that may be even older, such as The Goshams, also surviving.
- 5.3 Peakirk remained a mixed farming community until the coming of the railway in 1848. This brought a new wave of Victorian development using materials brought in locally from Fletton and Whittlesey.
- 5.4 The 20th Century brought a change in the balance of settlement. In medieval times the church was the most prominent and most decorated building in the village, reflecting the day to day dominance of religion. In the 20th century technical advances made construction easier and houses more uniform.
- 5.5 In the 21st Century the village street scene is made up of a wide variety of individual buildings with different frontages. Some are detached, semi detached, terraced, farm sheds, barns and even commercial buildings. Only about a quarter of these now date from before the 20th century making modern houses the most visually dominant building type in the village.
- 5.6 It is important that new buildings reflect and enhance the existing characters to broaden and enrich the street scape rather than relying on standardised design that is inappropriate in the setting of a small rural village.
- 5.7 The information above is provided by the Peakirk Conservation Area Appraisal Report and Management Plan, (Peterborough City Council August 2010), which also concludes that:
- ‘there is a marked difference between new buildings within the Conservation Area and buildings just outside the Conservation Area boundary. Recent infilling that has taken place has a marked impact on the character of the frontages.’
 - ‘Post 2000 estate development outside the Conservation Area is machine made brick with artificial blue slate. Inside the Conservation Area post 2000 development are individual plots in stone with natural Welsh slate or good quality artificial Collyweston slates.’
- 5.8 The character of the village is further described in the Peakirk 2030 Character Area Assessment 2016 as having 12 distinct Character Areas. See Appendix 1.

Ambition

To encourage design of new development which enhances and compliments the characteristics and identity of the village as described in the Peakirk Conservation Area Appraisal Report and Management Plan, (Peterborough City Council August 2010) and the Peakirk 2030 Character Area Assessment 2016.

To support innovative, alternative or contemporary design where it is sensitive to its immediate setting.

To plan for the important every day details such as bin storage.

To meet Objectives:

- B) Integrate new housing with existing homes.
- D) Achieve high quality design.
- R) Preserve and enhance the historic environment

PK5 Design and Amenity

Development will be supported where it is designed to a high quality and responds positively to the heritage and local distinctiveness of the village.

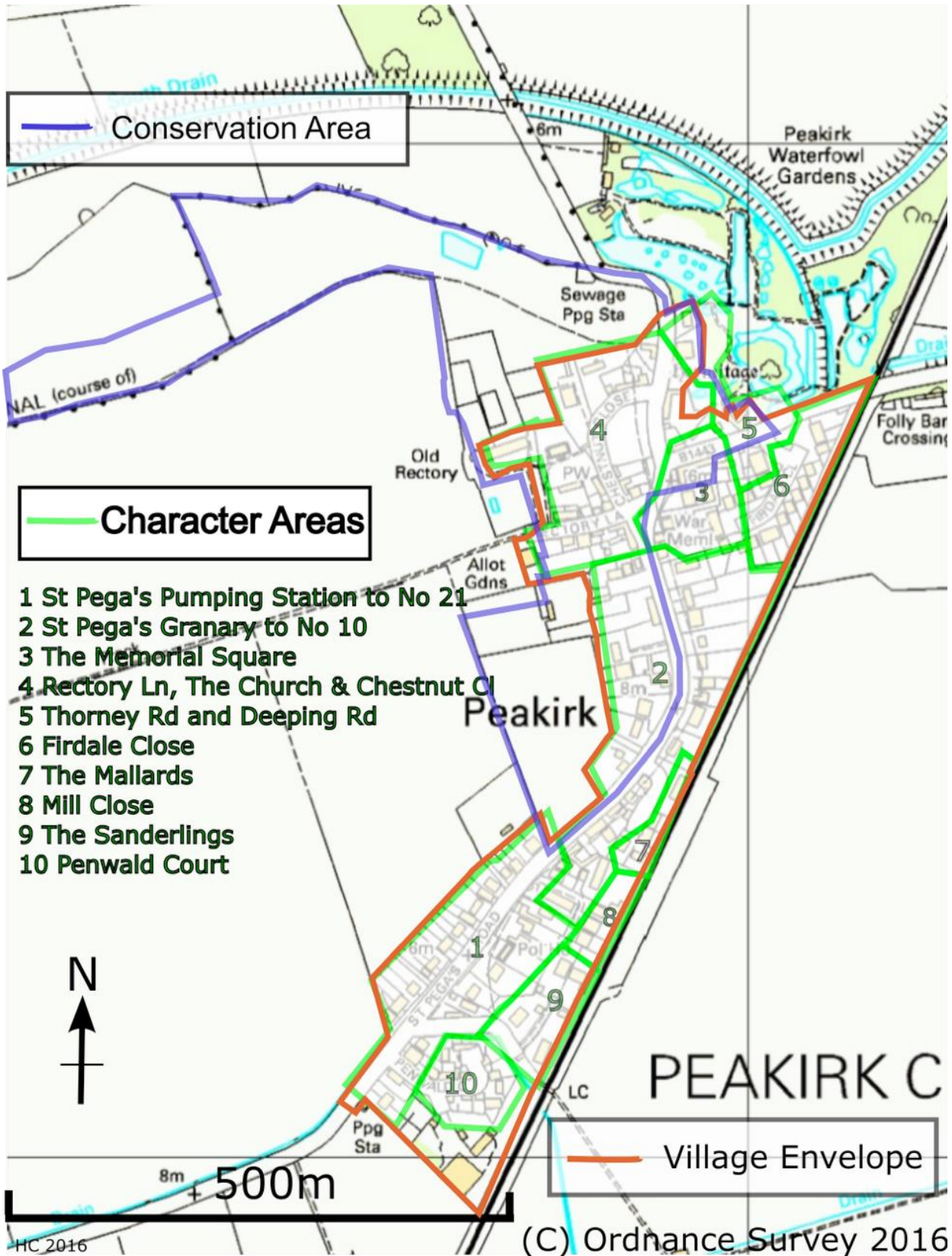
As such proposals must:

1. Positively reflect the characteristics identified in the Peakirk 2030 Character Area Assessment 2016 by way of;
 - a. height, scale, spacing between buildings, layout of buildings within the scheme, building orientation, rooflines, design, and materials used; and
 - b. the design of and materials used in areas of public realm, including footways, roadways, open spaces, means of enclosure and landscape treatment.

2. Follow guidance in the Peakirk Conservation Area Appraisal Report and Management Plan, (Peterborough City Council August 2010) – (or similar document if superseded) on
 - Alterations to Historic Buildings, - retaining original fabric in older properties, resisting further extensions to already extended Listed Buildings and amalgamated buildings, repair and restoration of doors and windows using patterns from nearby villages.
 - New Buildings, - Use of traditional building materials throughout the village. In the Conservation Area, where possible, new buildings designed with a plan form of 6m max. and constructed using local stone, Collyweston tiles and thatch with pantiles on single storey buildings. Use of red or white stock bricks and natural slate.
 - Archaeology, all proposed development within the Conservation Area should, where appropriate, include an archaeological assessment at or before planning application stage, especially important around course of Car Dyke.
 - Stone Walls, all existing stone walls retained, maintained and rebuilt if necessary, preferably to original height.
 - Street Furniture, retain all vestiges of historic street furniture such as granite and local stone kerbs and setts, old light standards, water pumps, milestones. New development and upgraded buildings to use traditional features such as limestone setts and granite kerbs and new materials that compliment historic character.
 - Tree planting and Landscape and Townscape Enhancement seek specialist design expertise for landscape and townscape improvements which could result from new development, especially at the junction of character areas.

3. Demonstrate that they do not result in unacceptable levels of light, noise, odour, air or water pollution.

Map 4 Peakirk Character Areas.



PK6 Encouraging Micro and Small Businesses**Background and Justification**

- 6.1 Peakirk is now almost entirely residential. In recent years we have lost our Post Office and shop, a craft centre and a woodworking factory. Our pub, church and the village hall are the only local facilities left.
- 6.2 The NPPF promotes a prosperous rural economy by encouraging the retention and development of local services and community facilities in villages.
- 6.3 The Peakirk Conservation Area Appraisal Report and Management Plan, (Peterborough City Council August 2010) reports that in the 1950s and up until the 1970s when private car ownership became more affordable, most people who lived in Peakirk would have worked here or in nearby villages.
- 6.4 The 2011 census figures show that 22 people [9.1% of the population] work mainly at or from home, yet 244 people [72.6% of the population] were actively working. This is a reduction from 28 people [15.5%] in the 2001 census.

Ambition

To encourage more residents to work within the village, either from home or suitable local premises.

To meet Objectives:

- F) Preserve and develop local amenities and community assets
- H) Seek to establish local business opportunities

PK6 Encouraging Micro and Small Businesses

Proposals for small scale commercial or industrial development in the categories A1 (shops), A2 (Financial and professional), A3 (restaurants and cafes) and B1 (business offices) will be supported.

The following types of development will be supported:

- premises for business start-ups, including Micro businesses
- extensions and small new buildings enabling working from home
- provision of serviced offices
- community facilities

PK7 Dwelling Size and Type

Background and Justification

- 7.1 The population of Peakirk has increased by nearly 40% between 2001 (321 residents) and 2011 (446 residents). (Source 2001 and 2011 Census)
- 7.2 In 2011, 90 of these residents were 16 years old and younger, an increase of over 80% since 2001.
- 7.3 At the same time the number of residents over 60 has risen from 72 residents (2001) to 99 residents (2011), an increase of 35%.
- 7.4 Modern households rightly require more space than in past times and so many of the smaller cottages and terraced houses have been amalgamated into larger dwellings.
- 7.5 This means there are few opportunities for young local families to live in the village. Most of the old houses have been converted to four bedrooms and the new houses also aim at this market.
- 7.6 Older people living in these larger houses are also disadvantaged, as there are few smaller houses to downsize into and free up the larger houses for growing families. This has resulted in an imbalance in housing provision, which the Peakirk Neighbourhood Plan aims to address.
- 7.7 To survive as a thriving community Peakirk needs residents with a range of ages to support local community initiatives and to build a strong sense of community.
- 7.8 To support the local school in Ginton, young families with children must be supported in their wish to live in the village.
- 7.9 To support our pub, the only retail outlet left in the village, a wide range of prospective clients should live within walking distance of this vital amenity.
- 7.10 All the 14 houses built in our only recent development in Penwald Court [2007] are 4 bed houses.
- 7.11 The new Local Plan Sustainability Appraisal January 2016 identifies as a key issue in Theme 10, Health and Wellbeing, the need for affordable housing and the even more acute need in rural areas, which score highly on the Indices of Multiple Deprivation.
- 7.12 The governments Indices of Multiple Deprivation 2010 show details on barriers to housing including affordability. The wards appearing in the worst 5% in the country include Ginton, Newborough and Northborough. Peakirk was in Newborough Ward at the time of the survey.

Ambition

To encourage a mix of dwelling sizes and types to contribute to meeting identified local needs

To kick start the availability of housing in the village suitable for all life stages

For new development to be 'tenure blind' so that it is not easy to differentiate between homes that are private and those in shared ownership or rented.

To meet Objectives:

- B) Integrate new housing with existing homes
- C) Support development of smaller sized homes

PK7 Dwelling Size and Type

Developments of 3 or more units should;

- contribute to delivering a mix of housing, in terms of size, type and tenure informed by the latest Strategic Housing Market Assessment (SHMA) and/or local housing needs survey and
- meet, as a minimum, Building Regulation Part M4(2) requirements, to ensure dwellings are accessible and adaptable
- be 'tenure blind'.

PK8 Drainage and Flood Risk

Background and Justification

- 8.1 Peakirk is built on the gently sloping land of the River Welland valley, near the 5m contour, within 100 metres of 4 major watercourses The Folly River, The South Drain, The Maxey Cut and The River Welland.
- 8.2 The water levels in the surrounding drains and rivers are controlled by two Internal Drainage Boards, The Welland and Deepings IDB to the west of the railway and the North Level IDB to the east of the railway. Shown on Map 5
- 8.3 The Internal Drainage Boards supervise all matters relating to drainage within their areas. This includes regular maintenance and conservation work for which the board are responsible. They also have bylaws, granted by the Land Drainage Act 1991, which require development, within their area, to obtain certain permissions before a variety of work can proceed.
- 8.4 The main pumping station for the area is at Sissons Farm Newborough, just to the north of our Neighbourhood Area. It was built in 1973 as part of the North Level Drainage Major Improvement Scheme and has a total capacity of 273T/min.
- 8.5 The Environment Agency is responsible for water quality and resources, treatment of contaminated land, conservation and ecology. Peakirk comes under the Anglian (Northern) Regional Flood and Coastal Committee.
- 8.6 Local soils are identified by Soilsmap, which is a 1:250,000 scale, simplified soils dataset covering England and Wales. It was created from the more detailed National Soil Map (NATMAPvector) with the purpose of effectively communicating a general understanding of the variations which occur between soil types, and how soils affect the environment
- 8.7 It has been developed by Cranfield University and is sponsored by Defra. Details are shown on Map 6. The Peakirk Neighbourhood Area has three Soilsmap classifications.
- Soilsmap 20: Loamy and clayey floodplain soils with naturally high groundwater.
- Soilsmap 5: Freely draining lime-rich loamy soils.
- Soilsmap 22: Loamy soils with naturally high groundwater
- 8.8 Peakirk has a foul sewage network only. Heavy rain causes increased flow from surface water into the foul system. The speed at which water flows into the pumping stations at both ends of the village, can and has resulted in pump failure.
- 8.9 Any increased demand on the system could increase the risk of pump failure resulting in blockages and backflow, causing a risk of contaminated water overflowing into houses, gardens and the Car Dyke. Anglian Water have upgraded some parts of the system, but flooding problems are still occurring at both ends of the village especially following periods of heavy rain.
- 8.10 Early settlement is likely to have been located on the higher ground to the south and west of Car Dyke, a Roman watercourse, excavated possibly in the 1st or 2nd century AD, which follows the 5m contour around the present village. The section of Car Dyke to the north of the village is a Scheduled Monument List Entry Number: 1021104. The course of the Car Dyke is shown on Map 7 (Blue dotted line) with the open sections which become contaminated, marked in red.
- 8.11 The PCC New Local Plan Sustainability Appraisal Jan 2016 identified as a key issue in Theme 2. Sustainable Water, the importance of securing appropriate sewer infrastructure before new development proceeds.

Ambition

As far as reasonably practicable:

To prevent future development on areas identified as at risk of flood by the Environment Agency.

To ensure existing and future residents are protected from the foreseeable risk of flooding.

To ensure that receiving watercourses and ground water in our area, are protected from pollution risk brought on by changes in water quality following flooding incidents.

To meet Objectives:

- O) Protect existing homes from flooding.
- Q) Encourage sustainable design.

PK8 Drainage and Flood Risk

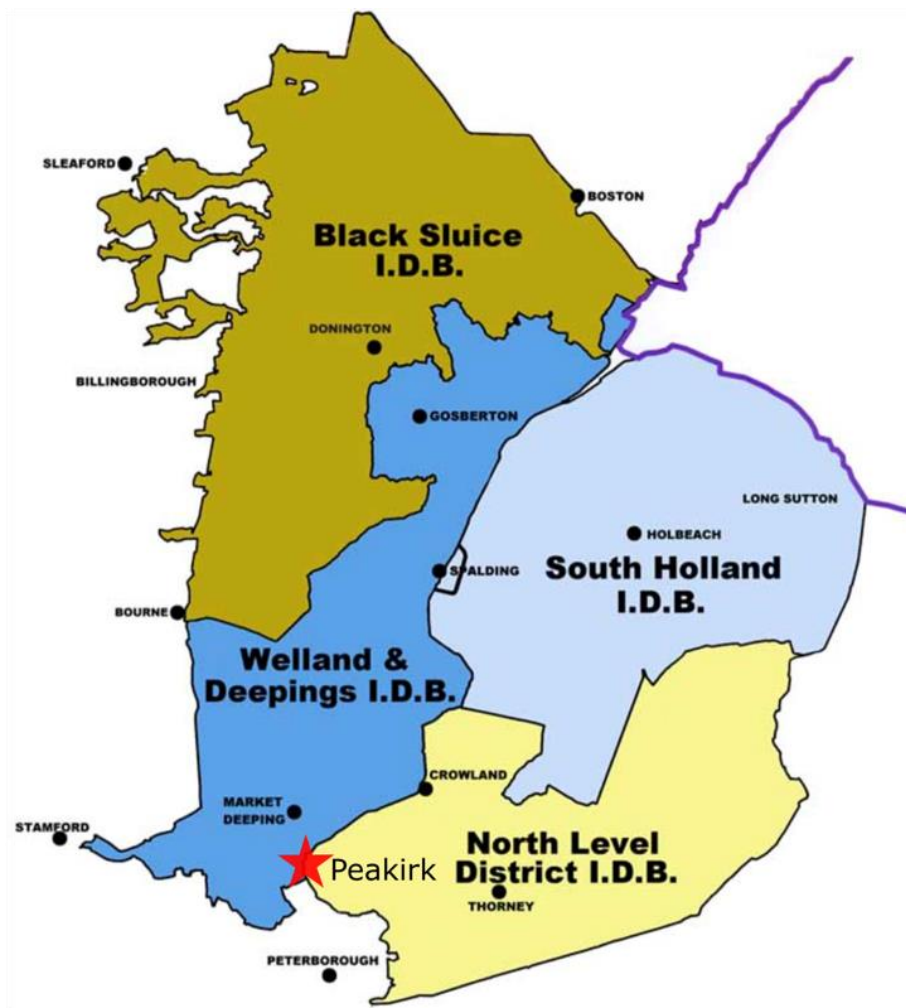
No connection for surface water should be made using the existing Foul system as this could put existing properties at risk of flooding.

The use of Source Control/surface water treatment stages, are recommended on all development sites where possible.

Proposals that would result in the loss of open watercourses and the creation of new culverts which will change the character of the village will not be supported unless essential to the provision of access to water systems.

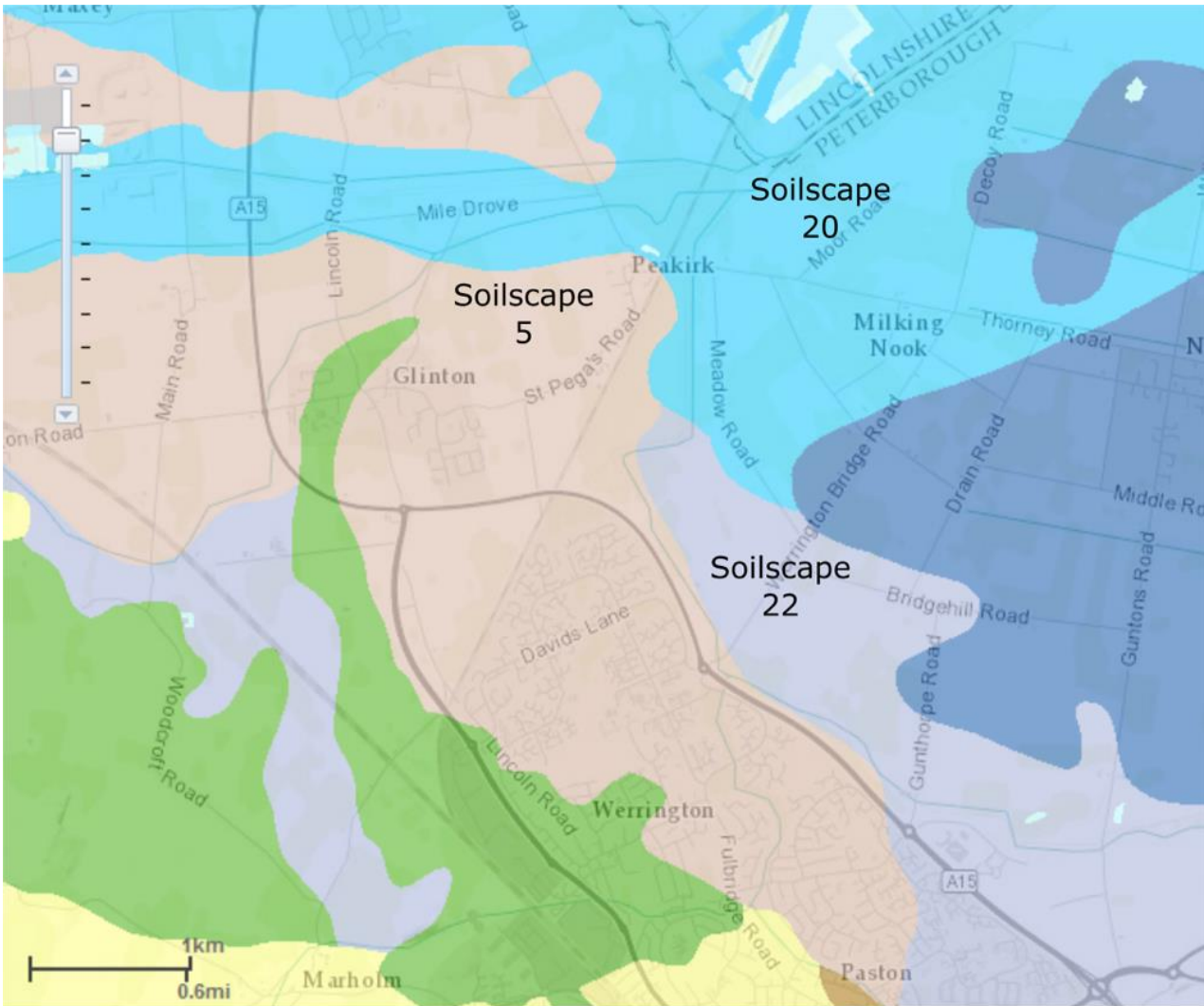
Development applications are encouraged to utilise Sustainable Urban Drainage Systems (SuDS) where it is shown to be feasible.

Map 5 The Internal Drainage Boards operating in the Peakirk Neighbourhood Area.

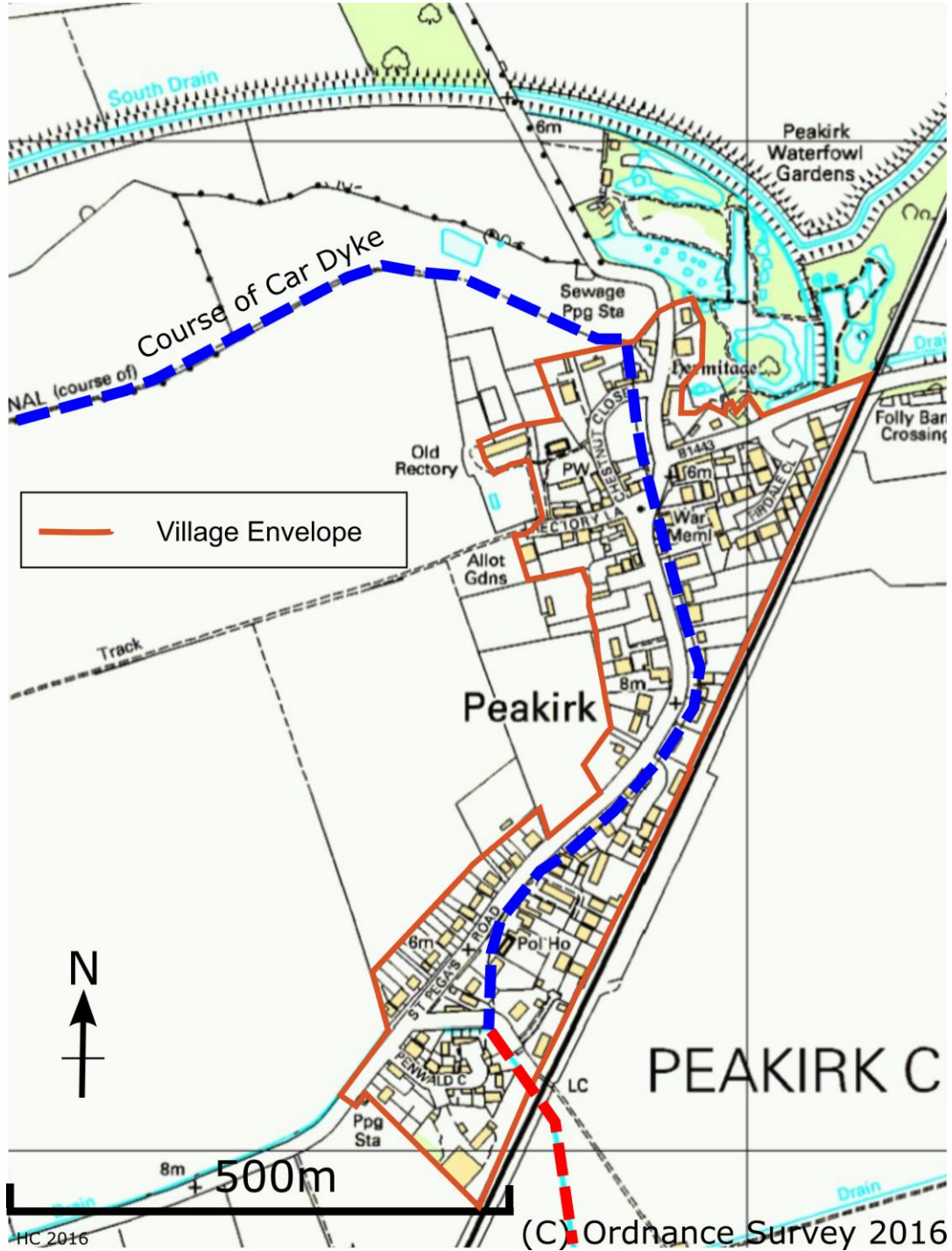


HC 2016

Map 6 Cranfield University Soilscape Map showing the Peakirk Area.



Map 7 The course of the Roman Car Dyke running through Peakirk



PK9 Building Sustainable Homes

Background and Justification

- 9.1 Peakirk Neighbourhood Plan supports development that helps achieve the reduction of greenhouse gas emissions of at least 80% by 2050 in line with the Climate Change Act 2008.
- 9.2 Peakirk households consume around 25% more energy each year than the national average which is estimated by ofgem as 19,800 kWh per household. Our total emissions of CO₂ are estimated from a Green Group project update in September 2013 as 10,000 tonnes per year.
- 9.3 About 50% of the emissions come from domestic heating and energy use.
- 9.4 Peakirk and Glinton together have a high carbon footprint and used 30,000MWh of energy during 2013.
- 9.5 The Peterborough Rural Housing Strategy (2010-2013) carried out by Peterborough City Council and The Greater Peterborough Partnership, identified Fuel Poverty and Energy Efficiency as one of its 3 main objectives. This is aligned with the Peterborough Sustainable Community Strategy 2008-21. Peterborough City Council Housing Stock projections 2007 identified a higher percentage of rural dwellings that are: 'Non-decent', have inadequate thermal comfort, have category 1 hazards, are energy inefficient, have a high level of disrepair and fuel poverty.
- 9.6 11.6% of rural households in private dwellings were defined as 'vulnerable' with 5.6% of these living in accommodation that was considered 'non-decent'
- 9.7 Peakirk is part of the Glinton and Peakirk Green Group set up in April 2009 by local people wanting to explore ways of improving our sustainability and supported by Peterborough City Council. In 2012 the two parishes were chosen as trial villages for the European Zero CO₂ Community Project, which is aimed at gaining European 'Zero CO₂' certification in recognition of our efforts to reduce emissions.
- 9.8 The group funded a review of the insulation of both village halls, resulting in a successful grant application to Waste Recycling Environmental Ltd (WREN), to complete the Peakirk Village Hall energy reduction project.
- 9.9 High sustainable design and construction standards for new homes will be encouraged by the Peakirk Neighbourhood Plan as part of our commitment to Peterborough's ambition to become the UK's Environment Capital [Environment Capital Action Plan April 2014 Theme 10 Health and Wellbeing].

Ambition

To reduce the parish carbon footprint as a contribution towards meeting the government's carbon emissions target.

To encourage high standards of sustainability in all future development as future predictions on climate change make the parish vulnerable to flooding.

To encourage low carbon homes that will last for many years to come.

We also want other rural communities to be motivated by our success in encouraging more demanding energy efficiency standards in future development.

To meet Objectives:

- D) Achieve high quality design
- O) Protect existing homes from flooding
- Q) Encourage sustainable design

PK9 Building Sustainable Homes

Proposals for low carbon development, which include measures to reduce resource use, will be supported. Examples would include, but would not be limited to, those meeting Passivhaus, Huf-haus or BREEAM standards.

Developers are encouraged to consider the following in their proposals, where relevant:

- Above building regulations part L standard levels of insulation
- Maximising passive solar gains and internal heat sources
- Minimise the use of energy and clean water
- Good level of airtightness as defined by BREEAM as being 5m³/hr (or less) leakage of air through the gaps and cracks of the building fabric.

PK10 Community Renewable Energy

Background and Justification

- 10.1 Peakirk uses 25% more energy each year than the national average and produces 10,000 tonnes of CO₂. In 2015, with the support of Peterborough City Council (PCC) and the Peterborough Environment City Trust (PECT) the Glinton and Peakirk Green Group established an Energy Community Interest Company to apply for grant funding for viability studies for local community energy production projects.
- 10.2 The need to generate more clean energy and the protection of our countryside from large energy generating structures is a dilemma that needs careful consideration. We think the best way to solve this problem is to support ventures for community controlled projects, where the siting and operation of the infrastructure must be appropriate to the size of the village.
- 10.3 Large scale wind turbines or solar power development would have a detrimental impact on the local distinctiveness and character of the village setting and are not supported by this policy.
- 10.4 The importance of the landscape setting of the village is confirmed by our policies PK2 Views important to the Historic and Cultural Setting of Peakirk and PK3 Preserve and Enhance our Heritage.
- 10.5 Peakirk Parish Council also supports the Rural Vision 2015, which aims to provide a framework for achieving sustainable and viable rural communities in Peterborough.

Ambition

To support the aims of the Zero Carbon Community Project and encourage ways of implementing their ideas about community energy generation.

To encourage schemes from within the community to meet the needs of the community without compromising the landscape setting of the village.

To meet Objectives:

- H) Seek to establish local business opportunities
- I) Support renewable low carbon community energy projects
- Q) Encourage sustainable design

PK10 Community Renewable Energy

Proposals for community led renewable energy initiatives, especially those providing a long term source of income for the community and reducing bills by enabling local supply, will be supported provided:

- the energy generating infrastructure is located as close as practicable to existing buildings and/or the proposed development it is intended to serve; and
- the proposal is of a proportional scale to the use it will serve; and
- the siting, scale and design of the energy generating infrastructure will not adversely impact on neighbours in terms of noise, vibration, or electromagnetic interference.

All proposals must consider the cumulative impacts of the scheme when taken in conjunction with existing energy generating infrastructure, on the setting of the Conservation Area, the impact on important views identified on Map 2 and the effects on the local environment.

The siting of energy generating infrastructure will not be supported where there would be significant effects upon the setting of Listed Buildings or Scheduled Monuments.

Where planning permission is granted, the energy generating infrastructure shall be conditioned to be removed as soon as reasonably practicable once it is no longer used for energy generation.

PK11 Trees**Background and Justification**

- 11.1 Peterborough is identified in the new Local Plan as one of the least wooded areas in the UK. All development plans should respect the role of trees in the landscape and avoid damage to their setting and their wellbeing.
- 11.2 The Peterborough Environment City Trust (PECT) is working with a range of different partners to create a 'Forest for Peterborough'. The project aims to plant a tree for every person in Peterborough. That will mean 180,000 trees by 2030.
- 11.3 Peakirk Parish Council has its own Tree and Woodland Policy adopted 2013. This stresses the importance of trees to the landscape setting of the village and supports the idea of 'the right tree in the right place', as outlined in the PCC Peterborough Tree and Woodland Strategy 2012.
- 11.4 The Peakirk Landscape Character Assessment 2016 identifies the importance of trees to the setting of Peakirk and the Peakirk 2030 Character Area Assessment 2016 identifies trees with a big impact on the character of the village. Most of these trees are in private ownership, some reaching the end of their life. Planting for the future should be a part of sustainable development.
- 11.5 Definition of a semi-mature tree: [BS 3936-1] A semi-mature tree has a main stem minimum girth of 18-20cm as measured 1m from the ground and a height of 5m

Ambition

To prevent the unnecessary loss of healthy trees.

To replace each felled tree with an appropriate replacement unless justification can be given for not doing so.

To support the PCC Tree and Woodland Strategy 2012 of 'the right tree in the right place'.

To support the PECT ambition to plant 180,000 trees by 2030

To meet Objectives:

- E) Preserve and enhance the village setting
- F) Preserve and develop local amenities and community assets
- N) Preserve and enhance existing wildlife habitats
- P) Safeguard trees, woodland and hedgerows important to the setting of the village

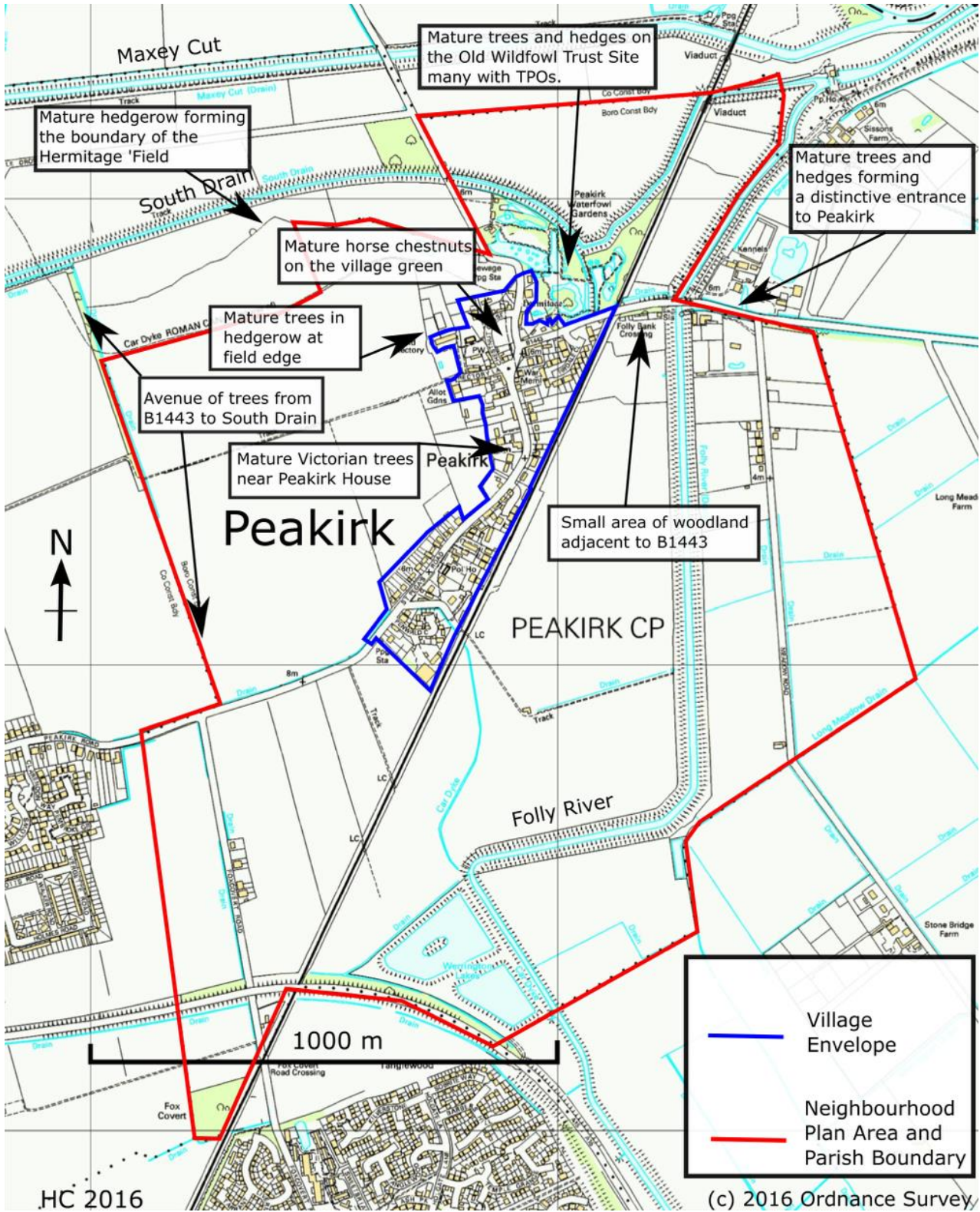
PK11 Trees

The felling of healthy mature and semi-mature trees as part of development is not supported unless it is demonstrated as necessary in order to make a development acceptable in layout or viability terms.

Where the loss of a tree is necessary, or where the tree in question is identified as important to the intrinsic character of the village in the Peakirk Landscape Character Assessment 2016 or the Peakirk 2030 Character Area Assessment 2016 (as shown on Map 8 below), a suitable replacement should be planted where appropriate.

An appropriate management plan for the maintenance of woodland, trees, shrubs and hedges within a development of 2 or more houses, must be submitted where the trees, shrubs, hedges and/or woodland make an important contribution to the setting of the village, as identified in the Peakirk Landscape Character Assessment 2016

Map 8 Trees identified as being Important to the Intrinsic Character of Peakirk in the Peakirk Landscape Character Assessment 2016 or the Peakirk 2030 Character Area Assessment 2016.



PK12 Local Green Space

Background and Justification

The NPPF paragraph 76 says that ‘Local communities through local and Neighbourhood Plans should be able to identify for special protection green areas of particular importance to them. By designating land as Local Green Space local communities will be able to rule out new development other than in very special circumstances.’

Ambition

To designate Meadow’s field (between 18-26 St Pegas’ Rd) as a Local Green Space so that the historic nature of the settlement pattern, as identified by the Peakirk Conservation Area Appraisal Report and Management Plan, (Peterborough City Council August 2010), remains intact for future generations to enjoy.

To designate part of the Old Wildfowl Trust Site adjacent to the Conservation Area to protect and enhance the setting of the historic core of the village. This valuable habitat of wet woodlands, reedbeds and ponds is synonymous with the village of Peakirk and important to the early years of the history of Conservation. It is also identified as a Priority Habitat of Lowland Mixed Deciduous Woodland in the UKBAP 1994. This area should be preserved to allow its continued protection of local biodiversity, as identified in the Peterborough City Council Green Grid Strategy 2006.

The Parish Council, in partnership with other relevant bodies, intends to pursue initiatives designed to enhance the recreational and educational value of designated Local Green Spaces, including steps to improve appropriate levels of public access to them and to enhance their biodiversity.

To meet Objectives:

- E) Preserve and enhance the village setting
- F) Preserve and develop local amenities and community assets.
- G) Designate Local Green Space where appropriate
- N) Preserve and enhance existing wildlife habitats
- P) Safeguard trees, woodland and hedgerows important to the setting of the village
- R) Preserve and enhance the historic environment.

PK12 Local Green Space

The two following areas are designated as Local Green Space where development will not be permitted other than in very special circumstances.

1. The field northwest of the stone wall between 18 and 26 St. Pegas Road, known as Meadow’s Field and
2. Part of the southern area of The Old Wildfowl Trust Site adjacent to the northern boundary of the village Conservation Area.

Both sites are shown on Map 9.

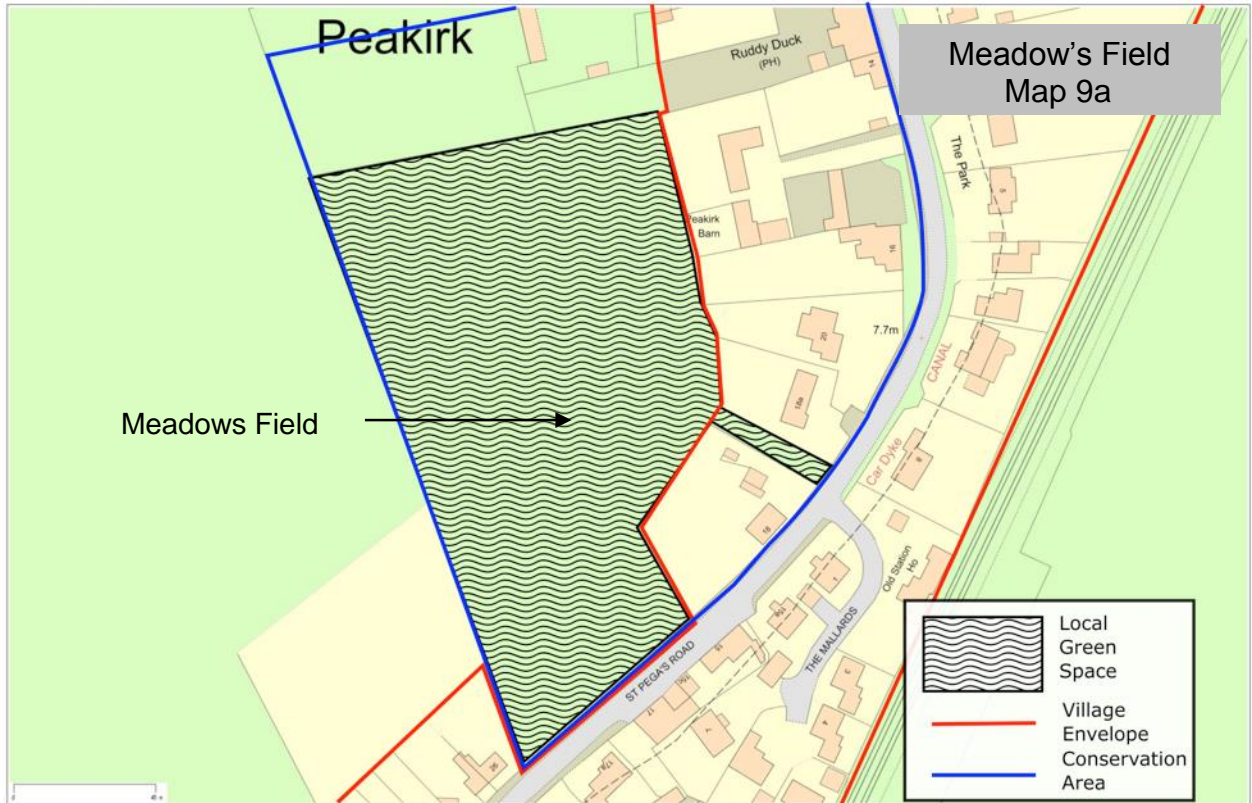
| | |
|---|---|
| Name of Local Green Space | Between 18-26 St Pegas Rd known as Meadow's Field (Map 9a) |
| 1. Close Proximity to the Community | <p>This Local Green Space is within the village Conservation Area, but outside the Village Envelope. It is adjacent to St Pegas Rd, which is the main street of the village. The site is within the heart of the village and within 15 minutes walking distance of all properties. It is the only undeveloped frontage in the village. As identified in LCA 17 Peakirk Landscape Character Area Assessment 2016.</p> <p>There are 2 properties immediately adjoining the site and a number of properties over looking the area from the other side of the road.</p> |
| 2. Demonstrably Special to the Local Community | <p>This site is an important part of the local character of the village.</p> <p>It is representative of the small fields close to settlement and surrounded by stone walls that are identified as part of the Saxon heritage of the village. Peakirk Conservation Area Appraisal Report and Management Plan, (Peterborough City Council August 2010)</p> <p>Comments at the community Neighbourhood Plan Workshop in June 2014 stressed the importance of 'keeping the boundaries open' and 'not shutting in the centre of the village'.</p> <p>It is an open grass field in private ownership, used for grazing by a local farmer. We have contacted the owner to ask for his comments. It has not been cultivated in living memory providing habitat for many different species.</p> <p>There is no public access to this field, but views across it towards the open countryside are an important part of the character of the village as shown on Map 2.</p> <p>In the 2014 questionnaire consultation 78.8% of residents who replied agreed this site was a suitable space to be designated a Local Green Space.</p> |
| 3. Other Characteristics | <p>The site is particularly significant locally because it is a focal point within the village, separating the historic core from the later ribbon development of the 20th Century. Its importance is identified in Settlement Character Area 2.</p> <p>As shown on Map 9a, the site is of modest scale.</p> <p>Planning permission for a single dwelling was refused by PCC in 1971 on the grounds that 'It was included within the area as marking the transition between the village core and more recent development on the village approach from the south. As such its retention as an open space is important in maintaining the distinctiveness of the Conservation Area. The proposed dwelling would adversely affect the setting of No18 St Pega's Rd, an attractive and important listed building in the Conservation Area.'</p> |

| | |
|---|--|
| Name of Local Green Space | Part of the southern area of the Old Wildfowl Trust Site adjacent to the northern boundary of the village Conservation Area. (Map 9b) |
| 1. Close proximity to the community | This Local Green Space is an area of mature trees, open marshy spaces and ponds bordering on the Village Envelope and adjacent to the Village Conservation Area in the north of the village. It is identified as part of LCA 14 in our Landscape Character Assessment. It is important to the setting of the Conservation Area and especially the Grade 11 Listed Building The Hermitage, thought to be the site of and successor to, St Pega's cell circa 1300. |
| 2. Demonstrably Special to the Local Community | <p>This is a small part of a 14 acre site has been synonymous with the village of Peakirk since 1956 when Sir Peter Scott, who helped to found the Wildfowl and Wetlands Trust in 1946, identified it as one of nine wetland centres across the UK.</p> <p>The site was an important part of village life with local residents given free passes and sponsorship of endangered species sponsored by the local school.</p> <p>Each summer the primary school children walked down from Glington to meet their protected birds. Many local children grew up understanding the importance of wildlife conservation because of these early first encounters.</p> <p>The whole site is now in private ownership and there is no public access. In the 2014 questionnaire consultation 93.4% of residents who replied agreed this site was a suitable space to be designated a Local Green Space.</p> <p>This part of the site has now been added because of strong demand from village residents. At our Pre-submission consultation, 40 residents asked why it had been omitted. It is approx 2.6 acres.</p> |
| 3 Other Characteristics. | <p>The whole site was originally gravel workings, dug in 1840's for use on the Lincolnshire Loop railway line. 10 islands were constructed in the main pond. Once the gravel had been extracted, the area became extensive osier beds, used for basket making.</p> <p>In 1956 the site was purchased by the Wildfowl and Wetlands Trust and work started to transform it into one of their nine Wildfowl Gardens sites. The gardens were opened to the public, as the Trust's second centre, in April 1957 by Prince Henry, Duke of Gloucester, with visitors averaging 30-40,000 per year. 3 more acres were added in 1967.</p> <p>There were 700 water birds, 108 species of which 5 were threatened with extinction. Our site has played its part in conservation history. It was the subject of a BBC East documentary in 1975 when Jean Goodman visited the scientific officer Tony Cook who explained that the numbers of Hawaiian geese had fallen to 28 in 1947, but Sir Peter Scott acquired a breeding pair for Peakirk, which went on to produce 1000 birds that were then re-introduced into the wild. By the mid 70s there were 64,000 paying visitors, 8,000 of which were school children. Visitor numbers fell and in 1989/90 the decision was made by the WFT to sell the site. The Peterborough Agricultural Society leased the site in 1991 for 6 years, but it was uneconomical and closed in December 2001. It was sold into private ownership in 2003.</p> <p>The area as identified as needing special protection is the part of the site adjacent to the village Conservation Area. It contains the Ring Pond, which was the focus of Conservation work on ringing and cataloguing wildfowl, an area of wet woodland along the boundary with the B1443 Thorney Road which provides the setting for the Victorian cottages and a previous home to a colony of Flamingoes and a belt of protected trees adjacent to the 10 islands pond which enhances the setting of the Hermitage Chapel -Details in Appendix 1.</p> |



Map 9 Local Green Space

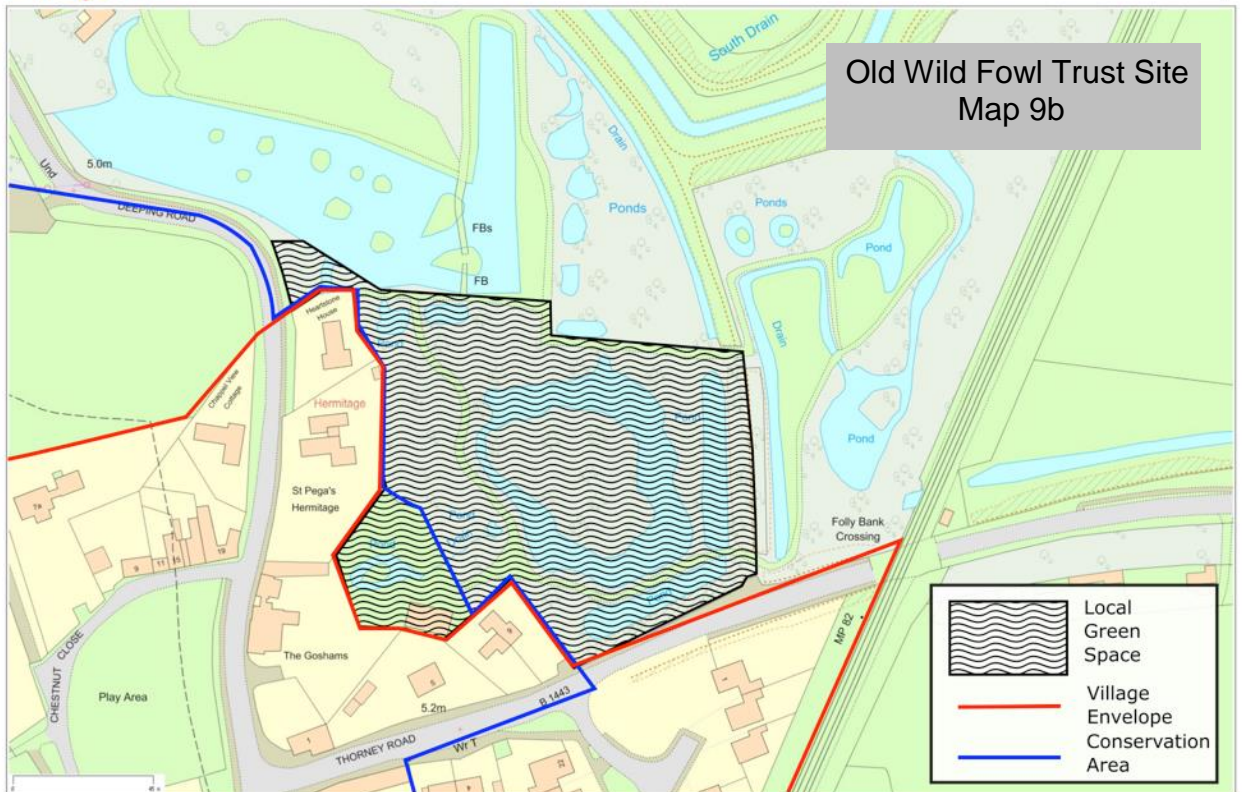
Peakirk CP



Date Created: 14-12-2016 | Map Centre (Easting/Northing): 516836 / 306420 | Scale: 1:1431 | © Crown copyright and database right. All rights reserved (100050657) 2016 © Contains Ordnance Survey Data : Crown copyright and database right 2016



Peakirk CP



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PK13 Protection of Allotments**Background and Justification**

- 13.1 Peakirk has a thriving, popular allotment site just outside the Village Envelope, at the bottom of Rectory Lane. The allotment site has been in private ownership for many years and is managed locally by one of the plot holders. We have contacted the owners and the plot holders to ask for their views and they all support the retention of the allotments as a thriving community facility.
- 13.2 All the plots are carefully tended and several of the tenants have been involved for many years. There are also tenants, including young families, from neighbouring villages where no allotments are available.
- 13.3 Participants stressed the importance of the allotments as a village amenity during all our consultations, the response to the 2014 questionnaire found 93.4% of replies supported the continuation of the allotments on this site.
- 13.4 The Peterborough new Local Plan Sustainability Appraisal 2016 uses as its criteria, the themes agreed by the Environment Capital Action Plan 2014. Theme 5 is local and sustainable food. This identifies the importance of allotments and community growing. Peterborough has 35 allotment sites, 25 of which are managed by Amey for the city council, eight are managed by Parish Councils and two, including ours, are privately owned.
- 13.5 Peterborough City Council Local Plan (Further Draft) December 2016 Appendix D Open Space Standards states that there should be a provision of 0.29ha per 1,000 population with no household more than 560m straight line distance away from an allotment.

Ambition

To protect the allotment site in Rectory Lane for community use.

To meet Objectives

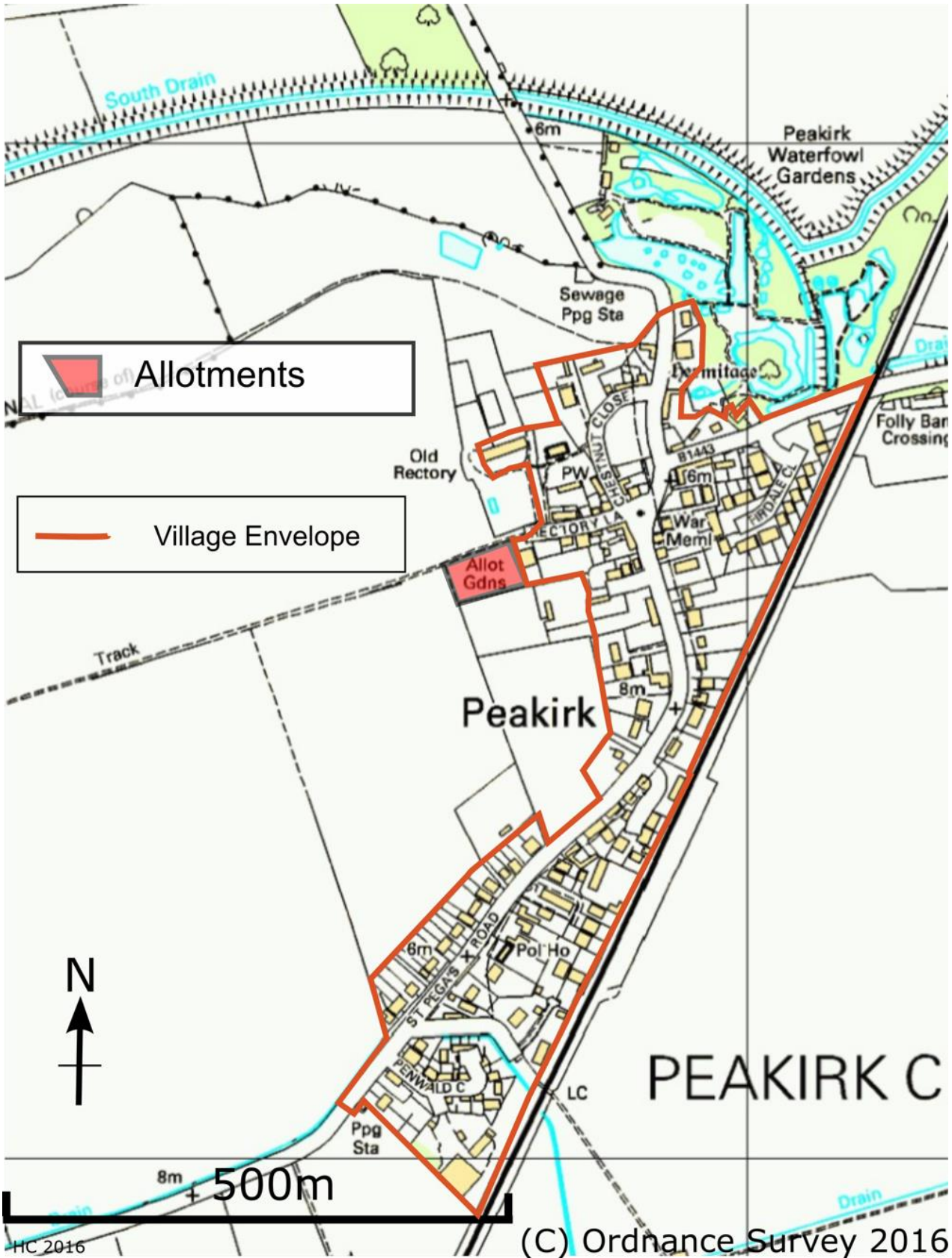
- E) Preserve and enhance the village setting
- F) Preserve and develop local amenities and community assets
- K) Ensure new homes have easy and safe access to village amenities and the countryside
- N) Preserve and enhance wildlife habitats
- P) Safeguard trees, woodland and hedgerows important to the setting of the village

PK13 Protection of Allotments

Proposals that result in the loss of the Rectory Lane allotment site will not be permitted unless replacement provision is made that is at least:

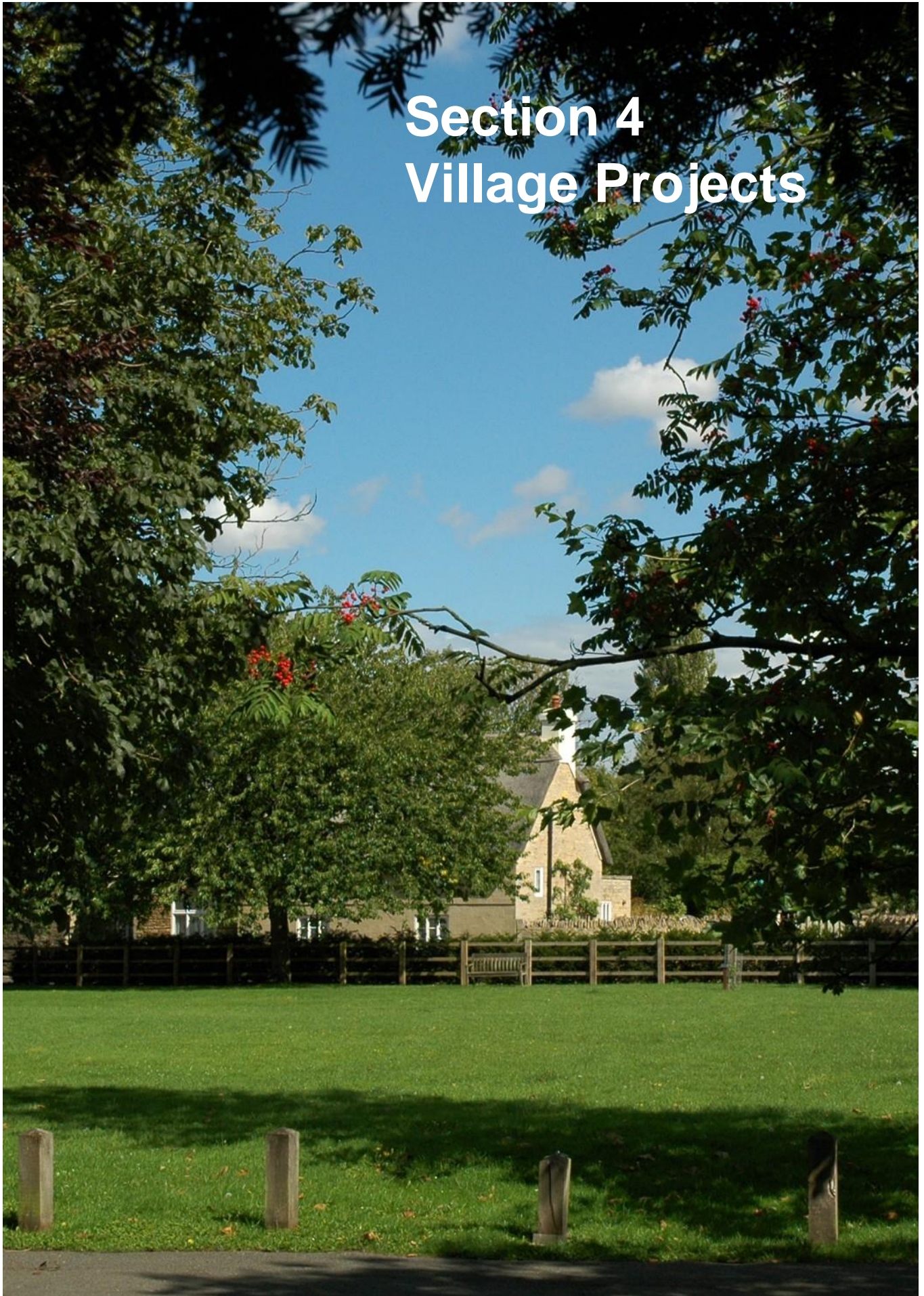
- a) as accessible to users by walking and cycling as the existing site; and
- b) equivalent in terms of size, attractiveness and quality as the existing site and
- c) within or adjacent to the village envelope.

Map 10 The Allotments



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Section 4 Village Projects



Some Objectives cannot be realised by Planning Policies. They require the village community to work together to achieve a Village Project.

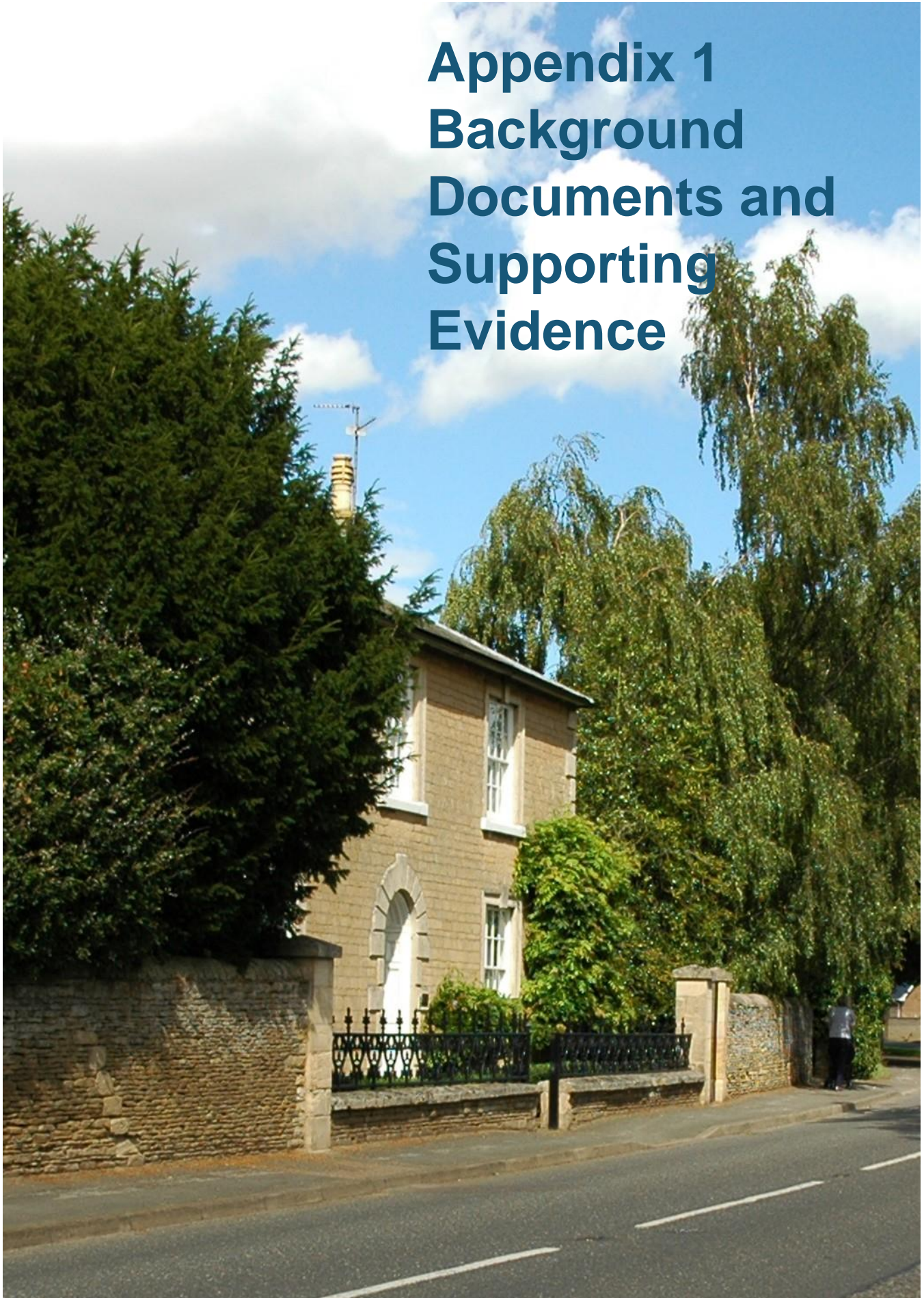
The consultation process has produced several good project ideas. Section 4 looks at those ideas to see if they are deliverable.

| Project | Rationale | Scope | Time-scale | Leader | Resources | Cost |
|---|--|--|------------|--------------------------------|--|--|
| Tree Planting in areas not identified on Map 8. Policy PK11 | Some existing trees present a danger or are diseased and need to be removed. Areas of the parish would be enhanced by the planting of appropriate trees. | Tree survey. Identification of unsatisfactory trees. Removal of unsatisfactory trees. Identification of tree planting sites. Planting appropriate trees. Management of new trees. | 2016-2019 | Peakirk Parish Council PPC | Volunteer labour Spades Stakes & cages | Removal £5,000 Planting £2,000 Ongoing maintenance £500 per annum Funding from WREN |
| Effective Public Transport | There is only an infrequent, limited hours bus service. | Conduct needs analysis. Work with other parishes and Passenger Transport Team to identify possible solutions. | 2016-2018 | Parish Liaison Committee | Parish Councils | N/a |
| Road Safety | There is no footway along Thorney Road, Deeping Road and part of St Pega's Road. Pedestrians are therefore exposed to danger when walking on the road. | Thorney Road – 100m opposite Firdale Close to level crossing. Deeping Road – 900m on the east side to Church Street Northborough. St Pega's Road – 170m Mill Close to the Sanderlings. | 2017-2021 | | Big Lottery Public Works Loan Board WREN PCC. | £100,000 |
| Footpath and Bridleway enhancement | There is a lack of footpaths linking some local villages. | Work with PCC and the Local Access Forum to extend the rights of way network. | 2016-2021 | Northern Footpath Forum NFF | Peterboro' City Council Local Access Forum | |
| Access to Fishponds | There is no official access to this historic site. | Identify suitable access. Negotiate access with landowner. Erect signs. | 2016-2018 | NFF | Natural England | £1,500 |
| Nesting Boxes | This will encourage the breeding of birds in the parish | Identify suitable locations. Install nesting boxes. Monitor usage. | 2017-2021 | PPC | WREN | £1,000 |

| Project | Rationale | Scope | Time-scale | Leader | Resources | Cost |
|---|--|--|------------|--------------------------------|---|---------|
| Allotments | The allotments are privately owned. There is a risk that the owner will withdraw them in future | Negotiate purchase of land from owner. Establish an allotment management group. Fence off the site. Install composting toilet and water supply. | 2016-2018 | PPC | Public Works Loan Board Big Lottery Precept | £50,000 |
| Heavy Goods Vehicles and speeding traffic. | Heavy lorries cutting through the village are dangerous and noisy. | Talk to PCC about re-routing HGVs. Collect more information about the problem. | 2017 | Peterboro' City Council PCC | | £1,000 |
| The Old Wildfowl Trust and County Wildlife sites. | The Peterborough Local Plan 2016 Sustainability Appraisal identifies as a key opportunity the better management of locally important wildlife sites which could better protect localised populations from extinctions and the effects of climate change. | Encourage and support the provision of 'habitats of importance' such as wet woodland and coastal and flood plane grazing marsh. (BAP Priority Habitats) | 2017-2020 | PPC | WREN | £1,500 |
| Increase accessibility of Open Space by means of footpaths and bridleways | Improve the safe access between villages on foot and on a bike and a horse. | Work with the Northern Footpath Forum and the Local Access Forum to identify projects for the Right of Way Improvement Plan. | 2017-2030 | NFF | PCC Rights of Way Budget. WREN | £10,000 |
| Setting up a "hub" for the green wheel to improve the facilities for cyclists and walkers | New opportunities for local business. Work with the local council to designate better public access to the countryside | Development of new access routes along Green Infrastructure Corridors | 2017-2030 | NFF | PCC Green Space budget | £10,000 |
| Supporting development of the Old Wildfowl Trust Site as a natural green space with public access, part of the corridor linking Maxey Cut and the River Welland | Re-establish public access to an important local wildlife area. Set up as a hub on the Green Infrastructure corridor. | Develop as an important local education and conservation area. | 2017-2030 | PCC PPC | Public Works Loan Board Biodiversity Action Fund | £10,000 |

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Appendix 1 Background Documents and Supporting Evidence

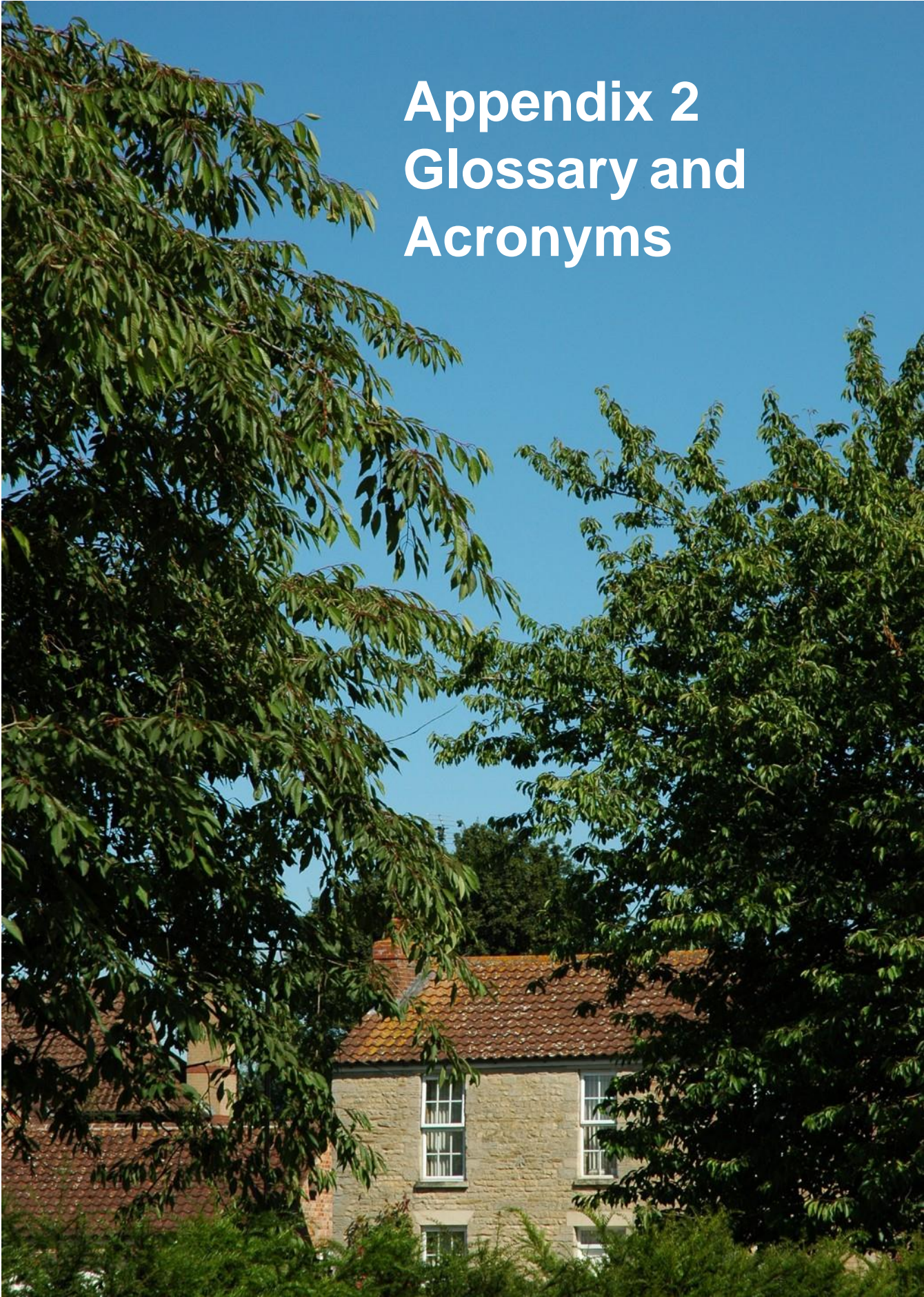


Appendix 1: Background documents and supporting evidence

The following documents provide the evidence base used by this plan.

They can be viewed at :- <http://www.peakirkvillage.co.uk/documents>

- I. Peakirk Neighbourhood Plan Summary
August 2016 Peakirk Neighbourhood Plan Group
- II. Peakirk 2030 Character Area Assessment
August 2016 Peakirk Neighbourhood Plan Group
- III. Peakirk Landscape Character Assessment August 2016
Peakirk Neighbourhood Plan Group
- IV. Peakirk Neighbourhood Plan Census Analysis
August 2016 Peakirk Neighbourhood Plan Group
- V. Peakirk House Audit
August 2016 Peakirk Neighbourhood Plan Group
- VI. Peakirk Neighbourhood Plan Water Study
Peakirk Neighbourhood Plan Group Dec 2016
- VII. Peakirk Neighbourhood Plan 2030 Heritage Study
June 2016 Peakirk Neighbourhood Plan Group
- VIII. Frequently Asked Questions
August 2016 Peakirk Neighbourhood Plan Group
- IX. Peakirk Neighbourhood Plan 2030 PK2 Views important to the historic setting of Peakirk
November 2016 Peakirk Neighbourhood Plan Group
- X. Peakirk Conservation Area Appraisal Report and Management Plan Planning Services.
Peterborough City Council August 2010.
- XI Green Infrastructure, its importance to the setting of the Peakirk Neighbourhood Area.
November 2016 Peakirk Neighbourhood Plan Group



Appendix 2 Glossary and Acronyms

Appendix 2: Glossary and Acronyms

Affordable housing. Social rented, affordable rented and intermediate housing, provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices. Affordable housing should include provisions to remain at an affordable price for future eligible households or for the subsidy to be recycled for alternative affordable housing provision.

Archaeological interest. There will be archaeological interest in a heritage asset if it holds, or potentially may hold, evidence of past human activity worthy of expert investigation at some point. Heritage assets with archaeological interest are the primary source of evidence about the substance and evolution of places, and of the people and cultures that made them.

Area of previously developed land or 'Brownfield' sites. Land which is or was occupied by a permanent structure, including the curtilage of the developed land

Assets of Community Value. A building or land in your council's area can be listed as an Asset of Community Value if: current primary use of the building/land or use of the building/land in the recent past furthers the social well-being or social interests (cultural, recreational, or sporting interests) of the local community.

Best and most versatile agricultural land. Land in grades 1, 2 and 3a of the Agricultural Land Classification.

Birds and Habitats Directives. European Directives to conserve natural habitats and wild fauna and flora.

Building Research Establishment Environmental Assessment Method BREEAM. First published by the Building Research Establishment (BRE) in 1990, is the world's longest established method of assessing, rating, and certifying the sustainability of buildings.

Commission for Architecture and the Built Environment. CABE. A public body acting as a champion of good design in England.

Cambridgeshire and Peterborough Biodiversity Action Plan BAP. UK Action Plan for biodiversity was launched in 1994. Since then action plans for nationally important species and habitats have been produced and are periodically reviewed. Now known as UK Priority Habitats and Species, these form the basis of Cambridgeshire's action plans, along with other locally important habitats and species.

Climate change adaptation. Adjustments to natural or human systems in response to actual or expected climatic factors or their effects, including from changes in rainfall and rising temperatures, which moderate harm or exploit beneficial opportunities for Climate change mitigation: Action to reduce the impact of human activity on the climate system, primarily through reducing greenhouse gas emissions.

Coalescence. The merging or coming together of separate towns or villages to form a single entity.

Code for Sustainable Homes. A national standard for sustainable design and construction of new homes launched in December 2006.

Countryside Stewardship (CS). jointly delivered by Natural England, Forestry Commission England and the Rural Payments Agency on behalf of Defra and provides financial incentives for land managers to look after their environment. The scheme is open to all eligible farmers, woodland owners, foresters and other land managers, through a competitive application process.

Community Infrastructure Levy. A levy allowing local authorities to raise funds from owners or developers of land undertaking new building projects in their area.

Conservation (for heritage policy). The process of maintaining and managing change to a heritage asset in a way that sustains and, where appropriate, enhances its significance.

Conservation Area. Local authorities have the power to designate as conservation areas, any area of special architectural or historic interest. This means the planning authority has extra powers to control works and demolition of buildings to protect or improve the character or appearance of the area. Conservation Area Consent has been replaced by planning permission for relevant demolition in a conservation area.

County Wildlife Site. Non Statutory nature reserves. Sites established and managed by a variety of public and private bodies e.g. Country Wildlife Trusts or the Royal Society Protection of Birds.

Defined Village Envelope. A boundary around a village, or part of a village, usually quite tightly drawn, within which development might be allowed in principle.

Designated heritage asset. A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation.

Development. Development is defined under the 1990 Town and Country Planning Act as "the carrying out of building, engineering, mining or other operation in, on, over or under land, or the making of any material change in the use of any building or other land." Most forms of development require planning permission.

Development Plan Documents. [DPD] This includes adopted Local Plans. including the Core Strategy, Neighbourhood Plans and, where needed, Area Action Plans and is defined in section 38 of the Planning and Compulsory Purchase Act 2004. DPDs form an essential part of the Local Development Framework.

Defra. The UK government department responsible for safeguarding our natural environment, supporting our world-leading food and farming industry, and sustaining a thriving rural economy.

Energy Community Interest Company. Peterborough Environment City Trust (PECT) worked together with the villages of Glinton and Peakirk to help establish and constitute a Community Interest Company (CIC) focused on delivering Community Energy schemes which, once built, could provide a long-term income for reinvestment back into local community initiatives.

Environment Capital. In 1992 Peterborough was made one of four UK Environment Cities. Since this time Peterborough has worked hard to improve its environmental credentials and is committed to creating the UK's Environment Capital. Peterborough Environment City Trust (PECT) is working with Greater Peterborough Partnership, Peterborough City Council, Opportunity Peterborough and many other partners towards this aspiration.

Environment Capital Action Plan April 2014. The action plan, which is currently being developed, will be structured around ten themes, each with a lead partner. Each theme has a 2050 vision and interim targets toward Environment Capital. In 2016 the progress will be reviewed and new three year targets will be produced. Targets will be delivered by a partnership including Peterborough City Council, Peterborough Environment City Trust, local educational establishments, the health service, the business community, local voluntary and community organisations, and the public.

There are ten action plan themes. Zero Carbon, Zero Waste, Sustainable Transport, Sustainable Materials, Local and Sustainable Food, Sustainable Water, Land Use and Wildlife, Culture and Heritage, Equity and Local Economy and Health and Wellbeing.

English Nature. EN now Natural England.

Environment Agency. A government body that aims to prevent or minimise the effects of pollution on the environment and issues permits to monitor and control activities that handle or produce waste. It also provides up-to-date information on waste management matters and deals with other matters such as water issues including flood protection advice.

European Zero CO₂ Community Project. A European Regional Development Funding (ERDF) funded ZeCO₂S project, developing an EU certification system for communities which reduce their emissions far beyond normal compliance. Glinton and Peakirk Green Group were part of this scheme from 2012 to 2015.

Forest for Peterborough. Peterborough Environment City Trust [PECT] wants to improve tree coverage to create a network of wooded areas, improving our green spaces, the quality of air we breathe, and also making sure that Peterborough is less vulnerable to the effects of flooding and other extreme weather. The project aims to plant a tree for every person in Peterborough. That will

mean 180,000 trees by 2030. In July 2016 the total had reached over 93,000.

Foul sewage network. The foul sewer is designed to carry contaminated wastewater to a sewage works for treatment, whereas the surface water sewer carries uncontaminated rainwater directly to a local river, stream or soakaway.

Frontage. A strip or extent of land abutting on a street or water.

Glinton and Peakirk Green Group was set up in 2009 by local people, originally in Glinton with the help and support of Councillor Holdich. Peakirk soon became involved. Many residents were concerned about the ever increasing use of natural resources and our effect on Climate Change and wanted to do something practical to help. GPGG have carried out energy audits on the village halls, leading to improved insulation, upgraded some of the streetlights to LEDs, run an Ecoclub at the school, worked out our village Carbon footprint and worked on a Community Energy Plan.

Peterborough City Council - People and Communities Strategy May 2016. Sets out the framework of how the council will transform the way in which they deliver services and the role the community and other partner organisations will have in meeting the needs of residents.

Green Wheel cycleway. Is a network of cycle routes providing over 45 miles of continuous sustainable routes around the city. It was one of the first large scale projects Peterborough Environment City Trust (PECT) delivered for Peterborough and first opened in 2000.

Ground water. An important part of the natural water cycle present underground, within strata known as aquifers.

Green infrastructure or GI corridor. A network of multi-functional green spaces, urban and rural, which are capable of delivering a wide range of environmental and quality of life benefits for local communities.

Green Wedges. Comprise the open areas around and between parts of settlements, which maintain the distinction between the countryside and built up areas, prevent the coalescence of adjacent places and can also provide recreational opportunities.

Heritage asset. A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listing).

Historic environment. All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora.

HGV Heavy Goods Vehicle. The European Union term for any truck with a gross combination mass (GCM) of over 3,500 kilograms

Historic Environment Record. Information services that seek to provide access to comprehensive and dynamic resources relating to the historic environment of a defined geographic area for public benefit and use.

Mid Tier Countryside Stewardship. Multi-year agreements for environmental improvements in the wider countryside, including multi-year options and capital items, run by Defra.

Historic Landscape Characterisation English Heritage 2004. A programme initiated by English Heritage to increase understanding of the designed landscapes, either commonplace or special, by looking at their history.

Historic Area Assessment Historic England 2010. A method of studying historic landscapes of widely different types for a variety of purposes, including education and academic study, but most often to inform the management of change.

Identified Local needs. The gap between what is available and what should be available. A need can be felt by an individual, a group, or an entire community. It can be as concrete as the need for food and water or as abstract as improved community cohesiveness.

Indices of deprivation 2015. Measure relative deprivation in small areas of England. The index of multiple deprivation is the most widely used. Most of the data is from 2012-2013.

Inclusive design. Designing the built environment, including buildings and their surrounding spaces, to ensure that they can be accessed and used by everyone.

Internal Drainage Board. A local public authority established in areas of special drainage need in England and Wales. They have permissive powers to manage water levels within their respective drainage districts. IDBs undertake works to reduce flood risk to people and property and manage water levels to meet local needs.

Intrinsic Landscape Character. The character and combination of elements and features in the landscape, that give it a unique sense of place

International, national and locally designated sites of importance for biodiversity. All international sites (Special Areas of Conservation, Special Protection Areas, and Ramsar sites), national sites (Sites of Special Scientific Interest) and locally designated sites including Local Wildlife Sites.

Local Development Plan. The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. In law this is described as the Development Plan Documents adopted under the Planning and

Compulsory Purchase Act 2004. Current Core Strategies or other Planning Policies, which under the regulations would be considered to be Development Plan Documents, form part of the Local Plan. The term includes old policies which have been saved under the 2004 Act.

Local planning authority. The public authority whose duty it is to carry out specific planning functions for a particular area. Peterborough City Council is our Local planning authority.

Listed Building. A building of special architectural or historic interest. Listed buildings are graded I, II* or II with grade I being the highest. Listing includes the interior as well as the exterior of the building, and any buildings or permanent structures (e.g. wells within its curtilage).

Local Green Space. An area of land of particular importance to local communities designated for special protection to rule out new development other than in very special circumstances.

Localism Act 2011. Has devolved greater powers to councils and neighbourhoods and given local communities more control over housing and planning decisions.

Micro and small businesses include the categories A1 [shops], A2 [Financial and professional], A3 [restaurants and cafes] and B1 [business offices].

Material Consideration. A matter that should be taken into account in deciding a planning application or on an appeal against a planning decision.

The National Planning Policy Framework [NPPF]. Published on 27 March 2012 and sets out the Government's planning policies for England and how these are expected to be applied.

Neighbourhood plans: A plan prepared by a Parish Council for a particular neighbourhood area (made under the Planning and Compulsory Purchase Act 2004).

Natural England. The government's adviser for the natural environment in England, helping to protect England's nature and landscapes for people to enjoy and for the services they provide.

The Northern Footpath Forum [NFF] a local community group set up in 2008 to encourage the provision of safe footpath and bridleway links between rural villages in the north of Peterborough.

Older people. People over retirement age, including the active, newly-retired through to the very frail elderly, whose housing needs can encompass accessible, adaptable general needs housing for those looking to downsize from family housing and the full range of retirement and specialised housing for those with support or care needs.

Open space. All open space of public value, including not just land, but also areas of water (such as rivers, canals, lakes and reservoirs) which offer important opportunities for sport and recreation and can act as a visual amenity.

Original building. A building as it existed on 1 July 1948 or, if constructed after 1 July 1948, as it was built originally.

Peakirk Parish Council [PPC]. The civil local authority for the parish of Peakirk, an elected corporate body with variable tax raising powers.

Planning condition. A condition imposed on a grant of planning permission (in accordance with the Town and Country Planning Act 1990) or a condition included in a Local Development Order or Neighbourhood Development Order.

Peterborough City Council [PCC]. The local unitary authority [just one level of local government] that works with local partners to determine and deliver services. Most of these are mandatory, although some, can be provided as a chosen option. Elected councillors set the overall policy for the council the officers implement the councillor's decisions.

Priority habitats and species. Species and Habitats of Principle Importance included in the England Biodiversity List published by the Secretary of State under section 41 of the Natural Environment and Rural Communities Act 2006.

Public Right of Way [PRoW]. A path that anyone has the legal right to use on foot, and sometimes using other modes of transport. Legally, a public right of way is part of the Queen's highway and subject to the same protection in law as all other highways, including trunk roads.

Public footpaths are open only to walkers

Public bridleways are open to walkers, horse-riders and pedal cyclists

Restricted byways are open to walkers, horse-riders, and drivers/riders of non-motorised vehicles (such as horse-drawn carriages and pedal cycles)

Byways Open to All Traffic (BOATs) are open to all classes of traffic including motor vehicles, though they may not be maintained to the same standard as ordinary roads

Passivhaus refers to a rigorous, voluntary standard for energy efficiency in a building, reducing its ecological footprint. It results in ultra-low energy buildings that require little energy for space heating or cooling.

Pre-submission consultation for the Neighbourhood Plan. The qualifying body [PPC] publicises the draft plan over a six week period, and invites representations.

Public realm any publicly owned streets, pathways, right of ways, parks, publicly accessible open spaces and any public and civic building and facilities.

Public Transport. Forms of transport that are available to the public, charge set fares, and run on fixed routes.

Public Works Loan Board [PWLb]. A statutory body, whose function is to lend money from the National Loans Fund to local authorities, including Parish Councils, and to collect the repayments.

Renewable and low carbon energy. Includes energy for heating and cooling as well as generating electricity. Renewable energy covers those energy flows that occur naturally and repeatedly in the environment – from the wind, the fall of water, the movement of the oceans, from the sun and also from biomass and deep geothermal heat. Low carbon technologies are those that can help reduce emissions (compared to conventional use of fossil fuels).

Royal Institute of British Architects [RIBA]. A global professional membership body driving excellence in architecture.

Rural exception sites. Small sites used for affordable housing in perpetuity where sites would not normally be used for housing. Rural exception sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection. Small numbers of market homes may be allowed at the local authority's discretion, for example where essential to enable the delivery of affordable units without grant funding.

Setting of a heritage asset. The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.

Significance (for heritage policy). The value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting.

Peterborough Site Allocations Development Plan Document forms part of the statutory Development Plan for Peterborough, known as the Local Development Framework [LDF]. It identifies land required over the period to 2026 to deliver the scale of growth and development set out in the Peterborough Core Strategy.

Sustainable transport modes. Any efficient, safe and accessible means of transport with overall low impact on the environment, including walking and cycling, low and ultra low emission vehicles, car sharing and public transport.

Small village. The Peterborough City Council Settlement Hierarchy Study 2016 defines Peakirk as a 'small village', one which does not meet the criteria for one of the categories higher in the hierarchy. Typically, a small village will have a low population and a limited range of services, if any. Any development is likely to be restricted to infill.

Soilscapes, is a 1:250,000 scale, simplified soils dataset covering England and Wales. It was created from the more detailed National Soil Map (NATMAPvector) with the purpose of effectively communicating a general understanding of the variations which occur between soil types, and how soils affect the environment. It has been developed by Cranfield University and is sponsored by Defra.

Stakeholders. A person or business with an interest or concern in the process of producing the Neighbourhood Plan. This could include people who live or own land in the Neighbourhood Area, people who work in the Neighbourhood area, or people who live in nearby areas that might be affected.

Strategic Housing Market Assessment (SHMA) is a key part of the evidence indicating the future quantity of housing needed, including a breakdown by type, tenure and size. It is required under national planning policy.

Sustainable Urban Drainage systems (SUDS) are a natural approach to managing drainage in and around properties and other developments. SUDS work by slowing and holding back the water that runs off from a site, allowing natural processes to break down pollutants.

Sustainable. Sustainable development consists of balancing local and global efforts to meet basic human needs without destroying or degrading the natural environment. The 2005 World Summit on Social Development identified sustainable development goals, such as economic development, social development and environmental protection. In ecology, sustainability is the capacity to endure; it is

how biological systems remain diverse and productive indefinitely.

Tenure blind means that it should be difficult to spot the difference between social affordable property and those sold to private buyers. Growing concerns about housing affordability and segregation between communities have led policy makers to recommend mixed tenure and mixed income housing developments. Policy has increasingly encouraged new housing developments which mix affordable housing alongside market-priced housing, in order to achieve more balanced communities, income mix and social mix.

Village setting. The surroundings in which a village is set. Elements of the setting can be positive or negative and can change with time.

Waste Recycling Environmental Limited [WREN]. A not-for-profit business that awards grants for community, biodiversity and heritage projects from funds donated by FCC Environment [one of the UK's leading waste and resource management companies] through the Landfill Communities Fund and Scottish Landfill Communities Fund.

WREN was established in 1997 and since then has provided over £200m to more than 7,000 community and environmental projects throughout the UK, including a grant to Peakirk Village Hall.

Wildlife corridor: Areas of habitat connecting wildlife populations.

Windfall sites. Sites which have not been specifically identified as available in the Local Plan process. They normally comprise previously-developed sites that have unexpectedly become available.

Zero Carbon Homes. Over a year, the net carbon emissions from all energy use in the home are zero. This includes energy use from cooking, washing and electronic entertainment appliances as well as space heating, cooling, ventilation, lighting and hot water.

Appendix 3 List of Maps



List of Maps

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|---------------------|----------------------|
| CABINET | AGENDA ITEM No. 14 |
| 10 JULY 2017 | PUBLIC REPORT |

| | | |
|--------------------------------|--|-------------|
| Report of: | Stephen Gerrard, Interim Director of Law and Governance | |
| Cabinet Member(s) responsible: | Councillor Seaton, Cabinet Member for Resources | |
| Contact Officer(s): | Pippa Turvey, Democratic and Constitutional Services Manager | Tel. 452460 |

OUTCOME OF PETITIONS

| | |
|---|----------------------------------|
| RECOMMENDATIONS | |
| FROM: <i>Directors</i> | Deadline date: <i>N/A</i> |
| It is recommended that Cabinet notes the actions taken in respect of petitions. | |

1. ORIGIN OF REPORT

1.1 This report is submitted following the presentation of petitions directly to Council officers.

2. PURPOSE AND REASON FOR REPORT

2.1 The purpose of this report is to update Cabinet on the progress being made in response to petitions submitted to Council officers.

2.2 This report is for Cabinet to consider under its Terms of Reference No. 3.2.3, '*To take a leading role in promoting the economic, environmental and social well-being of the area*'.

3. TIMESCALES

| | | | |
|---|-----------|----------------------------------|------------|
| Is this a Major Policy Item/Statutory Plan? | NO | If yes, date for Cabinet meeting | N/A |
|---|-----------|----------------------------------|------------|

4. OUTCOME OF PETITIONS

Presented to Council Officers

4.1 Petition relating to Dog-Fouling within Thorney Village

This petition was presented to Council officers on 13 April 2017 by Councillor Allen, on behalf of Mrs Beresford. The petition contained 118 valid signatures and called upon Peterborough City Council to be more proactive in taking steps to address the ongoing problem of dog-fouling within Thorney Village and to provide extra bins and signage throughout the village and park whilst considering what other measures are possible to reduce this problem.

The Council's Prevention and Enforcement Service Manager responded to the lead petitioner and advised that was currently review how it promoted and enforced responsible dog ownership through the Prevention and Enforcement Services, following the passing of a motion at Council on 8 March 2017. An action plan had been developed which covered dog fouling and responsible dog ownership. The Council were also about to issue a tender for a new stray dog contract for

Peterborough, and a requirement for more enforcement against irresponsible dog ownership as well as education in prevention activities for dogs owners had been written into the specification.

It was further advised that, specifically for Thorney, an audit of the current locations of dog bins and dog fouling signage had been requested. When this was completed, officers would contact the Parish Council to discuss a way forward.

5. REASON FOR THE RECOMMENDATION

- 5.1 As the petitions presented in this report have been dealt with by Cabinet Members or officers, it is appropriate that the action taken is reported to Cabinet, prior to it being included within the Executive's report to Council.

6. ALTERNATIVE OPTIONS CONSIDERED

- 6.1 There have been no alternative options considered.

7. IMPLICATIONS

- 7.1 There are no legal, financial, or equalities implications arising from the issues considered.

8. BACKGROUND DOCUMENTS

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

- 8.1 Petitions presented to Council officers and responses from officers.