



A meeting of the **OVERVIEW AND SCRUTINY PANEL (PERFORMANCE AND GROWTH)** will be held in **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 5 OCTOBER 2022** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

## **AGENDA**

### **APOLOGIES**

#### **1. MINUTES (Pages 3 - 6)**

To approve as a correct record the Minutes of the Overview and Scrutiny Panel (Performance and Growth) meeting held on 7th September 2022.

**Contact Officer: B Buddle**  
**01480 388008**

#### **2. MEMBERS' INTERESTS**

To receive from Members declarations as to disclosable pecuniary and other interests in relation to any Agenda item.

**Contact Officer: B Buddle**  
**01480 388008**

#### **3. NOTICE OF KEY EXECUTIVE DECISIONS (Pages 7 - 14)**

A copy of the current Notice of Key Executive Decisions is attached. Members are invited to note the Plan and to comment as appropriate on any items contained therein.

**Contact Officer: H Peacey**  
**01480 388169**

#### **4. COMMUNITY INFRASTRUCTURE LEVY FUNDING**

The Panel are to receive the Community Infrastructure Levy Funding report. – ***Report to follow.***

**Contact Officer: C Burton**  
**01480 388274**

## 5. OVERVIEW AND SCRUTINY WORK PROGRAMME (Pages 15 - 18)

The Panel are to receive the Overview and Scrutiny Work Programme.

**Contact Officer: B Buddle**  
**01480 388008**

27 day of September 2022



Head of Paid Service

**Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests.**

Further information on [Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests is available in the Council's Constitution](#)

**Filming, Photography and Recording (including Live Streaming) at Council Meetings**

This meeting will be filmed for live and/or subsequent broadcast on the Council's YouTube site. The whole of the meeting will be filmed, except where there are confidential or exempt items. If you make a representation to the meeting you will be deemed to have consented to being filmed. By entering the meeting you are also consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you have any queries regarding the streaming of Council meetings, please contact Democratic Services on 01480 388169.

The District Council also permits filming, recording and the taking of photographs at its meetings that are open to the public. Arrangements for these activities should operate in accordance with [guidelines](#) agreed by the Council.

**Please contact Mrs Beccy Buddle, Democratic Services Officer (Scrutiny), Tel No. 01480 388008/e-mail [Beccy.Buddle@huntingdonshire.gov.uk](mailto:Beccy.Buddle@huntingdonshire.gov.uk) if you have a general query on any Agenda Item, wish to tender your apologies for absence from the meeting, or would like information on any decision taken by the Committee/Panel.**

Specific enquiries with regard to items on the Agenda should be directed towards the Contact Officer.

Members of the public are welcome to attend this meeting as observers except during consideration of confidential or exempt items of business.

Agenda and enclosures can be viewed on the [District Council's website](#).

### **Emergency Procedure**

In the event of the fire alarm being sounded and on the instruction of the Meeting Administrator, all attendees are requested to vacate the building via the closest emergency exit.

## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (PERFORMANCE AND GROWTH) held in Civic Suite, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Wednesday, 7 September 2022.

PRESENT: Councillor C M Gleadow – Chairman.

Councillors S J Corney, I D Gardener,  
J E Harvey, S A Howell, R Martin,  
Dr M Pickering, R A Slade and N Wells.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors A M Blackwell, S Cawley and J A Gray.

IN ATTENDANCE: Councillors S W Ferguson, B A Mickleburgh and S Wakeford.

### **23. MINUTES**

The Minutes of the meeting held on 6th July 2022 were approved as a correct record and signed by the Chairman.

### **24. MEMBERS' INTERESTS**

No declarations were received.

### **25. NOTICE OF KEY EXECUTIVE DECISIONS**

The Panel received and noted the current Notice of Key Executive Decisions (a copy of which has been appended in the Minute Book) which has been prepared by the Executive Leader for the period 1st August 2022 to 30th November 2022.

### **26. MARKET TOWNS PROGRAMME - AUTUMN UPDATE**

By means of a report by the Corporate Director (Place) (a copy of which is appended in the Minute Book), the Market Towns Programme – Autumn Update was presented to the Panel.

Following questions from Councillor Pickering and Councillor Gardener, the Panel heard that the options being developed for the St Neots Priory Quarter were merely adding detail to the work already undertaken. The Panel were further assured that the team were using all previous studies available to them and were not seeking to redo previously undertaken work but to add detail to it and to ensure that it reflected current market rates in a rapidly changing economic climate.

The Chair requested, following comments from several Councillors, that details of additional costs incurred by the consultancy work at St Neots, be included in the next update of the Market Towns

Programme.

In response to a question from Councillor Corney, the Panel were advised that the outcome of the application for the CPCA Local Growth Fund for funding for Ramsey was anticipated to be determined within September and that this would be communicated once known.

It was clarified to the Panel that none of the projects had been ready to commence at the change in administration earlier in the year and that the detailed work now being carried out had been anticipated.

Following further questions from Councillor Corney and Councillor Martin, it was clarified that the work in the four market towns was specific to each town and that further consultations would be carried out where appropriate for specific projects.

Councillor Howell observed that the plans published on the website were not easily accessed. The Panel heard that hard copies would be displayed in public buildings within towns, the Panel were also advised that the team were agreeable to any further suggestions of additional suitable areas for this.

Councillor Harvey expressed concern that despite the work being done by the team, funding may become unavailable due to the economic climate. The Panel were reassured that by undertaking research and planning, projects would be ready to start as and when funding is secured. Although funding is subject to availability, it was hoped that it would continue to be available in the long term.

Following questions from Councillor Wells and Councillor Gardener, the Panel heard that the team would be liaising with both town and parish councils to maximise communications channels.

The Panel heard, following a question from Councillor Pickering, that options for the Old Falcon premises in St Neots were being developed and that a paper would be brought into the democratic cycle of meetings in the Autumn.

Having welcomed the report, it was thereupon

**RESOLVED**

that the Cabinet be recommended to endorse the recommendations within the report.

## **27. FINANCE PERFORMANCE REPORT 2022/23 QUARTER 1**

By means of a report by the Chief Finance Officer, (a copy of which is appended in the Minute Book), the Finance Performance Report 2022/23 Quarter 1 was presented to the Panel.

Councillor Gardener enquired on the anticipated timescales for the reintroduction of preplanning application advice service as this had previously been a useful revenue stream for the Council. The Panel heard this was in the process of being reintroduced and Councillors could expect to see confirmation of this in the Autumn.

Following a question from Councillor Pickering, the Panel heard that Council Tax payment receipts continued to be monitored so that any changes to these due to the current economic climate could be accommodated for.

Having welcomed the report, it was thereupon

RESOLVED

that the Cabinet be recommended to endorse the recommendations within the report.

## **28. CORPORATE PERFORMANCE REPORT 2022/23 QUARTER 1**

By means of a report by the Business Intelligence and Performance Manager (a copy of which is appended in the Minute Book) the Corporate Performance Report 2022/23 Quarter 1 was presented to the Panel.

Following a question from Councillor Howell on what benefits groups could expect by achieving the 'Good to Go' status, the Panel heard that the team would investigate the details of this and communicate back to the Panel.

The Panel heard, following a question from Councillor Martin, that the new administration would like to set more challenging targets for performance and that the existing targets would be amended as the year progresses.

In response to a question from Councillor Pickering, the Panel heard that whilst many targets could be impacted by the current economic climate, the Council is committed to supporting its residents and helping to manage the impact of national and international events.

Having welcomed the report, it was thereupon

RESOLVED

that the Cabinet be recommended to endorse the recommendations within the report.

## **29. OVERVIEW AND SCRUTINY WORK PROGRAMME**

With the aid of a report by the Democratic Services Officer (Scrutiny) (a copy of which is appended in the Minute Book) the Overview and Scrutiny Work Programme was presented to the Panel.

Chairman

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## NOTICE OF EXECUTIVE KEY DECISIONS INCLUDING THOSE TO BE CONSIDERED IN PRIVATE

**Prepared by:** Councillor Sarah Conboy, Executive Leader of the Council  
**Date of Publication:** 16 September 2022  
**For Period:** 1 October 2022 to 31 January 2023

Membership of the Cabinet is as follows:-

Councillor Details		Councillor Contact Details
Page 7 of 18	Councillor S J Conboy	Executive Leader of the Council and Executive Councillor for Place
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	Councillor L Davenport-Ray	Executive Councillor for Climate & Environment
		73 Hogsden Leys St Neots Cambridgeshire PE19 6AD  E-mail: <a href="mailto:Lara.Davenport-Ray@huntingdonshire.gov.uk">Lara.Davenport-Ray@huntingdonshire.gov.uk</a>
	Councillor S Ferguson	Executive Councillor for Customer Services
		9 Anderson Close St Neots Cambridgeshire PE19 6DN  Tel: 07525 987460 E-mail: <a href="mailto:Stephen.Ferguson@huntingdonshire.gov.uk">Stephen.Ferguson@huntingdonshire.gov.uk</a>

Councillor M Hassall	Executive Councillor for Corporate & Shared Services	<p>Care of Huntingdonshire District Council St Mary's Street Huntingdon Cambridgeshire PE29 3TN</p> <p>Tel: 07825 193572 E-mail: <a href="mailto:Martin.Hassall@huntingdonshire.gov.uk">Martin.Hassall@huntingdonshire.gov.uk</a></p>
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Councillor B Pitt	Executive Councillor for Community & Health	<p>17 Day Close St Neots Cambridgeshire PE19 6DF</p> <p>Tel: 07703 169273 E-mail: <a href="mailto:Ben.Pitt@huntingdonshire.gov.uk">Ben.Pitt@huntingdonshire.gov.uk</a></p>
Councillor T Sanderson	Deputy Executive Leader and Executive Councillor for Planning	<p>29 Burmoor Close Huntingdon Cambridgeshire PE29 6GE</p> <p>Tel: 01480 436822 E-mail: <a href="mailto:Tom.Sanderson@huntingdonshire.gov.uk">Tom.Sanderson@huntingdonshire.gov.uk</a></p>



Councillor S Taylor	Executive Councillor for Leisure, Waste & Street Scene	66 Wren Walk Eynesbury St Neots Cambridgeshire PE19 2GE  Tel: 07858 032076 E-mail: <a href="mailto:Simone.Taylor@huntingdonshire.gov.uk">Simone.Taylor@huntingdonshire.gov.uk</a>
Councillor S Wakeford	Executive Councillor for Jobs, Economy and Housing	4 Croft Close Brampton Huntingdon Cambridgeshire PE28 4TJ  Tel: 07762 109210 E-mail: <a href="mailto:Sam.Wakeford@huntingdonshire.gov.uk">Sam.Wakeford@huntingdonshire.gov.uk</a>

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Notice is hereby given of:

- Key decisions that will be taken by the Cabinet (or other decision maker)
- Confidential or exempt executive decisions that will be taken in a meeting from which the public will be excluded (for whole or part).

18 notice/agenda together with reports and supporting documents for each meeting will be published at least five working days before the date of the meeting. In order to enquire about the availability of documents and subject to any restrictions on their disclosure, copies may be requested by contacting the Democratic Services Team on 01480 388169 or E-mail [Democratic.Services@huntingdonshire.gov.uk](mailto:Democratic.Services@huntingdonshire.gov.uk).

Agendas may be accessed electronically at the [District Council's website](#).

Formal notice is hereby given under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that, where indicated part of the meetings listed in this notice will be held in private because the agenda and reports for the meeting will contain confidential or exempt information under Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. See the relevant paragraphs below.

Any person who wishes to make representations to the decision maker about a decision which is to be made or wishes to object to an item being considered in private may do so by emailing [Democratic.Services@huntingdonshire.gov.uk](mailto:Democratic.Services@huntingdonshire.gov.uk) or by contacting the Democratic Services Team. If representations are received at least eight working days before the date of the meeting, they will be published with the agenda together with a statement of the District Council's response. Any representations received after this time will be verbally reported and considered at the meeting.

**Paragraphs of Part 1 of Schedule 12A to the Local Government (Access to Information) Act 1985 (as amended) (Reason for the report to be considered in private)**

1. Information relating to any individual
2. Information which is likely to reveal the identity of an individual
3. Information relating to the Financial and Business Affairs of any particular person (including the Authority holding that information)
4. Information relating to any consultations or negotiations or contemplated consultations or negotiations in connection with any labour relations that are arising between the Authority or a Minister of the Crown and employees of or office holders under the Authority
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings
6. Information which reveals that the Authority proposes:-
  - (a) To give under any announcement a notice under or by virtue of which requirements are imposed on a person; or
  - (b) To make an Order or Direction under any enactment
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Huntingdonshire District Council  
Pathfinder House  
St Mary's Street  
Huntingdon PE29 3TN.

- Notes:-
- (i) Additions changes from the previous Forward Plan are annotated \*\*\*
  - (ii) Part II confidential items which will be considered in private are annotated ## and shown in italic.

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private (paragraph no.)	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Community Chest Grant Aid Awards 2022/23	Grants Panel	12 Oct 2022 9 Nov 2022 7 Dec 2022 4 Jan 2023		Claudia Deeth, Community Resilience Manager Tel No: 01480 388233 or email: Claudia.Deeth@huntingdonshire.gov.uk		B Pitt & M Hassall	Customers & Partnerships
Community Infrastructure Levy Funding	Cabinet	18 Oct 2022		Claire Burton, Implementation Team Leader Tel No: 01480 388274 or email: Claire.Burton@huntingdonshire.gov.uk		S Wakeford	Performance & Growth

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private (paragraph no.)	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Approval of Council Tax Base 2023/24***	Chairman of Corporate Governance and Section 151 Officer	6 Dec 2022		Amanda Burns, Revenues and Benefits Manager Tel No: 01480 388122 or email: Amanda.Burns@huntingdonshire.gov.uk		B Mickelburgh	Performance & Growth
Page 12 of 18 The Old Falcon, St Neots##	Cabinet	12 Dec 2022		Pamela Scott, Housing Strategy and Delivery Manager Tel No: 01480 388486 or email: Pamela.Scott@huntingdonshire.gov.uk	3	S Wakeford	Performance and Growth
Market Towns Programme - Winter Update***	Cabinet	12 Dec 2022		Pamela Scott, Housing Strategy and Delivery Manager Tel No: 01480 388486 or email: Pamela.Scott@huntingdonshire.gov.uk		S Wakeford	Performance & Growth

Subject/Matter for Decision	Decision/ recommendation to be made by	Date decision to be taken	Documents Available	How relevant Officer can be contacted	Reasons for the report to be considered in private (paragraph no.)	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Rural Settlement List - Business Rates***	Cabinet	12 Dec 2022		Amanda Burns, Revenues and Benefits Manager Tel No: 01480 388122 or email: Amanda.Burns@huntingdonshire.gov.uk		S Ferguson	Customer & Partnerships
tenancy strategy	Cabinet	24 Jan 2023		Pamela Scott, Housing Strategy and Delivery Manager Tel No: 07874 887465 or email: Pamela.Scott@huntingdonshire.gov.uk		S Ferguson	Performance & Growth

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## Overview and Scrutiny Work Programme 2022/23

### Performance and Growth

#### In Progress

Topic	Membership & Scope	Lead Officer	Progress
Review of External Appointments to Outside Organisations	Cllrs S Cawley, S J Corney, I D Gardener and S A Howell	TBC	<p><b>Summer 2022:</b> Terms of Reference have been established. Questionnaire has been sent to all relevant boards and organisations. Regular meetings are established from September.</p> <p><b>September 2022:</b> Evidence and information gathering underway.</p> <p><b>Next Steps:</b> Review information gathered.</p>

## Customers and Partnerships

### Completed

Topic	Membership & Scope	Lead Officer	Progress
Climate Change Strategy	Councillor T D Alban Councillor C Lowe Councillor D Shaw	Neil Sloper	<p><b>18th October 2020</b> – The Democratic Services Officer (Scrutiny) attended the Centre for Public Scrutiny and Local Government Association Scrutinising Climate Action Webinar on 18th September.</p> <p><b>March 2022:</b> Consultation undertaken.</p> <p><b>Spring/Summer 2022:</b> Strategy evolving alongside new administration focus</p> <p><b>Conclusion:</b> In establishing progress for this working group, it has become apparent that following the refocus of policy agenda by the new administration, the original purpose of this group has been fulfilled. It has therefore been agreed by SLT and the O&amp;S Chair to conclude the group.</p>





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