

A meeting of the **OVERVIEW AND SCRUTINY PANEL (ENVIRONMENT, COMMUNITIES AND PARTNERSHIPS)** will be held in **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **THURSDAY, 7 DECEMBER 2023** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

## **AGENDA**

### **APOLOGIES**

**1. MINUTES** (Pages 5 - 10)

To approve as a correct record the Minutes of the Overview and Scrutiny Panel (Environment, Communities and Partnerships) meeting held on 2nd November 2023.

**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. OVERVIEW AND SCRUTINY WORK PROGRAMME** (Pages 11 - 24)

- a) The Panel are to receive the Overview and Scrutiny Work Programme and current Notice of Key Executive Decisions.
- b) Members to discuss future planning of items for the Work Programme

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

#### 4. **NON-DOMESTIC RATES RURAL SETTLEMENTS LIST** (Pages 25 - 40)

The Overview and Scrutiny Panel are invited to comment on the Non-Domestic Rates Rural Settlements List.

*Executive Councillor: S Ferguson*

**Contact Officer: K Kelly**  
**01480 388151**

29 day of November 2023

**Michelle Sacks**

Chief Executive and 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.

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## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (ENVIRONMENT, COMMUNITIES AND PARTNERSHIPS) held in Civic Suite, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Thursday, 2 November 2023.

PRESENT: Councillor J E Kerr – Chair.

Councillors T Alban, M J Burke, S Bywater, S Cawley, S J Criswell, J E Harvey, N J Hunt, M Kadewere, C Lowe, S R McAdam and D J Shaw.

APOLOGIES: No apologies for absence from the meeting were submitted on behalf of Councillors .

IN ATTENDANCE: Councillors L Davenport-Ray, S W Ferguson, M A Hassall and S L Taylor.

### 26. MINUTES

A correction was made to the third paragraph of Minute 23/25 which should have read *Following a question from Councillor Criswell*. Following this adjustment, the Minutes of the meeting held on 5th October 2023 were approved as a correct record and signed by the Chair.

### 27. RESPONSES TO QUESTIONS ARISING FROM PREVIOUS MEETINGS

The responses to questions arising from previous meetings were noted. Following an enquiry from Councillor Alban it was agreed that a report on Local Lettings Plans would be investigated.

### 28. MEMBERS' INTERESTS

No declarations were received.

### 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 and the current Notice of Key Executive Decisions which had been prepared by the Executive Leader for the period 1st November 2023 to 28th February 2024 was noted.

It was requested by Councillor Cawley that a report on SEUK rankings be developed and brought to a future meeting of the Panel.

### 30. A14 TREE PLANTING UPDATE

*Due to the inclement weather it was agreed by the Panel to move the*

*A14 Tree Planting Update to the beginning of the agenda as the presenter had a long journey after the meeting.*

By means of a presentation by an Officer from National Highways, (a copy of which is appended in the Minute Book), an update on A14 tree planting was presented to the Panel.

The Panel were pleased to be informed that the planting tubes which would be used going forward were made of a biodegradable material and that the cost of the new style of tubes had been included within the original project budget.

Following a question from Councillor Kerr regarding the difference between sample and on site plant surveys, the Panel heard that although it was difficult to compare the two, the end result was very clear data allowing for better planning in the future. The Panel also were assured that cell grown plants would be used in the future and had been chosen due to their robust nature once planted. The Panel also heard, following a further question from Councillor Kerr, that planting within the central reservation was not practical as safety of road users must take priority, however any opportunities where areas could be planted without compromising safety would be investigated.

In response to a question from Councillor Shaw, the Panel were advised that community engagement was always encouraged and opportunities would be reviewed on a case by case basis. Councillor Alban also expressed concern that community engagement could be impacted due to multiple agencies being involved. Further details would be sought and shared with Members to allow for communities within the district to benefit.

Following an enquiry from Councillor Hunt on the reduced speed limit on the old A14 road, the Panel were assured that barrier replacement works were in progress with a review of the detrunking schedule by 2025. The Panel also heard, in response to a question from Councillor Lowe, that works on the A428 Caxton Gibbet to Black Cat section were due to commence in early 2024.

The Panel thanked the Officer for his time and an informative presentation.

### **31. COUNCIL TAX SUPPORT SCHEME 2024/25**

By means of a report by the Review and Benefits Manager (a copy of which was appended in the Minute Book) the Council Tax Support Scheme 2024/25 Report was presented to the Panel.

In response to a question from Councillor McAdam, the Panel heard that precepts as whole should not affect Town and Parish Councils, as they are still able to set the overall precept as required, however the amount charged per household may change. The Panel were advised that work is currently being undertaken to draft the Taxbase, but the Taxbase setting decision cannot be taken until after the decision on the Council Tax Support Scheme.

Councillor Cawley praised the sentiment of the report but questioned where the money would be found to make up the shortfall. The Panel

were advised that the £1 million difference was made up across all authorities who make up the beneficiaries of Council Tax and that the impact on the District Council was anticipated to be £70,000. The Panel were assured that Council Tax precepts for the district would not be affected and that an increase in revenue streams would help to cover the shortfall.

Councillor Hunt enquired whether it was possible to see how much is currently spent by the Council Tax recovery team on these types of accounts and how much could be saved by the introduction of the new policy. The Panel heard that whilst this information was not readily available, there was an impact of taking recovery action on those that could least afford to pay as every court summons issued for non-payment incurs costs of £70.

It was observed by Councillor Shaw that the lack of response from Cambridgeshire County Council was surprising given that they would be most affected by the new policy. The Panel heard that the County Council were in support of the principles of the project and that two other Councils within the County had already implemented Council Tax Support schemes that offered up to 100%. In addition, Councillor Bywater stressed the importance of including Care Leavers within the group that the policy would benefit.

Following a question from Councillor Alban, the Panel heard that modelling suggested around 4% or 163 claims may be negatively impacted due to having income higher than the allowances, but that this number may reduce as claims migrate to Universal Credit. An exceptional hardship scheme would be in place to help support those negatively impacted to transition to the new scheme.

Whereupon, it was

RESOLVED

that the comments of the Overview and Scrutiny Panel be passed to Cabinet for their consideration when making a decision upon the recommendations contained within the report.

## **32. TRANSFER OF PUBLIC OPEN SPACES POLICY**

By means of a report by the Assistant Director Strategic Insight and Delivery (a copy of which was appended in the Minute Book), the Transfer of Public Open Spaces Policy was presented to the Panel.

The Panel were assured, following a question from Councillor Shaw, that the intention of the policy was to create a set of rules to allow requests to be dealt with should they be received and that there were no specific parcels of land involved. The Panel were further assured that this policy purely covered open spaces and that there were a further two policies, all of which run concurrently, to enable the Council best management of its assets.

In response to a question from Councillor Alban, the Panel heard that the Council did not plan to approach local groups or organisations to offer to transfer land. It was further noted that a lease for open spaces would be preferable due to the complexities involved in transferring

permanent ownership of assets.

Councillor Bywater praised the flowchart within the report as bringing clarity to the process and helping members to signpost residents should a query be received.

Following the discussion, it was

RESOLVED

that the comments of the Overview and Scrutiny Panel be passed to Cabinet for their consideration when making a decision upon the recommendations contained within the report.

### **33. GARDEN WASTE SUBSCRIPTION SERVICE IMPLEMENTATION UPDATE**

By means of a presentation by the Chief Delivery Officer (a copy of which was appended in the Minute Book), an update on the Garden Waste Subscription Service Implementation was presented to the Panel.

The Panel heard, in response to a question from Councillor Lowe, that there would only be the option to pay annually for the service. Options for those residents on a lower income were being developed.

Councillor Cawley commented that the marketing plan was helpful to see but enquired about communication with residents choosing to partake in the scheme as well as positive messaging against fly tipping. The Panel were assured that a thorough communications plan had been developed to ensure residents were aware of what to expect as the service became live. It was further advised that proactive messaging was being planned around the issue of fly tipping and that this would be reactive to data received as the service rolls out. It was further confirmed that those residents not choosing to subscribe to the service could keep their existing bin if they so desired.

Councillor Bywater expressed concerns regarding rental properties with a high turnover of tenants potentially abandoning their bins. The Panel heard that a detailed response would be sought and reported back at a future date.

In response to a question from Councillor Lowe, the Panel heard that bins which were returned to the Council would be redistributed where feasible or recycled if at the end of their life cycle.

Councillor Alban observed that the Panel's decision to call in the project had been productive as it had allowed for robust development of the scheme. In response to a further question from Councillor Alban, the Panel heard that communication about the scheme would be distributed to all households on bin hangers alongside Christmas refuse collection details. It was also confirmed that the lower rate of £50 for three years would apply to all those residents who subscribe by direct debit by the required date and don't cancel within the three year period.

The Panel were assured, following a question from Councillor Shaw, that once the service was implemented, only bins from those properties that had subscribed to the service would be collected.

Following an enquiry from Councillor Harvey, the Panel were advised that a schedule had been developed for the Saturday local collection points and would be shared. The Panel were also assured that any potential community collection points would be assessed on a case by case basis.

Chair

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## Overview and Scrutiny Work Programme 2023-24

<b>Performance and Growth Agenda Items</b>			
<b>Meeting Date</b>	<b>Pre-Scrutiny</b>	<b>Scrutiny Review</b>	<b>Task and Finish Groups Working Groups</b>
6 <sup>th</sup> December 2023	<ul style="list-style-type: none"> <li>• Infrastructure Funding Statement 2022/23</li> <li>• Community Infrastructure Levy Funding Update</li> <li>• Market Towns Programme – Winter Update</li> <li>• Market Towns Programme – Winter Update Part Two</li> </ul>		
31 <sup>st</sup> January 2024	<ul style="list-style-type: none"> <li>• Final 2024/25 Budget and Medium - Term Financial Strategy (2025/26 to 2028/29) including Capital programme</li> <li>• 2024/25 Treasury Management, Capital and Investment Strategies</li> <li>• Financial Performance Report 2023/24 Q3</li> <li>• Corporate Performance Report 2023/24 Q3</li> </ul>		
6 <sup>th</sup> March 2024	<ul style="list-style-type: none"> <li>• Market Towns Programme – Spring Update</li> </ul>		
3 <sup>rd</sup> April 2024	<ul style="list-style-type: none"> <li>• Corporate Plan Refresh</li> <li>• Community Infrastructure Levy Funding Allocation</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>
Unscheduled/Pending Further Details			<ul style="list-style-type: none"> <li>• Market Towns Programme</li> <li>• Business Development</li> </ul>

**Environment, Communities and Partnerships Agenda Items**

<b>Meeting Date</b>	<b>Pre-Scrutiny</b>	<b>Scrutiny Review</b>	<b>Task and Finish Groups Working Groups</b>
7 <sup>th</sup> December 2023	<ul style="list-style-type: none"> <li>• Non Domestic Rates Rural Settlements List</li> </ul>		
4 <sup>th</sup> January 2024	<ul style="list-style-type: none"> <li>• Electric Vehicle Charging Strategy</li> <li>• CPE Update</li> </ul>	<ul style="list-style-type: none"> <li>• Update on Reducing the Carbon Impact of Council Facilities</li> <li>• Update on Alternative Land Management Scheme</li> <li>• Biodiversity – Strategic Sites</li> <li>• Parks and Environment Update</li> </ul>	<ul style="list-style-type: none"> <li>• Flooding Management Update</li> </ul>
1 <sup>st</sup> February 2024	<ul style="list-style-type: none"> <li>• Non Domestic Rates Discretionary Rate Relief Policy</li> <li>• Climate Emergency UK Report and Action Plan</li> </ul>		<ul style="list-style-type: none"> <li>• Great Fen</li> </ul>
7 <sup>th</sup> March 2024	<ul style="list-style-type: none"> <li>• EV Charging Strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Biodiversity for All Update</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
4 <sup>th</sup> April 2024	<ul style="list-style-type: none"> <li>• CPE Agency Agreement</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Unscheduled/ Pending Further Details		<ul style="list-style-type: none"> <li>• GP Waiting Times</li> <li>• Issue of concrete affecting public buildings – specifically Hinchingsbrooke Hospital</li> <li>• Lack of NHS Dentists within the District</li> <li>• Corporate performance reports</li> <li>• Local Lettings Plan</li> <li>• SEUK Update</li> </ul>	<ul style="list-style-type: none"> <li>• Engagement with Parish Councils and development of relationship</li> <li>• Hydrogen Vehicles</li> <li>• Environmental impacts on planning – renewable energy, green spaces</li> </ul>

## Task and Finish Groups

### Performance and Growth

#### Review of External Appointments to Outside Organisations

**Membership:** Cllrs S Cawley, S J Corney, I D Gardener and S A Howell

**Progress:**

**Summer 2022:** Terms of Reference have been established. Questionnaire has been sent to all relevant boards and organisations. Regular meetings are established from September.

**September 2022:** Evidence and information gathering underway.

**November 2022:** Information gathering completed.

**February 2023:** Report presented to O&S Panel and Cabinet

**March 2023:** Cabinet response to the report received by the Panel.

**July 2023:** Communication to be sent to all Councillors who are representatives on outside organisations to advise the new reporting progress.

**December 2023:** Meeting scheduled

**Next steps:** Plan to regularly review and monitor implementation of recommendations.

### Environment, Communities and Partnerships

#### Climate Working Group

**Members:** Cllrs T D Alban, J Kerr, C Lowe and D Shaw

**Lead Officer:** Neil Sloper

**Progress:**

**November 2022:** Initial Meetings held to establish Terms of Reference for the group.

**April 2023:** Regular meetings established. Evidence and information gathering to be progressed.

Group to be involved in the Electric Vehicle Charging Strategy Development.

**December 2023:** Meeting scheduled to discuss HVO Fuels project

**Next Steps:** Subgroup formed to develop the Electric Vehicle Charging Strategy.

Ongoing dialogue with the team to developing proposed work plan.

**Climate Sub Group**  
**Electric Vehicle Charging Strategy**

**Members:** Cllrs T D Alban, J Kerr, C Lowe and D Shaw

**Lead Officer:** George McDowell

**Progress:**

**February 2022:** Initial meeting held

**May 2023:** Regular meetings established. Residents survey agreed.

**July 2023:** Meeting to review the outcome of the survey.

**September 2023:** Meeting to review applications for the EV pilot scheme

**November 2023:** Meeting to update on progress

**Next Steps:** Final report anticipated for January 2024 cycle of meetings

## 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:** 13 November 2023  
**For Period:** 1 December 2023 to 31 March 2024

Membership of the Cabinet is as follows:-

Councillor Details		Councillor Contact Details
Page 15 of 40	Councillor S J Conboy	Executive Leader of the Council and Executive Councillor for Place
		Cloudberry Cottage 9 Earning Street Godmanchester Huntingdon PE29 2JD  Tel: 01480 414900 / 07831 807208 E-mail: <a href="mailto:Sarah.Conboy@huntingdonshire.gov.uk">Sarah.Conboy@huntingdonshire.gov.uk</a>
	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	Care of Huntingdonshire District Council St Mary's Street Huntingdon Cambridgeshire PE29 3TN  Tel: 07825 193572 E-mail: <a href="mailto:Martin.Hassall@huntingdonshire.gov.uk">Martin.Hassall@huntingdonshire.gov.uk</a>
Councillor B Mickelburgh	Executive Councillor for Finance & Resources	2 Grainger Avenue Godmanchester Huntingdon Cambridgeshire PE29 2JT  Tel: 07441 392492 E-mail: <a href="mailto:Brett.Mickelburgh@huntingdonshire.gov.uk">Brett.Mickelburgh@huntingdonshire.gov.uk</a>
Councillor B Pitt	Executive Councillor for Community & Health	17 Day Close St Neots Cambridgeshire PE19 6DF  Tel: 07703 169273 E-mail: <a href="mailto:Ben.Pitt@huntingdonshire.gov.uk">Ben.Pitt@huntingdonshire.gov.uk</a>
Councillor T Sanderson	Deputy Executive Leader and Executive Councillor for Planning	29 Burmoor Close Huntingdon Cambridgeshire PE29 6GE  Tel: 01480 436822 E-mail: <a href="mailto:Tom.Sanderson@huntingdonshire.gov.uk">Tom.Sanderson@huntingdonshire.gov.uk</a>

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).

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.

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- 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
Infrastructure Funding Statement	Cabinet	12 Dec 2023		Clara Kerr, Chief Planning Officer Tel: (01480) 388430 or Email: clara.kerr@huntingdonshire.gov.uk		T Sanderson	Performance & Growth
Market Towns Programme Winter Update	Cabinet	12 Dec 2023		Pamela Scott, Regeneration and Housing Delivery Manager Tel No: (01480) 388486 or Email: pamela.scott@huntingdonshire.gov.uk		S Wakeford	Performance & Growth
Non-Domestic Rates Rural Settlements List	Cabinet	12 Dec 2023		Katie Kelly, Revenue and Benefits Manager Tel No: 01480 388388 or Email: Katie.Kelly@huntingdonshire.gov.uk		S Ferguson	Environment, Communities & Partnership

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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
Senior Officer Committee - Cabinet Notification: Corporate Director (place)***##	Cabinet	12 Dec 2023		Michelle Sacks, Chief Executive and Head of Paid Service Tel No: (01480) 388116 or Email: michelle.sacks@huntingdonshire.gov.uk	2	S Conboy	
Approval of Council Tax Base 2024/25	Cabinet, Chair of Corporate Governance and Section 151 Officer	14 Dec 2023		Katie Kelly, Revenue and Benefits Manager Tel No: 01480 388388 or email: Katie.Kelly@huntingdonshire.gov.uk		N Wells	Performance & Growth

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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 2023/24	Grants Panel Grants Panel Grants Panel Grants Panel	20 Dec 2023  17 Jan 2024  21 Feb 2024  20 Mar 2024		Claudia Deeth, Community Resilience Manager Tel No: (01480) 388233 or Email: claudia.deeth@huntingdonshire.gov.uk		B Pitt & M Hassall	Environment, Communities & Partnerships
CPE Update ***	Cabinet	16 Jan 2024		George McDowell, Parking Services Officer Tel No: (01480) 388386 or Email: george.mcdowell@huntingdonshire.gov.uk		S Taylor	Environment, Communities and Partnerships

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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
Biodiversity Strategic Sites ***	Cabinet	16 Jan 2024		Helen Lack, Development Manager Tel No: (01480) 388658 or Email: helen.lack@huntingdonshire.gov.uk		L Davenport-Ray	Environment, Communities and Partnerships
Final 2024/25 Budget and Medium Term Financial Strategy (2025/26 to 2028/29) including Capital Programme	Cabinet	6 Feb 2024		Karen Sutton, Director Finance and Corporate Services Tel No: (01480) 387072 or Email: karen.sutton@huntingdonshire.gov.uk		B Mickelburgh	Performance & Growth

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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
2024/25 Treasury Management, Capital and Investment Strategies	Cabinet	6 Feb 2024		Karen Sutton, Director Finance and Corporate Services Tel No: (01480) 387072 or Email: karen.sutton@huntingdonshire.gov.uk		B Mickelburgh	Performance & Growth
Non-Domestic Rates Discretionary Relief Policy	Cabinet	6 Feb 2024		Katie Kelly, Revenue and Benefits Manager Email: katie.kelly@huntingdonshire.gov.uk		S Ferguson	Environment, Communities & Partnerships
Electric Vehicle Charging Strategy	Cabinet	19 Mar 2024		George McDowell, Parking Services Officer Tel: (01480) 388386 or Email: george.mcdowell@huntingdonshire.gov.uk		L Davenport-Ray	Environment, Communities & Partnerships

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
Market Towns Programme - Spring Update***	Cabinet	19 Mar 2024		Pamela Scott, Regeneration and Housing Delivery Manager		S Wakeford	Performance & Growth

**Public**  
**Key Decision - Yes**

## **HUNTINGDONSHIRE DISTRICT COUNCIL**

**Title/Subject Matter:** Business Rates – Rural Settlements List

**Meeting/Date:** Overview & Scrutiny (Environment, Communities and Partnerships) 7 December 2023

**Executive Portfolio:** Cllr S Ferguson - Executive Councillor for Customer Services

**Report by:** K Kelly – Revenues & Benefits Manager

**Ward(s) affected:** All

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### **Executive Summary:**

The Local Government and Rating Act 1997 requires that each rating authority must compile and maintain a Rural Settlement List comprising of settlements with a population of less than 3,000.

The intention of the Rural Settlement List is to allow Huntingdonshire District Council to grant business rates relief to qualifying post offices, village shops, public houses and petrol stations to support rural businesses and communities.

Following a review of the latest population data estimates available from Cambridgeshire County Council, no changes are proposed to the Rural Settlement List.

### **RECOMMENDED**

The Overview and Scrutiny Panel is invited to comment on the Council Tax Support Scheme report and appendices.

**Public**  
**Key Decision - Yes**

## **HUNTINGDONSHIRE DISTRICT COUNCIL**

**Title/Subject Matter:** Business Rates – Rural Settlement List

**Meeting/Date:** Cabinet – 12 December 2023

**Executive Portfolio:** Cllr S Ferguson – Executive Councillor for Customer Services

**Report by:** Revenues and Benefits Manager

**Ward(s) affected:** All

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### **Executive Summary:**

The Local Government and Rating Act 1997 requires that each rating authority must compile and maintain a Rural Settlement List comprising of settlements with a population of less than 3,000.

The intention of the Rural Settlement List is to allow Huntingdonshire District Council to grant business rates relief to qualifying post offices, village shops, public houses and petrol stations to support rural businesses and communities.

Following a review of the latest population data estimates available from Cambridgeshire County Council, no changes are proposed to the Rural Settlement List.

### **Recommendation:**

The Cabinet is

### **RECOMMENDED**

to approve Huntingdonshire District Council's Rural Settlement List for publication by 31<sup>st</sup> December 2023, to facilitate the award of Rural Business Rates Relief for the financial year commencing 1 April 2024.

## **1. PURPOSE OF THE REPORT**

- 1.1 The Council is required to review and determine boundaries of Rural settlements, that is, those with a population of less than 3,000, to facilitate the award of Rural Rate Relief in accordance with s42(b) of The Local Government and Rating Act 1997.
- 1.2 It is a legal requirement that boundaries are set and published by 31<sup>st</sup> December each year.

## **2. BACKGROUND**

- 2.1 Rural rate relief is applied to certain types of business within a rural settlement. It can be awarded where the only village shop or post office in the settlement has a rateable value of up to £8,500 or the only public house or petrol station has a rateable value of up to £12,500.
- 2.2 The Local Government Finance Act 1988 sets out that it is the responsibility of the local authority to determine any settlements which:
  - a) Are wholly or partly within the authorities' area
  - b) Appear to have a population of not more than 3,000
  - c) and are wholly or partly within a rural area designated by the Secretary of State for the purposes of rate relief scheme.

## **3. OPTIONS CONSIDERED/ANALYSIS**

- 3.1 Towns and parishes within Huntingdonshire are all designated as one of three types of settlement:

Urban settlements – population above 3,000

Rural settlements – population below 3,000

Defined settlements – population above 3,000 but the parish has been designated as a rural settlement by defining areas within the parish

- 3.2 A rural settlement does not necessarily have to follow ward or parish boundaries. A defined settlement can be applied by splitting an area based on other characteristics, such as geographical or demographic features.
- 3.3 Under the current list, the following parishes are classified as a defined settlement in order to maximise the number of businesses that benefit from rural rate relief:

Fenstanton, Ramsey Forty Foot, Ramsey Heights, Ramsey Mereside and Ramsey St Mary's
- 3.4 The current rural settlements list has been reviewed to take account of the latest statistical population data available from Cambridgeshire County Council. This has resulted in no changes being made to the existing list.

- 3.5 Details of the qualifying settlements are shown in APPENDIX A. A map of all settlements can be found in APPENDIX B, and maps of defined settlements are shown in APPENDIX C.

#### **4. COMMENTS OF OVERVIEW & SCRUTINY**

- 4.1 The comments of the relevant Overview and Scrutiny Panel will be published as a supplement prior to its consideration by the Cabinet.

#### **5. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND/OR CORPORATE OBJECTIVES**

- 4.2 The award of Rural Rate Relief to qualifying shops, pubs and petrol stations in rural settlements directly contributes to the priorities set out with the Corporate Plan to improve the quality of life for local people, and to create a better Huntingdonshire for future generations.

#### **6. LEGAL IMPLICATIONS**

- 6.1 The Council has a legal duty to set and publish the rural settlements list by 31<sup>st</sup> December each year.

#### **7. RESOURCE IMPLICATIONS**

- 7.1 Qualifying businesses are entitled to 50% mandatory relief on their business rates. The Government previously set out an intention to increase this to 100% but the legislation is yet to be amended. Therefore local authorities using their discretionary powers to award 50% discretionary relief are re-imbursed via a Section 31 grant, which in effect grants 100% relief.

- 7.2 To date in 2023, the existing Rural Settlements List has facilitated the award of £63,515.34 mandatory and discretionary rate relief to 30 businesses.

#### **8. REASONS FOR THE RECOMMENDED DECISIONS**

- 4.3 The proposed amendments to the Rural Settlement List ensures that the classification of urban, rural and defined settlements reflect the current population figures and rural rate relief is being awarded appropriately.

#### **9. LIST OF APPENDICES INCLUDED**

Appendix 1 – Rural Settlement List  
Appendix 2 – Settlement List Map  
Appendix 3 – Defined Areas Map

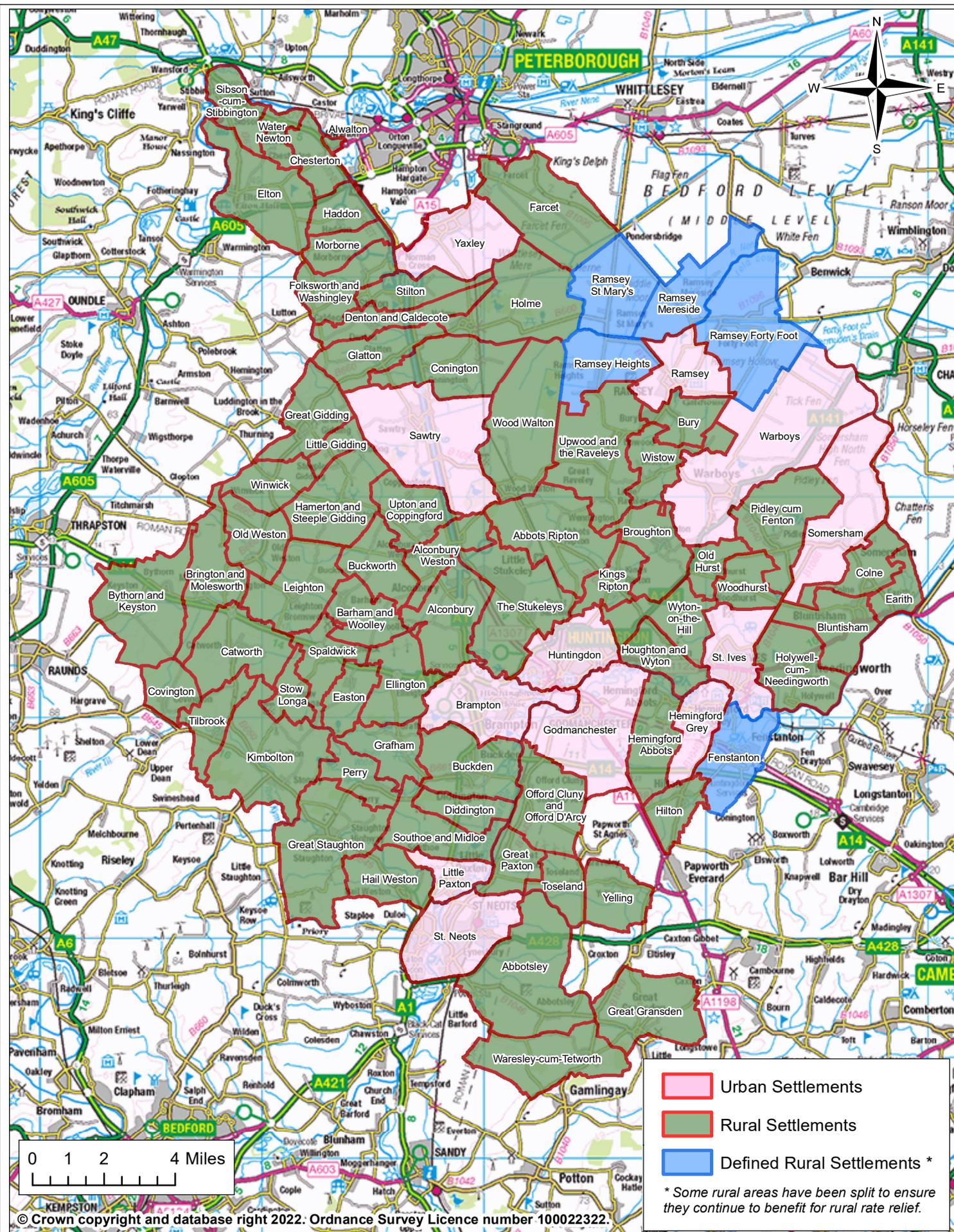
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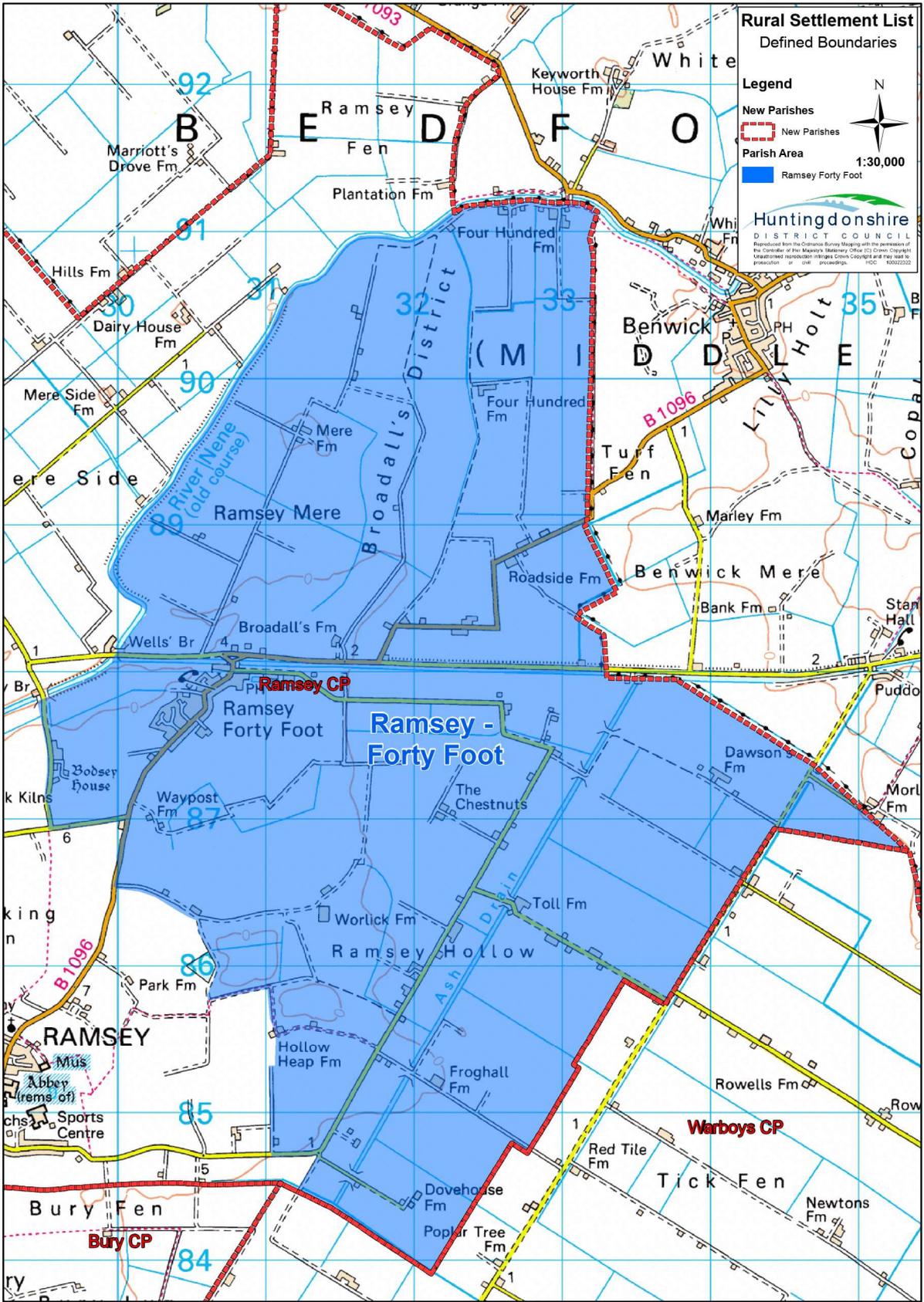
Abbotsley	Hemingford Abbots
Abbots Ripton	Hilton
Alconbury	Holme
Alconbury Weston	Holywell-cum-Needingworth
Alwalton	Houghton and Wyton
Barham and Woolley	Kimbolton and Stonely
Bluntisham	Kings Ripton
Brington and Molesworth	Leighton Bromswold
Broughton	Morborne
Buckden	Offord Cluny & Offord D'Arcy
Buckworth	Old Hurst
Bury	Old Weston
Bythorn and Keyston	Perry
Catworth	Pidley-cum-Fenton
Chesterton	Ramsey Forty Foot*
Colne	Ramsey St Mary's*
Conington	Ramsey Mereside*
Covington	Ramsey Heights*
Denton and Caldecote	Sibson-cum-Stibbington
Diddington	Southoe and Midloe
Earith	Spaldwick
Easton	Stilton
Ellington	Stow Longa
Elton	The Stukeleys
Farcet	Tilbrook
Fenstanton (village area only)*	Toseland
Folksworth and Washingley	Upton and Coppingford
Glatton	Upwood and the Raveleys
Grafham	Waresley-cum-Tetworth
Great and Little Gidding	Water Newton
Great Gransden	Winwick
Great Paxton	Wistow
Great Staughton	Woodhurst
Haddon	Woodwalton
Hail Weston	Wyton-on-the-Hill
Hamerton and Steeple Gidding	Yelling

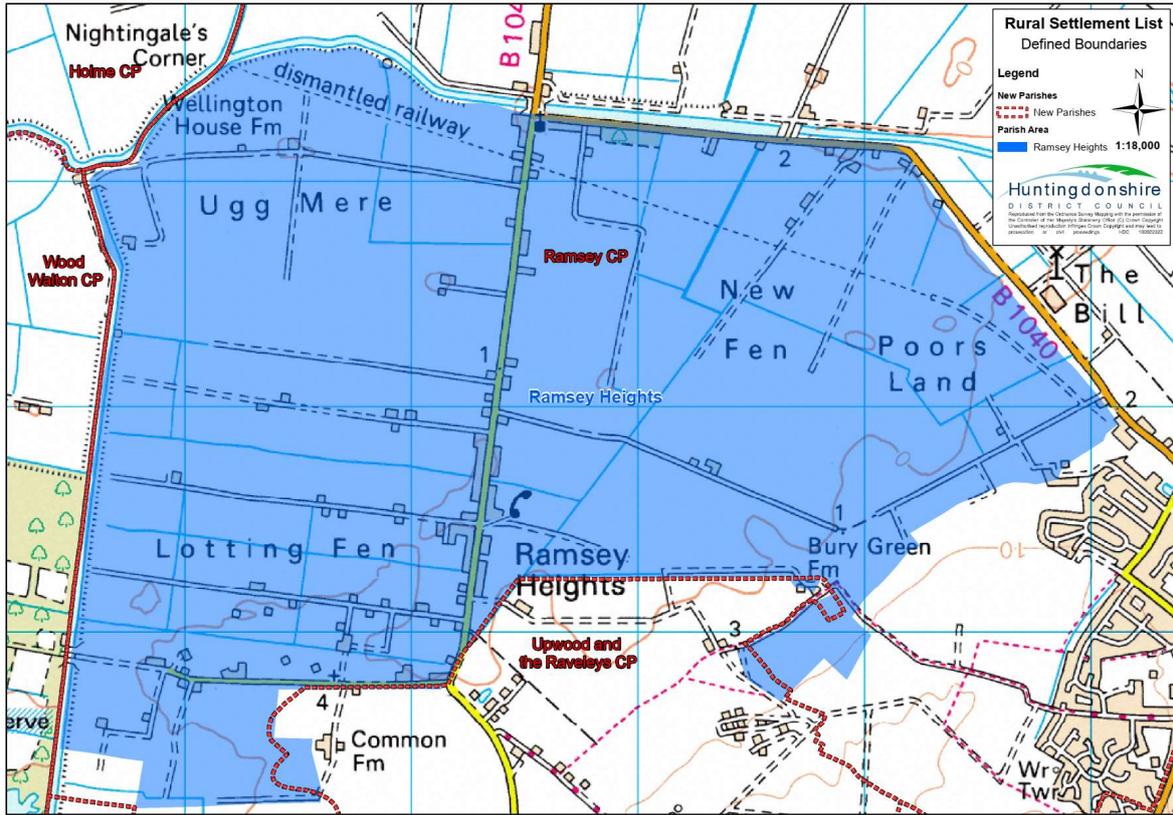
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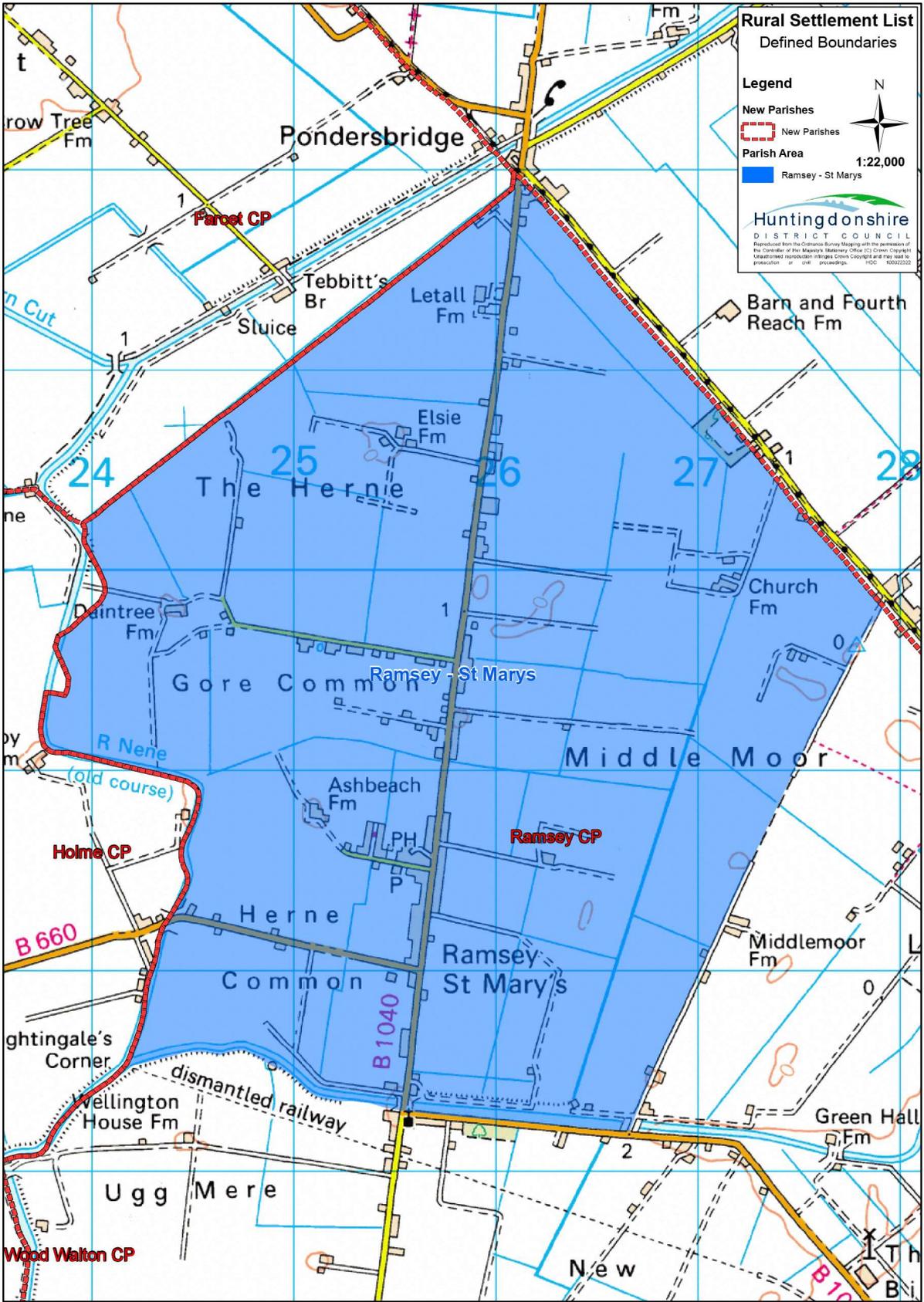
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