

The **ANNUAL** meeting of the **CABINET** will be held in the **CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **THURSDAY, 15 MAY 2025** at **7:30 PM (OR ON THE RISING OF THE ANNUAL MEETINGS OF COMMITTEES AND PANELS WHICHEVER IS THE LATER)** 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 meeting held on 15th April 2025.

**Contact Officer: Democratic Services - (01480) 388169**

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

To receive from Members declarations as to disclosable pecuniary, other registerable and non-registerable interests in relation to any Agenda item. See Notes below.

**Contact Officer: Democratic Services - (01480) 388169**

#### **3. APPOINTMENT OF EXECUTIVE COUNCILLORS**

- i. To confirm those Members appointed to hold executive responsibilities for the 2025/26 Municipal Year, as determined by the Executive Leader.
- ii. To confirm the appointment of any Cabinet Assistant(s) for the 2025/26 Municipal Year, as determined by the Executive Leader.
- iii. To note the appointment of Executive Councillors as Ex-Officio Members as follows:
  - o Executive Councillor with responsibility for employment matters – Employment Committee.
  - o Executive Councillor with responsibility for Development Management and Planning Enforcement – Development Management Committee.

- Executive Councillor with responsibility for Regulatory Services – Licensing and Protection Committee/Licensing Committee.

#### **4. HINCHINGBROOKE COUNTRY PARK JOINT GROUP**

To appoint four Members to serve on the Hinchingsbrooke Country Park Joint Group.

Membership to comprise:

- ❖ the Executive Councillor with responsibility for Parks and Countryside, Waste and Street Scene
- ❖ three other Members (the Group must be politically proportionate)
- ❖ Cambridgeshire County Council separately appoint 1 Member to serve on this Group.

#### **5. LOCAL PLAN ADVISORY GROUP**

To appoint seven Members to serve on the Local Plan Advisory Group (LPAG).

Membership to comprise:

- ❖ the Executive Councillor with responsibility for planning policy
- ❖ up to six other Members (the Advisory Group must be politically proportionate)

Membership is not restricted to Members who have experience of sitting on the Development Management Committee.

A Sub-Group of the Cabinet that is exercising any decision-making powers delegated to it by the Cabinet must include only Cabinet Members. Those whose Terms of Reference are merely advisory can include non-Cabinet Members.

#### **6. MEMBER DEVELOPMENT WORKING GROUP**

To appoint six cross party Members to the Member Development Working Group.

#### **7. LONDON-LUTON AIRPORT WORKING GROUP**

To appoint 3 Members to serve on the London-Luton Airport Working Group.

#### **8. SHARED SERVICES JOINT GROUP**

To appoint to the Shared Services Joint Group.

#### **9. TREASURY AND CAPITAL MANAGEMENT GROUP**

To note the membership of the Treasury and Capital Management Group as follows:

- ❖ The Executive Leader
- ❖ The Deputy Executive Leader

- ❖ The Executive Councillor with responsibility for capital activity and treasury management

Note: Other Members can be co-opted onto this Group at the discretion of the Executive Leader.

## **10. HUNTINGDONSHIRE DISTRICT COUNCIL VENTURES LTD - SHAREHOLDER REPRESENTATIVE**

To appoint a Shareholder Representative to act on behalf of the Council as Shareholder of the Council's Local Authority Trading Company.

## **11. ONE LEISURE HUNTINGDON SHADOW BOARD**

To appoint seven Members to serve on the One Leisure Huntingdon Shadow Board.

Membership to comprise:

- ❖ the Executive Councillor with responsibility for Communities, Health and Leisure
- ❖ up to six other Members (the Board must be politically proportionate)

7 day of May 2025

***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 Democratic Services, Tel No: (01480) 388169 / e-mail: Democratic.Services@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 Cabinet.**

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 CABINET held in the CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN on Tuesday, 15 April 2025

PRESENT: Councillor S J Conboy – Chair.

Councillors S W Ferguson, J E Harvey, S A Howell, B A Mickelburgh, T D Sanderson and S L Taylor.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors L Davenport-Ray and S Wakeford.

### 77 MINUTES

The Minutes of the meetings held on 18th March 2025 and 19th March 2025 were approved as a correct record and signed by the Chair.

### 78 MEMBERS' INTERESTS

Councillor S A Howell declared a Non-Registerable Interest under Minute No. 24/79 by virtue of being the Executive Member for Communities, Health and Leisure and vacated the room during discussion on recommendation e) of the report. She did not vote on this recommendation.

Councillor S L Taylor declared an Other Registerable Interest under Minute No. 24/79 by virtue of her being a Member of Cambridgeshire and Peterborough Fire Authority and vacated the room during discussion on recommendation f) of the report. She did not vote on this recommendation.

Councillor S W Ferguson declared a Non-Registerable Interest under Minute No. 24/79 as Ward Member for St Neots Priory Park & Little Paxton in respect of recommendation f) of the report. Advice was received from the Chief Executive that this was not regarded a conflict and Councillor S W Ferguson partook in discussion and deliberation of this item.

Councillor T D Sanderson declared he had an Other Registerable Interest under Minute No. 24/84. The nature of the interest was discussed in private session. Councillor T D Sanderson remained in the room and partook in the discussion and deliberation of this item.

Councillor J E Harvey declared she had an Other Registerable Interest under Minute No. 24/84. The nature of the interest was discussed in private session. Councillor J E Harvey remained in the room and partook in the discussion and deliberation of this item.

### 79 COMMUNITY INFRASTRUCTURE LEVY FUNDING

*See Minute No. 24/78 – Members' Interests.*

With the aid of a report by the Chief Planning Officer (a copy of which is appended in the Minute Book) the Cabinet were invited to consider recommendations relating to infrastructure projects seeking funding in whole or in part from an amount of the Community Infrastructure Levy monies received to date.

Following a brief introduction from the Executive Councillor for Planning who explained that the report had been well received by the Overview and Scrutiny Panel (Performance & Growth) he then went on to provide detailed background on each of the recommendations proposed.

*At 7:07pm, Councillor S A Howell vacated the room during discussion on recommendation e).*

The Executive Councillor for Open Spaces, Waste and Street Scene raised a question in respect of the Bury Guardroom community hub querying the level of growth in Bury and what these figures were. The Executive Councillor for Planning responded that the Parish Council had gone into depth and provided growth projections into future years as part of their application. Furthermore, their application was one of high quality which included a detailed business plan, projected costings and match funding.

*At 7:14pm, Councillor S L Taylor vacated the room during discussion on recommendation f).*

*At 7:15pm, Councillor S A Howell re-entered the room and took back her seat at the meeting.*

The Executive Councillor for Planning then went to provide further detail on recommendation f). There were no further questions raised by Cabinet Members.

*At 7:17pm, Councillor S L Taylor re-entered the room and took back her seat at the meeting.*

Having commended Officers for the level of detail provided within the report, it was

RESOLVED

that the Cabinet

- (a) note the updates on delivery in relation to the projects previously allocated or in receipt of Community Infrastructure Levy funding commitments (Appendix 1);
- (b) note the new allocated Community Infrastructure Levy projects for £100,000.00 or less approved by delegation on 12th February 2025 (Appendix 2);
- (c) agree Officer recommendations at paragraph 4.1 of the report now submitted to approve funding for Bury Guardroom community hub;

- (d) agree Officer recommendations at paragraph 4.3 of the report now submitted to decline funding for Kimbolton and Stonely for two Community Playgrounds;
- (e) agree Officer recommendations at paragraph 4.4 of the report now submitted to approve funding for Leisure improvements, Sawtry; and
- (f) agree Officer recommendations at paragraph 4.6 of the report now submitted to approve funding for Community Fire Station modernisation and extension project, St Neets.

*Councillor S A Howell did not vote on recommendation e). Councillor S L Taylor abstained from voting on recommendation e).*

*Councillor S L Taylor did not vote on recommendation f).*

## **80 LAND AVAILABILITY ASSESSMENTS AND SUSTAINABILITY APPRAISAL FOR ADDITIONAL SITES SUBMITTED BETWEEN 1 AUGUST 2024 AND 31 JANUARY 2025**

A report by the Chief Planning Officer was submitted (a copy of which is appended in the Minute Book) seeking the Cabinet's approval of the contents of the Land Availability Assessments and Sustainability Appraisal for additional sites and agreement for it to be published for public engagement for 6 weeks between 23 April and 4 June 2025.

By way of introduction, the Executive Councillor for Planning reported that between 1 August 2024 and 31 January 2025 the Ongoing Call for Sites had resulted in a further 68 sites which had been submitted and assessed by the Council. He then went on to report upon the views of the Overview and Scrutiny Panel (Performance & Growth) where comments around flooding in St Neets, lessons learnt from the previous call for sites and detailed communications plan were noted by the Cabinet.

In response to a question raised by the Executive Councillor for Open Spaces, Waste and Street Scene, the Executive Councillor for Planning responded that he was aware of the anxieties amongst communities regarding this part of the process and advised that site allocations would not be completed until Autumn. Furthermore, he reported that just because a site had been suggested as part of the Call for Sites process, it did not necessarily mean that it would be developed upon. There was a need to engage with communities further to deliver these key messages and if Cabinet Members had any individuals concerns, then they were encouraged to raise them directly with the Executive Councillor for Planning.

The Executive Leader echoed the comments which had been made in respect of the level of anxieties within communities and also reiterated the importance of responding to the public consultation which adds value to the process. Whereupon, the Cabinet

**RESOLVED**

- (a) to approve the contents of the Land Availability Assessment and Sustainability Appraisal for additional sites submitted between 1 August 2024 and 31 January 2025;
- (b) to agree that the Land Availability Assessments and Sustainability Appraisal for additional sites be published for public consultation for six weeks between 23 April and 4 June 2025; and
- (c) to grant delegated authority to the Head of Planning, Infrastructure and Public Protection, in consultation with the Executive Councillor for Planning to make any necessary typographical or other minor changes to the document prior to its publication for consultation.

**81 CIVIL PARKING ENFORCEMENT UPDATE AND OFF-STREET PARKING PLACES ORDER**

With the aid of a report prepared by the Head of Economy, Regeneration & Housing and the Operations Manager (a copy of which is appended in the Minute Book) the Cabinet considered a report seeking endorsement to progress with the proposed parking order through the relevant steps with a view to establishing a replacement off-street parking places order that supports continued enforcement of our car parks once Civil Parking Enforcement commences.

The Executive Councillor for Open Spaces, Waste and Street Scene reported that the process had begun under the previous administration back in 2018 and the report before Cabinet Members sought to provide an update to Cabinet Members on the Parking Order which would also bring the District's own car parks under Civil Enforcement. Additionally, it was reported that planning was underway to commence a review of the Council's Car Parking Strategy which would begin once the scope of work had been defined. Attention was then drawn to the views of the Overview and Scrutiny Panel (Environment, Communities & Partnerships) where an additional recommendation had been proposed by Panel Members. The additional recommendation had been accepted by Officers.

In welcoming the report and having agreed to accept the recommendation proposed by the Overview and Scrutiny Panel (Environment, Communities & Partnerships) it was

**RESOLVED**

that the Cabinet

- (a) endorse progression of the proposed order through the relevant steps as set out in the paper with a view to establishing the replacement order;
- (b) delegate authority to the Corporate Director (Place) to make and confirm future off-street parking places orders, and changes to off-street parking places orders, not relating to charges after consultation with the relevant Executive Councillor;
- (c) note the Cambridgeshire County Council Civil Parking Enforcement Policy and Operational Guidance; and

- (d) provide detail to each Parish Council as to what they can expect under the implementation of the Civil Parking Enforcement Order.

## 82 CORPORATE PLAN REFRESH 2025

A report by the Head of Policy, Performance and Emergency Planning was submitted (a copy of which is appended in the Minute Book) updating Members on the annual refresh of the Corporate Plan for 2023-2028 and presenting the actions and key performance indicators for 2025/26 to Council for approval.

In introducing the report, the Executive Leader reported that the content of the proposed Corporate Plan would be the Joint Administration's agenda for the coming year. The Plan had been reviewed to take into consideration matters that changed year on year and further work would continue to be undertaken to refine Key Performance Indicators and the performance of the Council. The Cabinet were informed that two Key Performance Indicators from last year had been merged into a single indicator, the introduction of four new indicators and one replacement indicator. A summary was then provided on the views of the Overview and Scrutiny Panel (Performance & Growth) which were received and noted.

The Executive Councillor for Resident Services and Corporate Performance concurred that a constructive discussion had been had at the Overview and Scrutiny meeting. He then went on to state that this year's Plan incorporated 67 actions compared to last year's Plan which had 64. The suggestions which had been raised at the Overview and Scrutiny meeting had been welcomed and were in the process of being discussed with service leaders. An explanation was delivered on Corporate Plan Action 29 and 39 together with an update on Performance Indicator 18 and 25.

Following a request by the Overview and Scrutiny Panel (Performance & Growth) it was reported that the Panel would be receiving a further update on performance indicators at their meeting in June 2025. This was welcomed by the Cabinet.

A discussion then ensued on footfall within Market Towns and whether this was an appropriate measure of success. Whilst it was acknowledged that it wasn't a wholly reliable metric, the Cabinet were mindful that it would add value in terms of identifying early improvements in footfall. Furthermore, it was reported that this data was also utilised to take decisions on town centre redevelopment schemes. The Executive Councillor for Open Spaces, Waste and Street Scene expressed her view that a measure of success would be higher turnover/profits for local businesses.

Having then discussed call centre waiting times and the availability of information on the Council's website, it was

RESOLVED

that the Cabinet

- (a) endorse the refreshed Corporate Plan to Council (attached as Appendix 1 of the submitted report); and
- (b) endorse the Key Performance Indicator changes (attached as Appendix 4 of the submitted report).

that Council be recommended to

- (a) approve the refreshed Corporate Plan (attached as Appendix 1 of the submitted report); and
- (b) approve the Key Performance Indicator changes (attached as Appendix 4 of the submitted report).

### **83 EXCLUSION OF PRESS AND PUBLIC**

RESOLVED

that the public be excluded from the meeting because the business to be transacted contains exempt information relating to the financial and business affairs of any particular person (including the authority holding that information).

### **84 HUNTINGDON SPORT AND HEALTH HUB FEASIBILITY REPORT**

*See Minute No. 24/78 – Members' Interests.*

An exempt report by the Head of Leisure, Health & Environment was submitted (a copy of which is appended in the Annex to the Minute Book).

Following a detailed presentation from the Head of Leisure, Health & Environment, the Cabinet received responses to a number of questions which had been raised during the course of their discussions. In noting the views of the Overview and Scrutiny Panel (Environment, Communities & Partnerships), it was

RESOLVED

that the Cabinet approve recommendations (a) to (f) of the exempt report now submitted.

*The meeting closed at 8:24pm.*

Chair