

A meeting of the **REFERRALS (ASSESSMENT) SUB COMMITTEE** will be held in the **COUNCIL CHAMBER, PATHFINDER HOUSE, ST. MARY'S STREET, HUNTINGDON, PE29 3TN** on **THURSDAY, 16 OCTOBER 2008 at 9:45 AM** and you are requested to attend for the transaction of the following business:-

**APOLOGIES**

**1. MINUTES** (Pages 1 - 4)

To approve as a correct record the Minutes of the meeting held on 28th July 2008.

**2. MEMBERS' INTERESTS**

To receive from Members, declarations as to personal and/or prejudicial interests and the nature of those interests in relation to any Agenda Item. Please see Notes 1 and 2 below.

**3. TERMS OF REFERENCE** (Pages 5 - 6)

To note the Terms of Reference of the Sub-Committee.

**4. GUIDANCE TO ASSIST ASSESSMENT OF CASE** (Pages 7 - 10)

- ◆ Local Assessment Case Handling Chart; and
- ◆ Early guidance received from the Standards Board for England on the conduct of an assessment.

**5. EXCLUSION OF PRESS AND PUBLIC**

To resolve:-

that the public be excluded from the meeting because the business to be transacted contains exempt information under paragraph 7c relating to the deliberations of a Sub-Committee of the Standards Committee established under the provisions of Part 3 of the Local Government Act 2000.

**6. PRE ASSESSMENT REPORT AND ENQUIRIES - CASE NO. 4**  
(Pages 11 - 48)

Enclosed:-

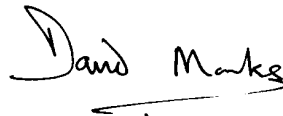
- (a) Pre assessment report by the Monitoring Officer;
- (b) Original letter of complaint dated 29th August 2008 plus appendices;
- (c) Response to letter by Monitoring Officer dated 9th September 2008;
- (d) Further letter received from complainant dated 16th September 2008;
- (e) Minutes – St. Neots Town Council.

**7. PRE ASSESSMENT REPORT AND ENQUIRIES - CASE NO 5**  
(Pages 49 - 62)

Enclosed:-

- (a) Pre assessment report by the Monitoring Officer;
- (b) Email from Councillor concerned dated 6<sup>th</sup> October 2008;
- (c) Extract from Development Control Panel Minutes dated 14<sup>th</sup> July 2008;
- (d) Declaration of Financial & Other Interests.

Dated this 7<sup>th</sup> day of October 2008



Chief Executive

**Notes**

1. *A personal interest exists where a decision on a matter would affect to a greater extent than other people in the District –*
  - (a) *the well-being, financial position, employment or business of the Councillor, their family or any person with whom they had a close association;*
  - (b) *a body employing those persons, any firm in which they are a partner and any company of which they are directors;*
  - (c) *any corporate body in which those persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or*
  - (d) *the Councillor's registerable financial and other interests.*
2. *A personal interest becomes a prejudicial interest where a member of the public (who has knowledge of the circumstances) would reasonably regard the Member's personal interest as being so significant that it is likely to prejudice the Councillor's judgement of the public interest.*

**Please contact Ms C Deller, Democratic Services Manager, Tel No 01480 388007/e-mail: [Christine.Deller@huntsdc.gov.uk](mailto:Christine.Deller@huntsdc.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 Sub-Committee.**

**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 –  
[www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk) (under Councils and Democracy).

If you would like a translation of Agenda/Minutes/Reports or would like a large text version or an audio version please contact the Democratic Services Manager and we will try to accommodate your needs.

***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 and to make their way to the car park adjacent to the Methodist Church on the High Street (opposite Prima's Italian Restaurant).*