

A meeting of the **OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING)** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, CAMBS, PE29 3TN** on **TUESDAY, 10 DECEMBER 2013** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact
(01480)**

APOLOGIES

1. MINUTES (Pages 1 - 4)

To approve as a correct record the Minutes of the meetings of the Panel held on 12th and 20th November 2013.

**Miss H Ali
388006**

2. MEMBERS' INTERESTS

To receive from Members declarations as to disclosable pecuniary or other interests in relation to any Agenda Item. Please see Notes below.

3. NOTICE OF KEY EXECUTIVE DECISIONS (Pages 5 - 10)

A copy of the current Notice of Key Executive Decisions, which was published on 14th November 2013 is attached. Members are invited to note the Decisions and to comment as appropriate on any items contained therein.

**Mrs H Taylor
388008**

4. EXCLUSION OF PRESS AND PUBLIC

To resolve:-

that the press and public be excluded from the meeting because the business to be transacted contains exempt information relating to

- (a) the financial or business affairs of any particular person (including the authority holding that information); and
- (b) consultation or negotiations in connection with labour relation matters between the Council and its employees.

5. **FACING THE FUTURE 2013** (Pages 11 - 12)

Please refer to the attached Process Note.

Mrs H Donnellan
388263

Members are reminded of their responsibilities under the Code of Conduct in respect of the treatment of confidential matters. In addition, if there are any questions/requests for additional information, then please raise them in advance of the meeting with the relevant Officer.

(a) **Commercial and Industrial Estates** (Pages 13 - 14)

Template attached.

B Tillah
387086

(b) **Communications** (Pages 15 - 16)

Template attached.

Mrs P Harnett
387078

(c) **Corporate Office** (Pages 17 - 18)

Template attached.

H Thackray
388035
Mrs J Drummond
388459

Dated this 2 day of December 2013



Head of Paid Service

Notes

1. Disclosable Pecuniary Interests

- (1) *Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.*
- (2) *A Member has a disclosable pecuniary interest if it -*
 - (a) *relates to you, or*
 - (b) *is an interest of -*
 - (i) *your spouse or civil partner; or*
 - (ii) *a person with whom you are living as husband and wife; or*
 - (iii) *a person with whom you are living as if you were civil partners*

and you are aware that the other person has the interest.
- (3) *Disclosable pecuniary interests includes -*
 - (a) *any employment or profession carried out for profit or gain;*
 - (b) *any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);*
 - (c) *any current contracts with the Council;*
 - (d) *any beneficial interest in land/property within the Council's area;*
 - (e) *any licence for a month or longer to occupy land in the Council's area;*
 - (f) *any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or*

(g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.

Other Interests

(4) If a Member has a non-disclosable pecuniary interest or a non-pecuniary interest then you are required to declare that interest, but may remain to discuss and vote.

(5) A Member has a non-disclosable pecuniary interest or a non-pecuniary interest where -

(a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or

(b) it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association

and that interest is not a disclosable pecuniary interest.

2. Filming, Photography and Recording at Council Meetings

The District Council supports the principles of openness and transparency in its decision making and permits filming, recording and the taking of photographs at its meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening at meetings. Arrangements for these activities should operate in accordance with guidelines agreed by the Council and available via the following link - [filming, photography and recording at council meetings.pdf](#) or on request from the Democratic Services Team. The Council understands that some members of the public attending its meetings may not wish to be filmed. The Chairman of the meeting will facilitate this preference by ensuring that any such request not to be recorded is respected.

Please contact Miss H Ali, Democratic Services Officer, Tel No: (01480) 388006/email: Habbiba.Ali@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 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 – 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.

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) held in Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE29 3TN on Tuesday, 12 November 2013.

PRESENT: Councillor G J Bull – Chairman.

Councillors K M Baker, Mrs M Banerjee, J W Davies, D A Giles, G J Harlock, D Harty and Ms L Kadic.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors M G Baker, I C Bates, K J Churchill and Mrs D C Reynolds.

44. MINUTES

The Minutes of the meeting of the Panel held on 8th October 2013 were approved as a correct record and signed by the Chairman.

45. MEMBERS' INTERESTS

No declarations were received.

46. NOTICE OF EXECUTIVE KEY DECISIONS

The Panel considered and noted the current Notice of Key Executive Decisions (a copy of which is appended in the Minute Book) which had been prepared by the Leader of the Council for the period 25th October 2013 to 31st March 2014.

47. EXCLUSION OF PRESS AND PUBLIC

RESOLVED

that the press and public be excluded from the meeting because the business to be transacted contains exempt information relating to

- (a) the financial or business affairs of any particular person (including the authority holding that information); and
- (b) consultation or negotiations in connection with labour relations between the Council and its employees.

48. FACING THE FUTURE 2013

(Councillor D M Tysoe, Executive Councillor for Environment, was in attendance for consideration of this item).

(Councillors R C Carter, J A Gray, N J Guyatt, T V Rogers, T D Sanderson and R J West were also in attendance for this item).

The Panel considered the strategic service review templates for the Facilities Management and Administration, Environment, Building Control and Projects and Asset Management services (copies of which are appended in the annex to the Minute Book). Following discussion, Members agreed upon their recommendations to the Cabinet on the services' priority areas for implementation or further investigation.

Chairman

HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (ENVIRONMENTAL WELL-BEING) held in Civic Suite 0.1B, Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE29 3TN on Wednesday, 20 November 2013.

PRESENT: Councillor G J Bull – Chairman.

Councillors M G Baker, K M Baker,
Mrs M Banerjee, J W Davies, D A Giles,
G J Harlock, D Harty, Ms L Kadic and
Mrs D C Reynolds.

APOLOGY: An Apology for absence from the meeting was submitted on behalf of Councillor I C Bates.

49. MEMBERS' INTERESTS

No declarations of interest were received.

50. EXCLUSION OF PRESS AND PUBLIC

RESOLVED

that the press and public be excluded from the meeting because the business to be transacted contains exempt information relating to

- (a) the financial or business affairs of any particular person (including the authority holding that information); and
- (b) consultation or negotiations in connection with labour relation matters between the Council and its employees.

51. FACING THE FUTURE 2013

(Councillor D M Tysoe, Executive Councillor for Environment, was in attendance for consideration of this item).

(Councillors R C Carter, T V Rogers and R J West were also in attendance for this item).

The Panel considered the strategic service review templates for the Refuse and Recycling, Vehicle Management, Grounds Maintenance and Street Cleansing services (copies of which are appended in the annex to the Minute Book). Following discussion, Members agreed upon their recommendations to the Cabinet on the services' priority areas for implementation or further investigation.

Chairman

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

Prepared by
Date of Publication:
For Period:

Councillor J D Ablewhite
14 November 2013
1st December 2013 to 31 March 2014

Membership of the Cabinet is as follows:-

Councillor J D Ablewhite	- Leader of the Council, with responsibility for Strategic Economic Development	3 Pettis Road St. Ives Huntingdon PE27 6SR Tel: 01480 466941 E-mail: Jason.Ablewhite@huntingdonshire.gov.uk
Councillor N J Guyatt	- Deputy Leader of the Council with responsibility for Strategic Planning and Housing	6 Church Lane Stibbington Cams PE8 6LP Tel: 01780 782827 E-mail: Nick.Guyatt@huntingdonshire.gov.uk
Councillor B S Chapman	- Executive Councillor for Customer Services	6 Kipling Place St. Neots Huntingdon PE19 7RG Tel: 01480 212540 E-mail: Barry.Chapman@huntingdonshire.gov.uk
Councillor J A Gray	- Executive Councillor for Resources	Vine Cottage 2 Station Road Catworth PE28 OPE Tel: 01480 861941 E-mail: Jonathan.Gray@huntingdonshire.gov.uk
Councillor R Howe	- Executive Councillor for Healthy and Active Communities	The Old Barn High Street Upwood Huntingdon PE26 2QE Tel: 01487 814393 E-mail: Robin.Howe@huntingdonshire.gov.uk

Councillor T D Sanderson - Executive Councillor for Healthy and Active Communities	29 Burmoor Close Stukeley Meadows Huntingdon PE29 6GE Tel: 01480 412135 E-mail: Tom.Sanderson@huntingdonshire.gov.uk
Councillor D M Tysoe - Executive Councillor for Environment	Grove Cottage Maltings Lane Ellington Huntingdon PE28 0AA Tel: 01480 388310 E-mail: Darren.Tysoe@huntingdonshire.gov.uk

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).

A 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 Mrs Helen Taylor, Senior Democratic Services Officer on 01480 388008 or E-mail Helen.Taylor@huntingdonshire.gov.uk.

Agendas may be accessed electronically at www.huntingdonshire.gov.uk.

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 Legal&DemServDemocratic@huntingdonshire.gov.uk or by writing to the Senior Democratic Services Officer. 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.

Colin Meadowcroft
Head of Legal and Democratic Services

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.	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Pay Review Framework***	Cabinet	12 Dec 2013		Mrs Joanne Lancaster, Managing Director Tel No. 01480 388301 or email Jo.Lancaster@huntingdonshire.gov.uk		J D Ablewhite	Economic Well-Being
Street Naming and Numbering Report***	Cabinet	12 Dec 2013		Chris Allen, Project and Assets Manager Tel No. 01480 388380 or email Chris.Allen@huntingdonshire.gov.uk		D M Tysoe	Environmental Well-Being
National Non-Domestic Rates - Changes to Discretionary Relief Policy***	Cabinet	12 Dec 2013		Julia Barber, Head of Customer Services Tel No. 01480 388105 or email Julia.Barber@huntingdonshire.gov.uk		B Chapman	Economic Well-Being

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	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Draft Budget & MTP	Cabinet	12 Dec 2013		Steve Couper, Assistant Director of Finance and Resources Tel No. 01480 388103 or email Steve.Couper@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
Facing the Future - Suggested Priorities###	Cabinet	23 Jan 2014		Steve Couper, Assistant Director of Finance and Resources Tel No 01480 388103 or email Steve.Couper@huntingdonshire.gov.uk		J A Gray	All
Grounds Maintenance Service Standards	Cabinet	23 Jan 2014		Eric Kendall, Head of Operations Tel No 01480 388635 or email Eric.Kendall@huntingdonshire.gov.uk		D M Tysoe	Environmental Well-Being
Reconnections Policy	Cabinet	23 Jan 2014		Julia Barber, Head of Customer Services Tel No. 01480 388105 or email Julia.Barber@huntingdonshire.gov.uk		B S Chapman	Social Well-Being
Carbon Management Plan	Cabinet	23 Jan 2014		Chris Jablonski, Environment Team Leader Tel No. 01480 388368 or email Chris.Jablonski@huntingdonshire.gov.uk		D M Tysoe	Environmental Well-Being
Green Deal	Cabinet	23 Jan 2014		Chris Jablonski, Environment Team Leader Tel No. 01480 388368 or email Chris.Jablonski@huntingdonshire.gov.uk		D M Tysoe	Environmental Well-Being

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	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Renewal of Great Fen Project Collaboration Agreement	Cabinet	23 Jan 2014	Collaboration Agreement	Steve Ingram, Assistant Director, Environment, Growth and Planning Tel No 01480 388400 or email Steve.Ingram@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Review of Second Green Bin	Cabinet	13 Feb 2014		Eric Kendall, Head of Operations Tel No 01480 388635 or email Eric.Kendall@huntingdonshire.gov.uk		D M Tysoe	Environmental Well-Being
Budget & MTP	Cabinet	13 Feb 2014		Steve Couper, Assistant Director of Finance and Resources Tel No 01480 388103 or email Steve.Couper@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
Treasury Management Strategy	Cabinet	13 Feb 2014		Steve Couper, Assistant Director of Finance and Resources Tel No 01480 388103 or email Steve.Couper@huntingdonshire.gov.uk		J A Gray	Economic Well-Being
Leadership Direction	Cabinet	13 Feb 2014		Mr Howard Thackray, Policy and Strategic Services Manager Tel No 01480 388035 or email Howard.Thackray@huntingdonshire.gov.uk		J D Ablewhite	All
Consultation and Engagement Strategy	Cabinet	13 Feb 2014		Louise Sboui, Senior Policy Officer Tel No. 01480 388032 or email Louise.Sboui@huntingdonshire.gov.uk		J D Ablewhite	Social Well-Being

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	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Local Plan to 2036 - Proposed Submission	Cabinet	13 Feb 2014	Submission - Draft Local Plan	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Huntingdonshire Infrastructure Business Plan***	Cabinet	20 Mar 2014		Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Huntingdon West Masterplan	Cabinet	20 Mar 2014	Following consultation. Preferred option.	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
10 A14	Cabinet	20 Mar 2014		Steve Ingram, Assistant Director, Environment, Growth and Planning Tel No. 01480 388400 or email Steve.Ingram@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Wind Turbines SPD	Cabinet	20 Mar 2014	Draft SPD	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being
Huntingdon and Godmanchester Market Town Transport Strategy	Cabinet	20 Mar 2014	Market Town Transport Strategy	Paul Bland, Planning Service Manager (Policy) Tel No. 01480 388430 or email Paul.Bland@huntingdonshire.gov.uk		N J Guyatt	Environmental Well-Being

Agenda Item 5

By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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