

A meeting of the **OVERVIEW AND SCRUTINY PANEL (ECONOMY AND GROWTH)** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, CAMBS, PE29 3TN** on **THURSDAY, 6TH OCTOBER 2016** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

**Contact  
(01480)**

## **APOLOGIES**

**1. MINUTES** (Pages 5 - 8)

To approve as a correct record the Minutes of the meeting held on 8th September 2016.

**A Green  
388008**

**2. MEMBERS' INTERESTS**

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

**3. NOTICE OF KEY EXECUTIVE DECISIONS** (Pages 9 - 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.

**M Sage  
388007**

**4. INVEST HUNTINGDONSHIRE WEBSITE DEMONSTRATION**

The Panel is to receive a demonstration of the Invest Huntingdonshire Website.

**B Hooson  
388074**

**5. REVIEW OF FEES AND CHARGES - CAR PARKS**

The Review of Fees and Charges – Car Parks is to be presented to the Panel. **(To Follow)**

**N Sloper  
388635**

**6. OVERVIEW AND SCRUTINY WORK PROGRAMME** (Pages 15 - 18)

To consider and agree the Panel's updated work programme.

**A Green  
388008**

Dated this 28th day of September  
2016



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.*

### **Non-Statutory Disclosable Interests**

(4) *If a Member has a non-statutory disclosable interest then you are required to declare that interest, but may remain to discuss and vote providing you do not breach the overall Nolan principles.*

(5) *A Member has a non-statutory disclosable 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 a disclosable pecuniary interest, 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, or*

*(c) it relates to or is likely to affect any body –*

*(i) exercising functions of a public nature; or*

*(ii) directed to charitable purposes; or*

*(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a Member or in a position of control or management.*

*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 Mr Adam Green, Democratic Services Officer (Scrutiny), Tel No. 01480 388008/e-mail [Adam.Green@huntingdonshire.gov.uk](mailto:Adam.Green@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 – [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 Elections & 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.*

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## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the OVERVIEW AND SCRUTINY PANEL (ECONOMY AND GROWTH) held in Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, Cambs, PE29 3TN on Thursday, 8th September 2016.

PRESENT: Councillor D B Dew – Chairman.  
Councillors Mrs B E Boddington, R Fuller,  
I D Gardener, L George, B Hyland,  
D R Underwood and D Watt.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors E R Butler, D J Mead and K D Wainwright.

### 19. MINUTES

The minutes for the meeting of the Panel held on 7th July 2016 were approved as a correct record and signed by the Chairman.

### 20. MEMBERS' INTERESTS

Councillor D R Underwood declared a non-pecuniary interest in relation to Minute Number 23 as a land owner, with planning consent to develop on the land, who was approached by the Council to ask when the consent would be completed.

### 21. NOTICE OF KEY EXECUTIVE DECISIONS

The Panel received and noted the current Notice of Key Executive Decisions (a copy of which is appended in the Minute Book) which has been prepared by the Executive Leader for the period 1st September 2016 to 31st December 2016.

### 22. HUNTINGDONSHIRE LOCAL PLAN TO 2036 AND INFRASTRUCTURE PLANNING UPDATES

With the aid of a report by the Head of Development (a copy of which is appended in the Minute Book) the Huntingdonshire Local To 2036 and Infrastructure Planning Update was presented to the Panel. Members were reminded that in July 2016, representatives from Cambridgeshire County Council attended a Panel meeting and confirmed that the Cambridge Sub-Region Model (CSRM) would be ready by the end of July 2016 however at the time of the meeting it was not ready.

The Panel was informed that progress has been made in the areas of: Strategic Flood Risk Assessment and Highways and Transport Infrastructure Projects. However a final date for the flood risk assessment has not been set with an estimate of early 2017 being given.

Following a question asking will there be more meetings with the

County Council in order to keep the pressure on regarding the revalidation of the CSRM, it was confirmed that there will be and that a huge amount of work has been completed by the County Council.

In response to concerns regarding the slippage of timescales for the A428 project, the Panel were informed that the Council are reliant on Highways England to begin construction in 2020. Members wanted assurance that the Council will continue to keep the pressure on Highways England so that the commencement date does not slip.

The Panel believes that the A428 needs to be a priority for the Council so that economic opportunities can be realised. Concern was raised that the housing development at Wintringham Park would be built before work begins on the A428 therefore leading to more congestion.

Following the discussion regarding the securing of services of consultants in order to carry out work on the Local Plan, the Panel want to emphasise to Cabinet that if needed, additional resources should be allocated in order to secure the services of consultants.

Members requested more detail on the A1: M25 to Peterborough road improvements and in particular the Baldock to Brampton section, however were informed that the questions could be answered better by the Council's transportation specialist and that they should be invited to a future Panel meeting.

Members were reminded that if the Council does not develop the Local Plan then that would have a negative economic impact on the District. The Panel agreed that the Local Plan to 2036 is the number one priority and that resources should not be diverted from the project.

The Panel recommended to Cabinet that the Council's representatives on the Growth and Infrastructure Group should be as follows: the Executive Councillor for Planning Policy, Housing and Infrastructure, two Members from the Overview and Scrutiny Panel (Economy and Growth) and one Member from the Overview and Scrutiny Panel (Communities and Environment).

**23. ANNUAL ACTUAL HOUSING COMPLETIONS COMPARED TO PROJECTED HOUSING COMPLETIONS SINCE 2011/12**

With the aid of the report by Head of Development (a copy of which is appended in the Minute Book) the Annual Actual Housing Completions Compared to Projected Housing Completions since 2011/12 report was presented to the Panel.

Members noted that during the last five years the Council has been accurate when projecting housing completions which gives the Council confidence that the District has a five year land supply. The Panel was told that the Council works out its projections by writing to every person with planning permission and asking them when are they planning to develop and how quickly.

Following a question regarding the five year land supply, Members were given more detail of the five year land supply and why it is

important that the Council is able to demonstrate it has such a supply. If the Council does not have a five year land supply then it loses the control to refuse planning applications unless the negatives of the application significantly and demonstrably outweigh the benefits.

#### **24. WORK PLAN STUDIES**

The Panel received and noted a report by the Democratic Services Officer (Scrutiny) (a copy of which is appended in the Minute Book) which contained details of studies being undertaken by the Overview and Scrutiny Panels for Communities and Environment and Performance and Customers.

Members expressed that they would like to have early involvement with the Housing Strategy before it comes back to the Panel. In addition, the Panel expressed that they would like to closely scrutinise the Registered Social Providers and their development plans within the District.

The Commercial Investment Strategy was discussed by Members with the Panel deciding that they would like to invite the Executive Councillor for Strategic Resources to a future Panel meeting to discuss the strategy and how it can assist with growth within the District.

Members noted that there is £100m on offer through the devolution deal in order to deliver housing in Peterborough and Cambridgeshire.

#### **25. OVERVIEW AND SCRUTINY PROGRESS**

With the aid of a report by the Democratic Services Officer (Scrutiny) (a copy of which is appended in the Minute Book), the Panel reviewed the progress of its activities since the last meeting.

Chairman

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

**Prepared by** Councillor J A Gray on behalf of Councillor R B Howe  
**Date of Publication:** 21 September 2016  
**For Period:** 1 October 2016 to 31 January 2017

Membership of the Cabinet is as follows:-

Councillor R B Howe	Executive Leader of the Council	The Old Barn High Street Upwood Huntingdon PE26 2QE  Tel: 01487 814393 E-mail: <a href="mailto:Robin.Howe@huntingdonshire.gov.uk">Robin.Howe@huntingdonshire.gov.uk</a>
Councillor D Brown	Executive Councillor for Strategic Partnerships and Shared Services	25 Ermine Street Huntingdon PE29 3EX  Tel: 07970 462048 E-mail: <a href="mailto:Daryl.Brown@huntingdonshire.gov.uk">Daryl.Brown@huntingdonshire.gov.uk</a>
Councillor G J Bull	Executive Councillor for Planning Policy, Housing and Infrastructure	2 Lancaster Close Old Hurst Huntingdon PE28 3BB  Tel: 07780 511928 E-mail:- <a href="mailto:Graham.Bull@huntingdonshire.gov.uk">Graham.Bull@huntingdonshire.gov.uk</a>
Councillor R C Carter	Executive Councillor for Environment, Street Scene and Operations	5 The Paddock Bluntisham Huntingdon PE28 3NR  Tel: 07986 325637 E-mail:- <a href="mailto:Robin.Carter@huntingdonshire.gov.uk">Robin.Carter@huntingdonshire.gov.uk</a>
Councillor S Cawley	Executive Councillor for Organisation and Customer Services	6 Levers Water Huntingdon PE29 6TH  Tel: 01480 435188 E-mail: <a href="mailto:Stephen.Cawley@huntingdonshire.gov.uk">Stephen.Cawley@huntingdonshire.gov.uk</a>

Councillor S Criswell	Executive Councillor for Community Resilience	23 The Bank Somersham Huntingdon PE28 3DJ Tel: 01487 740745	E-mail: <a href="mailto:Steve.Criswell@huntingdonshire.gov.uk">Steve.Criswell@huntingdonshire.gov.uk</a>
Councillor J A Gray	Executive Councillor for Strategic Resources	Vine Cottage 2 Station Road Catworth PE28 OPE  Tel: 01832 710799	E-mail: <a href="mailto:Jonathan.Gray@huntingdonshire.gov.uk">Jonathan.Gray@huntingdonshire.gov.uk</a>
Councillor R Harrison	Executive Councillor for Business, Enterprise and Skills	55 Bushmead Road Eaton Socon St Neots PE19 8GC  Tel: 01480 406664	E-mail: <a href="mailto:Roger.Harrison@huntingdonshire.gov.uk">Roger.Harrison@huntingdonshire.gov.uk</a>
Councillor J M Palmer	Executive Councillor for Leisure and Health	149 Great Whyte Ramsey Huntingdon Cambridgeshire PE26 1HP  Tel: 01487 814063	E-mail: <a href="mailto:John.Palmer@huntingdonshire.gov.uk">John.Palmer@huntingdonshire.gov.uk</a>
Councillor D M Tysoe	Executive Councillor for Operational Resources	Grove Cottage Maltings Lane Ellington Huntingdon PE28 OAA  Tel: 01480 388310	E-mail: <a href="mailto:Darren.Tysoe@huntingdonshire.gov.uk">Darren.Tysoe@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).

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 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 [www.huntingdonshire.gov.uk](http://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 [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.	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Consent for the Secretary of State to bring forward an Order to establish a Combined Authority with a Mayor covering that area of Cambridgeshire and Peterborough	Cabinet	20 Oct 2016		Joanne Lancaster, Managing Director Tel No. 01480 388301 or email: Jo.lancaster@huntingdonshire.gov.uk		D Brown	Economy and 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	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Waste Round Reconfiguration - Implementation Update	Cabinet	20 Oct 2016		Neil Sloper, Head of Operations Tel No. 01480 388635 or email: Neil.Sloper@huntingdonshire.gov.uk		R Carter	Communities and Environment
Review of Fees and Charges - Car Parks	Cabinet	20 Oct 2016		Neil Sloper, Head of Operations Tel No. 01480 388635 or email: Neil.Sloper@huntingdonshire.gov.uk		R Carter	Economy and Growth
Shared Internal Audit Service ***	Cabinet	20 Oct 2016		Anthony Kemp, Interim Corporate Director (Services) Tel No. 01480 388301 or email: Anthony.Kemp@huntingdonshire.gov.uk		D Brown	Performance and Customers
Discretionary Council Tax Discount Policy	Cabinet	17 Nov 2016		Ian Sims, Local Taxation Manager, Local Taxation Manager Tel No. 01480 388138 email: Ian.Sims@huntingdonshire.gov.uk		D Tysoe	Performance and Customers
Coneygear Court - Lease and Management Arrangement	Cabinet	17 Nov 2016		Jon Collen, Housing Needs and Resources Manager Tel No. 01480 388220 email: Jon.Collen@huntingdonshire.gov.uk		D Tysoe	Performance and Customers
Approval of Council Tax Base 2017/18	Section 151 Officer	1 Dec 2016		Ian Sims, Local Taxation Manager, Local Taxation Manager Tel No. 01480 388138 or email: Ian.Sims@huntingdonshire.gov.uk		J Gray	Performance and Customers

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
Review of the Council's Street Markets	Cabinet	15 Dec 2016		Neil Sloper, Head of Operations, Tel No. 01480 388635 or email: Neil.Sloper@huntingdonshire.gov.uk		R Carter	Communities and Environment
Discretionary Rate Relief Policy	Cabinet	15 Dec 2016		Ian Sims, Local Taxation Manager, Local Taxation Manager Tel No. 01480 388138 or email: Ian.Sims@huntingdonshire.gov.uk		D Tysoe	Performance and Customers
Rural Settlement List	Cabinet	15 Dec 2016		Ian Sims, Local Taxation Manager, Local Taxation Manager Tel No. 01480 388138 or email: Ian.Sims@huntingdonshire.gov.uk		D Tysoe	Performance and Customers
→ Waste Round Reconfiguration - Implementation Update ***	Cabinet	19 Jan 2017		Neil Sloper, Head of Operations Tel No. 01480 388635 or email: Neil.Sloper@huntingdonshire.gov.uk		R Carter	Communities and Environment

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Panel Date	Decision	Action	Response	Date
	<p><b><u>Local Plan To 2036</u></b></p> <p>Members agreed at the Scrutiny Work Programming session on 20th September that this area requires scrutinising. Members want to continue to receive update reports and create a Task and Finish Group for background work.</p>	<p>Officers to discuss capacity to assist Members with the scrutiny of the topic.</p>	<p>If Officers have capacity to assist, the Panel have to agree to accept the item onto the work programme and appoint to the Task and Finish Group.</p>	<p><b>06/10/2016</b></p>
	<p><b><u>Devolution</u></b></p> <p>Members agreed at the Scrutiny Work Programming session on 20th September that this area requires scrutinising. Members want to appoint a Member Champion to brief themselves on Devolution and be the Panel's expert on the topic.</p>	<p>Officers to discuss capacity to assist Members with the scrutiny of the topic.</p>	<p>If Officers have capacity to assist, the Panel have to agree to accept the item onto the work programme and appoint a Member Champion.</p>	<p><b>06/10/2016</b></p>
	<p><b><u>Community Resilience Plan including relationships with Parish and Town Councils and the County Council</u></b></p> <p>Members agreed at the Scrutiny Work Programming session on 20th September that this area requires scrutinising. Members want to create a cross scrutiny Task and Finish Group with the O&amp;S Panel (Communities and Environment) to lead.</p>	<p>Officers to discuss capacity to assist Members with the scrutiny of the topic.</p>	<p>If Officers have capacity to assist, the Panel have to agree to accept the item onto the work programme and appoint to the Task and Finish Group.</p>	<p><b>06/10/2016</b></p>
	<p><b><u>Housing Strategy</u></b></p>			

Panel Date	Decision	Action	Response	Date
	Members agreed at the Scrutiny Work Programming session on 20th September that this area requires scrutinising. Members want to receive update reports.	Officers to discuss capacity to assist Members with the scrutiny of the topic.	If Officers have capacity to assist, the Panel have to agree to accept the item onto the work programme.	<b>06/10/2016</b>
<b>07/07/16</b>	<p><b><u>Town Centres/High Street Viability</u></b></p> <p>Following a suggestion from a Member it was decided that Town Centres/High Street Viability should be scrutinised in order to help shape future policies for town centre uses.</p>	Working to include the investigation of the following areas: Marketing, Car Parks, Licensing, Property Portfolio and BID Huntingdon.	The Panel have to agree to accept the item onto the work programme and how to proceed.	<b>06/10/2016</b>
<b>Quarterly</b>	<p><b><u>Reports Due/Regular Items</u></b></p> <p><b>Representatives on External Organisations (including Rural Transport)</b> Selected Members represent the Council on various External Organisations.</p> <p><b>Huntingdon West Masterplan</b> The Panel requested sight of the report prior to submission to Cabinet.</p> <p><b>Huntingdonshire Infrastructure Business Plan</b> The Panel requested sight of the report prior to submission to Cabinet.</p> <p><b>Huntingdonshire Design Guide</b></p> <p><b>Marketing Strategy Work Programme</b> The Panel have requested annual updates on the work</p>	<p>The Panel is to receive regular update reports.</p> <p>Request submitted to the Planning Services Manager (Policy).</p> <p>Request submitted to the Planning Services Manager (Policy).</p> <p>SPD to be complete this year.</p> <p>The Panel is to receive annual</p>	<p>Next report due at November's Panel meeting.</p> <p>Not currently on the Notice of Executive Decisions.</p> <p>Report was presented in December 2015.</p> <p>SPD to be complete this year.</p> <p>Report was presented in July</p>	<p><b>01/11/2016</b></p> <p><b>July 2017</b></p>



Panel Date	Decision	Action	Response	Date
	programme.	updates on the marketing strategy work programme.	2016.	

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