

A meeting of the **CABINET** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **THURSDAY, 19 APRIL 2018** 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 22nd March 2018.

**M Stimpson  
388169**

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

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

### **3. HINCHINGBROOKE COUNTRY PARK JOINT GROUP MINUTES (Pages 9 - 10)**

To receive the Minutes of the meeting of the Hinchingbrooke Country Park Joint Group held on 16th March 2018.

**Democratic Services  
388169**

**(Executive Councillor: Cllr J White)**

### **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 information relating to the financial and business affairs of a particular person (including the authority holding that information).

### **5. SHARED SERVICES' 2018/19 BUSINESS PLANS (Pages 11 - 86)**

To consider a report by the Corporate Director (Services) seeking endorsement of the 2018/19 Business Plans for the Shared Services.

**O Morley  
388103**

**(Executive Councillor: Cllr D Brown)**

### **6. COMMERCIAL INVESTMENT STRATEGY ASSET**

To consider a report by the Head of Resources regarding a Commercial Investment Strategy asset. **TO FOLLOW**

**C Mason  
388157**

**(Executive Councillor: Cllr J Gray)**

Dated this 11 day of April 2018



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 Ms Melanie Stimpson, Democratic Services Team, Tel No. 01480 388169/e-mail [melanie.stimpson@huntingdonshire.gov.uk](mailto:melanie.stimpson@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 CABINET held in Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Thursday, 22 March 2018.

PRESENT: Councillor G J Bull – Chairman.  
Councillors J A Gray, D Brown,  
Mrs A Dickinson, R Fuller and J E White.

APOLOGY: An apology for absence from the meeting was submitted on behalf of Councillor S Cawley.

### **68. MINUTES**

The Minutes of the meetings of the Cabinet held on 8th February and 1st March 2018 were approved as correct records and signed by the Chairman.

### **69. MEMBERS' INTERESTS**

Councillor D Brown declared a non-statutory disclosable interest in Minute No. 72 by virtue of the fact that he is a Director of HDC Ventures.

### **70. LETTINGS POLICY REVIEW**

Executive Councillors were invited to consider a report by the Housing Needs and Resources Manager, along with its related Appendix (copies of which are appended in the Minute Book), presenting the revised Lettings Policy. Members were advised that the changes to the Policy were necessary in light of new legislation and recent caselaw relating to allocation schemes to social rented housing. The main points of change to the Policy reflected changes as a result of the introduction of the Homelessness Reduction Act 2017 in April 2018 with amendments to both the duties that the Council must perform in order to prevent and relieve homelessness, and decisions in caselaw that have clarified that Councils are unable to exclude from their housing register applicants that fall within defined 'reasonable preference' categories, as defined within the Housing Act 1996. The proposed amendments to the Policy would ensure that the Policy remained legal and that the risk of legal challenge was minimised. Whereupon, it was

RESOLVED

that the amended Lettings Policy, as attached as Appendix 1 to the report now submitted, be approved.

### **71. GROWTH AND INFRASTRUCTURE PLANNING UPDATE**

By means of a report by the Planning Service Manager (Growth) (a copy of which was appended in the Minute Book), the Cabinet was updated on growth and infrastructure delivery. Members were advised that Officers continued positive partnerships and worked to identify infrastructure funding and opportunities to invest Community Infrastructure Levy (CIL) income in 2018/19. Members noted that the inception meeting of the Growth and Infrastructure Group in its revised format had taken place and that proposals would be developed to ensure the best return economically of strategic growth and infrastructure for residents of the District. Whereupon, it was

RESOLVED

that the continued positive partnership working to identify infrastructure and opportunities to invest CIL income in 2018/2019 by Officers and opportunities to leverage other funding be endorsed.

**72. HDC VENTURES - AMENDMENTS TO THE ARTICLES OF ASSOCIATION**

A report by the Corporate Director – Services, to which was appended the revised Articles of Association and Shareholder Agreement (copies of which are appended in the Minute Book), was considered for approval. Members were advised that the amendments to the Articles of Association of HDC Ventures allowed for the replacement of Councillor appointed as Directors should they cease to be a Member of the District Council. Members agreed that this was a sensible approach to take and noted that it had previously been raised by the Council at its meeting on 28th June 2017. Whereupon, it was

RESOLVED

that the Articles of Association for HDC Ventures as amended be approved.

**73. HUNTINGDONSHIRE DISTRICT COUNCIL GROWTH AND INFRASTRUCTURE THEMATIC GROUP**

Following changes made to the Political Membership of the Council, it was necessary to amend the membership of the Huntingdonshire District Council Growth and Infrastructure Thematic Group, to comprise 3 Conservatives and 1 Liberal Democrat.

RESOLVED

that Councillor Mrs S J Conboy be appointed to the Huntingdonshire District Council Growth and Infrastructure Thematic Group in place of Councillor D A Giles.

The membership of the Group now comprised Councillors E R Butler, Mrs S J Conboy, D B Dew and R Fuller.

**74. DEVELOPMENT PLANS POLICY ADVISORY GROUP**

Following changes made to the Political Membership of the Council, it was necessary to amend the membership of the Development Plan Policy Advisory Group, to comprise 4 Conservatives, 1 Liberal Democrat, 1 Independent Group and 1 Independent.

RESOLVED

that Councillor R G Tuplin be appointed to the Development Plan Policy Advisory Group in place of Councillor P D Reeve.

The membership of the Group now comprised Councillors C E Bober, P L E Bucknell, E R Butler, Mrs S J Conboy, R Fuller, I D Gardener and R G Tuplin.

**75. DEMOCRATIC SERVICES SUPPORT**

In concluding the meeting, Executive Members conveyed their appreciation to Mrs R Buddle for providing Democratic Services support to the Cabinet over the course of the past year.

Chairman

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## HUNTINGDONSHIRE DISTRICT COUNCIL

MINUTES of the meeting of the HINCHINGBROOKE COUNTRY PARK JOINT GROUP held in the Countryside Centre, Hinchingsbrooke Country Park on Friday, 16 March 2018.

PRESENT: Councillor R J West – Chairman.

Councillors J E White and D R Underwood.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors Mrs A Dickinson and S Tierney.

### **23. MINUTES**

The Minutes of the meeting held on 13th October 2017 were approved as a correct record and signed by the Chairman.

### **24. MEMBER'S INTERESTS**

Councillor D Underwood declared a non-statutory disclosable interest by virtue of the fact that he is the Chairman of the Godmanchester Dementia Community who work alongside the Godmanchester Nursery through the supply of volunteers.

### **25. MEMBERSHIP OF THE GROUP**

Following changes to Political Membership of the Council and the leading opposition group, it was resolved by the Council at its meeting on 21st February that Councillor D Underwood be appointed to serve on the Hinchingsbrooke Country Park Joint Group for the remainder of the Municipal Year as a replacement for Cllr T Sanderson. Also that following the formal appointments made by Cambridgeshire County Council, their nominated representative to the Group has been amended since the last meeting. The Group noted their appreciation of the dedication and commitment given by Cllr Sanderson.

### **26. SENIOR RANGER'S REPORT**

In receiving and noting the content of the Senior Ranger's report (a copy of which is appended in the Minute Book) on park activities for the period September 2017 – March 2018, comment was made in relation as follows:

#### **Staffing**

It was reported that the temporary staffing structure had been working well and whilst efficiencies had been found, existing staff had been stretched to the limit. Councillor Underwood advised that he was aware of a timebank scheme launching in Godmanchester who may be able to provide assistance to the Godmanchester Nursery. Mrs Arnold undertook to arrange initial contact for the timebank with Brian Gardner.

The work currently being undertaken by external consultants was praised as being very reassuring with a great level of engagement. The Group agreed that if possible, they would meet to review the finished report before it goes forward to Cabinet for consideration.

### **Volunteers**

A good number of existing volunteers continued to attend along with funded SEND placements.

### **Community Impact**

The Group noted how an art project through the Rowan Trust had received a grant from the A14 Upgrade Project and would focus upon both Milton and Hinchingsbrooke Country Parks as they linked the ends of the new road. Artwork produced by the Project would be displayed at the Countryside Centre once it was completed.

### **Wider District**

Judging of the Green Flag Award would take place over the Spring and Summer, and was comparable to Blue Flag Awards for beaches. Members praised this positive accreditation and noted that the status for the Park if awarded, would be beneficial. The Park would look to publicise the Award along with other awards and standards received.

### **Countryside Centre**

The Group were advised of the continued success of the Countryside Centre and the diversification of the bookings received. Members praised the initiative and dedication of the Team in promoting and raising the profile of both the Centre and Park in turn.

### **Finance**

Members were appraised with details of how the café had performed exceptionally well over the year and therefore relative staffing and running costs had increased in line. The overall positive position could be attributed to Mrs Arnold and her Team implementing a change of model and running style across the Park thus increasing the return.

## **27. DATE OF NEXT MEETING**

The Group noted that their next meeting would be held on 12th October 2018 at 10.00am.

Chairman

# Agenda Item 5

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