

A meeting of the **OVERVIEW AND SCRUTINY PANEL (PERFORMANCE AND GROWTH)** will be held in **CIVIC SUITE 0.1A, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **TUESDAY, 4TH DECEMBER 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 Overview and Scrutiny Panel (Performance and Growth) meeting held on 6th November 2018.

**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 - 12)

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.

**Democratic Services
388169**

4. USE OF SPECIAL URGENCY PROVISIONS VERBAL UPDATE - COMMERCIAL INVESTMENT STRATEGY ASSET

In accordance with Rule 16 (Special Urgency) of the Council's Access to Information Procedure Rules, the Chairman is to report that he had agreed to an item being considered as a matter of urgency at the Cabinet meeting on 8th November 2018.

**Cllr D Dew
469814**

5. RURAL SETTLEMENT LIST - BUSINESS RATES (Pages 13 - 24)

The Panel are to consider the Rural Settlement List – Business Rates report.

**A Burns
388122**

6. OVERVIEW AND SCRUTINY WORK PROGRAMME

Members are to receive an update on their work programme.

**A Green
388008**

Dated this 26th day of
November 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 Mr Adam Green, Democratic Services Officer (Scrutiny), Tel No. 01480 388008/e-mail 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 (*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 (PERFORMANCE AND GROWTH) held in Civic Suite 0.1A, Pathfinder House, St Mary's Street, Huntingdon, PE29 3TN on Tuesday, 6th November 2018.

PRESENT: Councillor D B Dew – Chairman.
Councillors J C Cooper-Marsh, S J Corney, Dr P L R Gaskin, J P Morris, S Wakeford and D J Wells.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors M S Grice and J Neish.

IN ATTENDANCE: Councillors J A Gray and J M Palmer.

31. MINUTES

The Minutes of the meeting held on 2nd October 2018 were approved as a correct record and signed by the Chairman.

(At 7.02pm, during the consideration of this item, Councillor J P Morris entered the meeting.)

32. MEMBERS' INTERESTS

No declarations of interest were received.

(At 7.05pm, during the consideration of this item, Councillor J A Gray entered the meeting.)

33. 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 November 2018 to 28th February 2019.

34. INTEGRATED PERFORMANCE REPORT 2018/19, QUARTER 2

With the aid of a report by the Corporate Team Manager and Finance Manager (a copy of which is appended in the Minute Book) the Integrated Performance Report 2018/19 Quarter 2 was presented to the Panel.

The Policy, Performance and Transformation (Scrutiny) Manager highlighted the key points from the performance section of the report. This included fewer red rated performance indicators as those relating to grounds maintenance and street cleansing, which were rated red in Quarter 1, have since improved.

It was clarified, following a query, that the bulk of complaints received

by Operations are now business as usual complaints and not as a result of the waste round reconfiguration. Members were informed that a detailed report on complaints was presented to the Overview and Scrutiny Panel (Customers and Partnerships) at their meeting in October 2018.

A question was raised in regards to the high turnover of staff in Customer Services and the reasons for it. In response, the Panel was informed that the main reason why the percentage of calls answered by the Call Centre remains below target is not because of high turnover per se but because of a short notice period and the amount of time it takes to train new Customer Services Advisors. Members were informed that a more detailed report on Customer Service Performance was to be presented to Overview and Scrutiny Panel (Customers and Performance) at their meeting on 8th November 2018.

In response to a Member asking for progress on the projects rated Red, the Panel was informed that the RAG Status is linked to the anticipated completion date. The issue is that for the projects listed there have been optimistic completion dates set. In addition, it was noted that the projects have experienced significant historical delays due to matters outside the Council's direct control.

Furthermore, regarding the 3C ICT projects, the Council's elements are rated green but the projects overall are rated red. The reason they appear in the report is because the Council has overall responsibility for the management of the projects.

Moving onto the finance section of the report a Member asked about the savings arising from the Human Resources and apprentice staff costs. The Panel was informed that the savings achieved are as a result of half of the apprentices now being employed in alternative permanent posts within the Council, therefore meaning that they are no longer being paid from the dedicated apprentice budget.

Discussion ensued regarding the £362k overspend on the Leisure and Health revenue budget. It was noted that the overspend represents a 190% variance on the budgeted position. The Executive Councillor for Partnerships and Well-Being and the Head of Leisure and Health were in attendance to explain that the budget position is because the service is not projected to make as much income as anticipated, particularly through the Burgess Hall.

Recruitment was discussed and Members were informed that there has been a particular issue with Development as nationally there is a shortage of planners which affects recruitment.

The Panel raised a query on New Homes Bonus and they were informed that the sooner that developers build out their permissions, the sooner the income is received by the Council. Members were also informed that there is a potential that the New Homes Bonus scheme would be altered in the future.

35. TREASURY MANAGEMENT SIX MONTH PERFORMANCE REVIEW

With the aid of a report by the Head of Resources (a copy of which has been appended in the Minute Book) the Treasury Management Six Month Performance Review was presented to the Panel.

The key change since the last report was that the Bank of England base rate has increased which has made a difference to the rate of some loans the Council has.

A Member questioned the reasonableness of the 6-9% returns target on Commercial Investment Strategy (CIS) investments. The Panel was informed that the target is a guide and that a balance is struck between the risk of the investment and the return received. It was noted that the Council does have CIS investments which yield less than the target.

Following a question on only making investments within the District, Members were informed that the Council has sought extensive legal advice which confirmed that it can make CIS investments outside of the District boundaries; however there are greater tests to meet in order to demonstrate that the investment is worthwhile.

(At 7.55pm, during the consideration of this item, Councillor J M Palmer left the meeting and did not return.)

36. OVERVIEW AND SCRUTINY WORK PROGRAMME

The Panel was informed that the work on affordable housing and skills is currently being scoped out in collaboration with the Corporate Director – Delivery. It is anticipated that once the scoping has been completed then expert witnesses will be timetabled in.

Chairman

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

Prepared by Councillor G J Bull, Executive Leader of the Council
Date of Publication: 13 November 2018
For Period: 1 December 2018 to 31 March 2018

Membership of the Cabinet is as follows:-

Councillor Mrs M L Beuttell	Executive Councillor for Regulation and Operations	Councillor J A Gray	Executive Councillor for Resources
Councillor G J Bull	Executive Leader of the Council	Councillor J M Palmer	Executive Councillor for Partnerships and Well-Being
Councillor R Fuller	Deputy Executive Leader and Executive Councillor for Housing, Planning and Economic Development	Councillor D M Tysoe	Executive Councillor for Digital and Customer

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.

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 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 (paragraph no.)	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
10 Approval of Council Tax Base	Chairman of Corporate Governance and Section 151 Officer	3 Dec 2018		Amanda Burns, Benefits Manager, Benefits Manager Tel No. 01480 388122 or email: amanda.burns@huntingdonshire.gov.uk		J A Gray	Performance and Growth
HDC Ventures - Business Plans ##	Cabinet	17 Jan 2019		Chris Stopford, Head of Community Tel No. 01480 388280 or email: chris.stopford@huntingdonshire.gov.uk	3	D M Tysoe	Performance and Growth
Publication of Rural Settlement List	Cabinet	13 Dec 2018		Amanda Burns, Benefits Manager, Benefits Manager Tel No. 01480 388122 or Email: Amanda.Burns@huntingdonshire.gov.uk		J A Gray	Performance and Growth
Off Street Car Parking Investment and Affordability	Cabinet	17 Jan 2019		Neil Sloper, Head of Operations Tel No. 01480 388635 / Email: Neil.Sloper@huntingdonshire.gov.uk		M Beuttell	Performance 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 (paragraph no.)	Relevant Executive Councillor	Relevant Overview & Scrutiny Panel
Paxton Pitts Long Term Business Plan ##	Cabinet	17 Jan 2019		Neil Sloper, Head of Operations Tel No. 01480 388635 or Email: Neil.Sloper@huntingdonshire.gov.uk	3	J M Palmer	Customers and Partnerships
Hinchingsbrooke Country Park Long Term Business Plan##	Cabinet	17 Jan 2019		Neil Sloper, Head of Operations Tel No. 01480 388635 / Email: Neil.Sloper@huntingdonshire.gov.uk	3	J M Palmer	Customers and Partnerships
Treasury Management Strategy 2019/20	Cabinet	14 Feb 2019		Clive Mason, Head of Resources Tel No. 01480 388157 or email: clive.mason@huntingdonshire.gov.uk		J A Gray	Performance and Growth
Final Revenue Budget 2019/2020 and Medium Term Plan Financial Strategy 2019/20 to 2022/23	Cabinet	14 Feb 2019		Clive Mason, Head of Resources Tel No. 01480 388157 or Email: Clive.Mason@huntingdonshire.gov.uk		J A Gray	Performance and Growth
Cambridgeshire Housing Adaptions & Repairs Policy***	Cabinet	21 Mar 2019		Andy Moffat, Head of Development Tel No. 01480 388400 or Email: Andy.Moffat@huntingdonshire.gov.uk		R Fuller	Customers and Partnerships
Cambridgeshire Home Improvement Agency Performance Report 2017/18 and Shared Service Contract extension***	Cabinet	21 Mar 2019		Andy Moffat, Head of Development Tel No. 01480 388400 or Email: Andy.Moffat@huntingdonshire.gov.uk		R Fuller	Customers and Partnerships

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Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Rural Settlement List – Business Rates

Meeting/Date: Overview and Scrutiny Panel (Performance and Growth) – 4 December 2018

Executive Portfolio: Councillor Gray – Executive Councillor for Resources

Report by: Revenues and Benefits Manager

Ward(s) affected: Hemingford Grey

RECOMMENDATION

The Overview and Scrutiny Panel is invited to consider and comment on the proposal to classify Hemingford Grey as a defined area for the purposes of the Business Rates Rural Settlement List that will enable rural rate relief to be awarded to qualifying businesses from the Cabinet report attached.

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Rural Settlement List – Business Rates

Meeting/Date: Overview and Scrutiny Panel (Performance and Growth) – 4
December 2018
Cabinet – 13 December 2018

Executive Portfolio: Councillor Gray – Executive Councillor for Resources

Report by: Revenues and Benefits Manager

Ward(s) affected: Hemingford Grey

Executive Summary:

The Local Government and Rating Act 1997 requires that each rating authority must compile and maintain a Rural Settlement List comprising settlements with a population of less than 3,000.

The intention of the Rural Settlement List is to allow the Council to grant rate relief from paying business rates to qualifying post offices, village shops, public houses and petrol stations.

Data from the County Council indicates that the population of the parish of Hemingford Grey now exceeds 3,000.

However, settlement areas do not need to be based solely on ward or parish boundaries. It is possible to define an area which would allow rural rate relief to be awarded to qualifying businesses.

Recommendation(s):

Cabinet is recommended to classify Hemingford Grey as a defined area for the purposes of the Rural Settlement List that would enable rural rate relief to be awarded beyond 1 April 2019.

1. PURPOSE OF THE REPORT

- 1.1 Rural rate relief is applied to village shops, post offices, public houses and petrol stations in rural areas with a population of less than 3,000. A Rural Settlement List must identify the boundary of each settlement whether by defining the boundaries (for example, ward or parish boundaries) or referring to boundaries in a map or other document. This means that the Council can define the boundary of a rural settlement by reference to maps rather than accepting ward or parish boundaries to be the boundary of the settlement.
- 1.2 Population data compiled by Cambridgeshire County Council is used to determine the size of the rural settlements within the Huntingdonshire area. Latest population figures indicate that the population of the parish of Hemingford Grey now exceeds 3,000. This would mean that rural rate relief could no longer be applied to qualifying businesses if the parish as a whole was considered to be a rural settlement. However, by classifying the area within Hemingford Grey as two defined areas based on geographical features, the population would remain under 3,000 and rural rate relief could be awarded.

2. BACKGROUND

- 2.1 The towns and parishes within Huntingdonshire are all designated as one of three types of settlement:

Urban settlements – population above 3,000

Rural settlements – population below 3,000

Defined settlements – population above 3,000 but the parish has been designated as a rural settlement by defining areas within the parish.

Defined settlements already established within Huntingdonshire are Offord Cluny and Offord D'Arcy, Fenstanton, Ramsey Forty Foot, Ramsey Mereside, Ramsey Heights, Ramsey St Mary's and Farcet and a number of businesses benefit from the award of rural rate relief as a result.

- 2.2 Rural rate relief is applied to businesses in rural settlements with a population of less than 3,000. It applies where the only village shop or post office has a rateable value of up to 8,500 or the only public house or petrol station has a rateable value of up to £12,500. Qualifying businesses are entitled to 50% mandatory relief. The Government proposed to increase this to 100% in the 2016 Autumn Statement but to date the legislation has not been amended. However, they have indicated that local authorities should use their powers to award 50% discretionary relief which is then re-imbursed through a Section 31 grant which in effects grants 100% relief.

3. OPTIONS CONSIDERED/ANALYSIS

- 3.1 With a population of over 3,000, Hemingford Grey could be designated as an urban settlement and mirror the other major towns and villages within the district. This change of status would mean that any businesses that currently receive mandatory or rural rate relief would lose this relief from 1 April 2019.
- 3.2 A decision could be made to classify the parish of Hemingford Grey into two defined areas. The parish lends itself to adopting this approach as there is a clear geographical divide between the main village and the new development based on London Road. This would mean that the population in the two defined areas would be less than 3,000 and rural rate relief would apply.

- 3.3 A similar approach was taken when determining that the neighbouring parish of Fenstanton should be made up of two defined areas.

4. COMMENTS OF OVERVIEW & SCRUTINY

- 4.1 The comments of the relevant Overview and Scrutiny Panel will be included in this section prior to its consideration by the Cabinet.

5. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

- 5.1 If agreed, rural rate relief will be applied to qualifying businesses in Hemingford Grey from April 2019.

6. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND / OR CORPORATE OBJECTIVES

- 6.1 This supports the corporate vision of accelerating business growth and investment by supporting economic growth in market towns and rural areas.

7. RESOURCE IMPLICATIONS

- 7.1 There is no direct cost to HDC of awarding rural rate relief. Funding for both the mandatory and discretionary elements is received from the Ministry of Housing, Communities and Local Government.

- 7.2 Members must be cognisant to the fact that as Parishes grow, there may be further settlements where populations exceed the 3,000 threshold and could be considered appropriate for designating as defined areas.

8. REASONS FOR THE RECOMMENDED DECISIONS

- 8.1 It is recommended that the parish of Hemingford Grey is classified as having two defined areas to allow rural rates relief to be awarded to qualifying businesses.

9. LIST OF APPENDICES INCLUDED

Appendix 1 – Proposed rural settlement list

Appendix 2 - Map of proposed rural settlements

Appendix 3 – Map showing proposed defined areas within Hemingford Grey

CONTACT OFFICER

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Tel No: 01480 388122

Email: amanda.burns@huntingdonshire.gov.uk

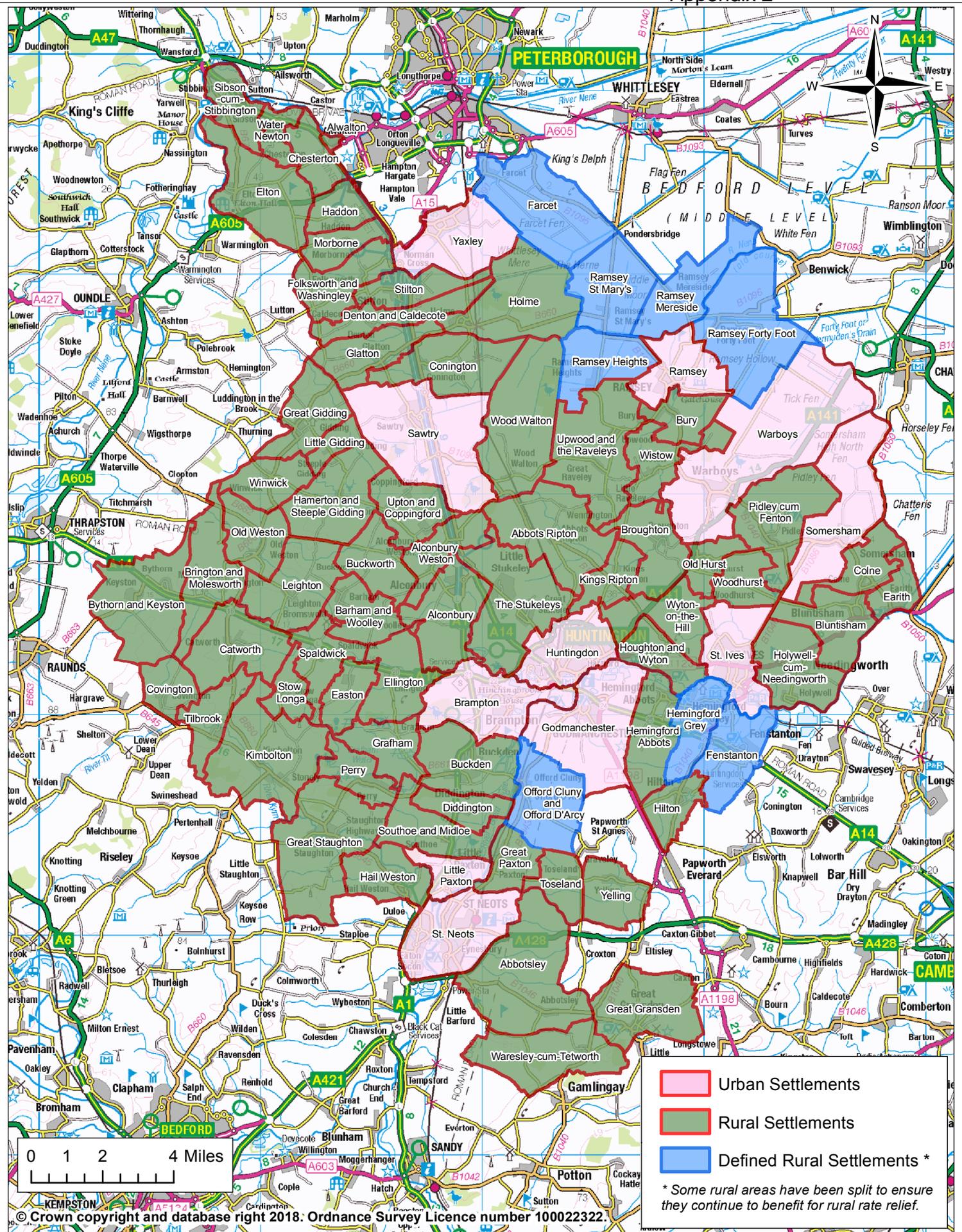
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LOCAL GOVERNMENT FINANCE ACT 1988 RURAL SETTLEMENT LIST

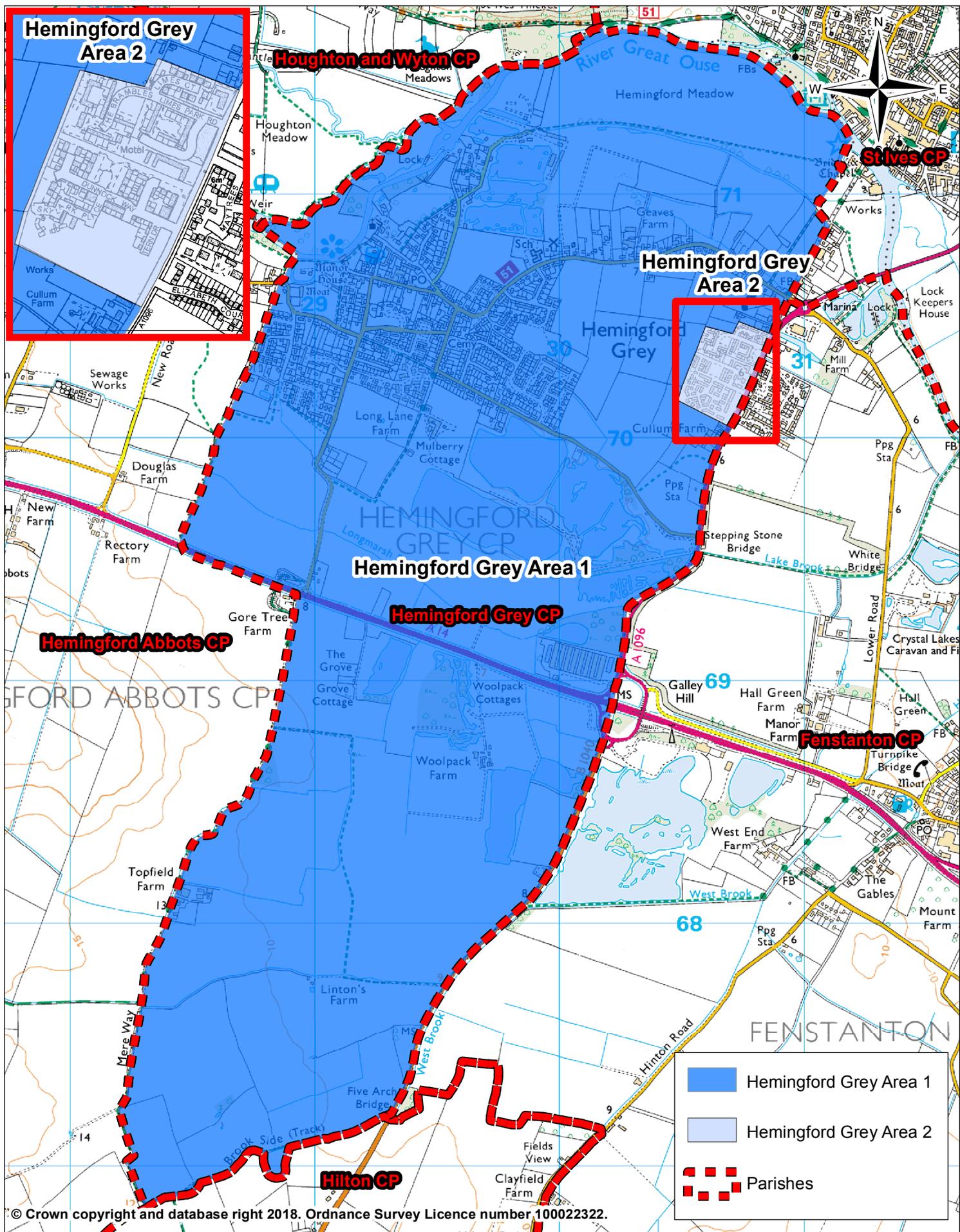
Abbotsley	Hemingford Grey*
Abbots Ripton	Hilton
Alconbury	Holme
Alconbury Weston	Holywell-cum-Needingworth
Alwalton	Houghton & Wyton
Barham & Woolley	Kimbolton & Stonely
Bluntisham	Kings Ripton
Brington & Molesworth	Leighton Bromswold
Broughton	Morborne
Buckden	Offord Cluny*
Buckworth	Offord D'Arcy*
Bury	Old Hurst
Bythorn & Keyston	Old Weston
Catworth	Perry
Chesterton	Pidley-cum-Fenton
Colne	Ramsey Forty Foot*
Conington	Ramsey St Mary's*
Covington	Ramsey Mereside*
Denton & Caldecote	Ramsey Heights*
Diddington	Sibson-cum-Stibbington
Earith	Southoe & Midloe
Easton	Spaldwick
Ellington	Stilton
Elton	Stow Longa
Farcet (village area only)*	The Stukeleys
Farcet (rural area)*	Tilbrook
Fenstanton (village area only)*	Toseland
Folksworth & Washingley	Upton & Coppingford
Glatton	Upwood & the Raveleys
Grafham	Waresley-cum-Tetworth
Great & Little Gidding	Water Newton
Great Gransden	Winwick Wistow
Great Paxton	Woodhurst
Great Staughton	Woodwalton
Haddon	Wyton-on-the-Hill
Hail Weston	Yelling
Hamerton & Steeple Gidding	
Hemingford Abbots	

The boundaries to be used are those which currently define the relevant parish with the exception of those marked by an asterisk (*)

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Rural Settlement List
Hemingford Grey

Date:	02 October 2018
Produced by:	3C Shared Services
Section/Department:	Spatial Team
Scale:	1:20,000 @ A4

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