



A meeting of **HUNTINGDONSHIRE DISTRICT COUNCIL** will be held in the **CIVIC SUITE, PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 9 OCTOBER 2019** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

AGENDA

PRAYER

Dawn Colley, RAF Wyton Padre will open up the meeting with prayer.

APOLOGIES

1. MINUTES (Pages 5 - 14)

To approve as a correct record the Minutes of the meeting of the Council held on 24th July 2019.

Time Allocation: 2 Minutes.

2. MEMBERS INTERESTS'

To receive from Members declarations as to disclosable pecuniary or non-statutory disclosable interests in relation to any Agenda item. See Notes below.

Time Allocation: 2 Minutes.

3. LOCAL GOVERNMENT ACT 1972: SECTION 89 - GODMANCHESTER AND HEMINGFORD ABBOTS WARD

To receive a verbal report by the Returning Officer on the person elected to the Office of the District Councillor for the Godmanchester and Hemingford Abbots Ward.

Time Allocation: 5 Minutes.

4. CHAIRMAN'S ENGAGEMENTS AND ANNOUNCEMENTS (Pages 15 - 16)

To note the Chairman's engagements since the last Council meeting.

Time Allocation: 5 Minutes.

5. MAYOR OF CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY

Mayor James Palmer, Cambridgeshire and Peterborough Combined Authority to present on Combined Authority Key Projects and respond to questions from Members of the Council.

(Members are reminded that all Questions are to be submitted in advance).

Time Allocation: 60 Minutes.

6. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY (Pages 17 - 44)

Councillor G J Bull, Executive Leader to present on the activities of the Cambridgeshire and Peterborough Combined Authority.

Councillors D B Dew and Mrs P A Jordan to provide an update on the Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee.

Councillor L W McGuire to provide an update on the Cambridgeshire and Peterborough Combined Authority Audit and Governance Committee.

Decision summaries for recent meetings of the Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee, Audit and Governance Committee and Board are attached to the Agenda for information.

Decision Summaries for the September meetings have not yet been made available and will be tabled if they arrive prior to the date of the Council meeting.

In accordance with the Protocol agreed at the February 2017 meeting, this item provides an opportunity for District Council Members to ask questions and comment on Cambridgeshire and Peterborough Combined Authority issues.

If Members wish to raise questions or issues requiring a detailed response, it would be helpful if they can provide prior notice so that the necessary information can be obtained in advance of the meeting.

To note the appointment of Councillor P A Jordan to the Overview and Scrutiny Committee as a replacement to Councillor Mrs S J Conboy with effect from 26th September 2019.

Time Allocation: 20 Minutes.

7. HUNTINGDON NEIGHBOURHOOD PLAN (Pages 45 - 106)

Following the Huntingdon Neighbourhood Plan Referendum held on Thursday 19th September 2019, Councillor R Fuller Executive Member for Housing and Planning to present a report by the Planning Policy Team Leader.

Time Allocation: 10 Minutes.

8. POLLING DISTRICTS AND POLLING PLACES REVIEW (Pages 107 - 122)

Councillor L W McGuire to present the outcome of the recent Polling Districts and Places Review.

(The comments of the Corporate Governance Committee held on 2nd October 2019 will be reported verbally at the meeting).

Time Allocation: 10 Minutes.

9. APPOINTMENT OF INTERIM CHIEF FINANCE OFFICER AND SECTION 151 OFFICER (Pages 123 - 124)

To consider a report by the Managing Director on the appointment of an Interim Chief Finance Officer and Section 151 Officer for the District Council.

Time Allocation: 5 Minutes.

10. QUESTIONS TO MEMBERS OF THE CABINET

Questions to Members of the Cabinet.

In accordance with Council Procedure Rule 9.3, all questions –

- ❖ must be relevant to matters for which the Council has powers or duties
- ❖ must not relate to an item which is included elsewhere on the Council agenda
- ❖ should be limited to obtaining information or pressing for action; and
- ❖ should not exceed two minutes in duration.

Questions should not divulge or require to be divulged, confidential or exempt information.

Time Allocation: 20 Minutes.

11. OUTCOMES FROM COMMITTEES AND PANELS (Pages 125 - 126)

An opportunity for Members to raise any issues or ask questions arising from recent meetings of the Council's Committees and Panels.

A list of meetings held since the last Council meeting is attached for information and Members are requested to address their questions to Committee and Panel Chairmen.

Time Allocation: 10 Minutes.

12. VARIATIONS TO THE MEMBERSHIP OF COMMITTEES AND PANELS

Group Leaders to report on variations to the Membership of Committees and Panels if necessary.

Time Allocation: 2 Minutes.

1 day of October 2019



Head of Paid Service

Disclosable Pecuniary Interests and Non-Statutory Disclosable Interests

Further information on [Disclosable Pecuniary Interests and Non - Statutory Disclosable Interests is available in the Council's Constitution](#)

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Arrangements for these activities should operate in accordance with [guidelines](#) agreed by the Council.

Please contact Mrs Lisa Jablonska, Elections and Democratic Services Manager, Tel No. 01480 388004/e-mail Lisa.Jablonska@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](#).

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 COUNCIL held in the Civic Suite, Pathfinder House, St Mary's Street, Huntingdon PE29 3TN on Wednesday, 24 July 2019

PRESENT: Councillor R J West – Chairman.

Councillors J D Ablewhite, R E Bellamy, Mrs M L Beuttell, G J Bull, E R Butler, S Bywater, J R Clarke, Mrs S Conboy, J C Cooper-Marsh, S J Corney, S J Criswell, J W Davies, D B Dew, Ms A Diaz, Mrs A Dickinson, R Fuller, Dr P L R Gaskin, D A Giles, Mrs S A Giles, J A Gray, M S Grice, K P Gulson, M J Humphrey, Dr N Johnson, Mrs P A Jordan, P Kadewere, D N Keane, C J Maslen, H V Masson, L W McGuire, D J Mead, J P Morris, J M Palmer, K I Prentice, T D Sanderson, Mrs P E Shrapnel, Mrs S Smith, D Terry, R G Tuplin, D M Tysoe, S Wakeford, D J Wells and J E White.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors T D Alban, B S Banks, S M Burton, B S Chapman, J Neish and Mrs J Tavener.

12 PRAYER

The Pastors Simeon and Joyce of the International Prayer Church opened the meeting with a prayer.

13 MINUTES

Subject to the inclusion of Councillor J E White in the list of attendees at the Annual Meeting of the Council held on 15th May 2019, the Minutes of the meeting of the Council and Extraordinary Meeting of the Council held on the 15th May 2019 were approved as correct records and signed by the Chairman.

14 MEMBERS INTERESTS'

No declarations were received.

15 CHAIRMAN'S ENGAGEMENTS AND ANNOUNCEMENTS

The Council noted those engagements attended by the Chairman and Vice-Chairman since the last meeting (a copy of which is appended in the Minute Book). In particular, the Chairman expressed his appreciation to the Vice-Chairman for his support of the events that they had attended together and drew Members attention to the Unity in the Community Event held on 13th July 2019 that involved attendance from the Zimbabwean Environment and Tourist Minister designed to be a meeting of friendship.

16 PETITION

The Chairman invited Ms M Edwards to present a petition submitted on behalf of 836 signatories regarding the closure of St Neots Customer Service Centre. In so doing Ms Edwards thanked the Council for allowing her the opportunity to present and drew Members attention to the concerns raised by residents of St Neots on announcement of closure of the Customer Service Centre in St Neots. In particular concern was expressed for the most vulnerable residents with limited transport facilities, affordability for public transport or access to the Internet and it was suggested that the service was deliberately run down to provide an excuse for closure.

Reference was made to various cases of vulnerable individuals that would not benefit from a home visit and urged the District Council to re-consider the decision to close the Customer Service Centre in an attempt to continue to assist the poor, aged and disabled individuals in Huntingdonshire.

In responding to the petitioner, Councillor P L R Gaskin referred to his attendance as a Member of the Digital Advisory Group that had been apprised of the development of the Council's Digital Strategy through the online Customer Portal and opportunities that this had allowed for improved accessibility for Huntingdonshire's residents outside of normal office hours and the development of partnership working with a health centre in St Neots to offer extended services to its residents. Whilst sharing concern for the vulnerable in the District, Councillor Gaskin outlined his reassurance that the Council would continue to support the needs of the residents and would be further highlighted by the Executive Councillor for Digital and Customers, Councillor D M Tysoe.

Councillor Dr N Johnson commended the presentation of the petition and outlined his concern that residents had a preference for face to face contact and suggested that it was necessary for a District Council presence in St Neots through further consultation to establish the need.

In referring to the closure of the Customer Service Centre, Councillor Ms M Beuttell acquainted Members with the comments of Councillor T D Alban, in his absence, by referring to his concern for the proposal and as a result had visited the Centre but his experience had demonstrated the lack of customers and had accepted the decision in light of the suggested scope for development of other options to support the needs of the residents.

Councillor Mrs A Diaz outlined her primary concern that not all residents had access to the Internet and although appreciated that the decision to close had been for financial reasons and shared the views of the petitioner that support should be provided for the community as well as the vulnerable of the District.

Councillor Mrs S A Giles commended the presentation of the petition and referred to the difficulties that some St Neots residents had in terms of affordability to visit Huntingdon to visit the Council headquarters.

Members noted the concerns raised by Councillor Ms S Smith in respect of the calls managed by the Call Centre and ability to support the transition of face to face enquiries to the telephone, as well as concern for suggested home visits for the vulnerable both for the individual and Officer visiting.

In thanking the petitioner for the presentation, Councillor Mrs S J Conboy commended the progress that had been made by the Council in providing alternative support as this affected many other areas of the District with limited bus services as well as St Neots.

Members noted the concern raised by Councillor J C Cooper-Marsh that the effect of closure would impact on groups such as Disability Huntingdonshire that was already struggling to meet the needs and support for disabled people in the District.

The Executive Councillor for Digital and Customers, Councillor D M Tysoe, explained that the priority for the Council was to provide the best service to its customers and highlighted the substantial drop in attendance figures year on year to the Customer Service Centre in St Neots which had demonstrated that demand for services had been changing. With the introduction of Universal Credit this had also changed the Council's relationship with customers and Councillor Tysoe reminded Members that the Council had welcomed the opening of a shared centre at the Council's headquarters in Huntingdon working with the Department for Work and Pensions (DWP) that had led to an improved service to customers requiring the services of the Council and DWP.

Attention was drawn to the nature of the visits to the St Neots Customer Service Centre, with over half visiting to submit documentary evidence for claims that could be met in the future by online submission. Members also noted the figures presented on those registered for the Customer Portal with over 4K registered since going live and one third in receipt of benefits, as well as over 50% of those registering were out of normal office hours. It was further noted that St Neots represented the highest number of accounts on the Portal.

Members were acquainted with details of work being undertaken working with the Library Service to support those residents without access to the Internet and further details of case studies of individuals who had used the Customer Service Centre previously but had been encouraged to make use of alternative methods to support access to the Council's services.

In thanking the petitioner, Ms M Edwards, for presenting the petition and Members for their comments, the Chairman encouraged further contact to be made with the Executive Councillor to highlight any further areas of concern with support needed going forward for the residents that had previously used the Customer Service Centre.

17 MOTION ON NOTICE

Councillor T D Sanderson moved and it was duly seconded by Councillor C Maslen that –

"This Council expresses its concern at the lack of foresight in projecting a £190,000 profit for One Leisure for the 2018/19 financial year which instead has seen a loss of £279,000 a variance of £469,000 or 176.7%. This Council calls for more realistic projections for the duration of the Medium Term Financial Strategy approved by Council in February."

In response Councillor J A Gray, Executive Councillor for Resources, indicated his surprise at the motion presented and confirmed that there had been a variance of 6% rather than 176.7%. Furthermore he explained the Council actively sought grant funding to help deliver the Healthy and Active Lifestyle Service and expenditure fluctuated on this year on year. Councillor Gray explained that the Council had the best financial record of any District in Cambridgeshire and encouraged Councillor Sanderson to address the detail of any proposals in the draft budget cycle. He also confirmed that he believed the projection to be fair but had fluctuated and been subject to events to vary it.

Councillor Sanderson confirmed that he was attempting to obtain more realism and the 176.7% had been presented in the Integrated Performance Report and welcomed the opportunity to meet and discuss ideas.

Following debate, and having been put to the vote, the Motion was declared to be LOST.

18 STATE OF THE DISTRICT 2019 (ANNUAL REPORT)

(Councillor J P Morris entered the meeting at 8.15pm)

The Chairman invited the Executive Leader, Councillor G J Bull to address the Council on the State of the District 2019 and to open the debate which was scheduled to follow. A copy of the PowerPoint presentation is appended in the Minute Book.

In his opening remarks Councillor Bull began by taking Members back to the status of Huntingdonshire in 1960/61 with a population at least half the size of present figures and the geographical area changed significantly since then with the disappearance of air bases, growth in towns and general increase in population throughout the District. With the growth in population it's necessary to continue to evolve and change to meet expectations and provide the best possible service. Councillor Bull explained that the Conservative Manifesto had been translated into the Council's Corporate Plan and the Council's performance was measured against this.

Attention was drawn to key statistics in terms of how the Council was meeting expectations with a high volume of days spent by volunteers to support the Council's services and commended the work of the Active Lifestyles Team, as well as the income of £3.6m achieved from the Commercial Estate and Property Fund and homelessness prevention. Councillor Bull re-emphasised the message of the success of the Customer Portal and targets in achieving recycling and referred to the income collected from the Community Infrastructure Levy whereby policies were being developed for its distribution.

In referring to the challenges for the future, Councillor Bull highlighted the likely continued increase in population, as well as an ageing demographic, retaining the vibrancy of the town centres with retail declining and developing new ways of working to support the skills in business changing. The Annual Governance Statement had highlighted a shortage of skills in the area to meet the growing demands of businesses establishing in the District and with improved infrastructure and connectivity, improvements were necessary to meet this demand.

In drawing Members attention to the environment and sustainability, Councillor Bull referred to a recent meeting he had held to discuss the global and national agenda that had re-enforced the need for the Council to take action. He further emphasised the requirement to be more creative with resources and his desire to establish Huntingdonshire as a Unitary Authority.

In concluding, Councillor Bull thanked his Cabinet colleagues and Officers and the Corporate Team in the production of the materials to support his State of the District address.

In response and on behalf of the HDC Independent Group, Councillor T D Sanderson referred to the optimism presented by the Executive Leader and suggested that the Council needed more realism in respect of the problems faced. In particular the budget deficit faced by the Council at the end of the Medium Term Financial Strategy and continued overspends in some service areas. Concern was further highlighted in relation to the closure of the Customer Service Centres in St Neots, Ramsey and Yaxley and the turnover of staff at the Call Centre that had been impacting on the number of calls answered by Advisors.

Councillor Sanderson referred to his concerns with the high number of homeless families, incompleteness of implementation of the new car parking tariffs in the car parks across the District, civil on street parking enforcement still undertaken by the Police and reduction in the availability of funds through the Community Chest budget.

In agreeing with the Executive Leader that it helped to be reminded of why Members joined the District Council to support the residents, Councillor Mrs S J Conboy highlighted her concerns with the continuing issues with the Combined Authority. In particular the rural and urban split with the continuing practical challenges experienced in the quality of life and welcomed the opportunity to work with Councillor Bull as a partner.

In thanking Councillor Bull for his presentation and the Council Officers for their hard work over the past year, Councillor P Kadewere referred to the praise that the Council had been successfully delivering services for lower cost but despite the cuts by Central Government he suggested that this challenge may be also self-inflicted.

The Labour Group remained concerned that the Council had been making unnecessary cuts with the deliberate decision to decline the small additional Council Tax increase allowed by law. In focussing on the future, it was suggested that prioritisation be made to the genuine needs of the residents and applauded the steps taken to enable better digital access to Council services and prevention of homelessness. Councillor Kadewere concluded by highlighting the biggest challenge for the Council in the housing situation and delivery of enough affordable housing across the District and awaits the delivery of this through the new Local Plan.

Councillor D A Giles referred to improvements in the presentation of the State of the District Annual Report but indicated his continued concern with the length of stay in temporary B and B accommodation for homelessness families as still too

long, but congratulated the efforts that had been made to reduce the waiting time. He further raised the continuing widespread problem of fly posting and graffiti and the threat to the High Streets with online shopping and the increase in the prevalence of charity shops due to the application of zero business rates but these had been developing into wider boutique style shops that could be something that the Overview and Scrutiny Panels could look into.

The Deputy Executive Leader, Councillor R Fuller, indicated his disappointment with the opposition, in particular their issues of concern but offering no suggested solutions or input into how they might be tackled or how the Council could do things differently. In agreeing that the 6 weeks stay in B and B accommodation for homelessness families was too long, Councillor Fuller indicated that their manifesto pledge had been to eradicate this by the end of this term and continued to undertake work to achieve this. He further confirmed that the number of families that had been placed in temporary accommodation was approximately 15 at any one time not the misquoted numbers of around 200. With this in mind the Council was set to deliver 55 temporary units of accommodation in the District and was on track to deliver this by the end of next year, as well as the tripling of the numbers of affordable housing in the last few years that should be acknowledged.

Councillor Fuller explained that Huntingdonshire was a large Council that delivered wide and complex services and the solution delivered today will not necessarily meet the demands and needs in a few years' time. Despite the negativity presented from the opposition, he welcomed the opportunity to explore solutions with ways of working differently and encouraged a fully costed alternative budget.

In concluding, the Executive Leader indicated his support for working collaboratively and working in the best interests of the residents and businesses of Huntingdonshire. He further acknowledged that there had been challenges that had meant standards had not been at the accepted level but confirmed his agreement with Councillor Mrs Conboy of the importance of retaining the unique character of Huntingdonshire with the urban and rural split, as well as focussing on many issues that had been highlighted this evening such as the decline of the High Street.

19 CORPORATE PLAN - REFRESH 2019/20

Further to Minute No. 18/35 of the meeting of the Council held on 17th October 2018, comments of the Overview and Scrutiny Panel (Performance and Growth) and recommendation of the Cabinet at their meeting held on 18th July 2019, consideration was given to a report by the Business Intelligence and Performance Manager (a copy of which is appended in the Minute Book) on an update on the refresh of the Corporate Plan 2019/20.

In welcoming the refresh, Councillor T D Sanderson indicated his hope that it would begin to tackle some of the issues that had been highlighted this evening. Whereupon, it was

RESOLVED

that the revised key actions and performance indicators for inclusion in the Corporate Plan for 2019/20 be approved.

20 THE ROLE OF THE THIRD SECTOR

The Chairman welcomed Mrs J Farrow, Chief Executive of Hunts Forum of Voluntary Organisations who, with the assistance of a PowerPoint presentation, (a copy of which is appended in the Minute Book) proceeded to provide Members with details of facts and figures on the Third Sector. Attention was drawn to the national annual level of income of registered charities compared with community organisations locally. Members further noted the figures for volunteering nationally compared with local figures, as well as the proportion of voluntary sector workers employed nationally compared with locally that had experienced a decline across the county. With this in mind, Mrs Farrow highlighted the biggest barriers locally to voluntary organisations were the lack of funding, as well as staff, trustee and volunteer recruitment issues.

Members noted the ongoing challenges to the voluntary sector, in particular the reduction in grant funding and difficulties experienced in Huntingdonshire and Fenland in accessing Lottery funding bids. Attention was drawn to the complex commissioning environment with new rules and guidance, as well as addressing more donor fundraising and challenges with having enough capacity to meet demand through volunteer recruitment.

Arising from a question by Mrs S J Conboy on what Members should take away from this evening, Mrs Farrow explained that it was necessary to work together and include discussions with the voluntary sector at early stages as they may be able to offer solutions, as well as considering whether the voluntary sector may be able to do the job better.

Councillor J A Gray initiated the message to Members to encourage more volunteers and energise people to get more involved and welcomed Mrs Farrow's view on the prevalence of charity shops appearing on the High Street. In response, Mrs Farrow explained that volunteers can be of any age and also the sector had welcomed an increase in business partners who had been able to offer more professional advice to local businesses. In respect of charity shops, Mrs Farrow explained that she too had seen a change in the town centres and although the issue of business rates was not something that she could address, the beneficial aspect of residents visiting town centres to visit such premises and the resultant time spent in the towns should outweigh any of concern with the change in provision.

In response to a question from Councillor P Kadewere on the effect of the reduction in funding to Clinical Commissioning Groups had had on services, Mrs Farrow explained that it had impacted upon various groups including the Stroke Association, car schemes for the vulnerable and Carer's Trust.

21 QUESTIONS TO MEMBERS OF THE CABINET

Arising from a question from Councillor T D Sanderson on delays with the Trinity Place car park in Huntingdon and whether both Sainsbury's and Waitrose had agreed to the new car parking tariffs, the Executive Councillor for Operations and Regulation, Councillor Ms M Beuttell, confirmed that they had the agreement of

Sainsbury's and work was continuing with Waitrose, as well as work to resolve the issues with opening of Trinity Place car park.

In response to a comment from Councillor P L R Gaskin on the successful Community Infrastructure Levy (CIL) funding of £500k for improvements to path and cycle routes in St Neots Riverside Park, Councillor R Fuller, Executive Councillor for Housing, Planning and Economic Development, explained that it had been recognised with St Neots as the largest town in the District that had seen its fair share of growth the Cabinet were keen to restore the link and see improvements through the community infrastructure and thanked Councillor Gaskin, Wells and Prentice for their representations.

Arising from concerns raised by Councillor P Kadwere in relation to accidents on Buttsgrove Way, Huntingdon and lack of response from the County Council, the Managing Director undertook to liaise with Councillor Kadwere separately to address this issue.

Councillor J P Morris raised a question in relation to a recent Select Committee report that had noted that 60% of transport between 1 and 2 miles were made by motor vehicle and questioned whether the District Council would consider ring fencing a percentage of CIL funding to support active travel initiatives and whether the question could be asked of the Mayor of the Combined Authority to ring fence a percentage of transport budget for active travel projects such as improvements to cycling and walking infrastructure. In response, Councillor Fuller explained that although he had not had the opportunity to read the report, the County Council had a Walking and Cycling Strategy and the current CIL process of allocating funding was not ring fenced and was reluctant to consider such an approach but welcomed consideration of such future projects and would support where possible. In relation to the Combined Authority it was suggested that this recommendation be put forward as part of the Greater Cambridge Partnership Transport consultation that had been actively working to develop better and greener transport networks.

22 REVIEW OF THE CODE OF PROCUREMENT

In conjunction with a report by the Procurement Manager (a copy of which is appended in the Minute Book) Councillor L W McGuire, Chairman of the Corporate Governance Committee, presented details of changes to the Code of Procurement to ensure that social value was considered in all invitations to tender for services which would bring about employment, community and environment benefits to the District.

Whereupon, it was

RESOLVED

that the proposed amendments to the Code of Procurement as set out in the Appendices to the report now submitted be approved.

23 ANNUAL REPORT OF THE CORPORATE GOVERNANCE COMMITTEE 2018/19

In conjunction with a report by the Head of Resources (a copy of which is appended in the Minute Book) Councillor L W McGuire, Chairman of the Corporate Governance Committee, presented the Annual Report for 2018/19 of the Corporate Governance Committee that outlined the work that had been undertaken by the Committee over the previous year. It was confirmed that the Committee was of the view that the Council's governance and internal control procedures were sound. Whereupon, it was

RESOLVED

that the Annual Report 2018/19 of the Corporate Governance Committee be received and noted.

24 CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY - UPDATE

In conjunction with the decision summaries of the recent meetings of the Cambridgeshire and Peterborough Combined Authority, Councillor G J Bull presented an update of their activities. Copies of the decision summaries are appended in the Minute Book. Councillor Bull referred to the forthcoming Agenda of the Board on 31st July 2019 that would be looking at the affordable housing programme, Housing Development Company, Cambridge Autonomous Metro, the A428 consultation response, St Neots Masterplan and transitional funding for the University of Peterborough. He also reported upon changes to the Portfolio membership.

Councillors and D B Dew and Mrs S J Conboy provided an update on the Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee, and reported upon the turnover of Members of the Committee that had had an impact on their work but had now recommenced with their new membership, focussing on pre-scrutiny rather than post-scrutiny. Councillor Mrs Conboy referred to her attendance at her first meeting and concern expressed that Members had not traditionally seen all of the papers, including those that were commercially sensitive.

Members were provided with an update on the Cambridgeshire and Peterborough Audit and Governance Committee by Councillor L W McGuire and referred Members to their unaudited accounts, a similar issue that had been experienced by the District Council that had been raised in his capacity as Chairman of the Corporate Governance Committee at their last meeting in July 2019 and sought reassurances that the audit would be completed over the Summer period. Similar concerns were raised in relation to the turnover of staff at the Combined Authority and their HR policies and Councillor McGuire reported that they had recently appointed an HR Manager that should assist with some concerns raised in the past. Councillor McGuire also undertook to raise the issue of inaccessibility to confidential papers as raised by Councillor Mrs Conboy.

25 OUTCOMES FROM COMMITTEES AND PANELS

A copy of the list of meetings held since the last meeting of the Council held on 15th May 2019 is appended in the Minute Book and Members were advised that any issues or questions could be raised in relation to these meetings.

Arising from a question by Councillor Mrs A Diaz on the recent closure of the squash courts and the decision making process, the Executive Leader confirmed that due process had been considered with full debate at the Overview and Scrutiny Panel (Customers and Partnerships) and Cabinet.

26 USE OF SPECIAL URGENCY PROVISIONS 2018/19

Consideration was given to a report by the Executive Leader on the use of special urgency provisions taken throughout the previous year (a copy of which is appended in the Minute Book). Whereupon, it was

RESOLVED

that the contents of the report be noted.

27 VARIATIONS TO THE MEMBERSHIP OF COMMITTEES AND PANELS

On the recommendation of Councillor Mrs S J Conboy following the resignation of Councillor D Underwood, it was

RESOLVED

- (a) that Councillor Mrs S J Conboy be appointed to the Overview and Scrutiny Panel (Customers and Partnerships) in place of former Councillor D Underwood;
- (b) that Councillor Mrs S J Conboy be appointed to the Corporate Governance Committee in place of former Councillor D Underwood; and
- (c) that Councillor M Grice be appointed to the HDC Ventures Shareholder Reference Group in place of former Councillor D Underwood.

The meeting ended at 9.47pm.

Chairman

CHAIRMAN'S ENGAGEMENTS

Date	Venue/Event
July	
Wednesday 31 st	Huntingdon Football Club Mayor's Cup – Huntingdon
August	
Sunday 11 th	Dedication of the new Branch Standard – Huntingdon
Tuesday 13 th	Huntingdon Aphasia Support Group – Huntingdon
September	
Tuesday 3 rd	Merchant Navy Day Flag Raising & Wreath Laying – Huntingdon
Thursday 5 th	Oxmoor Community Garden Groundwork Awards – Huntingdon RAF Wyton Annual Reception – Wyton
Friday 6 th	Chairman of Fenland District Council's Civic Reception – Eastrea
Sunday 8 th	Mayor of Ramsey's Freedom of the Town Parade – Ramsey
Sunday 15 th	Bishop of Huntingdon's welcome service – Godmanchester Anniversary of Battle of Britain Church Service – Huntingdon
Sunday 22 nd	Huntingdon & District Sea Cadets Freedom of the Town Parade - Huntingdon
Sunday 29 th	Mayor of Thrapston's Civic Service – Thrapston
October	
Sunday 6 th	Peterborough Justice Service – Peterborough Cathedral

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Agenda Item: 6

Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Member representatives

Meeting	Dates of Meeting	Representative
Overview and Scrutiny	29th July 2019	Councillors D B Dew and J P Morris
Combined Authority Board	31st July 2019	Councillor G J Bull
Audit and Governance	19th July 2019	Councillor L W McGuire

The above meetings have taken place in July 2019

Overview and Scrutiny Committee – Monday 29th July 2019

The Overview and Scrutiny Committee met on 29th July 2019, the decision summary is attached at **Appendix 1**.

Combined Authority Board – Wednesday 31st July 2019

The Combined Authority Board met on 31st July, the decision summary is attached at **Appendix 2**.

Audit and Governance Committee - Friday 19th July 2019

The Audit and Governance Committee met on 19th July, the decision summary is attached as **Appendix 3**.

The agendas and minutes of the meetings are on the Combined Authority's website – **Links in the appendices**



OVERVIEW AND SCRUTINY COMMITTEE - Decision Summary

Meeting: 29 July 2019

Agenda/Minutes: [Overview & Scrutiny Committee - 29th July 2019](#)

Chair: Cllr Lorna Dupre

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Apologies	Apologies received from: Cllr Conboy, substituted by Cllr Humphrey Cllr Murphy
2.	Declaration of Interests	There were no declarations of interest.
3.	Minutes	The minutes of the meeting held on the 24 th June 2019 were agreed and signed by the Chair.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
4.	Public Questions	There were no public questions received.
5.	Review of Combined Authority Agenda	<p>The Committee reviewed the agenda due to come to Board on Wednesday 31st July 2019.</p> <p>The Committee agreed to raise the following questions to the Board:</p> <p>1.7) <u>Business Board Allowances</u></p> <ul style="list-style-type: none"> a) Was there any reason for using the East Cambs IRP over any other panel from the other Constituent Councils. b) By providing the Business Board members with an allowance, will there be a domino effect or an expectation that other bodies and appointed commissioners will receive an allowance? c) How does the workload of the LEP members differ from that of the Business Board to warrant the post being remunerated? d) What responsibilities will the Vice-Chair have and what will be the frequency of their deputising responsibility? e) Why are the allowances being backdated? f) The role of 'Business Board member' has been advertised already which states, Board Members will be remunerated. Does this not pre-determine the decision of the Board as they had yet to agree to the recommendation. g) What steps are being taken to exceed the government recommendations with regards to equality and representation on the Board – to include a greater percentage of women?

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p data-bbox="891 245 1906 316">h) Could the Business Board consider ‘rolling’ appointments to support continuity of the knowledge and expertise.</p> <p data-bbox="824 357 1173 389">2.1) <u>Budget Monitoring</u></p> <p data-bbox="891 430 1957 501">a) Appendix 2 of the Budget Monitoring report refers to ‘Passporting’. Can clarification be given on the meaning of this?</p> <p data-bbox="824 542 1503 574">3.1) <u>Affordable Housing Programme Scheme</u></p> <p data-bbox="891 616 1973 724">a) Can the Board explain the varying levels of grant between projects in the Affordable Housing Programme and the significant difference between cost per affordable unit under the revolving loan scheme?</p> <p data-bbox="824 766 1973 836">3.1.1) <u>£100m Affordable Housing Programme Scheme Approvals July 2019 - Werrington, Peterborough</u></p> <p data-bbox="891 877 1854 948">a) Can a definition or some clarity be given with regards to the term ‘affordable rent’</p> <p data-bbox="824 1094 1957 1126"><u>a) Housing Development Company - Approval of Shareholder Agreement</u></p> <p data-bbox="891 1158 1951 1267">a) The Committee have some concerns that the power of Mayor over Housing Company will lack scrutiny and consider there to be a need for increased transparency.</p> <p data-bbox="891 1305 1935 1375">b) Will Scrutiny be able to have access to the exempt information (both reports and minutes) in order to properly scrutinise (eg of pay of CEO)</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>especially in light of the number of Boards that are being set up at the Combined Authority.</p> <p>3.3) <u>Cambridge Autonomous Metro - July 2019</u></p> <p>a) What lessons have been learned from previous boards in terms of recruitment and diversity and are these going to be applied to the Partnership Board and all other future Boards that are established?</p> <p>b) Will the CAM Partnership Board consult with stakeholders including residents and environmental groups?</p> <p>c) What is the level of confidence with regards to the financial viability of the Outline Business Case given the budget changes outlined in the report.</p> <p>3.4) <u>A428 Black Cat to Caxton Gibbet Consultation response</u></p> <p>a) How will the CPCA work with Highways England to address the issues raised in the draft response to the consultation with regards to biodiversity?</p> <p>3.6) <u>A Vision for Nature</u></p> <p>a) How will the vision for nature be delivered in the decision-making process?</p> <p>b) Do the Board consider that there is a need for more conservation bodies to be involved and consulted with?</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>c) What consideration has been given to Climate change and the effects of this is if they are to increase rich wildlife areas and promote better access to natural areas</p> <p>d) What are the risks of GMO considering they do not compliment and counteract bio-diversity?</p> <p>e) What capacity does the CPCA have to deal properly with climate change?</p>
6.	Combined Authority Forward Plan	The Committee confirmed that it was pleased that the publication of the Board Forward Plan had been amended to allow the Overview and Scrutiny Committee the opportunity to examine the document in a more manageable timeframe.
7.	Overview and Scrutiny Work Programme Report	<p>The Committee received the report which outlined the work programme for the committee for the municipal year 2019/20.</p> <p>The Committee noted that there would be a presentation from one of the joint Chief Executives at the next meeting on the Constitutional Review and an opportunity for a question and answer session</p>
8.	Date of Next Meeting	The Committee agreed that the next meeting would be held on the 23 rd September 2019 at 11:00am, Kreis Viersen Room, Shire Hall, Cambridgeshire County Council.



**CAMBRIDGESHIRE
& PETERBOROUGH**
COMBINED AUTHORITY

Appendix 2

CAMBRIDGESHIRE & PETERBOROUGH COMBINED AUTHORITY BOARD - Decision Summary

Meeting: 31 July 2019

Agenda/Minutes: [Cambridgeshire and Peterborough Combined Authority Board - 31st July 2019](#)

Item	Topic	Decision
	Part 1 – Governance Items	
1.1	Announcements, Apologies and Declarations of Interest	Apologies were received from Councillor C Boden (substituted by Councillor J French), Councillor L Herbert (substituted by Councillor M Sargeant) and Mr A Adams. No declarations of interest were made.
1.2	Minutes – 26th June 2019	The minutes of the meeting on 26th June 2019 were confirmed as an accurate record and signed by the Mayor.
1.3	Petitions	None received.

1.4	Public Questions	None received.
1.5	Forward Plan	It was resolved to note and comment on the Forward Plan.
1.6	Executive Committees – Change in Membership	<p>The Board reviewed the changes in membership on the Transport and Infrastructure, Housing and Communities, and Skills Committees.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve the change of lead member on the Transport and Infrastructure Committee for Fenland District Council from Councillor Chris Boden to Councillor Chris Seaton and the substitute member to Councillor Chris Boden. b) Approve the substitute member on the Housing and Communities Committee for Fenland District Council from Councillor David Oliver to Councillor Sam Hoy. c) Approve the change of lead member on the Skills Committee for Huntingdonshire District Council from Councillor Graham Bull to Councillor Jon Neish. d) Note the substitute member on the Skills Committee for East Cambridgeshire District Council was Councillor Anna Bailey.
1.7	Business Board Allowances	<p>The Board was asked to decide if the Business Board should adopt a Member Allowance Scheme based on the recommendations made by the Independent Remuneration Panel.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Consider recommendations relating to the Business Board Scheme of Allowances from the Independent Remuneration Panel;

		<p>b) Approve the adoption of a Member Allowance Scheme for the Business Board as proposed, including members of the Business Board being eligible to claim mileage for travel to and from meetings of the Business Board;</p> <p>c) Approve the alternative levels of remuneration as set out under the proposed scheme within the Financial Implications section of this report; and</p> <p>e) Approve the backdating of the Member Allowance Scheme to 24 September 2018.</p>
	Part 2 – Finance	
2.1	Budget Monitor Update	<p>The Board received a report providing an update of the 2019/20 forecast outturn position against the Boards approved budget for the year.</p> <p>It was resolved to:</p> <p>a) Note the updated financial position of the Combined Authority for the year.</p> <p>b) Note the status of the audit of the 2018/19 statement of accounts</p>
	Part 3- Combined Authority Matters	
3.1.1	£100m Affordable Housing Programme - Scheme Approvals: July 2019 – Werrington, Peterborough	<p>The Board considered a report detailing one scheme for approval of grant funding in the context of the overall investment pipeline for the Combined Authority’s £100m programme.</p> <p>It was resolved to:</p> <p>Commit grant funding of £3,845,600 from the £100m Affordable Housing Programme to deliver 88 new affordable homes at a site in Werrington, Peterborough.</p>

3.1.2	£100m Affordable Housing Programme - Scheme Approvals Crowland Road, Eye Green, Peterborough.	<p>The Board considered a report detailing one scheme for approval of grant funding in the context of the overall investment pipeline for the Combined Authority's £100m programme.</p> <p>It was resolved to:</p> <p>Commit grant funding of £875,000 from the £100m Affordable Housing Programme to deliver 25 new affordable homes at a site in Crowland Road, Eye Green, Peterborough.</p>
3.1.3	£100m Affordable Housing Programme - Scheme Approvals Drake Avenue, Peterborough	<p>The Board considered a report detailing one scheme for approval of grant funding in the context of the overall investment pipeline for the Combined Authority's £100m programme.</p> <p>It was resolved to:</p> <p>Commit grant funding of £1,430,154 from the £100m Affordable Housing Programme to deliver 33 new affordable homes at a site in Drake Avenue, Peterborough.</p>
3.2	Housing Development Company – Approval of Shareholder Agreement	<p>The Board received a report requesting approval of the Shareholder agreement, Articles of Association and the composition of the Board of Directors for Angle Holdings Limited and Angle Developments Limited.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve the Shareholder Agreement as detailed in Appendix 1; b) Approve Angle Holding Limited Articles of Association as detailed in Appendix 2; c) Approve Angle Developments Limited Articles of Association as detailed in Appendix 3;

		<p>d) Approve the composition of Angle Holdings Limited Board of Directors as set out in paragraph 2.6;</p> <p>e) Approve the composition of Angle Development Limited Board of Directors as set out in paragraph 2.8.</p> <p>Furthermore, in order to implement a)-c), authorise and approve:</p> <p>f) The Chief Executive and the senior legal officer to complete the necessary legal documentation to implement the above; and</p> <p>g) The Monitoring Officer to amend the Constitution.</p>
3.3	Cambridge Autonomous Metro – July 2019	<p>The Board considered a report outlining the proposed approach to the governance, funding and client side delivery arrangement for overseeing the production of the Outline Business Case (OBC) for the CAM Metro.</p> <p>It was resolved to:</p> <p>a) Approve the increased allocation of £780,000 in 19/20 and £965,000 in 20/21 for the CAM OBC to be funded from the Feasibility studies non-capital budgets including re-profiling from 20/21 to 19/20</p> <p>b) Note the establishment of a Partnership Board with the terms of reference set out at Appendix A</p> <p>c) Note the proposed client-side project management structure</p>
3.4	A428 Black Cat to Caxton Gibbet Consultation Response	<p>The Board was provided with a report requesting approval on the proposed response to the A428 Black Cat to Caxton Gibbet consultation.</p> <p>It was resolved to approve the proposed consultation response attached at Appendix A, subject to the revisions requested by Board members.</p>

3.5	St Neots Masterplan – Phase 1 Delivery	<p>The Board was provided with a report seeking approval to allocate £403k of revenue from Non-Transport Feasibility Programme line to deliver the Combined Authority funding commitments.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve the allocation of £403k from the non-transport feasibility budget within the Medium-Term Financial Plan to meet programme commitments as part of the £4.1m package of Combined Authority funding approved by the Board in June 2018 to deliver the first phase of the St Neots Masterplan for Growth. b) Approve the re-profiling of the capital expenditure in the Medium Term Financial Plan (MTFP) to match the updated forecast from the delivery partner.
3.6	A Vision for Nature	<p>The Board received a report providing information on the ‘Vision for Nature’..</p> <p>It was resolved to endorse the Vision for Nature.</p>
	By Recommendation to the Combined Authority	
	Part 4 – Business Board Recommendations to the Combined Authority	
4.1	Growth Deal Project Proposals July 2019 – Local Growth Fund Programme Update.	<p>The Board received a report requesting that it consider and approve the following Business Board recommendations.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Approve the submission of the Growth Deal monitoring report to Government to end Q1 2019/20.

		<p>b) Approve the proposed creation of a Capital Growth Grant scheme for small businesses using Local Growth Fund (LGF) and approve a £3m pilot programme and for Officers to run a procurement for a provider to deliver the pilot programme.</p>
4.2	Review of Business Board Constitution	<p>The Board received a report requesting that it approve the following amendments to the Business Board Constitution.</p> <p>It was resolved by a two thirds majority to:</p> <p>a) Approve the amendments to the Constitution set out in Appendix 1 and the additional revisions requested during the meeting.</p> <p>b) Authorise the Monitoring Officer to make any consequential changes to the Combined Authority Constitution.</p>
4.3	Alconbury Enterprise Zone Memorandum of Understanding and Enterprise Zone Programme Governance	<p>The Board received a report requesting that it approve the following recommendations.</p> <p>It was resolved to:</p> <p>a) Approve the Alconbury Enterprise Zone Memorandum of Understanding between CPCA and Huntingdonshire District Council, subject to the removal of the following words at the end of paragraph 6.1.2 “including towards meeting the community and infrastructure demands of the Alconbury Weald development” and to instruct the Director of Business and Skills to negotiate with Huntingdonshire District Council and the Interim Chair of the Business Board to remove the wording; and</p> <p>b) Approval to adopt the proposed Enterprise Zone Programme Terms of Reference and associated governance.</p>

	Part 5 – Skills Committee recommendations to the Combined Authority Board	
5.1	University of Peterborough – Transitional Funding	<p>The Board considered a report requesting approval for transitional funding of University Centre Peterborough (UCP) to continue working on the project until the bidding process begins on 1st August 2019.</p> <p>It was resolved to:</p> <ul style="list-style-type: none"> a) Note the findings of the request from University Centre Peterborough to continue to fund the activity for the University of Peterborough up until the 1st August 2019. b) Approve the release of £148,304 from the Skills Strategy Implementation budget for 2019/20 to support University Centre Peterborough through the transitional phase.
	Part 6 - Date of next meeting	
6.1		Wednesday 25th September 2019: Kreis Viersen Room, Shire Hall, Cambridge, CB3 0AP.



AUDIT & GOVERNANCE COMMITTEE - Decision Summary

Meeting: 19 July 2019

Agenda/Minutes: [Audit & Governance Committee: 19th July 2019](#)

Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
1.	Apologies for Absence	Apologies were received from Councillor Lillis - substituted by Councillor Sandford.
2	Declarations of Interest	Councillor Davey declared a personal, non-pecuniary interest as his wife was an Assistant Director at Peterborough City Council and Cambridgeshire County Council in Housing matters.
3.	Minutes of the meeting held on the 31 st May 2019	The minutes of the meeting held on the 31 st May 2019 were agreed and signed by the Chair with an adjustment to the spelling of the word East, which in the minutes read 'Eats'

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
	Chair's Announcements	<p>The Chair asked the Committee if it was content with the start time of 10am for the current cycle of Committees and if it was happy to hold the meetings on a rotational basis around the Constituent Councils.</p> <p>Members agreed that they wished to continue as it currently operates.</p> <p>The Chair asked John Hill to clarify the positions of the joint Chief Executive Officers.</p> <p>John Hill explained that he was the joint CEO for the Combined Authority, together with Kim Sawyer, and for East Cambs District Council and noted that whilst it was unusual for there to be a joint CEO position, it was not unique and noted that it enabled the CEOs flexibility should they have a conflict of interest. He further noted that there was emphasis on continuity and permanency for both staff and Councillors and stated that he would circulate information to members to provide them with clarity on each area that their respective roles covered.</p>
4.	CPCA A&GC – Value for Money 19 July 2019	<p>The S73 officer elaborated on a report informing the Committee on the Authority's approach to delivering value for money (vfm). It was explained that in the 2018/19 audit plan, the external auditors stated their requirement to consider whether the Authority had put in place proper arrangements to secure economy, efficiency and effectiveness on its use of resources, which was known as the auditor's 'value for money'. This report was intended to show how the Combined Authority delivers value for money in practice. The S73 officer referred to 2 key documents used to ensure vfm - the Assurance Framework and the Monitoring and Evaluation Framework.</p> <p>It was explained that for new projects/programmes, the detailed consideration of whether vfm was represented through the development of a Project Initiation Document (PID).</p>

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		<p>In response to questions asked, the Chief Finance Officer explained that the monitoring and evaluation process was clearly set out in the monitoring and evaluation framework. He further informed the Committee that every project embarked on by the Combined Authority, was subject to senior officer scrutiny. Subsequently, officers would provide the Board with updates and forecasts and that any potential overspend would be highlighted and any additional spend having to be agreed by the Board.</p> <p>The Committee discussed the following:</p> <ul style="list-style-type: none"> a) Has the VfM criteria changed and how do the Combined Authority define Vfm to the public? b) What stakeholder involvement is there and what information is the available on the Return of Investments (RoI)? c) What methodology is being followed with regards to Project Initiation Documents (PIDs) and are Rols and vfm statements produced? d) Have there been any gateway reviews carried out to provide opportunities to explore lessons learned? e) Could a completed project be scrutinised to examine the vfm and retrospective monitoring of the project be subject to a case study? f) If a scheme is approved but costs significantly increase, how will this be dealt with, specifically if it becomes necessary to abandon it? <p>The Chief Executive suggested that he produce a timeline of the implementation of a significant project carried out by the Combined Authority to include key priorities and report back to a future Audit and Governance Committee with a proposed case study and time line.</p>

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		<p>RESOLVED:</p> <p>That the Committee noted the Combined Authority's approach to delivering value for money.</p>
5.	Annual Audit Internal Opinion	<p>The Internal Auditor elaborated on a report which provided details of the performance of internal Audit during 2018-19 and the areas of work undertaken which included an opinion of the soundness of the control environment in place to minimise risk to the Combined Authority.</p> <p>It was explained that the areas covered as part of the internal audit included Corporate Governance, Local Enterprise Partnership Governance and a significant piece of work undertaken was the auditing of the Adult Education Budget (AEB), following further devolution of central government services to the Combined Authority.</p> <p>The Internal Auditor stated that they had looked at how the loan of £6.5m to East Cambridgeshire Trading Company had been made and an update report would be provided at the next Audit and Governance meeting.</p> <p>The Internal Auditor explained that the Public Sector Internal Audit Standards (PSIAS) stated that the Chief Audit Executive should report any issues considered particularly relevant to the preparation of the Annual Governance Statement which included consideration of any significant risk of governance issues and control failures which arise. The internal auditors were unable to provide any assurance on Human Resources (Recruitment and Selection).</p> <p>It was reported that despite changes to the senior structure of the Combined Authority, delays in responding to questions asked by the Internal Auditors had been experienced but that this had now been resolved.</p> <p>RESOLVED:</p>

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		That the Audit and Governance Committee considered and endorsed the Annual Report and Opinion from Internal Audit for the year ended 31 st March 2019.
6 & 8	Statement of Accounts & EY Audit of Accounts 2019	<p>The Head of Finance elaborated on his report and explained that the draft Statement of Accounts had been presented to the Audit and Governance Committee on the 31st May 2019 and published on the Combined Authority's website. It was noted that the accounts had since been subject to external audit and it had been anticipated that the accounts would have been audited by Ernst and Young but this had not been completed due to resource issues experienced by Ernst and Young, which remained in progress.</p> <p>Members' attention was drawn to additional recommendations that had been tabled before them.</p> <p>The External Auditor apologised to the Committee and to the Combined Authority for having failed to complete their audit. It was explained that the failure was largely due to resource issues and previously it was anticipated to be completed but they had been unable to deliver the audit.</p> <p>Members of the Committee voiced their concerns and raised the following issues:</p> <ul style="list-style-type: none"> • That as a result of the delay by Ernst and Young, the Combined Authority may be perceived poorly, despite them being absolved of any responsibility for the delay. • There may be political implications of the delay to the accounts being fully audited and the failure to deliver by EY also posed governance issues and concerns. • Should consideration be given to exploring alternative external auditors for future audits as several constituent councils were in a similar position due to the failure to deliver by Ernst and Young and what were the financial implications to the Combined Authority.

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		<ul style="list-style-type: none"> • It was explained that the external auditors were very close to finishing their audit and that they would provide a robust and sound audit. The External Auditor continued to report that there were other Public Sector Audit Appointments auditors who were experiencing similar issues to Ernst and Young and that they wanted to continue to work with the Combined Authority in order to produce a good quality audit. <p>RESOLVED:</p> <ol style="list-style-type: none"> 1) That the Chief Executive circulate the draft statutory notice to the members of the Audit and Governance Committee prior to publication. 2) That the Chief Executive liaise with all affected constituent Councils and send a letter to government expressing their dissatisfaction with the auditors performance and the impacts this has had on each Council. 3) That the Chair of the Audit and Governance Committee write to the Partner leading the Ernst and Young Government and Public Sector Assurance team expressing the Committee extreme disappointment. 4) That the Committee receive and approve, in principle, the final Statement of Accounts. 5) That the Committee agree to the additional recommendations tabled as below: <ol style="list-style-type: none"> a) Note that the Combined Authority's external auditors are not able to guarantee that they will have completed their audit of the accounts for 2018/19 before the statutory deadline of 31 July 2019 for the publication of the statement of accounts together with any certificate or opinion from the external auditors.

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		<p>b) Note that if it was not possible to publish the statement of accounts on time the law required the Combined Authority to publish as soon as reasonably practicable on or after the deadline a notice stating that it had not been able to publish the statement of accounts and its reasons for this.</p> <p>c) Authorise the Chief Finance Officer in consultation with the Chair of Audit and Governance Committee, as and when the final Audit Opinion was provided by the external auditors, to make any minor amendments to the statement of accounts arising from the final Audit Opinion and to authorise the Chief Finance Officer and Chair of Audit and Governance to then sign and publish the statement of accounts together with any certificate or opinion from the external auditors.</p> <p>d) In the event that amendments arising from the final Audit Opinion would constitute a “material adjustment” to the final accounts as defined in the external auditors final audit plan a further report is to be brought to Committee.</p> <p>6) That the Committee receive and approve the Annual Governance Statement 2018/19 as included within the statement of accounts.</p>
7.	Draft Annual Report of the Chair of Audit and Governance Committee 2018/19 & Self-Assessment	<p>The Chair submitted his report and elaborated thereon noting that the report demonstrated the work carried out by the Committee over the municipal year 2018/19 for the Committee to approve to the Combined Authority Board. Members agreed that any information included in the report relating to the 31st May 2019 Audit and Governance Committee be expunged from the report.</p> <p>RESOLVED:</p> <p>That the draft Annual Report of the Chair of Audit and Governance Committee be submitted to the Combined Authority Board with the above amendment</p>

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
9.	HR Update	<p>The Chair of the Committee stated that at a previous meeting of the Audit and Governance Committee meeting, the Combined Authority's Internal Auditors had given Human Resources a 'no assurance' status. Having identified this risk, the HR Manager had been invited to update members of the Committee on progress made.</p> <p>The HR Manager reported that an HR advisor had recently been recruited and it was noted that the HR Manager reported directly to the Chief Executive which demonstrated the level of commitment of the Combined Authority to address the issues experienced in relation to HR functions.</p> <p>It was noted that policies and procedures that had previously not been visible had been placed in a central area and that there had been an amalgamation of information from the LEP and Peterborough City Council. The HR Manager explained that there had been a significant recruitment drive which had seen 17 of the 30 vacant posts recruited to.</p> <p>The Chair commented that he was encouraged to see the progress that had been made and the Committee welcomed a key objective being the introduction of a forum that would focus on employee engagement and satisfaction. The Chief Executive explained that whilst there were a number of Interims in post, the senior management structure was now in place and a permanent Head of Transport had been recruited.</p> <p>RESOLVED:</p> <p>That the Committee noted the updated information provided by the HR Manager.</p>
10.	CPCA & A&GC Treasury Management Report	<p>The Head of Finance elaborated on a report and noted that the Treasury Management in the Public Services: Code of Practice 2011 recommended that Members receive regular reports on the Authority's Treasury Manager. It was reported that the Combined Authority had been through a procurement exercise to</p>

Item	Topic	Decision [<i>None of the decisions below are key decisions</i>]
		<p>employ its own specialist Treasury Management advisors; a preferred supplier having been identified, soon to engage into contract with the Authority.</p> <p>RESOLVED:</p> <p>That the Committee reviewed the actual performance for the year to 31st March 2019, against the adopted prudential and treasury indicators.</p>
11.	Work Programme Cover Report	<p>The Committee received a report and the draft Work Programme and calendar of working programme items for the year.</p> <p>The Committee agreed to the following actions:</p> <ul style="list-style-type: none"> a) The Chief Executive to produce a timeline of the implementation of a significant project carried out by the Combined Authority to include key priorities with a proposed case study and time line. b) The Chief Executive to draft a statement, outlining the position of the Combined Authority's 2018/19 external audit including details of the delays incurred through the failures of Ernst & Young. c) The Chief Executive to liaise with all affected constituent Councils and send a letter to government expressing their dissatisfaction with the external auditors d) The Chair to write to the Partner leading the Ernst and Young Government and Public Sector Assurance team expressing the Committees extreme disappointment e) The Chief Officer of the Business Board to provide an update on the priorities and objectives of the Business Board.

Item	Topic	Decision <i>[None of the decisions below are key decisions]</i>
		An Annual Report on Performance, FOIs, Fraud, Whistleblowing and Complaints to be produced for review.
12.	Date of Next Meeting	The Committee agreed that the next meeting be held on the 27 th September 2019 at Cambridgeshire County Council.

Public
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Huntingdon Neighbourhood Plan
Meeting/Date: Council – 9th October 2019
Executive Portfolio: Housing, Planning and Economic Development
Report by: Planning Policy Team Leader
Wards affected: Huntingdon North, Huntingdon East,
The Stukeleys, Brampton

Executive Summary:

The Referendum on the Huntingdon Neighbourhood Plan was held on 19th September 2019 and resulted in an 87% 'Yes' vote in support of making the Neighbourhood Plan as part of the statutory development plan. As this exceeds the required threshold of 50% of the votes cast the Council is required to formally 'make' the Huntingdon Neighbourhood Plan unless the Council considers that it would be incompatible with any EU or human rights obligations. As part of the statutory development plan the Huntingdon Neighbourhood Plan would be used to help decide planning applications within the neighbourhood area.

It is not considered that making the plan would be incompatible with an EU or human rights obligation and the Huntingdon Neighbourhood Plan must therefore be 'made'.

Recommendation:

The Council is

RECOMMENDED

To 'make' the Huntingdon Neighbourhood Plan in the form attached as Appendix 1 such that it becomes part of the statutory development plan for Huntingdonshire with immediate effect.

1. PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to consider whether the Huntingdon Neighbourhood Plan should be officially 'made' such that it becomes part of the statutory development plan for Huntingdonshire.

2. BACKGROUND

- 2.1 The Huntingdon Neighbourhood Area was formally designated on 23rd April 2015. Following substantial local consultation to aid with preparation of the plan it was submitted for statutory consultation which took place between 11th February 2019 and 26th March 2019. The submission neighbourhood plan, its supporting evidence base and all responses to the statutory consultation were subject to an independent examination commencing on 3rd April 2019 with the final report issued on 9th May 2019.
- 2.2 The examination confirmed that the Huntingdon Neighbourhood Plan should move forward to referendum subject to modifications and confirmed that it complied with the specified basic conditions, was properly prepared by the qualifying body, covered the designated plan area, did not contain any excluded development and contained policies that related to the development and use of land. The examiner's report also confirmed that there was nothing in the Huntingdon Neighbourhood Plan that led them to conclude there would be any breach of the European Convention on Human Rights. They also confirmed that the Huntingdon Neighbourhood Plan is compatible with EU obligations arising from the Habitats Regulations Assessments and other directives.
- 2.3 The outcome of the examination and proposed changes were reported to Overview and Scrutiny Committee (Performance and Growth) on 2nd July 2019 and Cabinet on 18th July 2019. Arising from these it was agreed that the Huntingdon Neighbourhood Plan as proposed to be modified should progress to referendum.

3. ANALYSIS

- 3.1 The referendum was held on 19th September 2019 where the statutorily set question was posed asking residents of the designated neighbourhood area: 'Do you want Huntingdonshire District Council to use the Neighbourhood Plan for Huntingdon to help it decide planning applications in the neighbourhood area?'
- 3.2 A total of 17,470 people were eligible to vote in the referendum; 2,092 ballot papers were issued representing a turnout of 11.97%. The number of votes cast in favour of 'Yes' was 1,823, the number of votes in favour of 'No' was 232 with 37 ballot papers rejected where the intended vote could not be clearly determined. This indicated a majority of 87% voting in favour of using the Huntingdon Neighbourhood Plan to help decide planning applications within the designated neighbourhood area.

- 3.3 As the Huntingdon Neighbourhood Plan was endorsed by more than the required threshold of 50% of those voting the Council must now 'make' the Neighbourhood Plan such that it becomes part of the statutory development plan for Huntingdonshire unless the Council considers that it would be incompatible with any EU or human rights obligations. It is not considered that making the plan would be incompatible with an EU or human rights obligation and the Huntingdon Neighbourhood Plan must therefore be 'made'.

4. KEY IMPACTS / RISKS

- 4.1 The key impacts of this are the reiteration of the importance of the planned system with town and parish councils and residents of the neighbourhood plan area having the opportunity to positively influence how their community grows in the future.
- 4.2 Successful 'making' of a Neighbourhood Plan entitles Huntingdon Town Council to an increased proportion of CIL receipts from development within the neighbourhood area, up from 15% to 25%.

5. TIMETABLE FOR IMPLEMENTATION

- 5.1 Huntingdon Neighbourhood Plan will become part of the statutory development plan with immediate effect.

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

- 6.1 Making the neighbourhood plan will help achieve the Corporate Plan aspiration to 'Develop stronger and more resilient communities to enable people to help themselves'.

7. LEGAL IMPLICATIONS

- 7.1 Section 38A(4)(a) of the Planning and Compulsory Purchase Act 2004 requires the Council to 'make' the Neighbourhood Plan if more than half of those voting in the referendum have voted in favour. The Council is content that the Huntingdon Neighbourhood Plan meets the specified basic conditions, does not breach the European Convention on Human Rights and is not incompatible with EU obligations arising from the Habitats Regulations Assessments and other directives.

8. RESOURCE IMPLICATIONS

- 8.1 An additional 10% of CIL receipts within the neighbourhood area will be passed over to Huntingdon Town Council. This may have implications on resource availability for infrastructure projects provided by this Council. Additional support, both financial and partnership working, may be sought to help deliver some of the projects identified in the Huntingdon Neighbourhood Plan.

9. REASONS FOR THE RECOMMENDED DECISIONS

- 9.1 The Council has a statutory obligation to 'make' the Huntingdon Neighbourhood Plan now that it has successfully passed the referendum stage.

10. LIST OF APPENDICES INCLUDED

Appendix 1 – Huntingdon Neighbourhood Plan

11. BACKGROUND PAPERS

Overview and Scrutiny Committee (Performance and Growth) 2nd July 2019

Cabinet 18th July 2019

The Neighbourhood Planning (Referendums) Regulations 2012 (as amended)
<http://www.legislation.gov.uk/ukdsi/2012/9780111525050/contents>

National Planning Practice Guidance (Neighbourhood Planning)
<https://www.gov.uk/guidance/neighbourhood-planning--2>

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Huntingdon Neighbourhood Plan 2018-2026



**Referendum Version
June 2019**

Huntingdon Neighbourhood Plan 2018-2026

June 2019

Referendum version of the Neighbourhood Plan in accordance with
Regulation 16 of Neighbourhood Planning Regulations 2012

Produced by the Neighbourhood Plan Sub-Committee on behalf of Huntingdon Town Council:

2017/18

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Councillor Ann Blackwell
Councillor Jay Dyne
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Foreword

The Huntingdon Neighbourhood Plan provides a vision and objectives for the future of Huntingdon, and sets out planning policies to achieve this vision over the period 2018 to 2026.

Huntingdon is a vibrant market town with a rich history, which the Neighbourhood Plan aims to protect and promote. The plan seeks to enhance the natural environment, support and encourage high quality housing, local employment opportunities and improved retail and leisure facilities in a healthy, green and attractive town.

The plan has been drawn up by the Neighbourhood Plan Sub-Committee, made up of Town Councillors and Huntingdon residents. Huntingdon Town Council is the designated body for the plan area and has provided the funding for the plan. The content of the plan has been based on all of the feedback received during the community engagement campaign, where residents told us what they'd like to see in the town.

The Neighbourhood Plan sets down a series of planning policies which will ultimately form part of Huntingdonshire's wider statutory development plan. This means that all planning applications submitted within the designated Neighbourhood Plan Area must comply with the Neighbourhood Plan unless material considerations indicate otherwise.

Following the public consultation, the plan must go to an independent examination and will finally be subjected to a local town referendum requiring a majority "yes" vote for it to be accepted.

It is intended that the policies will be reviewed periodically to monitor the cumulative effects of the policies and, if necessary, make changes to keep them up to date and relevant.

Huntingdon Town Council would like to thank everyone who has been a part of the Neighbourhood Plan project, through completing a questionnaire, coming along to a community engagement event or commenting on the draft plans. In undergoing this process, we have seen first-hand the passion that our community has for our town and how it develops over the coming years.

Councillor Tom Sanderson
Chairman of the Neighbourhood Plan Sub-Committee



Section 1

The Neighbourhood Plan

Introduction

1. Developing a Neighbourhood Plan is a way for communities to play a greater role in determining the future of their area. The Huntingdon Neighbourhood Plan will form part of the statutory development plan once made. This means that Huntingdonshire District Council will have to determine planning applications within Huntingdon in accordance with this Neighbourhood Plan alongside other Development Plan Documents, unless material considerations indicate otherwise.



2. This Neighbourhood Plan is a true Community Led Plan. It has been prepared by the Town Council through a Sub-Committee made up of Town Councillors and residents. It has been informed by public consultation with the local community. The plan has been shaped by the results of the previous public consultation to ensure that the Neighbourhood Plan accurately reflects the aspirations of the community.

Sustainability Appraisal

3. Every Neighbourhood Plan needs to consider whether or not the Plan needs to be supported by a Sustainability Appraisal (SA) incorporating a Strategic Environmental Assessment (SEA). SA is a mechanism for considering and communicating the impacts of an emerging plan, and potential alternatives in terms of key sustainability issues. The aim of SA where undertaken is to inform and influence the plan-making process with a view to avoiding and mitigating negative impacts.
4. The Neighbourhood Plan Sub Committee considers that there will be no significant environmental effects arising from the Huntingdon Neighbourhood Plan and has produced a SEA and HRA Screening Assessment for the Neighbourhood Plan which has demonstrated that a SEA is not required. Consequently, no SA incorporating an SEA has been undertaken for the Huntingdon Neighbourhood Plan.

National Planning Policy Framework (NPPF)

5. Throughout this Neighbourhood Plan reference is made to the National Planning Policy Framework (NPPF). The NPPF sets out the government's planning policies for England and provides a framework for housing and development. The NPPF published in February 2019 replaces versions issued in March 2012 and July 2018.

6. The NPPF provides a framework to produce locally distinctive Neighbourhood Plans which reflect the needs and aspirations of the community. The NPPF is clear that the planning system remains plan led. As set out in paragraph 2 of the NPPF, “Planning law requires that applications for planning permission be determined in accordance with the development plan, unless material considerations indicate otherwise.” The development plan must take the NPPF into account.

Planning Practice Guidance

7. The Planning Practice Guidance sets out the government’s advice on how to undertake neighbourhood planning within England. This is set out in detail within the [Neighbourhood Planning Section](#).

Structure of Neighbourhood Plan



8. The Neighbourhood Plan includes six themed sections: Employment & Investment; Huntingdon Town Centre; Tourism, Leisure, Sports & Community Facilities; Natural, Built & Historic Environment; Travel & Transport; and Infrastructure.
9. These are all issues that are important to the community and within each section policies are included to guide the development and use of land. Each Policy contains an introduction and explanatory text followed by the Policy itself in coloured text.
10. Following the themed sections, the Neighbourhood Plan contains an implementation and delivery section. It is important that Neighbourhood Plans are deliverable, and this section includes the key projects arising from the Neighbourhood Plan and details of how they will be delivered.

The Development Plan

11. The Huntingdon Neighbourhood Plan must be in general conformity with the strategic policies of the development plan prepared by the local planning authority (Huntingdonshire District Council). Huntingdonshire District Council defines which policies are considered to be 'strategic' with regard to the production of the Neighbourhood Plan.
12. The Huntingdon Neighbourhood Plan does not seek to allocate sites for development as sites are already allocated in the emerging Huntingdonshire Local Plan to 2036.
13. The Neighbourhood Plan must also be in conformity with the Cambridgeshire County Council's Cambridgeshire and Peterborough Minerals and Waste Core Strategy and the Cambridgeshire and Peterborough Minerals and Waste Specific Proposals Plan.

Designation of Huntingdon Town as a Neighbourhood Planning Area

14. A formal [application](#) was made by Huntingdon Town Council in March 2015 as a 'relevant body' under Section 61G of the Town and Country Planning Act 1990 (as amended) for the designation of a Neighbourhood Area in order to develop a neighbourhood plan. The area of the Neighbourhood Plan is the parish boundary for the town, which was seen as appropriate as this area is recognised as the distinct community of Huntingdon. The request was that the Town Council be recognised as a Neighbourhood Area for the purpose of producing a Neighbourhood Plan, in accordance with the Neighbourhood Planning Regulations 2012.
15. Huntingdonshire District Council publicised this application to produce a Neighbourhood Plan for the required 6-week period. Huntingdonshire District Council designated the Town of Huntingdon as a Neighbourhood Area on 23 April 2015.

Consultation with the Local Community

16. Since the designation of Huntingdon Town as a Neighbourhood Area, various elements of consultation have been undertaken regarding the future planning of the town. Details of the consultation undertaken to date are set out in the Statement of Consultation Document.

Associated Documents

17. The Neighbourhood Plan will be submitted with the following associated supporting documents:
 - Consultation Statement
 - Basic Conditions Statement
 - SEA & HRA Screening Assessment
 - Evidence Base Document

Background on Huntingdon

Population and Historic Development

18. The town was chartered by King John in 1205 and is the county town of Huntingdonshire. Having prospered successfully as a bridging point of the River Great Ouse, Huntingdon grew into a market town and, in the 18th and 19th centuries, as a coaching town. The well-preserved medieval bridge was once the main route of Ermine Street over the river and is still in use today.
19. The Town area covers a total of 1,119 Hectares. The 2011 census found 23,732 inhabitants in 9,658 dwellings. The Cambridgeshire County Council Research Group Mid 2015 population estimates puts the most recent population figure at 24,910.
20. Huntingdon is known as the birthplace of Oliver Cromwell, who was born in 1599 and was the Member of Parliament (MP) for the town in the 17th century. Much of the historic core based on Market Hill and the High Street remains largely intact.
21. Huntingdon is the administrative centre of Huntingdonshire District Council and is located on the north bank of the River Great Ouse, opposite Godmanchester and close to the market town of St Ives in the east and the village of Brampton in the west. Huntingdon incorporates the village of Hartford to the east, and the developing areas of Oxmoor, Stukeley Meadows and Hinchingsbrooke to the north and west. Major expansion to the town occurred to the north and east in the 1960s and 1970s bringing substantial housing and industrial areas and leading to the coalescence of the village of Hartford with Huntingdon.
22. Huntingdon is well connected with the strategic road network and the east coast mainline railway. It has a relatively strong retail sector and functions as the primary shopping centre for the District. Brampton and Godmanchester to the south west and south east respectively have a close relationship with the services in Huntingdon. The town benefits from a larger supporting population than just the town itself and the residents of Brampton and Godmanchester benefit from the wide range of services and facilities available in Huntingdon.
23. Huntingdon is accessible from the A14, which passes around the south west of the town. The A14 is a major road running 127 miles from the Port of Felixstowe in Suffolk to the Catthorpe Interchange at the junction of the M1 and M6 motorways near Rugby in Warwickshire.
24. Work on the A14 Cambridge to Huntingdon upgrade began in March 2017. These works include the introduction of a new Southern Bypass in Huntingdon, demolishing the A14 rail viaduct and widening both the A14 and A1. The upgrade is scheduled to be finished in 2020.



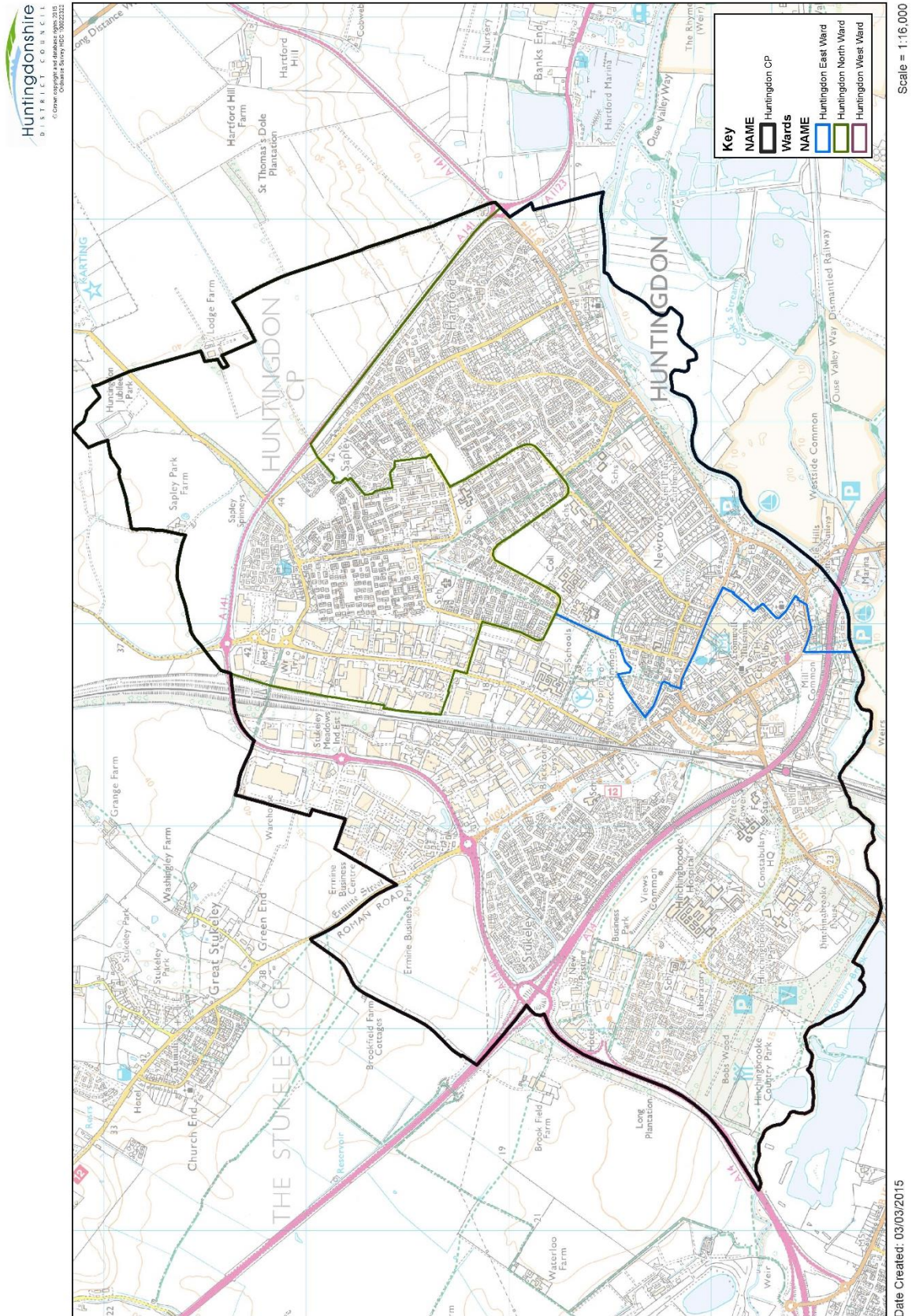
Role in Huntingdonshire

- 25. Huntingdon is one of the five principal towns in the District of Huntingdonshire, the others being St Ives, St Neots, Ramsey and Godmanchester.
- 26. Huntingdonshire is still predominantly rural in character with an area of approximately 350 square miles. The most recent population estimate for Huntingdonshire (30 June 2016) is 176,100, with approximately half living in the four market towns of Huntingdon, St Neots, St Ives and Ramsey and most of the remainder in almost 100 villages. The northern part of the District is influenced by the relationship with Peterborough which has experienced significant growth over recent years and continues to do so.
- 27. The District has experienced considerable pressures for growth, originating with Town Development Schemes for Huntingdon and St Neots in the 1960s and continuing in the 1980s and 1990s. As a result of close proximity to Cambridge, pressures for development will continue to be felt within St Neots and Huntingdon as well as St Ives. Strategic expansion growth in Huntingdonshire will take place in two designated locations at Alconbury Weald and St Neots East.



The Huntingdon Neighbourhood Plan Area

The [plan](#) below identifies the designated Neighbourhood Area:



Surrounding Neighbourhood Plans

28. The Houghton & Wyton Neighbourhood Plan was 'made' by Huntingdonshire District Council in March 2018
29. The Godmanchester Neighbourhood Plan was 'made' by Huntingdonshire District Council in December 2017.
30. Both Brampton and The Stukeleys have been designated as Neighbourhood Planning Areas although no draft plans have yet been produced.

Community Engagement

31. Since the designation of Huntingdon as a Neighbourhood Area, various elements of continuous consultation have been undertaken. Initial consultation on early issues was undertaken in mid-2015, with further consultation on issues then undertaken in early 2016. Further consultation on issues took place through a series of community roadshows in early 2017 (as set out in the Huntingdon Neighbourhood Plan Consultation Statement).
32. Many residents felt that there were not enough job opportunities within Huntingdon. Only 11% of questionnaire respondents felt there were sufficient job opportunities in the town. Huntingdon is a suitable place for businesses to invest, given the excellent transport links Huntingdon can offer and its prime location, a huge selling point for potential investors.
33. The shops within Huntingdon are well used by residents, with many residents citing shopping as a common activity. However, it was also an area commonly mentioned as being in need of improvement, with 45% of people describing the variety of retail outlets in the town centre as poor. Residents were more positive about Huntingdon's out of town retail outlets, with 78% rating the out of town variety as satisfactory, good or excellent.
34. The HDC Huntingdonshire Retail Study (2013) notes that while Huntingdon is the largest retail centre in Huntingdonshire, it fails to attract a high number of shoppers from surrounding towns. The study highlights that Huntingdon has a reasonable provision of convenience goods, from supermarkets as well as specialist food retailers, but has a shortage of fashion and footwear retailers. This shortage has since been addressed by the completion of the new retail units at Chequers Court.
35. Residents have told us that they would like to see more on offer for tourists in Huntingdon. Naturally, tourist attractions will also appeal to residents, so any development in Huntingdon will provide an all-round benefit. Furthermore, a town that is appealing to visitors will also be attractive to potential investors.
36. Families were felt to be well served by leisure and community facilities, but the young and older residents were not. The Neighbourhood Plan in itself can help to increase the sense of a community spirit, but there needs to be a more sustainable outcome. Future planning considerations need to take into account the needs of all of Huntingdon residents, not just those with families. Satisfying the needs of all residents will help to raise community spirit levels.
37. When we asked 'what is the best thing about Huntingdon' the riverside area and the green spaces were amongst the most popular responses, with three quarters of people rating these areas as good or excellent.

38. Huntingdon is a town with great transport connections, but they can also be a source of frustration for the community. 60% of residents who responded to the neighbourhood plan questionnaire said they use the car as their main form of transport, but almost two thirds also travel either on foot, by bus or by bike. This split highlights the importance of ensuring that the whole transport network is fit for purpose. Car users want uncongested roads that are in good condition, and easily available parking. While others want a reliable bus service, more cycle paths or safe pedestrian routes.

Vision

39. The following vision has been developed for the Huntingdon Neighbourhood Plan:

Huntingdon is a vibrant market town in Cambridgeshire with a great community feel.

Huntingdon's great historic significance will be preserved and promoted - including the Cromwell Museum, the Market Square, the Falcon, Hinchingbrooke House and the Town Hall. Tourism will have increased in the town, supported by the 5-year Heritage Programme running from the Town Hall.

Traffic management around Huntingdon will be improved, and future developments will have considered the impact of traffic in the town. The footpath network around the town will also have improved to encourage more people to walk and help minimise traffic.

The Town Centre will have flourished, with the Chequers Court development revitalising the area, increasing footfall to the town centre. An increase in both big name and independent retailers taking on empty shops in the High Street will keep the High Street thriving alongside Chequers Court.

The town's night-time economy will be boosted, with more bars and restaurants and entertainment venues to keep the town centre lively into the evenings.

The Neighbourhood Plan has guided developments to preserve local green spaces, and encourage new developments that benefit the town, through providing services and employment opportunities. New developments will be mainly concentrated in the areas surrounding the town, and any within the centre of Huntingdon will be in keeping with existing developments. The correct infrastructure will be in place to support any new developments.

The town will benefit from new facilities including a crematorium and sports hub to the north of the town. The sport hub will bring together the leading sports teams in the area, including football, rugby, hockey, archery and netball.



Objectives

40. The following objectives have been set out for the Huntingdon Neighbourhood Plan:

(A) Promote Huntingdon as a place of great potential for investment and opportunity

- Promote Huntingdon as a place of great potential for business investment thus providing increased employment opportunities to residents
- Promote tourism within Huntingdon. A town that is appealing to visitors will also be attractive to potential investors.
- Ensure the residents are well served by high quality retail and community facilities within Huntingdon centre

(B) Ensure that the whole community is well provided for, younger and older, and increase a positive sense of community

- Future planning considerations should take into account the needs of, and provide facilities for, all Huntingdon residents.

(C) Ensure that the local distinctiveness of the natural, built and historic environments of Huntingdon are conserved and, where possible, enhanced.

- Protect and enhance our valuable and well-loved green spaces. The Neighbourhood Plan seeks to safeguard the future of the town's green spaces and look at how these assets can be further enhanced.
- Ensure that future housing developments are built with careful consideration to the existing infrastructure, and are sympathetic to Huntingdon's unique character and rich history.

(D) Ensure that the community can travel in and around Huntingdon using a transport infrastructure that is fit for purpose

- The Neighbourhood Plan seeks to ensure planning applications that will impact upon the transport infrastructure will need to demonstrate that the development does not negatively impact existing transport systems, and will ideally help to ease current infrastructure problems.

Policy Delivery of Objectives

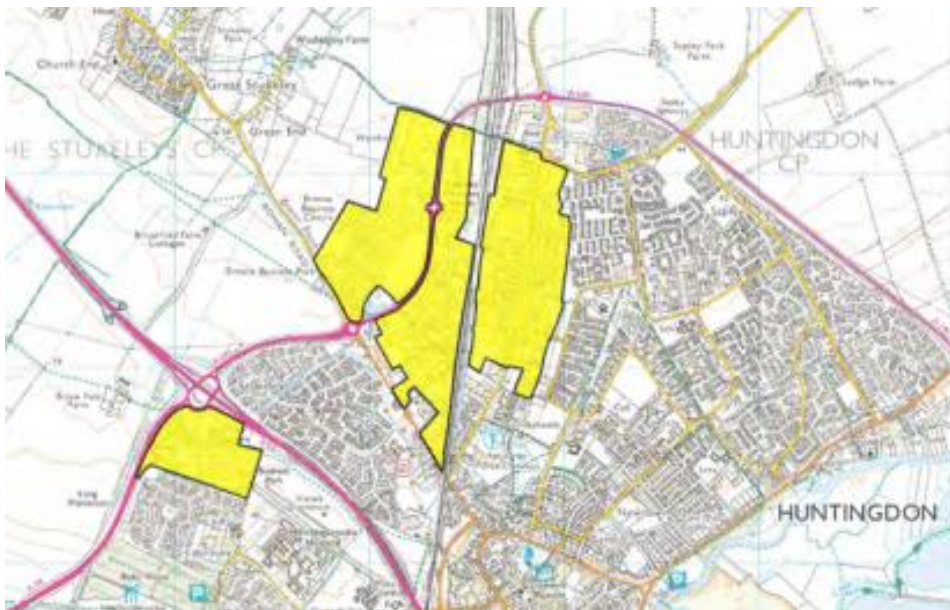
41. The following table demonstrates how the policies set out in the Neighbourhood Plan meet the objectives contained within the previous chapter. The policies that have been developed seek to address at least one of the objectives.

	Objective A	Objective B	Objective C	Objective D
Employment and Investment				
Policy E1 - Opportunities for Employment	✓	✓		
Policy E2 - Business Investment	✓	✓		
Huntingdon Town Centre				
Policy TC1 - Retail Development	✓	✓		✓
Policy TC2 - Public Realm	✓	✓	✓	✓
Policy TC3 - St Benedict's Court	✓	✓		
Policy TC4 - Town Centre Car Parking	✓	✓		✓
Policy TC5 - Local Neighbourhood Shopping	✓	✓		✓
Tourism, Leisure, Sports and Community Facilities				
Policy TL1 - Tourism Development	✓	✓	✓	✓
Policy TL2 - Leisure and Community Facilities	✓	✓	✓	
Policy TL3 - Provision of Sports Facilities	✓	✓		✓
Policy TL4 - Protection of Community Assets	✓	✓	✓	
The Natural, Built and Historic Environment				
Policy NE1 - Local Green Space	✓	✓	✓	
Policy NE2 - Open Space and Green Infrastructure	✓	✓	✓	
Policy NE3 - Setting of Huntingdon	✓	✓	✓	✓
Policy BE1 - Design and Landscaping	✓	✓	✓	✓
Policy BE2 - Local Distinctiveness and Aesthetics	✓	✓	✓	✓
Policy BE3 - Heritage Assets	✓	✓	✓	✓
Travel and Transport				
Policy TT1 - Sustainable Transport	✓	✓	✓	✓

Employment and Investment

Background

42. There are four main 'Established Employment Areas' within Huntingdon: Ermine Business Park, Hinchingsbrooke Business Park, St Peter's Road Industrial Area and Stukeley Meadows Industrial Estate. These have a key role in supporting the economy and contribute to the balance between residential, employment and other uses which is essential in the promotion of a sustainable town. The Neighbourhood Plan seeks to promote future sustainable economic growth and ensure that employment areas that provide land and premises for businesses are retained.



Established Employment Areas - Ermine Business Park, Hinchingsbrooke Business Park, St Peter's Road Industrial Area and Stukeley Meadows Industrial Estate, Huntingdon
Extract from the Emerging Huntingdonshire Local Plan © Huntingdonshire District Council

43. Alconbury Enterprise Campus was designated as an enterprise zone in August 2011; it covers 150 hectares of land and provides significant opportunities for new investment in the economy. It is envisaged that the Alconbury Enterprise Campus will accommodate some 8,000 new jobs over 25 years to 2036. Although the Alconbury Enterprise Campus is outside of the Neighbourhood Plan area, it has the potential to significantly change both the numbers and diversity of job opportunities available to local residents of Huntingdon and beyond. Its presence and the opportunities and threats it poses must be taken into account in this Neighbourhood Plan.

44. The emerging Huntingdonshire Local Plan estimates that based on the anticipated population growth, provision for approximately 14,400 additional jobs in Huntingdonshire will be made between 2011-2036.



Opportunities for Employment

45. Employment land relates to business use within Classes B1, B2 and B8 of the Town and Country Planning (Use Classes) Order 1987. This involves:



Offices (B1a); Research and Development (B1b); and Light Industry (B1c)



General Industry which includes manufacturing (B2)



Storage or Distribution Centres (B8)

46. The Huntingdonshire Employment Land Study (ELS) (2014) provides an overall assessment of the employment and economic situation within Huntingdonshire, as well as an analysis of employment land and premises demand, supply and need across the district to 2036.
47. The ELS has identified that overall the demand for industrial floorspace is increasingly moving away from heavy manufacturing units towards smaller, higher quality units. However, there is also demand for large warehousing and distribution units. At the time of study in 2014, there was an oversupply of office floorspace in Huntingdonshire. The typical and emerging requirements for office space are for fairly small, high quality office space with a reasonable density and good quality access to either road or rail links.
48. The Huntingdon Neighbourhood Plan aims to promote Huntingdon as a place of great potential for business investment in order to boost opportunities for employment in the town. This will be achieved through policies that support employers looking to use previously developed land for employment sites.

Policy E1 - Opportunities for Employment

Proposals for economic development throughout Huntingdon will be favourably considered subject to compliance with other relevant planning policies. The regeneration and intensification of previously developed land will be particularly supported.

Change of use of existing employment sites or premises to alternative employment uses where permission is required will be supported where the applicant has demonstrated that no unacceptable adverse amenity or transport impacts will arise.

Applications which facilitate working from home will be supported, provided that they are small scale and do not undermine neighbouring amenity.

Business Investment

49. Given the likely scale of structural change within Huntingdon, the Neighbourhood Plan seeks to promote strategic high-quality investment and in particular support the provision

of high-quality employment within the town. This will help to address the numbers of residents leaving the town daily to travel to high quality employment in Cambridge.

50. The Huntingdonshire Economic Growth Plan (2013) asserts that a strong, growing economy is needed to achieve the Council's corporate vision, supported by strong business sectors, vibrant service sectors and readily available strategic development sites.
51. The Huntingdonshire Economic Growth Plan aspires for the district to become a destination of choice for people to live, work and invest. Three key objectives for 2023 are:
 - Huntingdonshire will build a flexible and resilient workforce, by attracting skilled, working people into Huntingdonshire to meet the needs of business and by supporting all existing Huntingdonshire communities so that they can benefit from economic growth.
 - Huntingdonshire will be a location of choice. By fostering the right environment for investment, by people and business, Huntingdonshire will take its place in the top 10 best places to live, work and invest in England by 2023.
 - Huntingdonshire will foster a culture of enterprise, by supporting the existing business base, encouraging investment from businesses in high value sectors into the district and by encouraging entrepreneurship at an early age.
52. In purely quantitative terms the 150ha at the Alconbury Enterprise Campus would be more than sufficient land to accommodate the level of jobs growth anticipated by 2036 for the whole of Huntingdonshire if it were developed for office uses with a relatively high jobs density. However, as the emerging Local Plan identifies, in order to achieve a thriving economy for the whole of Huntingdonshire it is important to have a good range of employment land and buildings available across the district. The Neighbourhood Plan aims to see the town remain balanced between housing, jobs and infrastructure and not be disadvantaged by the focus on investment at Alconbury.

Policy E2 - Business Investment

Proposals for development schemes which involve business investment which will result in the provision or opportunity for high skilled employment will be strongly supported subject to compliance with other relevant planning policies.

Huntingdon Town Centre

Background

53. The Huntingdon town centre area is effectively defined by the one-way ring road around the town centre, this was cut through the town in the 1960s. The A14 built in the 1970s currently runs through the town on a generally elevated route including a viaduct over the railway. The ring road creates a physical constraint to the expansion of the town centre and it forms a movement barrier to the rest of the town.
54. Huntingdon town centre offers a day-to-day range of food and comparison goods shopping for residents of the town and surrounding villages. The redevelopment of the retail shops in Chequers Court and St Germain Walk in the town centre has seen the area transformed with the introduction of new anchor stores and a selection of large and small shop units. Chequers Court has been extended in partnership with Huntingdon District Council to create a 700-space car park incorporating a multi-storey car park.
55. Huntingdon has a number of retail areas outside of the town centre, including Towerfields Retail and Leisure Park, a Tesco supermarket, St Peters Retail Park and Stukeley Road Retail Park. In addition, an Aldi supermarket has been developed on Edison Bell Way and a Lidl supermarket has been built on Stukeley Road.
56. Below this in the retail hierarchy is local neighbourhood shopping, which provide limited shopping opportunities to very local catchments. In Huntingdon there are neighbourhood centres at Oak Drive where the Oak Tree Centre health facility is also located, at Mayfield Road and at Cromwell Drive in Hinchingsbrooke. Huntingdon also has a market which adds to the overall diversity and retail offer.

Retail Development

57. The NPPF states that planning policy should “define the extent of town centres and primary shopping areas, and make clear the range of uses permitted in such locations.” The emerging Huntingdonshire Local Plan will define the town centre boundary, the Primary Shopping Area and Primary Retail Frontages. The Local Plan definition of the town centre should be used in the application of these policies.
58. The Neighbourhood Plan aims to see the retail offer in the town centre increase and diversify. Through consultation, local residents have identified that development of the retail offer of the town centre is the most important issue. Many residents have requested a greater variety of shops in the town, including more national retailers. The recent development of further out of town supermarkets has the potential to further threaten the role of the town centre. Therefore, the main focus should be to attract residents to shop within the town centre rather than going elsewhere.

Policy TC1 - Retail Development

Additional retail provision, including the sub-division of existing shop units or the creation of larger shop units involving two or more existing units will be favourably considered at ground floor level in the primary shopping area (as defined in the Huntingdonshire Local Plan), provided that development, without clear and convincing justification, avoids harm to, or loss of, the significance of the Huntingdon Conservation Area and any nearby listed buildings.

Public Realm and Movement Around the Town Centre

59. The term ‘public realm’ refers to the public spaces between buildings. It’s the pavements, squares, seating, signage, materials and planting. Public Realm plays a key role in defining a town’s wider image and has an impact on how residents perceive the quality of the town. Investment in the public realm reaps both environmental and economic returns. Improving street design can make a major difference to market values. Investment in public realm can also lead to social benefits by promoting social cohesion and reducing levels of crime.
60. In Huntingdon, the High Street is pedestrianised from the junction with Hartford Road at the southern end to the junction and George Street to the north. St Benedict’s Court, All Saints Passage, Chequers Court and St Germain Walk are also pedestrianised. The materials used are not consistent indicating that they have been pedestrianised at different times. The public realm in the retail heart of the town centre is of higher quality than that of the wider town centre.
61. St Germain Street is an area of poor quality public realm, it performs a mixed role of car parking, delivery and servicing for retail stores and access to Parkside residential properties. It does not provide an effective welcoming gateway to the town centre and has the appearance of being somewhat unplanned. The need to improve pedestrian linkages between St Germain Street and the High Street is also important in order to improve this area as a gateway to the town centre.
62. The town centre also lacks seating which is problematic for elderly residents and tourists/visitors.
63. An enhanced public realm benefits everyone, including retailers, business, residents and visitors. Enhancing the public realm of the town centre will enhance its vitality and viability and help to create a town centre that local residents are proud of.

Policy TC2 - Public Realm

Development proposals which have the potential to impact on the public realm will be expected to demonstrate how they will contribute to high quality streets, pavements and other publicly accessible areas (the public realm) within the town centre, subject to complying with all other planning policies.

Development proposals which have the potential to impact on St Germain Street will be expected to demonstrate how they will make a positive contribution to the existing public realm.

Development proposals which have the potential to impact on St Benedict’s Court will be expected to demonstrate how they will make a positive contribution to the existing public realm.

Where appropriate, improvements to the existing public realm, to ensure safe and high-quality access for all users, should be delivered alongside proposals. Residential and commercial schemes should make provision for new public squares, parks or spaces of a scale and type appropriate to the development and its context.

64. St Benedict’s Court is another problem area highlighted during public consultation. The lack of clear public realm linkages between the bus station and the town centre was identified as an issue by local residents. This lack of connectivity does not help the bus station to be an effective welcoming gateway to the town centre for both residents and visitors to the town.

65. There are currently a large number of vacant retail spaces in the St Benedict's Court area. The Neighbourhood Plan aims to promote development and alternative uses of these spaces to bring life back to the area.

Policy TC3 - St Benedict's Court

Proposals that contribute to the regeneration of St Benedict's Court as a retail area will be strongly encouraged. A mixed-use redevelopment with a wide range of town centre uses (including retail, hotel, food and drink, cultural and leisure, office and residential) would be welcomed.

The use of Class A retail and service premises in the St Benedict's Court area for temporary uses, including 'pop up' shops and cultural and leisure uses, will be supported where:

- it does not result in the loss of existing retail spaces.
- It can be demonstrated that there will be no detrimental impact on neighbouring retail spaces

Town Centre Car Parking

66. The community consultation identified that the provision of car parking within the town centre is an important issue. The redevelopment of the Chequers Court and St Germain Walk area has included the provision of a new multi-storey car park to serve Sainsburys, Chequers Court and St Germain Walk and the wider town centre. Car parking provision within the town centre is in both public and private ownership.
67. To improve the vitality and viability of the town centre as a retail and service destination, the number of car parking spaces in the town centre should be safeguarded. The two-stage approach of improving sustainable travel linkages to the town centre and safeguarding existing car parks will help to support the role and function of the town centre.
68. During the public consultation, residents indicated that they would like to see a reduction in vehicular use of the pedestrianised areas, including inappropriate deliveries and parking in these areas. Residents also identified on-street parking being a barrier to effective pedestrian linkages, particularly from the bus station.
69. National and local planning policy seeks to promote sustainable transport modes such as public transport, walking and cycling. It seeks to move away from the use of private car to help tackle climate change, pollution and congestion. However, many local residents, visitors and tourists will continue to need to rely upon use of the private car to get around. The ambition to grow Huntingdon town centre as a retail, service and visitor destination is therefore reliant upon adequate, accessible, convenient, safe and secure car parking provision.

Policy TC4 - Town Centre Car Parking and Access

The loss of public car and motorcycle parking spaces serving Huntingdon town centre will be resisted unless it can be demonstrated that the loss of any such spaces would not adversely affect the vitality and viability of the town centre as a retail, service and visitor destination. Development proposals will be supported where they maximise the potential for cycling and walking linkages to and within the town centre.

Support will be given to the development of additional car parking provision which is intended to serve the town centre provided that it is of an appropriate scale, layout and design and has appropriate regard to the character and appearance of the surrounding area, the Conservation Area and other heritage assets.

Support will be given to improving the quality of public and on-street parking in the town centre so that it is convenient, safe, secure and available for short-stay use in order to protect the vitality and viability of the town centre as a retail, service and visitor destination.

The loss of any privately owned or controlled parking provision within the town centre will be resisted where it will result in additional on-street parking or reliance on public car parking provision.

Local Neighbourhood Shopping

70. There are a number of existing local neighbourhood centres in Huntingdon, including Oak Drive, Cromwell Drive and Mayfield Road. There are also local neighbourhood retail facilities co-located in other local facilities such as petrol filling stations. These provide an important role in providing local neighbourhood shopping to local communities. Top-up shopping is developing rapidly as a convenient and regular form of food shopping and local convenience stores have seen a resurgence.
71. Many of the newer housing developments in the Neighbourhood Plan area have been built with no provision for retail or community facilities. The plan needs to ensure this is no longer acceptable, as the residents have indicated that it is important to maintain the local retail offerings which do exist to ensure those without transport (public or private) are able to shop within walking distance of their homes. In addition, we need to provide local shopping facilities for more of our community, given the lack of facilities provided in recent developments, for small top-up shopping and pharmacies nearer to where people live.

Policy TC5 - Local Neighbourhood Shopping

Proposals which result in the loss of existing local neighbourhood shops will only be supported where the applicant has demonstrated that there is no reasonable prospect of the site or premises being used for ongoing retail or community uses. Applicants will be expected to demonstrate that the existing use is no longer viable and that the site has been marketed for a continuous period of at least 12 months for a permitted retail or community use.

Proposals which provide local shops of a relative scale to serve existing and new communities within Huntingdon will be supported. Proposals which provide local neighbourhood retailing of a relative scale at existing petrol station sites will be supported; as will local shopping facilities for more of our community for small top-up shopping and pharmacies nearer to where people live.

Tourism, Leisure, Sports and Community Facilities

Background

72. Huntingdon is ideally situated on the main hub of the A14 and A1. It is just 55 minutes by train from London and 25 minutes by car from Cambridge. The town is well served by public transport, including the 'Busway' guided bus to Cambridge. The nearest airport is Stansted, approximately one hour's drive away. Huntingdon is well placed for a wide choice of things to do for visitors and tourists.
73. As well as the shops, cafes and restaurants, there are a number of places to visit which cater for the full range of visitors including families. These include: The Cromwell Museum opened in 1962 in the old grammar school where Cromwell and Samuel Pepys were once pupils; the Tudor Hinchingsbrooke country house built around an early 13th century nunnery and given by Henry VIII to Richard Cromwell in 1538 at the time of the Dissolution; and Huntingdon Racecourse.
74. There are a number of leisure and entertainment facilities within Huntingdon including the Commemoration Hall in the town centre; Performing Arts Centre at Hinchingsbrooke; local drama clubs operating at various venues; and a cinema at Towerfields Leisure Park.
75. The 'One Leisure' publicly owned leisure centre is located at the KGV (King George V) St Peter's Road sports hub which includes a tennis club, cricket club and two bowls clubs leased by the Town Council. In addition, the Town Council leases the Gymnastics Club at Mayfield Road which trains several world class athletes. Privately owned facilities include Marriott Leisure; and Sports Direct Fitness.
76. There are a number of health facilities in Huntingdon, including multiple doctors' surgeries, dentists and pharmacies spread throughout the town.
77. Community facilities are defined as village halls, church halls, community centres and multi-use facilities. These facilities typically provide community uses such as adult learning courses, events and activities. Community facilities can also provide space for arts or cultural activities and serve wider purposes such as providing affordable space for events or small businesses to hire.
78. The town includes a wide range of community facilities and public buildings including: a number of places of worship; Library; Alconbury Weald Information Exchange; Army & Sea Cadets; Citizens Advice Bureau; Cornerstone Pregnancy Crisis; Fire Station; Huntingdon Volunteer Centre; Huntingdonshire District Council; Huntingdon Town Council; Inclusion; Job Centre Plus; Law Courts; Police Station; Registration & Coroners Service; Saxongate Learning Centre; and Shopmobility. Other community facilities include the Huntingdon Community Day Centre; The Town Hall; St Marys Parish Hall; Hartford Village Hall and the Medway Centre.
79. Education provision in the town includes the following:
- Further Education/Sixth Form - St Peter's School; Hinchingsbrooke School; and Huntingdon Regional College
 - Secondary - St Peter's School; and Hinchingsbrooke School
 - Primary - Huntingdon Primary; Stukeley Meadows Primary; St Johns CofE Primary; Hartford Junior; Hartford Infants; Thongsley Fields Primary; and Cromwell Academy
 - Other - Huntingdon Nursey; Spring Common Academy; and Thongsley Fields Nursery

Tourism Development

80. Tourism in Huntingdon has many advantages, including increased employment opportunities and economic growth. Huntingdon's rich historic heritage makes it an ideal destination for tourists. Historical sites such as the Cromwell museum, located in the former Grammar School building, Hinchingsbrooke House, once home of the Earl of Sandwich, and Huntingdon Town Hall are a huge draw for tourists. The town's leisure parks, retail areas (in particular the new Chequers Court Shopping Centre), and green spaces also provide facilities for tourists.
81. Tourism in Huntingdon will also be supported by the 5-year heritage programme running from the Town Hall. The project aims to increase visitor numbers to the town, specifically the Town Hall and Cromwell Museum, and to increase awareness of local history.
82. The programme will include a number of events and displays in the Town Hall and Cromwell Museum across the 5-year period, as well as providing additional 'back of house' accommodation and learning space for the Cromwell Museum, allowing the museum to increase the services it can offer.
83. Huntingdon currently has some facilities for holiday accommodation, including but not limited to, The Old Bridge Hotel, The George Hotel and Sandford House Hotel. As tourism grows in the town, the need for additional holiday accommodation will increase.

Policy TL1 - Tourism Development

Proposals for new tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities) within the existing built up area of the town will be supported where:

- No adverse impact to the amenity or character and appearance of the surrounding area will arise
- No adverse impact on the highway network will occur.

Proposals for new tourism development outside of the existing built up area of the town will be supported where:

- The location is well-related to the existing built up area
- Safe pedestrian, cycle and vehicular access can be achieved to the existing built up area
- The proposed development will not have a detrimental impact on the character or amenity of the immediate surroundings, nor of the wider area.

Proposals for overnight accommodation will not be supported outside of the built up area of the town.

Leisure and Community Infrastructure

84. The Neighbourhood Plan seeks to encourage further provision of leisure and community facilities across Huntingdon. This was identified as an important issue for local residents through consultation. Leisure and community facilities are provided by both the public and private sectors. Huntingdon does not currently have a spread of leisure and community facilities across the town, like many settlements they have tended to be provided in concentrated areas and many of the housing areas have to travel some distance to access leisure and community facilities.
85. Feedback from the Huntingdon Neighbourhood Plan questionnaire highlights a range of leisure and community facilities that residents would like to see more of in Huntingdon.

Suggestions include performing arts facilities, a bowling alley, public houses, community centres and facilities for evening entertainment. A large percentage of residents noted the need for a boost to the night-time economy in the town.

86. The questionnaire feedback also emphasises the need for additional leisure and community facilities young people in Huntingdon. The ACRE Children and Young People Policy Position Paper 2014 notes that without sufficient facilities for young people, they are likely to move away to access the services they need, therefore skewing the population towards an older demographic. Facilities for young people could include education, training, sports and recreation.
87. This policy applies to the full range of leisure and community facilities, including leisure; recreation; entertainment; cultural; health; education; learning; public services; halls; and churches. Huntingdon has a number of local and national cafes and restaurants both in the town centre and on Towerfields Leisure Park. This policy is not intended to cover cafes, restaurants or take-aways which fall within the 'Retail' class of the Use Classes Order. The policy does however include public houses which are commonly considered to be a community facility.

Policy TL2 - Leisure and Community Facilities

Proposals for leisure and community facilities that positively contribute to the night-time economy in the town centre will be supported where it can be demonstrated that no adverse impact to the amenity or character and appearance of the surrounding area will arise; and no adverse impact on the highway network will occur.

Proposals for development that provides leisure and community facilities for young people will be supported where it can be demonstrated that no adverse impact to the amenity or character and appearance of the surrounding area will arise; and no adverse impact on the highway network will occur.

Provision of Sports Facilities

88. Huntingdon has a variety of sports facilities within the town, including cricket, indoor & out door bowls and indoor & outdoor tennis at the KGV St Peter's Road site. Football and archery are located at Jubilee Park and the Olympic Gym at Mayfield Road provides facilities to train up to and including Olympic medal standard. Additional football facilities are provided at Sapley Park and Riverside Park.
89. Huntingdon Rugby Club, Huntingdon Hockey Club and Huntingdon Netball Club are all 'homeless' clubs with no permanent home. The rugby club are decamped at Huntingdon Racecourse using the summer car park/camp site to play on. The Hockey club having been moved from Hinchingsbrooke School to Kimbolton School, now find themselves having to play their home games in Bedford and the netball club are playing in St Ives.
90. These three sports are facing increasing difficulties in recruiting/retaining local players to enable them to develop their clubs/sport as local residents find it difficult to join and participate in these sports.
91. Huntingdon Town Council is embarking on an ambitious plan for the provision of a sports village adjacent to the north of the town, to enhance the existing sports facilities and to provide a home for the three displaced sports clubs. As this project includes land outside of the designated Neighbourhood Plan area, the site has not been allocated in the Neighbourhood Plan.

92. The aim of Sports Village would be to provide: six football pitches, six rugby pitches, 3G pitch, 2G sand fill hockey pitch, archery range, along with an internal archery range and two indoor netball courts. The Sports Village would be complemented with an appropriate club house to cover all sporting and changing facilities, along with the administration, catering and social aspect requirements and substantial car parking facilities.
93. The Sports Village, although owned by the Town Council would be run by a sports manager to provide, develop and implement a proactive sports development plan, in partnership with the existing Huntingdon Sports Clubs.
94. The Town Council, since taking ownership in 2014, have been upgrading Coneygear Park, and have been granted planning permission to provide a new Community Building, with changing room facilities provided. This will enable the existing sports groups (including boxing, judo and Zumba) at the Medway Centre to expand at the new venue. The existing half basketball court has been replaced with a full sized and fenced MUGA, and the existing football pitch will be enhanced, with access to changing room facilities. This will allow organised activities to take place, as well as encouraging local users to use the new facilities and take part in sporting activities.

Policy TL3 - Provision of Sports Facilities

Proposals for the provision of sports facilities outside of the existing built up area of the town will be supported where:

- The location is well-related to the existing built up area
- Safe pedestrian, cycle and vehicular access can be achieved to and from the existing built up area
- The proposed development will not have a detrimental impact on the character or amenity of the immediate surroundings, nor of the wider area
- The proposed scale and mix of uses is justified through robust evidence of local need which takes into account existing public and private sector provision within the Huntingdon Spatial Planning Area.

Protection of Community Assets

95. The Neighbourhood Plan seeks to ensure that local residents are not disadvantaged by the loss of important community assets within Huntingdon. Whilst it is recognised that community assets can sometimes suffer from little use or become financially difficult to sustain, the NPPF places importance on the prevention of their unnecessary loss.
96. The loss of local services or community facilities can have a serious impact upon people's quality of life and the overall vitality of communities. With an increasing proportion of older people in the population access to locally based services may become more important, the retention of services and facilities locally helps to reduce the need to travel.
97. Feedback received during the community engagement campaign highlighted the strength of the arts in Huntingdon. The town boasts a huge range of arts and cultural organisations, including drama and theatre groups, dance groups and musical groups, many of whom put on performances that bring in large numbers of visitors from outside of the town. The following policy seeks to ensure that community facilities which allow these groups to flourish are protected.

98. Residents also highlighted a number of important community leisure facilities, including the local library, cinema and sports clubs, which this policy also seeks to protect.

Policy TL4 - Protection of Community Assets

The following community assets will be protected:

- Huntingdon Town Hall
- Commemoration Hall
- Hartford Village Hall
- St Mary's Parish Hall
- The Maple Centre
- Huntingdon Community Centre
- Saxongate Community Learning Centre
- Huntingdon Library
- One Leisure Huntingdon
- Cineworld Huntingdon
- Cromwell Museum
- Hinchingsbrooke Performing Arts Centre
- Huntingdon Gymnastics Club

Development proposals that would result in the loss of community assets will be resisted unless it can be shown that they are poorly used and lack community support; that they are not financially viable; or an equivalent service or community facility will be provided in a location with an equal or better level of accessibility for the community it is intended to serve.

Development proposals to enhance or expand community assets will be supported where no adverse impact to the amenity or character and appearance of the surrounding area will arise.

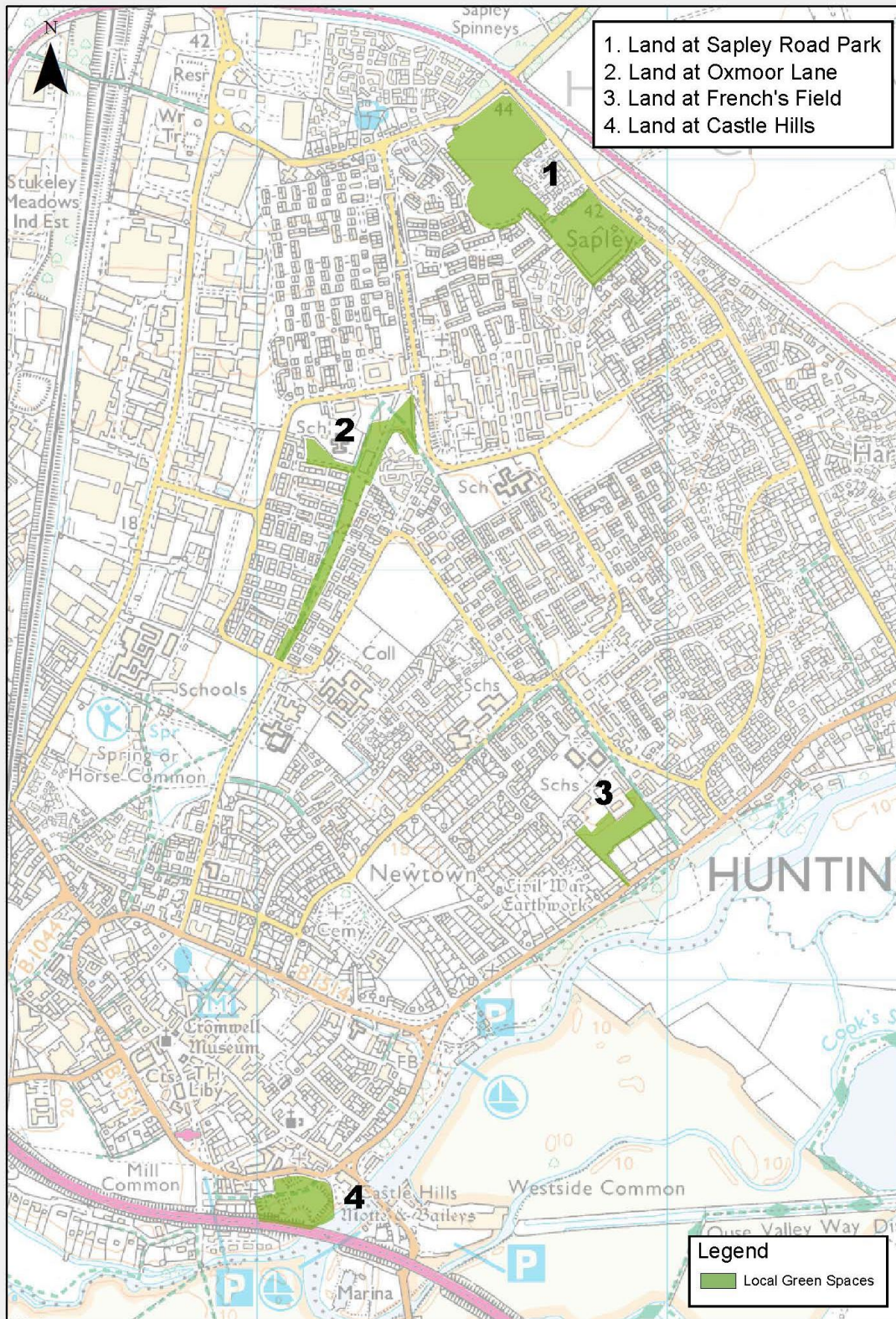
Natural, Built and Historic Environment

Background

99. The built environment of Huntingdon includes the character, design, layout and scale of the buildings and the streets. The town contains 5 Scheduled Monuments and 123 Listed Buildings (4 Grade I; 10 Grade II*; and 109 Grade II), it also contains a Conservation Area which was designated in 1972 and last amended in 1991 to include the town centre and Hinchingsbrooke. These designated heritage assets form an important part of the overall character and appearance of the town.
100. The natural environment in Huntingdon includes a number of significant open areas and the river corridors of Alconbury Brook and the River Great Ouse. The town boundary also includes some areas of open countryside. Important open areas include Mill Common; Views Common; Spring Common; Castle Hills; and Hinchingsbrooke Country Park. The very southern edge of the NDP area contains part of Portholme Meadow a 106Ha biological Site of Special Scientific Interest between Huntingdon and Godmanchester. Portholme Meadow is also a Special Area of Conservation (SAC). The northern end of the NDP area contains part of the Great Stukeley Railway Cutting SSSI.

Local Green Space

101. In 2012, the Government introduced a new designation of Local Green Space through the NPPF allowing local communities to put forward green areas of particular importance to them for protection. Once designated, planning permission will only be granted for the development of the sites in very special circumstances.
102. Local Green Space designation will not be appropriate for most green areas or open space. The designation should only be used:
- where the green space is in reasonably close proximity to the community it serves;
 - where the green area is demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
 - where the green area concerned is local in character and is not an extensive tract of land.
103. The sites listed in the policy have been assessed as according with the criteria for Local Green Space as set out in the NPPF and are therefore considered to be in reasonably close proximity to the community they serve; local in character and not an extensive tract of land; and demonstrably special to the local community and holding a particular local significance. Summaries and larger scale maps of each of the designated Local Green Spaces are set out in the Appendices.
104. Huntingdon contains three commons which have a historical significance to the town and its overall setting: Mill Common, Views Common and Spring Common. Common land is protected and therefore does not need to be designated as a Local Green Space.



1. Land at Sapley Road Park
2. Land at Oxmoor Lane
3. Land at French's Field
4. Land at Castle Hills

Legend
 Local Green Spaces

Scale 1:12,500

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Policy NE1 - Local Green Space

The following sites are designated as Local Green Spaces:

- Land at Sapley Road Park
- Land at Oxmoor Lane
- Land at French's Field
- Land at Castle Hills

Development proposals on these sites will only be supported where they:

- Enhance the amenity or character and appearance of the site
- Provide appropriate facilities (in connection with the existing use of the land or a change of use) for outdoor sport or outdoor recreation in the circumstances set out in Paragraph 145 b) of the NPPF February 2019.
- Have no adverse impact on the landscape, habitats and biodiversity of the site (and provide net gains where practical), or where it is unavoidable, it is clearly outweighed by other considerations.

Proposals adjacent to these sites will need to demonstrate that they will not harm the setting of the Local Green Space and where possible enhance access to the Local Green Space for people and wildlife.

Open Space and Green Infrastructure

105. There is a good and varied provision of public open space within Huntingdon. The Government is committed to halt the overall decline in biodiversity including by establishing coherent ecological networks. The NPPF requires the planning system to contribute to and enhance the natural and local environment by protecting valued landscapes and minimise impacts on biodiversity and, where possible, planning decisions should seek to provide a net gain in biodiversity. The provision of Green Infrastructure contributes to this overall objective. Providing new play space as part of future development is likely to be encouraged, this needs to complement and supplement existing provision within the town.

106. There are currently four allotment sites which are run and managed by Huntingdon Town Council. The four sites are:

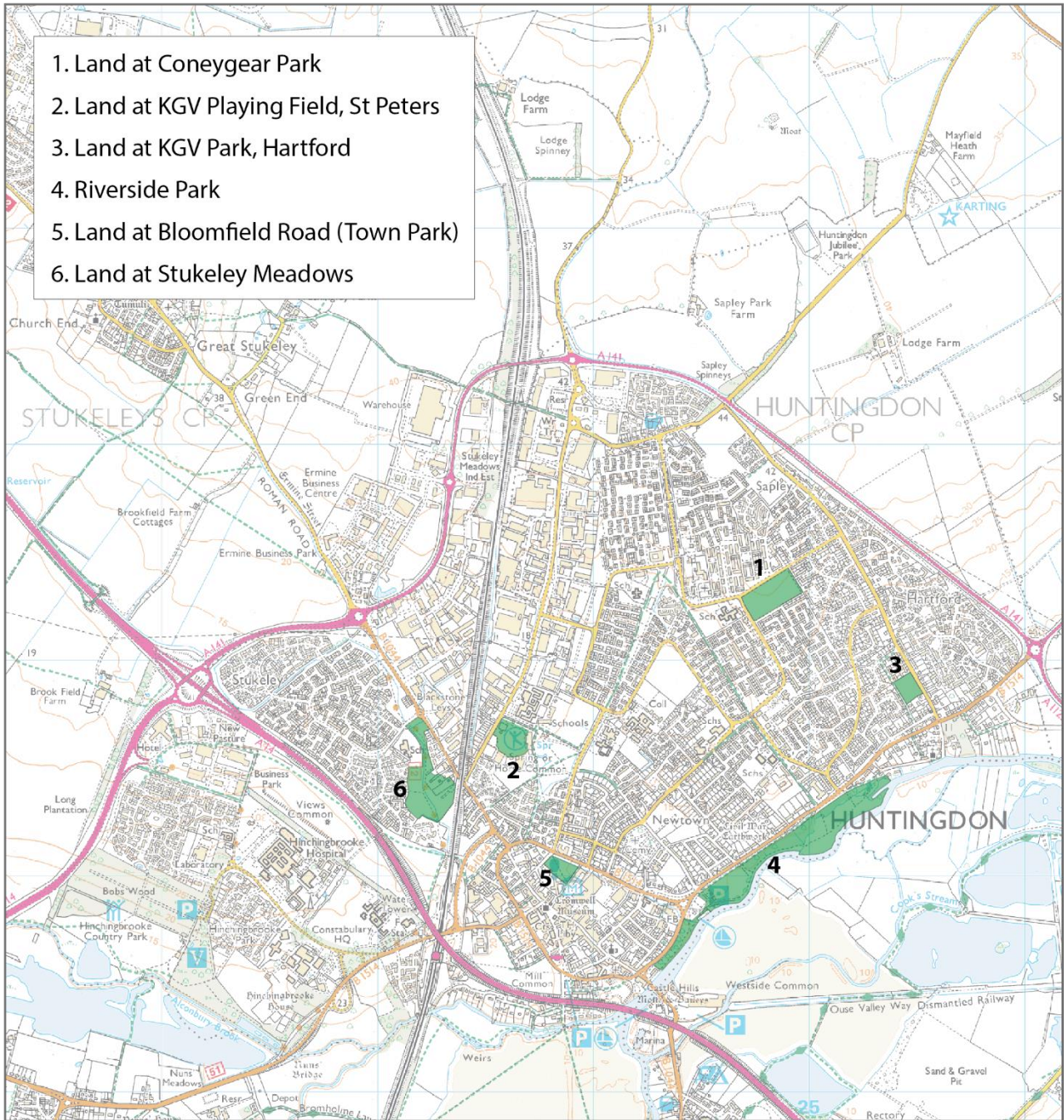
- Hartford Road
- North Street
- Primrose Lane
- Sallowbush Road

107. Huntingdon also contains three cemeteries, Priory Road; Primrose Lane; and North Street. Priory Road Cemetery was first established in the 1850s and was originally laid out by Robert Hutchinson, a well-known Architect at the time. It is dominated by a Victorian Chapel, which is still available for use in connection with local internments. Primrose Lane Cemetery was established in November 1982. North Street Cemetery was opened in January 1997.

108. The following sites are designated as Areas of Important Green Infrastructure:

- Land at Coneygear Park
- Land at King George V Playing Field St Peters
- Land at King George V Park Hartford
- Land at Riverside
- Land at Bloomfield Park (Huntingdon Town Park)
- Land at Stukeley Meadows Local Nature Reserve

109. Descriptions and larger scale maps of the Areas of Important Green Infrastructure and the potential developments that could be appropriate on these sites can be found in Appendix 2



Policy NE2 - Open Space and Green Infrastructure

The following sites are designated as Areas of Important Green Infrastructure:

- Land at Coneygear Park
- Land at King George V Playing Field St Peters
- Land at King George V Park Hartford
- Land at Riverside
- Land at Bloomfield Park (Huntingdon Town Park)
- Land at Stukeley Meadows Local Nature Reserve

Proposals for built development within these sites will be permitted where it relates to supporting their ongoing community use as green infrastructure including the provision of additional facilities for leisure and recreation.

Open spaces within Huntingdon that provide an amenity area or make a positive contribution to the streetscene or form part of the overall form and character of the settlement will be protected from encroachment.

A proposal involving the loss of open space that provides an amenity or recreation function will only be supported where:

- Alternative open space of equal or higher quality is provided in close proximity; or
- The alternative use would address locally identified issues and the loss of open space would be compensated for by qualitative improvements to open space in close proximity.

Where possible, new areas of useable open space delivered as part of new development should be provided within central locations within the development site to ensure good accessibility, unless it can be demonstrated that the open space would be better suited to an alternative location on the development. Elsewhere new areas of open space should be located at sites which are accessible to the community it intends to serve.

Setting of Huntingdon

110. The natural environment in Huntingdon includes a number of significant open areas and the river corridors of Alconbury Brook and the River Great Ouse. The town boundary also includes some areas of open countryside. These features contribute to the overall setting of the town. More locally the setting of individual parts of the town are characterised by the built form and by landscaping and planting.
111. New development must be sufficiently screened by new tree & hedgerow planting to maintain (and enhance) current landscape views and rural character. Existing landscape setting and views into and out of the town should be protected. The green networks within the town are important to the setting of Huntingdon. They also make a positive contribution to health & well-being and species diversity/habit protection.
112. The river corridors of Alconbury Brook and the River Great Ouse also provides an important element of the green infrastructure for the town and the overall setting of the Neighbourhood Plan area.

Policy NE3 - Setting of Huntingdon

Development within and on the edge of Huntingdon will only be permitted where it responds positively to the area's character and identity.

New development will be supported provided that it does not adversely affect or devalue the structure, diversity or views of the streetscene and landscape. New development, where supported by other planning policies, must be integrated into the streetscene and landscape through design and the incorporation of suitable green buffers and planting including trees.

New development must be sufficiently screened by new tree & hedgerow planting to maintain and where possible enhance current landscape views and rural character, unless it can be demonstrated that this is not appropriate for the location.

Development affecting Alconbury Brook, the River Great Ouse or Portholme Meadow will be supported where it makes a positive contribution to the character, appearance, setting, recreational purpose and biodiversity value of the river corridor.

Development affecting Hinchingsbrooke Country Park will be supported where it makes a positive contribution to the character, appearance, setting, recreational purpose and biodiversity value of the park.

Development affecting the Great Stukeley Railway Cutting SSSI will be supported where it makes a positive contribution to the character, appearance and biodiversity value of the SSSI.

Design and Landscaping

113. Design goes beyond architecture and deals with the interaction of people with places. It includes ensuring that development:
- is safe, accessible and legible for all users including those with mobility issues;
 - reflects the existing character, local distinctiveness and heritage of places;
 - facilitates interaction between different groups;
 - offers opportunities for people to improve wellbeing;
 - provides a good standard of amenity; and
 - promotes efficient use of natural resources.
114. Section 12 of the NPPF and the design section of the NPPG provide guidance on the design of development. Good design not only involves individual buildings; equally important in creating attractive places is the role of public and private spaces. A well planned structure of routes, buildings and spaces is key to developing successful places and to integrating new development into the surrounding area. The design and layout of buildings, open spaces, roads, parking provision and footpaths can reduce the real and perceived risk of crime by reducing opportunities to commit crime, improving public safety and adding visual interest which can contribute to a sense of security.
115. The NPPF places great importance on ensuring that development is well designed. Ensuring that development functions well and is safe and inclusive for all users is a central part of sustainable development.
116. New developments should include green public open space, including tree planting. Further information can be found in the Huntingdonshire Design Guide SPD (2017).

Policy BE1 - Design and Landscaping

Proposals will be supported where they provide landscaping and green public open space to help it integrate into the built form and the surrounding landscape as appropriate to the scale and form of development proposed. The following design principles must be taken into account:

- a) promote a sense of place to include streets, squares and other public spaces with a defined sense of enclosure through high quality hard and soft landscaping with attractive green spaces and corridors for recreation and biodiversity;
- b) deliver attractive, usable and durable buildings and spaces that function well and promote accessibility and permeability by creating safe and welcoming places that connect with each other and are easy to move through, putting people before traffic and integrating land uses and transport;
- c) reflect the density of development in the local area, including reducing density where appropriate on parts of sites adjacent to the countryside edge of the town; and
- d) accesses should be attractive and must ensure that good vision is achieved for drivers.

All soft landscaping should contribute to supporting native fauna where possible.

Where applicable, proposals must be supported by a plan clearly showing the extent of the landscaping and form this will take. Proposals will also need to make it clear how the landscaping

will be managed in the future. In addition proposals should demonstrate how they have been designed to:

- Encourage access for all users;
- Reduce the risk of fly-tipping and other anti-social behaviour; and
- Be maintained in the long term.

New major developments should include green public open space, including both mature and newly planted indigenous trees. This is important for the well-being of the occupants, for wildlife and to help ease the threat of flooding by providing areas to soak water away

Local Distinctiveness and Aesthetics

117. The distinctive character design aims of the Neighbourhood Plan are that building design should respond to local character and the history and identity of local surroundings, including use of local materials, plan depth, plot width, layout materials and details of roof orientation. Further guidance in relation to functional design requirements are provided within the Huntingdonshire Design Guide (2017) Section 3.5 Parking & Servicing.

Policy BE2 - Local Distinctiveness and Aesthetics

All development must be designed to a high quality that reinforces local distinctiveness, including in relation to materials, built form and settlement patterns.

Design should be guided by the:

1. Overall scale & density;
2. Massing & height;
3. Landscape and
4. Access to the site and its surroundings including considerations of flood risk management.

Buildings in major developments should have variations in height, style and position. They should reflect the local heritage design and characteristics with a variety of traditional and modern building materials.

Careful consideration should be given to the servicing requirements of buildings to ensure that essential items such as car parking and space for the storage of waste and recycling bins are successfully integrated into the design, including access for service and emergency vehicles.

Historic Environment

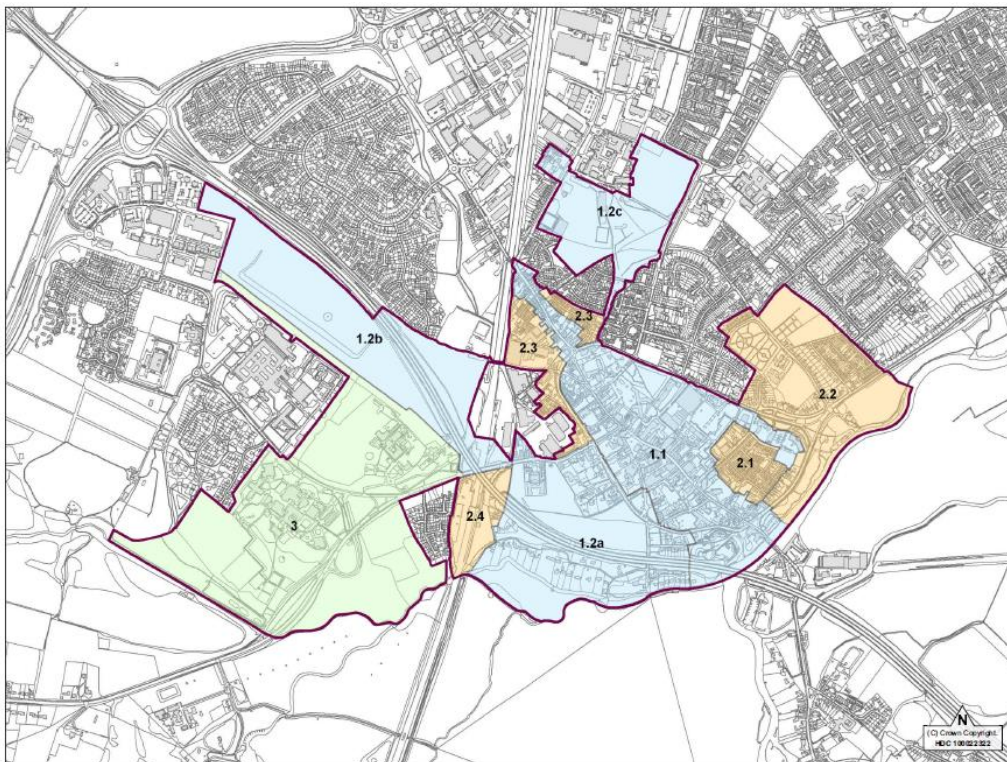
118. Heritage assets (as defined in the Glossary) are buildings, monuments, sites, landscapes and townscapes which have historic or architectural significance; collectively they help make the historic environment.

119. Areas of special architectural or historic interest are designated as Conservation Areas to help preserve and enhance them for future generations. Once designated, there are restrictions on the nature of works within Conservation Areas that can be carried out to properties and trees without permission from the local planning authority. Section 72 of the 1990 Act also requires that “*special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area*”. The effect of development proposals on the special character and significance of Conservation Areas should be given considerable weight when determining planning applications.

120. The Huntingdon Conservation Area Appraisal highlights qualities of the area that are seen worthy of protection and enhancement. In addition to the Huntingdon Conservation Area, the town also contains the Hartford Conservation Area.



The Hartford Conservation Area Boundary
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The Huntingdon Conservation Area Boundary and the Character Sub Areas
© Huntingdonshire District Council

121. The Listed Buildings and Conservation Area Act (1990) requires the Government to compile a list of buildings of special architectural or historic interest. This ensures that the planning system is able to give weight to their conservation in making planning decisions.

122. Listed Building Consent is required for all works of demolition, alteration and extension to a Listed Building that affect its character as a building of special architectural or historic interest. The town contains 5 Scheduled Monuments and 123 Listed Buildings.
123. During the public consultation phase, residents raised concerns regarding HCV and bus traffic travelling through residential areas within the Huntingdon Conservation Area. While the Neighbourhood Plan cannot provide additional protection that is not already offered by the Conservation Area, the Neighbourhood Plan emphasises the importance of protecting the Conservation Area.

Policy BE3 - Heritage Assets

Proposals for the change of use of listed buildings and development affecting or within the setting of listed buildings requiring planning permission will be required to demonstrate that the proposal avoids harm to the significance of any heritage assets potentially affected. Where harm is considered to be unavoidable, the proposals should demonstrate how that harm has been appropriately mitigated. Any harm remaining will require a clear and convincing justification.

Development proposals should take account of the distinctive character and setting of the Huntingdon Conservation Area and Hartford Conservation Area, including residential areas, open spaces and natural features and reflect this in their layout, design, form, scale, mass, use of materials and detailing.

Development proposals should take account of their effect on heritage assets and their settings with the potential for archaeological interest. Proposals that are likely to affect known important sites, sites of significant archaeological potential, or those that become known through the development process, will be required to submit an appropriate desk-based assessment and, where necessary, a field evaluation. This will then be used to inform a range of archaeological mitigation measures, if required, for preservation by record and more occasionally preservation in situ.

All development proposals affecting heritage assets and their settings, including new operational development and alterations to existing buildings, where they form or affect heritage assets should utilise appropriate siting, design, detailing, materials and methods of construction. Particular attention should be paid to reflecting locally distinctive styles of development and these should respect traditional methods and natural materials wherever possible.

Where development proposals requiring planning permission involve demolition, the resulting impact on heritage assets will be assessed under this policy.

Travel and Transport

Background

124. Public consultation has highlighted Huntingdon to be a town with great transport connections, but they can also be a source of frustration for the community. 60% of residents who responded to the neighbourhood plan questionnaire said they use the car as their main form of transport, but almost two thirds also travel either on foot, by bus or by bike. This split highlights the importance of ensuring that the whole transport network is fit for purpose.
125. Transport corridors can be a barrier to movement by non-vehicle modes of travel, for example the Ring Road is a potential barrier to local residents accessing the town centre by foot or cycle. The plan supports the aims and objectives of the Huntingdon & Godmanchester Market Town Transport Strategy in addressing these problems.
126. The built up area of Huntingdon is bisected by the East Coast Mainline and by the A14 strategic highway route. Across the whole of the plan area there are only five crossings of the railway line, three road crossings and two pedestrian only crossings. The rail corridor does however bring the benefit of a green corridor into the town. Across the whole of the plan area there are only four crossings of the A14, three road crossings and one pedestrian only crossing.
127. The existing A14 trunk road between Cambridge and Huntingdon is well known for congestion and delays. Almost 85,000 vehicles use this stretch of the A14 every day; a lot more than we originally designed for. Around a quarter of these vehicles are heavy goods vehicles, well above national average for this type of road.
128. The government has made a provision for £1.5 billion of capital investment for an improvement scheme for the A14, details of which can be found at the [Highways England website](#). The proposals will be funded through a combination of contributions from Central Government, local authorities and Local Enterprise Partnerships. Once work is complete the existing A14 will be 'de-trunked' between Huntingdon and Swavesey and between Alconbury and Spittals interchange. This means the road will gain county road status and Highways England will pass responsibility for the road to Cambridgeshire Council.
129. The A14 improvement scheme will see construction of a new Huntingdon Southern Bypass, approximately 12½ miles in length, this will remove a large proportion of traffic from the existing A14 through Huntingdon. This will include the demolition of the A14 rail viaduct over the East Coast Mainline railway and Brampton Road in Huntingdon. A through route will be maintained broadly along the line of the existing A14 through Huntingdon, and a new link road will be constructed from Brampton Road to connect with the A14 to the west.
130. On the opening of the new route expected sometime in 2019/2020, the existing A14 Huntingdon viaduct will be closed and demolished with the new road network for Huntingdon created. This work is planned to take a further 18 months to be completed.
131. The A14 improvement scheme will bring significant changes to the transport network in Huntingdon. It is planned that the Huntingdon Neighbourhood Plan will guide development in the town until 2026, but is likely the plan will require amendments before 2026 to take into account the changes brought about by the completed A14 improvements.

Sustainable Transport

132. Travel needs to be convenient to people but at the same time cause as little damage to the environment as possible. This is the underlying principle of sustainable travel. All new development planned should reflect how this will happen and the following policy seeks to achieve this.
133. It is recognised that there is currently an imbalance between housing and employment leading to many residents needing to travel long distances to work, where for many the car is the only alternative. The Neighbourhood Plan aims to promote sustainable travel by encouraging improvements to infrastructure, including public transport networks, cycling infrastructure and safe pedestrian routes.

Policy TT1 - Sustainable Transport

Development proposals will be supported where they demonstrate how opportunities for the use of sustainable modes of transport are maximised. New development should connect to existing networks of sustainable transport to encourage travellers to use the sustainable travel opportunities within the development and the surrounding areas.

Proposals will be supported, appropriate to the scale of development, where they maximise the potential for cycling and walking throughout the site and appropriate links including to bus routes to the town centre, to employment areas, to services and facilities elsewhere in Huntingdon, as well as to the rights of way network.

Huntingdon Ring Road

134. The Ring Road was a factor raised as an issue multiple times during public consultation, including congestion, traffic light timings and general road maintenance. The Ring Road also creates a barrier for expansion of the town centre. The production of an in-depth strategy for improvements to the ring road is needed, across various bodies such as Highways England, Cambridgeshire County Council, Huntingdonshire District Council and Huntingdon Town Council.

Highway Impact

135. Access to and from any development would be governed by the standards set by Cambridgeshire County Council as the Highway Authority. New development will increase travel movements in the area. The impact of these extra movements needs to be minimized by careful planning both during construction and occupation.

Infrastructure

Background

136. Infrastructure, such as education, health & social facilities and transport, will need to accompany future housing and employment growth. A significant amount of funding will be required to provide this infrastructure. The Community Infrastructure Levy (CIL) is a levy that local authorities can charge on new developments in their area. Funding raised through CIL is used to support development by enabling the creation of the associated infrastructure that the Council, local community and neighbourhoods require. Huntingdonshire has been a CIL charging authority since 2012.

Community Infrastructure Levy Local Priorities

137. Town and Parish Councils receive 15% of the CIL collected in their areas, this rises to 25% where a Neighbourhood Plan has been finalised and 'made'. The Neighbourhood Plan sets out the local priorities upon which to spend the 25% local element of CIL which Huntingdon Town Council will obtain. A list of community priorities to be provided through CIL funding from new developments can be found below.
138. Community priorities in terms of additional local facilities to be provided as a result of new development are as follows:
- Highway improvements
 - Public open space
 - Improvements to cycleways, footpaths and the rights of way network
 - Community facilities
 - Public realm improvements
 - Children's play areas
 - Art and cultural facilities
 - Street lighting
 - Facilities for the proposed new Crematorium and Sports Hub
 - Provision of equipment for grounds maintenance

Implementation and Delivery

139. The implementation and delivery section sets out what actions are required to turn this Neighbourhood Plan into reality on the ground.

140. The Town Council needs the help of public and private partners to create a sustainable community and deliver the policies set out in this Neighbourhood Plan. The Town Council will work with a number of partners, including the following, to implement the Plan:

Local Partners

Huntingdon Town Council (HTC)
 Cambridgeshire County Council (CCC)
 Huntingdonshire District Council (HDC)
 Highways England (HE)
 Private Developers (PD)
 Local Schools (LS)
 Local Bus Operators (LBO)
 Community Groups (CG)
 Local Residents (LR)
 Health Providers (HP)

141. New development creates a need to provide new infrastructure, facilities and services to successfully incorporate new development into the surrounding area to benefit existing, new and future residents. Financial contributions will be sought from developers to combine with public funding to deliver the necessary facilities in infrastructure. The table below sets out the relevant implementation partners for the Neighbourhood Plan policies.

142. The Neighbourhood Plan provides a positive framework to ensure that development in Huntingdon will bring positive benefits to the town.

Policy	Delivery Partners	Implementation Method
Employment and Investment		
Policy E1 - Opportunities for Employment	HTC, HDC, PD, CCC	Determination of Planning Applications
Policy E2 - Business Investment	HTC, HDC, PD, CCC	Determination of Planning Applications
Huntingdon Town Centre		
Policy TC1 - Retail Development	HTC, HDC, PD, CCC	Determination of Planning Applications
Policy TC2 - Public Realm	HTC, HDC, PD, CCC, CG, LR	Determination of Planning Applications & Planning Obligations and Community Infrastructure Levy
Policy TC3 - St Benedict's Court	HTC, HDC, PD, CCC, CG	Determination of Planning Applications
Policy TC4 - Town Centre Car Parking	HTC, HDC, PD, CCC	Determination of Planning Applications
Policy TC5 - Local Neighbourhood Shopping	HTC, HDC, PD, CCC	Determination of Planning Applications

Policy	Delivery Partners	Implementation Method
Tourism, Leisure, Sports and Community Facilities		
Policy TL1 - Tourism Development	HTC, HDC, PD, CCC, CG, LR	Determination of Planning Applications
Policy TL2 - Leisure and Community Facilities	HTC, HDC, PD, CCC, CG, LR, HP	Determination of Planning Applications & Planning Obligations and Community Infrastructure Levy or Community Initiatives
Policy TL3 - Provision of Sports Facilities	HTC, HDC, PD, CCC, CG, LR	Determination of Planning Applications
Policy TL4 - Protection of Community Assets	HTC, HDC, PD, CCC, CG, LR, HP	Determination of Planning Applications or Community Initiatives
The Natural, Built and Historic Environment		
Policy NE1 - Local Green Space	HTC, HDC, PD, CCC, CG, LR	Determination of Planning Applications
Policy NE2 - Open Space and Green Infrastructure	HTC, HDC, PD, CCC, CG, LR, HP	Determination of Planning Applications & Planning Obligations and Community Infrastructure Levy or Community Initiatives
Policy NE3 - Setting of Huntingdon	HTC, HDC, PD, CCC, CG, LR	Determination of Planning Applications
Policy BE1 - Design and Landscaping	HTC, HDC, PD, CCC, CG, LR	Determination of Planning Applications
Policy BE2 - Local Distinctiveness and Aesthetics	HTC, HDC, PD, CCC, CG, LR	Determination of Planning Applications
Policy BE3 - Heritage Assets	HTC, HDC, PD, CCC, CG, LR	Determination of Planning Applications
Travel and Transport		
Policy TT1 - Sustainable Transport	HTC, HDC, PD, CCC	Determination of Planning Applications

143. Huntingdon Town Council is committed to Localism and bringing greater locally informed influence over planning decisions and it will be the key organisation in the implementation, monitoring and review of the Neighbourhood Plan. The Council will build upon its excellent track record in engaging in planning decisions (reactively through being consulted and proactively through promoting the policies and proposals of this Plan), and by delivering projects and infrastructure for the local community. However, the Council recognises the need to involve a range of other organisations if the potential of this plan is to be realised.

144. In England, communities that draw up a Neighbourhood Plan and secure the consent of local people in a referendum, which is then legally “Made”, benefit from 25% of CIL revenues arising from development that takes place in their area. However this only applies to development permitted after the making of the NP and is not applied retrospectively. Up until that time the provision of eligibility for 15% of the CIL generated in the area applies.

145. Contributions will be sought from developers through CIL and section 106 agreements securing actual provision and/or financial contributions at a level that adequately mitigates any impact on existing infrastructure and contributes towards new local facilities, where additional demand will be generated. The Neighbourhood Proportion

of the CIL and any financial contributions not allocated to site-specific projects will be focused on assisting the delivery of community projects in Huntingdon.

146. In addition, the Town Council will seek to influence annual and other budget decisions by the District and County Councils on housing, open space and recreation, economic development, community facilities and transport, through respective plans and strategies.
147. The Town Council will also work with the appropriate agencies and organisations to develop funding bids aimed at achieving Neighbourhood Plan policies and objectives. This might include the Lottery, UK Government programmes, EU Funds and LEP programmes.

Monitoring and Review

148. Continual plan review is a fundamental element of the planning system. It is important to check that the plan is being implemented correctly, ensure that outcomes match objectives and to change the plan if they are not. This Neighbourhood Plan will be carefully monitored and reviewed if it becomes apparent that the aim and objectives of the Plan are not being met.
149. The Neighbourhood Plan has been prepared to guide development up to 2026. This is in line with the adopted Huntingdonshire Core Strategy - one of the documents which provides the strategic context for the Neighbourhood Plan. The emerging Local Plan to 2036 will replace the Huntingdonshire Core Strategy. But, it is unlikely that the Neighbourhood Plan will remain current and entirely relevant for the entire plan period and may, in whole or in part, require some amendments before 2026.
150. There are a number of circumstances under which a partial review of the plan may be necessary, in accordance with best practice, the Town Council and its partners will consider undertaking a partial review of the Neighbourhood Plan every 5 years or so following finalisation.



Glossary

(Glossary definitions are taken from the NPPF 2019 to ensure consistency)

Affordable housing: housing for sale or rent, for those whose needs are not met by the market (including housing that provides a subsidised route to home ownership and/or is essential local workers); and which complies with one of more of the following definitions:

- a) Affordable housing for rent: meets all of the following conditions: (a) the rent is set in accordance with the Government's rents (including service charges where applicable); (b) the landlord is a registered provider, except where it is included as part of a Build to Rent scheme (in which case the landlord need not be a registered provider); and (c) it includes provisions to remain at an affordable price for future eligible households, or for the subsidy to be recycled for alternative affordable housing provision. For Build to Rent schemes affordable housing for rent is expected to be the normal form of affordable housing provision (and in this context, is known as Affordable Private Rent).
- b) Starter homes: is as specified in Sections 2 and 3 of the housing and Planning Act 2016 and any secondary legislation made under these sections. The definition of a starter home should reflect the meaning set out in statute and any such secondary legislation at the time of plan-preparation or decision-making. Where secondary legislation has the effect of limiting a household's eligibility to purchase a starter home to those with a particular maximum level of household income, those restrictions should be used.
- c) Discounted market sales housing: is that sold at a discount of at least 20% below local market value. Eligibility is determined with regard to local incomes and local house prices. Provision should be in place to ensure housing remains at a discount for future eligible households.
- d) Other affordable routes to home ownership: is housing provided for sale that provides a route to ownership for those who could not achieve home ownership through the market. It includes shared ownership, relevant equity loans, other low cost homes for sale (at a price equivalent to at least 20% below local market value). And rent to buy (which includes a period of intermediate rent). Where public grant funding is provided, there should be provisions for the homes to remain at an affordable price for future eligible households, or for any receipts to be recycled for alternative affordable housing provision, or refunded to Government or the relevant authority specified in the funding agreement.

Conservation (heritage): The process of maintaining and managing change to a heritage asset in a way that sustains and, where appropriate, enhances its significance.

Development Plan: Is defined in section 38 of the Planning and Compulsory Purchase Act 2004, and includes adopted local plans, neighbourhood plans that have been made and published spatial development strategies, together with any regional strategy policies that remain in force. Neighbourhood plans that have been approved at referendum are also part of the development plan, unless the local planning authority decides that the neighbourhood plan should not be made.

Green Infrastructure: A network of multi-functional green space, urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities.

Heritage Asset: A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. It includes designated heritage assets and assets identified by the local planning authority (including local listing).

Historic Environment: All aspects of the environment resulting from the interaction between people and places through time, including all surviving physical remains of past human activity, whether visible, buried or submerged, and landscaped and planted or managed flora.

Local Planning Authority: The public authority whose duty it is to carry out specific planning functions for a particular area. All references to local planning authority include Huntingdonshire District Council and Cambridgeshire County Council.

Local Plan: A plan for the future development of a local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. A local plan can consist of either strategic or non-strategic policies, or a combination of the two.

Neighbourhood Plan: A plan prepared by a Town or Parish Council or neighbourhood forum for a designated neighbourhood area. In law this is described as a neighbourhood development plan in the Planning and Compulsory Purchase Act 2004.

Older People: People over or approaching retirement age, including the active, newly retired through to the very frail elderly; and whose housing needs can encompass accessible, adaptable general needs housing through to the full range of retirement and specialised housing for those with support of care needs.

Open Space: All open space of public value, including not just land, but also areas of water (such as rivers, canals, lakes and reservoirs) which offer important opportunities for sport and recreation and can act as a visual amenity.

Planning Condition: A condition imposed on a grant of planning permission (in accordance with the Town and Country Planning Act 1990) or a condition included in a Local Development Order or Neighbourhood Development Order.

Planning Obligation: A legal agreement entered into under section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal.

Previously Developed Land: Land which is or was occupied by a permanent structure, including the curtilage of the developed land (although it should not be assumed that the whole of the curtilage should be developed) and any associated fixed surface infrastructure. This excludes: land that is or has been occupied by agricultural or forestry buildings; land that has been developed for minerals extraction or waste disposal by landfill, where provision for restoration has been made through development management procedures; land in built-up areas such as residential gardens, parks, recreation grounds and allotments; and land that was previously developed but where the remains of the permanent structure or fixed surface structure have blended into the landscape.

Significance (heritage): The value of a heritage asset to this and future generations because of its heritage interest. The interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting. For World Heritage Sites, the cultural value described within each site's Statement of Outstanding Universal Value forms part of its significance.

Site of Special Scientific Interest: Sites designated by Natural England under the Wildlife and Countryside Act 1981.

Strategic Environmental Assessment: A procedure (set out in the Environmental Assessment of Plans and Programmes Regulations 2004) which requires the formal environmental assessment of certain plans and programmes which are likely to have significant effects on the environment.

Sustainable transport modes: Any efficient, safe and accessible means of transport with overall low impact on the environment, including walking and cycling, low and ultra-low emission vehicles, car sharing and public transport.

Appendix 1 - Descriptions of Designated Local Green Spaces (Policy NE1)

151. Local Green Space designation will not be appropriate for most green areas or open space. The designation should only be used:
- where the green space is in reasonably close proximity to the community it serves;
 - where the green area is demonstrably special to a local community and holds a particular local significance, for example because of its beauty, historic significance, recreational value (including as a playing field), tranquillity or richness of its wildlife; and
 - where the green area concerned is local in character and is not an extensive tract of land.

Land at Sapley Road Park



Scale 1:3,000

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Ordnance Survey HDC 100022322

Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓	✓		✓			✓

This park in two main parts includes a playing field set out for 5 football pitches with associated changing pavilion and car parking. There is also a children’s play area and the site is used for informal play, dog walking and other ad-hoc recreational activities.

Land at Oxmoor Lane



Scale 1:2,750

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Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓	✓		✓			✓

Oxmoor Lane is a north-south footway/cycleway which runs through an important green corridor. The green space makes a positive contribution to the overall design of the area and it contains two dedicated children’s play area. In addition, the site is used for informal play, dog walking and other ad-hoc recreational activities.

Land at French's Field



Scale 1:1,250

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Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓			✓			✓

This area includes a playing field set out with a football pitch, there is also the Olympic Gymnastics Club, the St John Ambulance Centre and an MS Therapy Centre adjacent to the Local Green Space. The site is also used for informal dog walking and other ad-hoc recreational activities.

Land at Castle Hills



Scale 1:1,250

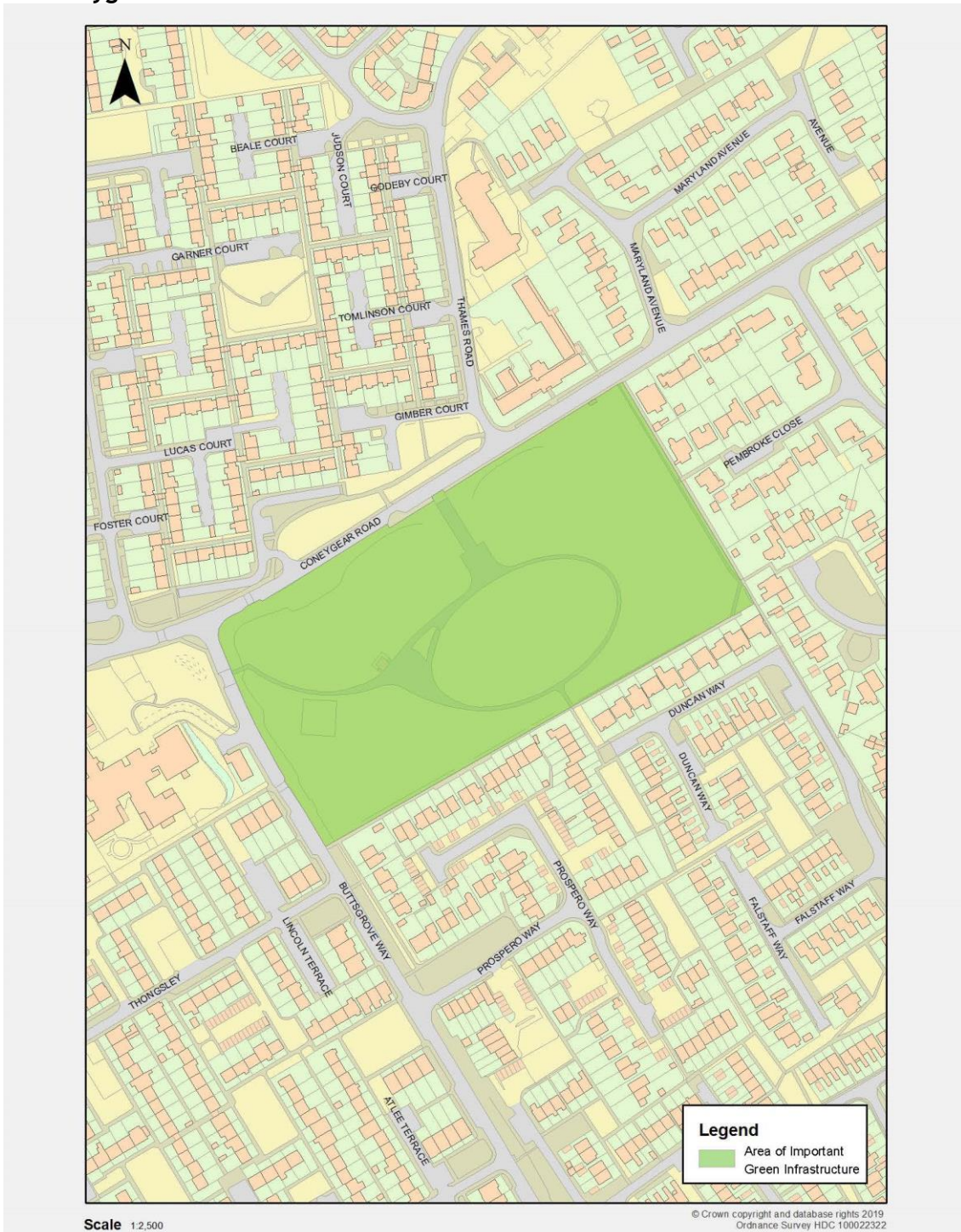
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Close Proximity	Demonstrably Special Significance					Local in Character
	Beauty	Historic Significance	Recreational Value	Tranquillity	Wildlife Richness	
✓	✓	✓	✓	✓	✓	✓

This park is an area of green space which provides the opportunity for quiet reflection and tranquillity, together with informal play, dog walking and other ad-hoc recreational activities. The area includes the Huntingdon Castle Motte and Bailey which is a Scheduled Monument. The castle consists of a large defensive mound or motte and a roughly rectangular bailey with rounded corners, measuring 180m north east to south west by 140m across, which extends to the west and north-west of it.

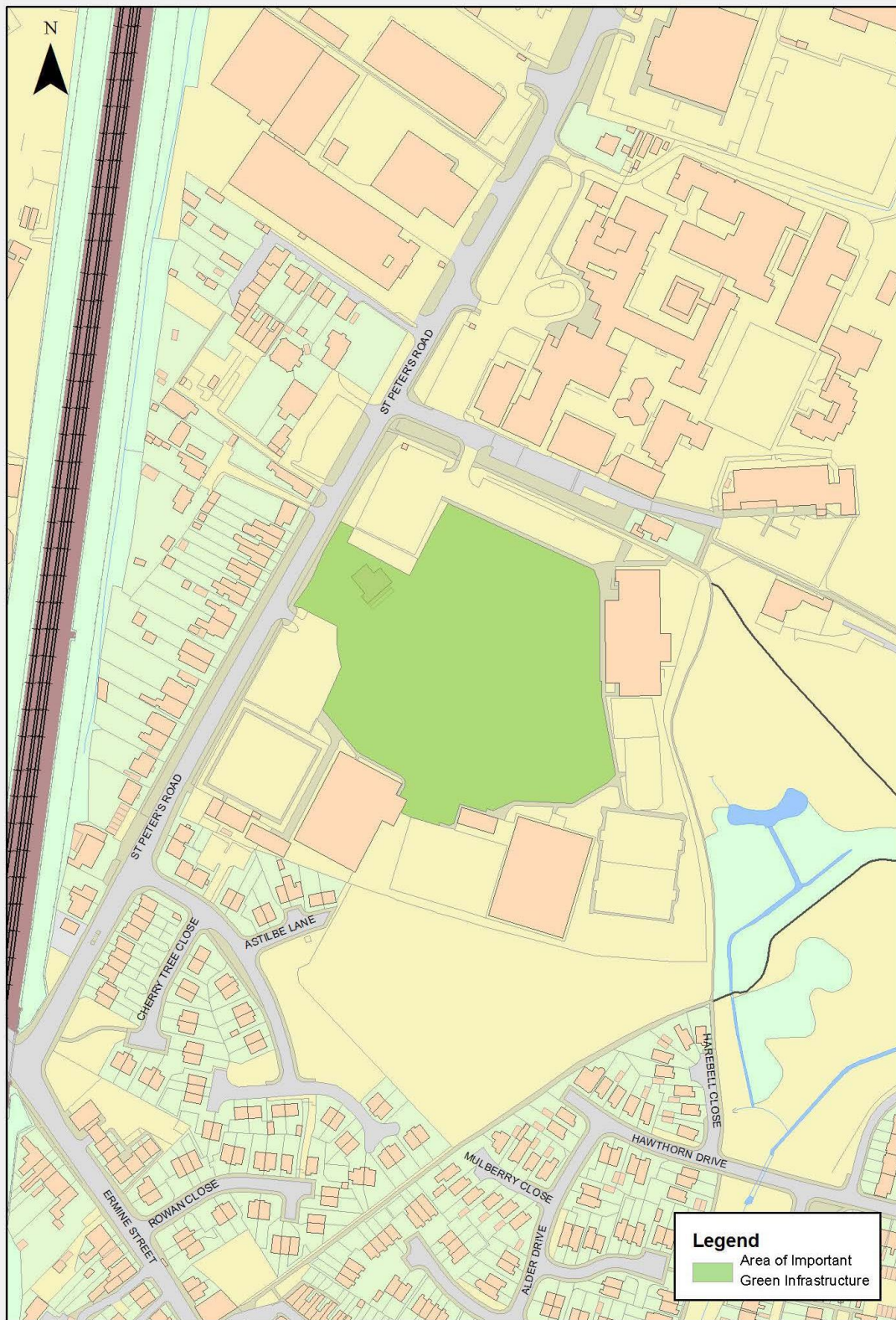
Appendix 2 - Descriptions of Areas of Important Green Infrastructure (Policy NE2)

Land at Coneygear Park



This park includes a central playing field set out with a football pitch, there is also a children’s play area and facilities for young adults. The site is also used for informal play, dog walking and other ad-hoc recreational activities. It also includes significant areas of vegetation and provides the opportunity for quiet reflection and tranquillity. It offers the potential to accommodate further facilities to enhance its use for recreational activities.

Land at King George V Playing Field St Peters



Scale 1:2,500

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This playing field has two main parts, an area of formal facilities and an informal area of open common. The formal facilities include the cricket club; outdoor bowls club; indoor bowls club; outdoor tennis courts; indoor tennis courts; and artificial pitches. The common area is used for informal play, dog walking and other ad-hoc recreational activities. This area offers the potential to be developed further to enhance the role it plays in the local area.

Land at King George V Park Hartford



Scale 1:1,250

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This area of green space includes a children’s play area and the site is used for informal play, dog walking and other ad-hoc recreational activities. Its undeveloped nature also provides the opportunity for quiet reflection and tranquillity. This area offers the potential to be developed further to enhance the role it plays in the local area.

Land at Riverside



Scale 1:7,000

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This area of green space includes a central area of formal facilities set within informal open space to the north-east and south-west. The undeveloped areas provide the opportunity for quiet reflection and tranquillity, together with informal play, dog walking and other ad-hoc recreational activities. The central area includes car parking; a football pitch; and a boat club. This area offers the potential to be developed further to enhance the role it plays in the local area.

Bloomfield Park (Huntingdon Town Park)



Scale 1:2,500

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This formal town centre park contains a significant number of trees and it provides a significant opportunity for quiet reflection and tranquillity in a central location. It contains a children’s play area, a bandstand and a hedge maze. The park is commonly used for informal play, dog walking and other ad-hoc recreational activities. There is potential for the park to accommodate further leisure facilities.

Land at Stukeley Meadows Local Nature Reserve



Scale 1:2,500

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This site is made up of grassland, bramble thickets and wetland, located near the Stukeley Meadows housing estate. The site is a well-used green space within a relatively densely built up housing estate. It is also home to a variety of wildlife. There is also a multi-use games area, a trim trail and a skate park located on the site. The site has potential to accommodate further leisure facilities to enhance its use as an open space for the community.

Appendix 3 - Descriptions of Areas Referred to as Part of the Setting of Huntingdon (Policy NE3)

Stukeley Railway Cutting SSSI

This site is an extensive railway cutting which holds plant communities typical of calcareous clay grassland. This is a habitat type which was widespread on the claylands of Huntingdonshire at the turn of the Century, but which is now scarce as a result of reclamation for agriculture. This habitat type is also scarce throughout its normal range in Britain. Two distinct communities are represented, and these reflect the degree of past and present management. The most herb-rich areas are present on the steep cutting which runs the length of the site.

Portholme Meadow SSSI and Portholme Meadow SAC

Portholme Meadows is situated between Huntingdon and Godmanchester. A small section is located within the boundary of the Huntingdon Neighbourhood Plan area. This large site represents lowland hay meadows in eastern England. This site is the largest surviving traditionally-managed lowland hay meadow in the UK. It holds grassland communities of the alluvial flood meadow type. The meadow is surrounded by channels of the River Ouse. Portholme Meadow is also designated as a Special Area of Conservation (SAC).

Alconbury Brook

The Alconbury brook runs through Alconbury and on into Hinchingbrooke Park before joining the River Great Ouse at Huntingdon Bridge. The brook floods occasionally during winter months but conversely, the brook can become almost dry in the summer in certain areas. It forms part of the southern boundary to the Town of Huntingdon and is an important element of the setting of the Town.

River Great Ouse

The River Great Ouse is the longest of several British rivers called "Ouse". From Syresham in central England, the Great Ouse flows into East Anglia before entering the North Sea through the Wash. With a course of 143 miles, mostly flowing north and east, it is the one of the longest rivers in the United Kingdom. It forms the southern boundary to the Town of Huntingdon and constitutes an important element of the setting of the Town. The river is navigable, and the Huntingdon Bridge has a clear headway of 3.4m for boat traffic.

Hinchingbrooke Country Park

Hinchingbrooke Country Park covers 170 acres of open grasslands, mature woodland and lakes. It lies partially within the Neighbourhood Plan area and partially outside. It provides a strategic role and is a great place to visit for families, nature spotters, dog walkers and everyone wishing to enjoy the great outdoors. It includes play area, a café, a visitor centre, a countryside centre and has a wealth of wildlife. The Country Park exhibits the characteristics that would warrant designation as a Local Green Space, however it is considered to be strategic in scale and would therefore be deemed to be an extensive tract of land which makes it ineligible for Local Green Space designation.

Huntingdon Neighbourhood Plan 2018-2026

Referendum Version
June 2019

Huntingdon Town Council
Town Hall
Market Hill
Huntingdon
Cambridgeshire
PE29 3PJ

www.huntingdowntown.gov.uk/neighbourhood-plan



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NEIGHBOURHOOD-PLAN.CO.UK



Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Polling Districts and Polling Places Review – Consultation Outcome

Meeting/Date: Corporate Governance Committee – 2nd October 2019
Council – 9th October 2019

Executive Portfolio: Executive Leader – Councillor G J Bull

Report by: Elections and Democratic Services Manager

Ward(s) affected: All

Executive Summary:

The Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006 require each authority to undertake a review of all of the polling districts and polling places in its area on a regular basis and the Electoral Registration and Administration Act 2013 requires each authority to complete and carry out a review in a 16 month period beginning on 1st October of every fifth year after 1st October 2013.

The last full review was undertaken in October 2013 and an interim review undertaken in 2016 following the completion of the review of electoral arrangements by the Local Government Boundary Commission for England (LGBCE) of Cambridgeshire County Council and Huntingdonshire District Council. It is now necessary to carry out the next scheduled review which needs to be completed by 31st January 2020 so that any changes can be reflected in the new Register of Electors to be published on 1st December 2019.

The results of the formal consultation exercise detailing the representations made are summarised in the report.

Recommendation:

The Committee

notes the outcome of the Polling Districts and Polling Places Review and consultation undertaken.

RECOMMENDS

that the Council approve the Schedule of Polling Districts and Polling Places 2019 as appended to the report now submitted.

The Council is

RECOMMENDED

that the Schedule of Polling Districts and Polling Places 2019 as appended to the report now submitted be approved.

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to acquaint Members with details of the process involved with a review of polling districts and polling places as required by Section 16 of the Electoral Administration Act 2006 and consider details of the representations made during the formal consultation process.

2. BACKGROUND

- 2.1 The Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006 require each authority to undertake a review of all of the polling districts and polling places in its area on a regular basis. The last such review was completed in 2013 and an interim review in 2016 following the completion of the review of electoral arrangements by the Local Government Boundary Commission for England (LGBCE) of Cambridgeshire County Council and Huntingdonshire District Council. Following an amendment in the Electoral Registration and Administration Act 2013, it has been necessary to carry out the next scheduled review in a 16 month period beginning on 1st October of every fifth year after 1st October 2013.
- 2.2 All wards within Huntingdonshire are divided into polling districts which form the basis upon which the register of electors is produced. Most are defined by parish boundaries, but there are exceptions. The Council is responsible for dividing its area into polling districts and for keeping polling districts under review. The Council must also define a polling place for each of its polling districts within which the polling station is located.

3. CONSULTATION

- 3.1 A formal consultation exercise was undertaken and hosted on the Council's website from 3rd July 2019 until 14th August 2019, whereby all residents, County and District Councillors, MPs, Town and Parish Councils, Returning Officers, Political Agents/parties and local disability groups were asked to make comments on the existing arrangements for polling places and polling stations.
- 3.2 A total of 21 responses were received and detailed at Appendix A in the Consultation Responses Schedule. Arising from the representations made it has not been necessary to make any changes to the polling districts and polling places as the comments received related to polling station concerns that will be investigated further after the review. The new Schedule of Polling Districts and Polling Places is detailed at Appendix B.

4. LEGAL IMPLICATIONS

- 4.1 There are no significant legal implications other than the review is a legal requirement and must be completed by 31st January 2020.

5. REASONS FOR THE RECOMMENDED DECISIONS

- 5.1 In accordance with the Representation of the People Act 1983, Electoral Registration and Administration Act 2006 and Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006, the Council must undertake a review of the polling district and polling places within a period of 16 months that starts on 1st October of every fifth year after 1st October 2013. The adequacy and suitability of polling stations is regularly reviewed to ensure that premises remain suitable and accessible for electors.
- 5.2 The Council is required to approve the Schedule of Polling Districts and Polling Places to ensure the effective delivery of elections.

6. LIST OF APPENDICES INCLUDED

Appendix A – Consultation Responses Schedule
Appendix B - Schedule of Polling Districts and Polling Places 2019

7. BACKGROUND PAPERS

[Website Consultation Document – Review of Polling Districts and Polling Places 2019](#)

[Review of Polling Districts, polling places and polling stations guidance – The Electoral Commission](#)

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APPENDIX A

HUNTINGDONSHIRE DISTRICT COUNCIL – POLLING DISTRICTS AND POLLING PLACES REVIEW 2019

CONSULTATION RESPONSES SCHEDULE

CONSULTEE	WARD/PARISH	COMMENTS RECEIVED IN RESPONSE TO CONSULTATION	ACTION/PROPOSAL
Spaldwick Parish Council	Spaldwick	Recommends no change	No change
Sawtry Parish Council	Sawtry	Recommends no change	No change
Sibson-cum Stibbington Parish Council	Sibson-cum-Stibbington	Considered move to the Environment Centre but not considered necessary	No change
Wistow Parish Council	Wistow	Recommends no change but clearer signage for disabled voters to rear exit as front entrance has three steep steps	No change – Noted action for polling station
Earith Parish Council	Earith	Recommends no change	No change
Yaxley Parish Council	Yaxley	Recommends consideration be given to using Queens Park Hall as a polling station for polling district GB instead of Royal British Legion as positive comments received during its use for the European Parliamentary elections	Re-visit both locations to assess suitability
Bythorn and Keyston Parish Council	Bythorn and Keyston	Recommends no change	No change
Councillor John Morris	Huntingdon Hinchingsbrooke Park polling district	Current polling station at Hinchingsbrooke Country Park not ideal as not central and limited car parking. Suggested Cromwell Academy.	Hinchingsbrooke School/House and Cromwell Academy unable to accommodate a polling station as in previous years. No alternative venue available in polling district.

CONSULTEE	WARD/PARISH	COMMENTS RECEIVED IN RESPONSE TO CONSULTATION	ACTION/PROPOSAL
County Councillor Peter Downes	Huntingdon Hinchbrooke Park polling district	Recommends Hinchbrooke House	Please see comments against Councillor Morris
Councillor John Morris	Brampton	Recommends relocating polling station back to Community Centre on High Street from Memorial Centre	Re-visit both locations to assess suitability and investigate potential for consultation with electors
County Councillor Peter Downes	Brampton	Recommends relocating polling station to Scout Hut	Site visit required to assess suitability
Brampton Parish Council	Brampton	Recommends either retain Memorial Centre or relocate back to Community Centre	Please see comments against Councillor Morris
Ramsey Town Council	Ramsey	Recommends no change	No change
Holywell-cum-Needlingworth Parish Council	Holywell-cum-Needlingworth	Recommends no change	No change
Holme Parish Council	Holme	Recommends no change	No change
Alconbury Weston Parish Council	Alconbury	Recommends no change	No change
St Ives Town Council	St Ives Beech ward	Recommends merging ward with St Ives West	Electoral review by the LGBCE completed in 2018 therefore legislatively timeframe does not allow for review for a further two years
Hemingford Abbots Parish Council	Hemingford Abbots	Recommends no change	No change
Leighton Bromswold Parish Council	Leighton Bromswold	Recommends no change	No change
Warboys Parish Council	Warboys	Recommends no change and supports the retention of two polling districts (FR and FS) for the village and two polling stations at the Parish Centre	No change

CONSULTEE	WARD/PARISH	COMMENTS RECEIVED IN RESPONSE TO CONSULTATION	ACTION/PROPOSAL
Hamerton Parish Council	Hamerton	Recommends no change but highlighted difficulty with disabled access with the entrance steps	No change - Noted action for polling station

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WARD NAME	POLLING DISTRICT	PD CODE	POLLING PLACE	POLLING STATION	ELECTORATE	PROPOSED CHANGE
Alconbury	Alconbury	AC	The Parish of Alconbury	Alconbury Memorial Hall, School Lane, Alconbury	1186	
	Alconbury Weston	AD	The Parish of Alconbury Weston	57 Highfield Road, Alconbury Weston	608	
	Barham & Woolley	AF	The Parishes of Barham and Woolley and Spaldwick	Spaldwick Community Room, Spaldwick Community Primary School	52	
	Buckworth	AN	The Parish of Buckworth	The Club Room, Cricket Club, Buckworth	99	
	Easton	BC	The Parish of Easton	Church of St Peter, Easton	137	
	Hamerton & Steeple Gidding	BX	The Parish of Hamerton and Steeple Gidding	Hamerton Village Hall, Hamerton	96	
	Spaldwick	FE	The Parish of Spaldwick	Spaldwick Community Room, Spaldwick Community Primary School	481	
	Upton & Coppingford	FN	The Parish of Upton	Upton Village Hall, Upton	181	
	Winwick	FW	The Parish of Winwick	Winwick Village Hall, Winwick	80	
Brampton	Brampton	AH	The Parish of Brampton	Brampton Memorial Centre, Thrapston Road, Brampton	3883	
	Huntingdon – Hinchingsbrooke Park	CS	The Hinchingsbrooke Park Ward of Huntingdon Parish	The Countryside Centre, Hinchingsbrooke Country Park, Huntingdon	1407	
Buckden	Buckden	AM	The Parish of Buckden	Buckden Methodist Hall, Buckden	2250	
	Diddington	BA	The Parish of Buckden		63	
	Southoe	FD	The Parish of Southoe	Southoe Village Hall, Southoe	327	
Fenstanton	Fenstanton South	BJ	The Parish of Fenstanton	Church Centre, School Lane, Fenstanton	2090	
	Hilton	CB	The Parish of Hilton	Hilton Village Hall, Hilton	828	

WARD NAME	POLLING DISTRICT	PD CODE	POLLING PLACE	POLLING STATION	ELECTORATE	PROPOSED CHANGE
Godmanchester and Hemingford Abbots	Godmanchester (part)	DA	The Parish of Godmanchester	Queen Elizabeth School, Godmanchester	2707	
	Godmanchester (part)	DB	The Parish of Godmanchester	Judiths Field Hall, London Road, Godmanchester	2710	
	Hemingford Abbots	BZ	The Parish of Hemingford Abbots	Hemingford Abbots, Village Hall, Hemingford Abbots	503	
	Offord Cluny	DH	The Offord Cluny part of the Parish of Offord Cluny and Offord D'Arcy	Offord Village Hall, Offord Cluny	413	
	Offord D'Arcy	DJ	The Offord D'Arcy part of the Parish of Offord Cluny and Offord D'Arcy		649	
Great Paxton	Abbotsley	AA	The Parish of Abbotsley	Abbotsley Village Hall, Abbotsley	467	
	Great Gransden	BR	The Parish of Great Gransden	The Reading Room, Great Gransden	765	
	Great Paxton	BS	The Parish of Great Paxton	Community Room, Great Paxton, Primary School	767	
	Toseland	FM	The Parish of Toseland	St Michael's Church, High Street, Toseland	67	
	Waresley-cum-Tetworth	FT	The Parish of Waresley	Waresley Village Hall, Waresley	227	
	Yelling	GE	The Parish of Yelling	Yelling Village Hall, Yelling	258	
Great Staughton	Ellington	BD	The Parish of Ellington	Ellington Village Hall	462	
	Grafham	BM	The Parish of Grafham	Grafham Village Hall	486	
	Great Staughton	BT	The Parish of Great Staughton	Gt Staughton Village Hall, Great Staughton	712	
	Hail Weston	BW	The Parish of Hail Weston	Hail Weston Village Hall, Hail Weston	477	
	Perry	DM	The Parish of Perry	Perry Church, Perry	550	
Hemingford Grey and Houghton	Hemingford Grey	CA	The Parish of Hemingford Grey	St James Parish Centre, 33 High Street, Hemingford Grey	2383	
	Houghton & Wyton	CE	The Parish of Houghton	Houghton & Wyton Memorial Hall, Houghton	1401	
	Wyton-on-the-Hill	CF	The Parish of Wyton	Wyton on the Hill, Primary School, Cambridge Square	981	

WARD NAME	POLLING DISTRICT	PD CODE	POLLING PLACE	POLLING STATION	ELECTORATE	PROPOSED CHANGE
Holywell-cum-Needingworth	Bluntisham	AG	The Parish of Bluntisham	Bluntisham Village Hall, Recreation Field, Mill Lane, Bluntisham	1535	
	Colne	AW	The Parish of Colne	Colne Community Hall, East Street, Colne	734	
	Earith	BB	The Parish of Earith	Earith Parish Hall, Earith	1278	
	Holywell cum Needingworth	CD	The Parish of Holywell-cum-Needingworth	Needingworth Village Hall, Needingworth	1974	
Huntingdon East	Huntingdon – South	CH	The South Ward of Huntingdon Parish	MS Therapy Centre, Bradbury House, Mayfield Road, Huntingdon	1190	
	Huntingdon – East	CJ	The East Ward of Huntingdon Parish	Hartford Village Hall, Main Street	4151	
Huntingdon North	Huntingdon – South West	CG	The South West Ward of Huntingdon Parish	Methodist Church Hall, High Street, Huntingdon	546	
	Huntingdon – Central	CL	The Central Ward of Huntingdon Parish	Huntingdonshire Regional College, California Road	1779	
	Huntingdon – North East	CN	The North East Ward of Huntingdon Parish	St Barnabas Church Hall, Medway Road, Huntingdon	4346	
	Huntingdon – West	CP	The West Ward of Huntingdon Parish	Civic Suite, Pathfinder House, St Mary's Street, Huntingdon	1694	
Kimbolton	Brington	AJ	The Brington part of the parish of Brington & Molesworth	St Leonards Hall, High Street, Brington	171	
	Molesworth	AK	The Molesworth part of the parish of Brington & Molesworth	Molesworth Village Hall, Molesworth	118	
	Bythorn	AR	The Bythorn part of the parish of Bythorn & Keyston	Bythorn Village Hall, Bythorn	110	
	Keyston	AS	The Keyston part of the parish of Bythorn & Keyston	Keyston Village Hall, Keyston	138	
	Catworth	AT	The Parish of Catworth	Catworth Village Hall, Catworth	306	
	Covington	AY	The Parish of Covington	Covington Village Hall, Covington	71	
	Kimbolton & Stonely	DC	The Parish of Kimbolton	The Mandeville Hall, Kimbolton	1058	
	Leighton Bromswold	DE	The Parish of Leighton Bromswold	The Old School House, Leighton Bromswold	167	
	Old Weston	DL	The Parish of Old Weston	Old Weston Village Hall, Old Weston	192	

WARD NAME	POLLING DISTRICT	PD CODE	POLLING PLACE	POLLING STATION	ELECTORATE	PROPOSED CHANGE
Kimbolton (contd.)	Stow Longa	FG	The Parish of Stow Longa	The Old Barn, Spaldwick Road, Stow Longa	109	
	Stow Longa	FK	The part of Stow Longa parish which includes Kimbolton Road		6	
	Tilbrook	FL	The Parish of Tilbrook	Tilbrook Village Hall, Tilbrook	224	
Ramsey	Bury	AP	The Parish of Bury	Bury Village Hall, Bury	1443	
	Ramsey (Town)	DR	The Parish of Ramsey	Ramsey Royal British, Legion Hall, Cricket Field Lane	2058	
	Ramsey Heights	DS	The Ramsey Heights part of the Ramsey Parish	306 Uggmere Court Road Ramsey Heights	396	
	Ramsey St Mary's	DT	The Ramsey St Mary's part of the Ramsey Parish	The Barn Ashbeach School, Ashbeach Drove, Ramsey St Marys	657	
	Ramsey Mereside	DV	The Ramsey Mereside part of the Ramsey Parish	Ramsey Mereside Village Hall, Ramsey Mereside	514	
	Ramsey Forty Foot	DW	The Ramsey Forty Foot part of the Ramsey Parish	Ramsey Forty Foot, Village Hall, Ramsey Forty Foot	573	
	Ramsey (Town)	DX	The Parish of Ramsey	Ramsey Library, Great Whyte, Ramsey	2365	
Sawtry	Abbots Ripton	AB	The Parish of Abbots Ripton	Abbots Ripton Village Hall, Abbots Ripton	249	
	Kings Ripton	DD	The Parish of Kings Ripton	Kings Ripton Village Hall, Kings Ripton	156	
	Sawtry	FA	The Parish of Sawtry	The Old School Hall, 37 Green End Road, Sawtry	4451	
	Woodwalton	GA	The Parish of Woodwalton	Rear of The Elephant and Castle, Woodwalton	165	
Somersham	Somersham	FC	The Parish of Somersham	Victory Hall, Parkhall Road, Somersham	2961	
St Ives East	St Ives North	DY	The North Ward of St Ives Parish (north of ward)	Burleigh Hill, Community Centre, Constable Road	2657	
	St Ives North	DZ	The North Ward of St Ives Parish (south of ward)	Burleigh Hill, Community Centre, Constable Road	2472	
	St Ives North	EA	The North Ward of St Ives Parish (Old Ramsey Road)	Burleigh Hill Community Centre, Constable Rd, St Ives	11	

WARD NAME	POLLING DISTRICT	PD CODE	POLLING PLACE	POLLING STATION	ELECTORATE	PROPOSED CHANGE
St Ives South	Fenstanton - North	BQ	The Parishes of Fenstanton and St Ives South	Church Centre, School Lane, Fenstanton and Sacred Heart Church Hall, Needingworth Road, St Ives (District Council elections only)	356	
	St Ives South	EB	The South Ward of St Ives Parish (right of Pig Lane)	Sacred Heart Church Hall, Needingworth Road, St Ives	3693	
	St Ives South	EC	The South Ward of St Ives Parish (left of Pig Lane)	Crossways Christian Centre, Ramsey Rd, St Ives	1916	
St Ives West	St Ives West	ED	The West Ward of St Ives Parish	One Leisure, St Ives Outdoor Centre	1986	
	St Ives Beech	EX	The Beech Ward of St Ives Parish	Crossways Christian Centre, Ramsey Rd, St Ives	331	
St Neots East	St Neots - East	ET	The East Ward of St Neots Parish	Love's Farm House, Kester Way, Love's Farm	2399	
St Neots Eatons	St Neots – Eaton Ford	EN	The Eaton Ford Ward of St Neots Parish (right of Great North Road)	The Scout Hall, Mill Hill Road, Eaton Ford	2098	
	St Neots – Eaton Ford	EP	The Eaton Ford Ward of St Neots Parish (left of Great North Road)	Eatons Community Centre, The Maltings, Eaton Socon	2190	
	St Neots – Eaton Socon	ER	The Eaton Socon Ward of St Neots Parish (right of Great North Road)	The Jubilee Hall, School Lane, Eaton Socon	1586	
	St Neots – Eaton Socon	ES	The Eaton Socon Ward of St Neots Parish (left of Great North Road)	Bushmead School, Bushmead Road, Eaton Socon	2708	
St Neots Eynesbury	St Neots – Eynesbury	EF	The Eynesbury Ward of St Neots Parish (south of Hen Brook)	New Methodist Church Hall, Berkley Street, Eynesbury	2130	
	St Neots – Eynesbury	EG	The Eynesbury Ward of St Neots Parish (north of Hen Brook)	Bargroves Resource Centre, Cromwell Rd, Eynesbury, St Neots	1822	
	St Neots – Eynesbury	EH	The Eynesbury Ward of St Neots Parish (left of Potton Road)	Café Zest, One Leisure St Neots	4054	
	St Neots – Priory Park South	EJ	The Priory Park South Ward of St Neots Parish	St Neots Voluntary Welfare Association, Church Walk, St Neots	778	
	St Neots - Church	EW	The Church Ward of St Neots Parish		279	

WARD NAME	POLLING DISTRICT	PD CODE	POLLING PLACE	POLLING STATION	ELECTORATE	PROPOSED CHANGE
St Neots Priory Park and Little Paxton	Little Paxton	DF	Little Paxton	Little Paxton Village Hall, Little Paxton	3233	
	St Neots - Priory Park	EL	The Priory Park Ward of St Neots Parish	Longsands Academy, Longsands Road	3668	
	St Neots - Crosshall	EQ	The Crosshall Ward of St Neots Parish	The Scout Hall, Mill Hill Road, Eaton Ford	1034	
Stilton, Folksworth and Washingley	Alwalton	AE	The Parish of Alwalton	Colonel Dane Memorial Hall, Alwalton	245	
	Chesterton	AV	The Parish of Chesterton		129	
	Conington	AX	The Parish of Conington	The Green, Cotton Close	172	
	Denton and Caldecote	AZ	The Parish of Stilton	Stilton Pavilion, Stilton	51	
	Elton	BE	The Parish of Elton	Highgate Hall, Elton	560	
	Folksworth & Washingley	BK	The Parish of Folksworth	Folksworth Village Hall, Folksworth	715	
	Glatton	BL	The Parish of Glatton	Glatton Village Hall, Glatton	228	
	Great and Little Gidding	BN	The Great Gidding part of Great and Little Gidding	Great Gidding Village Hall, Great Gidding	250	
		BP	The Little Gidding part of Great and Little Gidding		12	
	Haddon	BV	The Parish of Haddon	The Old Rectory, Haddon	54	
	Holme	CC	The Parish of Holme	The Admiral Wells, Station Road, Holme	503	
	Morborne	DG	The Parish of Haddon	The Old Rectory, Haddon	25	
	Sibson cum Stibbington	FB	The Parish of Sibson cum Stibbington	The Christie Hall Stibbington, Elton Road, Wansford	398	
	Stilton	FF	The Parish of Stilton	Stilton Pavilion, Stilton	1820	
Water Newton	FV	The Parish of Sibson cum Stibbington	The Christie Hall Stibbington, Elton Road, Wansford	64		

WARD NAME	POLLING DISTRICT	PD CODE	POLLING PLACE	POLLING STATION	ELECTORATE	PROPOSED CHANGE
The Stukeleys	Huntingdon – Stukeley Meadows	CR	The Stukeley Meadows Ward of Huntingdon Parish	Stukeley Meadows School, Stukeley Meadows, Huntingdon	2414	
	Great Stukeley	FH	The Great Stukeley part of The Stukeleys Parish	Gt Stukeley Village Hall. Great Stukeley	569	
	Little Stukeley	FJ	The Little Stukeley part of The Stukeleys Parish	Lt Stukeley Village Hall, Little Stukeley	206	
	Alconbury Weald	FQ	The Alconbury Weald part of The Stukeleys Parish	Lt Stukeley Village Hall, Little Stukeley	369	
Warboys	Broughton	AL	The Parish of Broughton	Broughton Village Hall, Broughton	208	
	Old Hurst	DK	The Parish of Old Hurst	Johnson's of Old Hurst	224	
	Pidley-cum-Fenton	DN	The Parish of Pidley-cum-Fenton	Pidley Village Hall, Pidley	320	
	Upwood and The Raveleys	FP	The Parish of Upwood	Upwood Village Hall, Upwood	1020	
	Warboys	FR	The Parish of Warboys	Parish Centre, Warboys	3074	
	Warboys Fen	FS	Warboys Fen part of Warboys Parish		147	
	Wistow	FX	The Parish of Wistow	Wistow Village Hall	450	
	Woodhurst	FY	The Parish of Woodhurst	Woodhurst Village Hall, Woodhurst	294	
Yaxley	Farcet	BH	The Parish of Farcet	Farcet Village Hall	1416	
	Yaxley	GB	The Parish of Yaxley (left of Middletons Road)	Royal British Legion Hall, 210 Broadway, Yaxley	3779	
	Yaxley	GC	The Parish of Yaxley (right of Middletons Road)	Owen Pooley Hall, Main Street, Yaxley	3300	

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Public
Key Decision - No

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: **Appointment of Interim Chief Finance Officer and Section 151 Officer**

Meeting/Date: Council – 9th October 2019

Executive Portfolio: **Executive Leader – Councillor G J Bull**

Report by: Managing Director

Ward(s) affected: All

Executive Summary:

Local Authorities have a duty under Section 151 of the Local Government Act to 'make arrangements for the proper administration of their financial affairs and shall ensure that one of their Officers has responsibility for the administration of those affairs'. The functions of the Chief Finance Officer are currently undertaken by the Council's Head of Resources who leaves the Council's service on 13th October 2019.

This report seeks the Council's approval of interim arrangements for the designation of a Section 151 Officer pending the formalisation of more permanent arrangements.

It is

RECOMMENDED

that Claire Edwards, Finance Manager be appointed as the Council's Chief Finance Officer / S151 Officer on an interim basis commencing on 14th October 2019 for a period of time not exceeding 12 months.

1. INTRODUCTION

- 1.1 Local Authorities have a duty under Section 151 of the Local Government Act to 'make arrangements for the proper administration of their financial affairs and shall ensure that one of their Officers has responsibility for the administration of those affairs'. The functions of the Chief Finance Officer / Section 151 Officer are currently undertaken by the Council's Head of Resources who leaves the Council's service on 13th October 2019.
- 1.2 Article 12 of the Council's Constitution describes the functions of the Chief Finance Officer / Section 151 Officer.

2. WHY IS THIS REPORT NECESSARY

- 1.1 The Council is required to designate one of its officers as the Chief Finance Officer under Section 151 of the Local Government Act 1972. This appointment must be made by full Council.
- 1.2 The functions of the Chief Finance Officer / Section 151 Officer are currently undertaken by the Council's Head of Resources. The Council's Finance Manager currently performs the role of Deputy Section 151 Officer.
- 2.1 It is a legal requirement that the Council has a Section 151 Officer in place and Section 113 of the Local Government Finance Act 1988 requires the Chief Financial Officer to be a member of one of the six chartered accountancy bodies in Great Britain and Ireland.
- 2.2 As a result of the recent resignation of the Head of Resources, the position of Chief Finance Officer / Section 151 Officer will become vacant on 14th October 2019. As there is a period of time between the departure of the Head of Resources and the appointment of a successor an interim arrangement will need to be put in place.

3. REASONS FOR THE RECOMMENDED DECISIONS

- 3.1 This proposal enables the Council to fulfil its duty to appoint an Officer who is responsible for the Council's financial affairs and ensure that the necessary governance arrangements are in place for Huntingdonshire District Council.

4. BACKGROUND PAPERS

The District Council's Constitution

CONTACT OFFICER

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MEETINGS OF THE COUNCIL'S COMMITTEES AND PANELS SINCE THE LAST ORDINARY MEETING

SEPTEMBER 2019

3rd. OVERVIEW AND SCRUTINY (PERFORMANCE AND GROWTH)

- ❖ Integrated Performance Report 2019/20, Quarter 1
- ❖ Approval of Updated Neighbourhood and Community Planning Guidance
- ❖ Cambridgeshire and Peterborough Combined Authority Draft Local Transport Plan

4th. EMPLOYMENT COMMITTEE

- ❖ Employee Survey 2019
- ❖ Use of Consultants, Hired Staff and Temporary Staff
- ❖ Workforce Information Report (Quarter 1)
- ❖ Establishment of Employment Company
- ❖ Terms of Reference and Constitution of the Staff Council
- ❖ Issues raised by Staff Council

12th. OVERVIEW AND SCRUTINY (CUSTOMERS AND PARTNERSHIPS)

- ❖ Circular Economy Plastics
- ❖ Ground Maintenance Review
- ❖ Lifelong Health Task and Finish Group -Part One Final Report

16th. DEVELOPMENT MANAGEMENT COMMITTEE

- ❖ 1 Deferred Item
- ❖ 1 Section 106 Agreement
- ❖ 4 Applications requiring reference to Development Management Committee

19th. CABINET

- ❖ 1 Integrated Performance Report 2019/20, Quarter 1
- ❖ Approval of Updated Neighbourhood and Community Planning Guidance
- ❖ Cambridgeshire and Peterborough Combined Authority Draft Local Transport Plan
- ❖ Hinchingsbrooke Country Park Joint Group

25th. LICENSING AND PROTECTION COMMITTEE

- ❖ Monitoring report on the Delivery of the Food Law Enforcement and Health and Safety Service Plans
- ❖ Licensing and Protection Sub-Committees

- ❖ Quarterly Report on the Suspension / Revocation of Vehicle Licences for Safety Purposes

OCTOBER 2019

1st. OVERVIEW AND SCRUTINY (PERFORMANCE AND GROWTH)

- ❖ Cambridgeshire and Peterborough Combined Authority's Local Transport Plan Post-Consultation Next Steps Presentation
- ❖ England's Economic Heartlands – Outline Transport Strategy: Framework for Engagement
- ❖ Final Report of the Accelerating the Delivery of Affordable Housing Task and Finish Group

2nd. CORPORATE GOVERNANCE COMMITTEE

- ❖ Code of Conduct Complaints - Update
- ❖ Polling District and Polling Places Review – Consultation Outcome
- ❖ Community Governance Review – Holme Parish Council
- ❖ Local Government Ethical Standards – Best Practice Recommendations
- ❖ Annual Complaints Report 2018-19
- ❖ Internal Audit Plan 2019/20 and Internal Audit Charter
- ❖

3rd. OVERVIEW AND SCRUTINY (CUSTOMERS AND PARTNERSHIPS)

- ❖ Tree Strategy Working Group Final Report
- ❖ One Leisure Sawtry – Operational Management

8th. CABINET

- ❖ One Leisure Sawtry – Operational Management