

The Annual Meeting of the **CABINET** will be held in the **CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN** on **WEDNESDAY, 17 MAY 2023** at **7:20 PM (OR ON THE RISING OF THE ANNUAL MEETINGS OF COMMITTEES AND PANELS WHICHEVER IS THE LATER)** and you are requested to attend for the transaction of the following business:-

AGENDA

APOLOGIES

1. MINUTES (Pages 5 - 10)

To approve as a correct record the Minutes of the meeting held on 18th April 2023.

Contact Officer: H Peacey - (01480) 388007

2. MEMBERS' INTERESTS

To receive from Members declarations as to disclosable pecuniary, other registerable and non-registerable interests in relation to any Agenda item. See Notes below.

Contact Officer: Democratic Services - (01480) 388169

3. APPOINTMENT OF EXECUTIVE COUNCILLORS

- i. To confirm those Members appointed to hold executive responsibilities for the 2023/24 Municipal Year, as determined by the Executive Leader.
- ii. To confirm the appointment of any Cabinet Assistant(s) for the 2023/24 Municipal Year, as determined by the Executive Leader.
- iii. To note the appointment of Executive Councillors as Ex-Officio Members as follows:
 - o Executive Councillor with responsibility for employment matters – Employment Committee.

- Executive Councillor with responsibility for Development Management and Planning Enforcement – Development Management Committee.
- Executive Councillor with responsibility for Regulatory Services – Licensing and Protection Committee/Licensing Committee.

4. HINCHINGBROOKE COUNTRY PARK JOINT GROUP

To appoint four Members to serve on the Hinchingsbrooke Country Park Joint Group.

Cambridgeshire County Council separately appoint 1 Member to serve on this Group.

5. LOCAL PLANS ADVISORY GROUP

To appoint seven Members to serve on the Local Plan Advisory Group (LPAG) (formerly known as the Development Plans Policy Advisory Group).

The Terms of Reference for the LPAG were revised and approved by the Cabinet on 21st March 2023 where it was agreed that the membership of LPAG would consist of:

- the Executive Member with responsibility for planning policy
- up to six other Members (the Advisory Group must be politically proportionate)

Please note that membership of the Advisory Group is not restricted to Members who have experience of sitting on the Development Management Committee.

A Sub-Group of the Cabinet that is exercising any decision-making powers delegated to it by the Cabinet must include only Cabinet Members. Those whose Terms of Reference are merely advisory can include non-Cabinet Members.

6. MEMBER DEVELOPMENT WORKING GROUP

To appoint six cross party Members to the Member Development Working Group.

7. LONDON-LUTON AIRPORT WORKING GROUP

To appoint 3 Members to serve on the London-Luton Airport Working Group.

8. SHARED SERVICES JOINT GROUP

To appoint to the Shared Services Joint Group.

9. TREASURY AND CAPITAL MANAGEMENT GROUP

To note the membership of the Treasury and Capital Management Group as follows:

- the Executive Leader
- the Deputy Executive Leader
- the Executive Councillor with responsibility for capital activity and treasury management

Note: Other Members can be co-opted onto this Group at the discretion of the Executive Leader.

10. HUNTINGDONSHIRE DISTRICT COUNCIL VENTURES LTD - SHAREHOLDER REPRESENTATIVE

To appoint a Shareholder Representative to act on behalf of the Council as Shareholder of the Council's Local Authority Trading Company.

9th day of May 2023

Oliver Morley

Head of Paid Service

Disclosable Pecuniary Interests and other Registerable and Non-Registerable Interests.

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

Filming, Photography and Recording (including Live Streaming) at Council Meetings

This meeting will be filmed for live and/or subsequent broadcast on the Council's YouTube site. The whole of the meeting will be filmed, except where there are confidential or exempt items. If you make a representation to the meeting you will be deemed to have consented to being filmed. By entering the meeting you are also consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you have any queries regarding the streaming of Council meetings, please contact Democratic Services on 01480 388169.

The District Council also permits filming, recording and the taking of photographs at its meetings that are open to the public. Arrangements for these activities should operate in accordance with [guidelines](#) agreed by the Council.

Please contact Habbiba Peacey, Democratic Services Officer, Tel No: (01480) 388007 / e-mail: Habbiba.Peacey@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 Cabinet.

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 CABINET held in the CIVIC SUITE (LANCASTER/STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON, PE29 3TN on Tuesday, 18 April 2023

PRESENT: Councillor S J Conboy – Chair.

Councillors L Davenport-Ray, M A Hassall, B A Mickelburgh, B M Pitt, T D Sanderson, S L Taylor and S Wakeford.

APOLOGY: An Apology for absence from the meeting was submitted on behalf of Councillor S W Ferguson.

93 MINUTES

The Minutes of the meeting held on 21st March 2023 were approved as a correct record and signed by the Chair.

94 MEMBERS' INTERESTS

Councillor T D Sanderson declared a Non-Registerable Interest under Minute No. 22/96 as Ward Member for The Stukeleys Ward and vacated the room during discussion on this item.

Councillor T D Sanderson declared an Other Registerable Interest under Minute No. 22/97 as a Member of Huntingdon Town Council and vacated the room during discussion on this item.

Councillor S Wakeford declared a Non-Registerable Interest under Minute No. 22/97 as Ward Member for Huntingdon North Ward and vacated the room during discussion on this item.

Councillor B M Pitt declared an Other Registerable Interest under Minute No. 22/97 as a Member of St Neots Town Council and Non-Registerable Interests as Ward Member for St Neots Priory Park & Little Paxton Ward, as a St Neots District Councillor and as his children attend Longsands Academy. Councillor B M Pitt vacated the room during discussion on this item.

Councillor S L Taylor declared an Other Registerable Interest under Minute No. 22/97 as Cambridgeshire County Councillor for St Neots Eynesbury Ward and a Non-Registerable Interest as a St Neots District Councillor. Councillor S L Taylor vacated the room during discussion on this item.

Councillor L Davenport-Ray declared a Non-Registerable Interest under Minute No. 22/97 as a St Neots District Councillor and vacated the room during discussion on this item.

95 LOCAL PLAN ISSUES ENGAGEMENT PAPERS

With the aid of a report prepared by the Chief Planning Officer (a copy of which is appended in the Minute Book) the Cabinet received a report setting out the purpose and content of the Local Plan Issues Engagement Paper, the Local Plan Issues Summary Paper and the Local Plan Issues Easy Read Paper.

By way of background, the Executive Councillor for Planning explained that the proposed Issues Engagement Paper formed part of the continuing engagement opportunities for the Local Plan designed as a discursive document highlighting the issues faced by Huntingdonshire and posing a series of questions to elicit opinions and priorities from Huntingdonshire's residents, communities, businesses and wider stakeholders. It was noted that engagement would cover social media messaging, online documents, surveys, face to face and remote meetings.

Having had their attention drawn to the eight theme based chapters and in welcoming a quick read version of the paper would be available for young adults and others who might wish to engage, the Cabinet's attention was then drawn to the views of the Overview and Scrutiny Panel (Performance & Growth) which were presented in detail by the Executive Councillor for Planning.

In noting that the consultation period would run for ten weeks from 26th April until 5 July 2023 and in response to a question from the Executive Councillor for Climate and Environment, the Executive Councillor for Planning undertook to provide details about the communications to be undertaken in advance of the consultation launch and to circulate around details to Members outside of the meeting. Furthermore, he reported that there would be opportunities to engage with Town and Parish Councils and it was also noted that the item appeared on the agenda for the next Town and Parish Council engagement event scheduled to be held on 14th June 2023.

Councillor B M Pitt commented upon the breadth of responses anticipated to be received and the need for proper engagement back with respondents. He further commented upon the need for Town and Parish Councils to ensure they were engaging directly with their local communities. In noting there would be some links to other areas of Council strategy, such as the Place Strategy and in acknowledging the importance of linking up with existing communities and other partner authorities such as Cambridgeshire County Council, the Cabinet

RESOLVED

- a) to approve the contents of the Local Plan Issues Engagement Paper, the Local Plan Issues Paper Summary and the Local Plan Issues Consultation – Easy Read documents; and
- b) to agree that the Local Plan Issues Engagement Paper April 2023, the Local Plan Issues Paper Summary and the Local Plan Issues Consultation – Easy Read documents can be published for public consultation for ten weeks after this meeting and its call-in period.

96 THE STUKELEYS NEIGHBOURHOOD PLAN EXAMINATION OUTCOME AND PROGRESSION TO REFERENDUM

See Minute No. 22/94 – Members’ Interests.

At 7:18pm, Councillor T D Sanderson vacated the room for this item.

The Cabinet received and noted a report (a copy of which is appended in the Minute Book) seeking agreement to act upon the Examiner’s report into The Stukeleys Neighbourhood Plan leading to a referendum on whether or not it should be brought into force as part of the statutory development plan.

In the absence of the Executive Councillor for Planning, the Executive Councillor for Leisure, Waste and Street Scene delivered background to the report where it was noted that with the Parish Council’s support, the plan could progress to referendum on 8th June 2023.

In congratulating the Parish Council on the development of the plan thus far and acknowledging the hard work and efforts that have gone into producing the plan, the Executive Councillor for Climate and Environment welcomed the references which had been made regarding the community’s natural environment.

Having noted the views of the Overview and Scrutiny Panel (Performance & Growth) and in expressing their support for the proposals, it was

RESOLVED

that the Cabinet agree that the District Council should act upon the Examiner’s report to accept the recommended modifications and progress the neighbourhood plan to referendum.

At 7:25pm, Councillor T D Sanderson re-entered the room and took his seat at the meeting.

97 COMMUNITY INFRASTRUCTURE LEVY SPEND ALLOCATION

See Minute No. 22/94 – Members’ Interests.

At 7:26pm, Councillors L Davenport-Ray, B M Pitt, T D Sanderson, S L Taylor and S Wakeford vacated the room for this item.

The Chair announced that the meeting was still quorate with the remaining three Cabinet Members in the room.

A report by the Chief Planning Officer was submitted (a copy of which is appended in the Minute Book) inviting the Cabinet to consider recommendations relating to infrastructure projects seeking funding in whole or in part from an amount of the Community Infrastructure Levy (CIL) monies received to date.

In the absence of the Executive Councillor for Planning, the Managing Director (Interim) delivered an outline of the proposals and an explanation of the background to each of the recommendations contained within the report which including the change requests received for the St Ives Park Extension and St

Neots Riverside projects. He then went on to outline the views of the Overview and Scrutiny Panel (Performance & Growth) which were noted by the Cabinet.

Having regard to Section 4 of the report, the Chair then went through each of the projects identified, drawing attention to the recommendations proposed. It was noted that in the case of those applications which had been proposed to be declined, a full and comprehensive response back to the applicant would be provided indicating the reasons for the decline.

In response to a question which had been raised by the Executive Councillor for Corporate and Shared Services, it was confirmed that the project indicated at paragraph 4.2 of the report for the Police Training Facility in Sawtry had previously been declined but that this application was now only seeking a 5% CIL ask. Whereupon, the Cabinet

RESOLVED

- (a) to note the information on projects previously allocated or in receipt of funding commitments and the updates on their delivery (as outlined in Appendix 1 of the report now submitted);
- (b) to agree Officer recommendations for projects submitted in this round for over £50,000 Community Infrastructure Levy funding as detailed in Section 4 of the report now submitted; and
- (c) to agree change requests for St Ives Park Extension and St Neots Riverside projects (as outlined in Appendix 3 of the report now submitted).

At 7:36pm, Councillors L Davenport-Ray, B M Pitt, T D Sanderson, S L Taylor and S Wakeford re-entered the room and took their seats at the meeting.

98 ADOPTION OF THE SAFEGUARDING CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK OF HARM POLICY

Consideration was given to a report by the Lead Safeguarding Officer (a copy of which is appended in the Minute Book) seeking approval of the updated Safeguarding Children, Young People and Adults at Risk of Harm Policy.

The Executive Councillor for Corporate and Shared Services introduced the report explaining that the Council had worked in partnership in a Countywide Safeguarding Policy review which included recommendations from the Independent Safeguarding Partnership Team linked to the Cambridgeshire and Peterborough Safeguarding Boards (Children and Adults). The updated policy provides an overarching framework to the Council's approach to all safeguarding matters, in particular those relating to Children, Young People and Adults at Risk. Attention was then drawn to the views of the Overview and Scrutiny Panel (Environment, Communities & Partnerships) which were received and noted by the Cabinet.

In receiving clarification on the meaning behind the wording outlined in section 15.2 of the Policy, the Managing Director (Interim) responded by stating that third parties would be asked to read and accept terms and conditions of hire and that other appropriate checks would be undertaken such as requesting copies of

individual DBS checks. In response to a question raised by the Executive Councillor for Climate and Environment, the Managing Director (Interim) undertook to provide further detail on how the Council's tenants, such as DWP, NHS and Muir Housing would comply given that they have a statutory duty to engage with vulnerable children, young people and adults as part of their responsibilities.

In noting a suggestion made by the Executive Councillor for Community and Health for a "Quick Read" version of the policy document, the Cabinet

RESOLVED

to approve the updated Safeguarding Children, Young People and Adults at Risk of Harm Policy.

The meeting closed at 7:47pm.

Chair

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