



A meeting of **HUNTINGDONSHIRE DISTRICT COUNCIL** will be held in the **CIVIC SUITE (LANCASTER / STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN** on **WEDNESDAY, 19 JULY 2023** at **7:00 PM** and you are requested to attend for the transaction of the following business:-

## **AGENDA**

### **APOLOGIES**

#### **1. THOUGHT FOR THE DAY**

Councillor J A Gray to open the meeting with a 'Thought for the Day'.

**Time Allocation: 2 Minutes.**

#### **2. MINUTES (Pages 7 - 12)**

To approve as a correct record the Minutes of the Annual meeting of the Council held on 17th May 2023.

**Time Allocation: 2 Minutes.**

#### **3. 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.

**Time Allocation: 2 Minutes.**

#### **4. CHAIR AND VICE CHAIR'S ENGAGEMENTS AND ANNOUNCEMENTS (Pages 13 - 14)**

To note the Chair and Vice-Chair's engagements and announcements since the last Council meeting.

**Time Allocation: 5 Minutes.**

#### **5. NOTICE OF MOTION**

The Executive Leader, Councillor S J Conboy to move –

This Council believes:

The intimidation and abuse of councillors, in person or otherwise, undermines democracy; it can prevent elected members from representing the communities they serve, deter individuals from standing for election, and undermine public trust in democratic processes.

Seven in 10 councillors nationally reported experiencing abuse and intimidation in 2022, and councillors reported feeling that abuse is becoming more common and increasing in severity.

Debating and disagreeing with one another has always been, and will continue to be, a healthy part of democracy. However, the right engagement matters, and abuse and intimidation cross the line into dangerous territory and have no place in politics.

Huntingdonshire District Council recognises that increasing levels of toxicity in public and political discourse has a detrimental impact on local democracy and that prevention, support and responses to abuse and intimidation of local politicians must improve to ensure councillors feel safe and able to continue representing their residents. This also has the potential to reduce those willing to offer themselves for election to represent their communities in the future.

This Council:

- will not tolerate the abuse and intimidation of elected members or candidates. We will do all we can to debate without inciting hate so that all councillors in Huntingdonshire District Council, and future candidates, feel safe and able to fulfil their democratic roles.
- will speak with courtesy and respect.
- will write with courtesy and respect.
- will behave with courtesy and respect.

This Council RESOLVES to:

- Challenge the normalisation of abuse against councillors and uphold exemplary standards of public and political debate in all it does.
- Endorse the Local Government Association (LGA) “Debate Not Hate” Campaign.
- Write to the local Members of Parliament to ask them to support the campaign using the LGA’s template letter)
- Write to the Government (using the LGA’s template letter) to ask them to work with the LGA to develop and implement a plan to address the abuse and intimidation of politicians.
- Regularly review the support available to councillors in relation to abuse and intimidation and councillor safety.

- Work with the local police to ensure that there is a clear and joined-up mechanism for reporting threats and other concerns about the safety of councillors and their families.
- Take a zero-tolerance approach to abuse of councillors and officers.

**Time Allocation: 20 Minutes.**

## **6. QUESTIONS BY MEMBERS OF THE PUBLIC**

To answer any questions submitted by the public in accordance with the Constitution.

The deadline for the receipt of public questions is five days prior to the meeting and must be submitted to the Monitoring Officer.

## **7. STATE OF THE DISTRICT**

The Executive Leader, Councillor S J Conboy to address the Council on behalf of the Joint Administration on the State of the District.

The Chair will invite the Leader of the Opposition to respond to the address.

**[In the ensuing debate, a Member may speak once and no speech may exceed 5 minutes in length without the consent of the Chair].**

**Time Allocation: 40 Minutes.**

## **8. QUESTIONS TO MEMBERS OF THE CABINET**

In accordance with the Council Procedure Rules, all questions –

- ❖ Must be relevant to an item which the Council has powers or duties;
- ❖ Must not relate to an items which is included elsewhere on the 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: 15 Minutes.**

## **9. ANNUAL REPORT OF THE CORPORATE GOVERNANCE COMMITTEE 2022/23 (Pages 15 - 30)**

Councillor N Wells, Chair of the Corporate Governance Committee to present the Annual Report of the Corporate Governance Committee for 2022/23.

*(The report was considered by the Corporate Governance Committee at their meeting on 12th July 2023 and their recommendations will be reported verbally).*

**Time Allocation: 10 Minutes.**

**10. TREASURY MANAGEMENT OUTTURN REPORT 2022/23 (Pages 31 - 58)**

Councillor B A Mickelburgh, Executive Councillor for Finance and Resources to present the treasury performance for the period between 1 April 2022 to 31 March 2023.

*(The report was considered by the Cabinet at their meeting on 20th June 2023).*

**Time Allocation: 10 Minutes.**

**11. REPORT OF THE SENIOR OFFICERS' COMMITTEE**

The Chair of the Senior Officers Committee to present the report of the meeting held on 11th July 2023. **(TO FOLLOW).**

**Time Allocation: 10 Minutes.**

**12. THE STUKELEYS NEIGHBOURHOOD PLAN 2022-2036 (Pages 59 - 122)**

Following The Stukeleys Neighbourhood Plan Referendum, held on Thursday 8th June 2023, the Deputy Leader and Executive Councillor for Planning to present a report seeking approval to make The Stukeleys Neighbourhood Plan to enable it to become part of the Statutory Development Plan for Huntingdonshire.

**Time Allocation: 10 Minutes.**

**13. CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY - UPDATE (Pages 123 - 134)**

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

Councillors M A Hassall and J Neish to provide an update on the Cambridgeshire and Peterborough Combined Authority Overview and Scrutiny Committee.

Councillor S J Corney 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.

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.

**Time Allocation: 20 Minutes.**

**14. OUTCOMES FROM COMMITTEES AND PANELS (Pages 135 - 138)**

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 Chairs.

**Time Allocation: 10 Minutes.**

**15. USE OF SPECIAL URGENCY PROVISIONS 2022/23 (Pages 139 - 144)**

The Council's Access to Information Procedure Rules require the Executive Leader to report on Executive Decisions taken under Special Urgency provisions annually to the Council. A report by the Executive Leader is attached.

**Time Allocation: 5 Minutes.**

**16. 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: 5 Minutes.**

11th day of July 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 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 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 Council.**

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 (LANCASTER / STIRLING ROOMS), PATHFINDER HOUSE, ST MARY'S STREET, HUNTINGDON PE29 3TN on Wednesday, 17 May 2023

PRESENT: Councillor M J Burke – Chair.

Councillors T Alban, B S Banks, M L Beuttell, A M Blackwell, R J Brereton, E R Butler, S Bywater, S Cawley, J Clarke, S J Conboy, S J Corney, A E Costello, L Davenport-Ray, D B Dew, S W Ferguson, I D Gardener, C M Gleadow, J A Gray, K P Gulson, J E Harvey, M A Hassall, S A Howell, N J Hunt, A R Jennings, M Kadewere, P Kadewere, D N Keane, J E Kerr, C Lowe, R Martin, S R McAdam, B A Mickelburgh, D L Mickelburgh, S Mokbul, J Neish, Dr M Pickering, B M Pitt, T D Sanderson, D J Shaw, R A Slade, S L Taylor, I P Taylor, C H Tevlin, S Wakeford, N Wells, G J Welton and R J West.

APOLOGIES: Apologies for absence from the meeting were submitted on behalf of Councillors S J Criswell, P J Hodgson-Jones, P A Jordan and D Terry.

### 1 ELECTION OF CHAIR

It was proposed by Councillor S J Conboy, seconded by Councillor T D Sanderson and upon being put to the vote it was

RESOLVED

that Councillor M J Burke be elected Chair of the Council for the ensuing Municipal Year.

Councillor Burke made the Statutory Declaration of Acceptance of Office.

### 2 MINUTES

The Minutes of the meeting of the Council held on the 29th March 2023 were approved as a correct record and signed by the Chair.

### 3 MEMBERS' INTERESTS

No declarations were received.

### 4 APPOINTMENT OF VICE-CHAIR

It was proposed by Councillor S J Conboy, seconded by Councillor T D Sanderson and upon being put to the vote it was

RESOLVED

that Councillor S R McAdam be appointed Vice-Chair of the Council for the ensuing Municipal Year.

Councillor McAdam made the Statutory Declaration of Acceptance of Office.

## **5 ASSISTANT DEPUTY EXECUTIVE LEADER - VARIATION TO ARTICLE 7 OF THE CONSTITUTION**

Councillor N Wells, Chair of the Corporate Governance Committee, presented a report by the Elections and Democratic Services Manager (a copy of which is appended in the Minute Book) seeking approval of a variation to Article 7 of the Council's Constitution.

The Council were reminded that the revised Scheme of Members Allowances which had been approved on 29th March 2023 made provision for a Special Responsibility Allowance payable to the role of Assistant Deputy Executive Leader. A role which had been created by the Joint Administration at the start of the Municipal Year in 2022/23 but had not been remunerated. As this post did not currently exist within the Council's Constitution it was necessary to update the Constitution to reflect this role.

Having noted that the proposal had been endorsed by the Corporate Governance Committee at their meeting on 26th April 2023 and it having been duly moved and seconded, it was

RESOLVED

(a) that the proposed variation to Article 7 of the Council's Constitution as outlined in Appendix B of the report now submitted be approved; and

(b) that the necessary amendments be made to the Council's Constitution.

## **6 APPOINTMENT OF CABINET**

The Executive Leader, Councillor S J Conboy announced that she had appointed Councillors T D Sanderson, S Wakeford, L Davenport- Ray, M A Hassall, S W Ferguson, S L Taylor, B A Mickelburgh and Councillor B M Pitt to join her as Members of the Cabinet for the ensuing of the Municipal Year. She also announced that Councillor T D Sanderson would be appointed Deputy Executive Leader and Councillor S Wakeford would be appointed Assistant Deputy Executive Leader.

## **7 REPRESENTATION OF POLITICAL GROUPS ON DISTRICT COUNCIL COMMITTEES, ETC**

A report was submitted by the Elections and Democratic Services Manager (a copy of which is appended in the Minute Book) relating to the principles and proportionality to be applied to the appointment of Committees and Panels in accordance with Section 15 of the Local Government and Housing Act 1989 and Part II of the Local Government Act 2000.



Whereupon it was

RESOLVED

that the allocation of seats on District Council Committees and Panels to political groups and non-aligned Members be determined as set out in the report now submitted.

## 8 OVERVIEW AND SCRUTINY PANELS

RESOLVED

that the following Members be appointed to the Overview and Scrutiny Panels for the ensuing Municipal Year:-

### **Overview and Scrutiny Panel (Performance and Growth)**

A M Blackwell  
S J Corney  
I D Gardener  
C M Gleadow  
J E Harvey  
S A Howell  
A Jennings  
R Martin  
M Pickering  
R A Slade  
N Wells  
G J Welton

### **Overview and Scrutiny Panel (Environment, Communities & Partnerships)**

T D Alban  
M J Burke  
S Bywater  
S Cawley  
S Criswell  
J E Harvey  
N J Hunt  
M Kadewere  
J E Kerr  
C A Lowe  
S R McAdam  
D J Shaw

## 9 COMMITTEES

RESOLVED

- a) that Members be appointed to serve on the Corporate Governance, Development Management, Employment, Licensing and Protection, Licensing and Senior Officers Committees for the ensuing Municipal Year as follows:-

### **Corporate Governance Committee (12)**

Councillors A M Blackwell, E R Butler, J Clarke, J A Gray, J E Harvey, P J Hodgson-Jones, S A Howell, A R Jennings, P Kadewere, T D Sanderson, I P Taylor and N Wells

### **Development Management Committee (16)**

Councillors R J Brereton, E R Butler, S J Corney, L Davenport-Ray, D B Dew, I D Gardener, K P Gulson, P A Jordan, S R McAdam, D L Mickelburgh, S Mokbul, J Neish, T D Sanderson, R A Slade, C H Tevlin, S

Wakeford and this includes the Executive Councillor Member with appropriate portfolio responsibilities in an ex officio capacity.

#### **Employment Committee (8)**

Councillors A M Blackwell, S Cawley, C M Gleadow, M A Hassall, P A Jordan, D N Keane, J E Kerr and R J West and includes the Executive Councillor Member with appropriate portfolio responsibilities in an ex officio capacity.

#### **Licensing and Protection Committee (12)**

Councillors B S Banks, M L Beuttell, S Bywater, J Clarke, A Costello, S J Criswell, S W Ferguson, S A Howell, P A Jordan, P Kadewere, D Terry, C H Tevlin and includes the Executive Councillor Member with appropriate portfolio responsibilities in an ex officio capacity.

#### **Licensing Committee (12)**

Councillors B S Banks, M L Beuttell, S Bywater, J Clarke, A Costello, S J Criswell, S W Ferguson, S A Howell, P A Jordan, P Kadewere, D Terry, C H Tevlin and includes the Executive Councillor Member with appropriate portfolio responsibilities in an ex officio capacity.

#### **Senior Officers Committee (4)**

Councillors M L Beuttell, S Cawley, P A Jordan and T D Sanderson.

- b) that the following Members be nominated from which the Elections and Democratic Services Manager be authorised when necessary, to convene a meeting of the Appeals Sub-Group in include up to five Members (excluding Members of the Employment Committee) to determine appeals under the Council's disciplinary and appeals procedures –

Councillors B S Banks, A M Blackwell, S Bywater, S Corney, A E Costello, S Criswell, L Davenport-Ray, S W Ferguson, N J Hunt, D N Keane, P J Hodgson-Jones, T D Sanderson, D J Shaw, C H Tevlin and S Wakeford.

### **10 CAMBRIDGESHIRE AND PETERBOROUGH COMBINED AUTHORITY MEMBERSHIP AND OTHER APPOINTMENTS**

With the assistance of a report by the Interim Managing Director (a copy of which is appended in the Minute Book), Council were invited to make appointments / nominations to the Cambridgeshire and Peterborough Combined Authority for the 2023/24 Municipal Year.

Following the publication of the Agenda papers, Council were advised that notification had been received from the CPCA regarding changes to the membership of political parties which had resulted in changes to the composition of the Audit and Governance Committee. Whilst there was no impact in Huntingdonshire, a revised Appendix 2 had been tabled for all Members information and attention.

Whereupon it was

**RESOLVED**

- (a) that Councillor S J Conboy, Executive Leader of Council be appointed to act as the Council's appointee to the Combined Authority and Councillor T D Sanderson be appointed as the substitute member.
- (b) that Councillors M A Hassall and J Neish be nominated to the Overview and Scrutiny Committee, with Councillors S J Corney and B A Mickelburgh nominated as substitutes;
- (c) that Councillor S Corney be nominated to the Audit and Governance Committee, with Councillor M L Beuttell as the substitute member; and
- (d) that the Managing Director be authorised to make any amendments to the appointments to the Overview and Scrutiny Committee and the Audit and Governance Committee in consultation with the Political Group Leaders, if the Political Balance is amended by the Combined Authority between now and the next Council meeting.

**11 APPOINTMENT OF DEPUTY ELECTORAL REGISTRATION OFFICER**

With the assistance of a report by the Elections and Democratic Services Manager (a copy of which is appended in the Minute Book), the Executive Leader presented a proposal seeking approval of the appointment of a Deputy Electoral Registration Officer with full powers for Huntingdonshire.

Council were advised that the implementation of the Elections Act 2022 had placed further obligations on the Council's Electoral Registration Officer (ERO) and was likely to increase demand for urgent decisions, some of which have strict legislative deadlines. Members were advised that Electoral Commission guidance recommends appointing a Deputy who can carry out these duties should the ERO be unable to act. The appointment of a Deputy was a decision for full Council.

Whereupon having been duly proposed and seconded, it was

**RESOLVED**

- a) that Lisa Jablonska, Elections and Democratic Services Manager, be appointed Deputy Electoral Registration Officer with full powers; and
- b) that authority be delegated to the Electoral Registration Officer to revoke or vary appointments of Deputy Electoral Registration Officers as appropriate.

The meeting ended at 7.15 pm

Chair

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## CHAIR AND VICE CHAIR'S ENGAGEMENTS AND ANNOUNCEMENTS 18 May – 19 July 2023

| Date:               | Event:  | Venue:        |
|---------------------|---|---------------|
| <b><u>May</u></b>   |   |               |
| Thursday 18-May-23  | Godmanchester Town Council Annual Meeting and Mayor Making                            | Godmanchester |
| Friday 19-May-23    | *USAF 501 <sup>st</sup> Combat Support Wing Exercising the Freedom of the Town Parade | Huntingdon    |
| <b><u>June</u></b>  |   |               |
| Thursday 22-Jun-23  | *RAF Alconbury Annual Civic Leaders' Tour   | Alconbury     |
| Friday 23-Jun-23    | *Armed Forces Day Flag Raising  | Huntingdon    |
| Wednesday 28-Jun-23 | *High Sheriff's Summer Reception  | Wisbech       |
| Friday 30-Jun-23    | **RAF Alconbury Independence Day Fireworks  | Alconbury     |

*Notes:*

- 1. The above events have occurred since the last Full Council held on 17 May 2023.*
- 2. \*Events attended by the Vice-Chair on behalf of the Chair.*
- 3. \*\* Events attended by both the Chair and Vice-Chair*

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**Public**  
**Key Decision - No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Annual Report of the Corporate Governance Committee

**Meeting/Date:** Corporate Governance Committee – 12th July 2023  
Council – 19th July 2023

**Executive Portfolio:** Executive Councillor for Corporate & Shared Services, Councillor Martin Hassall

**Report by:** Deborah Moss, Internal Audit Manager

**Ward(s) affected:** All Wards

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### **Executive Summary:**

The Committee presents an annual report to the Council on the work that it has undertaken each year.

The draft annual report in respect of the 2022/23 is attached at Appendix 1. It has been prepared by the Internal Audit Manager. It summarises the work undertaken by the Committee during 2022/23 together with any issues that relate to the year.

If, after considering the draft report, the Committee wish to make any changes, it is proposed that the Chair be given authority to agree any amendments. The report will be presented to the next Full Council meeting.

The report will be uploaded onto the Council's website once it has been approved.

### **Recommendation(s):**

**It is recommended that the Council receive and note the Corporate Governance Committee 2022/23 Annual Report.**

## Appendix 1

### **1. PURPOSE OF THE REPORT**

- 1.1 This is an annual report of the Committee which summarises the work it has undertaken during 2022/23 and any issues that arose in the year.
- 1.2 Once the draft report is approved by Committee it will be presented by the Chair of the Corporate Governance Committee at Council.

### **2. BACKGROUND**

- 2.1 The Committee is required to discharge the functions of the Council in relation to both the corporate governance of the Council and the conduct of elected Members. This annual report sets to inform Council of the activities Committee has undertaken in discharging these functions.
- 2.2 It has been prepared by the Internal Audit Manager and details matters that have been considered together with membership and attendance throughout the year.

### **3. REASONS FOR THE RECOMMENDED DECISIONS**

- 3.1 Committee is required to review the draft report and approve that it is an accurate representation/reflection of the year.

### **4. LIST OF APPENDICES INCLUDED**

Appendix 1 - Corporate Governance Committee: Chair's Annual Report to Council for the year ending 31<sup>st</sup> March 2023

### **CONTACT OFFICER**

Name/Job Title: Deborah Moss, Internal Audit Manager  
Tel No: 01480 388475  
Email: [deborah.moss@huntingdonshire.gov.uk](mailto:deborah.moss@huntingdonshire.gov.uk)





**Corporate Governance Committee**

**Chair's Annual Report to Council  
for the year ending 31st March 2023**

**Corporate Governance Committee  
Functions: Approved by Council 29 March 2017**

**Introduction by the Chair of the Corporate Governance Committee**

This report summarises both the Committee's activities during 2022/23 and issues that arose in that financial year. It is intended to:

- reassure the Council and other stakeholders that it is undertaking its responsibilities properly and in a way that allows it to exercise effective oversight; and
- demonstrate to the District's residents and other stakeholders the importance that the Council places on good governance, openness and probity in public life. The report sets out the contribution the Committee makes to achieving those aims. The Committee's meetings are open to the public and its report are available on the Council's website.

This is my second year as Chair of the Committee, which has continued its focus on the following key issues:

1. Continue to make progress in resolving issues raised in previous annual governance statements, and to increase the rate of progress during the year.
2. Identify lessons to be learned and applied from those issues.
3. Receive assurance that business continuity plans are in place and up to date.
4. Continually review and enhance the controls necessary to deal with cyberattacks and to manage Cloud services effectively.
5. Continue to increase the percentage of internal Audit actions completed on time.

Over the year there has been an increasing focus on the Risks that exist for the organisation, and the role that Internal Audit plays in assessing the standard of management of these Risks. At the November 2022 meeting, the Committee was given visibility of the Corporate Risk Register, and the ongoing scrutiny of Risk in the context of Audit will be a key objective of the Committee going forward.

To this end, the Chair and Vice Chair have worked with the Executive Councillor for Corporate & Shared Services to investigate ways of increasing the Council's effectiveness in Risk management, and the role that the Corporate Governance Committee can play in this. We have greatly appreciated the valuable input into this initiative from Deborah Moss, Internal Audit manager.

During the year, a reassessment has taken place of certain key Audit actions, as it became apparent that those actions needed to be reviewed in light of changed circumstances. It was agreed with the pertinent Corporate Director

**Corporate Governance Committee  
Functions: Approved by Council 29 March 2017**

that changes be made to the relevant outstanding Audit actions to reflect the necessary changes.

The Chair and Vice Chair took part in the LGA Audit Peer Challenge and were pleased that the 17 recommendations from the Challenge were accepted for implementation by the leadership of the Council. We look forward to working as a Committee in the coming year to implement those recommendations that relate to the Committee's activities.

In light of the Government's intention to require local government audit committees to include one or more Independent non-voting members, the Committee has commenced an initiative to recruit Independent members to the Committee, with an intention to implement the change to the Committee membership in the coming Corporate year.

I would like to thank those Officers who have supported the Committee's activities over the Corporate year 2022-23; the Members who served on the Committee during the Corporate year, and in particular for Members' contributions to the Committee's oversight of all aspects of Corporate Governance.

Councillor Nic Wells, Chair, Corporate Governance Committee

July 2023

**Corporate Governance Committee  
Functions: Approved by Council 29 March 2017**

**Introduction**

The Committee is required to discharge the functions of the Council in relation to both the corporate governance of the Council and the conduct of elected Members.

The Committee oversees the Council's governance and financial arrangements and the promotion and maintenance of high standards of conduct amongst the Council and Town and Parish Councils within the District of Huntingdonshire. This includes advising the Council on the Code of Conduct for Members, agreeing a Code of Conduct for Planning matters and considering reports by the Local Government Ombudsman.

Functions relating to the conduct of Members are considered by a Standards Sub-Committee (which will report to the main Committee).

The functions of the Committee are listed in Appendix A.

**Effectiveness**

An effective Corporate Governance Committee can bring many benefits, including:

- raising greater awareness of the need for internal control and the implementation of agreed audit recommendations;
- increasing public confidence in the objectivity and fairness of financial and other reporting;
- reinforcing the importance and independence of internal and external audit and other similar review process; and
- providing additional assurance through a process of independent and objective review.

The Committee's work activities have been designed so that they not only provide assurance to the Council and allow it to discharge its functions, but also allow the Committee to make a positive contribution towards maintaining good governance practices across the Council.

**Committee training**

A skills and training needs assessment form has not been completed by Committee members for some years and training needs have not been identified. Committee has a significant number of new Members (both to the District Council and this Committee). An ongoing personal obligation to training is important in order that members can equip themselves with the requisite knowledge to form an effective governance and audit committee.

Throughout the year CGC members have had opportunity to attend various training courses and events:

**Corporate Governance Committee  
Functions: Approved by Council 29 March 2017**

| Training Event                                       | Date     | By  | Attendance numbers |
|--|----------|---|--------------------|
| Members Induction Event 2022                         | 12/05/22 | HDC                                       | 10+                |
| Chairing Meetings                                    | 05/09/22 | LGA (Delivered by HDC)                    | 1                  |
| General Data Protection Regulations (GDPR)           | 14/06/22 | K SQUIRES, Data Protection Officer        | 10+                |
| Effective Working                                    | 16/09/22 | LGA - Jennifer Baker (First Ascent Group) | 1                  |
| Role and Functions of Corporate Governance Committee | 28/09/22 | LGA                                       | 8+                 |
| Finance Training                                     | 07/11/22 | EELGA                                     | 4+                 |

### Matters considered

The table below groups into six categories the significant issues considered by the Committee during 2022/23. A brief summary of the issues considered within each of the categories is included on the following pages.

|          |   | 2022 |     |     |     |     | 2023 |
|----------|---|------|-----|-----|-----|-----|------|
|          |   | Apr  | May | Jul | Sep | Nov | Jan  |
| <b>1</b> | <b>Constitution</b>   |      |     |     |     |     |      |
|          | Code of Financial Management  |      |     |     |     |     |      |
|          | Code of Procurement   |      |     |     |     |     |      |
|          | Appointment of an Independent Member(s) to the Corporate Governance Committee                                   |      |     |     |     |     | ■    |
|          |   |      |     |     |     |     |      |
| <b>2</b> | <b>Governance issues</b>  |      |     |     |     |     |      |
|          | Approval for Publication of the 2021/22 Annual Governance Statement   | ■    |     |     | ■   |     |      |
|          | Annual Complaints Report 2021/22  |      |     |     | ■   |     |      |
|          | Code of Conduct Complaints - update   | ■    |     |     |     | ■   |      |
|          | Progress on Annual Governance Statement 2019/20 and 2020/21 – Significant Issues                                |      |     |     |     |     |      |
|          | Annual Report on HDC Compliance with Freedom of Information (FOI) & Environmental Information Regulations) Acts | ■    |     |     |     |     |      |

**Corporate Governance Committee  
Functions: Approved by Council 29 March 2017**

|          |  | 2022 |     |     |     |     | 2023 |
|----------|--|------|-----|-----|-----|-----|------|
|          |  | Apr  | May | Jul | Sep | Nov | Jan  |
|          | Annual Review of Benefits Risk-Based Verification Policy   |      |     | ■   |     |     |      |
|          | CIPFA Code of Financial Management   |      |     |     |     | ■   |      |
|          | Corporate Risk Register  |      |     |     |     | ■   |      |
|          |  |      |     |     |     |     |      |
| <b>3</b> | <b>External Audit (EA) &amp; Financial Reporting</b>   |      |     |     |     |     |      |
|          | Draft Statement of Accounts 2021/22, Annual Financial Report and Approval for Publication of the Annual Governance Statement |      |     | ■   |     |     |      |
|          | External Audit Plan 2021/22  |      |     |     |     | ■   |      |
|          | Approval for Publication of the 2020/21 Annual Financial Report  | ■    |     |     |     |     |      |
|          |  |      |     |     |     |     |      |
| <b>4</b> | <b>Internal Audit</b>  |      |     |     |     |     |      |
|          | IA Service: Annual Report 2021/22  |      |     | ■   |     |     |      |
|          | Progress on the Internal Audit Plan  |      |     |     |     |     |      |
|          | Internal Audit Service: Interim Progress Report  |      |     |     |     | ■   |      |
|          | Internal Audit Plan 2022/23 & Internal Audit Charter   | ■    |     |     |     |     |      |
|          | Implementation of Internal Audit Actions   | ■    | ■   | ■   | ■   | ■   | ■    |
|          | Whistleblowing (Policy, Guidance and Concerns Received)  |      |     | ■   |     |     |      |
|          |  |      |     |     |     |     |      |
| <b>5</b> | <b>Standards</b>   |      |     |     |     |     |      |
|          | Code of Conduct Complaints – Update  | ■    |     | ■   |     |     |      |
|          | Update on Code of Conduct and Register of Disclosable Pecuniary Interests  |      |     | ■   |     |     | ■    |
|          |  |      |     |     |     |     |      |
| <b>6</b> | <b>Fraud</b>   |      |     |     |     |     |      |
|          | Review of Fraud Investigation Activity 2020/21   |      |     | ■   |     |     |      |
|          |  |      |     |     |     |     |      |
| <b>7</b> | <b>Other</b>   |      |     |     |     |     |      |
|          |  |      |     |     |     |     |      |

**Corporate Governance Committee  
Functions: Approved by Council 29 March 2017**

**Reviewing the Constitution**

|  |   |
|--|---|
| <b>Code of Financial Management (Financial Regulations section within the Constitution).</b> | No review has taken place (last review at Committee June 2021) – committee will put on their forward plan for 2023/24.  |
| <b>Code of Procurement</b>   | No annual review has taken place – committee will put on their forward plan for 2023/24.  |
| <b>Independent Members</b>   | Members were advised that it is likely that having an independent member will become statutory “as soon as legislation will allow” and therefore discussed and took a decision to approve up to two independent members in order that the necessary Constitutional changes could be made and recruitment preparation begin. Committee welcomed independent membership to support good governance and improve challenge. |

**Governance of the Council**

|   |  |
|---|--|
| <b>Approving the Annual Governance Statement on behalf of the Council</b> | The Committee approved the 2021/22 Annual Governance Statement (AGS). The format of the AGS had previously changed to one aligned with accepted best-practice agreed with external audit.  |
| <b>Significant governance issues</b>                                      | No significant governance issues were identified for inclusion in the AGS. However other governance issues were reported.  |
| <b>Complaints</b>   | The Committee received an annual report 2021/22 on the outcome of any complaints referred to the Local Government & Social Care Ombudsman as well as complaints that had been dealt with under the Council’s own procedures. Details of compliments received were also reported. Members are able to request further information. Reports included any key lessons learnt from complaint resolutions as well as a summary of complaint themes. |
| <b>Annual Review of Benefits Risk-Based Verification Policy</b>           | Committee is required to approve the policy annually. Committee asked how low risk claimants are audited and assessed each year, the time taken to transition between HB and UC and the impact on caseloads and the measures and checks in place to identify errors.   |

**Corporate Governance Committee  
Functions: Approved by Council 29 March 2017**

|   |   |
|---|---|
| <b>CIPFA Code of Financial Management</b> | The Responsible Finance Officer (S.151 Officer) reported on an exercise carried out to demonstrate our compliance with the new CIPFA Code of Financial Management. She asked that Internal Audit verify the information in the document to provide independent assurance to Committee (this has been entered into the IA Plan 2023/24). |
| <b>Corporate Risk Register</b>            | Committee requested to see the risk register and discussed its content, raising questions on a number of risks. It requested that a future report should include a matrix of where each of the risks sits.  |

**External Audit matters**

|  |   |
|--|---|
| <b>Approving the 2020/21 Annual Financial Report</b> | The annual financial report for 2020/21 was audited by the external auditors who gave an unqualified audit opinion. The report was approved by committee and published in April 2022. Updates were also made to the AGS at this time. |
|--|---|

|                                    |  |
|------------------------------------|--|
| <b>External Audit Plan 2021/22</b> | The Committee has noted the External Audit Plan 2021/22. |
|------------------------------------|--|

**Internal Audit**

|   |  |
|---|--|
| <b>Receiving the Annual Audit Opinion</b> | The Committee noted that the 2021/22 annual assurance opinion remained as adequate for the elements of internal control and governance. However, it was informed that no opinion could be given in respect of risk management. It acknowledged the decrease in Internal Audit resources available throughout the year. |
|---|--|

|  |   |
|--|---|
| <b>Approving the internal audit work plan and Internal Audit Charter</b> | The Audit Plan 2022/23 was discussed and approved in March 2022.<br>The Internal Audit Charter was reviewed and approved as still fit for purpose by Committee in March 2023.<br><i>Both the Plan and new Charter were approved outside of the April-March 2023 period (a new Charter being approved in April 2023 and the Internal Audit Plan approved in July 2023) but are included here for visibility.</i> |
|--|---|



**Corporate Governance Committee  
Functions: Approved by Council 29 March 2017**

**Monitoring of implementation of audit actions**

Committee received regular reports on overdue audit actions. It asked that the report's audit opinion be included against each action. It also requested and received a list of closed audit actions to see what had already been agreed and implemented to allow a better understanding of what types of actions are being made.

**Annual report on whistleblowing**

Committee received statistics on whistleblowing allegations received and noted that there were no issues that needed attention by committee. The Whistleblowing Policy was deemed still fit for purpose.

**Standards**

**Ensuring good standards are maintained throughout the District**

The Committee has received two reports during the year on various standards matters:

- Code of Conduct Complaints – Update
- Update on Code of Conduct and Register of Disclosable Pecuniary Interests

**Countering Fraud**

**Activities of the Corporate Fraud Team (CFT)**

The CFT has been involved with the checking of information for the Energy Bill Rebate Scheme so all households within the district and this resulted in 9.2 million being paid to residents. The bi-annual National Fraud Initiative (NFI) matches covering a number of services and areas and NFI report focusing on potential SPD Fraud. The CFT has continued to work with local housing providers and assisted in the recovery of Social Housing properties however this work has been hampered by a member of the team being off for a long period following an accident. There was one RIPA application for directed surveillance regarding covert cameras for a fly tipping hot spot in the area.

**Corporate Governance Committee**  
**Functions: Approved by Council 29 March 2017**

The issues above deal with the core business of the Committee. A number of reports and other issues were also considered during the year that had a direct impact upon governance systems and processes across the Council:

- Reviewing the Council's compliance and performance in respect of responses to enquiries received under both the Freedom of Information and Environmental Impact Regulations.
- Considering the progress made by managers to introduce agreed internal audit actions on time.
- Consideration of single tenders/quotes approved by Heads of Service/Assistant Directors
- Approval of the updated Local Code of Corporate Governance.
- Approval of two independent members to sit on CGC – this will allow for more independent challenge and is seen as a governance improvement.
- Considered the Council's arrangements for compliance with CIPFA's Code of Financial Management and agreed for Internal Audit to verify the arrangements reported.
- Chair of CGC attends the Chair of Audit Committees Forum (Eastern Region) hosted by the LGA which is an opportunity to share experiences, learn topics, and develop the Chairing and effectiveness of the committee.
- No Committee member is an Executive Member with decision-making responsibilities.

**Standards (Hearings) Sub-committee** – (comprising 3 Members of the CGC) is appointed as and when required to consider the standards of conduct of members. This sub-committee did not meet during the year.

**Corporate Governance Committee  
Functions: Approved by Council 29 March 2017**

**Committee Membership & Attendance**

|  |                        | 2022 |     |     |     |     | 2023 | Attend-<br>ance<br>Total |
|--|------------------------|------|-----|-----|-----|-----|------|--------------------------|
|  |                        | Apr  | May | Jul | Sep | Nov | Jan  |                          |
| Outgoing Committee (appointed by Council on 19 May 2021) |                        |      |     |     |     |     |      |                          |
| Chairman   | Cllr G J Bull          | ■    |     |     |     |     |      | 1                        |
| Vice-Chairman  | Cllr P L R Gaskin      | ■    |     |     |     |     |      | 1                        |
|  | Cllr E R Butler        | ■    |     |     |     |     |      | 1                        |
|  | Cllr J C Cooper-Marsh  | --   |     |     |     |     |      | 0                        |
|  | Cllr D A Giles         | --   |     |     |     |     |      | 0                        |
|  | Cllr K P Gulson        | ■    |     |     |     |     |      | 1                        |
|  | Cllr P Kadewere        | ■    |     |     |     |     |      | 1                        |
|  | Cllr H V Masson        | --   |     |     |     |     |      | 0                        |
|  | Cllr L W McGuire       | --   |     |     |     |     |      | 0                        |
|  | Cllr J P Morris        | --   |     |     |     |     |      | 0                        |
|  | Cllr R J West          | ■    |     |     |     |     |      | 1                        |
|  | Cllr Mrs S R Wilson    | ■    |     |     |     |     |      | 1                        |
| Incoming Committee (appointed by Council 18th May 2022)  |                        |      |     |     |     |     |      |                          |
| Chair  | Cllr N Wells           |      | ■   | ■   | ■   | ■   | ■    | 5                        |
| Vice-Chair   | Cllr J E Harvey        |      | ■   | ■   | ■   | ■   | ■    | 5                        |
|  | Cllr A M Blackwell     |      | ■   | ■   | ■   | ■   | ■    | 5                        |
|  | Cllr E R Butler        |      | ■   | ■   | --  | --  | --   | 2                        |
|  | Cllr J Clarke          |      | ■   | ■   | ■   | ■   | ■    | 5                        |
|  | Cllr J A Gray          |      | ■   | ■   | --  | ■   | ■    | 4                        |
|  | Cllr P J Hodgson-Jones |      | ■   | ■   | --  | ■   | --   | 3                        |
|  | Cllr S A Howell        |      | ■   | ■   | ■   | --  | ■    | 4                        |
|  | Cllr P Kadewere        |      | ■   | ■   | ■   | --  | ■    | 4                        |
|  | Cllr T D Sanderson     |      | ■   | ■   | ■   | ■   | ■    | 5                        |
|  | Cllr I P Taylor        |      | ■   | ■   | ■   | ■   | ■    | 5                        |
|  | Cllr R J West          |      | ■   | ■   | --  | --  | ■    | 3                        |

Key:

|    |                                     |
|----|-------------------------------------|
| ■  | Attended                            |
| -- | Absent                              |
|    | Not on committee at date of meeting |

**Corporate Governance Committee**  
**Functions: Approved by Council 29 March 2017**

To discharge the functions of the Council in relation to the Corporate Governance of the Council and to be the Council's "Audit" Committee.

These responsibilities include:

|                                    |  |
|------------------------------------|--|
| <b>Constitution</b>                | Considering proposals to change the Council's Constitutional arrangements and making appropriate recommendations to the Council.   |
| <b>Governance</b>                  | <p>Regularly reviewing the Council's Code of Corporate Governance and recommending any changes to the Council and approving the annual governance statement and reviewing the achievement of any outstanding improvements.</p> <p>Ensuring there are effective arrangements for the management of risk across the Council.</p> <p>To consider the arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.</p> <p>Through the Chairman, the Committee will provide the Council with an Annual Report, timed to support finalisation of the financial statements and the Governance Statement, on how it has discharged its responsibilities.</p> |
| <b>Internal and External Audit</b> | <p>Fulfilling the Board responsibilities of the Public Sector Internal Audit Standards and ensuring effective internal audit is undertaken in accordance with those Standards.</p> <p>Receiving and considering external audit reports including the adequacy of management response to issues identified.</p>   |
| <b>Final Accounts</b>              | Approving the accounting policies, statement of accounts and considering any matters arising from the external audit.  |
| <b>Countering Fraud</b>            | <p>Reviewing and monitoring the policy and procedure and arrangements for investigating disclosures under the Public Interests Disclosure Act 1999.</p> <p>Monitoring the Anti-Fraud and Corruption Strategy and receive annual updates on countering fraud.</p>   |
| <b>Standards</b>                   | The promotion and maintenance of high standards of conduct within the Council.   |

**Corporate Governance Committee**  
**Functions: Approved by Council 29 March 2017**

To advise the Council on the adoption or revision of its Codes of Conduct for Members.

The promotion and maintenance of high standards of conduct within the town and parish councils within Huntingdonshire.

To advise the Council on the adoption or revision of a Protocol for Member/Officer relations.

To advise the Council on the adoption of a Code of Conduct for Planning and monitoring operation of the Code.

**Complaints** Consideration of reports by the Local Government Ombudsman including compensatory payments.

**Electoral matters** Consider the periodic electoral review and review District and Parish electoral arrangements including boundaries and other electoral matters.

Determination of Community Governance Reviews.

The Monitoring Officer, in consultation with the Chairman of the Corporate Governance Committee is authorised to appoint to the Standards Sub-Committee as and when it is required to be convened.

**Standards (Hearings) Sub-Committee** Functions relating to standards of conduct of members under any relevant provision of, or regulations made under, the Localism Act 2011.

3 Members of the Corporate Governance Committee plus Independent Person.

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**Public**  
**Key Decision - No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title:** Treasury Management Outturn Report 2022/23

**Meeting/Date:** Council – 19 July 2023

**Executive Portfolio:** Executive Councillor for Finance & Resources  
Councillor B A Mickelburgh

**Report by:** Chief Finance Officer

**Ward(s) affected:** All Wards

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### **Executive Summary:**

Best practice and prescribed treasury management guidance requires Members to be kept up to date in respect of treasury management activity for the first half of the year, including investment and borrowing activity and treasury performance.

The Council's 2022/23 Treasury Management Strategy was approved by the Council on the 23<sup>rd</sup> February 2022 and this report sets out the treasury performance for period between 1<sup>st</sup> April 2022 and 31<sup>st</sup> March 2023.

### **The main purpose of Treasury Management is to.**

- Ensure the Council has sufficient cash to meet its day to day obligations.
- Invest surplus funds in a manner that balances low risk of default by the borrower with a fair rate of interest.
- Borrow when necessary to fund capital expenditure, including borrowing in anticipation of need when rates are low.

### **The key market Treasury Management issues during 2022/23 influencing the Council's decision-making were.**

- During the second half of the year investment interest rates have increased substantially and were nearly 4% by the year end. Whilst good for investing some signs of stress were showing, including as a result of the increased interest rates and inflation, the failure of several regional banks in the US. As a result the council increased use of the Debt Management Office for deposits in preference to single counterparties

and Money Market Funds, the DMO being less risky and more recently increasingly competitive on rates.

- The Bank of England Bank Rate was at 0.75% at the start of the financial year and had increased to 4.25% by March 2023.
- Market rates increased substantially during the year, with the council's weighted average interest rate increasing from 0.82% as at 31<sup>st</sup> March 2022 to 3.85% as at 31<sup>st</sup> March 2023.

**The Council's responses to the key issues were.**

- When the Council has surplus funds, these will primarily be invested on a short-term basis, in bank deposit accounts and money market funds and the Debt Management Office.
- Where possible to take a higher return without sacrificing liquidity.
- When borrowing the Council will use the Public Works Loan Board (PWLB), which offers low fixed rate borrowing, based on gilt yields over a long period.
- Where economic conditions are forecast to deteriorate it is vital to monitor financial institutions credit rating, and credit default swap rates (the cost to insure lending). This information is provided by the Council's treasury adviser – Link Group.

**The Council's Commercial Investment Strategy (CIS)**

The Commercial Investment Strategy commenced in 2015/16. Indicators relating to the investments are shown in **Appendix A section 3.4** and in **table 16**.

These investments generated £1.3m of investment income for the Council in 2022/23 after taking account of direct costs. The breakdown of the property's portfolio is shown in **Table 8** and the proportion of the investment income in relation to gross service expenditure, in **Table 9** of **Appendix A**.

**Recommendation(s):**

**The Council is recommended to**

- **Note the treasury management performance for 2022/23.**



## **1. PURPOSE OF THE REPORT**

- 1.1 The purpose of this report is to update councillors on the Council's treasury management activity during 2022/23, including investment and borrowing activity and treasury performance.

## **2. BACKGROUND**

- 2.1 It is regarded as best practice and prescribed treasury management practice, that Members are kept up to date with treasury management activity.
- 2.2 The Council approved the 2022/23 Treasury Management Strategy at its meeting on 23rd February 2022.
- 2.3 All treasury management activity undertaken during 2022/23 complied with the CIPFA Code of Practice and relevant legislative provisions.
- 2.4 The investment strategy is to invest any surplus funds in a manner that balances low risk of default by the borrower with a fair rate of interest. The Council's borrowing strategy permits borrowing for cash flow purposes and funding current and future capital expenditure over whatever periods are in the Council's best interests.

## **3. ANALYSIS**

### **Economic Review**

- 3.1 An economic review of the year has been provided by our Treasury Management advisors, Link Group and is attached with an analysis of the local context implications in **Appendix A section 2.0**.

### **Performance of Council Funds**

- 3.2 The treasury management transactions undertaken during 2022/23 and the details of the investments and loans held as at 31<sup>st</sup> March 2023 are shown in detail in **Appendix A section 3.0 to 3.2**.

### **Risk Management**

- 3.3 The Council's primary objectives for the management of its investment are to give priority to the security and liquidity (how quickly cash can be accessed) of its funds before seeking the best rate of return. For more details see **Appendix A section 3.3**.

### **Non-Treasury Investments**

- 3.5 The definition of investments in CIPFA's revised Treasury Management Code now covers all the financial assets of the Council as well as other non-financial assets which the Council holds primarily for financial return. The full details of these investments can be found on **Section**

### 3.4 of Appendix A.

## 4. COMPLIANCE

- 4.1 Compliance with specific investment and debt limits are indicated in **table 10** and **11** of **Appendix A**.

## 5. TREASURY MANAGEMENT INDICATORS

- 5.1 The Council measures and manages its exposure to treasury management risks using indicators which are details in the **Appendix A section 5.0**.

## 6. COMMENTS OF OVERVIEW & SCRUTINY

- 6.1 The Panel discussed the Treasury Management Outturn Report 2022-23 Report at its meeting on 7th June 2023.
- 6.2 Following a question from Councillor Pickering, the Panel heard that the increase in the overall property value of the Rowley Centre St Neots was due to the unit occupied by Cineworld now returning to full rent (valuations are based on rent yield), from the reduced rent during the COVID pandemic.
- 6.3 In response to a question from Councillor Jennings, it was confirmed to the Panel that all borrowing was on fixed rate terms, the majority is borrowed from the Public Works Loans Board, in addition there is a small loan from Salix Ltd at fixed 0% interest.
- 6.4 The Panel heard, following an observation by Councillor Blackwell, that an inconsistency in the report relating to People for Places in section 3.1 would be corrected to Places for People.
- 6.5 In response to a question from Councillor Harvey, the Panel heard that the reduction in property value of the existing portfolio shown in Table 8 was due to a decrease in rent and estimated future yield at two locations which impacts on the property value, it was also advised that new valuers had been appointed which had resulted in some valuation changes.
- 6.6 Following the discussion, the Panel were informed that their comments would be added to the Cabinet report in order for Cabinet to make a decision on the recommendations.

## **List of Appendices;**

### **Appendix A**

- Economic review (source: Link Group)
- Borrowing and Investment as at 31<sup>st</sup> March 2023
- Risk Management
- Non-treasury Investments
- Treasury Management Indicators

### **Appendix B**


- Capital Prudential Indicators

### **Appendix C**


- Glossary

## **CONTACT OFFICERS**

Oliver Colbert, Financial and Treasury Accountant

 01480 388067

Sharon Russell-Surtees, Chief Finance Officer

 01480 388524

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## Treasury Management Outturn Performance Review

### 1.0 Introduction

The Council adopted the Chartered Institute of Public Finance and Accountancy's *Treasury Management in the Public Services: Code of Practice* (the CIPFA Code) which requires the Council to approve treasury management semi-annual and annual reports.

The Council's treasury management strategy for 2022/23 was approved at a meeting on 23<sup>rd</sup> February 2022. The Council does borrow and invest substantial sums of money and is therefore exposed to financial risks including the loss of invested funds and the revenue effect of changing interest rates. The successful identification, monitoring and control of risk remain central to the Council's treasury management strategy.

Treasury risk management at the Authority is conducted within the framework of the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice (the CIPFA Code) which requires the Authority to approve a treasury management strategy before the start of each financial year and, as a minimum, a semi-annual and annual treasury outturn report.

The Prudential Code includes a requirement for local authorities to provide a Capital Strategy, a summary document approved by full Council covering capital expenditure and financing, treasury management and non-treasury investments. The Authority's Capital Strategy, complying with CIPFA's requirement, was approved by full Council on 23<sup>rd</sup> February 2022.

### 2.0 External Context

#### 2.1 The UK Economy

*(This commentary has been provided by Link Group, the council's new treasury advisors from March 2023)*

Against a backdrop of stubborn inflationary pressures, the easing of Covid restrictions in most developed economies, the Russian invasion of Ukraine, and a range of different UK Government policies, it is no surprise that UK interest rates have been volatile right across the curve, from Bank Rate through to 50-year gilt yields, for all of 2022/23.

Market commentators' misplaced optimism around inflation has been the root cause of the rout in the bond markets with, for example, UK, EZ and US 10-year yields all rising by over 200bps in 2022. The table below provides a snapshot of the

conundrum facing central banks: inflation is elevated but labour markets are extraordinarily tight, making it an issue of fine judgment as to how far monetary policy needs to tighten.

Table 1: Economic Indicators

|                          | <b>UK</b>                 | <b>Eurozone</b>           | <b>US</b>             |
|--------------------------|---------------------------|---------------------------|-----------------------|
| <b>Bank Rate</b>         | 4.25%                     | 3%                        | 4.75%-5%              |
| <b>GDP</b>               | +0.1%q/q Q4<br>(4.1%/y/y) | +0.1%q/q Q4<br>(1.9%/y/y) | 2.6% Q4<br>Annualised |
| <b>Inflation</b>         | 10.4%/y/y (Feb)           | 6.9%/y/y (Mar)            | 6.0%/y/y (Feb)        |
| <b>Unemployment Rate</b> | 3.7% (Jan)                | 6.6% (Feb)                | 3.6% (Feb)            |

Quarter 2 of 2022 saw UK GDP deliver growth of +0.1% quarter/quarter, but this was quickly reversed in the third quarter, albeit some of the fall in GDP can be placed at the foot of the extra Bank Holiday in the wake of the Queen’s passing. Quarter 4 GDP was positive at 0.1% quarter/quarter. Most recently, January saw a 0.3% month/month increase in GDP as the number of strikes reduced compared to December. In addition, the resilience in activity at the end of 2022 was, in part, due to a 1.3% quarter/quarter rise in real household disposable incomes. A big part of that reflected the £5.7bn payments received by households from the government under the Energy Bills Support Scheme.

Nevertheless, CPI inflation picked up to what should be a peak reading of 11.1% in October, although hopes for significant falls from this level will very much rest on the movements in the gas and electricity markets, as well as the supply-side factors impacting food prices. On balance, most commentators expect the CPI measure of inflation to drop back towards 4% by the end of 2023. As of February 2023, CPI was 10.4%.

The UK unemployment rate fell through 2022 to a 48-year low of 3.6%, and this despite a net migration increase of around 500k. The fact remains, however, that with many economic participants registered as long-term sick, the UK labour force shrunk by around 500k in the year to June. Without an increase in the labour force participation rate, it is hard to see how the UK economy will be able to grow its way to prosperity, and with average wage increases running at over 6% the MPC will be concerned that wage inflation will prove just as sticky as major supply-side shocks to food (up 18.3% year/year in February 2023) and energy that have endured since Russia’s invasion of Ukraine on 22 February 2022.

Bank Rate increased steadily throughout 2022/23, starting at 0.75% and finishing at 4.25%.

In the interim, following a Conservative Party leadership contest, Liz Truss became Prime Minister for a tumultuous seven weeks that ran through September and October. Put simply, the markets did not like the unfunded tax-cutting and heavy spending policies put forward by her Chancellor, Kwasi Kwarteng, and their reign lasted barely seven weeks before being replaced by Prime Minister Rishi Sunak and Chancellor Jeremy Hunt. Their Autumn Statement of the 17th of November gave rise to a net £55bn fiscal tightening, although much of the “heavy lifting” has been

left for the next Parliament to deliver. However, the markets liked what they heard, and UK gilt yields have reversed the increases seen under the previous tenants of No10/11 Downing Street, although they remain elevated in line with developed economies generally.

As noted above, GDP has been tepid throughout 2022/23, although the most recent composite Purchasing Manager Indices for the UK, US, EZ and China have all surprised to the upside, registering survey scores just above 50 (below suggests economies are contracting, and above suggests expansion). Whether that means a shallow recession, or worse, will be avoided is still unclear. Ultimately, the MPC will want to see material evidence of a reduction in inflationary pressures and a loosening in labour markets. Realistically, that is an unlikely outcome without unemployment rising and wage settlements falling from their current levels. At present, the bigger rise in employment kept the ILO unemployment rate unchanged at 3.7% in January. Also, while the number of job vacancies fell for the ninth consecutive month in February, they remained around 40% above pre-pandemic levels.

Our economic analysts, Capital Economics, expect real GDP to contract by around 0.2% quarter/quarter in Quarter 1 and forecast a recession this year involving a 1.0% peak-to-trough fall in real GDP.

The £ has remained resilient of late, recovering from a record low of \$1.035, on the Monday following the Truss government's "fiscal event", to \$1.23. Notwithstanding the £'s better run of late, 2023 is likely to see a housing correction of some magnitude as fixed-rate mortgages have moved above 4.5% and affordability has been squeezed despite proposed Stamp Duty cuts remaining in place.

## 2.2 Equity Markets

As for equity markets, the FTSE 100 started 2023 strongly, rising to a record high of 8,014 on 20th February, as resilient data and falling inflation boosted earnings. But global equities fell sharply after concerns over the health of the global banking system emerged early in March.

The fall in the FTSE 100 was bigger than the drop in the US S&P 500. Indeed, at around 7,600 now, the FTSE is 5.2% below its record high on 20th February, while the S&P 500 is only 1.9% lower over the same period. That's despite UK banks having been less exposed and equity prices in the UK's financial sector not falling as far. It may be due to the smaller decline in UK interest rate expectations and bond yields, which raise the discounted value of future earnings, compared to the US.

## 2.3 Global

**USA.** The flurry of comments from Federal Reserve (Fed) officials over recent months suggest there is still an underlying hawkish theme to their outlook for interest rates. Markets are pricing in a further interest rate increases of 25-50bps, on top of the current interest rate range of 4.75% - 5%.

In addition, the Fed is expected to continue to run down its balance sheet once the on-going concerns about some elements of niche banking provision are in the rear-view mirror.

As for inflation, it is currently at c6% but with the economy expected to weaken during 2023, and wage data already falling back, there is the prospect that should the economy slide into a recession of any kind there will be scope for rates to be cut at the backend of 2023 or shortly after.

**EU.** Although the Euro-zone inflation rate has fallen below 7%, the ECB will still be mindful that it has further work to do to dampen inflation expectations and it seems destined to raise rates to 4% in order to do so. Like the UK, growth has remained more robust than anticipated but a recession in 2023 is still seen as likely by most commentators.

## 2.4 Regulatory changes

### IFRS 9 Fair Value of Assets

Following the consultation undertaken by the Department of Levelling Up, Housing and Communities (DLUHC) on IFRS 9, the Government has extended the mandatory statutory override for local authorities to reverse out all unrealised fair value movements resulting from pooled investment funds to 31st March 2025. Local authorities are required to disclose the net impact of the unrealised fair value movements in a separate unusable reserve throughout the duration of the override in order for the Government to keep the override under review and to maintain a form of transparency. This regulation applies to the CCLA Property Fund.

### IFRS 16 Leases

IFRS16 which will have the effect of bringing currently off-balance sheet leased assets onto the balance sheet, has been delayed until 2024/25.

## 3.0 Local Context

On 31<sup>st</sup> March 2023, the Council had net investing of £21.16m arising from its revenue income and capital income and expenditure. The underlying need to borrow for capital purposes is measured by the Capital Financing Requirement (CFR), while usable reserves and working capital are the underlying resources available for investment. These factors are summarised in Table 2 below.

Table 2: Balance Sheet Summary

|                               | 31.3.23<br>Actual<br>£m |
|-------------------------------|-------------------------|
| General Fund CFR              | 72.3                    |
| Less: *Other debt liabilities | (0.5)                   |
| <b>Total CFR</b>              | <b>71.8</b>             |
| External borrowing            | (34.4)                  |



|   |               |
|---|---------------|
| Internal borrowing                        | (17.8)        |
| Balance Sheet Resources <sup>(1)(2)</sup> | (74.9)        |
| <b>Investments</b>                        | <b>(55.3)</b> |

<sup>(1)</sup>Includes debtors, stock, cash, reserves, less overdraft, creditors, provisions, long term liabilities, unusable reserves.

<sup>(2)</sup>This is an estimate as the actual figure is not yet available.

The Council pursued its strategy of keeping borrowing and investments below their underlying levels, sometimes known as internal borrowing, to reduce risk and keep interest costs low.

The treasury management position as at 31<sup>st</sup> March 2023 and the change during the year is shown in Table 3 below.

Table 3: Treasury Management Summary

|                           | 30.3.22<br>Balance<br>£m | Movement<br>£m            | 31.3.23<br>Balance<br>£m | 31.3.23<br>Rate<br>% <sup>(1)</sup> |
|---------------------------|--------------------------|---------------------------|--------------------------|-------------------------------------|
| Long-term borrowing       | 38.92                    | (4.56) <sup>(2)</sup>     | 34.36                    | 2.83                                |
| Short-term borrowing      | 0.00                     | 0.00                      | 0.00                     |                                     |
| <b>Total borrowing</b>    | <b>38.92</b>             | <b>(4.56)</b>             | <b>34.36</b>             | <b>2.83</b>                         |
| Long-term investments     | 4.00                     | 0.00                      | 4.00                     | 3.98                                |
| Short-term investments    | 21.00                    | 19.00                     | 40.00 <sup>(3)</sup>     | 3.96                                |
| Cash and cash equivalents | 28.07                    | (16.55)                   | 11.52                    | 3.78                                |
| <b>Total investments</b>  | <b>53.07</b>             | <b>2.45<sup>(4)</sup></b> | <b>55.52</b>             | <b>3.92</b>                         |
| <b>Net Investing</b>      | <b>(14.15)</b>           | <b>(7.01)</b>             | <b>(21.16)</b>           |                                     |

<sup>(1)</sup>Weighted average

<sup>(2)</sup>The borrowing from PWLB to fund loan to Places for People has been repaid, as Places for People repaid the loan to them.

<sup>(3)</sup>This does not include loans to local organisations, as these are not considered investments. This is DMO deposits.

<sup>(4)</sup>This is a net movement, investments made were £398.89m and investments returned £396.44m.

The movement in borrowing is as a result of Places for People repaying the loan from the council in full on 30<sup>th</sup> September 2022, the borrowing from PWLB used to finance the loan was repaid on 5<sup>th</sup> October 2022 (see table 4). In addition there has been a move away from use of MMFs and deposits (cash and cash equivalent) to DMO (Short-term investments), in anticipation of potential market stresses.

### 3.1 Borrowing Strategy during the period

At 31<sup>st</sup> March 2023, the Council held £34.36m of loans, a decrease of £4.56m from 31<sup>st</sup> March 2022. The main decrease resulted from the council repaying PWLB borrowing related to the Places for People loan. Outstanding loans on 31<sup>st</sup> March are summarised in Table 4 below.

Table 4: Borrowing Position

|                            | 30.3.22<br>Balance<br>£m | Net<br>Movement<br>£m | 31.3.23<br>Balance<br>£m | 31.3.23<br>Weighted<br>Average<br>Rate<br>% | 31.3.23<br>Weighted<br>Average<br>Maturity<br>(years) |
|----------------------------|--------------------------|-----------------------|--------------------------|---|---|
| Public Works<br>Loan Board | 38.88                    | (4.54)                | 34.34                    | 2.83%                                       | 21.4  |
| Salix                      | 0.04                     | (0.02)                | 0.02                     | 0.00%                                       | 2.9   |
| Short-term                 | 0.00                     | 0.00                  | 0.00                     | 0.00%                                       | 0.0   |
| <b>Total borrowing</b>     | <b>38.92</b>             | <b>(4.56)</b>         | <b>34.36</b>             | <b>2.83%</b>                                | <b>21.4</b>   |

<sup>(1)</sup>There has been no short-term borrowing in 2022/23

The Council's chief objective when borrowing has been to strike an appropriately low risk balance between securing low interest costs and achieving cost certainty over the period for which funds are required, with flexibility to renegotiate loans should the Council's long-term plans change being a secondary objective.

With short-term interest rates remaining much lower than long-term rates, the Council considered it to be more cost effective in the near term to use internal resources or short-term loans instead. The Council had not used short-term loans facility so far in this financial year.

Although it was anticipated that the Council's CFR would increase due to the capital programme. However some schemes have been delayed, and also schemes that have gone ahead have been funded by grants, with the result that no new loans have been taken out.

Table 5: Loan Schedule

| Long-dated Loans borrowed | PWLB Reference | Amount<br>£       | Rate<br>%   | Period<br>(Years) |
|---------------------------|----------------|-------------------|-------------|-------------------|
| PWLB 1                    | 495152         | 5,000,000         | 3.91        | 34.75             |
| PWLB 2                    | 495153         | 5,000,000         | 3.90        | 35.75             |
| PWLB 3                    | 502463         | 83,196            | 2.24        | 0.35              |
| PWLB 12                   | 506436         | 5,000,000         | 2.78        | 14.52             |
| PWLB 13                   | 508696         | 7,291,685         | 2.49        | 15.96             |
| PWLB 15                   | 509389         | 11,963,000        | 2.18        | 16.25             |
| Salix                     |                | 26,320            | 0.00        | 2.89              |
| <b>Total borrowing</b>    |                | <b>34,364,201</b> | <b>2.83</b> | <b>21.41</b>      |

The Council's borrowing decisions are not predicated on any one outcome for interest rates and a balanced portfolio of short- and long-term borrowing was maintained.

### 3.2 Treasury Investment Activity

The Council holds significant invested funds, representing income received in advance of expenditure plus balances and reserves held. The investment position is shown in table 6 below.

Table 6: Treasury Investment Position

The weighted average interest rate for the investment portfolio up to 31.03.2023 was 3.85% (31.03.2022 0.82%).

|   | 30.3.22<br>Balance<br>£ | Net<br>Movement<br>£m | 31.3.23<br>Balance<br>£m | 31.3.23<br>Weighted<br>Income<br>Return <sup>(1,2)</sup><br>% | 31.3.23<br>Weighted<br>Average<br>Maturity<br>days |
|---|-------------------------|-----------------------|--------------------------|---|--|
| Banks & building societies (unsecured)              | 5,067,000               | (3,946,000)           | 1,121,000                | 0.10%   | 1  |
| Government (incl. local authorities) <sup>(4)</sup> | 21,000,000              | 19,000,000            | 40,000,000               | 3.96%   | 22   |
| Money Market Funds                                  | 23,000,000              | (12,600,000)          | 10,400,000               | 3.68%   | 1  |
| Loans to other organisation                         | 6,975,200               | (4,895,200)           | 2,080,000                | 4.24% <sup>(3)</sup>  | 1,936  |
| Other Pooled Funds                                  |                         |                       |                          |   |  |
| - <i>Property funds</i>                             | 4,000,000               | 0                     | 4,000,000                | 3.98%   | >365   |
| <b>Total investments</b>                            | <b>60,042,200</b>       | <b>(2,441,200)</b>    | <b>57,601,000</b>        | <b>3.85%</b>  |  |

<sup>(1)</sup>Weighted Income return is based on the rate of return and the investments held as at 31/03/2023.

<sup>(2)</sup>Returns as at 31/03/2022, Banks and Building Societies 0.01%, Government 0.32%, MMFs 0.44%, Loans 2.54%, Property Fund 3.62%.

<sup>(3)</sup>This includes the annual average rate for the Urban and Civic loan, 4.28%, which is a variable (monthly) rate.

<sup>(4)</sup>The balance as at 30/03/22 is £17m DMO and £4m Thurrock, as at 31/03/2023 the balance is all DMO at £40m.

### 3.3 Risk Management

Both the CIPFA Code and government guidance require the Council to invest its funds prudently, and to have regard to the security and liquidity of its treasury investments before seeking the optimum rate of return, or yield. The Council's objective when investing money is to strike an appropriate balance between risk and return, minimising the risk of incurring losses from defaults and the risk of receiving unsuitably low investment income.

Given the increasing risk and low returns from short-term unsecured bank investments, the Council has maintained a diversified portfolio of asset classes as shown in table 6 above.

The progression of risk and return metrics are shown in Table 7 below.

**Table 7: Investment Benchmarking – Treasury investments managed in-house**

|            | <b>Portfolio Risk Score<sup>(1)</sup></b> | <b>Average Credit Rating</b> | <b>Weighted Average Maturity (days)</b> | <b>Rate of Return</b> |
|------------|---|------------------------------|---|-----------------------|
|            |   |                              |   | <b>%</b>              |
| 30.09.2022 | n/a                                       | AA-                          | 15                                      | 0.82                  |
| 31.03.2023 | 1.04                                      | AA                           | 17                                      | 3.92                  |

<sup>(1)</sup>This is a new measure from Link, will be used as a comparative from the next report, it works on a scale of 1 to 7, with 7 highest risk.

£4.0m of the Council's investments are held in externally managed strategic pooled property funds – CCLA Property Fund where short-term security and liquidity are lesser considerations, and the objectives instead are regular revenue income and long-term price stability. This fund generated a total return of £159,012 (3.98%), for period of 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 which is used to support services in year.

Because these funds have no defined maturity date, but are available for withdrawal after a notice period, their performance and continued suitability in meeting the Council's investment objectives are regularly reviewed. Strategic fund investments are made in the knowledge that capital values will move both up and down on months, quarters and even years; but with the confidence that over a three- to five-year period total returns will exceed cash interest rates. In light of their performance over the medium-term and the Council's latest cash flow forecasts, investment in these funds has been maintained.

### 3.4 Non-Treasury Investments

The definition of investments in CIPFA's revised Treasury Management Code now covers all the financial assets of the Council as well as other non-financial assets which the Authority holds primarily for financial return. This is replicated in DLUHC's Investment Guidance, in which the definition of investments is further broadened to also include all such assets held partially for a financial return.

The Authority also held £70.8m of such investments in:

- directly owned property £70.7m
- shareholding in subsidiaries £0.1m (not yet active)

Table 8: Property held for investment purposes in £'000

| Property   | Actual <sup>(1)</sup>     | 31.3.2023 Actual <sup>(1)</sup> |                   |
|--|---------------------------|---------------------------------|-------------------|
|  | 31 <sup>st</sup> Mar 2022 | Gains or (losses)               | Value in accounts |
| Existing Portfolio                               | 33,603                    | (3,337)                         | 30,266            |
| Unit 8 Stonehill                                 | 2,150                     | 331                             | 2,481             |
| 80 Wilbury Way                                   | 1,775                     | 98                              | 1,873             |
| Shawlands Retail Park                            | 5,523                     | 532                             | 6,055             |
| 1400 & 1500 Parkway, Fareham                     | 4,150                     | (113)                           | 4,037             |
| Units 21a, 21b,23a,b,c Little End Road, St Neots | 3,290                     | 31                              | 3,321             |
| Rowley Centre, St Neots                          | 3,303                     | 3,148                           | 6,451             |
| Tri-link, Wakefield                              | 14,200                    | 548                             | 14,748            |
| Alms Close                                       | 1,522                     | (75)                            | 1,447             |
| <b>TOTAL</b>                                     | <b>69,516</b>             | <b>1,162</b>                    | <b>70,679</b>     |

<sup>(1)</sup>The valuations are still subject to review and audit

These investments generated £5.36m (2021/22 £4.85m) of investment income for the Authority for 2022/23, an increase of 10% on 2021/22. This is a yield of 7.58% (2021/22 6.98%), maintaining a yield above treasury investments.

The Authority is dependent on profit generating investment activity to achieve a balanced revenue budget. The table below shows the extent to which the expenditure planned to meet the service delivery objectives and/or place making role of the Authority is dependent on achieving the expected net profit from investments over the lifecycle of the Medium-Term Financial Strategy.

Table 9: Proportionality of Investments in £'000

|                           | <b>2021/22<br/>Actual<br/>£000s</b> | <b>2022/23<br/>Actual<br/>£000s</b> | <b>2022/23<br/>Budget<br/>£000s</b> | <b>2023/24<br/>Budget<br/>£000s</b> | <b>2024/25<br/>Budget<br/>£000s</b> |
|---------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Gross service expenditure | 87,203                              | 79,968 <sup>(1)</sup>               | 64,256                              | 79,968                              | 75,040                              |
| Net Investment income;    |                                     |                                     |                                     |                                     |                                     |
| Commercial Property       | 1,776                               | 4,018                               | 2,930                               | 2,595                               | 3,122                               |
| Service Investments       | 295                                 | 258                                 | 276                                 | 242                                 | 240                                 |
| Proportion                | 2.38%                               | 5.35%                               | 4.99%                               | 3.55%                               | 4.48%                               |

<sup>(1)</sup>The forecast has been used as the actual is not yet available.

### **3.5 ESG**

Two products have been identified as possible investment opportunities for the council, that take into account ESG factors. Standard Chartered Bank offer a Sustainable Fixed Term Deposit, this deposit is linked to sustainable assets, and is referenced to the UN Sustainable Development Goals, funds are used to address issues such as climate change, health and education. The deposits have third party verification and the framework is reviewed annually.

The second potential product is the Barclays Green Deposit, a notice account. The funds are used for a range of products aimed at the transition to a lower carbon economy. The deposits are linked with Barclays' Green Bond Purchasing Programme, which covers projects including energy efficiency, renewable energy, green transport, sustainable food, and greenhouse gas emissions.

Both products are under review and the aim is to look at investing once the volatility in the market linked to US bank failures has passed, since both products will be linked to a single counterparty.

### **3.6 Business Continuity**

In order to maintain the level of knowledge within the council relating to treasury, one of the finance business partners has undertaken to increase his knowledge of the treasury function. As a result of this he attended the initial meeting, in March, with the council's new treasury advisors (Link Group), and is booked on a CIPFA course Introduction to Treasury Management. He will also be involved in the update to the treasury management practices process notes.

## 4.0 Compliance

The Chief Finance Officer (s151 officer) reports that all treasury management activities undertaken during the financial year complied fully with the CIPFA Code of Practice and the Council's approved Treasury Management Strategy. Compliance with specific investment limits is demonstrated in table 9 below.

Compliance with the authorised limit and operational boundary for external debt is demonstrated in table 10 below.

Table 10: Debt Limits

|                   | 31.3.23<br>Actual<br>£m | 2022/23<br>Operational<br>Boundary<br>£m | 2022/23<br>Authorised<br>Limit<br>£m | Complied? |
|-------------------|-------------------------|--|--------------------------------------|-----------|
| General           | 10.02                   | 70.00                                    | 80.00                                | Yes       |
| Service Loans     | 0.083                   | 15.00                                    | 20.00                                | Yes       |
| CIS               | 24.26                   | 30.00                                    | 35.00                                | Yes       |
| <b>Total debt</b> | <b>34.36</b>            | <b>115.00</b>                            | <b>135.00</b>                        |           |

Since the operational boundary is a management tool for in-year monitoring it is not significant if the operational boundary is breached on occasions due to variations in cash flow, and this is not counted as a compliance failure. Total debt was below the operational boundary all through the quarter.

Table 11: Investment Limits

|   | 31.3.23<br>Actual £m | 2022/23 Limit<br>£m | Complied? |
|---|----------------------|---------------------|-----------|
| <b>Deposit Accounts</b>                         |                      |                     |           |
| NatWest <sup>(1)</sup>                          | 1.12                 | 22.00               | Yes       |
| Barclays  | 0.001                | 4.00                | Yes       |
| <b>Government and LAs</b>                       |                      |                     |           |
| Debt Management Office (DMO) - HMG              | 40.00                | unlimited           | Yes       |
|   |                      |                     |           |
| <b>Money Market Funds</b>                       |                      |                     |           |
| Aberdeen Liquidity Fund                         | 1.50                 | 4.00                | Yes       |
| BlackRock Institutional sterling liquidity Fund | 1.50                 | 4.00                | Yes       |
| CCLA Public Sector Deposit Fund                 | 1.50                 | 4.00                | Yes       |
| Federated Short Term Prime Fund                 | 1.40                 | 4.00                | Yes       |

|   |              |      |     |
|---|--------------|------|-----|
| HSBC                                    | 1.55         | 4.00 | Yes |
| Insight Liquidity Funds                 | 0.85         | 4.00 | Yes |
| Invesco                                 | 1.20         | 4.00 | Yes |
| Legal & General Sterling Liquidity Fund | 0.90         | 4.00 | Yes |
| <b>Total</b>                            | <b>51.52</b> |      |     |
| <b>Long-term Investments</b>            |              |      |     |
| CCLA Property Fund                      | 4.00         | 5.00 | Yes |
|   |              |      |     |

<sup>(1)</sup>This is the council's transactional bank, therefore the limit was higher than other counterparties, the limit has been reduced to £4m in 2023/24

## 5.0 Treasury Management Indicators

The Council measures and manages its exposures to treasury management risks using the following indicators.

### Security

The Council has adopted a voluntary measure of its exposure to credit risk by monitoring the value-weighted average credit rating of its investment portfolio. This is calculated by applying a score to each investment (AAA=1, AA+=2, etc.) and taking the arithmetic average, weighted by the size of each investment. Unrated investments are assigned a score based on their perceived risk.

Table 12: Credit Ratings<sup>(1)</sup>

|                                 | 31.3.23 Actual | 2022/23 Target | Complied? |
|---------------------------------|----------------|----------------|-----------|
| Portfolio average credit rating | AA             | A-             | Yes       |

<sup>(1)</sup>Credit ratings (Fitch, investment grade) are in descending order AAA, AA+, AA, AA-,A+,A,A-,BBB+,BBB,BBB-.

### Liquidity

The Council has adopted a voluntary measure of its exposure to liquidity risk by monitoring the amount of cash available to meet unexpected payments within a rolling three-month period, without additional borrowing.



Table 13: Cash Availability

|                                      | 30.3.23<br>Actual £m | 2022/23<br>Target £m | Complied? |
|--------------------------------------|----------------------|----------------------|-----------|
| Total cash available within 3 months | 51.52                | 10                   | Yes       |

### Interest Rate Exposures

This indicator is set to control the Council's exposure to interest rate risk. The upper limits on the one-year revenue impact of a 1% rise or fall in interest were:

Table 14: Interest Rate Risk

| Interest rate risk indicator   | 31.3.23 Actual                | 2022/23 Limit             | Complied? |
|--|-------------------------------|---------------------------|-----------|
| Upper limit on one-year revenue impact of a 1% <u>rise</u> in interest rates | £375,656<br>(Net Income)      | £600,000<br>(Expenditure) | Yes       |
| Upper limit on one-year revenue impact of a 1% <u>fall</u> in interest rates | £375,656<br>(Net Expenditure) | £600,000<br>(Expenditure) | Yes       |

The impact of a change in interest rates is calculated on the assumption that maturing loans and investments will be replaced at the same amount. The total interest earned in 2022/23 was £1.3m (2021/22 £0.3m) and total interest paid £1.0m (2021/22 £1.1m).

### Maturity Structure of Borrowing

This indicator is set to control the Council's exposure to refinancing risk. The upper and lower limits on the maturity structure of all borrowing were:

Table 15: Borrowing Maturity

| Borrowing Maturing             | 31.3.23 Actual | Upper Limit | Lower Limit | Complied? |
|--------------------------------|----------------|-------------|-------------|-----------|
| Under 12 months                | 0.2%           | 80%         | 0%          | Yes       |
| 12 months and within 24 months | 0.0%           | 80%         | 0%          | Yes       |
| 2 years and within 5 years     | 0.1%           | 80%         | 0%          | Yes       |

|                              |             |      |    |     |
|------------------------------|-------------|------|----|-----|
| 5 years and within 10 years  | 0.0%        | 100% | 0% | Yes |
| 10 years and within 20 years | 70.6%       | 100% | 0% | Yes |
| 20 years and above           | 29.1%       | 100% | 0% | Yes |
| <b>Total</b>                 | <b>100%</b> |      |    |     |

### Other Indicators - CIS

The council has adopted voluntary indicators for the Commercial Investment Strategy properties.

Table 16: Other Indicators

| <b>Indicator</b>      | <b>2022/23 Forecast</b> | <b>2022/23 Actual</b> |
|-----------------------|-------------------------|-----------------------|
| Interest Cover Ratio  | 2.3                     | 2.3                   |
| Loan to Value Ratio   | 128.3%                  | 106.0%                |
| Gross Rent Multiplier | 15.1                    | 14.4                  |

### Capital Prudential Indicators

Capital expenditure is where the Council spends money on assets, such as property or vehicles that will be used for more than one year. This includes spending on assets owned by other bodies, loans and grants to other bodies enabling them to buy assets. The Council has some limited discretion on what counts as capital expenditure, for example assets costing below £10,000 are not capitalised and are charged to revenue in year.

The summary of the capital expenditure is shown in the Table 1 below, further detail is available in the capital section of the Finance Performance Report 2022/23.

Table 1: Summary of Capital Expenditure in £000s

|                               | <b>2022/23<br/>Original<br/>Budget<br/>£000s</b> | <b>2022/23<br/>Current<br/>Budget<br/>£000s</b> | <b>2022/23<br/>Outturn<br/>£000s</b> |
|-------------------------------|--|---|--------------------------------------|
| Property, Plant and Equipment | 11,397   | 23,583  | 2,165                                |
| Investment Properties         | 1,178  | 984   | 3                                    |
| Intangible Assets             | 84   | 513   | 60                                   |
| REFCUS                        | 10,136   | 15,446  | 7,441                                |
| Infrastructure                | 20   | 283   | 139                                  |
| Assets Under Construction     | 0  | 0   | 387                                  |
| Community                     | 443  | 684   | 0                                    |
| Loan                          | 206  | 306   | 0                                    |
| <b>Total</b>                  | <b>23,464</b>                                    | <b>41,899</b>                                   | <b>10,195</b>                        |

The major variations (out of a total of £31.7m) between the current budget and the outturn include;

- Huntingdon Redevelopment -£16.1m
- Market Towns Programme -£12.3m
- Hinchbrooke Country Park Redevelopment -£2.7m
- Estates and Facilities -£1.1m
- Bridge Place Car Park -£0.3m
- ICT projects -£0.5m
- Vehicles and Plant -£0.6m
- Leisure -£0.2m
- St Neots Riverside -£0.4m
- Car Parking -£0.4m
- Operations Projects -£0.6m

- CIL Contributions (Grant Funded) +£0.9m
- A14 Contribution early payment +£2.9m
- Disabled Facilities Grants +£0.2m

Full details of the variances are included in the Capital Outturn report.

All capital expenditure must be financed, either from external sources (government grants and other contributions), the Council's own resources (revenue, reserves and capital receipts) or debt (borrowing and leasing).

Table 2: Summary of Capital financing in £000s

|                                  | <b>2022/23<br/>Original<br/>Budget<br/>£000s</b> | <b>2022/23<br/>Current<br/>Budget<br/>£000s</b> | <b>2022/23<br/>Outturn<br/>£000s</b> |
|----------------------------------|--|---|--------------------------------------|
| Capital Receipts                 | 984  | 984   | 662                                  |
| Capital Grants and Contributions | 17,042   | 33,811  | 5,095                                |
| Minimum Revenue Provision        | 2,800  | 2,800   | 2,556                                |
| Internal Borrowing               | 2,638  | 4,304   | 1,882                                |
| <b>Total</b>                     | <b>23,464</b>                                    | <b>41,899</b>                                   | <b>10,195</b>                        |

Debt is only temporary source of finance since loans and leases must be repaid, and this is therefore replaced over time by other financing, usually from revenue which is known as minimum revenue provision (MRP).

Table 3: Summary of Capital Financing Requirement (CFR)

|                    | <b>2022/23<br/>Original<br/>Budget<br/>£000s</b> | <b>2022/23<br/>Current<br/>Budget<br/>£000s</b> | <b>2022/23<br/>Outturn<br/>£000s</b> |
|--------------------|--|---|--------------------------------------|
| Opening CFR        | 70,378   | 70,378  | 70,378                               |
| Net expenditure    | 2,638  | 4,304   | 1,882                                |
| <b>Closing CFR</b> | <b>73,016</b>                                    | <b>74,682</b>                                   | <b>72,260</b>                        |

Note the 2022/23 budget is set before the 2021/22 outturn is known, and as a result underspends in 2021/22 are not taken into account in the CFR balance.

When a capital asset is no longer needed, it may be sold so that the proceeds known as capital receipts can be spent on new assets or to repay debt. Repayments of capital grants, loan and investments from third parties also generate capital receipts.

Table 4: Summary of the capital receipts

|  | <b>2022/23<br/>Original<br/>Budget<br/>£000s</b> | <b>2022/23<br/>Current<br/>Budget<br/>£000s</b> | <b>2021/22<br/>Outturn<br/>£000s</b> |
|--|--|---|--------------------------------------|
| Asset sales  | 250  | 0   | 0                                    |
| Housing clawback                                   | 450  | 450   | 452                                  |
| Loan Repayments                                    | 284  | 68  | 209                                  |
| <b>Sub-Total</b>                                   | <b>984</b>                                       | <b>518</b>                                      | <b>662</b>                           |
|  |  |   |                                      |
| Places for People<br>Loan Repayment <sup>(1)</sup> |  |   | <b>4,467</b>                         |
| <b>Total</b>                                       |  |   |                                      |

<sup>(1)</sup> Held in the capital receipts reserve for future use.

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**GLOSSARY****Bail in Risk**

Bail in risk arises from the failure of a bank. Bond-holders or investors in the bank would be expected to suffer losses on their investments, as opposed to the bank being bailed out by government.

**Bank Equity Buffer**

The mandatory capital that financial institutions are required to hold, in order to provide a cushion against financial downturns, to ensure the institution can continue to meet its liquidity requirements.

**Bank Stress Tests**

Tests carried out by the European Central Bank on 51 banks across the EU. The tests put banks under a number of scenarios and analyse how the bank's capital holds up under each of the scenarios. The scenarios include, a sharp rise in bond yields, a low growth environment, rising debt, and adverse action in the unregulated financial sector.

**Bonds**

A bond is a form of loan, the holder of the bond is entitled to a fixed rate of interest (coupon) at fixed intervals. The bond has a fixed life and can be traded.

**Call Account**

A bank account that offers a rate of return and the funds are available to withdraw on a daily basis.

**Capital Financing Requirement (CFR)**

The CFR is a measure of the capital expenditure incurred historically, but has yet to be financed; by for example capital receipts or grants funding. The current CFR balance is therefore financed by external borrowing, and internal borrowing (i.e. use of working capital on the balance sheet – creditors, cash etc)

**Collar (Money Market Fund)**

The fund "collar" forms part of the valuation mechanism for the fund. LVNAV funds allow investors to purchase and redeem shares at a constant NAV calculated to 2 decimal places, i.e. £1.00. This is achieved by the fund using amortised cost for valuation purposes, subject to the variation against the marked-to-market NAV being no greater than 20 basis points (0.2%). (This compares to current Prime CNAV funds which round to 50 basis points, or 0.5%, of the NAV.)

**Counterparty**

Another organisation with which the Council has entered into a financial transaction with, for example, invested with or borrowed from.

**Credit Default Swaps (CDS)**

A financial agreement that the seller of the CDS will compensate the buyer in the event of a loan default. The seller insures the buyer against a loan defaulting.

### **Credit Ratings**

A credit rating is the evaluation of a credit risk of a debtor, and predicting their ability to pay back the debt. The rating represents an evaluation of a credit rating agency of the qualitative and quantitative information, this result in a score, denoted usually by the letters A to D and including +/-.

### **ECB**

The European Central Bank, one of the institutions that makes up the EU. Its main function is to maintain price stability across the Eurozone.

### **ESG**

Environmental, society, and governance investing, makes reference to a set of standards for an organisation's behaviour, that can be used by a socially aware investor to make investment decisions. Environmental factors include how an organisation safeguards the environment, social criteria look at how the organisation manages its relationships with the community, employees, suppliers, and customers, and governance deals with leadership, internal controls and audits.

### **Federal Reserve (Fed)**

The central bank of the United States.

### **Gilts**

Bonds issued by the Government.

### **Link Group**

The council's treasury advisors, who took over from Arlingclose in March 2023.

### **Liquidity**

The degree to which an asset can be bought or sold quickly.

### **LVNAV Money Market Fund**

Low volatility net asset value. The fund will have at least 10% of its assets maturing on a daily basis and at least 30% of assets maturing on a weekly basis.

### **Minimum Revenue Provision (MRP)**

An amount set aside from revenue to repay debt.

### **Money Market Funds**

An open ended mutual fund that invests in short-term debt securities. A deposit will earn a rate of interest, whilst maintaining the net asset value of the investment. Deposits are generally available for withdrawal on the day.

### **Public Works Loans Board (PWLB)**

The PWLB is an agency of the Treasury, it lends to public bodies at fixed rates for periods up to 50 years. Interest rates are determined by gilt yields.

### **REFCUS**

Revenue Expenditure Funded from Capital Under Statute. Expenditure which would normally be considered revenue expenditure, but has been statutorily



defined as capital expenditure, including the giving of a loan, grant or other financial assistance to any person, whether for use by that person or by a third party, towards expenditure which would, if incurred by the authority, be capital expenditure. Or expenditure incurred on the acquisition, production or construction of assets for use by, or disposal to, a person other than the local authority which would be capital expenditure if those assets were acquired, produced or constructed for use by the local authority.

**SONIA**

Sterling overnight index average interest rate. On each London business day, SONIA is measured as the trimmed mean, rounded to four decimal places, of interest rates paid on eligible sterling denominated deposit transactions.

**Transactional Banking**

Use of a bank for day to day banking requirement, e.g. provision of current accounts, deposit accounts and on-line banking.

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**Public**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** The Stukeleys Neighbourhood Plan 2022-2036

**Meeting/Date:** Council – 19 July 2023

**Executive Portfolio:** Executive Councillor for Planning

**Report by:** Chief Planning Officer

**Ward(s) affected:** The Stukeleys

---

### **Executive Summary:**

The Referendum on The Stukeleys Neighbourhood Plan 2022-2036 was held on 8 June 2023 and resulted in an 91.6% '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 Stukeleys Neighbourhood Plan 2022-2036 unless the Council considers that it would be incompatible with any EU or human rights obligations. As part of the statutory development plan The Stukeleys Neighbourhood Plan 2022-2036 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 Stukeleys Neighbourhood Plan 2022-2036 must therefore be 'made'.

### **Recommendation(s):**

The Council is

### **RECOMMENDED**

To 'make' The Stukeleys Neighbourhood Plan 2022-2036 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 Stukeleys Neighbourhood Plan 2022-2036 should be officially 'made' such that it becomes part of the statutory development plan for Huntingdonshire.

## **2. BACKGROUND**

- 2.1 The Stukeleys Neighbourhood Area was formally designated on 2 June 2016. Following substantial local consultation to aid with preparation of the plan it was submitted for statutory consultation which took place between 28 September 2022 and 10 November 2022. The submission neighbourhood plan, its supporting evidence base and all responses to the statutory consultation were subject to an independent examination commencing on 18 November 2022 with the final report issued on 8 February 2023.
- 2.2 The examination confirmed that The Stukeleys Neighbourhood Plan 2022-2036 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 Stukeleys Neighbourhood Plan 2022-2036 that led them to conclude there would be any breach of the European Convention on Human Rights. They also confirmed that The Stukeleys Neighbourhood Plan 2022-2036 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 5 April 2023 and Cabinet on 18 April 2023. Arising from these it was agreed that The Stukeleys Neighbourhood Plan 2022-2036 as proposed to be modified should progress to referendum.

## **3. ANALYSIS**

- 3.1 The referendum was held on 8 June 2023 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 The Stukeleys to help it decide planning applications in the neighbourhood area?'
- 3.2 A total of 1,990 people were eligible to vote in the referendum; 356 ballot papers were issued representing a turnout of 17.9%. The number of votes cast in favour of 'Yes' was 326, the number of votes in favour of 'No' was 29 with 1 ballot paper rejected for being unmarked or wholly void for uncertainty. This indicated a majority of 91.6% voting in favour of using The Stukeleys Neighbourhood Plan 2022-2036 to help decide planning applications within the designated neighbourhood area.

- 3.3 As The Stukeleys Neighbourhood Plan 2022-2036 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 Stukeleys Neighbourhood Plan 2022-2036 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 The Stukeleys Parish 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 The Stukeleys Neighbourhood Plan 2022-2036 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 'Priority 2: Creating a better Huntingdonshire for future generations.'

#### **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 Stukeleys Neighbourhood Plan 2022-2036 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 The Stukeleys Parish 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 Stukeleys Neighbourhood Plan 2022-2036.

## **9. REASONS FOR THE RECOMMENDED DECISIONS**

- 9.1 The Council has a statutory obligation to 'make' The Stukeleys Neighbourhood Plan 2022-2036 now that it has successfully passed the referendum stage.

## **10. LIST OF APPENDICES INCLUDED**

Appendix 1 – The Stukeleys Neighbourhood Plan 2022-2036

## **11. BACKGROUND PAPERS**

[Overview and Scrutiny Committee \(Performance and Growth\) - 5 April 2023](#)

[Cabinet - 18 April 2023](#)

[The Neighbourhood Planning \(Referendums\) Regulations 2012 \(as amended\)](#)

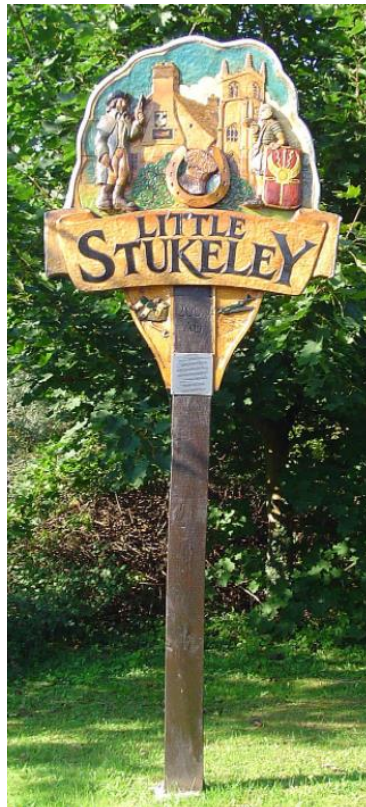
[National Planning Practice Guidance \(Neighbourhood Planning\)](#)

[Neighbourhood Planning webpage](#)

### **CONTACT OFFICER**

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# The Stukeleys Neighbourhood Plan 2022-2036



**Made  
July 2023**

**Great Stukeley, Little Stukeley,  
Alconbury Weald, RAF Alconbury &  
Huntingdon Racecourse**

# The Stukeleys Neighbourhood Plan 2022-2036

Made - 19 July 2023

Following a Referendum on 8 June 2023

The Neighbourhood Plan for the Parish of The Stukeleys produced  
in accordance with the Neighbourhood Planning Regulations 2012

**Great Stukeley, Little Stukeley,  
Alconbury Weald, RAF Alconbury &  
Huntingdon Racecourse**



The Parish Council received professional planning support from NEIGHBOURHOOD-PLAN.CO.UK during the production of this Neighbourhood Plan.



NEIGHBOURHOOD-PLAN.CO.UK

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<https://www.thestukeleys-pc.gov.uk/>



# The Stukeleys Neighbourhood Plan 2022-2036



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# Foreword

On behalf of The Stukeleys Parish Council, welcome to the Neighbourhood Plan for our Parish area. The Neighbourhood Plan sets out the vision, objectives and policies to ensure that Great Stukeley and Little Stukeley villages maintain their character, appearance and uniqueness over the period up to 2036; whilst helping to facilitate the growth and character of Alconbury Weald. The Parish is undergoing significant planned development pressure and the Neighbourhood Plan aims to ensure that the planned growth respects the important features that make The Stukeleys distinctive.

The Neighbourhood Plan seeks to protect and enhance the natural and built environment of the parish which forms the character of where we live.

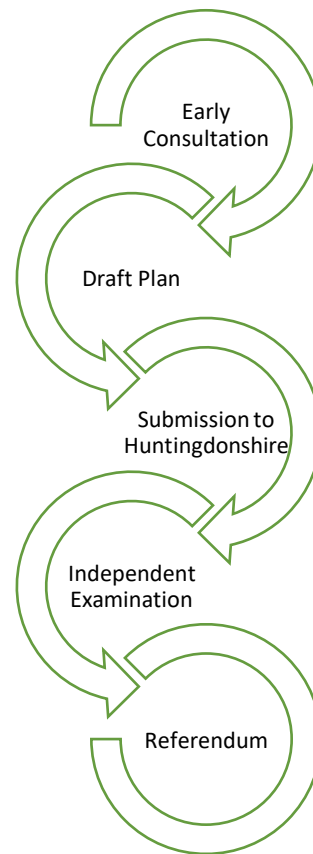
The Neighbourhood Plan has been drawn up by The Stukeleys Parish Council which is the designated body for the plan area and provided the funding and support to enable the plan to go ahead. The Neighbourhood Plan has gone through a number of stages including statutory public consultation and an Independent Examination. The process then involved a local referendum on 8 June 2023 requiring a majority 'yes' vote of all those voting in the referendum for it to be accepted. In the local referendum the 'yes' vote was 91.6%. Therefore, Huntingdonshire District Council has proceeded to 'make' the Neighbourhood Plan for the Parish of The Stukeleys on 19 July 2023.

The Neighbourhood Plan sets down a series of planning policies which will form part of Huntingdonshire's wider statutory development plan. The Neighbourhood Plan has to be in general conformity with the Huntingdonshire Local Plan.

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.

So, my personal thanks to all those who have driven the process so far and thank you for taking the time to consider the Neighbourhood Plan.

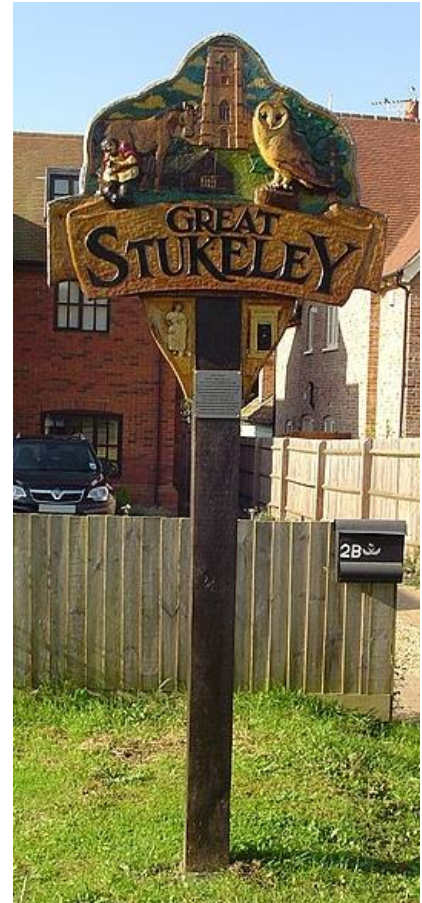
Councillor Shaun Burton  
Lead Member for the Neighbourhood Plan



# Introduction

## 1. Background

- 1.1 The Localism Act 2011 introduced a new type of Community Led Plan. Communities now have the right to produce a Neighbourhood Plan, setting out policies on the development and use of land. Developing a Neighbourhood Plan is a way for communities to play a greater role in determining the future of their area. A plan period of 2036 has been chosen to match the plan period of the emerging Huntingdonshire Local Plan to 2036.
- 1.2 The Stukeleys Neighbourhood Plan forms part of the statutory Development Plan. This means that Huntingdonshire District Council will determine planning applications within the Parish in accordance with the development plan which includes this Neighbourhood Plan unless material planning considerations indicate otherwise (see [section 38\(6\)](#)<sup>1</sup> of the Planning and Compulsory Purchase Act 2004).
- 1.3 This Neighbourhood Plan is a Community Led Plan. It has been prepared by the Parish Council with professional support. It has been informed by public participation and consultation firstly carried out informally in 2017 and 2019 with the local community. The formal Neighbourhood Plan preparation process involved two statutory periods of public consultation undertaken in 2022 as prescribed in [Regulations](#)<sup>2</sup>.
- 1.4 A Neighbourhood Plan is a planning document and is about the use and development of land. Neighbourhood planning gives communities more control over the future of their area by giving local people the chance to have their say on what happens where they live.
- 1.5 A neighbourhood plan can establish general planning policies for the development and use of land in a particular area. Plans can include local priorities, planning policies, proposals for improving an area or providing new facilities or infrastructure and allocation of key sites for development.
- 1.6 Neighbourhood planning is a tool to promote sustainable growth and will not be able to prevent development in an area. Neighbourhood plans can only include proposals for an equal (or greater) amount of growth than is set out in the local authority's development plan. They must also accord with national planning policy



## 2. Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)

- 2.1 Every Neighbourhood Plan needs to consider the need for a Sustainability Appraisal (incorporating a Strategic Environmental Assessment) for the Neighbourhood Plan. SA is a mechanism for considering and communicating the impacts of an emerging plan, and potential alternatives in terms of key sustainability issues.

<sup>1</sup> <http://www.legislation.gov.uk/ukpga/2004/5/section/38>

<sup>2</sup> <https://www.legislation.gov.uk/uksi/2012/637/contents/made>

- 2.2 The Parish Council considers that there will be no significant environmental effects arising from the Neighbourhood Plan. They have 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 Neighbourhood Plan.

### 3. National Planning Policy Framework (NPPF)

- 3.1 Throughout this Neighbourhood Plan reference is made to the National Planning Policy Framework (NPPF)<sup>3</sup>. The NPPF sets out the government's planning policies for England and how these are expected to be applied. It was first published on 27 March 2012, with the current Revised NPPF version being published in July 2021. It is also supplemented by Planning Practice Guidance.
- 3.2 The NPPF provides a framework to produce locally distinctive Neighbourhood Plans which reflect the needs and aspirations of the community.
- 3.3 The Neighbourhood Plan contributes towards the achievement of sustainable development. More detail on the ways in which this Plan addresses sustainable development is included within the Basic Conditions Statement that accompanies the Plan.

### 4. Planning Practice Guidance

- 4.1 [Planning Practice Guidance](#)<sup>4</sup> sets out the government's advice on how to undertake neighbourhood planning within England. This is set out in detail within Section 41 of Planning Practice Guidance.

### 5. Structure of Neighbourhood Plan

- 5.1 The Neighbourhood Plan includes two themed sections: Sustainable Growth and Natural & Built Environment.



- 5.2 These are 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. Following the themed sections, the Neighbourhood Plan contains an implementation and delivery section.

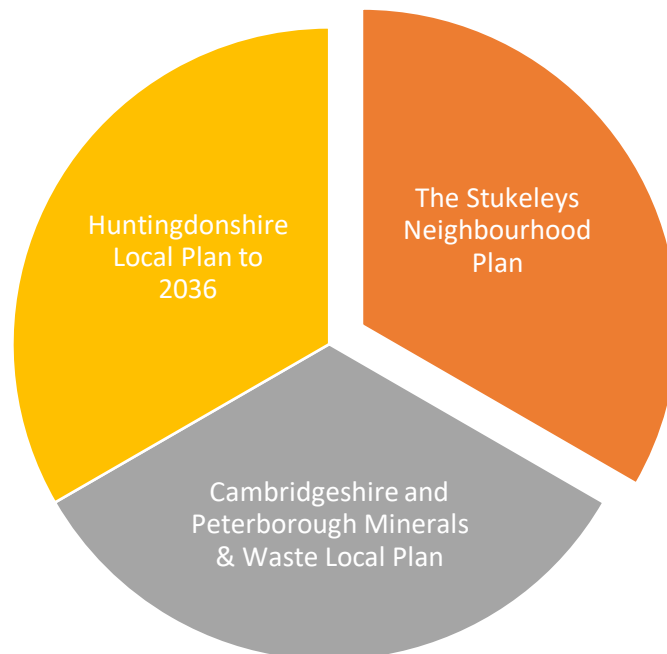
<sup>3</sup> <https://www.gov.uk/government/publications/national-planning-policy-framework>

<sup>4</sup> <https://www.gov.uk/government/collections/planning-practice-guidance>

# The Development Plan

## 6. Background

6.1 The 'Development Plan' for The Stukeleys is made up of 3 main components as follows:



6.2 All policies within the Neighbourhood Plan should be read in conjunction with the Huntingdonshire Local Plan to 2036. When determining proposals for development, no policy will be applied in isolation and account will be taken of all relevant policies.

## 7. Relationship to Huntingdonshire Local Plan 2036

7.1 The Huntingdonshire [Local Plan to 2036](http://www.huntingdonshire.gov.uk/media/3872/final-adopted-local-plan-to-2036.pdf)<sup>5</sup> was adopted in May 2019. Any reference in this Neighbourhood Plan to 'Local Plan' or 'Huntingdonshire Local Plan' means the Huntingdonshire Local Plan to 2036.

7.2 The purpose of the Local Plan is to set out:

- the strategy for development in the whole of Huntingdonshire;
- policies for managing development; and
- details of sites for development to meet the needs of Huntingdonshire.

## 8. Strategic policies for the purposes of neighbourhood planning

8.1 The system of neighbourhood planning allows Parish and Town Councils to produce neighbourhood plans to guide development at a local level. One of the requirements of such plans is that they should be in line with the 'strategic policies' of the adopted development plan for the local area.

<sup>5</sup> <http://www.huntingdonshire.gov.uk/media/3872/final-adopted-local-plan-to-2036.pdf>

8.2 Huntingdonshire District Council as the Local Planning Authority defines which policies are to be considered 'strategic' with regard to the production of a neighbourhood plan. They consider that some of the policies and all the allocations within the Huntingdonshire Local Plan to 2036 are to be considered 'strategic' for the purposes of neighbourhood planning. Details of which policies are deemed 'strategic' is set out in the introduction of the Huntingdonshire Local Plan to 2036<sup>6</sup>.

## 9. Surrounding Neighbourhood Plans

9.1 The Stukeleys Neighbourhood Plan was developed with consideration of whether there are any other Neighbourhood Plans being developed who share a boundary with The Stukeleys Parish. To the south-east of The Stukeleys is the Town of Huntingdon. The Huntingdon Neighbourhood Plan was 'made' on 9 October 2019. The Huntingdon Neighbourhood Plan is now part of the adopted Development Plan. The Huntingdon Neighbourhood Plan identifies the Ermine Business Park as an Established Employment Area. That employment area immediately abuts the parish boundary of The Stukeleys. Strategic extensions to the town of Huntingdon fall partly within the Parish of The Stukeleys.



9.2 The Parish of Brampton, to the south-west was designated as a Neighbourhood Area in March 2014. Brampton Parish Council have indicated that they will not be preparing a plan at present. Alconbury Weston Parish was designated as a Neighbourhood Area in August 2022. In October 2022 Alconbury Weston Parish Council published a timetable suggesting that they will develop their Neighbourhood Plan across 2023 and 2024. Alconbury to the west was designated as a Neighbourhood Area in February 2023. The other neighbouring Parishes are Abbots Ripton to the north-east; and Kings Ripton to the east. Neither of these Parishes are working on Neighbourhood Plans.

## 10. Designation of The Stukeleys Parish as a Neighbourhood Planning Area

10.1 A formal [application](#)<sup>7</sup> was made by The Stukeleys Parish Council in April 2016 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 based upon the parish boundary, which was seen as appropriate as this area is recognised as the distinct community of The Stukeleys. The request was that the Parish be recognised as a Neighbourhood Area for the purpose of producing a neighbourhood plan, in accordance with the Neighbourhood Planning Regulations 2012.

10.2 Huntingdonshire District Council [designated](#)<sup>8</sup> the Parish of The Stukeleys as a neighbourhood area on 2 June 2016.

<sup>6</sup> See the yellow box between paragraphs 1.12 and 1.13 on Page 4 of the Huntingdonshire Local Plan to 2036

<sup>7</sup> <https://huntingdonshire.gov.uk/media/2194/stukeleys-neighbourhood-area-application.pdf>

<sup>8</sup> <https://huntingdonshire.gov.uk/media/3029/neighbourhood-planning-in-huntingdonshire.pdf>



## 11. Consultation with the Local Community

11.1 Since the designation of The Stukeleys as a neighbourhood area, various elements of consultation have been undertaken regarding the future planning of the Parish. Details of the consultation undertaken to date are set out in the Consultation Statement that accompanies this Plan. Early informal public participation and consultation was undertaken in 2017 and 2019. The preparation process for a Neighbourhood Plan is prescribed in [Regulations](#)<sup>9</sup> and this involves two statutory periods of public consultation. Consultation on the draft plan was undertaken in May and June 2022; with further consultation on the submission plan in September to November 2022. The Independent Examiner considered the comments made on the submission plan and he published his report recommending that the Plan, once modified, proceeded to referendum which was held on the 8 June 2023. In the local referendum the 'yes' vote was 91.6%.

# Other Planning Documents

12.1 In addition to the Development Plan there are also a number of other planning documents known as [Supplementary Planning Documents](#)<sup>10</sup> which cover the whole of Huntingdonshire. These include:

- Huntingdonshire Design Guide SPD (2017)
- Cambridgeshire Flood and Water SPD (2017)
- Wind Energy Development in Huntingdonshire SPD (2014)
- Developer Contributions SPD (2011) (with updated costs annually or successor documents)
- Huntingdonshire Landscape and Townscape SPD (2022)

12.2 Part of Little Stukeley is within the Little Stukeley Conservation Area. There is unfortunately no published Conservation Area Character Statement or appraisal for this Conservation Area A character appraisal where published has a purpose to identify and record those special qualities that make up the architectural and historic character.



# The Stukeleys

13.1 The Parish covers an area of 1,842 hectares. The Stukeleys is made up of two established villages, Little Stukeley and Great Stukeley. The latter contains three 'Ends' two of these Owl End and Church End are contiguous and form the majority of the village. The historic Stukeley Park is a traditional parkland that then physically separates the area known as Green End. This gives the Green End part of the overall village the feeling of being like a hamlet within the village. The Parish contains Huntingdon Racecourse as well as RAF Alconbury. Part of Alconbury Airfield is being developed into the new community of Alconbury Weald.

<sup>9</sup> <https://www.legislation.gov.uk/uksi/2012/637/contents/made>

<sup>10</sup> <http://www.huntingdonshire.gov.uk/planning/planning-policy-documents/>

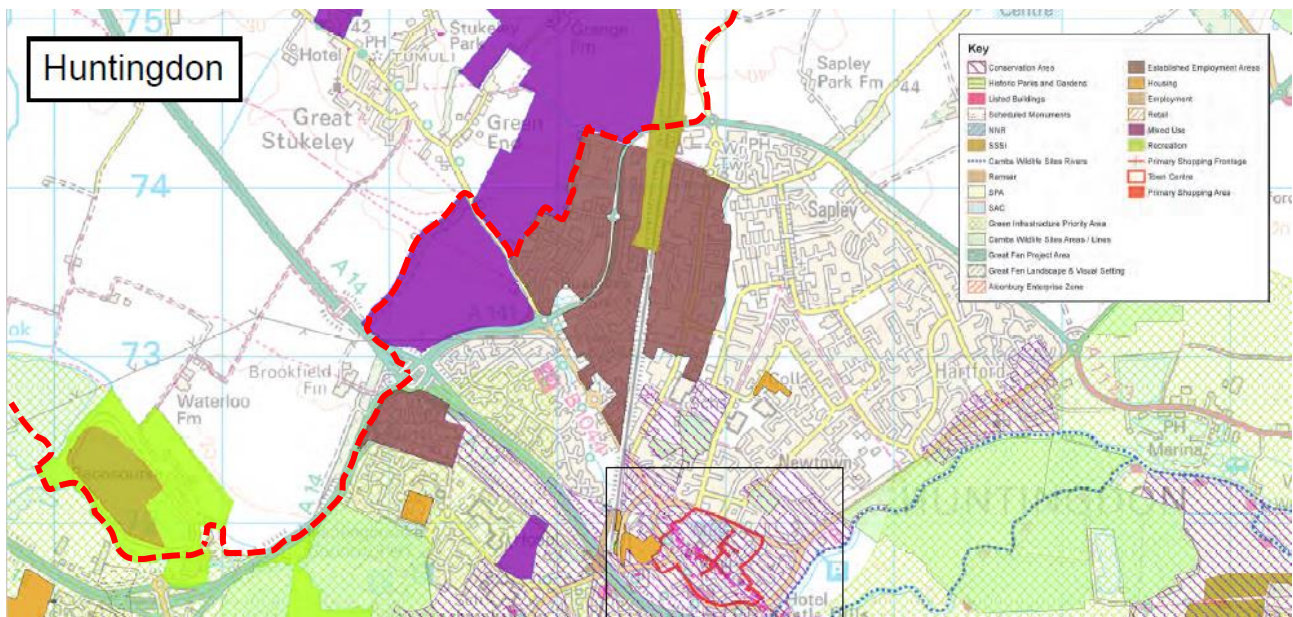
13.2 RAF Alconbury is a United States Air Force base which hosts the headquarters of the 501st Combat Support Wing and the 423rd Air Base Group, as well as the 423rd Civil Engineer Squadron, 423rd Security Forces Squadron, 423rd Communications Squadron, 423rd Medical Squadron, 423rd Force Support Squadron, and various base support functions. The airbase has fluctuated in the number of personnel over the years and its long-term future remains in flux. The airbase is an integral part of The Stukeleys, although it does operate in part as a distinct community within the overall community.



13.3 In March 2021 it was announced that the US Department of the Air Force had conducted a business case analysis and determined that it is not cost effective to consolidate support facilities at RAF Molesworth and return RAF Alconbury to the Ministry of Defence. With the Ministry of Defence's agreement, the Department of the Air Force has decided to retain RAF Alconbury and continue to use it as the primary location for Joint Intelligence Analysis Centre (JIAC) support. Accordingly, this will be likely to impact upon the delivery of SEL1.2 RAF Alconbury.

## Relationship to Huntingdon

14.1 The Parish of The Stukeleys includes not only the strategic allocations of Alconbury Weald and RAF Alconbury (SEL 1.1 and SEL 1.2) but also part of the strategic extensions to the town of Huntingdon (HU 1 Ermine Street, Huntingdon). Huntingdon provides a number of higher order local services and facilities that are used by the residents of The Stukeleys. The relationship between The Stukeleys and Huntingdon is shown on Map 1 below.

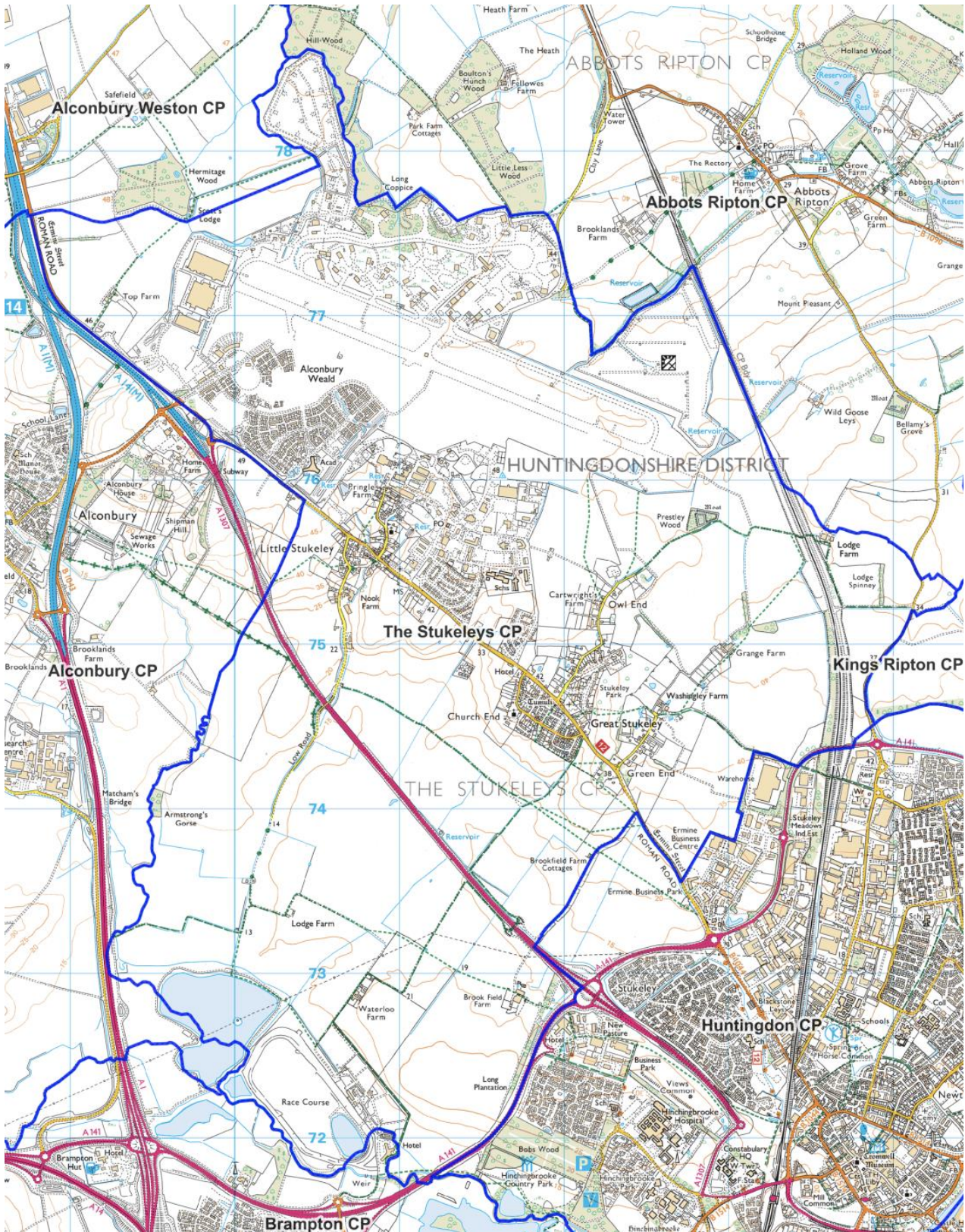


Map 1 - The Stukeleys and Huntingdon      The Stukeleys Parish Boundary

Extract from Huntingdonshire Local Plan © Ordnance Survey - OS Licence 100022322

# The Neighbourhood Plan Area

15.1 The plan below identifies the designated Neighbourhood Area:



Map 2 - The Stukeleys Designated Neighbourhood Plan Area © Crown Copyright

 Parish Boundaries

# Vision

16.1 The following vision has been developed for the Neighbourhood Plan:

**To provide a planning framework and policies that will result in sustainable growth occurring at Alconbury Weald and to the northern edge of Huntingdon whilst protecting the distinctive character and identity of Great Stukeley and Little Stukeley as villages.**

# Objectives

16.2 The following objectives have been set out for the Neighbourhood Plan:

## (A) Promote sustainable development

- Collaborate through the production of development plans and the determination of planning applications including pre-application engagement with Huntingdonshire District Council; any relevant master developer<sup>11</sup>; and developers of individual parcels to ensure that Alconbury Weald (SEL 1.1) and RAF Alconbury (SEL 1.2) delivers sustainable strategic growth without resulting in coalescence with Great Stukeley and Little Stukeley
- Ensure that new development is of high-quality design, is built to a high sustainability standard and creates a distinctive new community at Alconbury Weald that includes open space and community facilities and strategic green infrastructure including a Country Park
- In collaboration with Huntingdonshire District Council through the production of development plans and the determination of planning applications including pre-application engagement ensure that the urban extension of Huntingdon at Ermine Street, Huntingdon (HU 1) delivers sustainable strategic growth without resulting in coalescence with Great Stukeley

## (B) Conserve and enhance the natural environment of The Stukeleys

- Conserve and enhance the environment of the villages of Great Stukeley and Little Stukeley; Alconbury Weald and the wider parish countryside including protecting Prestley Wood Scheduled Monument; local green spaces; protected settlement breaks; improved landscaping; access to open spaces; green corridors; biodiversity enhancement; and the encouragement of green infrastructure and initiatives

## (C) Protect and develop the community of The Stukeleys

- Protect and preserve important community assets including its local services and facilities by encouraging the retention and growth of community facilities

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<sup>11</sup> A master developer is usually responsible for delivering the overall comprehensive scheme through the provision of infrastructure and services & facilities, with other developers and housebuilders then being appointed to deliver individual parcels. The master developer for SEL 1.1 Alconbury Weald is currently Urban & Civic. There is no master developer at this point for SEL 1.2 RAF Alconbury or HU1

- Continue to improve the facilities on offer to support the local community, including through the strategic developments

**(D) Protect and enhance the built environment of The Stukeleys**

- Enhance the character and appearance of the villages of Great Stukeley and Little Stukeley, together with the emerging Alconbury Weald; including enhancing the historic character arising from the heritage assets present and their settings such as the historic built form of the Little Stukeley Conservation Area
- Ensure that new development respects or enhances the distinctive character and appearance of the area in which it is sited
- Promote the comprehensive regeneration and redevelopment of RAF Alconbury without resulting in coalescence with Little Stukeley; and takes the opportunity to enhance the significance of the Little Stukeley Conservation Area through an improved setting to the historic village
- Promote opportunity sites which offer the potential to improve the northern gateway into Great Stukeley.

# Policy Delivery of Objectives

16.3 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 |
|--|-------------|-------------|-------------|-------------|
| <b>Sustainable Growth</b>                                      |             |             |             |             |
| Policy 1 - Definition of 'Built-up Area' (Settlement Boundary) | ✓           | ✓           | ✓           | ✓           |
| Policy 2 - Opportunity Sites for Enhancement                   |             | ✓           | ✓           | ✓           |
| Policy 3 - Strategic Development Delivery                      | ✓           | ✓           | ✓           | ✓           |
| Policy 4 - Community Engagement                                | ✓           | ✓           | ✓           | ✓           |
| Policy 5 - Protection of Community Facilities                  | ✓           | ✓           | ✓           | ✓           |
| <b>Natural and Built Environment</b>                           |             |             |             |             |
| Policy 6 - Local Green Space                                   | ✓           | ✓           |             |             |
| Policy 7 - Green Infrastructure Network in Alconbury Weald     | ✓           | ✓           |             | ✓           |
| Policy 8 - Protected Settlement Breaks                         | ✓           | ✓           |             | ✓           |



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# Sustainable Growth



# Sustainable Growth

## 17. Profile of The Stukeleys

17.1 The Stukeleys lies to the north of Huntingdon and is part of the Huntingdon Spatial Planning Area. The Parish contains the Alconbury Strategic Expansion Location which includes two strategic allocations at Alconbury Weald (SEL 1.1)<sup>12</sup> and RAF Alconbury (SEL 1.2)<sup>13</sup>. Alconbury Weald covers much of the former Alconbury airfield and adjoining land at Grange Farm to the north of Huntingdon which largely wraps around the two villages of Great Stukeley and Little Stukeley. RAF Alconbury continues to operate as a US Air Force base and encompasses the core of the built footprint of the airfield. Alconbury Weald<sup>14</sup> includes an Enterprise Zone and is intended to deliver the following:



(Extract from Urban & Civic [Website](#)<sup>15</sup>)

17.2 The plan area also contains in addition the eastern part of the urban extension to Huntingdon (HU 1)<sup>16</sup>, the part to the east of Ermine Street is located within The Stukeleys. The part of HU 1 to the west of Ermine Street is located within the neighbouring town of Huntingdon.

17.3 Three phases of the overall Alconbury Weald allocation have currently been approved or are pending determination, as follows:

<sup>12</sup> See strategic policy SEL 1.1 Former Alconbury Airfield and Grange Farm as set out in the Huntingdonshire Local Plan to 2036

<sup>13</sup> See strategic policy SEL 1.2 RAF Alconbury as set out in the Huntingdonshire Local Plan to 2036

<sup>14</sup> Alconbury Weald has an overall outline planning permission under 1201158OUT for (Up to 290,000 sqm of employment floor space, including data storage and a materials recovery demonstration centre and up to 5,000 dwellings, including sheltered/extra care accommodation; a mixed use hub and mixed use neighbourhood facilities, including retail, commercial, leisure, health, place of worship and community uses; non-residential institutions including primary schools, nurseries, a secondary school and land reserved for post 16 education provision; open spaces, woodlands and sports provision; retention of listed buildings; new vehicular access points from Ermine Street and the A141, with other new non-vehicular access points; associated infrastructure; reserve site for a railway station and ancillary uses; and associated demolition and groundworks), this was approved on the 1st October 2014.

<sup>15</sup> <https://www.alconbury-weald.co.uk/>

<sup>16</sup> Site HU 1 is 85ha of land at Ermine Street, Huntingdon which is allocated for mixed use development to comprise: approximately 1,440 homes; a potential realignment route for the A141 approximately 1,000m<sup>2</sup> of shop floorspace; food and drink retail; a primary school and other social and community facilities to meet needs arising from the development; and strategic green infrastructure



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- Key Phase 1 - includes an overall 1,956 homes within this phase. It also includes: the first primary school, cricket pitch, multi-use games area (MUGA) and play parks; the Pavilion Community Centre; the Café/Bistro; Gym and library in The Club; and over 1 million square feet of business space within the Enterprise Campus. A planning application has been submitted for the Education Campus, which will deliver the secondary school, sixth form and a special needs school.
- Key Phase 2 - this involves a new 150-acre Country Park focusing on enhancing the woodland and Ancient Monument of Prestley Wood. Alongside Key Phase 2 but not technically part of that key phase is a separate outline planning application on the Grange Farm area of the development. This includes land for 1,500 homes, a community centre and sports facilities. Permission for the provision of a primary school has been granted.
- Key Phase 3 - will include up to 2,168 homes; around 60 hectares (148 acres) of green space including parks, play spaces, allotments and orchards. Town-Centre Hub including two primary schools; health centre, dentist and pharmacy; community centre, faith space and library; sports facilities; heritage area; and employment space.



As Alconbury Weald is delivered, there are likely to be additional key phases beyond the currently identified Key Phases 1 - 3.

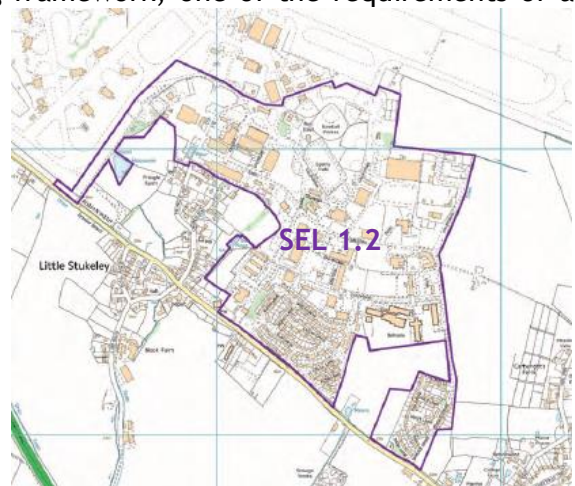
17.4 The Stukeleys contains two established villages, Little Stukeley and Great Stukeley. The latter contains three 'Ends', Church End and Owl End are contiguous and form the main part of the village; Green End is an area which is physically separate from the other two Ends due to the parkland of Stukeley Park. Little Stukeley is partly covered by the Little Stukeley Conservation Area. Great Stukeley and Little Stukeley contain a number of Listed Buildings and other heritage assets including two roman barrows which are Scheduled Monuments. Alconbury Airfield and the surrounding area are of considerable importance in terms of the historic environment.



17.5 The airfield represents a significant example of World War II and Cold War military heritage, with a number of surviving buildings, spaces and routes. Alconbury Weald contains a number of designated and non-designated heritage assets that need to be respected in the delivery of the strategic growth, including the Prestley Wood Scheduled Monument.

## 18. Strategic Planning Framework

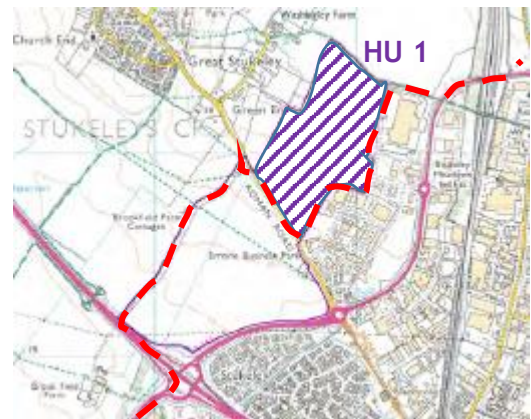
18.1 The adopted strategic policies for The Stukeleys are contained in the Huntingdonshire Local Plan to 2036. This forms the strategic planning framework; one of the requirements of a Neighbourhood Plan is that they should be in line with the 'strategic policies' of the adopted development plan for the local area. Paragraph 29 of the NPPF states: *“Neighbourhood plans should not promote less development than set out in the strategic policies for the area, or undermine those strategic policies.”*



18.2 In the Huntingdonshire Local Plan to 2036, The Stukeleys is part of the 'Huntingdon Spatial Planning Area' in Policy LP 2 - Strategy for Development.

18.3 The Huntingdonshire Local Plan to 2036 proposes that the 'Huntingdon Spatial Planning Area' has the two strategic expansion locations of Alconbury Weald (SEL 1.1) and RAF Alconbury (SEL 1.2) together with the eastern half of the mixed-use allocation at Ermine Street, Huntingdon (HU 1) in The Stukeleys.

18.4 Site HU 1<sup>17</sup> is a strategic extension of the town of Huntingdon, it is known locally as St Johns. The eastern part of site HU 1 within The Stukeleys is shown hatched on the extract from the Local Plan to the right. The plan area boundary is also shown on the plan to the right with a dashed red line.



18.5 The strategic allocations of Alconbury Weald and RAF Alconbury (SEL 1.1 and SEL 1.2) and Ermine Street Huntingdon (HU 1) form part of the Huntingdon Spatial Planning Area<sup>18</sup>. However, Policy LP 7 - Spatial Planning Areas is clear that the Huntingdon Spatial Planning Area specifically excludes the villages of Great and Little Stukeley. The two villages of Great Stukeley and Little Stukeley are therefore classified as small settlements<sup>19</sup>.

18.6 The framework for development on unallocated sites in small settlements is therefore set out in Policy LP 9 - Small Settlements of the Local Plan. That supports development where it is appropriately located within a built-up area of a defined small settlement. It also allows for proposals on land well-related to the built-up area where this is allowed for through other policies in the Local Plan. An example could be rural exceptions housing as allowed for under Policy LP 28 of the Local Plan.

18.7 The Huntingdonshire Local Plan to 2036 sets out a comprehensive definition of 'built-up area' in paragraphs 4.84; 4.85; and the table following paragraph 4.85. The two villages of Little Stukeley and Great Stukeley as small settlements are locations where windfall development can be expected over the plan period. To assist with this the Neighbourhood

<sup>17</sup> As at March 2022, the outline planning application 20/00847/OUT (Outline planning application for the phased development of up to 648 dwellings with associated public open space, services and other ancillary infrastructure with all matters reserved except for the means of access) remains undetermined.

<sup>18</sup> See the yellow box below paragraph 4.87 on page 55 of the Local Plan which forms part of Policy LP 7 Spatial Planning Areas

<sup>19</sup> See the yellow box on page 60 of the Huntingdonshire Local Plan which is part of Policy LP 9

Plan defines the 'built-up area' for Little Stukeley and Great Stukeley through use of a settlement boundary.

- 18.8 The delivery of the Grange Farm southern part of Alconbury Weald and site HU 1 require land to be safeguarded to facilitate provision of a realigned A141. The Cambridgeshire and Peterborough Combined Authority are undertaking the A141 Transport [Study](#)<sup>20</sup>. This is considering the options for improvement to the A141 which includes consideration of both online improvements to the existing road or realignment to a new route which could go through both strategic allocated sites.
- 18.9 Alconbury Weald contains numerous footpath and cycle routes which will develop further as the overall strategic site is delivered. Ermine Street forms part of the National Cycle Network 12, this is a route of 110 miles that runs in sections from Enfield Lock in north London to Spalding via Stevenage, St Neots and Peterborough. In The Stukeleys, the National Cycle Network 12<sup>21</sup> links the parish to the higher order services and facilities in Huntingdon.

## 19. Definition of 'Built-up Area' (Settlement Boundary)

19.1 The Stukeleys has planned strategic growth, however, there could be pressure for planning applications to come forward for residential development on greenfield sites which are not allocated. Such speculative development has the potential to undermine the strategic policies of the Huntingdonshire Local Plan to 2036. It also has the potential to affect the distinctive character and separate identity of Little Stukeley and Great Stukeley as separate and distinct villages.

19.2 The Local Plan does not specify any specific housing requirement for the villages of Great Stukeley and Little Stukeley which are both deemed as 'small settlements' in the Local Plan. There is an overall allowance for windfall development to come forward across the collective 73 small settlements in the Local Plan.

19.3 The Huntingdonshire Local Plan to 2036 does not identify a settlement boundary for these villages; instead, it moves to use of a definition of 'built-up area'. Policy LP 9 - Small Settlements, supports development where it is appropriately located within a built-up area of a small settlement. This is what is known as windfall development as it relates to housing coming forward on sites not specifically allocated for housing.



19.4 For Little Stukeley and Great Stukeley (including the Green End part of the village) a settlement boundary is proposed to be identified to define the 'built-up area' as referred to in the Huntingdonshire Local Plan to 2036. The settlement boundary of these settlements serves a specific purpose in that it is intended to direct the growth of the settlement and enable development to take place in a coherent manner, maintaining the structure and form of the existing settlement geography as the Huntingdonshire Local Plan to 2036 envisages. In addition, the boundary will protect the landscape setting of the villages.

19.5 Policy LP 9 - Small Settlements of the Local Plan does also support development where it is on land well-related to the built-up area where this is allowed for through other policies in the Local Plan. Paragraph 4.107 of the Local Plan sets out a definition of what is meant by

<sup>20</sup> <https://cambridgeshirepeterborough-ca.gov.uk/news/category/transport/roads/a141-huntingdon/>

<sup>21</sup> <https://www.sustrans.org.uk/find-a-route-on-the-national-cycle-network/route-12>

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Policy LP 9 as: “Proposals for development on land well-related to the built-up area will be considered subject to the provisions of policies LP 10 'The Countryside', LP 19 'Rural Economy', LP 22 'Local Services and Community Facilities', LP 23 'Tourism and Recreation', LP 28 'Rural Exceptions Housing', LP 33 'Rural Buildings' and LP 38 'Water Related Development'.”

19.6 No settlement boundary is being defined in this Plan for the strategic expansion locations SEL 1.1 (Former Alconbury Airfield and Grange Farm now commonly referred to as Alconbury Weald), SEL 1.2 (RAF Alconbury) or HU1 (Ermine Street, Huntingdon) as the Huntingdonshire Local Plan already defines a clear boundary<sup>22</sup> for these allocations.



19.7 The Huntingdonshire Local Plan to 2036 sets out a comprehensive definition of 'built-up area'. Regard has been had to this definition in drawing the settlement boundary in this Neighbourhood Plan in order to define the 'built-up area'. Details of the criteria used to define the settlement boundary in this Neighbourhood Plan is set out in the Settlement Boundary Methodology document. The methodology used is based on that used in the made Bury Neighbourhood Plan which Huntingdonshire District Council and the Independent Examiner concluded to be in general conformity with the Huntingdonshire Local Plan.

### Policy 1 - Definition of 'Built-up Area' (Settlement Boundary)

The settlement boundary of Great Stukeley is defined on the Map 3a; the settlement boundary of Little Stukeley is defined on the Map 3b. This defines the 'built-up area' for the villages. It serves the purpose of directing the growth of the settlement and protecting the countryside from encroachment.

Within the settlement boundary of Great Stukeley and Little Stukeley, proposals will be supported where development would not adversely affect the established character and appearance of the existing settlement; the undeveloped nature of the surrounding rural areas; and the landscape setting of the respective village. Planning applications will be expected to demonstrate how they have taken into account the existing built form, layout and structure of the surrounding area; the contribution of spaces between buildings; and the design and visual appearance of nearby buildings in the surrounding area.

Land outside or not well related to the settlement boundary should be determined in accordance with the relevant Local Plan and Neighbourhood Plan policies.

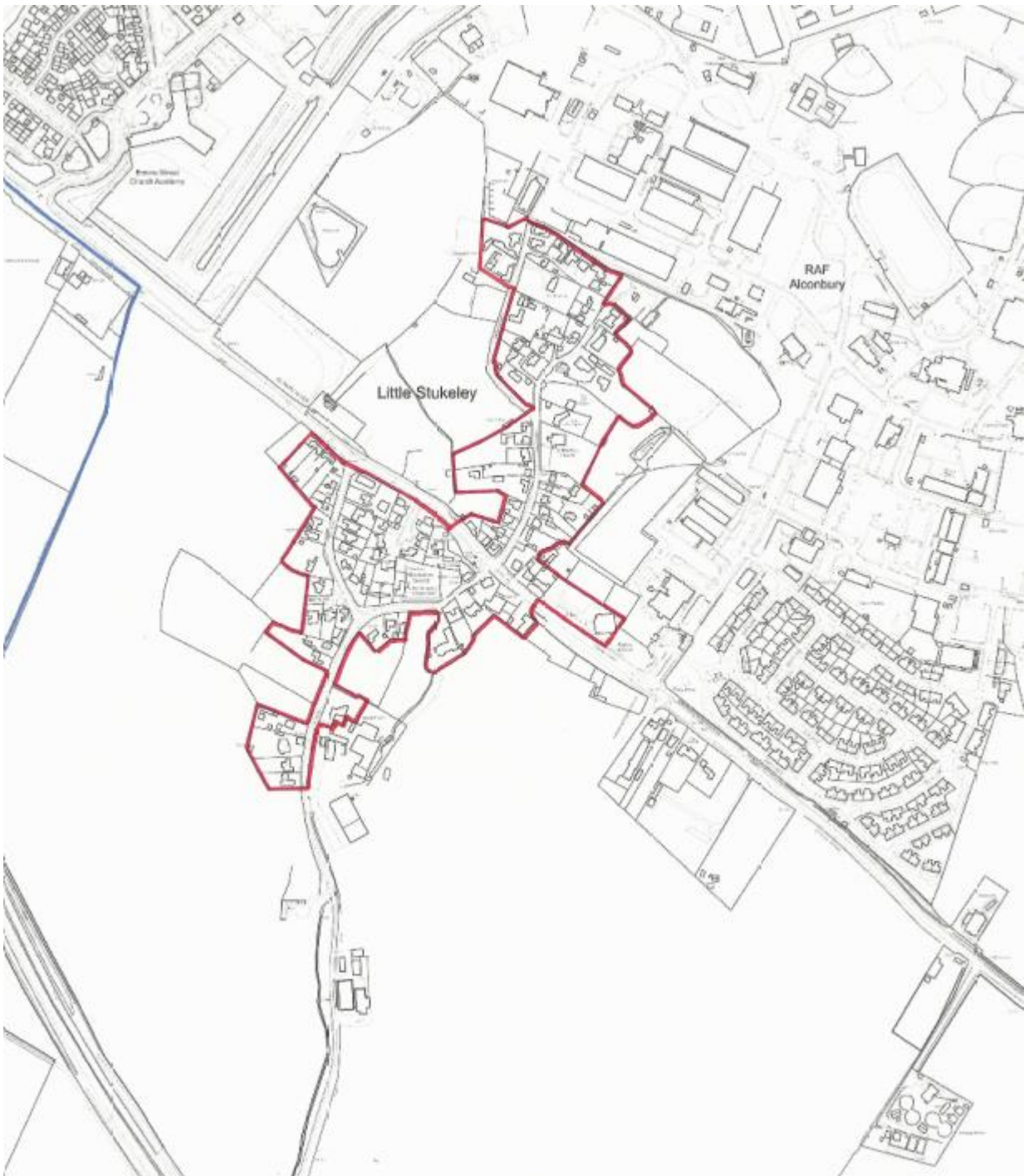
<sup>22</sup> These boundaries are illustrated on the plans on pages 137, 142 and 147 of the Huntingdonshire Local Plan and on the Local Plan Policies Map. The interactive Policies Map can be viewed online at <https://maps.3cshareservices.org/portal/apps/webappviewer/index.html?id=48d2df7fa74c4e5fbe6db70293dfe677>



Map 3a - Settlement Boundary - Great Stukeley © Crown Copyright

 Settlement Boundary





Map 3b - Settlement Boundary - Little Stukeley © Crown Copyright

 Settlement Boundary

 Plan Area Boundary



## 20. Opportunity Sites for Enhancement

- 20.1 Great Stukeley has two sites which are under-utilised which form the northern gateway into the village and offer the potential for more beneficial use and enhancement. The Three Horseshoes site at Great Stukeley has a mixed history of being open and closed, it seems to have struggled to be a continuously thriving business. It occupies a large prominent site measuring 0.57ha which offers potential to be more beneficially used. Currently it is occupied by the pub and associated car parking; it also accommodates a pond and group of trees.
- 20.2 The site is currently under-utilised; the existing built footprint occupies only around seven percent of the site. Long-term investment would enhance the appearance of this prominent site. It is considered that given the size of the site it offers the potential to accommodate additional development alongside retention of the existing pub particularly if this can support the provision of the pub as a community facility. Alternatively, there is potential to comprehensively redevelop the entire site for mixed use where this can deliver alternative proposals that deliver environmental enhancement and biodiversity net gain for the benefit of the community. The Neighbourhood Plan is seeking a flexible policy approach to address the enhancement of the Three Horseshoes pub site.
- 20.3 The former Three Horseshoes farm site adjacent to The Stukeley Country Hotel contains a number of semi-derelict buildings, hardstanding and a large steel portal framed building. This is a prominent part of the northern gateway into Great Stukeley and currently detracts from the appearance of the streetscene. The site offers the potential for redevelopment to form a high-quality entrance to the village; and the location immediately abutting The Stukeley Country Hotel car park also offers the potential to add parking capacity for the Hotel which is located on a tightly constrained site.
- 20.4 Consultation has demonstrated a desire within the two villages for the opportunity for self-build or custom build housing<sup>23</sup>; the former Three Horseshoes farm site offers the potential to be delivered in the form of serviced plots for this type of proposal. Policy LP 25 of the Huntingdonshire Local Plan supports the provision of self and custom built homes.

## Policy 2 - Opportunity Sites for Enhancement

### Site A - The Three Horseshoes

Proposals for mixed-use development, including an element of residential development on the Three Horseshoes Site in Great Stukeley shown as A on Map 4 will be supported where they facilitate retention of the existing public house as an ongoing community facility and lead to enhancement of the overall site and quality of built form and enhance the biodiversity value of the existing pond.

Proposals for mixed-use development, including an element of residential development that result in the complete loss of the public house will only be supported where the mix of uses includes some form of replacement community facility. Such a proposal would need to demonstrate that the environmental enhancement; biodiversity gain; and replacement community facility cumulatively outweigh the loss of the public house.

As the site is already used informally for parking by users of the Great Stukeley Recreation Field, any proposal for development should ensure that some continued car parking is available for ongoing use in connection with the public use of the adjacent Great Stukeley Recreation Field.

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<sup>23</sup> <https://www.gov.uk/government/publications/self-and-custom-build-action-plan/self-and-custom-build-action-plan> and <https://www.gov.uk/guidance/self-build-and-custom-housebuilding>

Site B - The Former Three Horseshoes Farm

Proposals for the redevelopment, including residential development on the former Three Horseshoes Farm Site in Great Stukeley shown as B on Map 4 will be supported where they can deliver a framework that addresses the comprehensive redevelopment of the entire site that results in a significant environmental enhancement to the gateway into the village and includes landscaping that enhances the biodiversity value of the site.

Any proposal that would provide the opportunity for the delivery of serviced plots for self-build or custom housing for people with a green connection to Great Stukeley or Little Stukeley on this site would be particularly supported.

As the adjacent Stukeley Country Hotel has limited car parking provision and the siting adjacent to the road junction makes on-street car parking difficult; any proposal for development that could deliver the opportunity to expand the existing car parking provision available for use in connection with the adjacent Stukeley Country Hotel would be particularly supported.



Map 4 - Opportunity Sites for Enhancement © Crown Copyright

 Opportunity Sites

## 21. Strategic Development Delivery and Community Engagement

21.1 The Neighbourhood Plan area is due to undergo a significant level of change. The Neighbourhood Plan should support the Huntingdonshire Local Plan to deliver the strategic development envisaged. The Neighbourhood Plan wants to ensure that the strategic sites deliver new sustainable communities that meet the day to day needs of future and existing residents as part of a network of close but distinct settlements.





- 21.2 The policy looks to build upon the Local Plan with locally distinctive elements important to the local community. In particular the Neighbourhood Plan wants to ensure that the strategic allocations deliver balanced and mixed communities that deliver appropriate strategic green infrastructure, such as the Country Park as part of Alconbury Weald.
- 21.3 RAF Alconbury remains an active United States Air Force base, the airbase has fluctuated in the number of personnel over the years and its long-term future remains in flux. Whether the RAF Alconbury strategic site will be delivered is unclear. Redevelopment of the RAF Alconbury airbase offers the potential to enhance the character and appearance of the Little Stukeley Conservation Area which is rather dominated by a poor relationship to large buildings on the airbase.
- 21.4 The local community also wishes to encourage developers to proactively engage in community engagement with the Parish Council and local residents in developing new sustainable communities which also benefit the existing host community. There is a limited range of applications for which compulsory pre-application community engagement is required.
- 21.5 Through the Neighbourhood Plan proactive community engagement is encouraged, this is considered to be in the best interests of both those proposing development and the local community that wants to help ensure that appropriate balanced growth and development is secured. Urban & Civic have a good track record of community engagement in relation to Alconbury Weald; as the strategic site develops further the Neighbourhood Plan wants to ensure that effective community engagement is maintained.

### Policy 3 - Strategic Development Delivery

The Stukeleys Parish Council in collaboration with Huntingdonshire District Council, Cambridgeshire County Council and developers seek to develop an integrated overall network of communities across the Parish. This will include securing improvements to the sustainable transport linkages for walking and cycling between Alconbury Weald and the two villages of Great Stukeley and Little Stukeley to allow residents of the villages to better access the new services and facilities in Alconbury Weald.

In all proposals on the strategic development sites at Alconbury Weald (SEL 1.1), RAF Alconbury (SEL 1.2) or Ermine Street, Huntingdon (HU 1) opportunities for green corridors that provide biodiversity enhancement across the plan area both within the strategic development sites and in adjacent areas, such as in the protected settlement breaks will be supported.

#### Alconbury Weald (SEL 1.1)

The Stukeleys Parish Council, in collaboration with Huntingdonshire District Council; the master developer<sup>24</sup>; and developers of individual parts, will seek to ensure that Alconbury Weald delivers sustainable strategic growth which creates a balanced and mixed new community which delivers the key aspirations to:

- Secure the proposed country park as part of the overall green infrastructure network, including how this will relate to the Owl End and Green End parts of Great Stukeley; including consideration as to how an ecological corridor through to Stukeley Park in Great Stukeley might be achievable;

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<sup>24</sup> A master developer is usually responsible for delivering the overall comprehensive scheme through the provision of infrastructure and services & facilities, with other developers and housebuilders then being appointed to deliver individual parcels. The master developer for SEL 1.1 Alconbury Weald is currently Urban & Civic. There is no master developer at this point for SEL 1.2 RAF Alconbury or HU1

## *The Stukeleys Neighbourhood Plan - 'Made' July 2023*

- Prevent the coalescence with Great Stukeley and Little Stukeley, including through the delivery of the country park to protect the existing character of the villages of Great and Little Stukeley as distinct villages; and
- Ensure that heritage assets and their settings including the Little Stukeley Conservation Area and the Prestley Wood Scheduled Monument are suitably preserved and enhanced.

### RAF Alconbury (SEL 1.2)

The Stukeleys Parish Council will in collaboration with Huntingdonshire District Council, the Ministry of Defence, any master developer or site promoter ensure that the redevelopment of RAF Alconbury delivers sustainable strategic growth which creates a balanced and mixed new community which delivers the key aspirations to:

- Maximise accessibility and linkages, including by sustainable transport modes, to green infrastructure and community facilities for the proposed additional community and the existing communities at Alconbury Weald and the villages of Little Stukeley and Great Stukeley;
- Prevent the coalescence with Great Stukeley and Little Stukeley to protect the existing character of the villages of Great and Little Stukeley as distinct villages; and
- Ensure that heritage assets and their settings including the Little Stukeley Conservation Area are suitably preserved and enhanced including through removal of the large-scale utilitarian buildings in the area to the immediate north-east of Little Stukeley.

### Ermine Street, Huntingdon (HU 1)

The Stukeleys Parish Council will in collaboration with Huntingdonshire District Council and the developer ensure that the eastern part of the urban extension of Huntingdon within the plan area delivers sustainable strategic growth which creates a balanced and mixed new community which delivers the key aspiration to:

- Prevent the coalescence with Great Stukeley to protect the existing character of the village of Great Stukeley as a distinct village and the rural character of the Green End part of Great Stukeley.

## **Policy 4 - Community Engagement**

Developers considering making proposals for major<sup>25</sup> development within The Stukeleys should contact the Parish Council at the earliest opportunity to discuss how pre-application community engagement can be undertaken. The Parish Council will work with developers to facilitate effective and proactive community engagement and to ensure that the requirements of this Neighbourhood Plan are taken into consideration.

Proposals for development which are accompanied by a statement of community involvement that details how the outcome of the pre-application community engagement has been taken into account in the scheme submitted will be particularly supported.

## **22. Community Facilities**

22.1 Community Facilities is a generic term used for community infrastructure, services and facilities. This includes village halls, church halls, community centres and multi-use facilities. These facilities typically provide opportunities for community uses such as events,

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<sup>25</sup> 'Major development' in terms of this policy means development of 10 or more dwellinghouses (or a site having an area of 0.5 hectares or more where dwelling numbers are not known); the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or any development carried out on a site having an area of 1 hectare or more

sports 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. There is a relatively limited provision of community and meeting space available for use in Great Stukeley and Little Stukeley, the village hall in Great Stukeley provides a home for local organisations.

- 22.2 Other important community facilities in Little Stukeley and Great Stukeley include Garage Repairs; St. Bartholomew's Church; St. Martin's Church; Grace Fellowship Baptist Church; The Church of Jesus Christ and Latter Day Saints; Alconbury Independent Baptist Church; and the Stukeley Country Hotel.



- 22.3 Important areas of open space and green infrastructure include the allotments at Owl End; Great Stukeley Recreation Field; and Little Stukeley Recreation Area. Elsewhere in the Parish is Huntingdon Racecourse and Huntingdon Rugby Club. Open space can take many forms including parks, village greens, play areas, sports pitches, allotments, semi-natural areas and substantial private gardens. Many provide important recreational and sporting facilities or are important for biodiversity. The two villages of Great and Little Stukeley have limited areas of open space and green infrastructure. Alconbury Weald in contrast is being developed with integral green infrastructure.

- 22.4 Within RAF Alconbury there are a number of community facilities that serve the USAF personnel and their families. These allow the air base to operate as a community within a community. Although only for the use of the UASF personnel and their families, the air base is well served by community facilities and they are very valuable to their day-to-day needs and their wellbeing.

- 22.5 The emerging Phase 1 of Alconbury Weald includes a number of important community facilities such as the primary school, cricket pitch, multi-use games area (MUGA) and play parks; the Pavilion Community Centre; the Café/Bistro; Swynford Stores (convenience store); and Gym and library in The Club. A planning application has been submitted for the Education Campus, which will in due course deliver the secondary school, sixth form and a special needs school.

- 22.6 Later phases of Alconbury Weald will deliver further important community facilities as part of a balanced sustainable community. Future phases of Alconbury Weald will need to deliver green infrastructure including the Country Park; together with formal open space for sports facilities.



- 22.7 Policy LP 22 - Local Services and Community Facilities of the Huntingdonshire Local Plan to 2036 looks to support new community facilities and to safeguard against their loss. The supporting text to Policy LP22 in paragraphs 6.47 to 6.49 on page 92 of the Huntingdonshire Local Plan to 2036 details the type of evidence necessary to demonstrate how it can be

shown that community facilities might be considered to be poorly used or not viable<sup>26</sup>. This is equally relevant to the application of this Neighbourhood Plan policy.

22.8 Policy LP 32 - Protection of Open Space is also relevant as it looks to protect against the loss of open space, outdoor recreation facilities, allotments and areas of garden land that provide amenity value. The Stukeleys has a number of highly valuable community facilities within the respective communities which are vital to be retained in order to help protect the distinct identity of Little Stukeley and Great Stukeley as villages which are separate to Alconbury Weald and RAF Alconbury.

22.9 Another mechanism to protect and keep valued buildings or land in use for the community is the Community Right to Bid Scheme. It gives local community groups the opportunity to nominate buildings or other land to be included on the Huntingdonshire Council's [list](#)<sup>27</sup> of Assets of Community Value. An asset should contribute to the community's social well-being or social interests. Once on the register, if an asset comes up for sale or lease, a community group has a period of time in which they can register their interest as a potential bidder, delaying a sale on the open market. Currently The Stukeleys has no recorded Assets of Community Value.

22.10 The planned growth will necessitate additional or enhanced provision of community facilities. Consequently, the Neighbourhood Plan sets out a framework to address the specific requirements of community facilities in The Stukeleys. Any new community facilities should be accessible to the community they are intended to serve.



22.11 Where as part of the overall delivery of Alconbury Weald it is proposed to relocate any existing community facility or provide a replacement community asset in a later phase it would need to be provided in a location with an equal or better level of accessibility for the community it is intended to serve to justify the loss of the original facility. Such criteria provide flexibility for an emerging community and would enable the expansion and improvement of community facilities, where land may not be currently available to facilitate expansion and improvement in their current location.

22.12 The Glade local centre has been approved in Alconbury Weald, this will include a Co-op convenience store and a nursery. Future community facilities such as this will also be protected under this policy. The main community facilities in the Parish are shown on Maps 5a to 5d below.

<sup>26</sup> In particular paragraph 6.49 states: "Assessing the level of community support for a local service or facility is a matter of judgement, but could be informed by information such as evidence of the level of recent usage, as well as the number and nature of comments made on an application by members of the local community. For commercially run facilities such as local shops and pubs, the Council considers that a robust marketing exercise is the most transparent way of demonstrating that such facilities are no longer viable. This should be of sufficient duration to allow the local community time to consider making a bid to run or acquire premises of value through the Community Right to Bid. In seeking to justify the loss of local services or community facilities, applicants will also be required to consider whether existing premises or sites can be adapted to retain a viable community facility or service. Effective marketing will in most cases need to be for a continuous period of 12 months at a value reflecting its permitted use with details kept of any offers received and detailed reasoning for declining them. However, in particular circumstances it may be appropriate for alternative arrangements to establish if there is any realistic prospect of maintaining the service or facility."

<sup>27</sup> <https://www.huntingdonshire.gov.uk/council-democracy/community-right-to-bid/>

## Policy 5 - Community Facilities

Development proposals that result in the improvement/enhancement of existing community facilities including the village hall or community centre; play areas; recreation/sports facilities; allotments; primary school; churches; or small-scale local retail facilities will be supported subject to their compliance with other development plan policies.

Development proposals that result in the provision of new community facilities both within and outside of but adjacent to the settlement boundary of Little Stukeley or Great Stukeley will be supported subject to their compliance with other development plan policies; provided the scale is commensurate with size of facility to meet the needs of the respective village. In particular proposals for new play areas; sports/recreation facilities; local small-scale retail provision; and local health provision will be supported.

Development proposals that result in the provision of new, improved or expanded community facilities within Alconbury Weald will be supported subject to their compliance with other development plan policies. Where planning permission is required, development proposals that result in the provision of new, improved or expanded community facilities within the RAF Alconbury air base will be supported subject to their compliance with other development plan policies.

Proposals that would result in the loss of the following community facilities will be resisted unless it can be shown<sup>28</sup> that they are poorly used, not viable or adequate replacement provision is made elsewhere in The Stukeleys which is an equivalent service or community facility located where it is equally or more accessible to the existing and planned new community it is intended to serve:

### Great Stukeley

- The Stukeley Country Hotel in Great Stukeley
- Allotments in Great Stukeley
- Great Stukeley Recreation Field

### Little Stukeley

- Little Stukeley Recreation Area and Hall

### Alconbury Weald

- Ermine Street Church Academy Primary School and associated grounds in Alconbury Weald
- Cricket Pitch in Alconbury Weald
- Pavilion Community Centre in Alconbury Weald
- MUGA in Alconbury Weald
- Play Areas, Parks and Open Space in Alconbury Weald
- The Café/Bistro in Alconbury Weald
- Swynford Stores in Alconbury Weald
- Gym and library in The Club at Alconbury Weald

### Huntingdon Racecourse

- Rugby Club at Huntingdon Racecourse

## 23. Huntingdon Racecourse

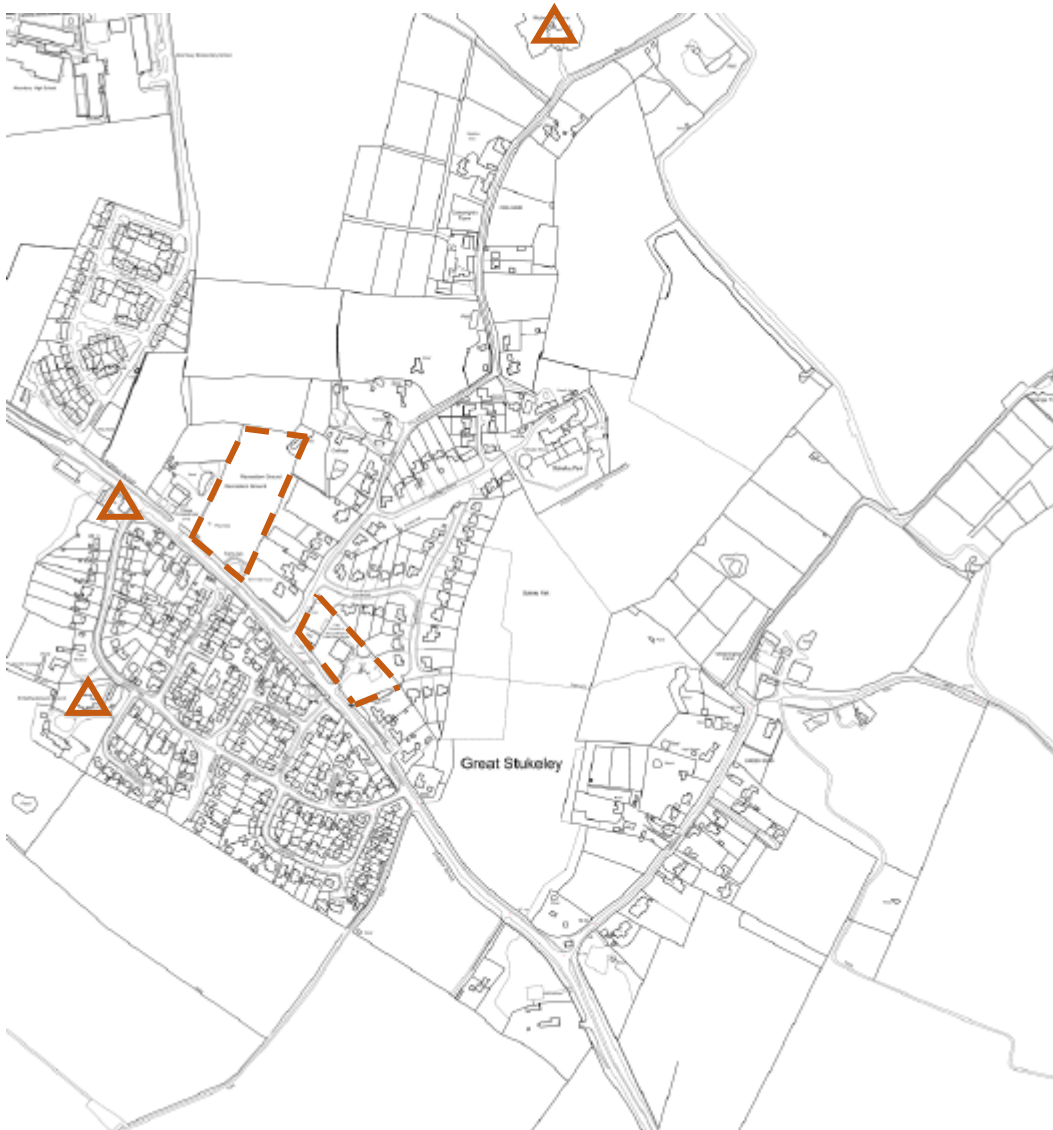
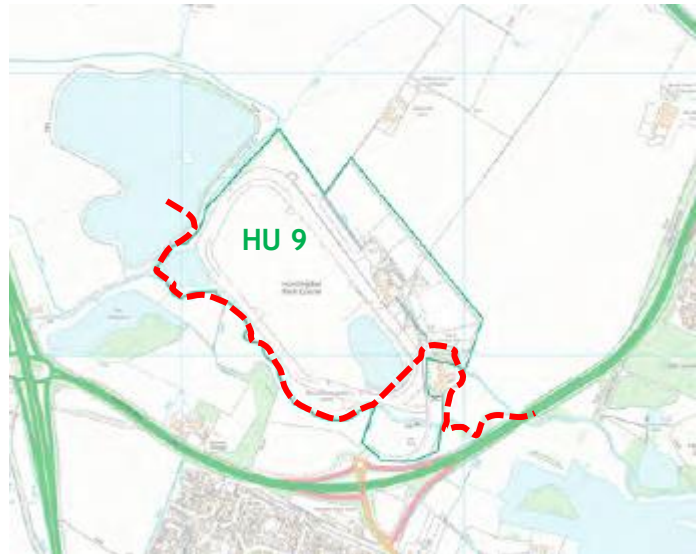
23.1 Policy HU 9 (Huntingdon Racecourse) in the Local Plan allocates 72ha of land at Huntingdon Racecourse for mixed use development to comprise: continued use of the site for the

<sup>28</sup> See paragraph 22.6 and footnote 28

## The Stukeleys Neighbourhood Plan - 'Made' July 2023

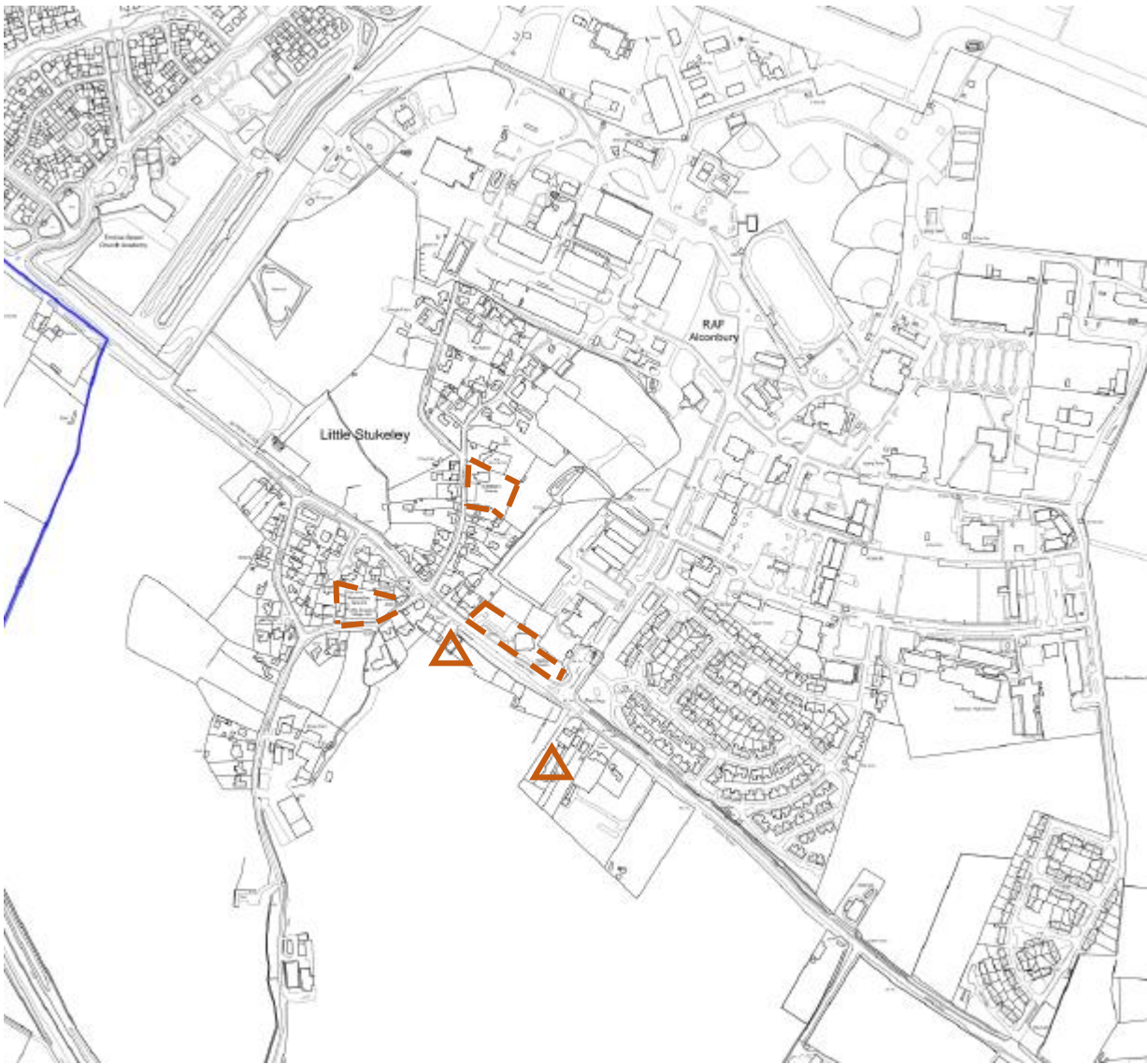
racecourse, equine support facilities and Huntingdon Rugby Football Club; and complementary conference and events facilities, outdoor recreational and leisure facilities.

23.2 Most but not all of the area within site HU 9 lies within the parish of The Stukeleys, the southern end including the access road, the stables and the Holiday Inn hotel is in the neighbouring parish of Brampton. The red dashed line shows the plan area boundary. Due to the Local Plan policy approach the Neighbourhood Plan does not set out any further policies for the development of facilities at the Racecourse. The Rugby Club site within the overall racecourse site is protected as a community facility under Policy 5 of this Neighbourhood Plan.



Map 5a - Main Community Facilities - Great Stukeley © Crown Copyright

  Main Community Facilities



Map 5b - Main Community Facilities - Little Stukeley © Crown Copyright

  Main Community Facilities       Plan Area Boundary





Map 5c - Main Community Facilities - Alconbury Weald © Crown Copyright

  Main Community Facilities       Plan Area Boundary







Map 5d - Main Community Facilities - Huntingdon Rugby Club © Crown Copyright

 Main Community Facilities

 Plan Area Boundary



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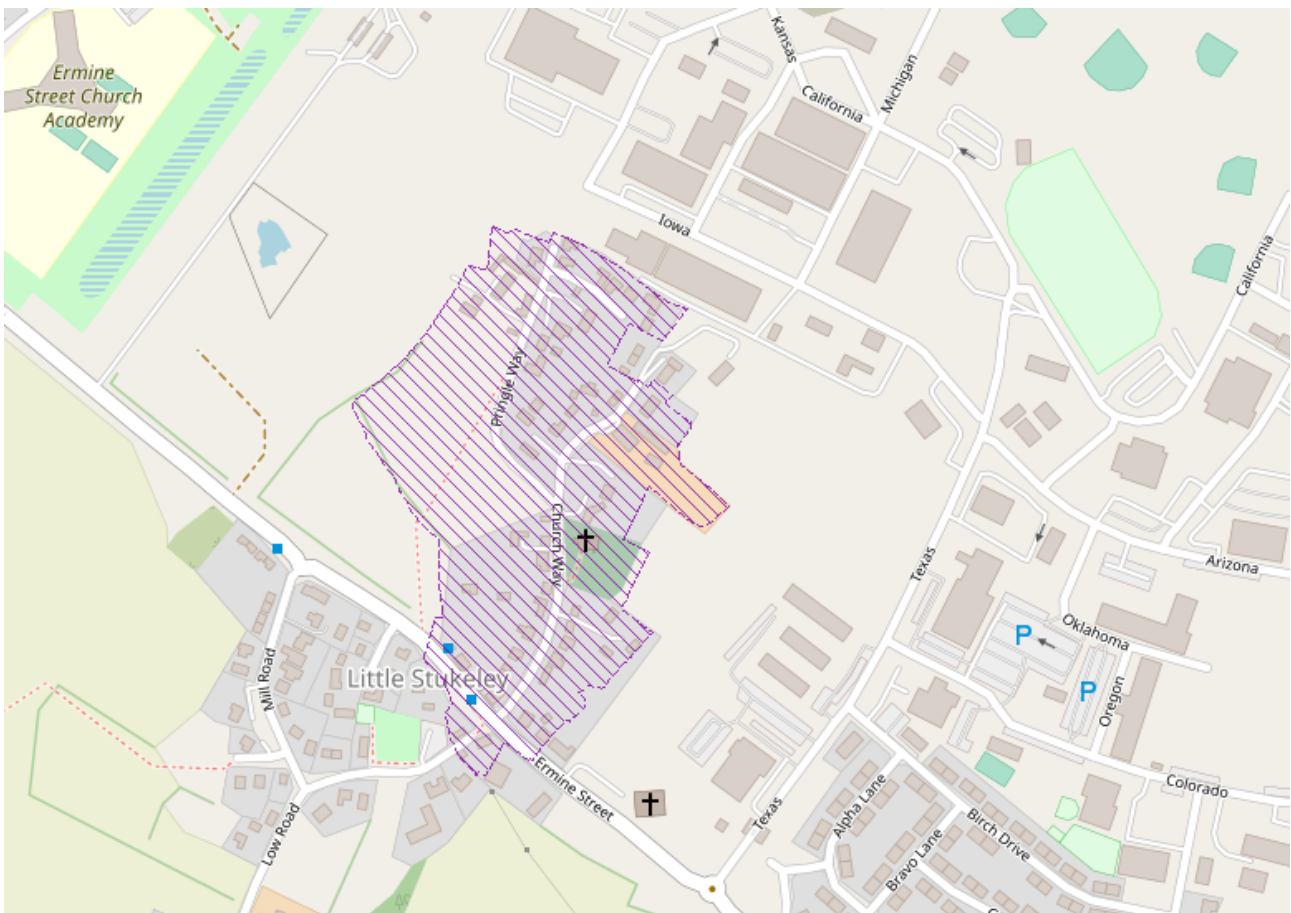
# Natural and Built Environment



## 24. Heritage Assets

24.1 Heritage assets are buildings, monuments, sites, landscapes and townscapes which have historic or architectural significance; collectively they help make the historic environment. The protection of individual heritage assets is important not only to safeguard the significance of the asset itself but also to protect the wider historic environment.

24.2 Part of Little Stukeley is covered by the Little Stukeley Conservation Area (CA), there is no published Conservation Area Appraisal for this CA. At present the RAF Alconbury airbase detracts from the character and appearance of the CA through the presence of large utilitarian style buildings and security fencing being located immediately adjacent to the CA. As identified under Policy 3 there is the opportunity through redevelopment proposals for RAF Alconbury to enhance the significance of the CA by ensuring that Little Stukeley as a distinct traditional historic village is recreated. Opportunities to enhance the character and appearance of the CA through removal of large-scale utilitarian buildings in the area to the immediate north-east of Little Stukeley through redevelopment should also be part of the delivery of the RAF strategic allocation.



Map 6 - Little Stukeley Conservation Area Boundary, Extract Taken from Huntingdonshire District Council [website](https://www.huntingdonshire.gov.uk/planning/conservation-areas/)<sup>29</sup> © Huntingdonshire District Council

24.3 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 Planning (Listed Buildings and Conservation Areas) Act 1990 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

<sup>29</sup> <https://www.huntingdonshire.gov.uk/planning/conservation-areas/>

significance of Conservation Areas should be given considerable weight when determining planning applications.

24.4 There are three Scheduled Monuments (SAMs) within the Plan Area as follows:

- Roman barrow 450m south-west of Stukeley Park
- Moated site in Prestley Wood, 800m north-east of Cartwright's Farm
- Roman barrow adjacent to Ermine Street, 290m east of St Bartholomew's Church

The Prestley Wood [Scheduled Monument](#)<sup>30</sup> lies within the Alconbury Weald strategic allocation and as identified in Policy 3, the Parish Council will look to ensure that proposals for Alconbury Weald suitably protect and enhance the Prestley Wood Scheduled Monument and its setting. Historic England has indicated that they have no comment to make on the Neighbourhood Plan.

24.5 The Neighbourhood Plan area contains a number of Listed Buildings as follows:

Grade 1

None

Grade II\*

Church of St Martin, Little Stukeley  
Church of St Bartholomew, Great Stukeley  
Hardened Aircraft Shelters, Alconbury Weald  
The Avionics Building, Alconbury Weald



Grade II

The Stukeleys Country Hotel, Great Stukeley  
Milestone at Junction of Green End and Ermine Street, Great Stukeley  
Milestone About 1/4 Mile South of Village, Little Stukeley  
23 Church Road, Great Stukeley  
2 Church Way, Little Stukeley  
9 Church Way, Little Stukeley  
11 Church Way, Little Stukeley  
Holme Lea, Green End, Great Stukeley  
Forge Cottage, Low Road, Little Stukeley  
Pinks Cottage, 20, Pringle Way, Little Stukeley  
The Old Rectory, Church Way, Little Stukeley  
Pringle Farmhouse, Pringle Way, Little Stukeley  
Camelot, Owl End, Great Stukeley  
15 Owl End, Great Stukeley  
Little Stukeley War Memorial  
Waterloo Farmhouse, Ermine Street, Great Stukeley  
The Swan and Salmon, 1 Low Road, Little Stukeley  
Great Stukeley War Memorial  
Watch Office and Operations Room at Alconbury Airfield, Alconbury Weald  
Milestone, Ermine Street, Alconbury Weald



## 25. Local Distinctiveness and Public Realm

25.1 All new development should respect the local character of the area, ensuring that the building height, size and choice of external materials complement the existing fabric and do not obscure important views into and out of the settlements in the Parish.

<sup>30</sup> <https://historicengland.org.uk/listing/the-list/list-entry/1017843?section=official-list-entry>

- 25.2 A high quality public realm made up of well-designed streets, pavements and other publicly accessible areas, together with the boundary treatments to local properties and front gardens, make a positive contribution to how The Stukeleys looks. Within Little Stukeley and Great Stukeley, the public realm is seen by local people as being an important element of the overall urban design of the settlement. A high-quality public realm contributes to a high quality of life which can help to maintain healthy living, prevent anti-social behaviour and encourage high standards of property maintenance. The public realm of Alconbury Weald is an important element of its evolving character and will be key to the success of the new settlement over time.
- 25.3 As detailed in Policy 3 The Stukeleys Parish Council will in collaboration with Huntingdonshire District Council, Cambridgeshire County Council and developers seek to develop an integrated overall network of communities across the Parish. This will include securing improvements to the sustainable transport linkages for walking and cycling between Alconbury Weald and the two villages of Great Stukeley and Little Stukeley to allow residents of the villages to better access the new services and facilities in Alconbury Weald. Improved linkages to Huntingdon including site HU 1 at Ermine Street could also improve active travel from the existing settlements to the higher order services and facilities in Huntingdon. Footway and cycleway provision can heavily influence the appearance of the public realm; proposals should avoid over-engineered design but should instead contribute to a high quality public realm.

## 26. Natural Environment


26.1 Most of the Parish of The Stukeleys is rural, and contains substantial areas of farmland which contributes significantly to the character of the Parish and the setting of the villages of Little and Great Stukeley. A substantial land area was developed in 1938 for RAF Alconbury that changed the character of the Parish significantly.

26.2 There is a need to assess the likelihood of proposals or policies within a Neighbourhood Plan having a significant effect on the 'National Sites Network' consisting of areas designated as Special Areas of Conservation (SAC) or Special Protection Areas (SPA's). Consideration of the internationally designated Ramsar sites is also necessary; many Ramsar sites are also SACs or SPAs. In the vicinity of The Stukeleys Neighbourhood Plan area the 'National Sites Network' of interest are the Orton Pit SAC (Peterborough); Nene Washes SAC; Ouse Washes SAC/SPA; Portholme SAC (Huntingdon/Godmanchester); Upper Nene Valley SAC/Upper Nene Valley Ramsar (Rushden); and Fenland SAC/Woodwalton Fen Ramsar.



26.3 The closest to the Neighbourhood Plan area are Portholme SAC (Huntingdon/Godmanchester) lying approximately 2km to the south; and Fenland SAC/Woodwalton Fen Ramsar lying approximately 5km to the north-east.

26.4 SACs were previously classified in accordance with EC Directive 92/43/EEC on the conservation of natural habitats and of wild fauna and flora (the Habitats Directive). Article 3 of this Directive requires the establishment of a European network of important high-quality conservation sites that will make a significant contribution to conserving the 189 habitat types and 788 species identified in Annexes I and II of the Directive. These sites are now designated under the Conservation of Habitats and Species Regulations 2017 (as amended).

- 26.5 SPAs were sites first classified in accordance with Article 4 of the EC Directive on the conservation of wild birds (79/409/EEC), more commonly known as the Birds Directive. They were classified for rare and vulnerable birds, listed in Annex I to the Birds Directive, and for regularly occurring migratory species. These SPA sites are now designated under the Wildlife & Countryside Act 1981 (as amended) and the Conservation (Natural Habitats, & c.) Regulations 2010 (as amended).
- 26.6 Ramsar Sites are designated under the International Convention on Wetlands of International Importance especially as Waterfowl Habitat (the Ramsar Convention, Iran 1971 and amended by the Paris Protocol 1992). Although Ramsar Sites are not protected in law by domestic UK legislation as a matter of policy government has decreed that unless otherwise specified procedures relating to SPAs and SACs will also apply to Ramsar Sites.
- 26.7 The Habitats Regulation Assessment screening identifies that the Neighbourhood Plan proposals would not individually or cumulatively result in any potential significant effects on any European designated site.
- 26.8 The Parish of The Stukeleys contains no National Nature Reserves (the nearest is at Monks Wood around 2km to the north). The Plan area contains two Sites of Special Scientific Interest: Brampton Racecourse SSSI and Great Stukeley Railway Cutting SSSI. The Brampton Racecourse SSSI is recorded as being in favourable condition; whereas the Great Stukeley Railway Cutting SSSI is recorded as being in unfavourable - recovering condition. Natural England has confirmed that the proposals in the Neighbourhood Plan will not have significant adverse impacts on the SSSIs.
- 
- 26.9 Policy 3 sets out how proposals on the strategic development sites at Alconbury Weald (SEL 1.1), RAF Alconbury (SEL 1.2) or Ermine Street, Huntingdon (HU 1) can provide opportunities for green corridors that provide biodiversity enhancement across the plan area both within the strategic development sites and in adjacent areas, such as in the protected settlement breaks. Areas of biodiversity enhancement offer the potential to complement the existing Sites of Special Scientific Interest.

## **27. Trees and Woodlands**

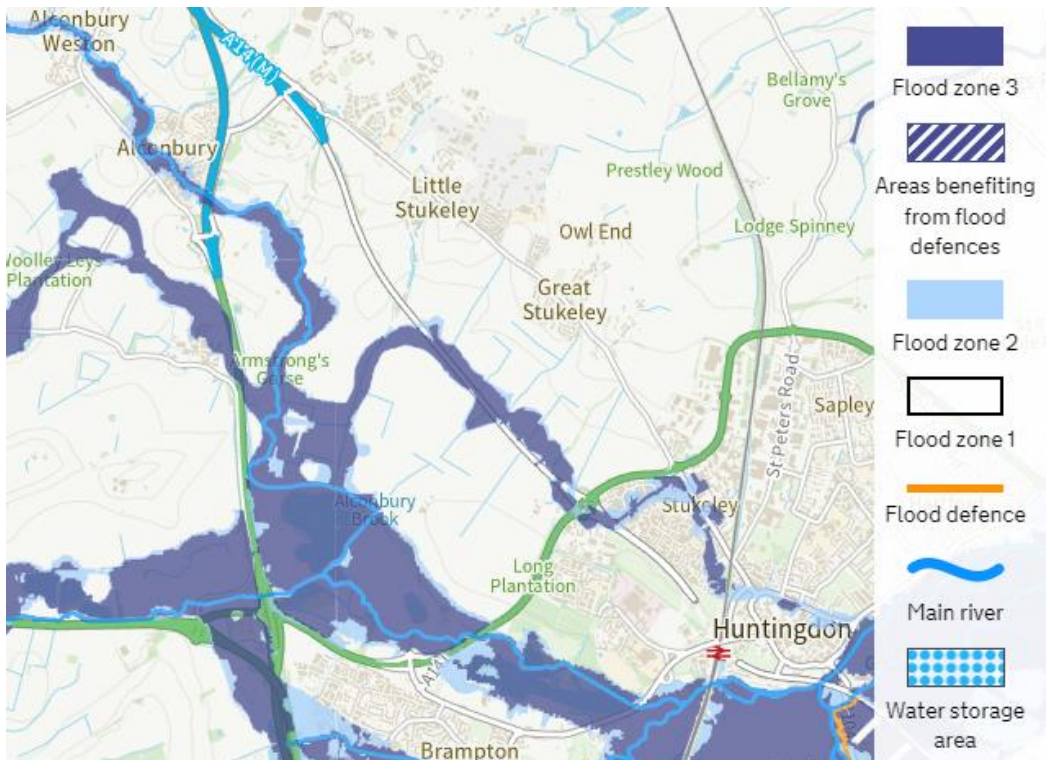
- 27.1 As much of the Parish of The Stukeleys contains substantial areas of farmland and RAF Alconbury there are actually few areas of trees and no large woodlands. There are no ancient woodlands within The Stukeleys, the parish has the fifth lowest amount of tree cover within Huntingdonshire at only 5% canopy cover<sup>31</sup>. The local landscape does have a character derived from having a high level of Huntingdon Elm within the tree stock present. Field hedgerow and tree planting is therefore important as part of the landscape character. There are some trees and small woods at Stukeley Park, around Grange Farm, along Great Stukeley Railway Cutting and Prestley Wood Scheduled Monument. The parkland trees at Stukeley Park reflects the historic character of this part of Great Stukeley.
- 27.2 Additional tree and woodland planting within Alconbury Weald, for example as part of the country park would help to improve ecological networks within the Parish. The strategic

<sup>31</sup> Huntingdonshire District Council Tree Canopy Cover Assessment (Draft) July 2021

development sites and the protected settlement breaks provide an opportunity to increase tree and hedgerow canopy cover across The Stukeleys and perform a dual purpose of enhancing the environment and contributing to biodiversity net gain.

## 28. Flood Risk and Drainage

28.1 Parts of the Parish is subject to fluvial (river) flood risk as shown on the map below. Inappropriate development in areas at risk of flooding should be avoided, by directing development away from areas at highest risk (whether existing or future). Where development is necessary in such areas the development should be made safe for its lifetime without increasing flood risk elsewhere<sup>32</sup>. Huntingdon Racecourse lies within Flood Zone 3 and is therefore at a risk of flooding greater than 1 in 100 years. Flood Zone 3 also extends along the A1307 corridor (the old A14 route).



Map 7a - Flood Zones 2 and 3 © Environment Agency

28.2 Surface water flooding potential affects parts of Great Stukeley, Little Stukeley, RAF Alconbury and Alconbury Weald as shown on the map. Surface water flooding is a matter to be taken into account in the planning application process<sup>33</sup>. The Neighbourhood Plan alongside the Local Plan and the NPPF strives to promote sustainable drainage techniques (SuDS).

28.3 SuDS are an approach to managing surface water run-off which seeks to mimic natural drainage systems and retain water on or near the site as opposed to traditional drainage approaches which involve piping water off site as quickly as possible. SuDS offer significant advantages over conventional piped drainage systems in reducing flood risk by attenuating the rate and quantity of surface water run-off from a site, promoting groundwater recharge,

<sup>32</sup> See NPPF paragraphs 159 onwards; policy LP 5 (Flood Risk) of the Huntingdonshire Local Plan; and the Cambridgeshire Flood and Water SPD (2017). Paragraph 160(b) of the NPPF aims for development to be safe for the lifetime without increasing flood risk and where possible reducing flood risk overall

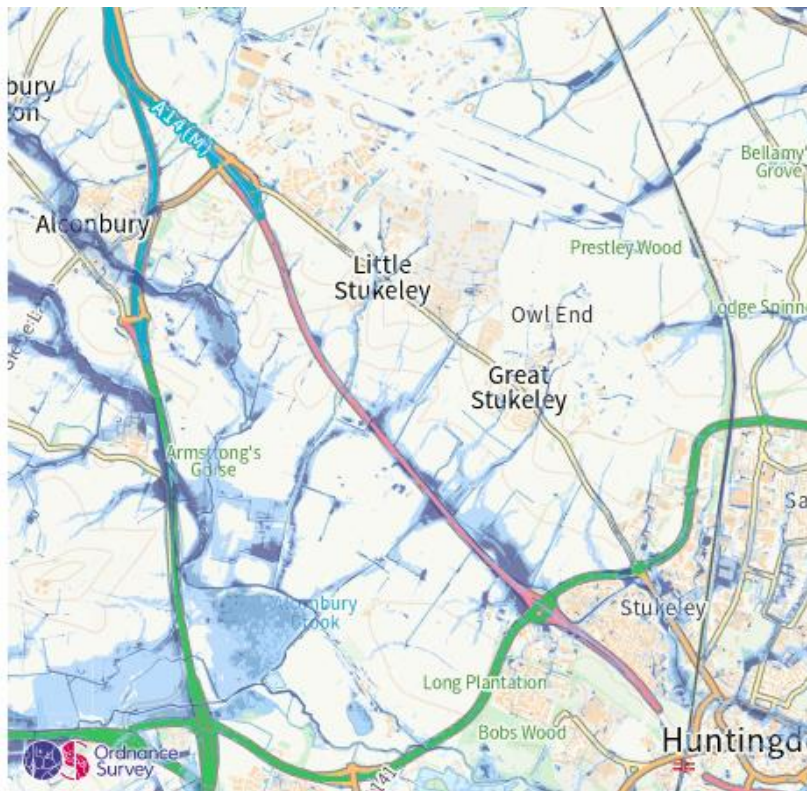
<sup>33</sup> Policy LP 15 (Surface Water) of the Huntingdonshire Local Plan



and improving water quality, biodiversity and amenity. Alconbury Weald for example is including SuDS.

28.4 Opportunities for increasing biodiversity at opportunity sites and in the protected settlement breaks are discussed within the Neighbourhood Plan. There is a potential for increasing biodiversity through the use of SuDS features such as attenuation basins, ponds and swales in these circumstances.

28.5 The Environment Agency has indicated that the receiving Water Recycling Centre has limited capacity for increased foul drainage in the plan area. The Neighbourhood Plan does not propose development that would generate additional foul drainage and the Environment Agency has no concerns relating to the Neighbourhood Plan. Anglian Water and the promoters of the strategic expansion locations and sites in the Local Plan will need to address foul drainage capacity in order to facilitate their delivery.



Extent of flooding from surface water  
● High ● Medium ● Low ○ Very low

Map 7b - Surface Water Flooding © Environment Agency

## 29. Local Green Space and Green Infrastructure

29.1 The two villages of Great Stukeley and Little Stukeley do not actually have much informal green space. The villages have the churchyards and the recreations areas which provide a more formal role. The two churchyards are protected by virtue of them being the setting of the Churches as Listed Buildings.

29.2 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 or if the development clearly enhances the Local Green Space for the purposes it was designated.

29.3 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 meets the criteria set out in the NPPF. Namely that it 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. Green space within the Little Stukeley Conservation Area is protected by the conservation area designation, green space used for recreation use can also be protected under the Policy dealing with community facilities.

29.4 The sites listed in the policy have been assessed as according with the criteria for Local Green Space as set out in the NPPF. A tabular assessment of each of the designated Local Green Spaces against these criteria is set out below the maps following the policy. A brief written summary describing what makes each of the Local Green Spaces demonstrably special to the local community is set out in the following the respective map.



29.5 Alconbury Weald is a developing community which is being constructed around an integral green infrastructure network. Some of the green spaces in Alconbury Weald are multi-functional providing children's play areas for example alongside footpaths for recreation and swales and ponds for surface water drainage. As a developing community the green infrastructure network will continue to be added to, and the role and purpose of the existing green corridors may change for example through the further development of play facilities as the community continues to develop and evolve. The green infrastructure network in Alconbury Weald is addressed by Policy 7.

## Policy 6 - Local Green Space

The following sites are designated as Local Green Spaces and are identified on Maps 8a to 8b:

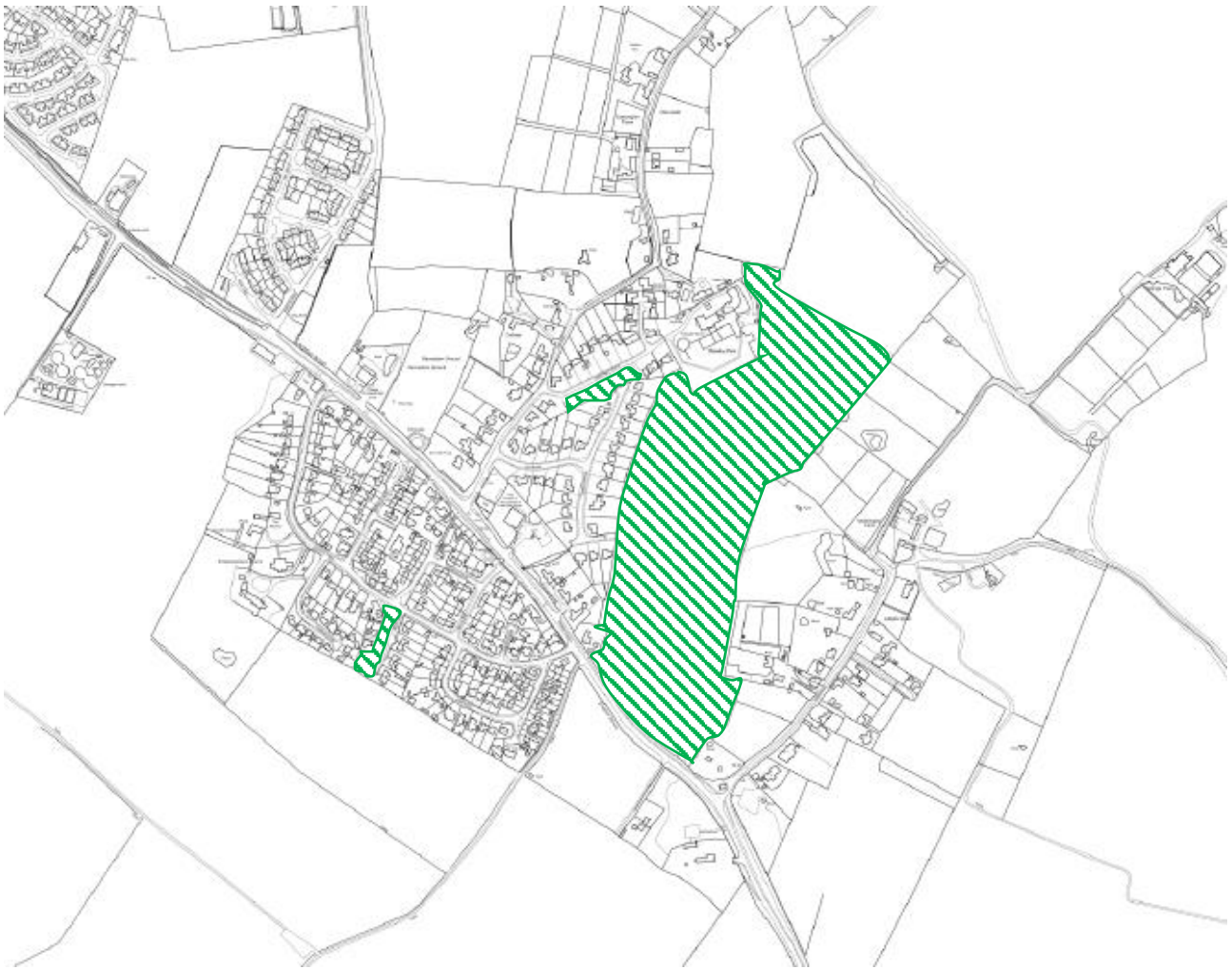
### Great Stukeley

- Stukeley Park
- Land at Chestnut Grove
- Land at West View

### Alconbury Weald and RAF Alconbury

- Land at The Boulevard, Alconbury Weald

The sites listed above and shown on the plan below are designated as areas of Local Green Space, which will be protected in a manner consistent with the protection of land within Green Belts.



Map 8a - Local Green Spaces - Great Stukeley © Crown Copyright

 Local Green Spaces

**Description of Local Green Space in Great Stukeley**

| Site                   | Demonstrably Special Significance |                       |                    |              |                   |
|------------------------|-----------------------------------|-----------------------|--------------------|--------------|-------------------|
|                        | Beauty                            | Historic Significance | Recreational Value | Tranquillity | Wildlife Richness |
| Stukeley Park          | ✓                                 | ✓                     | ✓                  | ✓            | ✓                 |
| Land at Chestnut Grove | ✓                                 | ✓                     | ✓                  | ✓            | ✓                 |
| Land at West View      | ✓                                 | x                     | ✓                  | x            | ✓                 |

Stukeley Park

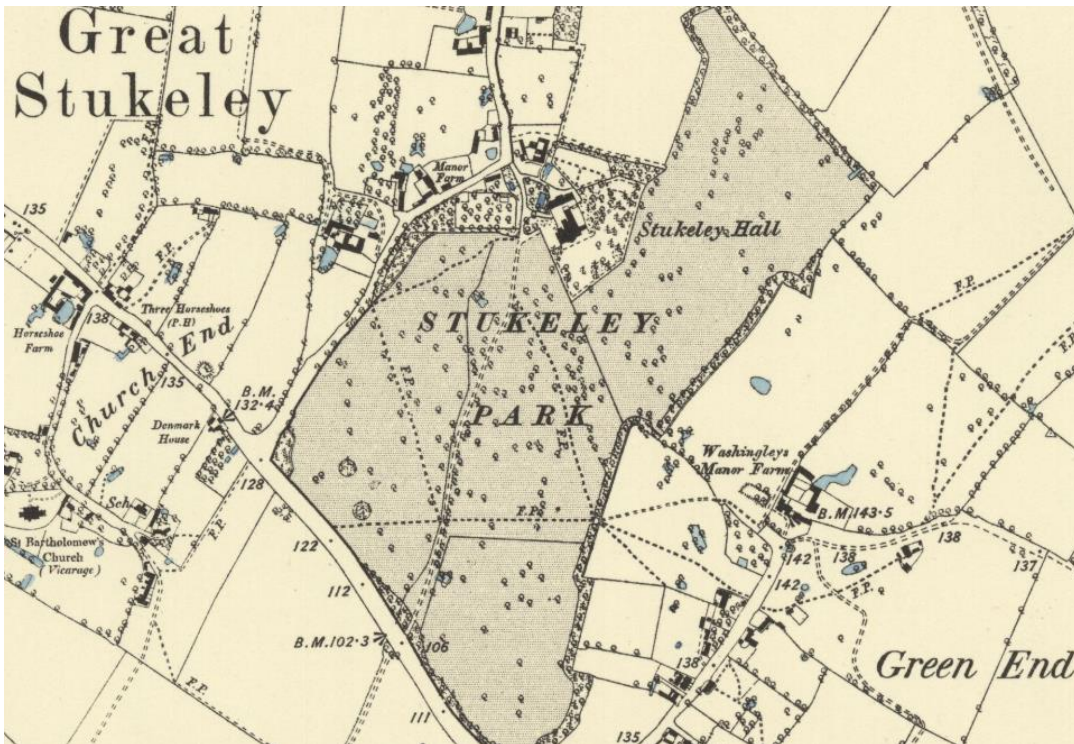
This is a traditional parkland landscape which forms an important green open heart between the Owl End and Green End parts of Great Stukeley. It is the Victorian parkland associated with Stukeley Hall; the existing hall is thought to have been built for James Torkington whose family held the estate for 300 years. During the last century it was occupied by various families and finally by Howard Coote, who bought it in 1904. The Hall is now converted into apartments.



## The Stukeleys Neighbourhood Plan - 'Made' July 2023

Dating back to 1887, Ordnance Survey maps show the parkland to the south of the Hall with peripheral planting and shrubberies around the Hall, by 1924 the parkland had been extended with further landscaping and tree planting. Today the park borders the Hall sitting between Owl End and Green End. The parkland has natural beauty and historical significance and the parkland trees offers important ecological habitat.

The parkland is crossed by a public footpath which links Owl End to Green End, this gives the opportunity for recreational value and tranquillity for local residents.



1887 OS Map

### Land at Chestnut Grove

This is part of the traditional parkland landscape around Stukeley Hall, today Chestnut Grove forms the avenue to the Hall. New detached houses have been built to the north side of this tree-lined access but the open space to the south retains part of the historic parkland character. This gives Chestnut Grove an open character that has beauty.

The open grassland and trees give the opportunity for recreational value and tranquillity for local residents. The parkland trees offer important ecological habitat. It provides the opportunity for informal recreation. It now has the visual appearance of a modern style village green and makes an important contribution to the character and appearance of the local area.

### Land at West View

The land at West View is an open area dominated by trees at its northern end that offer the potential for ecological habitat with grassland at the southern end that is available for recreational use. It is the main open space within the southern side of Great Stukeley village.

It provides the opportunity for informal recreation and has the visual appearance of a modern style village green. In this respect it makes an important contribution to the character and appearance of the local area. It is crossed by a public footpath that runs through the centre of the village, it is part of a natural circular walk on public footpaths around the southern side of the village.



Map 8b - Local Green Spaces - Alconbury Weald © Crown Copyright

 Local Green Spaces       Plan Area Boundary

### Description of Local Green Space in Alconbury Weald

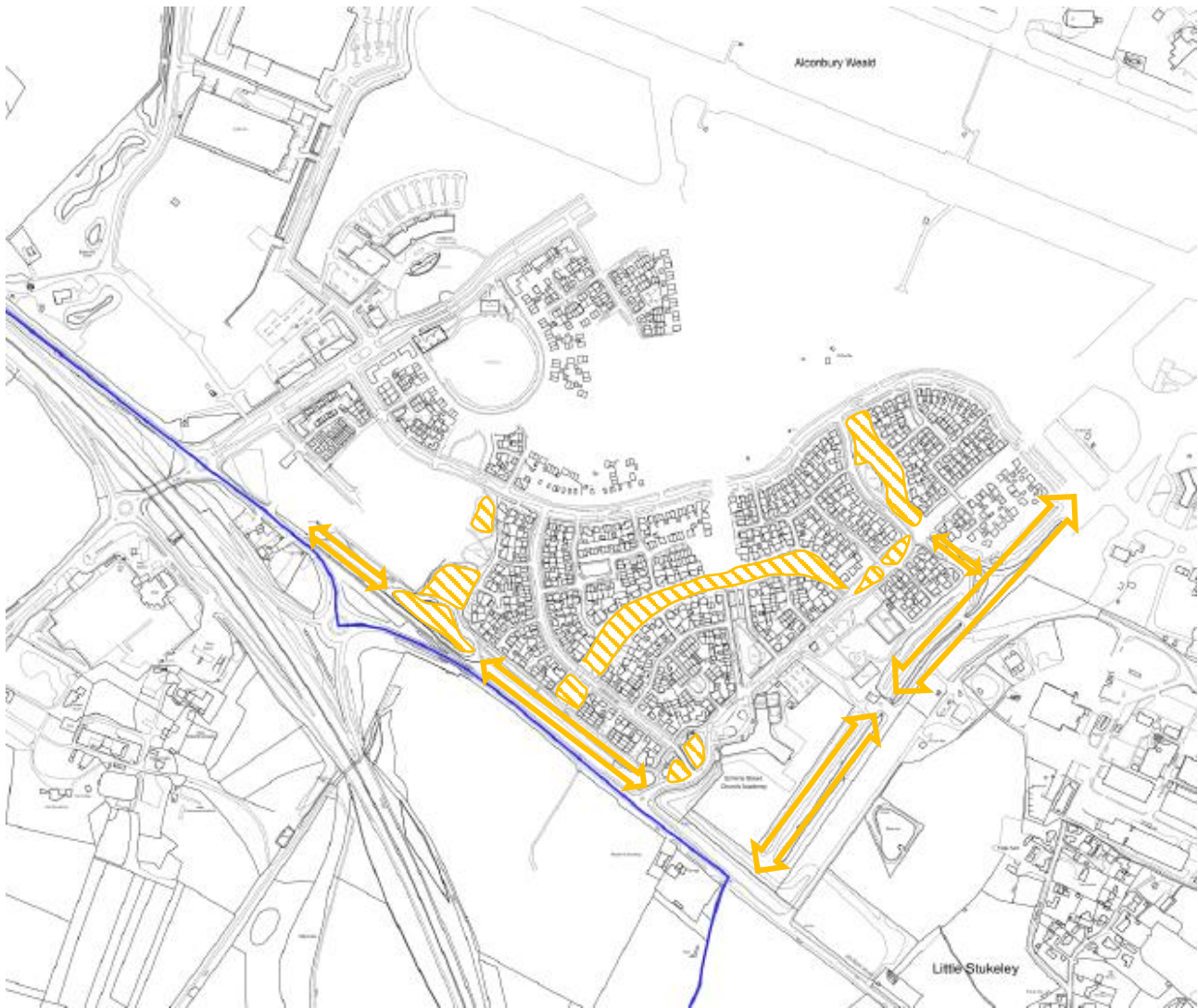
| Site                  | Demonstrably Special Significance |                       |                    |              |                   |
|-----------------------|-----------------------------------|-----------------------|--------------------|--------------|-------------------|
|                       | Beauty                            | Historic Significance | Recreational Value | Tranquillity | Wildlife Richness |
| Land at The Boulevard | ✓                                 | ✓                     | ✓                  | x            | x                 |

#### Land at The Boulevard, Alconbury Weald

This land lies adjacent to the Watch Office which is a Grade II listed building and forms an important part of its setting. The Watch Office was the first permanent control tower at the airbase, acting as a central operation building for the whole airfield. Originally built in 1940-1, the building has been extensively restored by Urban & Civic and is used as a community centre. The National Heritage list for England declared the Watch Office as the best-preserved example of a standard type built for bomber satellite stations during the Second World War.

It is part of the open core of Alconbury Weald alongside the cricket pitch on the opposite side of The Boulevard. It provides the opportunity for informal recreation and has the visual appearance

of a modern style village green. In this respect it makes an important contribution to the character and appearance of the emerging new settlement.



Map 8c - Existing Green Infrastructure Network in Alconbury Weald © Crown Copyright

 /  Existing Green Infrastructure Network       Plan Area Boundary

### Policy 7 - Green Infrastructure Network in Alconbury Weald

Development proposals that result in the improvement/enhancement of the Green Infrastructure Network in Alconbury Weald or that result in the provision of additions or extensions to the Green Infrastructure Network as multi-functional green space in Alconbury Weald as the community develops, including through the provision of additional play facilities; recreational footpaths; biodiversity enhancement; or for drainage will be supported subject to their compliance with other development plan policies.

Proposals that would result in the loss of any part of the existing Green Infrastructure Network in Alconbury Weald will be resisted where it would undermine the connectivity of the Green Infrastructure Network or reduce the accessibility of Green Infrastructure to the community unless it can be shown that:

- a) it is in compliance with policy SEL 1.1 of the Huntingdonshire Local Plan to 2036, permitted schemes and masterplan; and

- b) adequate replacement provision can be made elsewhere in Alconbury Weald which performs an equivalent role; and
- c) it is located where it is equally or more accessible to the existing and planned new community it is intended to serve

### 30. Protected Settlement Breaks

30.1 Parts of The Stukeleys parish immediately about the town of Huntingdon, indeed the urban extension site HU 1 at Ermine Street for Huntingdon is partly within The Stukeleys. This area is known locally as St Johns. This will bring the urban edge of Huntingdon to only 145m away from the closest parts of Great Stukeley along Green End. This identifies that a threat of coalescence between Huntingdon and Great Stukeley could arise if not appropriately planned. As such a protected settlement break between the Green End part of Great Stukeley and the planned urban edge of Huntingdon is therefore included in the Neighbourhood Plan. This is important to protect the rural hamlet style character of the Green End part of Great Stukeley and to protect the distinct identities of The Stukeleys as separate settlements.



- 30.2 As the protected settlement breaks primarily lie adjacent to the strategic development sites at Alconbury Weald (SEL 1.1), RAF Alconbury (SEL 1.2) or Ermine Street, Huntingdon (HU 1); they can provide opportunities to form part of green corridors that provide biodiversity enhancement or areas of new tree planting. Such proposals for the protected settlement breaks will be supported in principle.
- 30.3 Great Stukeley derives its character from its three 'ends' Green End, Owl End and Church End. There is an existing gap between Green End and the Owl End and Church End parts of Great Stukeley which gives Green End a rural hamlet style character within the overall village which differentiates it from the main village core of Great Stukeley comprising Owl End and Church End. This gap includes Stukeley Park which is protected as a Local Green Space, the southern side of Ermine Street is proposed as a protected settlement break between the Green End part and the Owl and Church End parts of Great Stukeley.
- 30.4 The strategic expansion locations at RAF Alconbury and Alconbury Weald in the Huntingdonshire Local Plan to 2036 places significant pressure for spatial and visual coalescence between RAF Alconbury and both Great Stukeley and Little Stukeley. The potential for coalescence between Alconbury Weald and Little Stukeley is also a factor. Retaining the distinctive village character of these two settlements is an important objective of the Neighbourhood Plan and is integral to the delivery of strategic growth without harming the existing character and community identity of the constituent settlements that make up The Stukeleys. The strategic growth is considered by local residents to be contributing to a loss of identity for Little Stukeley and Great Stukeley as distinct historic settlements.
- 30.5 The strategic allocation for RAF Alconbury includes the Spruce Drive housing area understood to be the officer housing which is physically and visually distinct from the main housing further to the north-west. The Spruce Drive housing area has the potential in any redevelopment of the RAF Alconbury site to become a new 'End' to Great Stukeley, slightly separate in a similar style to Green End. The majority of area between the Spruce Drive housing area and the main housing further to the north-west is not part of the strategic allocation; that area is considered appropriate to be a protected settlement break to maintain the distinctive character.

30.6 The masterplan for Alconbury Weald encompasses a country park to the east of the Owl End and Green End parts of Great Stukeley. This would prevent coalescence between these, therefore no protected settlement break in this area is considered necessary at this time. Policy 3 looks to secure provision of the country park separation.

## Policy 8 - Protected Settlement Breaks

The areas shown on Maps 9a and 9b are identified as protected settlement breaks. The protected settlement breaks have the following purposes:

- a) to prevent the coalescence of the planned development at Huntingdon, RAF Alconbury and Alconbury Weald with the existing settlements of Great Stukeley and Little Stukeley;
- b) to maintain the distinctive identity of Great Stukeley and Little Stukeley as separate village settlements and maintain their traditional built form character of the 'Ends'; and
- c) to assist in safeguarding the countryside from encroachment.

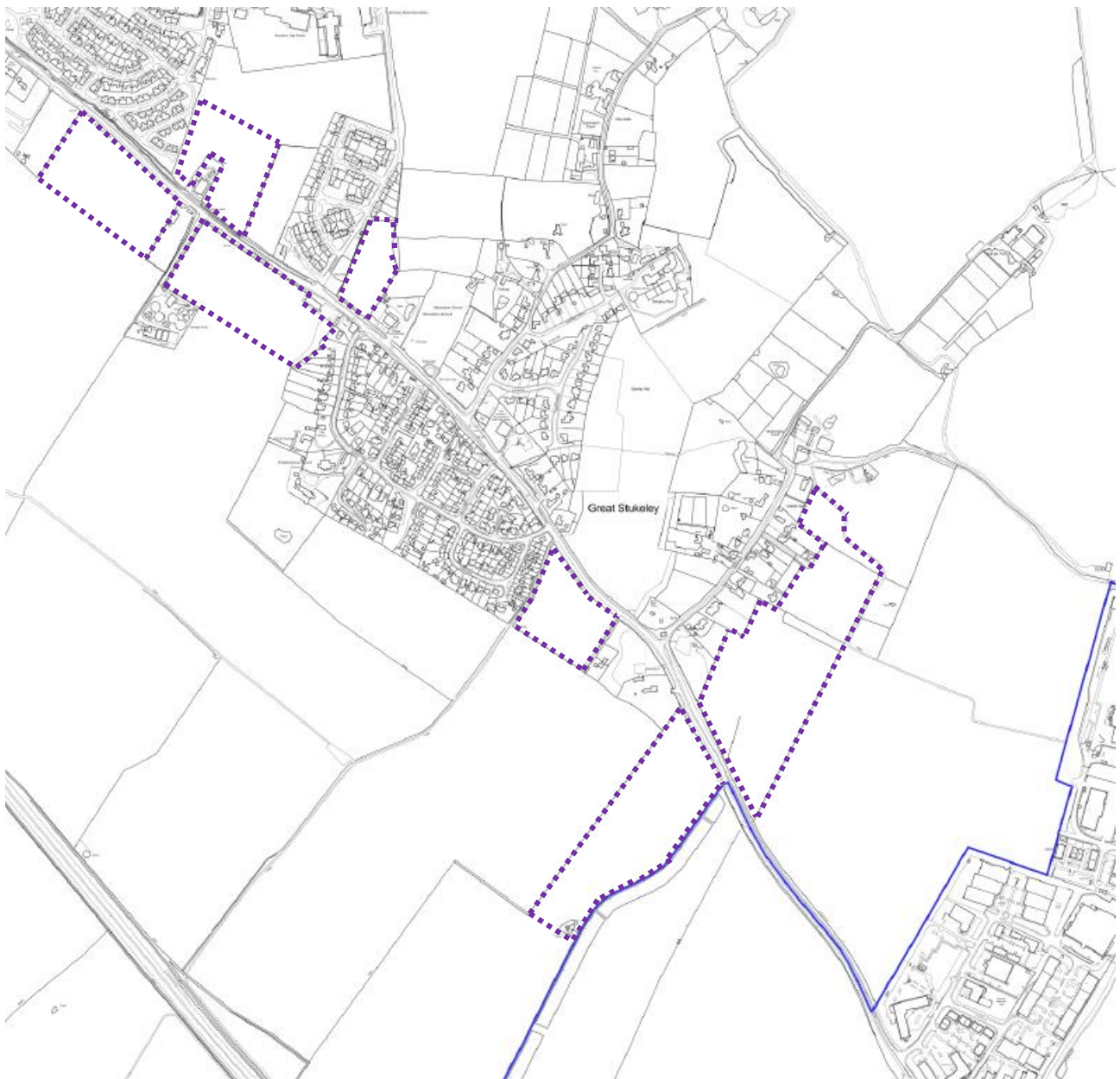
Protected settlement breaks are identified for their verdant and undeveloped nature that gives them openness. It is the freedom from built form that gives them their spatial openness.

Proposals for built development within the settlement breaks will not be supported where this would individually or cumulatively lead to a reduction in the openness between the settlements or harm the purposes set out above.

Proposals to use the protected settlement breaks for green infrastructure, biodiversity net gain or tree planting will be supported where this does not conflict with the purposes of being a protected settlement break.



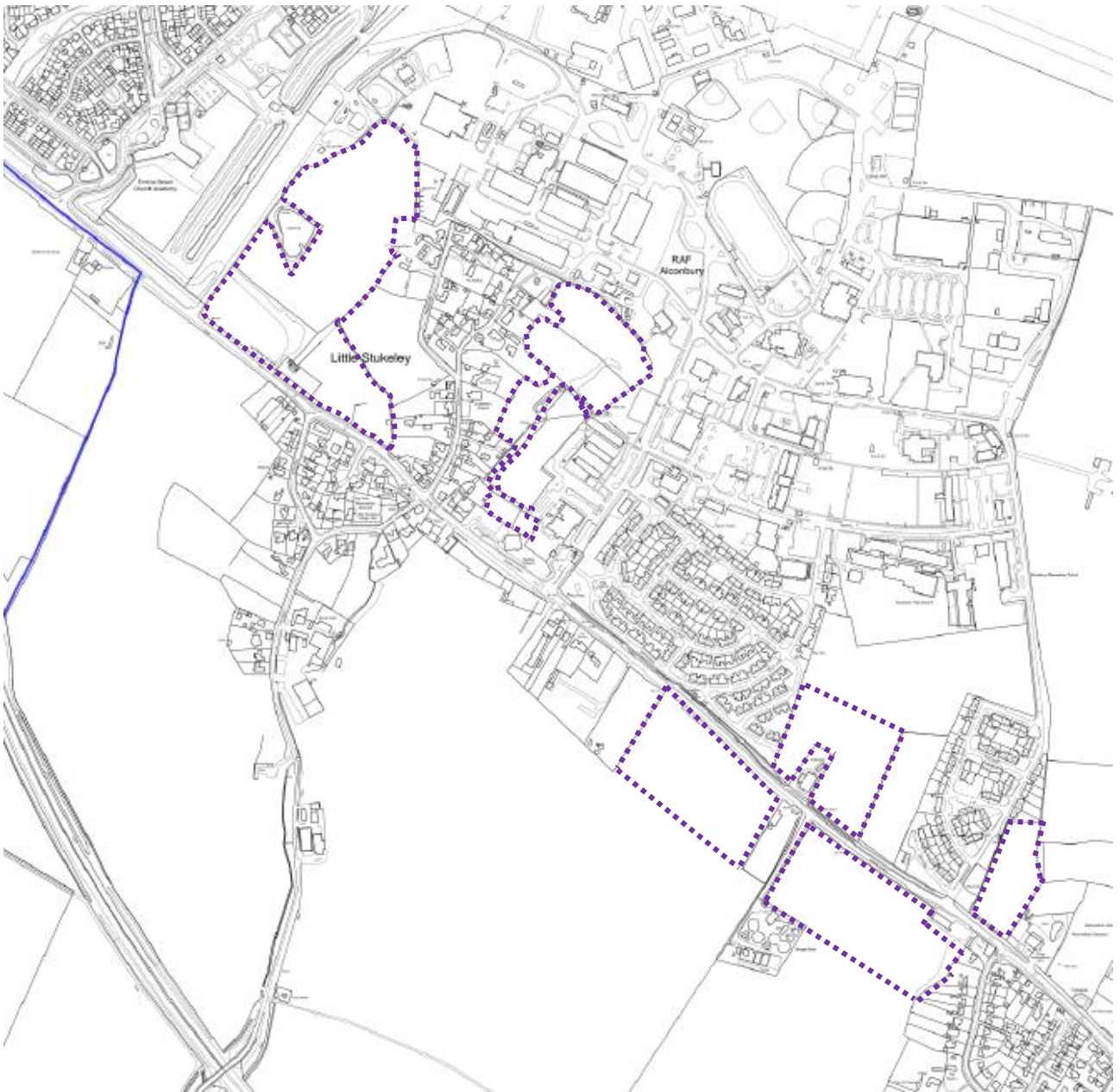




Map 9a - Protected Settlement Breaks © Crown Copyright

 Protected Settlement Breaks       Plan Area Boundary





Map 9b - Protected Settlement Breaks © Crown Copyright

 Protected Settlement Breaks       Plan Area Boundary



# Implementation and Delivery

- 31.1 The implementation and delivery section sets out what actions are required to turn this Neighbourhood Plan into reality on the ground.
- 31.2 The Parish 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 Parish Council will work with a number of partners, including the following, to implement the Plan:

## Delivery Partners

The Stukeleys Parish Council (PC)  
 Huntingdonshire District Council (HDC)  
 Cambridgeshire County Council (CCC)  
 Health Providers (HP)  
 Private Developers (PD)  
 Local Schools (LS)  
 Infrastructure Providers (IP)  
 Community Groups (CG)  
 Local Residents (LR)  
 Local Businesses (B)

31.3 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. As provided for within national planning policy, appropriate financial contributions will be obtained from developers to combine with public funding to deliver the necessary facilities in infrastructure. The determination of planning applications also allows matters to be secured through planning conditions. The table below sets out the relevant implementation partners for the Neighbourhood Plan policies.



31.4 The Neighbourhood Plan provides a positive framework to ensure that development in The Stukeleys will bring positive benefits to the Parish.

| Policy   | Delivery Partners                    | Implementation Method   |
|--|--------------------------------------|---|
| Sustainable Growth   |                                      |   |
| Policy 1 - Definition of 'Built-up Area' (Settlement Boundary) | PC, HDC, PD & LR                     | Determination of Planning Applications                                  |
| Policy 2 - Opportunity Sites for Enhancement                   | PC, HDC, PD, LR & B                  | Determination of Planning Applications                                  |
| Policy 3 - Strategic Development Delivery                      | PD, HDC, CCC, PC, LR, CG, B, LS & IP | Pre-Application Consultation and Determination of Planning Applications |
| Policy 4 - Community Engagement                                | PD, HDC, CCC, PC, LR, CG, B & IP     | Pre-Application Consultation and Determination of Planning Applications |
| Policy 5 - Protection of Community Facilities                  | PC, HDC, PD, HP, LR, LS & CG         | Determination of Planning Applications                                  |

| Policy   | Delivery Partners       | Implementation Method  |
|--|-------------------------|--|
| Natural and Built Environment                              |                         |  |
| Policy 6 - Local Green Space                               | PC, HDC, PD, LR, B & CG | Determination of Planning Applications & Planning Obligations and Community Infrastructure Levy or Community Initiatives |
| Policy 7 - Green Infrastructure Network in Alconbury Weald | PD, HDC, PC, LR & CG    | Determination of Planning Applications & Planning Obligations and Community Infrastructure Levy or Community Initiatives |
| Policy 8 - Protected Settlement Breaks                     | PC, HDC, PD, LR, B & CG | Determination of Planning Applications or Community Initiatives  |

31.5 The Stukeleys Parish 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.

31.6 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 the Community Infrastructure Levy (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, subject to a cap per annum as specified in CIL Regulations.



31.7 Some new development taking place in the Parish will be liable for CIL contributions. The money raised through CIL is used to fund district-wide and local infrastructure projects that benefit local communities as set out in Section 216 (2) of the Planning Act 2008. The element of CIL which is the district portion will be spent by Huntingdonshire District Council on district-wide infrastructure in line with the priorities that HDC has set. The neighbourhood proportion of the CIL monies goes to the Parish Council and will be spent on local infrastructure as required by law.

31.8 The neighbourhood proportion of the CIL will be focused on assisting the delivery of community infrastructure projects located in The Stukeleys Parish. In terms of priorities for spending the neighbourhood portion of CIL these will include consideration of:

- the creation of Pocket Parks;
- provision of play equipment;
- provision of a Multi-Use Games Area (MUGA);
- highway enhancements such as road safety improvements; and
- pavement or footway enhancements; and improvements to the sustainable transport linkages between Alconbury Weald and the two villages of Great Stukeley and Little Stukeley to allow residents of the villages to better access the new services and facilities in Alconbury Weald.

31.9 In addition, the Parish Council will seek to influence annual and other budget decisions by Huntingdonshire District Council and Cambridgeshire County Council on housing, open space and recreation, economic development, community facilities and transport, through respective plans and strategies. The Parish 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 and any partnership programmes.

## Monitoring and Review

32.1 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 by the Parish Council and reviewed if it becomes apparent that the vision, goals and objectives of the Plan are not being met.

32.2 Monitoring is a shared responsibility of the Parish Council as the qualifying body; Huntingdonshire District Council as the Local Planning Authority; and users of the Neighbourhood Plan. The Parish Council will consider the effectiveness of the policies and proposals in the Neighbourhood Plan each time it makes representations on a planning application; alongside seeking views on the Neighbourhood Plan at each Annual Parish Meeting. The Parish Council will request Huntingdonshire District Council to raise with it any issues arising out of the development management process in determining individual planning applications. Users of the Neighbourhood Plan are encouraged to make comments on monitoring of the Neighbourhood Plan to the Parish Council at any point.



32.3 The Neighbourhood Plan has been prepared to guide development up to 2036. 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 2036.

32.4 There are a number of circumstances under which a partial review of the plan may be necessary, in accordance with best practice, The Stukeleys Parish Council and its partners will consider undertaking a partial review of the Neighbourhood Plan no later than 5 years following its finalisation. As Alconbury Weald evolves this may necessitate a need to review the Neighbourhood Plan as will the future use by the US Air Force of RAF Alconbury.



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# Glossary

33.1 The majority of the glossary is copied from the NPPF to ensure consistency<sup>34</sup>. The terms set out below are either included within the Neighbourhood Plan or are within parts of the NPPF or the Huntingdonshire Local Plan to 2036 that is referred to in the Neighbourhood Plan.

**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 for essential local workers); and which complies with one or more of the following categories: affordable housing for rent; starter homes; discounted market sales housing; and other affordable routes to home ownership including 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). *[Note a more detailed definition is included in the NPPF<sup>35</sup>]*

**Amenity \***: A positive element or elements that contribute to the overall character or enjoyment of an area. For example, open land, trees, historic buildings and the inter-relationship between them, or less tangible factors such as tranquillity.

**Ancient Woodland**: An area that has been wooded continuously since at least 1600 AD. It includes ancient semi-natural woodland and plantations on ancient woodland sites (PAWS).

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

**Community Infrastructure Levy (CIL) \***: A levy allowing local authorities to raise funds from owners or developers of land undertaking new building projects in their area.

**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.

**Economic development \***: Development, including those within the B and E Use Classes, public and community uses and main town centre uses (but excluding housing development).

**Green infrastructure**: A network of multi-functional green and blue spaces and other natural features, urban and rural, which is capable of delivering a wide range of environmental, economic, health and wellbeing benefits for nature, climate, local and wider communities and prosperity.

**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. Heritage asset 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.

**International, national and locally designated sites of importance for biodiversity**: All international sites (Special Areas of Conservation, Special Protection Areas, and Ramsar sites),

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<sup>34</sup> Those items in the glossary which do not match the NPPF or are not defined in the NPPF glossary are marked with an Asterix \*

<sup>35</sup> See Annex 2 on page 64 of the NPPF

national sites (Sites of Special Scientific Interest) and locally designated sites including Local Wildlife Sites.

**Living Conditions \***: The circumstances affecting the way in which people live, especially with regard to their well-being. Relevant factors include: internal space; access to external space; outlook; privacy; daylight; sunlight; overbearing impact; impact from pollution including noise.

**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 the district council, London borough council, county council, Broads Authority, National Park Authority, the Mayor of London and a development corporation, to the extent appropriate to their responsibilities. *[The local planning authority for this area is Huntingdonshire District 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 plans**: A plan prepared by a 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.

**NPPF \***: National Planning Policy Framework, this forms the overall planning policy produced by the Government to inform the making of Development Plans including Neighbourhood Plans and decision making on planning applications.

**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.

**Policies Map \***: A document which illustrates on a base map all the policies and proposals contained in this Neighbourhood Plan or another document which forms part of the Development Plan.

**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 legally enforceable obligation entered into under section 106 of the Town and Country Planning Act 1990 to mitigate the impacts of a development proposal.

**Planning Practice Guidance \***: this forms the overall national planning practice guidance and advice produced by the Government to inform the making of Development Plans including Neighbourhood Plans and decision making on planning applications.

**Ramsar sites**: Wetlands of international importance, designated under the 1971 Ramsar Convention.

**Rural exception sites**: Small sites used for affordable housing in perpetuity where sites would not normally be used for housing. Rural exception sites seek to address the needs of the local community by accommodating households who are either current residents or have an existing family or employment connection. A proportion of market homes may be allowed on the site at the local planning authority's discretion, for example where essential to enable the delivery of affordable units without grant funding. *[Also see Policy LP 28 of the Local Plan]*

**Scheduled Monument \***: Those monuments that are given legal protection by being scheduled by Historic England.



**Self-build and custom-build housing:** Housing built by an individual, a group of individuals, or persons working with or for them, to be occupied by that individual. Such housing can be either market or affordable housing. A legal definition, for the purpose of applying the Self-build and Custom Housebuilding Act 2015 (as amended), is contained in section 1(A1) and (A2) of that Act.

**Setting of a heritage asset:** The surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.

**Settlement Boundary \*:** The boundary drawn around various towns and villages to limit new development and define the 'built-up area' of the settlement. Outside of the settlement boundary is considered to be the countryside.

**Significance (for heritage policy):** 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.

**Special Areas of Conservation (SAC):** Areas defined by regulation 3 of the Conservation of Habitats and Species Regulations 2017 which have been given special protection as important conservation sites.

**Special Protection Areas (SPA):** Areas classified under regulation 15 of the Conservation of Habitats and Species Regulations 2017 which have been identified as being of international importance for the breeding, feeding, wintering or the migration of rare and vulnerable species of birds.

**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.

**Supplementary planning documents:** Documents which add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the development plan.

**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.

**Windfall sites:** Sites not specifically identified in the development plan.

# The Stukeleys Neighbourhood Plan 2022-2036

Made  
July 2023

The Neighbourhood Plan for the Parish of The Stukeleys produced in accordance with the Neighbourhood Planning Regulations 2012

**Great Stukeley, Little Stukeley,  
Alconbury Weald, RAF Alconbury &  
Huntingdon Racecourse**



<https://www.thestukeleys-pc.gov.uk/>

NEIGHBOURHOOD-PLAN.CO.UK 

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**CAMBRIDGESHIRE  
& PETERBOROUGH**  
COMBINED AUTHORITY

Cambridgeshire & Peterborough Combined Authority

Reports from Constituent Council Representatives on the Combined Authority

Audit and Governance Committee  
Date 9 June 2023  
Councillor S J Corney

Overview and Scrutiny Committee  
Date 19 June 2023  
Councillor M A Hassall and J Neish

Combined Authority Board  
Date 31 May 2023  
Councillor S J Corney

The following meetings have taken place in May and June 2023.

**Audit and Governance Committee – 9 June 2023**

The Audit and Governance Committee met on 9 June 2023. The decision summary is attached as Appendix 1.

**Overview and Scrutiny Committee – 19 June 2023**

The Overview and Scrutiny Committee met on 19 June 2023. The decision summary is attached as Appendix 2.

**Combined Authority Board – 31 May 2023 (AGM and Ordinary)**

The Combined Authority Board met on 31 May 2023 for its Annual General Meeting and a subsequent Ordinary Meeting. The decision summaries are attached as Appendices 3 and 4.

## Audit and Governance Committee Decision Statement

Meeting: 9 June 2023  
 Agenda/Minutes: [Audit and Governance Committee 9 June 2023](#)  
 Chair: John Pye (Chair and Independent Person)

Summary of decisions taken at this meeting:

| Item | Topic  | Decision [None of the decisions below are Key Decisions]  |
|------|--|---|
| 1.   | Apologies for Absence and Declarations of Interest | Apologies were received from Cllr Smith and his substitute Cllr Pounds. Cambridge City appointed Cllr Tim Griffin as the temporary substitute and was in attendance.<br>No disclosable interests were declared.   |
| 2.   | Election of Vice Chair                             | Nominated by Cllr Harvey and seconded by Cllr Inskip - Cllr Graham Wilson was elected as Vice Chair for the ensuing year.   |
| 3.   | Co-Option of Independent Member                    | RESOLVED<br>The Committee advise the CA Board that the Committee has requested that officers look into creating a process for selecting a co-opted independent member from one of the constituent councils.<br>An amendment to the Constitution be brought back to the Committee which would formally allow for co-opted members on the Audit and Governance Committee.<br>The Committee requested that officers look into co-opting an Independent Member as a trial.  |
| 4.   | Chair's Announcements                              | Draft Accounts – moved to July meeting: Due to a combination of delays in several key reports required for inclusion in the draft accounts, including the pension fund position and asset valuations, and the additional pressure of providing audit evidence for the 21-22 audit while also preparing the 22-23 accounts, the publication of the CPCA's draft accounts has been delayed. The pensions valuation, and the delay to audits are national issues, as can be seen by the majority of the other Mayoral Combined Authorities missing the deadline this year, and that the overall fraction of Local Authorities missing the deadline is widely expected to have increased this year from 23% of upper tier and 37% of lower tier authorities for 21-22 accounts. Subject to the relevant reports being completed the Combined Authority is aiming to deliver draft accounts in time for the Committee's July meeting.<br>Member Induction Day – 22nd June 9am at Anglia Ruskin University - Peterborough, University House |
| 5.   | Minutes  | RESOLVED<br>The minutes of the meetings held on 24th March 2023 were approved as a correct record.<br>Under consideration of the Action Log the Interim Monitoring Officer advised that all recommendations from the A&G Committee regarding the Constitution were accepted by the Board and all comments would be taken into the refreshed constitution.   |
| 6.   | Single Assurance Framework                         | RESOLVED<br>The Committee noted the report.   |

|     |  |  |
|-----|--|--|
| 7.  | Shareholder Board Update   | <p>RESOLVED</p> <p>The Committee:</p> <ol style="list-style-type: none"> <li>1 Noted the update and requested that an annual report which would outline the activities of the shareholder board including background information of each of the Combined Authority companies be added to the agenda for March.</li> <li>2 Requested that the Company Secretary notify all members of A&amp;G when the Shareholder Board meeting takes place.</li> <li>3 Cllr Coles would attend the first meeting and report back to the Committee.</li> </ol>   |
| 8.  | Improvement Framework  | <p>RESOLVED</p> <ol style="list-style-type: none"> <li>1 Considered progress against the stated areas of improvement identified by the External Auditor in June 2022 and Best Value Notice received in January 2023.</li> <li>2 to note the reframed improvement plan (to be) agreed by the CA Board at its meeting on 31 May 2023</li> <li>3 to note the observations of the Independent Improvement Board held on 22 May 2023.</li> <li>4 to note the observations from the recent meetings between the Combined Authority corporate management team and constituent councils management teams.</li> <li>5 to note the proposed RAG rating methodology to measure progress of improvement activity against the agreed reframed Improvement Plan.</li> <li>6 to note the progress made on the appointment of Chair, Independent Improvement Board.</li> </ol> |
| 9.  | Corporate Performance Report   | <p>RESOLVED</p> <ol style="list-style-type: none"> <li>1 review and assess plans to develop and implement an interim performance management framework.</li> <li>2 approve the plans as set out in this report.</li> </ol>  |
| 10. | Corporate Risk Register  | <p>RESOLVED</p> <ol style="list-style-type: none"> <li>1 To defer this item to the next meeting due to time constraints.</li> </ol>  |
| 11. | Outcome and Recommendations from Procurement Review and High-Level Action Plan | <p>RESOLVED</p> <ol style="list-style-type: none"> <li>1 Recommend to the CA Board the Implementation of the high level action plan as set out in Appendix 2 - Action Plan</li> <li>2 Recommend that the CA Board approve the recruitment of the additional posts noted in the high level action plan (2 procurement and contracts officers and 1 contract manager) and that the costs of these posts will need to be built into the Medium Term Financial Plan for 2024-25 onwards</li> </ol>   |
| 12. | Establishment of a Sub-Committee   | <p>RESOLVED</p> <ol style="list-style-type: none"> <li>1 that an Audit &amp; Governance Sub-committee be established to discharge any of the functions of the parent Audit &amp; Governance committee including forming a hearings panel.</li> <li>2 That an Audit &amp; Governance Sub-committee hearing panel be established consisting of at least four members of the Audit and Governance committee to include an independent person who may be best suited to chair the meetings to ensure neutrality and remove any appearance of bias or predetermination.</li> </ol>  |

|     |                                      |   |
|-----|--------------------------------------|---|
|     |                                      | <p>3 The Monitoring Officer be authorised as proper officer to accept changes to membership of the sub-committees, such change to be notified before the start of a meeting. Those Members will be appointed with effect from the date at which the Monitoring officer is advised of the names of such Members.</p> <p>4 the following members be appointed to the sub committee:<br/> Mr John Pye (Chair)<br/> Cllr Andy Coles<br/> Cllr Simon Smith<br/> Cllr Graham Wilson</p> |
| 13. | Internal Audit – Draft Annual Report | <p>RESOLVED</p> <p>1 Note the draft annual report from the Internal Auditors.</p>   |
| 14. | Internal Audit – Progress Report     | <p>RESOLVED</p> <p>1 Note the progress report from the Internal Auditors.</p>   |
| 15. | Internal Audit – Plan 23/24          | <p>RESOLVED</p> <p>1 Note the Internal Audit Plan 23/24.</p>  |
| 16. | Revision to Scheme of Delegation     | <p>RESOLVED</p> <p>1 Committee reviewed the suggested update to the Scheme of Delegation of the Combined Authority recommended to the CA Board to adopt changes as revisions to the Constitution.</p>   |
| 17. | Work Programme                       | <p>RESOLVED</p> <p>1 Note the work programme.</p>   |
| 18. | Date of next meeting                 | <p>7 July 2023</p> <p>Pathfinder House, Huntingdon DC</p>   |

## Overview and Scrutiny Committee Decision Statement

Meeting: 19 June 2023  
 Agenda/Minutes: [Overview and Scrutiny Committee 19 June 2023](#)  
 Chair: Councillor Charlotte Cane

Summary of decisions taken at this meeting:

| Item | Topic  | Decision [None of the decisions below are Key Decisions]  |
|------|--|---|
| 1.   | Apologies for Absence                          | Apologies were received from Cllr Maureen Davis substituted by Cllr Elisabeth Sennitt Clough and Cllr Michael Atkins substituted by Cllr Anna Bradnam.  |
| 2.   | Election of Chair                              | Cllr Charlotte Cane was appointed as Chair for the ensuing year.  |
| 3.   | Election of Vice Chair                         | Cllr Andy Coles was appointed as Vice-Chair for the ensuing year.   |
| 4.   | Declarations of Interest                       | No declarations of interest were made.  |
| 5.   | Public Questions                               | There were no public questions  |
| 6.   | Minutes of the Previous Meeting and Action Log | The minutes of the meeting held on 20 March 2023 were approved as a correct record and the Action Log was noted.  |
| 7.   | Co-Option of Independent Member                | RESOLVED<br>1 Consider the co-option of an independent member (and substitute) from a Constituent Council.<br><br>Following consideration Committee decided against co-option of an Independent Member at the current time, reserving the right to do so in the future.   |
| 8.   | Delivering Scrutiny Function                   | RESOLVED<br>1 Option A be supported, noting the need to maximise the use of limited Member capacity and availability<br>2 Officers develop an implementation plan and work programme proposals for the delivery of Option A to be considered at the July OSC meeting, with the intention that they be implemented following that meeting<br>3 An Access to Information Protocol that reflects matters raised in the scrutiny workshop, as well as the review of governance, and best practice, be brought for consideration to the July OSC meeting and the Combined Authority Board meeting<br>4 An analysis of required officer support for the delivery of Option A be undertaken and reported to the Independent Improvement Board, along with a proposal to strengthen officer support to the scrutiny function, noting future English Devolution Accountability Framework requirements<br>5 OSC recommend to the Combined Authority Board that the Combined Authority commit to developing a 6–12 month Forward Plan<br>6 Ways of working between Board and Thematic Committees and the Scrutiny function be developed to drive |

|     |  |   |
|-----|--|---|
|     |  | <p>opportunities for early OSC involvement in key decision-making and strategy development</p> <p>7 The Improvement Plan Highlight Report be presented to each informal meeting scheduled for review to help direct focus and challenge at subsequent OSC meetings</p>  |
| 9.  | Implementing the Combined Authority's Corporate Strategy and Business Plan | <p>RESOLVED</p> <p>1 To note progress made in implementing the Combined Authority's (CA's) Corporate Strategy and Business Plan.</p>  |
| 10. | Interim Performance Management Framework                                   | <p>RESOLVED</p> <p>1 To note progress to develop and implement an interim performance management framework and a performance management framework.</p>  |
| 11. | Improvement Framework Report   | <p>RESOLVED</p> <p>1 Note the progress against stated areas of improvement identified by the External Auditor in June 2022 and Best Value Notice received in January 2023 as reported to the CA Board on 31 May 2023.</p> <p>2 Note the reframed improvement plan agreed by the CA Board at its meeting on 31 May 2023.</p> <p>3 Note the observations of the Independent Improvement Board held on 22 May 2023.</p> <p>4 Note the proposed RAG rating methodology to measure progress of improvement activity against the agreed reframed Improvement Plan.</p> <p>5 Note the progress to the appointment of Chair, Independent Improvement Board.</p> |
| 12. | Combined Authority Forward Plan  | <p>RESOLVED</p> <p>1. The Committee noted the Forward Plan</p>  |
| 13. | Draft Work Programme   | <p>RESOLVED</p> <p>1. The Committee noted the existing work programme and requested that officers develop the example work programme at appendix 2 to align with the agreed way forward discussed earlier in the meeting and bring this back to the July meeting for the Committee to review</p>  |
| 14. | Date of next meeting   | 24 July 2023, 11am  |



## Combined Authority Board Decision Statement

Meeting: 31 May 2023 (AGM)  
 Agenda/Minutes: [CA Board 31 May 2023 \(AGM\)](#)  
 Chair: Mayor Dr Nik Johnson

Summary of decisions taken at this meeting:

- 1 **Announcements, Apologies for Absence and Declarations of Interest**  
 Apologies for absence were received from Councillor Sarah Conboy (Councillor Tom Sanderson substituting), Darryl Preston (John Peach substituting) and John O'Brien.  
 There were no declarations of interest.
- 2 **Appointment of Deputy Mayor(s)**  
 The Mayor announced Councillor Anna Smith as Deputy Mayor.
- 3 **Minutes**  
 The minutes of the meeting on 22 March 2023 were approved as an accurate record and signed by the Mayor.  
 The minutes action log was noted.
- 4 **Petitions**  
 No petitions were received.
- 5 **Public Questions**  
 Ten public questions were received in advance of the meeting in accordance with the procedure rules in the Constitution. A copy of the questions and responses can be viewed [here](#) when available.
- 6 **Membership of the Combined Authority**  
 It was resolved unanimously to:
  - A Note the Members and substitute Members appointed by constituent councils to the Combined Authority for the municipal year 2023-24 (Appendix 1)
  - B Confirm that the following bodies be given co-opted member status for the municipal year 2023/24:
    - a) The Police and Crime Commissioner for Cambridgeshire
    - b) Cambridgeshire and Peterborough Fire Authority
    - c) Cambridgeshire and Peterborough Integrated Care Board
  - C Note the named representative and substitute representative for each organisation as set out in the report. **(Noting an error in the papers: the substitute for Peterborough is Councillor Steve Allen not Councillor Oliver Sainsbury)**
  - D Agree that any late notifications of appointments to the Monitoring Officer shall take immediate effect.

## 7 Appointments to Thematic Committees, Committee Chairs and Lead Members

It was resolved unanimously to:

- A Note and agree the Mayor's nominations to Lead Member responsibilities and the membership of the committees including the Chairs of committees for 2023/24 as set out in Appendix 1
- B Note the Committee Members and substitute Members appointed by constituent councils to the Combined Authority for the municipal year 2023/24 (Appendix 1).
- C Note and agree the Membership for the HR Committee for 2023/24 (Appendix 1)

The Mayor noted his intention to create a new Lead Member position for Devolution.

## 8 Appointment of the Overview and Scrutiny Committee

It was resolved unanimously to:

- A Confirm that the size of the Overview and Scrutiny Committee should be 14 members; two members from each constituent council and two substitute members for the municipal year 2023/24.
- B To agree the political balance on the committee as set out in Appendix 1.
- C Confirm the appointment of the Member and substitute Member nominated by constituent councils to the Overview and Scrutiny Committee for the municipal year 2023/24 as set out in Appendix 2. **(Noting a second nominee for Cambridge City Council is still awaited.)**
- D Approve the co-option of an independent member from a Constituent Council to the Overview and Scrutiny Committee and delegations given to the Overview and Scrutiny Committee to appoint the co-optee

## 9 Appointment of the Audit and Governance Committee

It was resolved unanimously to:

- A Confirm the size of the Audit and Governance Committee should be eight members; one member and one substitute from each Constituent Council and one independent person.
- B To agree the political balance on the committee as set out in Appendix 1.
- C Confirm the appointment of the Member and substitute Member nominated by constituent councils to the Committee for the municipal year 2023/24 as set out in Appendix 2.
- D Appoint the Independent Person as Chair for the municipal year 2022/23 and delegate the election of the Vice Chair to the Audit and Governance Committee.
- E Approve the co-option of an independent member from a Constituent Council to the Audit and Governance Committee and delegations given to the Audit and Governance Committee to appoint the co-optee.

## 10 Overview and Scrutiny Committee Annual Report

It was resolved unanimously to

- A Note the content of the report.

## 11 Audit and Governance Annual Report

It was resolved unanimously to

- A Note the content of the report.

12 Calendar of Meetings

It was resolved unanimously to

- A Approve the Calendar of Meetings for 2023/24 (Appendix 1).

## Combined Authority Board Decision Statement

Meeting: 31 May 2023 (Ordinary)  
 Agenda/Minutes: CA Board 31 May 2023 (Ordinary)  
 Chair: Mayor Dr Nik Johnson

Summary of decisions taken at this meeting:

### 13 Combined Authority Monthly Highlights Report

It was resolved unanimously to:

- A Note the content of the report.

### 14 Budget Outturn Report [KD2023/018]

It was resolved unanimously to:

- A Note the outturn position of the Combined Authority for the 2022-23 financial year
- B Approve the updated requested slippage of unspent project budgets on the approved capital programme of £56.8m and on the revenue budget of £13.7m
- C Approve the ringfencing of £2.4m on treasury management income into an inflationary reserve as set out in paragraph 4.8

### 15 Improvement Plan Update

It was resolved unanimously:

- A To note the progress on the key areas of concern identified by the External Auditor in June 2022 and in the Best Value Notice received in January 2023
- B To agree a 5<sup>th</sup> strategic objective of “Achieving Best Value and High Performance” for the Combined Authority to support and reflect the work being undertaken within the Improvement Programme
- C To note the observations from the recent stocktake exercise with partners on positive changes and progress on improvement
- D To agree the outline reframed Improvement Plan to address the key areas of concern by the External Auditor and Best Value Notice
- E To note the proposed RAG rating methodology to measure progress of improvement activity against the agreed reframed Improvement Plan
- F To note the progress made on the appointment of Chair, Independent Improvement Board

### 16 Constitution Changes

It was resolved unanimously:

- A To approve and adopt the revisions to the Constitution as detailed in the report

### 17 Forward Plan

It was resolved unanimously:

- A To approve the Forward Plan for May 2023

18 Local Transport and Connectivity Plan

It was resolved unanimously to defer this item to a future meeting of the Combined Authority Board.

19 Variation to Loan to Support Residential Development at Histon Road, Cambridge

It was resolved unanimously to:

- A Note that the Final Repayment date of the loan has been extended from 7 May 2023 to 30 September 2023 or earlier
- B Note that a second loan and a second charge is to be registered against the property that serves as CPCA's security
- C Note that authority has been delegated to the Monitoring Officer or the Head of Legal Services to finalise terms in consultation with the Interim Executive Director for Place and Connectivity and complete the necessary documentation to implement the Deed of Priority with the second Lender.

20 Local Skills Improvement Plan Update [2023/024]

It was resolved unanimously to:

- A Receive an update regarding the publication of the Local Skills Improvement Plan
- B Note the publication of the LSIP
- C Approve the statement of the Combined Authority
- D Note further devolved powers over LSIPs in the Trailblazer Devolution Deals secured by Greater Manchester and West Midlands Combined Authorities

21 Employment Matters

It was resolved unanimously to:

- A Note recommendation A.

22 Additional CPCA equity investment into Peterborough HE Property Company Ltd [KD2023/015]

It was resolved unanimously to:

- A Approve recommendation A
- B Approve recommendation B.

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Agenda Item 14

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

**MAY 2023**

**22. DEVELOPMENT MANAGEMENT COMMITTEE**

- ❖ 5 Applications Requiring Reference to Development Management Committee
- ❖ Appeal Decisions

**30. CORPORATE GOVERNANCE COMMITTEE**

- ❖ Finance Performance Report 2022/23 Outturn – Provisional
- ❖ Local Code of Corporate Governance
- ❖ LGA Peer Review – Internal Audit
- ❖ Corporate Governance Committee Progress Report

**JUNE 2023**

**7. OVERVIEW AND SCRUTINY PANEL (PERFORMANCE AND GROWTH)**

- ❖ Market Towns Programme – Spring Update 2022/2023
- ❖ Mid Term Review of Housing Strategy 2020-2025
- ❖ First Homes Position Statement
- ❖ Corporate Performance Report 2022/23, Quarter 4
- ❖ Finance Performance Report 2022/23 Outturn – Provisional
- ❖ Treasury Management Outturn Report 2022/23
- ❖ Work Programme

**8. OVERVIEW AND SCRUTINY PANEL (ENVIRONMENT, COMMUNITIES AND PARTNERSHIPS)**

- ❖ Indoor and Built Sports Facilities Strategy and Playing Pitch and Outdoor Sports Strategy
- ❖ Oxford to Cambridge Pan-Regional Partnership
- ❖ Alternative Land Management
- ❖ Work Programme

**19. DEVELOPMENT MANAGEMENT COMMITTEE**

- ❖ 6 Applications requiring reference to Development Management Committee
- ❖ Appeal Decisions

**20. CABINET**

- ❖ Market Towns Programme – Spring Update 2022/23
- ❖ Mid Term Review of Housing Strategy 2020-25
- ❖ First Homes Position Statement

- ❖ Indoor and Built Sports Facilities Strategy and Playing Pitch and Outdoor Sports Strategy
- ❖ Oxford to Cambridge Pan-Regional Partnership
- ❖ Corporate Performance Report, 2022/23, Quarter 4
- ❖ Finance Performance Report 2022/23, Outturn Provision
- ❖ Treasury Management Outturn Report 2022/23

## **21. EMPLOYMENT COMMITTEE**

- ❖ Workforce Report, Quarter Four 2022-23
- ❖ Workforce Profile
- ❖ Use of Consultants, Hired Staff and Temporary Staff
- ❖ HR Policy Update
- ❖ Revised Policy – Time off for Trade Union Duties
- ❖ Representatives of Employees

## **28. LICENSING AND PROTECTION COMMITTEE**

- ❖ Monitoring Report on the Delivery of the Food Law Enforcement and Health and Safety Service Plans
- ❖ Service Plan Food Law Enforcement 2023-24
- ❖ Service Plan for Health and Safety Regulation
- ❖ Suspension and Revocation of Hackney Carriage and Private Hire Licences
- ❖ Licensing and Protection Sub Committees

## **28. LICENSING COMMITTEE**

- ❖ Licensing Sub-Committees

## **JULY 2023**

### **5. OVERVIEW AND SCRUTINY PANEL (PERFORMANCE AND GROWTH)**

- ❖ Tenancy Strategy 2023
- ❖ Work Programme

### **6. OVERVIEW AND SCRUTINY PANEL – JOINT PANEL**

- ❖ Household Garden Waste Subscription Service

### **6. OVERVIEW AND SCRUTINY PANEL (ENVIRONMENT, COMMUNITIES AND PARTNERSHIPS)**

- ❖ Work Programme



## **11. SENIOR OFFICERS COMMITTEE**

- ❖ Appointment of Chief Executive and Head of Paid Service, Returning Officer and Electoral Registration Officer (Exempt Item)
- ❖ Review of Appointment (Exempt Item)

## **12. CORPORATE GOVERNANCE COMMITTEE**

- ❖ Code of Conduct Complaints – Update
- ❖ Update on Code of Conduct and Register of Disclosable Pecuniary Interests
- ❖ Draft 2022/23 Annual Financial Report and Approval for Publication of the Annual Governance Statement
- ❖ Annual Review of Fraud Investigation Activity
- ❖ Peer Review: Action Plan
- ❖ Annual Report of the Corporate Governance Committee
- ❖ Internal Audit Service: Annual Report 2022/23
- ❖ Internal Audit Plan 2022/23
- ❖ Whistleblowing (Policy, Guidance and Concerns Received)
- ❖ Implementation of Internal Audit Actions
- ❖ Corporate Governance Committee Progress Report
- ❖ Annual Review of Benefits Risk Based Verification Policy (Exempt)

## **17. DEVELOPMENT MANAGEMENT COMMITTEE**

- ❖ 3 Applications Requiring Reference to Development Management Committee
- ❖ Appeal Decisions

## **18. CABINET**

- ❖ Tenancy Strategy 2023
- ❖ Household Garden Waste Subscription Service
- ❖ Senior Officers Committee – Cabinet Notification

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**Public**  
**Key Decision - No**

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Use of Special Urgency Provisions 2022/23  
**Meeting/Date:** Council – 19th July 2023  
**Executive Portfolio:** Executive Leader  
**Report by:** Executive Leader  
**Ward affected:** All

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### **Executive Summary:**

It is a requirement within the Council's Constitution that executive decisions taken as a matter of special urgency be reported annually to the Council by the Executive Leader.

Since the Council last received the annual report there have been two key decisions taken using the special urgency provisions, which are detailed in Appendix 1 of the submitted report.

### **Recommendation:**

The Council is invited to comment and note the information report.

## **1. PURPOSE OF THE REPORT**

- 1.1 To notify the Council of any key decisions taken throughout the year not included in the Notice of Executive Decisions.

## **2. WHY IS THIS REPORT NECESSARY/BACKGROUND**

- 2.1 The definition of a key decision is contained within the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 and is a decision which is likely:

- i. to result in the authority incurring expenditure which is, or the making of savings which are, significant having regard to the authority's budget for the service or function to which the decision relates; or
- ii. to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the authority.

- 2.2 In determining the meaning of 'significant' the authority must have regard to any guidance issued by the Secretary of State and a 'significant' decision is included within the Council's Constitution as any decision which would, if implemented, fall in any of the following categories:

- it is not in accordance with a policy, plan or strategy which forms part of the policy framework approved by the Council;
- it may result in the adoption of any additional policy, plan or strategy by the Council;
- it is not in accordance with the budget approved by the Council;
- it may increase financial commitments in future years above existing budgetary approvals;
- it will result in any of the following:
  - the appointment of additional permanent staff for which there is no budget provision;
  - the acquisition or disposal of land or property with a value in excess of £2,000,000;
  - any budgetary virement in excess of the limits set out in the Code of Financial Management in Part 4 of the Council's Constitution;
  - any statutory order or scheme if it requires, either directly or as a result of objections, the approval of a Minister of the Crown;
  - the initiation of local legislation or byelaws;

- it is likely to be of significance in the opinion of the decision taker.
  - Any decision to incur expenditure or savings or realignment of expenditure in excess of £200,000 shall be treated as significant.
- 2.3 Key decisions should be recorded and published in the Notice of Executive Decisions 28 clear days' before the matter is considered.
- 2.4 However, where the publication of the intention to make a key decision is impracticable, Rule 15 (General Exception) of the Council's Constitution, may apply:
- If the Head of Paid Service has given notice in writing to the Chair of the relevant Overview and Scrutiny Panel, or if there is no such person, each member of that Panel in writing, of the matter to which the decision is to be made;
  - A Notice in the prescribed form is available for inspection by the public which provides details of the decision to be made and the reasons why compliance with providing 28 days' notice was impractical; and
  - The Notice is published on the Council's website.
- 2.5 If by virtue of the date by which a decision must be taken Rule 15 (General Exception) cannot be followed, subject to Rule 16 (Special Urgency) of the Council's Constitution, the decision may be taken:
- If the Chair of the relevant Overview and Scrutiny Panel is in agreement that taking the decision cannot reasonably be deferred;
  - A Notice in the prescribed form is made available at the offices providing details as to the reasons why the meeting is urgent and cannot reasonably be deferred; and
  - The Notice is published on the Council's website.
- 2.6 As per the Council's Constitution any decisions taken as a matter of urgency must be reported to the next available meeting of the relevant Overview and Scrutiny Panel, together with the reasons for urgency and reported annually to the Council by the Executive Leader.
- 2.7 In addition to the Council's Constitution, under 100b (4) (b) of the Local Government Act 1972 an item of business may not be considered at a meeting unless by reason of special circumstances, which shall be specified in the minutes, the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.
- 2.8 Two decisions were taken under these provisions as a result of the Bank Holiday announced for Her Majesty Queen Elizabeth II funeral on 19th September 2022 as follows:

- Market Towns Programme – Autumn Update (partially exempt item)
- Hinchingsbrooke Country Park – Updated Business Case (exempt item)

2.9 This meant that the Council was unable to provide the requisite 5 clear working days' notice of the meeting which had to be held a day later than originally planned on 21st September 2022. The items were originally included in the published Notice of Executive Decisions reflecting the 20th September 2022 date with a separate public notice issued to reflect both items being considered at a private meeting. Overview and Scrutiny Chairs were made aware of these developments and raised no objections at the time.

### **3. REASONS FOR THE RECOMMENDED DECISIONS**

3.1 It is a requirement within the Council's Constitution that executive decisions taken as a matter of special urgency be reported annually to the Council by the Executive Leader.

### **4. LIST OF APPENDICES INCLUDED**

Appendix 1 - Executive Decisions Taken Under Special Urgency Provision – Annual Report

## **BACKGROUND PAPERS**

PARTIALLY EXEMPT REPORT Agenda Item No.3 – Market Towns Programme – Autumn Update - Cabinet 21st September 2022:

<https://applications.huntingdonshire.gov.uk/moderngov/ieListDocuments.aspx?CId=256&MId=8062&Ver=4>

EXEMPT REPORT Agenda Item No.8 – Hinchingsbrooke Country Park – Updated Business Case – Cabinet 21st September 2022:

<https://applications.huntingdonshire.gov.uk/moderngov/ieListDocuments.aspx?CId=256&MId=8062&Ver=4>

## **CONTACT OFFICER**

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## Executive Decisions Taken Under Special Urgency Provision – Annual Report

| Date of Decision    | Decision Maker | Agenda Item  | Decision Made   | Reason for urgency  |
|---------------------|----------------|--|---|---|
| 21st September 2022 | Cabinet        | Market Towns Programme – Autumn Update (partially exempt item)     | Cabinet approved the recommendations contained within the partially exempt report.        | The impact of the Bank Holiday announced for Her Majesty Queen Elizabeth II funeral on 19th September 2022 meant the Cabinet's meeting had to take place a day later than planned on 21st September 2022. Additionally, the requisite 5 clear working days' notice of the meeting was not provided. |
| 21st September 2022 | Cabinet        | Hinchingsbrooke Country Park – Updated Business Case (exempt item) | Cabinet approved recommendations (a) to (d) inclusive contained within the exempt report. | The impact of the Bank Holiday announced for Her Majesty Queen Elizabeth II funeral on 19th September 2022 meant the Cabinet's meeting had to take place a day later than planned on 21st September 2022. Additionally, the requisite 5 clear working days' notice of the meeting was not provided. |

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