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## Foreword



The challenges and opportunities facing all sections of Local Government have never been greater, with the present economic difficulties the country is facing, and the resulting reductions in public sector finance. However, the challenges that all local authorities will face when coming to terms with the implications of the Localism and Decentralisation Act and the challenges responding to the needs of an ageing population, are only a few.

We can no longer continue to do business in the same old ways; we have to be more innovative in how we meet the needs and requirements of Huntingdonshire residents. The days when we used to say ‘this issue is the responsibility of the County Council’, or ‘that issue is the responsibility of the District Council’ and ‘this one belongs to a Parish or Town Council’ have long gone. All three sectors of Local Government here in Cambridgeshire have a role to play and the responsibility to join together to respond to the challenges ahead.

I am pleased to see the development of a tri-partite charter between the Town and Parish Councils in Huntingdonshire, Huntingdonshire District Council and Cambridgeshire County Council. It is important to acknowledge that Town and Parish Councils are often best placed to be the voice of local concerns as well as being the conduit through which change can be delivered.

I believe this Town and Parish Charter will be the foundation stone upon which we will build our new way of working, to improve the quality of life for all Huntingdonshire residents.

The District Council and the Cambridgeshire County Council wish to express our sincere thanks to the representatives from the Town and Parish Councils here in Huntingdonshire who have worked extremely hard alongside District and County Council Officers over a relatively short time period to produce this charter.

(Insert Jason’s Signature)

Leader

Huntingdonshire District Council

## **Introduction**

### **What is the Huntingdonshire Parish Charter?**

This Charter is a framework for Cambridgeshire County Council, Huntingdonshire District Council and local Town & Parish Councils to work in partnership to improve the economic, social and environmental well-being of Huntingdonshire. Through this Charter Town & Parish Councils and the County and District Councils agree to work in partnership for the benefit of the local community while recognising and respecting their mutual rights as separate democratic bodies.

### **Why do we need a Charter?**

Town & Parish Councils are statutory bodies, as are the Cambridgeshire County and Huntingdonshire District Councils. They play a very important role in the lives of local communities. Members are elected for a term of four years and Town & Parish Councils are funded principally by an annual precept. Town & Parish Councils can apply for funding, such as grants and funding awards, but do not receive funds directly from central government in the way that Cambridgeshire County and Huntingdonshire District Councils do. Town and Parish Councils have a large range of influence and many of the activities they get involved in are of equal interest to Cambridgeshire County and Huntingdonshire District Councils, such as planning, promoting tourism, licensing, community halls, playgrounds and the management of town and village centres.

Cambridgeshire County and Huntingdonshire District Councils are supportive of the move by central government to strengthen local governance via the recently introduced “Localism Act” and are keen to assist Town and Parish Councils to achieve the aspirations of the communities they represent. This Charter is borne out of the recognition by Cambridgeshire County Council, Huntingdonshire District Council, the five Town Councils, sixty-seven Parish Councils, and the eight Parish Meeting Authorities operating in Huntingdonshire (Appendix ‘A’ provides a list of all Town & Parish Councils), that, working for the mutual benefit of Huntingdonshire residents, much more can be achieved by working collectively than by working in isolation.

### **How this Charter relates to the Cambridgeshire Compact?**

This Charter complements the Cambridgeshire Compact, which aims to improve relationships and partnership working between the Public Sector (including Town & Parish Councils) and the Voluntary, Community and Social Enterprise Sector. Cambridgeshire County Council, Huntingdonshire District Council and the seventy Town & Parish Councils in Huntingdonshire are all covered by the Public Sector Commitments of the Compact, in particular with regards to Equalities.

## **Background**

On the 17 January 2012, 57 representatives of Huntingdonshire's Town and Parish Councils attended a meeting at the Corn Exchange in St Ives to receive a briefing on the recently introduced Localism Act. The challenges and opportunities the new legislation brought for Town and Parish council's in Huntingdonshire were discussed.

At the meeting representatives from both the District and County Councils stated the wish of both organisations to commence discussions with Town and Parish Councils and their representative organisations to produce a charter that sets out how the three sectors of local government can work together for the benefit of local people; the proposal was supported by all present. This Charter will establish a new way of working and confirm existing good practice. At the meeting on the 17 January nominations were received from ten parish and town councils to work with officers of Cambridgeshire County and Huntingdonshire District Councils to develop the Charter document.

The working group has met on four occasions and in addition to the general principles set out below it was agreed that the working group would address the following aspects of the Localism and Decentralisation Act:

- Neighbourhood Planning;
- Community Infrastructure Levy;
- Community Right to Challenge;
- Community Right to Buy;
- Standards and Dispute Resolution.

It is intended that a Charter would work along the following three general principles:

- **All three levels will undertake together to:**
  - Support forums for regular dialogue;
  - Respect and understanding of the role and remit of each other, including how and when decisions can be made and appropriate time scales; and
  - Focus on outcomes.
- **The District & County Council's undertakes to:**
  - Provide Town & Parish Councils with a key contacts list for enquiries on key services;
  - Where possible, co-ordinate consultations to avoid consultation fatigue; and
  - Establish clear mechanisms for consultation and feedback.
- **Town & Parish Council's undertakes to:**
  - Engage with proposals/ideas put forward by either the District or County Councils to ensure that actions can be taken forward;

- Have a clear documented vision for their local community;
- Work with its local community to take forward ideas/proposals; and
- Proactively seek to co-ordinate or take on local services where the local council has the capacity and skill to do so.

The Charter will also provide details on how issues such as Neighbourhood Plans, Community Right to Buy, Community Right to Challenge, and Community Infrastructure Levy for example will be dealt with.

<b>Our commitments as partners</b>	
<b>County and District Councils</b>	<b>Town &amp; Parish Councils</b>
<b>Involving</b>	
Recognise the importance of Town & Parish Councils and work with them to promote active citizenship and participation.	Provide community leadership, encourage active citizenship and facilitate participation across all sectors of the community.
Recognise and understand that the work of Town & Parish Councils is heavily reliant on volunteering and good will. The differences between smaller and larger Town & Parish Councils in terms of ability to handle information and resources will be respected.	Actively promote their work and achievements to local residents and Cambridgeshire County and Huntingdonshire District Councils through all appropriate media.
Consult Town & Parish Councils on all issues which are likely to affect their area. Key consultations to be listed on the websites of both Cambridgeshire County and Huntingdonshire District Councils. See 'Cambridgeshire Insight' Website.	Endeavour to take part in consultation exercises and respond electronically within the given period.
Have regard to the views of the Town & Parish Councils when making decisions and offer feedback on the outcomes once the consultation has taken place.	Work with Cambridgeshire County and Huntingdonshire District Councils to seek the views of residents on issues of common interest.
Keep under review the level and quality of consultations.	Identify local needs and consult with local communities and Cambridgeshire County and Huntingdonshire District Councils.
For all Council consultations that are more than four pages long, prepare a summary brief to review. (NB there are specific arrangements for consultation on Planning Applications)	Notify Cambridgeshire County and Huntingdonshire District Councils if they cannot respond to a consultation within the given period but still wish to respond.
Allow six weeks for Town & Parish Councils to respond to	Will endeavour to work collectively with neighbouring Parish and

consultation. If this is not possible the Parish/Town council will be given an explanation. (This does not apply to planning applications.)	Town Councils on infrastructure developments and proposals involving Community Infrastructure Levy.
Support those Parish/Town councils that wish to develop services together.	
<b>Informing</b>	
Respond to requests for information from Town & Parish Councils in a helpful, timely and efficient manner.	Respond to requests for information from Cambridgeshire County and Huntingdonshire District Councils in a helpful, timely and efficient manner.
Avoid the use of specialised language / jargon and use plain English.	Make every effort to attend meetings/events run by Cambridgeshire County and Huntingdonshire District Councils in which they have an interest.
Provide information / briefings to raise awareness among staff and ensure they have a good understanding of the role and function of the Town & Parish Councils.	Co-operate with Cambridgeshire County and Huntingdonshire District Councils in making their meeting places available for public, community or partnership meetings in which they have an interest.
Agendas for Cabinet, Select Committees and Planning Committee meetings are available on both Cambridgeshire County and Huntingdonshire District Councils websites. Hard copies will only be sent on request.	E-mail their agendas and papers to Cambridgeshire County and Huntingdonshire District Council ward councillors.
Make available online a regularly updated contact list of Cambridgeshire County and Huntingdonshire District Council Officers and Members. HDC to compile a directory of Town and Parish Council Clerks email addresses and make this available on both Cambridgeshire County and Huntingdonshire District	Provide up-to-date e-mail address information to Cambridgeshire County and Huntingdonshire District Councils to allow the compilation of the directory of Town & Parish Council Clerks contacts to enable general correspondence to be sent electronically.



Councils websites.	
Make every effort to attend Town & Parish Council meetings when invited.	Make every effort to allow officers and councillors of Cambridgeshire County and Huntingdonshire District Councils to speak at local council meetings on matters of mutual interest if they request to do so.
Provide comprehensive information on request to allow Town & Parish Councils to decide whether they wish to apply to take on functions/services currently provided by either Cambridgeshire County or Huntingdonshire District Councils.	Encourage staff and members to attend relevant training courses and briefings.
Provide Town & Parish Councils information and access to training courses at the same cost as they are offered to Cambridgeshire County or Huntingdonshire District Council officers and members. Keep under review the IT requirements of Town & Parish Councils so that the support available reflects current and future needs.	With a view to providing a good quality services to local residents, encourage staff and members to attend relevant training courses and briefings, particularly where they aspire to gaining relevant Quality Standards..
Offer briefings on central and local government policies and initiatives which have an impact on Town & Parish Councils, in conjunction with the Cambridgeshire and Peterborough Association of Local Councils (CAPALC)	Make best use of the available information technology to facilitate communication with Cambridgeshire County or Huntingdonshire District Councils.

<b>Service Delivery</b>	
Promote the achievement of relevant Quality Parish standards and support Parishes wishing to attain these by providing them with the necessary information and advice.	Consider whether they wish to take on any functions/services from either Cambridgeshire County or Huntingdonshire District Councils.
Keep Town & Parish Councils fully appraised of all Strategic Partnerships entered into by the authority, how they may affect services in their area and invite Town & Parish Councils to have representation on appropriate partnerships.	Seek to fill places offered on Strategic Partnerships and thereby be able to provide Town & Parish Council perspective on decisions/proposals.
To assist wherever possible in enabling a Town & Parish Council to develop services within their own community	
Both Cambridgeshire County and Huntingdonshire District Councils and the Town & Parish Councils will recognise the role of CAPALC in supporting and promoting the work of local councils.	

## **Neighbourhood Planning**

The Localism Act requires that Town and Parish Councils that are considering producing a neighbourhood plan ensure that they are in "general conformity" with the strategic elements of the District Council's Development Plan. These "strategic elements" will be defined through the National Planning Policy Framework and that definition should include the scale (and broad location) of housing and economic development growth within Huntingdonshire.

If a local planning authority adopts a neighbourhood plan submitted by a Town or Parish Council that proposes less development than identified within the Development Plan, it may be revoked by the Secretary of State.

A neighbourhood plan can set out clearly the nature of the development that is and is not anticipated. Where a development proposal is shown to be in general conformity with that neighbourhood development order, planning permission can be automatically granted without the need for a planning application.

With specific regard to housing, a neighbourhood plan would be able to identify the exact site or general location and specify the form, size, type and design of new housing.

Neighbourhood plans will be able to set out the nature of the development anticipated. The existence of a neighbourhood plan should therefore boost confidence for potential developers in the area. Developers will be able to approach Town or Parish Councils with an offer of financial support to promote a neighbourhood plan which explicitly identifies a specific development proposal of the kind that the developer would wish to take forward. In this way, where popular support for such a proposal is demonstrated and confirmed in the referendum, developers can be more confident of the likely outcome of their proposal.

Where the promoters of a neighbourhood plan are able to demonstrate adequate local support for the proposed development, the local planning authority will have a duty to provide advice or assistance on, for example, good practice in plan making, and conformity and consistency with national policy, EU law and local plans. They will also have a duty to provide practical support such as facilitating community engagement and assisting with consultation with public bodies and landowners. There will be no duty on the local planning authority to provide financial assistance but it may do so if it so chooses.

## **Community Infrastructure Levy**

The Community Infrastructure Levy (The Levy) came into force in April 2010. It allows local authorities in England and Wales to raise funds from developers undertaking new building projects in their area. This money can be used to fund a wide range of infrastructure that is needed as a result of community development. This includes new or safer road schemes, flood defences, schools, hospitals and other health and social care facilities, park improvements, green spaces and leisure centres.

Almost all development has some impact on the need for infrastructure, services and amenities - or benefits from it. As such it is only fair that such development pays a share of infrastructure costs. It is also right that those who benefit financially when planning permission is given should share some of that gain with the community which granted it, to help fund the infrastructure that is needed to make development acceptable and sustainable.

Local authorities are required to spend the Levy's funds on the infrastructure needed to support the development of their area and they will decide what infrastructure is needed. The Levy is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies in infrastructure provision unless those deficiencies will be made more severe by new development. The Levy can also be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development.

Using new powers introduced in the Localism Act, the Government will require all charging authorities to allocate a meaningful proportion of Levy revenues raised in each neighbourhood back to that neighbourhood. This will ensure that where a neighbourhood bears the brunt of a new development, it receives sufficient money to help it manage those impacts. It complements the introduction of other powerful new incentives for local authorities that will ensure that local areas benefit from development they encourage.

Government guidelines providing further information on the percentage of Levy funds that should be deemed as 'meaningful' have indicated that 15% of the Net amount of Levy funds received minus administration charges should be forwarded on to local Town and Parish Councils. This should increase to 25% if said locality has a neighbourhood plan.

## **Community Right to Challenge**

This right relates to communities and the bodies that represent them, who have innovative ideas about how services could be shaped to better meet local needs or be run more cost-effectively. It will ensure these ideas get a fair hearing and will give communities the time they need to organise themselves and develop their ideas to be able to bid to run the service.

The legislation sets out the following:

1. A requirement for a 'relevant authority' to consider an Expression of Interest submitted by a relevant body.
2. Lists who is a 'relevant authority' and 'relevant body'.
3. Defines who is a 'voluntary body' and 'community body' (both of which are relevant bodies).
4. Enables a relevant authority to set periods during which Expressions of Interest can be submitted.
5. Requires a relevant authority to accept, accept with modification (if relevant body agrees) or decline an Expression of Interest.
6. Requires a relevant authority to consider how the Expression of Interest and procurement exercise relating to the provision of the service might promote/improve the social, economic or environmental well-being of the authority's area.
7. Requires an authority to carry out a procurement exercise relating to the provision of the service on behalf of the relevant authority, in line with relevant legal requirements, where they accept an Expression of Interest.
8. Requires relevant authorities to have regard to any guidance issued by the Secretary of State on the Community Right to Challenge.

With regards to point 8, the Community Right to Challenge is not any of the following:

- An automatic right to deliver a service. If an Expression of Interest is submitted or accepted, it is for the authority to decide, in line with statutory provisions, whether or not to accept it. If accepted, the requirement is that the authority will carry out a procurement exercise relating to the provision of the relevant service where the authority can bid alongside others. This means that the relevant organisation that triggers the right to challenge exercise may not eventually be the provider of that service.
- Delivering a service independently of the authority – the right to challenge only applies to the delivery of services on behalf of an authority.
- A way of requiring the authority to continue to provide a service it has decided to stop – although the Right will enable relevant authorities to make best use of the innovation, responsiveness and cost savings that relevant bodies and other bidders in a procurement exercise can offer. The

Community Right to Challenge applies only to relevant services, i.e. those which are provided by, or on behalf of, the authority.

- A way for service users to complain to the authority if they are dissatisfied with how a service is currently being delivered or with decisions the authority has made about what services it will deliver. The authority has pre-existing complaints procedures, and good commissioning processes should allow service users the opportunity to give their views on service provision in their area. The Community Right to Challenge enables relevant bodies to submit Expressions of Interest to deliver a relevant service and they are expected to participate in any subsequent procurement exercise relating to the provision of the relevant service.
- District and County Councils may choose if they so wish to specify periods during which Expressions of Interest can only be submitted in relation to a particular service. Where authorities choose not to set periods, Expressions of Interest can be submitted at any time. The links below provide specific details on how the Community Right to Challenge process operates at both County and District level.

For the County Council the process information is available via the Website (search Right to Challenge) or [by clicking here](#).

For your information, details of the Community Right to Challenge and a HDC form for Expressions of Interest can now be found on our website at the link below. <http://www.huntingdonshire.gov.uk/Community%20and%20People/Pages/CommunityRighttoChallenge.aspx>

## **Community Right to Bid (also known as Assets of Community Value)**

Under new community rights, local groups are able to nominate buildings or other land that they believe contribute to their community's social well-being or social interests for Huntingdonshire District Council to consider listing as an 'Asset of Community Value'. The District Council is required to maintain lists of successful and unsuccessful nominations.

If any land/building that the District Council lists as an Asset of Community Value comes up for sale (freehold or a lease of at least 25 years), community interest groups will have six weeks in which to make a written request to the Council to be treated as a potential bidder. This request allows them to delay the sale by up to six months, providing additional time to raise funds and put together a bid to buy the asset.

These rights do not restrict the sale price or who the owner of a listed asset can sell their property to. They do not give community organisations a right of first refusal.

The District Council lists of successful (the list of Assets of Community Value) and unsuccessful nominations can be found in the Linked Documents section on the right. Both lists will be updated as decisions on nominations are made. There are currently no entries in the list of unsuccessful nominations.

### **How to nominate an asset to be listed by the District Council**

Before nominating an asset, please check first whether it has previously been nominated. Only certain groups are able to nominate an asset and there is specific information that needs to be included with any nomination. The District Council has therefore produced a standard template which can be used to make nominations – please download the 'Nomination Form' document on the right. A copy can be saved, completed and emailed or printed out and posted. Contact details for submission can be found on the form.

For more information about nominating an asset or the implications of an asset being listed as an Asset of Community Value, please see the external links to the Localism Act 2011, regulations and a non-statutory advice below.

<http://www.huntingdonshire.gov.uk/Community%20and%20People/Pages/CommunityRighttoBid.aspx>

**The County Council's policy in relation to asset transfer can be found on the website (search 'Compact') or via this link**

<http://www.cambridgeshire.gov.uk/community/compact/assettransfer.htm>

## Appendix 'A'

### Town and Parish Council's in Huntingdonshire

Abbots Ripton Parish Council	Abbotsley Parish Council
Alconbury Parish Council	Alconbury Weston Parish Council
Alwalton Parish Council	Barham and Woolley Parish Council
Bluntisham Parish Council	Brampton Parish Council
Brington and Molesworth Parish Council	Broughton Parish Council
Buckden Parish Council	Buckworth Parish Council
Bury Parish Council	Bythorn and Keyston Parish Council
Catworth Parish Council	Chesterton Parish Meeting
Colne Parish Council	Conington Parish Council
Covington Parish Meeting	Denton and Caldecote Parish Meeting
Diddington Parish Meeting	Earith Parish Council
Easton Parish Council	Ellington Parish Council
Elton Parish Council	Farcet Parish Council
Fenstanton Parish Council	Folksworth and Washingley Parish Council
Glatton Parish Council	Godmanchester Town Council
Grafham Parish Council	Great and Little Gidding Parish Council
Great Gransden Parish Council	Great Paxton Parish Council
Great Staughton Parish Council	Haddon Parish Meeting
Hail Weston Parish Council	Hamerton and Steeple Gidding Parish Council
Hemingford Abbots Parish Council	Hemingford Grey Parish Council
Hilton Parish Council	Holme Parish Council
Holywell-cum-Needlingworth Parish Council	Houghton and Wyton Parish Council
Huntingdon Town Council	Kimbolton and Stonely Parish Council
Kings Ripton Parish Council	Leighton Bromswold Parish Council
Little Paxton Parish Council	Morborne Parish Meeting
Offord Cluny and Offord D'Arcy Parish Council	Old Hurst Parish Council
Old Weston Parish Council	Perry Parish Council
Pidley-cum-Fenton Parish Council	Ramsey Town Council
Sawtre Parish Council	Sibsom-cum-Stibbington Parish Council
Somersham Parish Council	Southoe and Midloe Parish Council
Spaldwick Parish Council	St Ives Town Council
St Neots Town Council	Stilton Parish Council
Stow Longa Parish Council	The Stukeleys Parish Council
Tilbrook Parish Council	Toesland Parish Council
Upton and Coppingford Parish Council	Upwood and The Ravleys Parish Council
Warboys Parish Council	Waresley-cum-Tetworth Parish Council
Water Newton Parish Meeting	Winwick Parish Meeting
Wistow Parish Council	Woodhurst Parish Council
Woodwalton Parish Council	Wyton-on-the Hill Parish Council
Yaxley Parish Council	Yelling Parish Council



## **Appendix 'B'**

### **Standards Template**

This Code is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership ("the Nolan Principles").

#### **1 Application**

This Code of Conduct applies to you whenever you are acting, claim to act or give the impression you are acting in your capacity as a Member of the Authority, including –

- 1.1 at formal Meetings of the Authority
- 1.2 when acting as a representative of the Authority
- 1.3 in taking any decision as a Cabinet Member or a Ward Councillor
- 1.4 in discharging your functions as a Ward Councillor
- 1.5 when corresponding with the authority other than in a private capacity

#### **2 Meeting**

In this Code "Meeting" means any meeting organised by or on behalf of the Authority, including:–

- 2.1 any meeting of the Council, or a Committee or Sub-Committee of Council
- 2.2 any meeting of the Cabinet and any Committee of the Cabinet
- 2.3 at any briefing by Officers; and
- 2.4 at any site visit to do with the business of the Authority

#### **3 General Conduct**

You must –

- 3.1 provide leadership to the authority and communities within its area, by personal example and
- 3.2 respect others and not bully or threaten or attempt to bully or threaten any person
- 3.3 respect the confidentiality of information which you receive as a Member by–

- 3.3.1 not disclosing confidential information to third parties unless required by law to do so or where there is a clear and over-riding public interest in doing so; and
- 3.3.2 not obstructing third parties' legal rights of access to information
- 3.4 not conduct yourself in a manner which is likely to bring the Authority into disrepute
- 3.5 use your position as a Member in the public interest and not for personal advantage
- 3.6 comply with the Authority's reasonable rules on the use of public resources for private and political purposes
- 3.7 exercise your own independent judgement, taking decisions for good and substantial reasons by–
  - 3.7.1 attaching appropriate weight to all relevant considerations including, where appropriate, public opinion and the views of political groups;
  - 3.7.2 paying due regard to the advice of Officers, and in particular to the advice of the statutory officers, namely the Head of Paid Service, the Chief Finance Officer and the Monitoring Officer; and
  - 3.7.3 stating the reasons for your decisions where those reasons are not otherwise apparent
- 3.8 do nothing that causes the Authority to act unlawfully.

#### **4 Disclosable Pecuniary Interests**

- 4.1 You have a disclosable pecuniary interest if it is of a description specified in regulations made by the Secretary of State and either:
  - (a) it is an interest of yours, or
  - (b) it is an interest of:
    - (i) your spouse or civil partner; or
    - (ii) a person with whom you are living as husband and wife; or
    - (iii) a person with whom you are living as if you were civil partners;

and you are aware that other person has the interest.
- 4.2 You must -
  - 4.2.1 comply with the statutory and the Authority's requirements to register, disclose and withdraw from participating in respect of any matter in which you have a disclosable pecuniary interest.
  - 4.2.2 ensure that your register of interests is kept up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of your disclosable pecuniary interests.

- 4.2.3 make a verbal declaration of the existence and nature of any disclosable pecuniary interest at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent.
- 4.2.4 Where you have a disclosable pecuniary interest, whether the interest is registered or not, you must not (unless you have obtained a dispensation from the Authority's Monitoring Officer) –
- (i) participate, or participate further, in any discussion of the matter at the meeting; or
  - (ii) remain in the meeting room whilst the matter is being debated or participate in any vote taken on the matter at the meeting.

## **5 Other Interests**

- 5.1 In addition to the requirements of Paragraph 4, if you attend a meeting at which any item of business is to be considered and you are aware that you have a “non-disclosable pecuniary interest or non-pecuniary interest” in that item, you must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent
- 5.2 You have a “non-disclosable pecuniary interest or non-pecuniary interest” in an item of business of your authority where –
- 5.2.1 a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the authority's administrative area, or
  - 5.2.2 it relates to or is likely to affect any of the interests listed in the Table in the Appendix to this Code, but in respect of a member of your family (other than a “relevant person”) or a person with whom you have a close association
- and that interest is not a disclosable pecuniary interest.

## **6 Gifts and Hospitality**

- 6.1 You must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £50 which you have accepted as a Member from any person or body other than the authority.
- 6.2 The Monitoring Officer will place your notification on a public register of gifts and hospitality.

**NOTE:** Members must also comply with the relevant Codes and Protocols contained in Part 5 of the Constitution.

## Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<i>Interest</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992).
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either—  (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share

capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose –

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## **APPENDIX 'C'**

### **PLANNING ISSUES**

#### **Huntingdonshire District Council will:**

- Consult Town and Parish Councils on all applications for planning permission.
- Allow 21 days for the submission of representations by Town and Parish Councils.
- Notify Town and Parish Councils of any significant amendment to a planning application and allow a minimum of a further 14 day period for representations to be made before a decision is taken on the amended plan. (Significant amendments are those considered by the case officer to materially affect the planning application, but not to require a new application).
- When an application is referred to the Development Management Panel, to report the views of Town and Parish Councils to the Panel in full. When, in accordance with the scheme of delegation, an application is determined by Officers under delegated powers, to include and respond to the comments of Town and Parish Councils in the delegated reports.
- Publish all decisions and reports setting out the reasons for decisions on the Council's website (via PublicAccess).
- Publish all Development Management Panel agendas and minutes on the Council's website.
- Allow a representative of a town or parish council to attend and speak in relation to applications in their town/parish at Development Management Panel meetings in accordance with the Council's 'Your right to speak at Development Management Panel on planning applications' procedures.
- Endeavour to make officers available to attend meetings of Town and Parish Councils to clarify the details of significant or controversial applications.
- Provide periodic training courses for local councillors and/or parish clerks to aid an understanding of the planning process and the matters, which have a material bearing upon the determination of a planning application.

When a planning enforcement complaint has been made by a Town or Parish Council with sufficient information, an acknowledgement letter will be sent advising of the case reference number and the name and contact details of the case officer. A site visit will be made as soon as possible but ideally within 10 working days of receipt, and the Town or Parish Council will be contacted following this site visit and informed of the initial findings.

**Town and Parish Councils will:**

- Acknowledge that Huntingdonshire District Council will not always be able to accede to the requests of Town and Parish Councils.
- Respond promptly in writing to all planning applications received from Huntingdonshire District Council and endeavour to respond using electronic forms of communication
- Comment on planning applications on planning grounds, and specify as fully as possible the reasons for an objection to, or support for, a particular application.
- Create a mechanism whereby the Town and Parish Councils can respond to any amended plans received from Huntingdonshire District Council.
- Assist Huntingdonshire District Council by reporting local breaches of Town and Country Planning Legislation.
- Attend meetings, briefings and training to gain a better understanding of the planning process.

## Assets of Community Value Nomination Form

<b>1. Details of contact person and the nominating community group:</b>	
Title	<input style="width: 100%;" type="text"/>
Name:	<input style="width: 100%;" type="text"/>
Address:	<input style="width: 100%; height: 60px;" type="text"/>
Postcode:	<input style="width: 100%;" type="text"/>
Telephone Number:	<input style="width: 100%;" type="text"/>
Email Address:	<input style="width: 100%;" type="text"/>
Name of Community Group:	<input style="width: 100%;" type="text"/>

<b>2. Eligibility of group to nominate – type of organisation:</b> (Please mark one box only with a tick ✓)	
<p>✓)</p> <p>a) A neighbourhood forum<sup>1</sup></p> <p>b) A parish council whose area includes, or is adjacent to an area including, the asset nominated</p> <p>c) An un-incorporated body whose members include at least 21 individuals who are registered as local government electors in the Huntingdonshire district or a neighbouring local authority area <b>and</b> which does not distribute any surplus it makes to its members</p> <p>d) A charity</p> <p>e) A company limited by guarantee which does not distribute any surplus it makes to its members</p> <p>f) An industrial and provident society which does not distribute any surplus made to its members</p> <p>g) A community interest company<sup>2</sup></p>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><sup>1</sup> As designated pursuant to section 61F of the Town and Country Planning Act 1990(b)</p> <p><sup>2</sup> A community interest company is a company which satisfies the requirements of Part 2 of the Companies (Audit, Investigations and Community Enterprise Act 2004 (c.27). See in particular sections 26, 35 and 36A. Please provide relevant supporting evidence of eligibility such as company or charity number, list of members, constitution, articles of association, and terms of reference or governance documents.</p>	



**3. Details of group's local connection to the asset nominated:**

Your organisation must have a 'local connection'. This means that your activities must be wholly or partly concerned with the Huntingdonshire area or a neighbouring authority's area and that any surplus made (by groups classed as type c, e or f in section 2 above) is wholly or partly applied for the benefit of the Huntingdonshire area or a neighbouring authority area. This is in Paragraph 4 of the [Assets of Community Value Regulations 2012](#). Please describe your local connection below:

**4. Details of the land and/or building you wish to nominate:**

Please provide a description of the nominated land/building, including its proposed boundaries:

If possible, please also provide a map of the location showing the boundary of the site nominated.

**5. Statement of all the information you have with regard to the occupiers/owners of the asset:**

Please provide a statement containing all the information you have about the names of current occupiers of the land and the names and current or last-known addresses of all those holding a freehold or leasehold estate in the land:

Statement:

Occupier's name(s):

Owner's name(s) and address(es): (please state freehold/leasehold if known)

**6. Reason for nomination: (please note that any information provided in this section may be shared with the owners/occupiers of the asset)**

Please list your reasons for thinking that Huntingdonshire District Council should conclude that the asset nominated is of community value. This should include how the **current** main use furthers the social wellbeing or social interests of the local community, whether a **recent** main use has furthered the social wellbeing or social interests of the local

community and whether it is realistic that a **future** (in the next five years) main use could further the social wellbeing or social interests of the local community again. “Social interests” can include (in particular) cultural interests, recreational interests or sporting interests.

Providing evidence such as numbers of people making use of the asset and frequency and history of usage may help to support your nomination.

**7. Declaration:**

I can confirm that the information supplied on this form is correct, to the best of my knowledge.

Name:

Date:

**Checklist – if relevant, please attach the following when you submit the form:**

- Relevant evidence of your group’s eligibility to nominate an asset (see section 2). Please note that an un-incorporated body which does not distribute any surplus it makes to its members will be required to provide a list of the names and addresses of at least 21 members who are registered as local government electors in the Huntingdonshire district or a neighbouring authority’s area.
- A site boundary map.
- Any additional evidence relating to recent, current or future main uses of the asset that could be considered to contribute to furthering the social well-being or social interests of the local community.

**Submitting your form and next steps:**

Please send your completed form and any further information by email to:  
[CRM\\_Policy@huntsdc.gov.uk](mailto:CRM_Policy@huntsdc.gov.uk)

Alternatively, forms may be printed and sent to us at the following address:

**Community Right to Bid**

Corporate Team,  
Huntingdonshire District Council,  
Pathfinder House,  
St Mary's Street,  
Huntingdon,  
Cambs  
PE29 3TN

If your nomination is rejected we will contact the person named in section 1 to explain why we are unable to accept the nomination or what further information we require.

Once accepted, nominations will be assessed within 8 weeks and we will contact the person named in section 1 to inform them of our decision on listing the land/building as an Asset of Community Value.