

Public Document Pack



Chairman and Members of the
Council

Your contact: Martin Ibrahim
Ext: 2173
Date: 28 July 2015

cc. All other recipients of the Council
agenda

Dear Councillor

COUNCIL - 29 JULY 2015: SUPPLEMENTARY AGENDA NO 1

Please find attached the following reports which were marked "to follow" on the agenda for the above meeting:

4. Petitions (Pages 3 - 4)

A second petition has been received on "Save the Southern Maltings, Ware"

5. Public Questions (Pages 5 - 6)

One public question has been received.

6. Members' questions (Pages 7 - 8)

One Members' question has been received.

25. Corporate Business Scrutiny Committee: Minutes - 14 July 2015 (Pages 9 - 18)

26. Audit Committee: Minutes - 15 July 2015 (Pages 19 - 28)

27. Development Management Committee: Minutes - 22 July 2015 (Pages 29 - 42)

Hard copies will be available at the meeting next Wednesday.

Yours faithfully

Martin Ibrahim
Democratic Services Team Leader
Democratic Services
martin.ibrahim@eastherts.gov.uk

MEETING : COUNCIL
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : WEDNESDAY 29 JULY 2015
TIME : 7.15 PM

EAST HERTS COUNCIL

COUNCIL – 29 JULY 2015

PETITION – SAVE THE SOUTHERN MALTINGS, WARE – TURN IT INTO AN ARTS FOR ALL FACILITY

Darren Bender, a resident of Thundridge, has submitted a petition hosted on the change.org website, which has reached over 1000 signatures. The petition reads:

There is a desperate need for an Arts For All facility in the East Herts area and this unique building in the centre of Ware a) is perfect for the purpose as it already holds an overwhelmed existing arts centre b) has unique historical features that preserve the story of Ware's 400 year malting industry and c) was bought by the old urban council who were folded into the East Herts District Council who are now trying to sell the building to developers and d) has previously had permission from EHDC to be converted into an arts centre going back to the 70s.

We need more homes in the wider Ware area but we also need community assets like this to provide much needed activities and access to all the arts in the East Herts area. Artists' studios, workshops, classes, galleries and performance space will all be within one building. We have Melvyn Bragg's support and local people are pledging money, skills and labour so please sign the petition and help spread the word. We only have a short period of time to make this a reality. Let's put Ware at the heart of East Herts cultural life and make it an amazing place to live!

Note:

Members are reminded that the lead petitioner is permitted to address Council for up to three minutes. The relevant Executive Member will respond to the petition. There is no provision for any general debate by Members, however, local ward Members may comment if they wish.

This page is intentionally left blank

COUNCIL – 29 JULY 2015

PUBLIC QUESTIONS

Question 1

Mrs Mione Goldspink to ask the Leader of the Council:

What steps has this Council taken to remedy the shortfall in numbers of Sports Pitches across the District, and especially in Bishop's Stortford? (This shortfall was identified by the Council's own survey which I believe was conducted in 2009).

This page is intentionally left blank

COUNCIL – 29 JULY 2015

MEMBERS' QUESTIONS

Question 1

Councillor R Henson to ask the Executive Member for Environment and the Public Space:

Fuel Poverty affects many of my residents in Hertford Sele, and across East Herts 7.5% of households are judged to be fuel poor – meaning that the residents of those households, who are usually on low incomes, cannot keep their homes heated at a reasonable cost. What measures is the Council taking to combat Fuel Poverty, and will the Council commit to investing in tackling Fuel Poverty through the provision of grants and loans to insulate poorer homes for the long term across the District, the better to help some of our most vulnerable residents?

This page is intentionally left blank

MINUTES OF A MEETING OF THE
CORPORATE BUSINESS SCRUTINY
COMMITTEE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
TUESDAY 14 JULY 2015, AT 7.00 PM

PRESENT: Councillor M Pope (in the Chair).
Councillors M Allen, R Brunton, S Bull,
J Cartwright, M Casey, R Henson,
M Stevenson and J Wyllie.

ALSO PRESENT:

Councillors A Alder, D Andrews, K Brush,
S Rutland-Barsby and G Williamson.

OFFICERS IN ATTENDANCE:

- | | |
|----------------|--|
| Ryan Brock | - NGDP Graduate Trainee |
| Philip Gregory | - Head of Strategic Finance |
| Marian Langley | - Scrutiny Officer |
| Peter Mannings | - Democratic Services Officer |
| Sally Millett | - NGDP Graduate Trainee |
| Ceri Pettit | - Corporate Planning and Performance Manager |
| Neil Sloper | - Head of Information, Customer and Parking Services |
| Adele Taylor | - Director of Finance and Support Services |
| Ben Wood | - Head of Business Development |

143 APOLOGY

An apology for absence was submitted on behalf of Councillor P Phillips.

144 MINUTES – 26 MAY 2015

RESOLVED – that the Minutes of the meeting held on 26 May 2015 be confirmed as a correct record and signed by the Chairman.

145 CHAIRMAN'S ANNOUNCEMENTS

The Chairman apologised that the agenda had been sent to Community Scrutiny Members in error. He welcomed the Council's two NGDP Graduate Trainees to the meeting.

146 2015/16 WORK PROGRAMME

The Chairman submitted a report setting out the Committee's future work programme for 2015/16. Members agreed that the meeting on 20 October 2015 could be cancelled in favour of a budget and service planning session.

The Committee approved the 2015/16 work programme, as now detailed.

RESOLVED – that the work programme, as now detailed, be approved.

147 CORPORATE STRATEGIC PLAN 2016/17 – 2019/20 – THE PROCESS

The Executive Member for Finance and Support Services submitted a report setting out the drivers for change in reviewing the way in which the financial and business planning process would be delivered. The report also outlined a new integrated process to determine council priorities and deliver a balanced budget for the next 4

years.

The Head of Business Development advised that the process of determining service priorities through the Corporate Planning Process had not always been fully aligned to discussions around setting the budget. Officers were now suggesting a new, integrated finance and business planning process which supported the development of a new Corporate Strategic Plan.

Members were requested to endorse this approach and to endorse the cancellation of the October 2015 Committee meeting in favour of a combined budget and service planning training session which would be open to all Members.

Councillor M Allen commented on whether Members could have any interim updates before October. The Director advised that Officers including Heads of Service would be engaging with the Executive and fully worked up options would be interactively presented in October.

The Executive Member for Finance and Support Services stated that Officers had a lot of work to do and updates would be submitted to Members as early as was realistically possible. The Committee received the report and supported the recommendations as now detailed.

RESOLVED – that (A) the proposed redesign of the Council's finance and business planning process to underpin the later development of the Corporate Strategic Plan be supported;

(B) a report of the draft of the Corporate Strategic Plan 2016/17 – 2019/20 be accepted onto the Committee's Work Programme for the meeting on 24 November 2015; and

(C) the Executive be advised that the meeting of Corporate Business Scrutiny on 20 October 2015 would be cancelled in favour of a combined budget

and service planning training session which would be open to all Members.

148 FINANCIAL STRATEGY AND MEDIUM TERM FINANCIAL STRATEGY (2016/17 TO 2019/20)

The Executive Member for Finance and Support Services submitted a report that considered revisions to the Financial Strategy for the years 2015/16 to 2019/20. This included the policy on reserves and the proposed planning assumptions to be used to update the Medium Term Financial Plan (MTFP) in preparation for annual budget setting.

Members were advised that this report set out the assumptions Officers had used when drafting the MTFP. Members were reminded that the Financial Strategy was a statement on the Council's approach to the management of the financial resources required to meet its corporate priorities. The Strategy also considered the appropriate level of reserves that the Council might need to mitigate current and longer term risks.

The Committee was also advised that the MTFP outlined the anticipated funding and expenditure each year and where there was a shortfall the MTFP would highlight the amount of savings required that had not yet been identified. Officers had also been mindful of the inflation assumptions from the Office of Budget Responsibility.

Councillor M Casey referred to the 2.25% pay settlement figures detailed on page 43 of the report submitted. He commented that he thought this was 1% for the public sector. The Director of Finance and Support Services advised that the 1% cap announced in the Chancellors budget did not include Local Government salaries. Local Government salaries are negotiated at a national level and at this stage an estimate had to be used. Members were advised that the 2.25% also took account of pay banding and any changes in national insurance contributions levels.

In reply to a query from Councillor Casey, the Director confirmed that most, if not all, of the Council's workforce earned more than the national living wage. The Head of Strategic Finance advised that some contractors' costs might increase to take account of staff whose salary might have been below the national living wage.

In response to a query from Councillor J Wyllie, the Director detailed the difference between earmarked and general reserves. In reply to a question from Councillor R Henson, the Head of Strategic Finance advised that the Authority had no control over individual business rates as these were set by the Valuation Office.

The Chairman commented on whether the Authority was over reliant on the New Homes Bonus. The Head of Strategic Finance advised that the Authority used only a proportion of New Homes Bonus against general expenditure. He emphasised that Officers would not know the full picture until the Autumn Statement was issued.

The Director believed that the MTFP and the Financial Strategy were based on the best information Officers had at this point in time. The Committee received the report.

RESOLVED – that the report be received.

149 IMPLEMENTING THE CUSTOMER SERVICE STRATEGY

The Head of Information, Customer and Parking Services submitted a report setting out how the Council would implement the Customer Service Strategy. The report invited the Committee to comment on the planned approach.

Members were advised that the Strategy had been approved in March 2015 and the Committee was reminded of the increased demand for Council services due to demographic changes, economic challenges and major government initiatives such as Welfare Reform

combined with the financial pressures of reduced government grant and the currently fixed (or reduced) Council Tax.

The Head of Information, Customer and Parking Services stated that the Authority had to equip itself for the future and Members and Officers needed to work together to think of different ways of managing and delivering services. He referred in particular, to the vulnerable groups in East Herts that were concentrated in two wards.

Councillor J Wyllie referred to broken links on the Council's website. The Head of Information, Customer and Parking Services advised that Officers routinely checked the website for broken links. He confirmed to Councillor Wyllie that social media was not the best channel for service delivery when compared to direct customer contact as the level of contact via social media was very low.

Members were advised that the key services of Development Management, Revenues and Benefits and Environmental Services accounted for two thirds of all Council customer contact. Members were also advised that 70% of the website's interactions revolved around development management. The Head of Information, Customer and Parking Services advised that there had been a significant shift towards e-mail contact between 2010 and 2013.

Councillor J Cartwright emphasised the importance of not marginalising the smaller areas of poverty that existed in East Herts. The Committee received the report.

RESOLVED – that the approach set out to implement the Council's Customer Service Strategy be supported.

150 DATA PROTECTION ANNUAL REVIEW

The Head of Information, Customer and Parking Services

submitted a report updating the Committee on the implementation of the Council's Data Protection Action Plan. The report invited the Committee to comment on progress to date.

Members were advised that specific actions this year would focus on the application of the document retention and disposal policies of the Authority. The Head of Information, Customer and Parking Services stated that Council IT systems were designed to store information safely and securely and by their very nature were not always good at deleting information that no longer needed to be retained.

He further advised that the Bob's Business computed based training helped Officers and Members understand their obligations regarding Data Protection. Members were advised that all breaches were reported to the Information Commissioners Office (ICO) and were rapidly addressed by Officers.

The Head of Information, Customer and Parking Services referred to the digitisation of services such as the recent new software being used by Development Management. He referred to the importance of having organised data storage that also covered the retention of information contained in e-mails.

Officers responded to a number of Members' queries regarding information requests lodged under the Freedom of Information (FOI) Act. The Committee received the report.

RESOLVED – that the actions and developments in regard to data protection compliance be noted.

151 COUNCIL TAX REDUCTION SCHEME 2016/17

The Director of Finance and Support Services submitted a report that considered the latest available information around the current local Council Tax Reduction Scheme

at East Herts and whether any changes to the scheme should be considered for 2016/17.

The Director provided a detailed breakdown of the origins for the 2016/17 Council Tax Reduction Scheme. Members were advised that the report had been written prior to the recent budget announcements and the Committee was also reminded that the Authority collected Council Tax on behalf of Hertfordshire County Council, Hertfordshire Police Authority and Town/Parish Councils.

The Director detailed how Council Tax was set each year and she referred to the cost of collection as well as the reductions in Government Grant received by the Authority. Members were referred to the changes that had impacted on residents who experienced significant financial hardships.

The Director advised that there was no prescribed time for consultation in respect of the scheme. She emphasised that there was a complex and complicated model to be applied. Members were given a comprehensive breakdown of the issues they should bear in mind when considering changes to the scheme. The Director concluded by setting out in detail the options Members could consider in respect of the 2016/17 Council Tax Reduction Scheme.

In response to comments from Councillors M Stevenson and J Cartwright, the Director advised that it was very difficult to model or make predictions regarding the options detailed in the report. She stated that other Authorities had different schemes as they were in a different place to East Herts in terms of affordability and their financial positions.

The Executive Member for Finance and Support Services added his explanation as to why this report was before Members. He stated that it was not because there was any aspiration to radically change the scheme due to the potential risks. He believed that the status quo was the

best way forward.

The Director responded to a query from Councillor Stevenson by advising that the overall level of revenue support grant continued to reduce and there had to be an assessment of affordability for all options for a Council Tax Reduction Scheme.

The Director reminded Members that the Authority had to consult on a specific scheme for 2016/17 if any changes to the current scheme were made. Members supported the retention of the status quo for 2016/17 and asked Officers to report back to the Committee on 22 March 2016 to explore possible options for change in 2017/18 and onwards.

RESOLVED – that in respect of the 2016/17 Council Tax Reduction Scheme, the Committee supported the retention of the status quo for 2016/17 and agreed that Officers report back to the Committee on 22 March 2016 to explore possible options for change in 2017/18 and onwards.

The meeting closed at 9.42 pm

| |
|----------------|
| Chairman |
| Date |

This page is intentionally left blank

MINUTES OF A MEETING OF THE
AUDIT COMMITTEE HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON WEDNESDAY 15 JULY
2015, AT 7.00 PM

PRESENT: Councillor W Mortimer (Chairman)
Councillors J Cartwright, B Deering,
I Devonshire, P Kenealy and S Stainsby.

ALSO PRESENT:

Councillors A Alder, M Stevenson and
G Williamson.

OFFICERS IN ATTENDANCE:

| | |
|--------------------|--|
| Lorraine Blackburn | - Democratic Services Officer |
| Chris Gibson | - Head of Governance and Risk Management |
| Philip Gregory | - Head of Strategic Finance |
| Adele Taylor | - Director of Finance and Support Services |

ALSO IN ATTENDANCE:

| | |
|------------------|---------------------------------|
| Terry Barnett, | - Shared Internal Audit Service |
| Chris Roberts | - Shared Internal Audit Service |
| Sarah Ironmonger | - Grant Thornton |

152 TRAINING ITEM - GOOD GOVERNANCE AND THE ROLE OF THE AUDIT COMMITTEE

The External Auditor, Grant Thornton provided a presentation on “Good Governance and the role of the Audit Committee”.

The Chairman thanked the External Auditor for her informative presentation. The Chairman referred to the fact that there would be a new External Auditor in place for this financial year. The Chairman thanked the External Auditor for her support and advice over the years.

RESOLVED – that the presentation be received.

153 APPOINTMENT OF VICE CHAIRMAN

It was proposed and seconded that Councillor I Devonshire be appointed Vice–Chairman of Audit Committee for the 2015/16 civic year.

After being put to the meeting, Councillor I Devonshire was appointed Vice–Chairman of Audit Committee for the 2015/16 civic year.

RESOLVED – that Councillor I Devonshire be appointed Vice–Chairman of Audit Committee for the 2015/16 civic year.

154 APOLOGY

An apology for absence was submitted from Councillor P Philips.

155 MINUTES

RESOLVED - that the Minutes of the meeting held on 18 March 2015 be confirmed as a correct record and signed by the Chairman.

156 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed all new Members to the Committee. He explained that at each meeting, Members usually received a training item and that if Members had any requests for further training, they should either contact him or Officers.

The Chairman said that he had attended a meeting to launch a new Shared Anti-Fraud Service and found it to be very informative.

The Chairman stated that Members had an opportunity to go on a CIPFA Training and Development course on 8 September 2015 at North Hertfordshire District Council and that any interested parties should contact Officers as soon as possible. He stated that if there was an oversubscription, then North Herts might add a second training date.

157 EXTERNAL AUDIT - AUDIT PLAN

The External Auditor submitted a report outlining the approach of the next Audit Plan in the context of the challenges and opportunities unique to the Council and taking into account key developments, guidance and national audit requirements.

The External Auditor summarised the content of the report now submitted and explained the audit approach ensured compliance with International Standards on Auditing (ISAs). She stated that two significant risks had been brought to the Council's attention in relation to the revenue cycle and that audit procedures had been amended to resolve the issues.

The External Auditor summarised the results of the interim audit work, walkthrough testing and entity level controls. Overall, the External Auditor concluded that the internal audit service continued to provide an independent and satisfactory service and contributed to effective internal control and that there were no weaknesses in the audit approach. One minor issue was commented upon in relation to systems access. This had subsequently been addressed.

The Chairman referred to Fees and Charges and commented that the External Auditor's Fees and Charges were the lowest he had seen since serving on the Council.

The Committee agreed the Audit Plan.

RESOLVED – that the Audit Plan be approved.

158 DRAFT STATEMENT OF ACCOUNTS 2014-2015

The Director of Finance and Support Services submitted a draft Statement of Accounts for 2014/15. The Head of Strategic Finance explained the format of the statement of accounts which had been prepared in line with accounting standards. Officers aimed to ensure that there was clarity in the Council's performance and that the accounts were understandable to the public. The Head of Strategic Finance explained the revenue and capital expenditure against budget. He stated that the Council had not borrowed money to fund capital schemes.

In response to a query from Councillor R Deering regarding a deficit in the pension fund, and whether there was a plan to reduce the figure to zero, the Director of Finance and Support Services explained that the Council was a member of the Hertfordshire Pension Fund. A deficit in the pension fund still remained and, after a tri-annual review, recommendations in the financial implications on bringing this back to balance over a period of 25 years were included in the Medium Term Financial Plan (MTFP). She explained that revenue contributions each year were made to contribute to the deficit and in the past, one-off additional contributions had been made to cap these ongoing revenue contributions on advice from pension advisors. Further advice was being sought on whether a further one-off payment from reserves could be recommended to Council if there was a financial case to do so. The Director of Finance and Support Services explained that the Council had also set aside a reserve of £1million for this purpose. She referred Members to further explanatory notes on the Pension Scheme within the report submitted.

The External Auditor explained that they would be reviewing this issue as part of the external audit. She stated that there was a need to understand how much was based on actuarial assumptions.

In response to a query from Councillor R Deering regarding old borrowing and high rates of interest, the Chairman

explained that it would cost more to pay off the old debts. The Director of Finance and Support Services stated that this was something that Officers kept under review and particularly within the context of the Treasury Management Strategy which Members would consider at a later meeting.

The Committee agreed the report, now submitted.

RESOLVED – that the report, now submitted be agreed.

159 SHARED INTERNAL AUDIT SERVICE ANNUAL
ASSURANCE STATEMENT AND ANNUAL REPORT
2014/15

The Shared Internal Audit Service (SIAS) submitted a report setting out the internal auditor's overall view on the adequacy and effectiveness of the Council's control environment on key issues. The report summarised the performance of SIAS with regard to work already undertaken for the Council, the outcomes of the self-assessment against the Public Sector Internal Audit Standards and Quality Assurance and Improvement Programme. SIAS also presented their Audit Charter for the civic year 2015/16 for approval.

The Chairman was pleased to see that issues regarding the distribution of workload and their completion timeframes had been resolved. The Shared Internal Audit Service Officer explained how this had been achieved.

The Director of Finance and Support Services confirmed that the scope and resources for internal audit were not subject to inappropriate limitations in 2014/15.

Members approved the recommendations detailed in the report, now submitted.

RESOLVED – that (A) the Annual Assurance Statement and Internal Audit Annual report be noted;

(B) the results of the Self-Assessment as required by the Public Sector Internal Audit Standards and the Quality

Assurance and Improvement Programme be noted;

(C) the Audit Charter be approved; and

(D) the assurance from management, that the scope and resources for internal audit were not subject to inappropriate limitations in 2014/15 be noted.

160 SHARED INTERNAL AUDIT SERVICE - AUDIT PLAN
UPDATE REPORT

The Shared Internal Audit Service (SIAS) submitted a report detailing the progress made by SIAS in delivering the Council's Annual Audit Plan for 2015/16 (as at 19 June 2015). The report proposed amendments to the approved 2015/16 Audit Plan and detailed the status of previously agreed high priority audit recommendations. The report provided an update on performance management information and sought agreement to the removal of implemented, high priority recommendations.

By way of an update, the Shared Internal Audit Service Officer confirmed that the Internal Audit service had now delivered 19% of actual billable days against planned chargeable dates completed.

Members noted the Internal Audit Progress Report and agreed to the removal of already implemented high priority recommendations as set out in the report in relation to various ICT reviews and IT change control.

RESOLVED – that (A) the Internal Audit Progress report as now submitted be noted; and

(B) high priority recommendations already implemented, be removed from the plan.

161 UPDATE ON IMPLEMENTATION OF THE 2014-15 ANNUAL
GOVERNANCE STATEMENT ACTION PLAN

The Director of Finance and Support Services submitted a

report detailing the progress made in implementing the action plan contained in the 2013/14 Annual Governance Statement and proposed revised targets.

The Head of Governance and Risk Management provided background information on the Annual Governance Statement and the position statement on the actions, for the benefit of new Members. He stated that since the last Audit Committee, seven actions had been achieved and were now shown as “green” on the Action Plan. Three issues remained outstanding, the detail of which set out Essential Reference Paper “B” of the report.

Members noted the progress made in implementing the action plan contained in the 2013/14 Annual Governance Statement as submitted. They supported the revised target dates and agreed that the three issues outstanding be carried forward to the 2015/16 Action Plan.

RESOLVED – that (A) the progress made in implementing the action plan contained in the 2013/15 Annual Governance Statement be received;

(B) the revised target dates for actions as submitted be approved; and

(C) the three issues outstanding as identified in the report submitted, be carried forward to the 2015/16 Action Plan .

162 DRAFT 2014/15 ANNUAL GOVERNANCE STATEMENT

The Leader of the Council submitted a report detailing proposals for taking forward the 2014/15 Annual Governance Statement.

The Head of Governance and Risk Management drew Members’ attention to the matters identified for amendment and / or further consultation, the detail of which was set out in the report. He explained the internal consultation process undertaken with senior Officers when items had been raised,

which were considered to be significant governance issues, so that enhancements to internal control arrangements could be drawn up.

Members noted the content of the Annual Governance Statement and the matters identified for amendment and / or further consideration as detailed in the report now submitted.

RESOLVED – that (A) the Annual Governance Statement be noted;

(B) the matters identified for further consideration, as detailed in the report submitted be noted; and

(C) the proposed process for taking forward the 2014/15 Annual Governance Statement be approved.

163 RISK MANAGEMENT MONITORING REPORT 1 JANUARY 2015 TO 31 MARCH 2015

The Leader of the Council submitted a report on the action taken to mitigate and control strategic risks during the period January 2015 to March 2015.

The Head of Governance and Risk Management provided a background summary of the report and the monitoring arrangements and advised that any new risks would be reported to Audit Committee in September 2015.

Councillor R Deering queried the statement regarding robustness of the contract management process regarding 14-SR3 ((Risk that supplier / contractor or key third sector partner fails or fails to deliver). The Director of Finance and Support Services explained that key suppliers were monitored as part of contract performance and summarised the internal processes in place to ensure that systems continued to be robust and challenging.

The Head of Governance and Risk Management advised that the Shared Internal Audit Service would shortly be reviewing procurement and contract management as part of the audit

plan.

In response to a query from Councillor J Cartwright regarding the timeframe of the report, the Director of Finance and Support Services acknowledged the unfortunate timing of the report and referred to the need to report certain issues to specific Audit Committees. She referred Members to Covalent should they require more up to date information, or to speak to Officers who could assist.

In response to a query from Councillor I Devonshire regarding 14-SR1 (Risk of Significant Reduction in funding above that planned for), the Director of Finance and Support Services referred to the budget assumptions made in the last Medium Term Financial Plan (MTFP) and the Chancellor of the Exchequer's recent budget statement of intent and how this could impact significantly on the Council in 2016/17 in terms of central government funding. She stated that further information would become available following the Autumn Statement and Local Government finance settlement, which was likely to be in November or December 2015.

The Director of Finance and Support Services explained internal management responsibility arrangements following the retirement of the former Chief Executive with regard to risk management.

The Committee approved the report, as now detailed.

RESOLVED – that the action taken to mitigate and control strategic risks be approved.

164 AUDIT COMMITTEE WORK PROGRAMME

The Director of Finance and Support Services submitted a report detailing the proposed work programme for Audit Committee.

The Head of Governance and Risk Management asked Members to approve the moving of the Treasury Management Strategy 2015/16 Mid Year Review from the meeting on 23

September to the meeting on 25 November 2015. This was agreed.

The Head of Governance and Risk Management referred to the meeting programmed for 13 April 2016 and stated that this needed to be programmed for a meeting in March 2016 to meet certain reporting deadlines. This was supported.

The Chairman asked Members to let him or Officers know, if they had any specific training items for inclusion on future Audit Committee agendas.

RESOLVED – that (A) the work programme, as now amended, be approved; and

(B) Officers co-ordinate regarding re-scheduling a meeting for March 2016 rather than 13 April 2016.

The meeting closed at 8.30 pm

| |
|----------------|
| Chairman |
| Date |

MINUTES OF A MEETING OF THE
DEVELOPMENT MANAGEMENT
COMMITTEE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
WEDNESDAY 22 JULY 2015, AT 7.00 PM

PRESENT: Councillor D Andrews (Chairman).
Councillors M Allen, K Brush, S Bull,
M Casey, M Freeman, J Kaye, A McNeece,
D Oldridge, T Page, P Ruffles and K Warnell.

ALSO PRESENT:

Councillors R Brunton, I Devonshire,
L Haysey, P Moore, S Rutland-Barsby and
G Williamson.

OFFICERS IN ATTENDANCE:

| | |
|------------------|--|
| Liz Aston | - Development Team Manager (East) |
| Simon Drinkwater | - Director of Neighbourhood Services |
| Tim Hagyard | - Development Team Manager (West) |
| Peter Mannings | - Democratic Services Officer |
| Martin Plummer | - Senior Planning Officer |
| Kevin Steptoe | - Head of Planning and Building Control Services |

165 APOLOGY

An apology for absence was submitted on behalf of Councillor J Jones. It was noted that Councillor S Bull was substituting for Councillor Jones.

166 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded Members that there would be an information session regarding primary school provision and site ASR5 at Bishop's Stortford North in the Council Chamber, Wallfields, Hertford at 7.00 pm on Thursday 23 July 2015.

The Chairman also reminded Members of a special meeting of the Committee due to be held at 7.00 pm on Tuesday 18 August 2015. This would be held in the Cedar Room, The Rhodes Arts Complex, 1-3 South Road, Bishop's Stortford, to determine a planning application relating to site ASR5 at Bishop's Stortford North.

The Chairman advised that application 3/15/0149/FP had been withdrawn from the Agenda.

167 MINUTES – 24 JUNE 2015

RESOLVED – that the Minutes of the meeting held on 24 June 2015 be confirmed as a correct record and signed by the Chairman.

168 3/14/0978/FP – DEMOLITION OF BUILDINGS AND GARAGE AND THE ERECTION OF 19NO 1 BEDROOMED DWELLINGS AND 29NO 2 BEDROOMED DWELLINGS TOGETHER WITH ASSOCIATED PARKING, ACCESS AND LANDSCAPING AT 110-114 SOUTH STREET, BISHOP'S STORTFORD, CM23 3BQ

Mr Gilbert addressed the Committee in objection to the application. Mr Slatter spoke for the application.

The Director of Neighbourhood Services recommended that in respect of application 3/14/0978/FP, subject to the applicant or successor in title signing a legal agreement pursuant to Section 106 of the Town and Country Planning Act 1990, planning permission be granted

subject to the conditions detailed in the report now submitted.

The Director detailed the location of the site and referred to the planning history and the comments contained in the additional representations summary. Members were advised that this application would bring back into use a site that had been underused and derelict for many years.

The Director advised that the affordable housing issue had been the subject of rigorous scrutiny and the 21% offer of 10 affordable units had come about due to the abnormal cost of developing this site. The Director stated that the Council could not demonstrate a 5 year supply of housing land and windfall sites that were not included in housing projections were beneficial in that respect. Officers believed that although the application would have an impact, it would not be felt over the wider area of the town.

Members were advised that the relationship between the proposed development and properties in Trinity Close was entirely reasonable and the normal privacy issues were less relevant for the nearby public use and commercial buildings. The Director concluded that the National Planning Policy Framework (NPPF) stipulated that developments should be supported unless any harmful impacts were significant and demonstrable.

Councillor K Warnell referred to survey results that indicated that residents were not in favour of more flats in Bishop's Stortford and there was a demand for bungalows and houses. He expressed concerns regarding the 21% affordable housing provision and felt that a higher figure could be achieved. He referred to the proposed parking provision of 44 spaces for 48 flats and the possibility of access and egress issues for emergency services and refuse vehicles.

Councillor J Kaye commented on how close the rear of the development would be to the back gardens of the

properties to the west in Trinity Close. Councillor T Page stated that he was supportive in principle of the reuse of brownfield sites but not at any cost. He expressed concerns over the £125,716 Section 106 contribution for Bishop's Park and he suggested that the Section 106 provisions should be reviewed.

The Director referred to the housing needs identified in the District Plan and the mix of unit types that were being achieved across the town. He also referred to the fact that professional advisors had clearly informed Officers that 21% affordable housing was the best that could be achieved here.

The Director confirmed that a 35 metre separation between the development and Trinity Close was a comfortable distance and as regards parking, Members were advised that figures up to the maximum standard were considered to be acceptable. In reply to comments from the Chairman regarding Sustainable Urban Drainage Solutions (SUDS) and contamination, the Director referred to condition 4 and the full contamination remediation works suggested as part of the low risk approach that had been taken by the Council's engineers.

Following a number of comments from the Committee on the density of the development, refuse collection and congestion, river pollution and site contamination plus car parking, the Director confirmed that Members' concerns could be controlled by conditions and the Committee should consider whether any harm was outweighed by the benefits of the application.

Councillor T Page proposed and Councillor M Casey seconded, a motion that authority be delegated to the Head of Planning and Building Control, in consultation with the Chairman of the Committee and a Bishop's Stortford Member, to further consider the detail of the matters to be secured through a legal agreement pursuant to Section 106 of the Town and Country Planning Act 1990 covering the matters detailed in the

report, and subject to the conclusion of an agreement, in respect of application 3/14/0978/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

After being put to the meeting and a vote taken, this motion was declared CARRIED. The Committee accepted the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that authority be delegated to the Head of Planning and Building Control, in consultation with the Chairman of the Committee and a Bishop's Stortford Member, to further consider the detail of the matters to be secured through a legal agreement pursuant to Section 106 of the Town and Country Planning Act 1990 covering the matters detailed in the report, and subject to the conclusion of an agreement, in respect of application 3/14/0978/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

- 169 3/15/0524/FP AND 3/15/0525/LBC – CHANGE OF USE OF PART OF SECOND FLOOR TO CREATE 14NO 1 BEDROOMED FLATS WITH MEZZANINE UPPER FLOOR AT MILLERS 3, SOUTHMILL ROAD, BISHOP'S STORTFORD CM23 3DH

The Director of Neighbourhood Services recommended that in respect of application 3/15/0524/FP, subject to the signing of a Section 106 Legal Agreement, planning permission be granted subject to the conditions detailed in the report now submitted. The Director also recommended that in respect of application 3/15/0525/LBC, listed building consent be granted subject to the conditions detailed in the report now submitted.

The Director detailed the location of the site as well as the current usage and planning history of Millers 3. Members were advised that there would be 5 additional parking

spaces and this application would increase the total number of residential units to 24.

The Director advised that the building was listed and there had been no objections from statutory consultees or from the Council's Conservation Officer. Members were referred to the three additional representations in the summary document as well as comments from Councillor G Cutting.

The Director acknowledged that car parking was an issue for this site and Members were advised that the proposed provision fell short of the Council's maximum standards. The Director confirmed that the existing residential development had not fully utilised the current provision and any overspill car parking would be restricted by existing double yellow lines in many surrounding roads.

Officers were satisfied that there would be no harm in terms of highways safety within the site and that the parking situation was acceptable as the site was one of the most sustainable locations in East Herts.

In response to a number of comments from Councillors K Warnell, M Casey, K Brush and T Page, the Director advised that the National Planning Policy Framework (NPPF) permitted Officers to be supportive of applications in sustainable locations where the proposed car parking provision was below the maximum standards.

Councillor T Page proposed and Councillor M Casey seconded, a motion that authority be delegated to the Head of Planning and Building Control, in consultation with the Chairman of the Committee and a Bishop's Stortford Member, to further consider the detail of the matters to be secured through a legal agreement pursuant to Section 106 of the Town and Country Planning Act 1990 covering the matters detailed in the report, and subject to the conclusion of an agreement, in respect of 3/15/0524/FP, planning permission be granted subject to the conditions detailed in the report now

submitted.

After being put to the meeting and a vote taken, this motion was declared CARRIED. The Committee accepted the recommendations of the Director of Neighbourhood Services as now submitted.

RESOLVED – that (A) authority be delegated to the Head of Planning and Building Control, in consultation with the Chairman of the Committee and a Bishop's Stortford Member, to further consider the detail of the matters to be secured through a legal agreement pursuant to Section 106 of the Town and Country Planning Act 1990 covering the matters detailed in the report, and subject to the conclusion of an agreement, in respect of 3/15/0524/FP, planning permission be granted subject to the conditions detailed in the report now submitted; and

(B) in respect of application 3/15/0525/LBC, listed building consent be granted subject to the conditions detailed in the report now submitted.

170 3/15/0964/FUL – DEMOLITION OF THE EXISTING BUILDINGS AND REDEVELOPMENT TO PROVIDE A CARE HOME (USE CLASS C2), CAR PARKING, LANDSCAPING AND OTHER ASSOCIATED WORKS AT LEASIDE DEPOT, WARE, SG12 7QE FOR GORING ESTATES LTD LEASIDE DEPOT, WIDBURY HILL, WARE, SG12 7QE

Mrs Thornton addressed the Committee in support of the application.

The Director of Neighbourhood Services recommended that in respect of application 3/15/0964/FUL, if necessary and appropriate, authority be delegated to the Director of Neighbourhood Services and the Director of Internal Services to conclude an agreement under Section 106 of the Town and Country Planning Act 1990 to secure the provision of funding toward health services serving the

development. On conclusion of such an agreement, or if one proves unnecessary, planning permission be granted subject to the conditions detailed in the report now submitted.

The Director set out the recent planning history of the site and detailed its location outside a conservation area. Members were advised that the site contained a vacant coachworks building and the Director detailed the changes that were proposed by this application. Officers had recommended approval as they were comfortable that the design was acceptable and would enhance the area.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/15/0964/FUL, if necessary and appropriate, authority be delegated to the Director of Neighbourhood Services and the Director of Internal Services to conclude an agreement under Section 106 of the Town and Country Planning Act 1990 to secure the provision of funding toward health services serving the development. On conclusion of such an agreement, or if one proves unnecessary, planning permission be granted subject to the conditions detailed in the report now submitted.

- 171 3/15/0348/HH AND 3/15/0492/LBC – SINGLE STOREY REAR EXTENSION WITH SOLAR PANELS FOLLOWING DEMOLITION OF EXISTING BOILER STORE. ALTERATIONS TO FENESTRATION AND INTERNAL ALTERATIONS AT THATCHED COTTAGE, PATMORE HEATH, ALBURY, SG11 2LX
-

The Director of Neighbourhood Services recommended that in respect of applications 3/15/0348/HH and 3/15/0492/LBC, planning permission and listed building

consent be granted subject to the conditions detailed in the report now submitted.

After being put to the meeting and votes taken, the Committee accepted the recommendations of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of applications 3/15/0348/HH and 3/15/0492/LBC, planning permission and listed building consent be granted subject to the conditions detailed in the report now submitted.

172 3/15/0960/HH – DEMOLITION OF OUTBUILDING AND CONSTRUCTION OF SINGLE STOREY SIDE EXTENSION AT PENRHYN, LONDON ROAD, SPELLBROOK, BISHOP'S STORTFORD, CM23 4BA

The Director of Neighbourhood Services recommended that in respect of application 3/15/0960/HH, planning permission be granted subject to the conditions detailed in the report now submitted.

The Director detailed the nature of the application and the planning history of the site. Members were advised that the dwelling had benefited from increases in size equivalent to 130% of the original floor space. The Director advised that this constituted inappropriate development as the site was located in the Green Belt.

The Director acknowledged that the replacement of the garage outbuilding and single storey side extension would impact on the openness of the Green Belt. Members were advised however, that a similar 3.3 square metre extension could be implemented as permitted development.

The Director concluded by advising that a neighbour had raised a concern regarding the loss of landscaping and loss of privacy. Officers were content however, that there would be no loss of privacy or overlooking and if any

boundary landscaping was to be lost then Officers were not concerned as this landscaping had limited amenity value.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/15/0960/HH, planning permission be granted subject to the conditions detailed in the report now submitted.

173 3/15/1133/HH – REMOVAL OF BOUNDARY FENCE AND ERECTION OF 2M HIGH BRICK WALL. ERECTION OF SHED/SUMMER HOUSE AT 69 THE HYDE, WARE, SG12 0ER

The Director of Neighbourhood Services recommended that in respect of application 3/15/1133/HH, planning permission be granted subject to the conditions detailed in the report now submitted.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/15/1133/HH, planning permission be granted subject to the conditions detailed in the report now submitted.

174 3/15/0766/HH – SINGLE STOREY SIDE EXTENSION AT 60 QUEENS ROAD, HERTFORD SG13 8BJ

The Director of Neighbourhood Services recommended that in respect of application 3/15/0766/HH, planning permission be granted subject to the conditions detailed in the report now submitted.

After being put to the meeting and a vote taken, the

Committee accepted the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/15/0766/HH, planning permission be granted subject to the conditions detailed in the report now submitted.

175 3/15/0908/HH – PROPOSED SINGLE STOREY EXTENSION ON WESTERN SIDE WITH EXTENSION TO CONSERVATORY ON SOUTHERN ELEVATION AT 1 THE VINEYARD, ST LEONARDS ROAD, BENGEO

The Director of Neighbourhood Services recommended that subject to the applicant entering into a Section 106 obligation as detailed in the report, in respect of application 3/15/0908/HH, planning permission be granted subject to the conditions detailed in the report now submitted.

The Director advised that the proposed Section 106 obligation would remove the applicant's ability to build a 3 storey rear extension. Members were reminded that although the site was subject to more restrictive Green Belt policy, a single storey side extension would be acceptable.

After being put to the meeting and votes taken, the Committee accepted the recommendations of the Director of Neighbourhood Services as now submitted.

RESOLVED – that subject to the applicant entering into a Section 106 obligation as detailed in the report, in respect of application 3/15/0908/HH, planning permission be granted subject to the conditions detailed in the report now submitted.

176 E/14/0294/A – NON-COMPLIANCE WITH CONDITIONS 14 AND 15 OF PLANNING PERMISSION REF: 3/11/2209/FP RELATING TO THE PROVISION OF LANDSCAPING PENTLOWS FARM, BRAUGHING

The Director of Neighbourhood Services recommended that in respect of the site relating to E/14/0294/A, enforcement action be authorised on the basis now detailed. The Director set out the planning history of the site and explained that there were a number of landscaping proposals for the meadow to the west of the site that were covered by planning conditions.

Members were advised that Officers had some misgivings as to the extent of the landscaping that had actually taken place. The Director referred the Committee to page 168 of the report for a full list of Officers' concerns.

The Director also referred Members to the additional representations summary for some assurances that had been given by the landscaping contractor acting on behalf of the developer. The developer, Linden Homes, had also advised that the pathway between the private and affordable housing elements of the site was to be opened up.

The Director requested that Members authorise formal action in case Officers needed to take further steps to ensure compliance with the planning conditions. After being put to the meeting and a vote taken, the Committee accepted the Director's recommendation for enforcement action to be authorised in respect of the site relating to E/14/0294/A on the basis now detailed.

RESOLVED – that in respect of E/14/0294/A, the Director of Neighbourhood Services, in conjunction with the Director of Finance and Support Services, be authorised to take enforcement action on the basis now detailed.

177 ITEMS FOR REPORTING AND NOTING

RESOLVED – that the following reports be noted:

- (A) Appeals against refusal of planning permission / non-determination;
- (B) Planning Appeals lodged;
- (C) Planning Appeals: Inquiry and Informal Hearing dates; and
- (D) Planning Statistics.

The meeting closed at 8.47 pm

| |
|----------------|
| Chairman |
| Date |

This page is intentionally left blank