

Public Document Pack



Chairman and Members of the Council

Your contact: Martin Ibrahim
Ext: 2173
Date: 26 October 2015

cc. All other recipients of the Council agenda

Dear Councillor

COUNCIL - 28 OCTOBER 2015: SUPPLEMENTARY AGENDA NO 1

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

5. Public Questions (Pages 3 - 4)
6. Members' questions (Pages 5 - 6)
19. Health and Wellbeing Scrutiny Committee: Minutes - 13 October 2015 (Pages 7 - 14)

Chairman: Councillor N Symonds

20. Development Management Committee: Minutes - 14 October 2015 (Pages 15 - 30)

Chairman: Councillor D Andrews

21. Human Resources Committee: Minutes - 21 October 2015 (Pages 31 - 40)

Chairman: Councillor C Woodward

Please bring these papers with you to 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 28 OCTOBER 2015
TIME : 7.00 PM

COUNCIL – 28 OCTOBER 2015

PUBLIC QUESTIONS

Question 1

Katharine Seaton to ask the Leader of the Council:

I am on the steering group of the community network, Herts Welcomes Syrian Families, which formed to encourage Hertfordshire councils to participate in the government's Vulnerable Persons Relocation scheme for Syrian nationals. On behalf of our network, how does East Herts Council intend to implement the scheme locally, what is the most optimistic time scale possible for bringing the first family here and what can our network do to support the council practically to achieve this?

This page is intentionally left blank

COUNCIL – 28 OCTOBER 2015

MEMBERS' QUESTIONS

Question 1

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

Would the Executive Member please set out the measures the Council is taking to work with the Police and other partners, both to combat illegal drug use in East Hertfordshire, and to promote the safety and wellbeing of residents?

Question 2

Councillor N Symonds to ask the Executive Member for Health and Wellbeing:

Whilst acknowledging the excellent work that our Benefits team do, it concerns me that over two thousand people are taken to court which adds court fines of eighty pounds to debts they already have with the Benefits section. I am concerned that some of these people may have mental health issues which Benefits are not aware of, or other disabilities. I know that court is the absolute last resort, but what can be done by the Authority to help our most vulnerable residents?

Question 3

Councillor T Page to ask the Executive Member for Development Management and Council Support:

Is the Executive Member for Development Management and Council Support satisfied that s106 agreements, under the Council's control, are properly formulated, monitored, and directed to local need? Bearing in mind that significant sums are reserved for major community infrastructure projects beyond its immediate responsibility, can the Council demonstrate that it is successful in working with partners to ensure that there is no irrecoverable loss of earmarked funds?

Question 4

Councillor P Phillips to ask the Executive Member for Health and Wellbeing:

Following David Cameron's announcement at Conservative Party Conference earlier this month to incentivise developers to deliver truly affordable housing for first time buyers, does the recent change in the Council's Affordable Housing Policy, need an urgent review to allow us to take a lead with developers in moving this pro-active policy forward, particularly in light of the difficulties this Council has had delivering social housing numbers in recent years with the existing policy.

MINUTES OF A MEETING OF THE
HEALTH AND WELLBEING SCRUTINY
COMMITTEE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
TUESDAY 13 OCTOBER 2015, AT 7.00 PM

PRESENT: Councillor N Symonds (Chairman)
Councillors D Abbott, A Alder, S Cousins,
H Drake, J Kaye, M McMullen, P Moore and
R Standley.

ALSO PRESENT:

Councillors D Andrews, E Buckmaster,
L Haysey and P Ruffles.

OFFICERS IN ATTENDANCE:

Simon Barfoot	- Environmental Health Promotion Officer
Lorraine Blackburn	- Democratic Services Officer
Simon Drinkwater	- Acting Chief Executive/Director of Neighbourhood Services
Will O'Neill	- Head of Communications, Engagement and Cultural Services
Claire Pullen	- Engagement and Partnerships Officer (Grants)
Mekhola Ray	- Community Projects Team Manager
Su Tarran	- Head of Revenues and Benefits Shared Service
Paul Thomas-Jones	- Environmental

309 APOLOGY

An apology for absence was submitted on behalf of Councillor Mrs D Hollebon.

310 MINUTES

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

311 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Members and Officers to the meeting.

The Chairman referred to the Task and Finish Group which had been established to visit the Year One District Offer funded projects. The aim was for Councillors to take a “light touch” approach to projects which had benefitted from the match funded grant of £100,000 from Hertfordshire County Council (HCC). Further information would be circulated to the group and plans made for the visits over the next few weeks.

The Chairman referred to an invitation to attend the Community Scrutiny Committee meeting on 17 November 2015 to hear plans to review the council's leisure strategy.

312 THE INTEGRATION OF PUBLIC HEALTH AGENDA INTO THE DELIVERY OF HOUSING BENEFIT AND COUNCIL TAX SUPPORT

The Chairman welcomed the Head of Revenues and Benefits Shared Services to the meeting. The Scrutiny Officer explained that last year, core services had been asked to ensure that they were integrating public health into the Council's services. The Head of Revenues and Benefits Shared Services had been invited to the meeting to provide assurances that the service, as a main contact point for

vulnerable customers, was integrating the wider public health agenda and providing clear information to its customers.

The Chairman reminded Members that whilst the Council administered the service, the Council only acted as agent for the Department of Works and Pensions (DWP).

The Head of Revenues and Benefits Shared Services provided statistical background information in terms of the number of non-domestic rates and council tax determinations processed and benefit claims made and processed. She explained how much grant the Council received from the DWP to support the service. It was noted that last year, the service had sent out 300,000 letters.

The Head of Revenues and Benefits acknowledged the importance the service had in ensuring its customers received timely help and advice and how this could impact on the health and wellbeing of individuals and families who might have to make decisions on whether to heat their homes or feed their families. She explained that staff were trained to ensure that they did not act judgementally but considered claims objectively and to signpost its customers to agencies where further help could be given, especially those who were vulnerable and people with mental health issues.

The Head of Revenues and Benefits summarised alternative methods of service delivery in terms of moving forward, including reviewing how customers contacted the service by the use of technology (e.g. "Nudge Technology" where customers would be provided with reminder texts on a Council Tax bill falling due).

The Head of Revenues and Benefits explained the importance of making personal visits to individuals, especially vulnerable customers, as a means of speeding up the administrative process and in ensuring timely referrals to other support agencies such as the Citizens' Advice Service (CAB). She referred to the need to use information it had on its customers to ensure they received the right service.

The Head of Revenues and Benefits referred to the impact the welfare reforms would have on individuals in terms of their requirements and the training needed to support staff and those staff working from home. She referred to the need to continue to work closely with other colleagues within the Council, such as Housing Services, to ensure support mechanisms were in place.

In response to a query regarding staff who could be affected by stress, the Head of Revenues and Benefits explained the processes in place to ensure managers stayed in daily contact with their teams and telephone rotation arrangements.

In response to a query from Councillor M McMullen regarding links to other services, the Head of Revenues and explained the tools in place to ensure Officers made appropriate connections and referrals.

In response to a question from Councillor J Kaye, the Head of Revenues and Benefits explained the legislative role of the DWP and the role of the Council as its agent in delivering the service. In response to a further query regarding information provided to the elderly, the Head of Revenues and Benefits explained that, when needed, Officers would carry home visits to ensure that they were provided with relevant information and were signposted on where to get further help.

Councillor J Kaye queried the use of “Mosaic Data” and how this could help customers. The Head of Revenues and Benefits explained how data the Council held could be layered over other information to provide a more detailed view of potential need subject to the restrictions in terms of the Data Protection Act and use of individuals’ data.

In response to a query from Councillor A Alder regarding working with other volunteer organisations and mentoring, the Head of Revenues and Benefits explained that the Council worked with agencies appropriate to the client’s needs. She referred to the long term relationship with the CAB and its links with support agencies. She confirmed that the Council did not have the resources to facilitate mentoring, but referred

to the importance of directing customers to the right agency.

In response to a query from Councillor R Standley regarding “going the extra mile”, the Head of Revenues and Benefits explained that for a person who might be identified as vulnerable, an officer would make arrangements for a home visit, where all the information could be obtained in one visit and an assessment of other need from other support agencies could be identified.

In response to a query regarding assisting those with learning difficulties, the Head of Revenues and Benefits explained that the service was always willing to try to work with groups to ensure that communication channels were open.

The Committee Chairman, on behalf of Members thanked the Head of Revenue and Benefits Shared Services for her thorough and informative presentation. She suggested that the recommendation should include a reference to Hertfordshire Year of Mental Health and that the Council should be supporting appropriate national campaigns. This was supported.

The Committee approved the report, as amended.

RESOLVED – that (A) initiatives to distribute healthy lifestyle information to vulnerable customers from Shared Services be supported and promoted, including Hertfordshire’s Year of Mental Health and other appropriate national campaigns, as a contribution to the wider public health agenda;

(B) any resulting actions arising from (A) be tracked within the context of the East Herts Health and Wellbeing Strategy Action Plan; and

(C) the Members’ Development Group be asked to approve the inclusion of the NHS Online Training Programme in the Members’ Training Programme and be made available to key Officers.

313 UPDATE ON ACTIONS UNDER THE AGEING WELL
AGENDA

The Executive Member for Health and Wellbeing submitted a report providing an update on East Herts Strategic Partnership's initiative on the District-wide Ageing Well Programme. The Engagement and Partnerships Team Leader provided a summary of the initiative and the embargo placed on the publicity in relation to the success of the bid.

In response to a query regarding Dementia Friends and training, the Scrutiny Officer explained what training was offered by the Council, how this was advertised and that those interested could attend.

In response to a query from Councillor D Abbott regarding encouraging the use of volunteers, the Engagement and Partnerships Team Leader explained the principles behind "Time Banking" aimed at using individuals' skills to assist others in the community and building up "credits" as a result. The Chairman provided a statistical breakdown of volunteers provided by Hertfordshire County Council.

The Executive Member for Health and Wellbeing referred to the important role of volunteers and the ideas generated by the Ageing Well Steering Group.

The Committee agreed the report.

RESOLVED – that (A) the progress made by the multi-agency Ageing Well Steering Group be noted; and

(B) Members actively promote and support projects in their wards and identify residents to become physical activity champions, dementia friends or "Time Bankers".

314 HEALTH AND WELLBEING SCRUTINY - WORK PROGRAMME

The Chairman of the Health and Wellbeing Scrutiny Committee submitted a report on the Committee's future work programme for 2015/16.

Councillor P Moore suggested that the Head of Community Safety and Health Services be invited to a future meeting to discuss progress on the new Licensing Policy. This was supported.

The Leader suggested that the Committee might want to consider a presentation/report on planning and place, including housing, for older people in the health and wellbeing agenda. She further suggested that Officers review the implications of town and rural isolation. These suggestions were supported.

Councillor A Alder suggested that Disabled Facilities Grants (DFG) be reviewed and that "Cross Roads" and the officer responsible for DFGs be asked to attend a meeting to address this. The Chairman explained that Members needed to support and scrutinise more in depth projects and explained who, within the Council, administered DFGs.

Members asked that an Officer provide an update on the District Plan and how this supported the health and wellbeing agenda.

The Committee approved the report, as now amended.

RESOLVED – that the work programme, as now amended, be agreed.

315 MINUTES: HCC HEALTH SCRUTINY COMMITTEE AND UPDATES

The Minutes of Hertfordshire County Council's Health Scrutiny Committee on 18 June 2015 were submitted for information.

Councillor S Cousins explained that, at the request of the Chairman, he had attended the Hertfordshire Health and Wellbeing conference which had included the launch of the Hertfordshire Year of Mental Health at HCC on 9 July 2015. He provided a summary of the event.

The Committee noted the Minutes.

RESOLVED – that the Minutes be noted.

316 MINUTES: LSP HEALTH AND WELLBEING OFFICERS' GROUP

The Minutes of LJP Health and Wellbeing Officers' Group held on 15 July 2015 were submitted for information.

The Committee noted the Minutes.

RESOLVED – that the Minutes be noted.

317 MINUTES: LOCAL STRATEGIC PARTNERSHIP - AGEING WELL STEERING GROUP

The Minutes of Local Strategic Partnership Ageing Well Steering Group held on 21 July 2015 and 8 September 2015 were submitted for information.

The Committee noted the Minutes.

RESOLVED – that the Minutes be noted.

The meeting closed at 8.15 pm

Chairman
Date

MINUTES OF A MEETING OF THE
DEVELOPMENT MANAGEMENT
COMMITTEE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
WEDNESDAY 14 OCTOBER 2015, AT 7.00
PM

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

ALSO PRESENT:

Councillors A Alder, R Brunton, S Bull,
B Deering, P Moore and R Standley.

OFFICERS IN ATTENDANCE:

Paul Dean	- Principal Planning Enforcement Officer
Simon Drinkwater	- Acting Chief Executive/Director of Neighbourhood Services
Peter Mannings	- Democratic Services Officer
Kevin Steptoe	- Head of Planning and Building Control Services
Alison Young	- Development Manager

318 APOLOGY

An apology for absence was submitted on behalf of Councillor A McNeece. It was noted that Councillor J Cartwright was substituting for Councillor A McNeece.

319 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that he had accepted an urgent item of business onto the agenda in the interests of the efficient operation of the service and to avoid delay. This related to the provision of temporary boarding accommodation at Bishop's Stortford College following the recent fire at the College site.

320 DECLARATIONS OF INTEREST

Councillor M Casey declared a disclosable pecuniary interest in application 3/15/1498/VAR, in that he had a small shareholding in GlaxoSmithKline. He left the room whilst this matter was considered.

321 MINUTES – 16 SEPTEMBER 2015

RESOLVED – that the Minutes of the meeting held on 16 September 2015 be confirmed as a correct record and signed by the Chairman.

322 3/15/0206/OP – OUTLINE APPLICATION FOR THE DEMOLITION OF 30 WICKLANDS ROAD AND THE ERECTION OF 14 DWELLINGS WITH ALL MATTERS RESERVED EXCEPT FOR MEANS OF ACCESS AND LAYOUT AT HUNSDON LODGE FARM, DRURY LANE, HUNSDON SG12 8NU FOR CHASE GREEN DEVELOPMENTS LIMITED

Mr Reid addressed the Committee in objection to the application. Miss Cass spoke for the application.

The Director of Neighbourhood Services recommended that in respect of application 3/15/0206/OP, subject to the applicant or successor in title entering into a legal obligation 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.

Councillor R Brunton, as the local ward Member, addressed the Committee regarding the unsustainability of the site. He referred to there being better sites for housing and he therefore urged Members to refuse the application.

Councillor P Ruffles referred to the issue of flooding and modelling of the flood risk. He referred in particular to the apparent lack of porosity of the clay soil. He commented on whether the Authority had an ongoing responsibility to maintain the suggested drainage systems if individual householders failed to take responsibility for maintenance.

The Director commented on the issue of housing land supply and the significant weight that had to be given to this given that the Authority was not able to demonstrate delivery of a 5 year supply of housing land. He stated that Hertfordshire Highways was satisfied with the suggested access arrangements, subject to conditions covering improvements to the highway on Drury Lane.

The Director referred to sustainability in that Hunsdon was a category 1 village in the East Herts Local Plan Second Review April 2007 and the village was recognised as being an acceptable location for residential development based on the urban rural mix of settlements across the District. In respect of drainage, the Applicant was not obliged to resolve existing flood issues although they had put forward a range of sustainable drainage features for each individual plot to ensure dispersal of water into the wider draining system.

Members were advised that the approach being taken was adequate and was in line with good practice in that soft drainage solutions were the preferred approach and the responsibility for maintenance would rest with the landowners and with those who relied on the drainage system.

The Director emphasised that the Authority and

Hertfordshire County Council had the opportunity to exercise control over drainage via the safeguards detailed in the Section 106 Legal Agreement. Members were referred to the commentary in the Additional Representations Summary regarding this issue.

Councillor T Page supported the views of the local ward Member regarding the lack of sustainability of the proposed development, in terms of primary education, healthcare and employment provision.

Councillor Page believed that the affordable housing provision was confusing and he considered that there was doubt in terms of the validity of the proposed affordable housing as the site was located outside the village boundary. He concluded that there was insufficient public transport and this would increase car usage in particular on the nearby A414.

Councillor M Freeman also commented that this was the wrong site for this application and he was concerned regarding the loss of a good modern dwelling to allow access via Wicklands Road. The Director confirmed to Councillor J Kaye that Wicklands Road would still be a cul-de-sac for motor vehicles and although full details were unknown as this was an outline application, the aspiration was that there would be pedestrian and cycle access between the two halves of the site.

Councillor J Jones proposed and Councillor K Warnell seconded, a motion that application 3/15/0206/OP be refused on the grounds that the Members were not satisfied that the surface water drainage strategy would operate sustainably or with regard to its future maintenance and the proposal was therefore contrary to policy ENV21 of the East Herts Local Plan Second Review April 2007 and the National Planning Policy Framework. The development would also result in a harmful change as a result of the traffic introduced to Wicklands Road, given its current characteristics. The proposal was therefore also contrary to policy TR2 of the

East Herts Local Plan Second Review April 2007 and the National Planning Policy Framework.

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

RESOLVED – that in respect of application 3/15/0206/OP, planning permission be refused for the following reasons:

1. The Council is not satisfied that, from the information submitted, the surface water drainage strategy will operate sustainably and satisfactorily; appropriate steps can be put in place to ensure its future maintenance. There is uncertainty therefore with regard to its ability to ensure that any flood risk continues to be appropriately addressed. The proposal is therefore contrary to policy ENV21 of the East Herts Local Plan Second Review April 2007 and the National Planning Policy Framework.
2. Given the current circumstances of Wicklands Road with regard to its width, turning capability and on road parking, the development, by reason of the access proposed to Wicklands Road for its southern part, will result in a significant and harmful impact on that road by virtue of the introduction of additional traffic and turning movements into and out of the site. The proposal is thereby contrary to policy TR2 of the East Herts Local Plan Second Review April 2007 and the National Planning Policy Framework.

323 3/15/1028/FUL – ERECTION OF CANCER CARE UNIT WITH ASSOCIATED CAR PARKING AT RIVERS HOSPITAL, HIGH WYCH ROAD, SAWBRIDGEWORTH, CM21 0BB FOR RAMSAY HEALTHCARE UK LTD

The Director of Neighbourhood Services recommended that in respect of application 3/15/1028/FUL, subject to the referral of the proposals to the Secretary of State and to the applicant or successor in title entering into a legal obligation 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 summarised the application and advised Members to weigh up the normal balance of issues relevant to an application in the Green Belt. The Committee should consider whether the benefits of this scheme clearly outweighed the potential for harm to the Green Belt and other harm. Officers felt able to recommend approval due to the significant health benefits of the proposed development.

Councillor K Warnell referred to the significant commentary in the report regarding inappropriate development in the Green Belt. He expressed concerns regarding Green Belt policy being overridden due to the benefits for health and the precedent this could set. He also expressed concerns regarding the proposed flat roof design detailed in the plans.

A number of Members commented on whether the benefits of an application for end of life care provision outweighed the policy presumption against Green Belt development. The Chairman sought clarification from Officers regarding the issue of light pollution. The Director stated that Officers felt that an acceptable compromise had been reached in this case.

Councillor J Cartwright stated that he was broadly in favour of the application but was concerned regarding the

intrusive nature of the car park, to which he suggested a condition applied to mitigate the impact of the car park and the associated lighting.

The Director confirmed that Officers felt that a flat roof was less intrusive than a pitched roof in terms of Green Belt policy. He also emphasised the general importance of the correct application of planning policy in respect of the Green Belt. He concluded that the health benefits outweighed the potential for Green Belt harm and a flat roof was beneficial in respect of the impact with regard to openness.

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 3/15/1028/FUL, subject to the referral of the proposals to the Secretary of State, and subject to the applicant or successor in title entering into a legal obligation 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.

324 3/15/1498/VAR – VARIATION OF CONDITION 2 (APPROVED PLANS) OF PERMISSION REF: 3/13/1866/FP – REVISION TO DETAILS OF VEHICLE ACCESS FOR BUILDING U3 FOR GLAXOSMITHKLINE SERVICES LTD, PRIORY STREET, WARE, SG12 0DJ

The Director of Neighbourhood Services recommended that in respect of application 3/15/1498/VAR, planning permission be granted subject to the conditions detailed in the report now submitted.

The Director referred Members to a revised Ordnance Survey plan. Members were advised that planning permission had previously been approved for a new building on this site. The Director summarised the

application and stated that access for emergency and construction traffic would now be used for traffic exiting the site onto Harris Lane. Traffic would still be able to enter the site from Buryfield Way to the west but would not have to manoeuvre within the site back to Buryfield Way.

The Director stated that condition 9 restricted the time that traffic could leave the site and Hertfordshire Highways had confirmed that subject to this condition, they were satisfied with the scheme in a highways context. The Chairman expressed concern that traffic exiting onto Harris Lane around 8:30 am was too late in terms of conflict with school traffic.

The Director stated that Officers could liaise with the applicant in consultation with the Committee Chairman regarding the timings covered by condition 9. Members were reminded that this access was for a limited period until 31 July 2017, at which point it would only be for used by emergency service vehicles.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Director of Neighbourhood Services as now submitted, subject to the Officers liaising with the applicant, the Chairman and the local ward Member regarding the timings detailed in condition 9.

RESOLVED – that in respect of application 3/15/1498/VAR, planning permission be granted subject to conditions detailed in the report now submitted and subject to the following amended condition:

9. The access from the application site onto Harris's Lane shall only be used for vehicles servicing the proposed development on an exit only basis as shown on plan ref: 5545/A0/010 Rev H, with no more than 3 vehicles exiting onto Harris's Lane in any day,

and only between the following times: 07:00-08:00, 12:00-14:00 and 20:00-21:30. This access shall cease to be used for this purpose after 31st July 2017, and shall only be used thereafter for emergency vehicles.

Reason: In the interests of highway safety and to prevent disturbance to local residents.

325 3/15/1460/FUL – INSTALLATION OF 1NO METAL SHIPPING CONTAINER FOR STORAGE OF HAND TOOLS AT SOUTHERN COUNTRY PARK, LAKE VIEW, BISHOP'S STORTFORD FOR EAST HERTS COUNCIL

The Director of Neighbourhood Services recommended that in respect of application 3/15/1460/FUL, planning permission be granted subject to the conditions detailed in the report now submitted.

The Director advised that the Town Council had now objected to the application on the basis that the proposals were out of keeping with the surrounding area. Members were advised that the impact of the development would be mitigated by the existing soft landscaping and by additional proposed landscaping. The Director concluded that, although the application was contrary to policy, Officers felt that it was acceptable as the container would be a valuable resource as regards the long term maintenance of Southern Country Park.

Councillor M Freeman expressed concern that the measures to mitigate the impact of the proposed development would make the container an attractive target for thieves and vandals. He stated that there should be some stipulation for ultra-secure measures to prevent burglaries from occurring.

A number of Members expressed concern that a shipping container was an inappropriate feature to introduce to the landscape of Southern Country Park. Members queried whether consideration had been given to a more

appropriate means of storage. The Director stated that the design had been chosen with security in mind and Members must weigh up the balance between harm and benefit when making their decision.

The Director advised that Members could apply a condition for a temporary permission as this application had been submitted for a permanent permission. Members could also defer the application and either of those options would allow negotiation with the applicant regarding alternative options for storage.

Councillor J Cartwright proposed and Councillor K Brush seconded, a motion that conditions be applied that this would be a temporary permission for 18 months and also that the container would be used exclusively by the Friends of Southern Country Park. A condition should also be applied that the external finish of the container should be one which reduced the potential for graffiti and vandalism. Finally, the applicant be advised that if the use was required to continue beyond the temporary period, consideration should be given to the provision of a longer term structure of a more traditional design.

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 in respect of application 3/15/1460/FUL, planning permission be granted subject to the following amended conditions:

1. Three Year Time Limit (1T12).
2. Temporary permission – building (1T08) “30 April 2017”.
3. Approved Plans (2E10).
4. Landscape design proposals (4P12).

Prior to the commencement of the development, full details of both hard and soft landscape proposals shall be submitted to and approved in writing by the Local Planning Authority. These details shall include, as appropriate: (a) Planting plans (b) Written specifications (including cultivation and other operations associated with plant and grass establishment) (c) Schedules of plants, noting species, planting sizes and proposed numbers/densities where appropriate (d) Implementation timetables. Thereafter the development shall proceed in accordance with the approved details.

Reason: To ensure the provision of amenity afforded by appropriate landscape design, in accordance with policies ENV1, ENV2 and ENV11 of the East Herts Local Plan Second Review April 2007.

5. Landscape works implementation (4P13).
6. Prior to the commencement of the development hereby permitted details of the external finish of the container shall be submitted to and agreed in writing by the local planning authority. For the avoidance of doubt the external finish shall be one which aims to reduce the potential for graffiti and vandalism. The development shall be carried out in accordance with the approved details.

Reason: In the interests of the appearance of the development and in accordance with policy ENV1 of the East Herts Local Plan Second Review April 2007.

7. The development hereby permitted shall be used only for the purpose of storage of

equipment for use by the Friends of Southern Country Park in connection with work at the Country Park.

Reason: For the avoidance of doubt as to the particular circumstances relating to the use of the site in accordance with policy GBC1 of the East Herts Local Plan Second Review April 2007.

Informatives:

1. Other legislation (01OL)
2. Public Rights of Way (18FD)
3. The applicant is advised that if the use is required to continue beyond the temporary period hereby granted, consideration should be given to the provision of a longer term structure of more traditional design.

Summary of Reasons for Decision

East Herts Council has considered the applicant's proposal in a positive and proactive manner with regard to the policies of the Development Plan (Minerals Local Plan, Waste Core Strategy and Development Management Policies DPD 2012 and the 'saved' policies of the East Herts Local Plan Second Review April 2007); the National Planning Policy Framework and in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015. The balance of the considerations having regard to those policies and the very special circumstances evident in this case is that permission should be granted.

326 3/15/1546/HH – SINGLE STOREY REAR EXTENSION, TWO STOREY SIDE EXTENSION AND INSERTION OF 3NO ROOFLIGHTS TO FRONT ELEVATION AT 4 YEW TREE COTTAGES, ERMINE STREET, COLLIERS END, SG11 1EQ FOR MR M JAMES

The Director of Neighbourhood Services recommended that in respect of application 3/15/1546/HH, planning permission be granted subject to the conditions detailed in the report now submitted.

The Director advised that Standon Parish Council had commented that there was a right of access for 3 Yew Tree Cottage through the rear garden of the application site to the highway. Members should be aware that any right of access was a private matter which was not relevant to this planning application. It did appear, however, that the right of way for pedestrians would be retained.

Members were advised that the previous extensions could not be considered as limited but they were of an appropriate scale in relation to the surrounding area. The concerns expressed regarding a loss of car parking were irrelevant as this was informal in nature in that there was no dropped kerb and the parking arrangements were far from ideal in highways terms.

Councillor J Cartwright reiterated the concerns of Standon Parish Council. He referred to the fact that the proposed development was for a 70% increase in floor area and this was considered by Officers to be contrary to policies ENV3 and GBC5 of the East Herts Local Plan Second Review April 2007. He also referred to cars parked on the road being a particular challenge for those who used this route each day.

The Director responded to a number of Members' queries regarding the right of way and the reasons why this application had been reported to Committee. Members were reminded to consider the application purely on its

planning merits. The Director reminded Councillor K Warnell that the roof lights element of the application could be implemented at any time under the permitted development regulations.

Councillor J Cartwright proposed and Councillor M Casey seconded, a motion that application 3/15/1546/HH be refused on the grounds that the application was contrary to policies GBC3 and ENV5 of the East Herts Local Plan Second Review April 2007.

After being put to the meeting and a vote taken, this motion was declared LOST. 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 3/15/1546/HH, planning permission be granted subject to the conditions detailed in the report now submitted.

327 (A) 3/15/1267/HH AND (B) 3/15/1268/LBC – EXTENSION TO GATE HOUSE AT FRONT LODGE, MOOR PLACE, HIGH STREET, MUCH HADHAM, SG10 6BS FOR FOXLEY BUILDERS LTD

The Director of Neighbourhood Services recommended that in respect of applications 3/15/1267/HH and 3/15/1268/LBC, planning permission and listed building consent be granted subject to the conditions detailed in the report now submitted.

The Director advised that the application was contrary to policy and there had been objections from third parties. He summarised the application in that the proposed development would result in the property being disproportionately larger than the original dwelling.

The Director stated that Officers had not identified any specific harm in design terms, parking or the impact of the

scheme on the immediate neighbouring dwellings.

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

RESOLVED – that in respect of applications 3/15/1267/HH and 3/15/1268/LBC, planning permission and listed building consent be granted subject to the conditions detailed in the report now submitted.

328 E/14/0382/A – UNAUTHORISED INSTALLATION OF EXTRACTOR FLUE WITHIN A CONSERVATION AREA AT CAFÉ MASALA, 10 LONDON ROAD, BISHOP'S STORTFORD, CM23 5ND

The Director of Neighbourhood Services recommended that in respect of the site relating to E/14/0382/A, enforcement action be authorised on the basis now detailed.

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/14/0382/A on the basis now detailed.

RESOLVED – that in respect of E/14/0382/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.

329 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.

330 BISHOP'S STORTFORD COLLEGE – TEMPORARY BOARDING ACCOMMODATION

The Head of Planning and Building Control submitted a report inviting the Committee to consider whether it wished to give Officers delegated authority to determine proposals for temporary replacement boarding facilities at the Bishop’s Stortford College site following the recent loss of some of the existing boarding facilities due to fire.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Head of Planning and Building Control 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 the Members of the Council representing the Bishop’s Stortford Silverleys ward, to determine any proposals submitted by the Bishop’s Stortford College which comprise the provision of temporary boarding accommodation following the recent fire at the College site.

The meeting closed at 9.26 pm

Chairman
Date

MINUTES OF A MEETING OF THE
HUMAN RESOURCES COMMITTEE HELD
IN THE COUNCIL CHAMBER,
WALLFIELDS, HERTFORD ON
WEDNESDAY 21 OCTOBER 2015, AT 3.00
PM

PRESENT: Councillor C Woodward (Chairman)
Councillors S Bull, I Devonshire, J Goodeve,
P Ruffles and M Stevenson.

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Vicki David	- Human Resources Officer
Emma Freeman	- Head of Human Resources and Organisational Development

331 APOLOGY

An apology for absence was submitted from Councillor S Cousins.

332 MINUTES

RESOLVED – that the Minutes of the meeting held on 8 July 2015 be confirmed as a correct record and signed by the Chairman.

333 POLICY DEVELOPMENT PLAN 2015/16

The Head of Human Resources and Organisational Development submitted a report updating the Policy Development Plan 2015/16 which had been amended to remove duplicated information about the Managing Violence

and Aggression in the Workplace Policy currently available under Health and Safety policies.

The Head explained that the report also set out policies which HR were currently updating and those currently circulating as part of the consultation process. She explained that, where there were changes in legislation or best practice, policies would be submitted for Members' consideration rather than wait until the next normal review.

The Committee approved the report.

RESOLVED – that (A) the Policy Development Plan 2015/16 be approved; and

(B) the Managing Violence and Aggression in the Workforce Policy be deleted.

334 HUMAN RESOURCES MANAGEMENT STATISTICS -
QUARTERLY REPORT

The Head of Human Resources (HR) and Organisational Development submitted a report setting out Human Resource information for the period 1 July 2015 to 17 September 2015.

The HR Officer provided a summary of the key points. The Head stated that staff turnover was 6.29% in the first six months of 2015/16 and that projected turnover for 2014/15 was 12.59% against a target of 10%. She stated that this was unusual and was being investigated by HR. The number of voluntary leavers was 5.2% against a target of 10%.

The HR Officer explained that short term sickness per full time equivalent (FTE) was currently 0.23 days against a target of 4.5 days and that current long term sickness overall was 0.12 days. The current projected long term sickness absence per FTE was 1.44 days against a target of 2 days. Of particular note was the fact that the Personal Development review (PDR) completion statistic was now 96.52%.

Updates were provided in relation to work related accidents,

learning and development, performance management and equalities monitoring Indicators. A summary was provided of polices currently under review.

In response to a number of comments and queries from Members, the Head of HR and Organisational Development explained that vacancies were initially advertised internally and then after two weeks these were externally advertised. The Head explained that the Council normally experienced a lot of internal movement and that on occasion, posts were advertised simultaneously. She referred to the rolling programme of vacancies advertised in relation to Revenues and Benefits posts.

The HR Officer provided a breakdown by Directorate, of the current 37 vacancies. Regarding service areas where there might be issues of concern, the Head explained that any issues would be addressed via the PDR process. She explained that the Council was sitting below its usual targets at the moment but that this position would change as winter approached.

In respect of preventative measures such as flu jabs, the Head explained that the costs of this were being discussed with Occupational Health.

Regarding internal re-organisations, the Head stated that some managers were currently looking at their services areas but this did not include redundancies. She reminded Members a new Chief Executive would be starting on 26 October 2015.

The Committee Chairman was pleased to see the improvement in the PDS statistics. The HR Officer explained that Planning and Building Control PDR completion was now at 86%.

The Committee Chairman suggested that the recommendation be amended by the insertion of the word "report". This was supported.

The Committee approved the report, as now detailed.

RESOLVED – that the Human Resources Quarterly Management Statistics report, as now submitted, be approved.

335 PERFORMANCE DEVELOPMENT REVIEWS - REVIEW
2015 STAGE 1

The Head of Human Resources and Organisational Development submitted a report following consultation on the Personal Development Review (PDR) scheme as a result of issues raised in the Staff Survey, July 2015 and the Here to Help Staff Forum in February 2015. A summary of the comments raised and consultation feedback was detailed in the report.

The Head explained that the report not only looked at the ongoing work around PDRs, but also reviewed the work around Here to Help, performance issues and suggestions.

The Committee Chairman complimented the Head and her team for their ongoing work in raising the profile of PDRs and the improved completion rates which had resulted.

The Head of HR and Organisational Development provided a summary of the key comments and issues raised referring Members to the report for more in depth comments raised by staff. She explained that Managers did not see any value in bringing back a competency framework but that Members were asked to agree a number of recommendations which were set out in paragraph 4 of the report submitted. These were supported.

The Committee Chairman welcomed a streamlined approach to PDRs. He referred to the comment by UNISON that Managers used PDRs as a means of bullying/intimidation. The Head of HR and Organisational Development stated that UNISON had said that staff had been told that managers were not allowed to use “Exceptional” in the PDR process. She refuted this and stated that anyone could achieve

“Exceptional” and that the question was more about supporting managers, adding that the issue of bullying and intimidation was taken very seriously.

Councillor S Bull raised the issue of bullying and potential personality clashes with a manager and HR’s role in the process. The Head of HR and Organisational Development gave assurances in terms of mediation and support to both, whether this was provided internally or externally.

In response to a query from Councillor M Stevenson regarding HR intervention when external assistance had been asked for, the Head of HR and Organisational Development stated that if invited to intervene and sit in on meetings, they would.

The Committee noted the report and approved the recommendations referred to in paragraph 4 of the report now submitted.

RESOLVED – that (A) the progress of the Performance Development Review process stage 1, be noted; and

(B) the recommendations in paragraph 4 of the report now submitted, be approved.

336 REVIEW OF RECRUITMENT PROCESS

The Head of Human Resources and Organisational Development submitted a report setting out the findings following a review of the Council’s recruitment process in June 2015. The HR Officer provided a summary of the report and how the Council could improve its current recruitment process to attract the right candidates and promote East Herts as a great place to work.

The Committee Chairman thanked the HR Officer for a detailed and very thorough report.

Councillor P Ruffles commented that selling the Council as a place to work needed a different approach adding that it must be a “dream” job in terms of terrain when compared with other

Councils. He referred to hard to fill roles, and the Council's approach. The HR Officer explained that some jobs, e.g. in planning and building control were hard to fill because there was a shortage of skills. Revenues and Benefits was another example. In the latter situation, the Council adopted a rolling advertising campaign to attract candidates. The Head of HR and Organisational Development explained that it was about demand and supply. She explained that at one stage East Herts was at the forefront in relation to working from home, but that many Councils now offered this arrangement.

In response to a query from Councillor M Stevenson, the Head explained that, up until recently, staff turnover had been low, but that this had increased in the last six months owing to a number of retirements. She explained that HR would be reviewing career grades and working jointly with EELGA around planning. The Head referred to the Council's Graduate Training Scheme and how this might be further expanded to encourage younger people to join the Council and the introduction of career paths.

The Committee approved the report.

RESOLVED – that the recommendations in paragraph 2 of the report, as now submitted, be approved; and

(B) the Action Plan be agreed.

337 HERE TO HELP - PROGRESS REPORT OCTOBER 2015

The Head of Human Resources and Organisational Development submitted a report providing an update on the progress made to date on the activities implemented following the second set of workshops in June 2014. She summarised the key activities between October 2014 and July 2015.

The Head stated that as a result of the workshops completed in 2014, 130 improvement ideas had been suggested, split between corporate level actions, service level and local ideas, with Heads of Service being given responsibility for different projects and how they fitted in relation to business and

organisational development.

In response to various Members' comments and queries, the Head stated that Team Update was available online and that staff also received a weekly newsletter "Connect".

She explained that in addition to internal surveys, the Council undertook residents' surveys.

Regarding forums, the Head explained that the Forums were staffed by volunteers and that no senior management attended the Forums.

The Committee noted the report.

RESOLVED – that the Here to Help October 2015 update be noted.

338 INVESTORS IN PEOPLE (IIP) ASSESSMENT - SILVER STANDARD ACTION PLAN

The Head of Human Resources and Organisational Development submitted a report outlining an action plan aimed at supporting the Council in achieving the Investors in People Silver Standard in 2016/17, following its successful award of the Bronze Standard in June 2015.

The Head commented that she was very pleased at the Council's success and that it had been measured against 91 evidence requirements. She referred to the 115 evidence requirements to achieve the Silver Standard and that the evaluation had to take place within a 12 month period. How this would be achieved was set out in the Action Plan within the report now submitted.

Members supported the approach as detailed within the Action Plan.

The Committee agreed that the Investors In People (IIP) Action Plan be approved.

RESOLVED – that the Investors in People Action Plan be approved.

339 EQUALITIES AND DIVERSITY ANNUAL REPORT 2014/15

The Head of Human Resources (HR) and Organisational Development submitted a report updating the Council's data held in relation to equalities and diversity. The HR Officer provided a summary of the report referring Members to the recommendations in paragraph 2.2 of the report.

The Committee Chairman queried the disproportionate percentage of Black and Minority Ethnic (BME) applicants who had been unsuccessful at the appointment stage and asked that this be investigated further. This was supported.

The Committee supported a suggestion by Councillor P Ruffles that Members be provided with feedback on all of the recommendations listed as bullet points with the report as now submitted.

The Head of HR and Organisational Development assured Members that HR constantly looked for emerging patterns so that potential problems could be addressed to provide a joined up and corporate approach to HR issues. Councillor J Goodeve suggested that a lack of interest in local government might be as a result of the costs of local housing. The Head explained that statistics showed that many people in the District commuted to London and could earn more money. She referred to the high percentage of part-time female staff who tried to juggle family and a work life balance.

The Committee Chairman referred to the use of apprenticeships and encouraging the Council's contractors to make use of this workforce. The Head suggested that it was about making the Council more attractive and improving promotion on how the Council did things.

Councillor I Devonshire suggested that more work be done on encouraging graduates within planning and building control. The Head of HR and Organisational Development explained

that the planning service used to have a lot of career graded roles and that HR needed to speak with the Head of Planning and Building Control about this.

RESOLVED – that (A) the Equality and Diversity Annual report 2014/15 be noted; and

(B) the recommendations as now detailed in paragraph 2.2 of the report submitted, be approved and the outcome reported back to Members.

340 LOCAL JOINT PANEL - MINUTES OF THE MEETING:

RESOLVED – that the Minutes of the Local Joint Panel meeting held on 30 September 2015 be received.

(See also Minutes 341 – 343)

341 ORGANISATIONAL DEVELOPMENT STRATEGY 2015-2019

The Committee considered and approved the recommendation of the Local Joint Panel meeting held on 30 September 2015, on a revised Organisational Development Strategy 2015 – 2019.

RESOLVED – that the Organisational Development Strategy 2015 – 2019 as now submitted, be approved.

(See also Minute 340)

342 PROFESSIONAL CAREER VOCATIONAL STUDY POLICY

The Committee considered and approved the recommendation of the Local Joint Panel meeting held on 30 September 2015, on a Professional Career Vocational Study Policy.

RESOLVED – that the Professional Career Vocational Study Policy, as now submitted, be approved.

(See also Minute 340)

343 SMOKE FREE WORKPLACE POLICY

The Committee considered and approved the recommendation of the Local Joint Panel meeting held on 30 September 2015, on a Professional Career Vocational Study Policy, subject to the amendment of paragraphs 4.3 (number of smoke breaks) and 5.2 (recording of smoke breaks) of the Policy, as now submitted.

RESOLVED – that the Professional Career Vocational Study Policy, as now amended, be approved.

(See also Minute 340)

The meeting closed at 4.25 pm

Chairman
Date