

Public Document Pack

EAST HERTFORDSHIRE DISTRICT COUNCIL

NOTICE IS HEREBY GIVEN that a meeting of East Hertfordshire District Council will be held in the Council Chamber, Wallfields, Hertford on Tuesday 5th March, 2019 at 7.00 pm, for the purpose of transacting the business set out in the Agenda below, and you are hereby summoned to attend.

Dated: 22 February 2019

Alison Stuart
Head of Legal and
Democratic Services

Note: Prayers will be said before the meeting commences. Those Members who do not wish to participate will be invited to enter the Chamber at their conclusion

AGENDA

1. Policing Review of East Herts - Presentation

There will be a presentation commencing at 6:15 by Mr David Lloyd and Chief Inspector Orton.

2. Chairman's Announcements

To receive any announcements.

3. Apologies for Absence

To receive any Members' apologies for absence.

4. Minutes - 19 December 2018 (Pages 9 - 36)

To approve as a correct record and authorise the Chairman to sign the Minutes of the Council meeting held on 19 December 2018

5. Declarations of Interest

To receive any Members' declarations of interest.

6. Petitions (Pages 37 - 38)

To receive the attached petition.

7. Public Questions

To receive any public questions.

8. Members' questions (Pages 39 - 40)

To receive any Members' questions.

9. Council Tax 2019-20 Formal Resolution – *To follow*

To consider a report of the Executive Member for Finance and Support Services

Note – In respect of this matter, the provisions of The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014 require that a recorded vote is taken on the matter

10. Executive Reports - 12 February 2019 (Pages 41 - 148)

To receive a report from the Leader of the Council and to consider recommendations on the matters below:

- (A) Hertfordshire County Council: Hertfordshire Infrastructure and Funding Prospectus 2018 - 23
- (B) Land West of Hertford (North of Welwyn Road) Master Planning Framework
- (C) Local Development Scheme (LDS) March 2019
- (D) The East Herts Homelessness and Rough Sleeping Review and Strategy 2019 - 24

11. Executive Reports - 26 February 2019: *To follow*

To receive a report from the Leader of the Council and to consider recommendations on the matters below:

- (A) Retail Frontages Design and Signage Supplementary Planning Document
- (B) Land West of Hertford (South of Welwyn Road/West of Thieves Lane) Masterplanning Framework
- (C) Harlow and Gilston Garden Town Transport Strategy
- (D) Disposal of Leasehold land and buildings -Meade House, High Street, Ware
- (E) Old River Lane, Bishop's Stortford - Approval of a Preferred Developer

12. Old River Lane - Allocation of capital and revenue to fund the Arts Centre in the Council's Capital and Revenue Programme in the Medium Term Financial Plan from 2022 onwards

To follow

13. Human Resources Committee: Minutes - 3 October 2018 (Pages 149 - 158)

Chairman: Councillor P Boylan

14. Overview and Scrutiny Committee: Minutes - 6 November and 18 December 2018 (Pages 159 - 180)

Chairman: Councillor M Allen

15. Performance, Audit and Governance Scrutiny Committee: Minutes - 20 November 2018 (Pages 181 - 184)

Chairman: Councillor M Pope

16. Development Management Committee: Minutes - 5 December 2018 and 16 January 2019 (Pages 185 - 210)

Chairman: Councillor T Page

17. Human Resources Report - 9 January 2019 (Pages 211 - 216)

To receive a report of the Human Resources Committee Chairman and to consider the recommendation on the matter below:

(A) Revision to the Local Joint Panel's Constitution

18. Licensing Committee: Minutes - 14 November 2018 (Pages 217 - 226)

Chairman: Councillor D Andrews

19. Licensing Committee Report - 6 February 2019 (Pages 227 - 230)

To receive a report of the Licensing Committee Chairman and to consider a recommendation on the matter below.

(A) Taxi Vehicle: Age and Emissions Policy

20. Appointment of Chief Executive (Pages 231 - 242)

21. Exclusion of the Press and Public

To move that under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the discussion of items 11D and 11E on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the said Act of the following description:

22. Motions on Notice

To receive Motions on Notice.

DISCLOSABLE PECUNIARY INTERESTS

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
 - must not participate in any discussion of the matter at the meeting;
 - must not participate in any vote taken on the matter at the meeting;
 - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
 - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
 - must leave the room while any discussion or voting takes place.
2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.
3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.
4. It is a criminal offence to:
 - fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
 - fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
 - participate in any discussion or vote on a matter in which a Member has a DPI;
 - knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

(Note: The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.)

Public Attendance

East Herts Council welcomes public attendance at its meetings and will provide a reasonable number of agendas for viewing at the meeting. Please note that there is seating for 27 members of the public and space for a further 30 standing in the Council Chamber on a “first come first served” basis. When the Council anticipates a large attendance, an additional 30 members of the public can be accommodated in Room 27 (standing room only), again on a “first come, first served” basis, to view the meeting via webcast.

If you think a meeting you plan to attend could be very busy, you can check if the extra space will be available by emailing democraticservices@eastherts.gov.uk or calling the Council on 01279 655261 and asking to speak to Democratic Services.

Audio/Visual Recording of meetings

Everyone is welcome to record meetings of the Council and its Committees using whatever, non-disruptive, methods you think are suitable, which may include social media of any kind, such as tweeting, blogging or Facebook. However, oral reporting or commentary is prohibited. If you have any questions about this please contact Democratic Services (members of the press should contact the Press Office). Please note that the Chairman of the meeting has the discretion to halt any recording for a number of reasons, including disruption caused by the filming or the nature of the business being conducted. Anyone filming a meeting should focus only on those actively participating and be sensitive to the rights of minors, vulnerable adults and those members of the public who have not consented to being filmed.

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MINUTES OF A MEETING OF THE
COUNCIL HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
WEDNESDAY 19 DECEMBER 2018, AT 7.00
PM

PRESENT: Councillor K Warnell (Chairman).
Councillors D Abbott, A Alder, M Allen,
P Ballam, S Bell, P Boylan, E Buckmaster,
Mrs R Cheswright, K Crofton, S Cousins,
G Cutting, B Deering, I Devonshire,
H Drake, J Goodeve, R Henson, G Jones,
J Jones, J Kaye, G McAndrew, M McMullen,
D Oldridge, T Page, M Pope, L Radford,
S Reed, P Ruffles, S Rutland-Barsby,
R Standley, M Stevenson, T Stowe,
N Symonds, J Taylor, G Williamson,
C Woodward and J Wyllie.

OFFICERS IN ATTENDANCE:

Simon Aley	- Interim Legal Services Manager
Lorraine Blackburn	- Democratic Services Officer
Isabel Brittain	- Head of Strategic Finance and Property
Lorraine Kirk	- Senior Communications Officer
Peter Mannings	- Democratic Services Officer
Anjeza Saliaj	- Project Manager
Helen Standen	- Deputy Chief

	Executive
Kevin Steptoe	- Head of Planning and Building Control Services
Alison Street	- Finance Business Partner
Liz Watts	- Chief Executive

311 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed the press and public to the meeting and also welcomed the Alderman sitting in the public gallery.

The Chairman welcomed Mr Tom Gardner OBE and his wife Eleanor to the meeting and presented Mr Gardner with a certificate to celebrate his recent OBE. Mr Gardner thanked the Chairman and paid tribute to community volunteers as well as his colleagues in the UK and overseas.

The Chairman wished everyone present a very Happy Christmas and a peaceful and happy 2019. The Chairman explained that the wearing of Christmas jumpers this evening was to raise money for the Hertfordshire and Essex Air Ambulance.

The Chairman stated that he had attended 30 events since Council on 17 October and summarised the highlights.

312 APOLOGIES FOR ABSENCE

Apologies for absence had been submitted on behalf of Councillors D Andrews, R Brunton, M Casey, L Haysey, Mrs D Hollebon and P Moore.

313 MINUTES - 17 AND 23 OCTOBER 2018

Councillor G Jones moved, and Councillor G Williamson seconded a motion that the Minutes of the meetings held on 17 and 23 October 2018, be approved as a correct record and signed by the Chairman.

After being put to the meeting, and a vote taken, this motion was declared CARRIED.

RESOLVED – that the Minutes of the meetings held on 17 and 23 October 2018, be approved as a correct record and signed by the Chairman.

314 EXECUTIVE REPORT - 23 OCTOBER 2018

RESOLVED – that the Minutes of the Executive meeting held on 23 October 2018 be received.

(see also Minutes 315 – 317)

315 COMMUNITY TRANSPORT STRATEGY

Council considered the recommendations of the Executive in respect of the Community Transport Strategy.

Councillor G Jones moved, and Councillor Suzanne Rutland-Barsby seconded, a motion that the recommendations now detailed, be approved. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

Council approved the proposals now detailed.

RESOLVED – that the draft Community Transport Strategy 2018-2021, as now submitted at Essential Reference Paper B, be approved.

(see also Minute 314)

316 MEAD LANE AREA MASTERPLANNING FRAMEWORK

Council considered the recommendations of the Executive in respect of the Mead Lane Area Master planning Framework.

Councillor G Jones moved, and Councillor Suzanne Rutland-Barsby seconded, a motion that the recommendations now detailed, be approved. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

Council approved the proposals now detailed.

RESOLVED – that the Masterplan Framework for the strategic allocation, Mead Lane Area, as detailed at Essential Reference Paper 'C', be agreed as a material consideration for Development Management purposes.

(see also Minute 314)

317 EAST END GREEN CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

Council considered the recommendations of the

Executive in respect of the East End Green Conservation Area Appraisal and Management Plan.

Councillor G Jones moved, and Councillor N Symonds seconded, a motion that the recommendations now detailed, be approved. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

Council approved the proposals now detailed.

RESOLVED – that (A) the responses to the public consultation, the Officer responses and proposed changes to the East End Green Conservation Area Character Appraisal and Management Proposals and Alternatives 1 and 2 described in the report submitted, be noted;

(B) authority be delegated to the Head of Planning and Building Control, in consultation with the Executive Member for Development Management and Council Support, to make any further minor and consequential changes to the document which may be necessary;

(C) the East End Green Conservation Area Character Appraisal and Management Proposals, as set out in Essential Reference Paper D, be approved; and

(D) a full survey of trees in any area excluded from the Conservation Area be undertaken to determine the need for any tree preservation orders.

(see also Minute 314)

318 EXECUTIVE REPORT - 11 DECEMBER 2018

RESOLVED – that the Minutes of the Executive meeting held on 11 December 2018 be received.

(see also Minutes 319 – 323)

319 BUDGET REPORT AND SERVICE PLANS 2019/20 - 2022/23

The Executive Member for Finance and Support Services submitted a report that updated and set out proposals and recommendations in respect of:

- The Medium Term Financial Plan 2019/20 – 2022/23
- The 2019/20 to 2022/23 Capital Programme
- The 2019/20 Schedule of Charges

The Executive Member stated that the papers represented a comprehensive report into all aspects of the budget for the next financial year and the Medium Term Financial Plan until 2023. The report also covered revenue budgeting, the schedule for fees and charges, council tax, the capital programme and the use of reserves.

Council was advised that the report also covered service plans for the year ahead and these were derived from the corporate strategic plan around which the budget had been shaped. The Executive Member referred to and summarised the key elements that shaped the core spending power of the Authority. He stated that the 4th year of the government settlement had not resulted in any surprises for the

Council.

The Executive Member referred to the possibility of 100% retention of business rates at a later date. The current rate was 70% and Members were reminded that the Council had no control over the setting of business rates. The 11 Hertfordshire Authorities had been successful in applying to pool business rates although the increase in income was expected to be modest for East Herts.

The Executive Member referred to the government's 'fair funding review' and an evaluation of each Authorities' resources and its ability to raise Council Tax. The budget had been designed to be as immune from external influences as was possible. The budget was therefore reliant on sources of income the Authority could generate and control for itself.

The Executive Member reassured Members that the net cost of services would remain unchanged and there would no reduction in frontline services. All Heads of Service would however have a set cash budget and they would be expected to manage their finances within those set limits. Members were advised that the Authority had started to explore commercial opportunities in the same way as a number of other local Authorities in recent times. The Executive Member referred to the work of the Financial Sustainability working group in this respect.

Council was reminded that Council Tax had been reduced or maintained for a number of years for residents. The Government had advised local authorities to be financially more self-sufficient and

subsequently the proposal for the 19/20 budget was that Council Tax should be raised by the maximum allowable without a referendum and this would equate to £5 for a band D property. Similar increases had been factored into the lifespan of the Medium Term Financial Plan.

The Executive Member referred to fees and charges as another significant source of income for the Authority. A general increase of 2.5% had been factored into the budget although this would not apply to car parking charges. This was a smaller increase than last year and was generally in line with inflation.

The Executive Member commented that good management of reserves was of vital importance. He highlighted the importance of a regular review of reserves to ensure that service standards were maintained and to facilitate continued investment in the District. Members were reminded that reserves were there to protect the Council against the unexpected and also to fund specific projects, tasks or other known commitments.

The Executive Member concluded by referring to the capital programme for 2019/20 of around £41 million pounds. He referred in particular to Hertford Theatre, the leisure sites and Old River Lane. He thanked Officers for their ongoing support in formulating the budget report and developing solid and robust services plans going forward. He commended the budget to the Council for approval.

Councillor G Williamson moved and Councillor J Goodeve seconded, a motion that the

recommendations now detailed, be approved.

In accordance with the provisions of The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2014, a recorded vote was taken on the budget proposals now detailed, the result being:

FOR

Councillors D Abbott, A Alder, M Allen,
P Ballam, S Bell, P Boylan, E Buckmaster,
Mrs R Cheswright, S Cousins, K Crofton,
G Cutting, B Deering, I Devonshire, H Drake,
J Goodeve, R Henson, G Jones, J Jones,
J Kaye, G McAndrew, M McMullen,
D Oldridge, T Page, M Pope, L Radford,
S Reed, P Ruffles, S Rutland-Barsby,
M Stevenson, T Stowe, N Symonds,
K Warnell, G Williamson, C Woodward, J Wyllie.

AGAINST

None

ABSTENTIONS

Councillors R Standley and J Taylor.

For: 35

Against: 0

Abstentions: 2

Council approved the recommendations as now detailed.

RESOLVED – (A) the draft service plans for 2019/20 be adopted;

(B) the East Herts share of Council Tax for a band D at £169.09 be approved;

(C) the updated position on the Medium Term Financial Plan and Budget for 2019/20 including the budget pressures and risks be approved;

(D) the new savings in 2019/20 as shown in table 9 be approved;

(E) implementation of the Capital Programme as set out in Essential Reference Paper 'C' be approved;

(F) the schedule of charges set out in Essential Reference Paper 'D' with an overall increase of 2.5% for 2019/20, be approved; and

(G) authority to approve the final schedule of taxi fees and charges for 2019/20, as in Essential Reference Paper 'D', following the required consultation with the taxi trade, be delegated to the Head of Strategic Finance and Property acting in consultation with the Chairman of the Licensing Committee.

(see also Minute 318)

320 EAST HERTS HEALTH AND WELLBEING STRATEGY 2019-2023

The Executive Member for Health and Wellbeing submitted a report that presented the proposed Health and Wellbeing Strategy covering the period 2019 to 2023 including the proposed new Physical

Activity Strategy.

The Executive Member advised that this report and strategy reflected the excellent work undertaken over the last 4 years and the ongoing ambition of improving the health of residents. Members were advised that the strategy articulated the Council's role in the health system and the linkages between the NHS and public health as well as the ambition to tackle inactivity, obesity and loneliness.

The strategy also highlighted the important community wellbeing role being carried out by Officers and Members in engaging directly with communities in East Herts. The Executive Member drew attention to the work of the community wellbeing champions on the community wellbeing forum. He commended the recommendations to Members and drew attention to a number of important environmental initiatives in respect of health and wellbeing such as walking and cycling. Council considered the recommendations detailed in the report submitted.

Councillor E Buckmaster moved, and Councillor A Alder seconded, a motion that the recommendations now detailed, be approved. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

Council approved the proposals now detailed.

RESOLVED – that Council approves the revised Health and Wellbeing Strategy 2019 – 2023, incorporating the new Physical Activity Strategy.

(see also Minute 318)

321 HARLOW AND GILSTON GARDEN TOWN VISION AND DESIGN CHARTER

The Deputy Leader and Executive Member for Economic Development stated that work had been ongoing for 2 years on this vision and design charter for Harlow and Gilston Garden Town in collaboration with Epping Forrest, Harlow Council and Essex and Hertfordshire County Councils.

Members were advised that approximately £2 million had already been secured from the government to support the delivery of the garden town. The Deputy Leader explained that this report represented an important part of that delivery process. The vision document set out how new growth would be adaptable, healthy, sustainable and innovative whilst adopting the garden town principles which were at the heart of good place making.

Members were advised that the design guide was intended to help those involved in the delivery of the garden town. The guide provided a framework for Members, Officers and developers for the delivery of the principles contained in the Harlow and Gilston Garden town vision and design charter.

The Deputy Leader concluded that both documents had been created in collaboration with partners and the vision had been subjected to extensive public consultation. The documents had also been examined by the Harlow and Gilston Garden Town quality review panel. The Panel was comprised of highly respected practitioners who had provided impartial and objective

advice to the garden town.

The Council's own Gilston Steering Group had also submitted extensive comments on the vision and these comments had been fully considered when the final document had been crafted. Councillor R Brunton, as the local ward Member, had also made extensive comments. Council considered the recommendations of the Executive in respect of the Harlow and Gilston Garden Town Vision and Design Charter.

Councillor G Jones moved, and Councillor M Allen seconded, a motion that the recommendations now detailed, be approved. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

Council approved the proposals now detailed.

RESOLVED – that (A) the Harlow and Gilston Garden Town Vision, as set out in Essential Reference Paper 'B' to this report, and its supporting Design Guide, as set out in Essential Reference Paper 'C', to this report, be agreed as material planning considerations for the preparation of masterplans, the preparation of the Gilston Area Charter, pre-application advice, assessing planning applications and any other development management purposes;

(B) the Head of Planning and Building Control, in consultation with the Leader of the Council, be authorised to agree any minor amendments following consideration of the Vision and Design Guide documents by the Garden Town local

planning authorities; and

(C) the final Vision and Design Guide documents be taken to the Garden Town Member Board on the 4 February 2019 for endorsement.

(see also Minute 318)

322 DRAFT AFFORDABLE HOUSING SUPPLEMENTARY
PLANNING DOCUMENT

Council considered the recommendations of the Draft Affordable Housing Supplementary Planning Document.

Councillor G Jones moved, and Councillor J Goodeve seconded, a motion that the recommendations now detailed, be approved. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

Council approved the proposals now detailed.

RESOLVED – that (A) in accordance with the Environmental Assessment of Plans and Programmes Regulations 2004, to determine that a Strategic Environmental Assessment of the emerging Affordable Housing Supplementary Planning Document (SPD) is not required as it is unlikely to have significant environmental effects; and

(B) the draft Affordable Housing Supplementary Planning Document (SPD), as set out in Essential Reference Paper 'B', be agreed

and published for a six-week period of public consultation.

(see also Minute 318)

323 OLD RIVER LANE

The Executive Member for Finance and Support Services submitted a report updating Council with respect to Old River Lane and Northgate End Development Sites in Bishop's Stortford.

The Executive Member stated that he was pleased to advise that good progress had been made since Council in July by the Old River Lane Delivery Board with respect to both Old River Lane and Northgate End.

With respect to Old River Lane, the Executive Member stated that, following a comprehensive procurement process, final bids would be submitted to the Council on 28 January 2019. The preferred developer would be selected in February and proposed to Council in March 2019.

The draft heads of terms for the Old River Lane development formed part of the procurement process and this document was set out within Essential Reference Paper "C". The final document would form part of the final bid submissions to the Council.

Members were advised that plans for the Northgate End development had also been moving forward.

The Executive Member confirmed that the indicative net cost of the Northgate End development would be

£19.03 million and the business case and details of the funding were detailed in Essential Reference Paper “D”. Members were advised the necessary land acquisitions would be funded by the Local Enterprise Partnership funding. Land behind the site and land to the east was owned by Hertfordshire County Council and Bishop’s Stortford Town Council.

Council was advised that the procurement process was due to commence next month with a contractor appointed by April 2019. Members were reminded that no major works would commence until Council in March 2019 had approved proposals for the Old River Lane and also until the revised planning application had been approved and planning conditions discharged.

The Executive Member concluded by stating that the Arts Centre Steering Group had been moving forward regarding the design brief for the new facility as detailed in Essential Reference Paper “B”. The estimated cost of the centre based on the design brief was £28 million and the indicative breakdown of indicative funding sources was detailed within table 1 on pages 284 and 285 of the report submitted.

The Executive Member thanked the Joint Meeting of Scrutiny for their input in November. Council considered the recommendations in respect of Old River Lane and the Northgate End Development.

Councillor G Williamson moved, and Councillor M Pope seconded, a motion that the recommendations now detailed, be approved. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

Council approved the proposals now detailed.

RESOLVED – that (A) Council notes the update on:

- i. the competitive dialogue procurement process for Old River Lane
- ii. the latest brief, estimated budget and likely funding partners for the Arts and Entertainment Centre
- iii. the draft Heads of Terms for the Development Agreement

(B) Council approved the capital allocation of £19.03m for the Multi Storey Car Park and adjoining residential/commercial units at Northgate End (Exempt Essential Reference Paper “D”), known as the ‘Northgate End Developments’ and authorised construction of the development, subject to planning conditions and the conditions listed under recommendation (C) below being discharged;

(C) Council noted that the commencement of construction of the Northgate End Developments was conditional upon the following:

- i. planning permission
- ii. a preferred developer for the main ORL site being approved by Council on 5 March 2019.

(D) Council approved the purchase of land owned by Hertfordshire County Council and Bishop’s Stortford Town Council (as set out in 6.2 of this report), using LEP funding granted for this purpose.

(see also Minute 318)

324 LICENSING COMMITTEE REPORT - 14 NOVEMBER 2018

RESOLVED – that the Minutes of the Licensing Committee meeting held on 14 November 2018 be received.

(see also Minutes 325 – 326)

325 STATEMENT OF PRINCIPLES UNDER THE GAMBLING ACT 2005

Council considered the recommendations of the Statement of Principles under the Gambling Act 2005.

Councillor G Cutting moved, and Councillor S Rutland-Barsby seconded, a motion that the recommendations now detailed, be approved. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

Council approved the proposals now detailed.

RESOLVED – that the final wording of the Statement of Gambling Principles, as detailed at Essential Reference Paper “A” to this report, be agreed so that the revised statement can be republished in 2019.

(see also Minute 324)

326 NIGHT TIME ECONOMY POSITION STATEMENT

Council considered the recommendations of the Night Time Economy Position Statement.

Councillor G Cutting moved, and Councillor J Jones seconded, a motion that the recommendations now detailed, be approved. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

Council approved the proposals now detailed.

RESOLVED – that the final wording of the Night Time Economy Position Statement, as detailed at Essential Reference Paper “B” to this report, be approved as an addendum to the Council’s Statement of Licensing Policy.

(see also Minute 324)

327 MILLSTREAM 30 YEAR BUSINESS PLAN: 2019/20 ONWARDS

The Executive Member for Finance and Support Services and the Directors of Millstream Property Investments Limited submitted a report that presented Millstream’s Business Plan for the 30 year period commencing 2019/20.

The Executive Member reminded Members that Millstream Property Investments Limited had been formally established in April 2018. Members were also reminded that the only properties due to be transferred in this first year were those that the Council already owned. The Council as a shareholder was now looking ahead to next year in terms of how income from Millstream could contribute to the Councils revenue.

The Executive Member explained that the business plan had to be approved by Council. The business plan would require Council investment which must also be approved by Members.

Helen Standen, as a Director of Millstream Property Investments Limited, presented the 30 year business plan to Council for approval and reminded members that the business plan would normally be presented in February/March alongside the council's budget report, but since the budget was being presented in December this year, a decision had been made to do the same with the Millstream business plan.

Members were advised that the business plan had been prepared in line with requests and suggestions from both the elected Members who sit on the Shareholder Advisory Group and the Financial Sustainability Group as well as the Executive Member for Finance and Support Services and the Head of Strategic Finance and Property. The Directors of Millstream were grateful for the guidance provided by all.

The Director stated that the plan suggested a programme of acquisitions and developments for 2019/20 to 2022/23. This would see the property portfolio increase from the 3 properties on Old River Lane, Bishop's Stortford to 49 properties, overall.

The Director stated that she was pleased to advise that 9 of these dwellings would be affordable homes, with the remainder available to let at market rents. The business plan was detailed within exempt Essential

Reference Paper “B”.

The Directors believed that the 30 year business plan provided a robust and stress tested approach to delivering high quality homes in the district whilst at the same time, providing an income stream which had been included in the budget papers presented to Members earlier during the meeting.

The report sought approval of the business plan, as well as capital resources detailed in recommendation B. This would enable the company to acquire five properties on the open market in 2019/20 and also to facilitate the delivery of the Kingsmead Scheme referred to by the Executive Member for Finance and Support Services. The Director summarised the requirements of recommendations C and D, as now detailed.

Councillor G Williamson moved, and Councillor A Alder seconded, a motion that the recommendations now detailed, be approved.

Councillor K Crofton moved and Councillor S Reed seconded, a motion that pursuant to Section 100 (A) (4) of the Local Government Act 1972 as amended, the press and public be excluded during consideration of the business referred to in Minute 327 on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 7a of Part 1 of Schedule 12A of the said Act.

After being put to the meeting and a vote taken, this motion was declared CARRIED. Councillor K Crofton raised a number of concerns in respect of the

decisions Council was being asked to approve. He referred in particular, to the margins detailed in the report submitted and expressed concern at the timescales proposed for the acquisition of the 49 additional properties to the property portfolio of Millstream Property Investments Ltd. He believed that there were safer returns available in the commercial property market and felt that the matter should be reported back to Scrutiny.

The Executive Member for Finance and Support Services emphasised that, unlike commercial property investments, investment by the Council in residential properties could only be achieved by the setting up of a property investment company. He stressed that as the proposals were small scale, the risks were very controllable and that the residential stock would not rise to 49 dwellings straight away.

The Executive Member for Health and Wellbeing commented that Councillors M Casey, D Oldridge, J Goodeve and himself formed the Shareholder Advisory Group that had been supportive of the proposals in terms of flexibility.

The Director commented on the good practice of looking to the future and she emphasised that Millstream's investments were reliant on the Council approving funding, and that the Council therefore retained full control of the future direction of the company.

Councillor J Jones queried how the Members of the Shareholder Advisory Group had been appointed and queried whether Councillor K Crofton should be

included in this group given his expertise in commercial property. The Executive Member for Health and Wellbeing commented on how this group had been formed. He confirmed to Councillor J Jones that the Directors of Millstream Property Investments were Helen Standon (Director), Jonathan Geall (Head of Housing and Health) and Jess Khanom (Head of Operations).

Helen Standen, as a Director of Millstream Property Investments Limited, responded to a query from the Executive Member for Environment and the Public Realm by summarising the decisions taken by Council to date and detailed the governance arrangements for Millstream Property Investments Ltd. She stressed that Council would be making all the decisions relevant to Millstream. The Executive Member for Finance and Support Services reminded Members that the business plan would be reviewed annually.

Councillor K Crofton proposed and Councillor J Jones seconded, an amendment that the recommendations A to D, as detailed in the report submitted, be deferred for future consideration by a Joint Meeting of Scrutiny.

After being put to the meeting and a vote taken, this motion was declared LOST.

Councillor B Deering moved and Councillor D Abbot seconded, an amendment that the Millstream 30 Year Business Plan be subject to approval year on year by the Council. Following a request for a recorded vote by 5 or more Members, a recorded vote was taken on the Millstream 30 Year Business Plan 2019/20 onwards, subject to approval year on year by the Council. The

result was as follows:

FOR

Councillors D Abbott, A Alder, M Allen,
P Ballam, P Boylan, E Buckmaster,
G Cutting, B Deering, I Devonshire, H Drake,
J Goodeve, R Henson, G Jones, J Kaye,
G McAndrew, M McMullen, D Oldridge,
M Pope, L Radford, P Ruffles, S Rutland-Barsby,
M Stevenson, N Symonds, K Warnell, G Williamson,
J Wyllie.

AGAINST

Councillors S Bell, S Cousins, K Crofton,
J Jones, S Reed, R Standley, T Stowe, J Taylor.

ABSTENTIONS

Councillors Mrs R Cheswright, T Page and
C Woodward.

For: 26

Against: 8

Abstentions: 3

Council approved the recommendations as now
detailed.

RESOLVED – that (A) under Section 100(A)(4) of
the Local Government Act 1972, the press and
public be excluded from the meeting during the
discussion of Minute 327 on the grounds that it
involved the likely disclosure of exempt
information as defined in paragraph 7A of Part 1
of Schedule 12A of the said Act;

(B) Millstream Property Investment Ltd's 30 Year Business Plan, including the programme of acquisitions, development and disposals, be approved subject to approval year on year by the Council;

(C) up to:

- £4.20m be loaned to Millstream on commercial terms or as shareholder cash loans;
- £0.26m worth of shareholder asset-backed loans be made available to Millstream; and
- £0.35m of state aid compliant grants be provided to Millstream

to:

(a) enable the company to acquire five open market properties in 2019/20 and (b) fund the delivery of the Kingsmead scheme;

(D) subject to a year on year annual approval by the Council, the resources are still required, up to:

- £6.88m be allocated to cover commercial loans and shareholder cash loans to the Millstream; and
- £2.03m worth of shareholder asset-backed loans be made available to Millstream and

to:

(a) enable delivery of the remaining elements of the acquisitions and delivery programme from 2020/21 onwards as laid out in Millstream's 30 Year Business Plan, subject to approval year on

year review by the Council; and

(E) authority be delegated to the Head of Strategic Finance and Property to determine the balance of commercial and other loans relating the company's activity from inception, the terms of the loans and the conditions for grant payments to the company with due regard to state aid regulations.

328 CALCULATION OF COUNCIL TAX BASE 2019/20

The Executive Member for Finance and Support services submitted a report that recommended that Council approve the calculation of the Council Tax base for the whole District, and for each Parish and Town Council, for 2019/20.

Councillor G Williamson moved, and Councillor J Wyllie seconded, a motion that the recommendations now detailed, be approved. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

Council approved the proposals now detailed.

RESOLVED – that (A) the calculation of the Council's tax base for the whole district, and for the parish areas, as now submitted for 2019/20 be approved; and

(B) pursuant to the report and in accordance with the Local Authorities (Calculation of Tax Base) Regulations 2012, the amount calculated by East Hertfordshire District Council as its council tax base for the whole area for 2019/20

shall be 60721.9 and for the parish areas as listed in the report submitted for 2018/19.

329 PERFORMANCE, AUDIT AND GOVERNANCE SCRUTINY COMMITTEE: MINUTES - 4 SEPTEMBER 2018

RESOLVED – that the Minutes of the Performance, Audit and Governance Scrutiny Committee held on 4 September 2018, be received.

330 LICENSING COMMITTEE: MINUTES - 5 SEPTEMBER 2018

RESOLVED – that the Minutes of the Licensing Committee meeting held on 5 September 2018, be received.

331 DEVELOPMENT MANAGEMENT COMMITTEE: MINUTES - 12 SEPTEMBER, 10 OCTOBER AND 7 NOVEMBER 2018

RESOLVED – that the Minutes of the Development Management Committee meetings held on 12 September, 10 October and 7 November 2018, be received.

332 OVERVIEW AND SCRUTINY COMMITTEE: MINUTES - 18 SEPTEMBER 2018

RESOLVED – that the Minutes of the Licensing Committee meeting held on 14 March 2018, be received.

The meeting closed at 8.49 pm

Chairman

Date

EAST HERTS COUNCIL

COUNCIL – 5 MARCH 2019

(A) PETITION – ANSTEY PCC CONSERVATION APPEAL

A petition on behalf of Mr Jewitt has been submitted, regarding the Anstey PCC Conservation Appeal. Signatures have been collected via an online petition hosted on the Council's website and also via separate written petition. The petition is ongoing and the total number of signatures will be reported at the meeting. The petition reads:

We the undersigned petition the Council to Read, understand and support the views of Anstey PCC on the issue of conserving Anstey for the future.

It is the expressed will of the villagers as represented by their elected PCC representatives and therefore should be accepted by the Council.

Ward: Braughing

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.

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COUNCIL – 5 MARCH 2019

MEMBERS' QUESTIONS

Question 1

Councillor P Ruffles to ask the Executive Member for Housing:

As portfolio holder for Housing in the East Herts District, does Councillor Jan Goodeve have proposals to seek to maximise the use of properties in our town centres for residential purposes, and to support policies to protect the green belt and countryside areas beyond the green belt? Specifically, in my Ward of Bengoe, is she taking measures to secure the reuse of residential accommodation above two retail premises, perhaps by compulsorily purchasing them? I refer to 22 -24 St Andrew Street and 7 Cowbridge. Both premises are in the Hertford Conservation Area, are historic, and in secondary shopping streets in the town centre. Both have been allowed to remain unused and disfigurements of the street scene for many years. Both are ideally suited to provide residential accommodation on their 1st and 2nd floors.

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EAST HERTS COUNCIL

COUNCIL – 5 MARCH 2019

REPORT BY LEADER OF THE COUNCIL

EXECUTIVE REPORT

WARD(S) AFFECTED: All

Purpose/Summary of Report

- This report details the recommendations made by the Executive at its meetings held on 12 February 2019. A separate report will follow after the Executive meeting on 26 February 2019.

1.0 Background

1.1 Since the last Council meeting, the Executive has considered and supported a number of recommendations on the following items:

- Hertfordshire County Council Hertfordshire Infrastructure and Funding Prospectus 2018 – 2031
- Land West of Hertford (North of Welwyn Road) Master Planning Framework)
- Local Development Scheme (LDS) March 2019
- The East Herts Homelessness and Rough Sleeping Review and Strategy 2019 – 2014

The full reports can be viewed at:

[Executive Agenda - 12 February 2019](#)

2..0 **Agenda Item 10A – Hertfordshire County Council:
Hertfordshire Infrastructure and Funding Prospectus 2018 -
2031**

- 2.1 The Executive considered a report regarding the publication of the Hertfordshire Infrastructure and Funding Prospectus 2018-2031 and agreed that the document should be used when discussing infrastructure needs with the development industry. The document and was supported and Council is asked to approve the recommendations as detailed:

<u>RECOMMENDATIONS FOR COUNCIL that:</u>

The publication of the Hertfordshire Infrastructure and Funding Prospectus 2018-2031 be noted; and

The Hertfordshire Infrastructure and Funding Prospectus 2018-2031 be used when discussing infrastructure needs with the development industry.
--

3.0 **Agenda Item 10B – Land West of Hertford (North of Welwyn Road) Master Planning Framework)**

- 3.1 The Executive considered the Masterplanning Framework for Land West of Hertford (North of Welwyn Road) (Hertford).

- 3.2 The Executive supported the recommendation as detailed and Council is asked to approve the recommendation as detailed:

<u>RECOMMENDATION FOR COUNCIL that:</u>
--

The Masterplanning Framework for Land West of Hertford (North of Welwyn Road) (HERT3), as detailed at Essential Reference Paper ‘A’ to this report, be agreed as a material consideration for Development Management purposes.

4.0 **Agenda Item 10C - Local Development Scheme (LDS) March 2019**

- 4.1 The Executive considered a report presenting an updated version of the Council’s Local Development Scheme (LDS): the schedule and work programme that sets out the timeline for

preparation of any emerging Local Development documents and replaces the previous LDS dated September 2017.

- 4.2 The Executive supported the recommendations, as now detailed. Council is asked to approve the recommendation as detailed:

<u>RECOMMENDATION FOR COUNCIL that:</u>	
	The Local Development Scheme (LDS) March 2019, attached at Essential Reference Paper 'B', be agreed to take effect from March 2019.

5.0 **Agenda Item 10D – The East Herts Homelessness and Rough Sleeping Review and Strategy 2019 – 2014**

- 5.1 The Executive considered a report on draft version of the Homelessness and Rough sleeping review Strategy 2019-2024 for approval by Council.

- 5.2 The Executive supported the recommendations, and Council is asked to approve the recommendation as detailed:

<u>RECOMMENDATION FOR COUNCIL: That:</u>	
	the draft Homelessness and Rough Sleeping Review and Strategy 2019-2024, as detailed in Essential Reference Paper C be approved .

6.0 **Executive Decisions**

- 6.1 Other matters determined by the Executive are detailed in the Minutes of the meetings included for information at **Essential Reference Papers 'D'** to this report.

Background Papers

The full agendas for the Executive meetings can be viewed at:

[Executive Agenda - 12 February 2019](#)

Contact Member: Councillor L Haysey, Leader of the Council
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Contact Officer: Alison Stuart– Head of Legal and Democratic
Services, Tel: 01279-502170
alison.stuart@eastherts.gov.uk

Report Authors: Lorraine Blackburn, Democratic Services Officer
lorraine.blackburn@eastherts.gov.uk ext 2172



ARCHERS SPRING, HERTFORD

LAND ALLOCATION HERT3 LAND TO THE NORTH OF WELWYN ROAD
MASTERPLAN FRAMEWORK
JANUARY 2019

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1.0

BACKGROUND



VISION

Archers Spring will be a superb new development. It will provide a place to live and attract people from existing communities as well as offering a high quality of life with a low environmental footprint, elegantly resolving the aspirations of demanding families with the challenge of sustainable living.

COMMUNITY & CHARACTER

Archers Spring will be a new community of compact, connected character areas that provide a wide choice of homes to cater for all family circumstances and provide the potential for residents to move within the community as their needs change. Homes will be designed, as they used to be, to last beyond a lifetime. Above all, this will be a place of distinct character where fine streets and public spaces help to create an environment in which everyone finds something to cherish; a place where all those who live there, or come to visit the wildlife habitat or Panshanger Park, are able to enjoy the benefits of a more sustainable and healthy life; a place mixing the best of traditional urbanism and contemporary sustainable design. The proximity to local wildlife sites including Archer's Spring LWS and Land West of Sele Farm LWS, provide an attractive natural backdrop and reinforce the quality of the landscape in and adjacent to the site. Land West of Sele Farm is located within the application site and will be protected and enhanced with improved formal access, the space already benefits from natural scrubland, rough and neutral grassland with some acid species on the upper slopes.

CONNECTIONS & WILDLIFE

The development benefits from a relationship with an existing wildlife habitat, protected from development which includes a rolling topography, mature woodland, a rural edge and to the south of the development the Grade II registered Panshanger Park. These combine to create a housing development with a unique setting and character.

SUSTAINABLE TRAVEL

Sustainable travel will also form a key part of this development, where a new bus route is proposed to link through with the existing Sele Farm to provide a regular service into town. Hertford North's train station, and the retail and commercial areas of Hertford town centre and open countryside to the west, will be within easy reach – by car, bus or bicycle. Throughout the masterplan, will be opportunities create paths for both cyclists and pedestrians. In addition to providing car parking spaces for residents and visitors, car charging points and electric vehicle parking are proposed.



Northern Square view along main boulevard.



INTRODUCTION

This masterplanning document has been prepared in line with East Herts Council guidance to provide a framework to bring forward the development of around 300 new homes at Land North of Welwyn Road, in accordance with the allocation, Policy HERT3.

The development will be submitted to the Local Planning Authority as an outline application, with reserved matters to be submitted at a later date.

In line with Policy HERT3, the proposal will:

- Provide a range of dwelling type and mix, in accordance with the provisions of Policy HOU1
- Provide Affordable Housing in accordance with Policy HOU3 and subject to viability
- Provide self-build housing, in line with Policy HOU8
- Demonstrate that the minerals present has been considered
- Integrate new utilities as necessary
- Integrate sustainable drainage and provisions for flood mitigation as necessary
- Encourage sustainable transport measures
- Enable connections to Sele Farm estate and the surrounding area
- Provide responsive landscaping and planting
- Deliver public open spaces integrated throughout the site
- Beyond Policy HERT 3 the development will accord with all other relevant policies in the development plan.

DEVELOPMENT HISTORY

Representations promoting the land for residential development were first submitted to the Council's "call for sites" in June 2012, suggesting the suitability of the site for 250-350 residential dwellings. Further representations were made to the local plan consultations in 2014, 2016, 2017 and 2018. The site is now allocated for "around 300 homes", in the East Herts District Plan adopted October 2018.

Parallel to the work carried out in relation to the Local Plan consultation, 3 pre-application enquiries have been submitted to East Herts planning department, most recently in 2018, with a pre-application meeting held with relevant officers August 2018.

A PPA has been signed by both parties. It is expected that following the grant of detailed planning permission, development could commence within 12 months from the date of planning permission, with an estimated build out rate of around 5 years."

APPROACH TO SITE - PUBLIC ENGAGEMENT

This Masterplan, and the resultant site proposal has been positively prepared and has involved consultation with East Herts planning officers, Hertford County Council Highways Officers, Thames Water, adjacent landowners Croudace (other HERT3 site), Network Homes (Sele Farm Estate), Sele Neighbourhood Area Plan Group, other interested local residents and key local stakeholder groups, and members. Feedback received from various meetings and public consultations has shaped this masterplan.

The masterplan has been informed by the background documents, surveys and detailed investigations into the site and surrounding area, including the Transport Assessment, LVIA, Ecological Survey and Drainage Assessment.

The proposed development would act as an attractive gateway to Hertford, with a design approach responsive of the surrounding area.

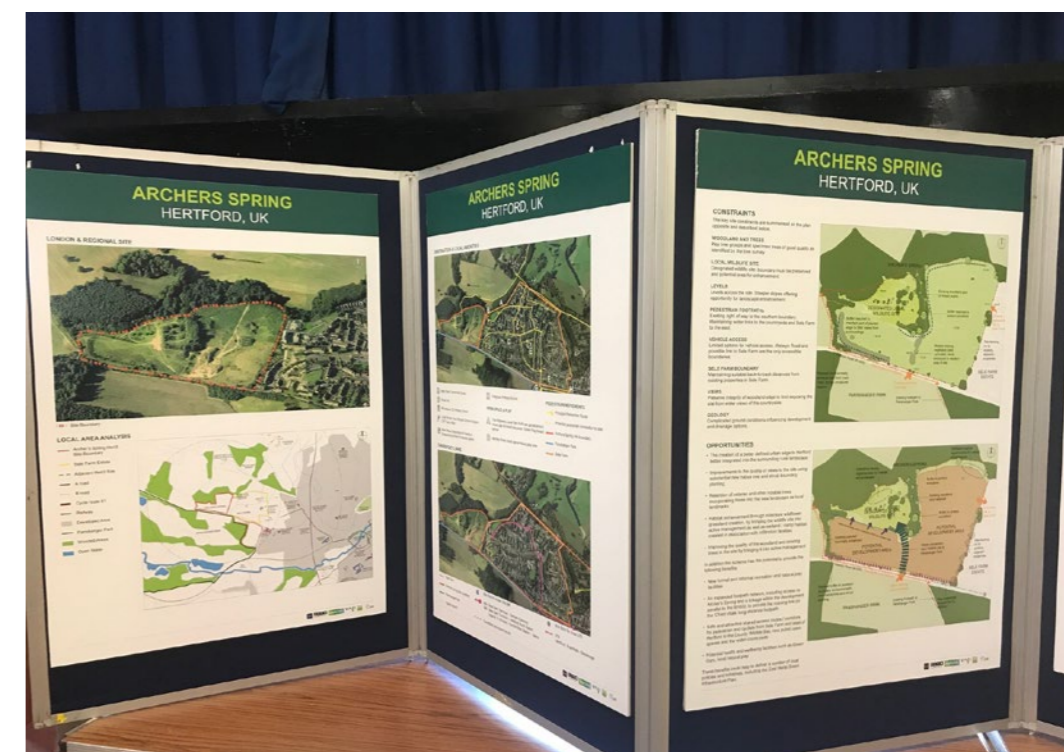
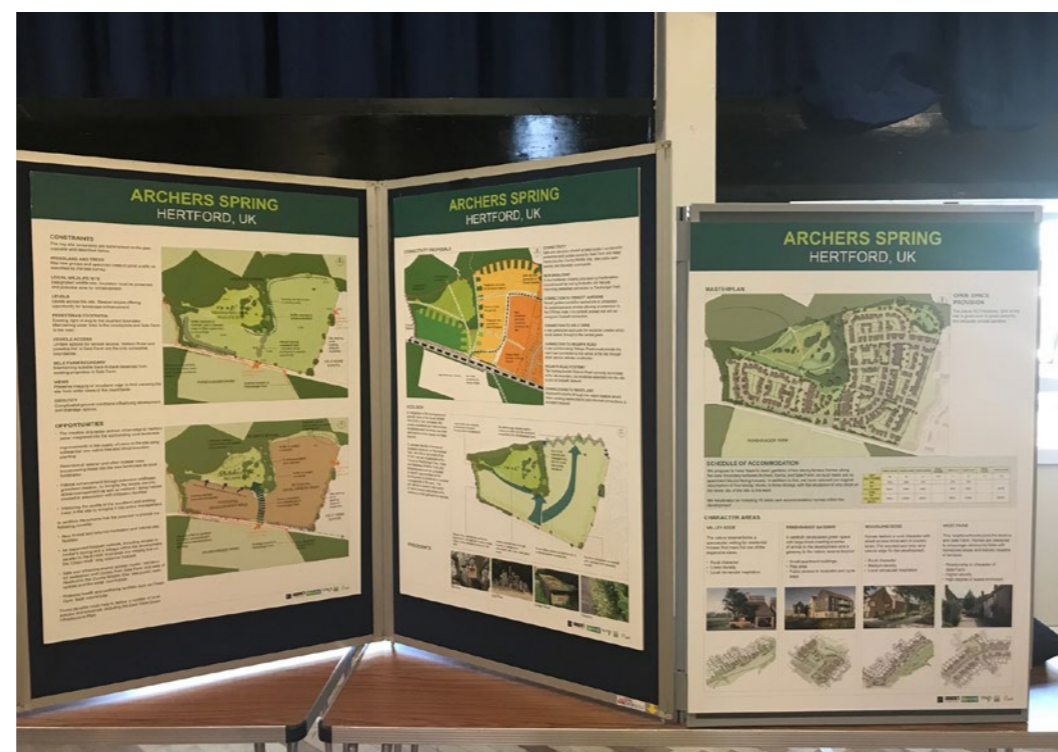
The proposed masterplan has been designed to have distinct character areas, creating a distinctive, well connected neighbourhood, with good access to play spaces within the site and the wider wildlife areas and parks beyond, including Panshanger Park. The high quality distinctive design would reflect and promote local distinctiveness and make the best possible use of the land, having due regard to the opportunities and constraints of the site in line with DES3 of the Local Plan.

Key urban design principles of the development are to preserve and enhance the character of the market town and neighbouring natural environment to enable the successful integration of the development. The masterplan will be accessible and permeable, prioritising pedestrian routes and linkages. As demonstrated in the LVIA, the proposal will strengthen the character and distinctive features of the landscape character of the area, in accordance with policy DES2.

Key vistas will be maintained and maximised to make best use of the land. The proximity of Panshanger Park has been fully considered to ensure its protection and enhancement.

CONSULTATION

This Masterplan, and the resultant site proposal has been positively prepared and has involved consultation with East Herts planning officers, Hertford County Council Highways Officers, Thames Water, adjacent landowners Croudace (other HERT3 site), Network Homes (Sele Farm Estate), Sele Neighbourhood Area Plan Group, other interested local residents and key local stakeholder groups, and members. Feedback received from various meetings and public consultations has shaped this masterplan.



i. Images of public consultation undertaken by London & Regional, Rapleys, WSP and PCKO at Sele School Main Hall on the 19th of April 2018

2.0

SITE ANALYSIS

SITE FEATURES & CHARACTER

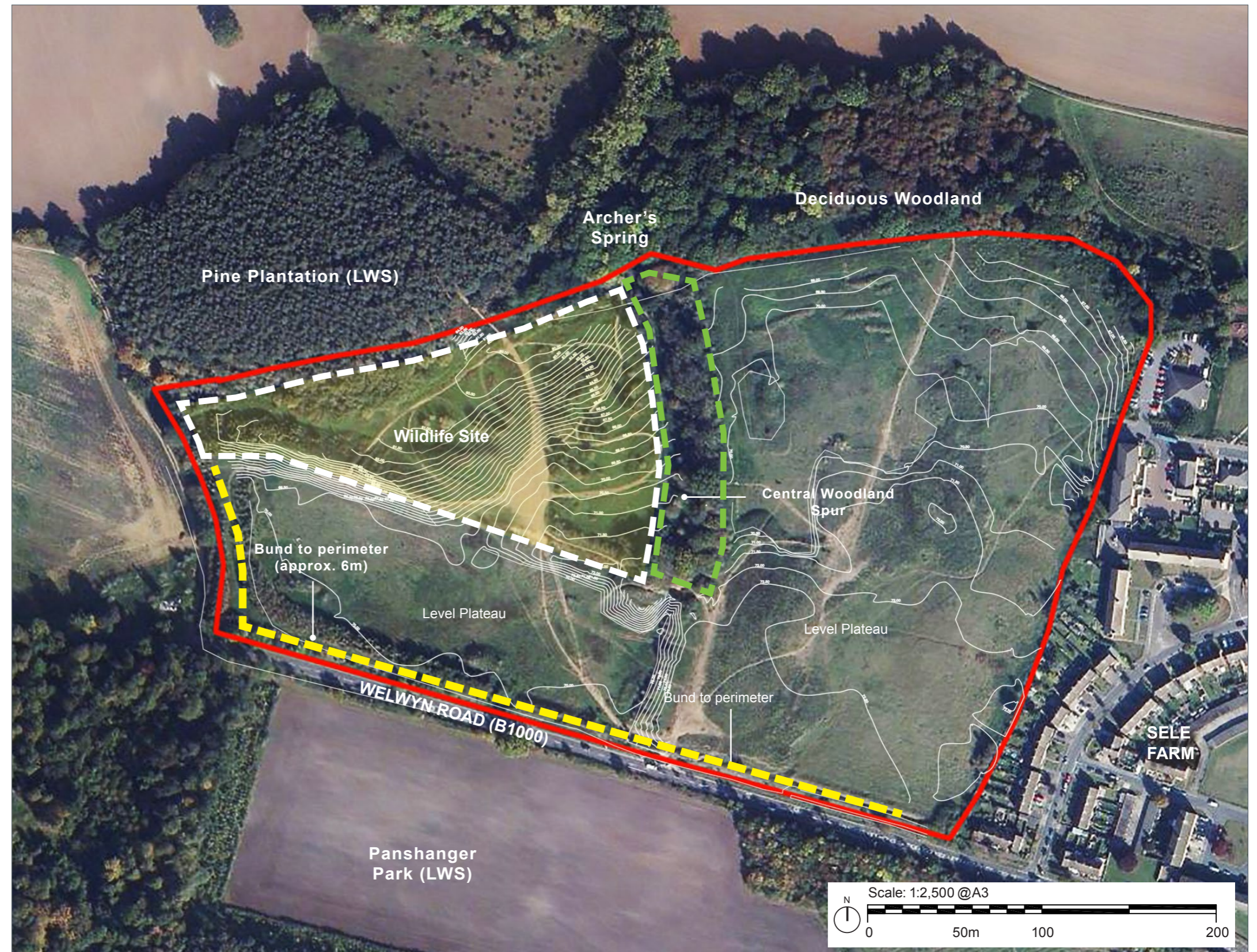
Influenced by its setting in a semi-rural location at the edge of Hertford, the site has a mixed character. Much of the 12.55 Ha. site has a disturbed character of poor quality, particularly within the two open, level areas of grassland that dominate at the south and east. These are separated by steep intervening slopes and are characterised by eroded (informal) paths, small isolated spoil heaps and self-seeded vegetation. A series of vegetated bunds (largely self-seeded) of varying heights form the southern and western boundaries. The eastern edge has a low bund with adjacent housing within the Sele Farm estate (mainly two storey) housing set well back.

Broken fences and extensive defences against illegal access contributes to a 'waste-ground' appearance that is generally unmanaged. These open plateau areas are of limited landscape and ecological value. Whilst these are largely visually contained by the bunds along the 437m B1000 frontage (6m high bounding the west plateau and 2m the east plateau), the bunds are themselves artificial, detracting features.

By contrast, the northern part of the site is dominated in character by the large area of woodland which extends along the boundary, this includes distinctive scots pine within the Archer's Spring locally designated wildlife site and good quality deciduous species in the east. Through the centre of the site, a spur of woodland (of mixed quality comprising mature trees in amongst self-seeded scrub) extends north to south, dividing the site into two areas: an eastern area visually linked to the housing immediately adjacent at the edge of Hertford; and the western area, with a stronger relationship to the wider countryside beyond.

The strongest character is found in the northwest of the site. Here a locally designated County Wildlife Site named Land west of Sele Farm (Ref 59/077) has a tranquil character despite the presence of disturbed ground. The wildlife site includes areas of derelict old grassland and scrub, grassland is mainly rough and neutral in character with shorter more acid communities on the slope.

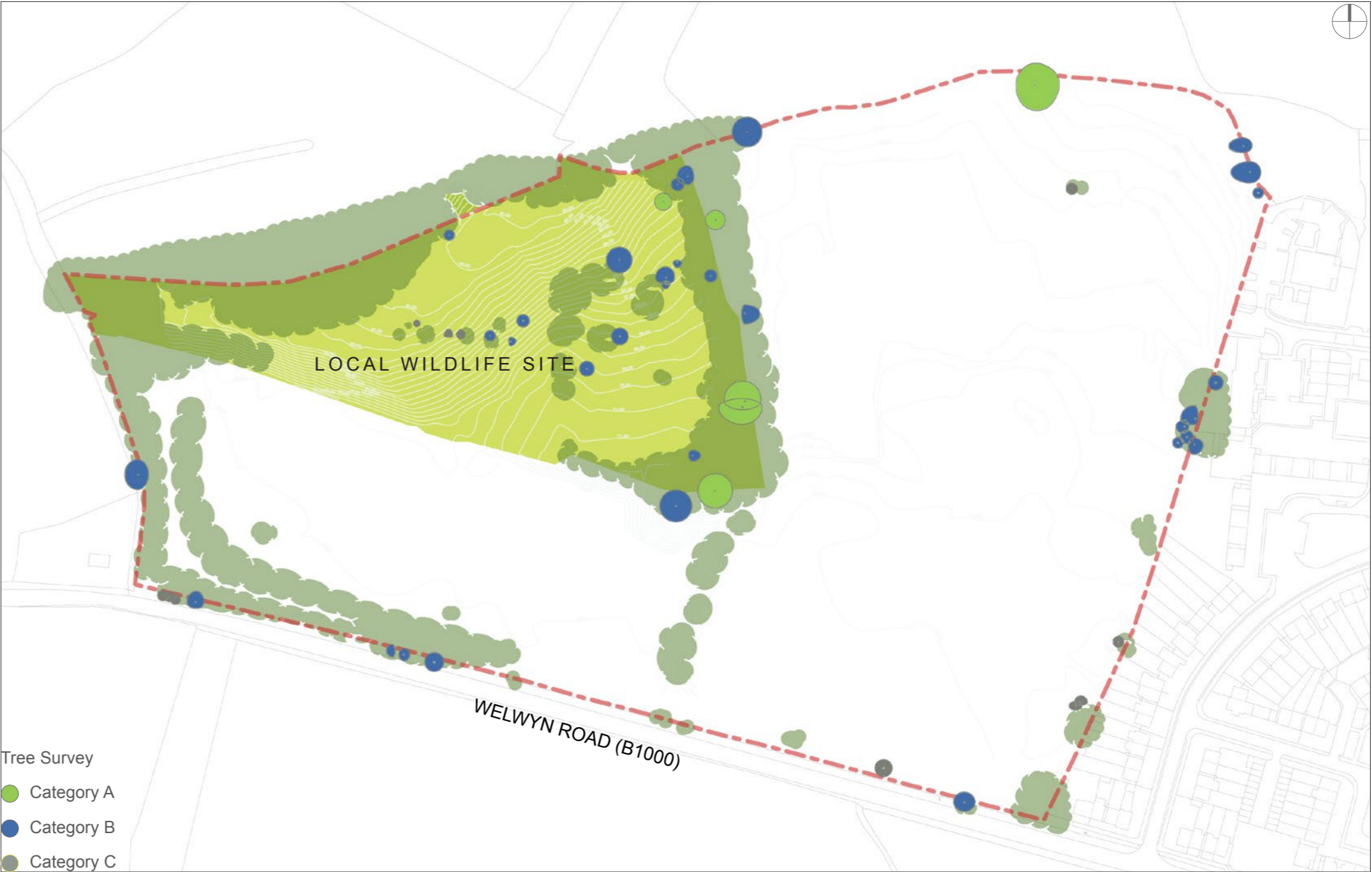
This and the deciduous woodland contain some fine veteran ash and field maple pollards. Levels fall away in the north-east corner of the site into a grassy dell



ii. Site Features (Aerial photography sourced from Esri, DigitalGlobe, GeoEye, i-cubed, Earthstar CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN IGP)

ECOLOGY AND ARBORICULTURE

Ecological assessments of the site have been undertaken by LUC in 2014 2016 and 2018, building on ecological input previously provided for the tennis centre development by BSG Ecology in 2008/2009. An Extended Phase 1 Habitat Survey has been undertaken of the development site, the adjacent Local Wildlife Site (Rough Field by Sele Farm LWS) and adjacent woodland (Archers Spring). The survey and assessment has been undertaken in accordance with best practice guidance and has been informed by biological records from the Herts Environmental Records Centre. The Herts and Middlesex Wildlife Trust have also been consulted regarding the ecological surveys undertaken.



iii. Tree Survey taken from SJ Stevens Tree Constraints Report (2014)



iv. View looking east towards the eastern boundary of the site at the rear of properties on Bentley Road



v. View of the 'Wildlife Site' looking north from the western plateau

HERITAGE

Following the advice of the July 2016 Heritage Impact Assessment; which notes the rich heritage in the locality and states that any development on the site will have the potential to impact Panshanger Park. This report notes that of the two HERT3 sites, this one is of lesser importance to the setting of the park, but still contributes to the rural environment which is an important element of the way the park is experienced.

The site is an opportunity to create a better defined urban edge to Hertford, as long as an appropriate natural buffer is maintained between the site and Panshanger Park.

Goldings, to the north of the site is expected to be impacted to a lesser extent due to the fact that the existing urban edge to Hertford currently separates the site from Goldings.



vi. Plan of historic significance in the surrounding area, extracted from Panshanger Park Heritage Impact Assessment

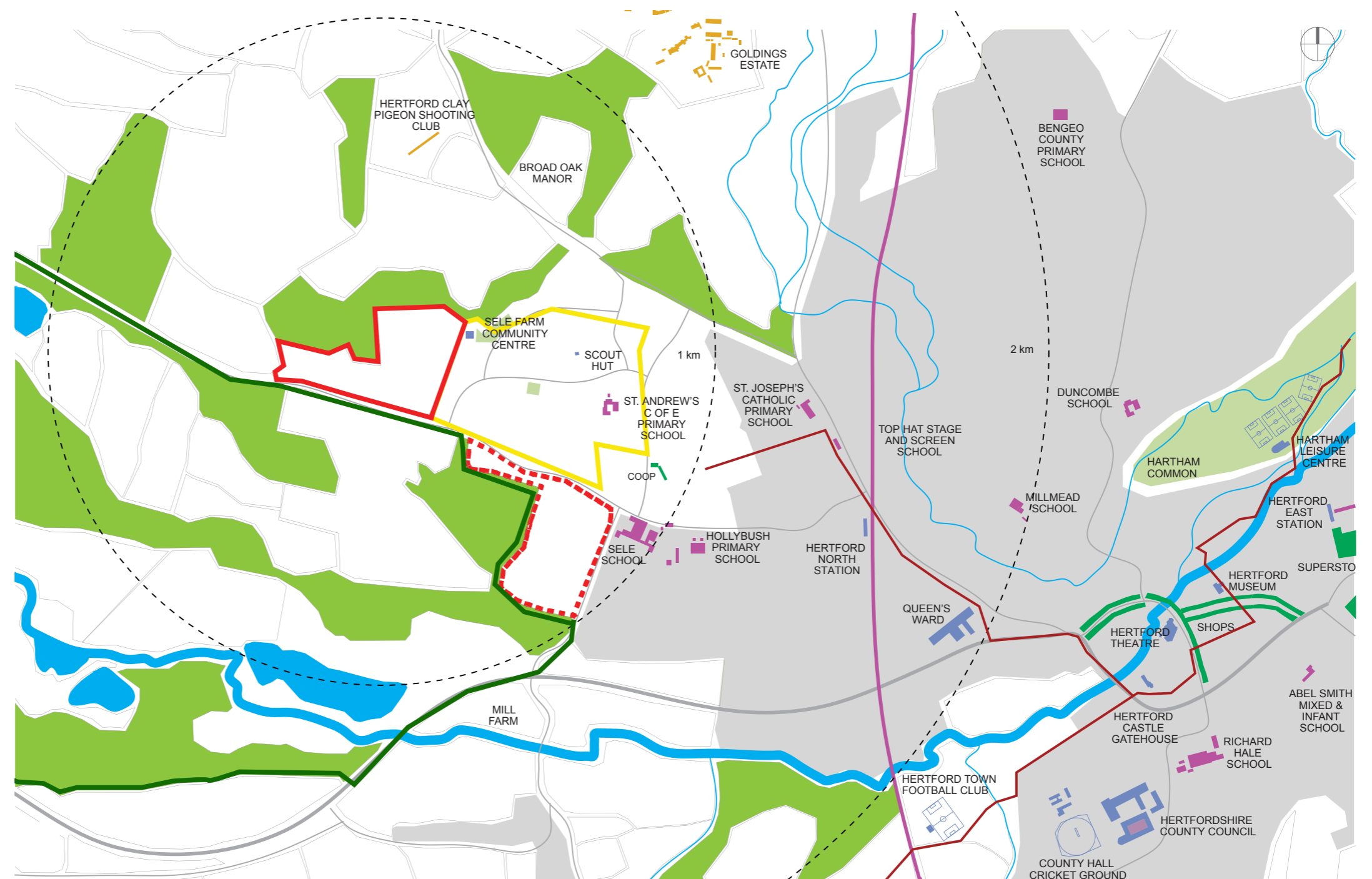
- | | |
|---|---|
| Site Location | 1944 RAF extent of Panshanger Aerodrome |
| Proposed extent of developable area | ● Grade I listed building |
| Strengthening of existing planting and / or additional tree planting for screening | ● Grade II* listed building |
| Suggested areas of open space | ● Grade II listed building |
| Existing woodland blocks | ● Non designated heritage asset |
| Registered Park and Garden | Conservation Area |
| Unregistered Park and Garden | Open Water |

LOCAL AREA ANALYSIS












There is small parade of shops including a butchers, bakery, pharmacy and supermarket within ten minutes' walk from the edge of the site. Hertford town centre has significant cultural, sporting and retail provision.

Hertford St Andrews Primary, St Joseph's Catholic Primary, Hollybush Primary School and Sele Secondary School are within 1 km of the site, with a number of other schools closer to the town centre.

A spur of National Cycle Route 61 connects Sele Farm to cycle routes within Hertford.



KEY

-  Archer's Spring HERT3 site boundary
-  Sele Farm Estate
-  Adjacent HERT3 site
-  A Road
-  B Road
-  Cycle route 61
-  Railway
-  Developed area
-  Panshanger Park
-  Wooded areas
-  Open water



DESTINATIONS & LOCAL AMENITIES

- B** Sele Farm Community Centre
- C** Scout Hut
- E** St Andrew's CE Primary School
- F** Local Shops, Post Office & Doctors Surgery (127 Tudor Way)

- G** Sele School (Secondary) & Hertford Selections SureStart Childrens Centre

Open Space & Play

- A** The Ridgeway Local Park
Multi-use games area & mixed age enclosed play area - Green Flag Award winner
- D** Bentley Road mixed age enclosed play area

PEDESTRIAN MOVEMENT

- Principal Pedestrian Route
- - - Potential pedestrian connection to site
- Archers Spring site boundary
- Panshanger Park
- Sele Farm



ACCESS

- Sele Farm
- Archers Spring site boundary
- Panshanger Park
- Cycle route 61

- Bus Stop for routes 395/396
- **395** - Sele Farm Terminus - Fanham Common
396 - Sele Farm Terminus - Hertford North Station
(approx. 6 minutes) - Hertford Bus Station - Tesco
- Potential Bus Connection to site

- Bus Stop for route 379
- ↔ **379** - Hertford - Bramfield - Stevenage

CONSTRAINTS

The key site constraints are summarised on the plan opposite and described below.

Woodland and Trees

Key tree groups and specimen trees of good quality as identified by the tree survey.

Local Wildlife Site

Designated wildlife site: boundary must be preserved and potential area for enhancement.

Levels

Levels across the site. Steeper slopes offering opportunity for landscape enhancement.

Pedestrian Footpaths

Existing right of way to the southern boundary. Maintaining wider links to the countryside and Sele Farm to the east.

Vehicle Access

Limited options for vehicle access. Welwyn Road and possible link to Sele Farm are the only accessible boundaries.

Sele Farm Boundary

Maintaining suitable back-to-back distances from existing properties in Sele Farm.

Views




Preserve integrity of woodland edge to limit exposing the site from wider views of the countryside.

Geology

Complicated ground conditions influencing development and drainage options.



vii. Landscape Constraints

-  Existing Footpath to Panshanger Park
-  Buffer required to protect woodland
-  An expanded footpath network, access to Archer's Spring and a linkage within the development

OPPORTUNITIES

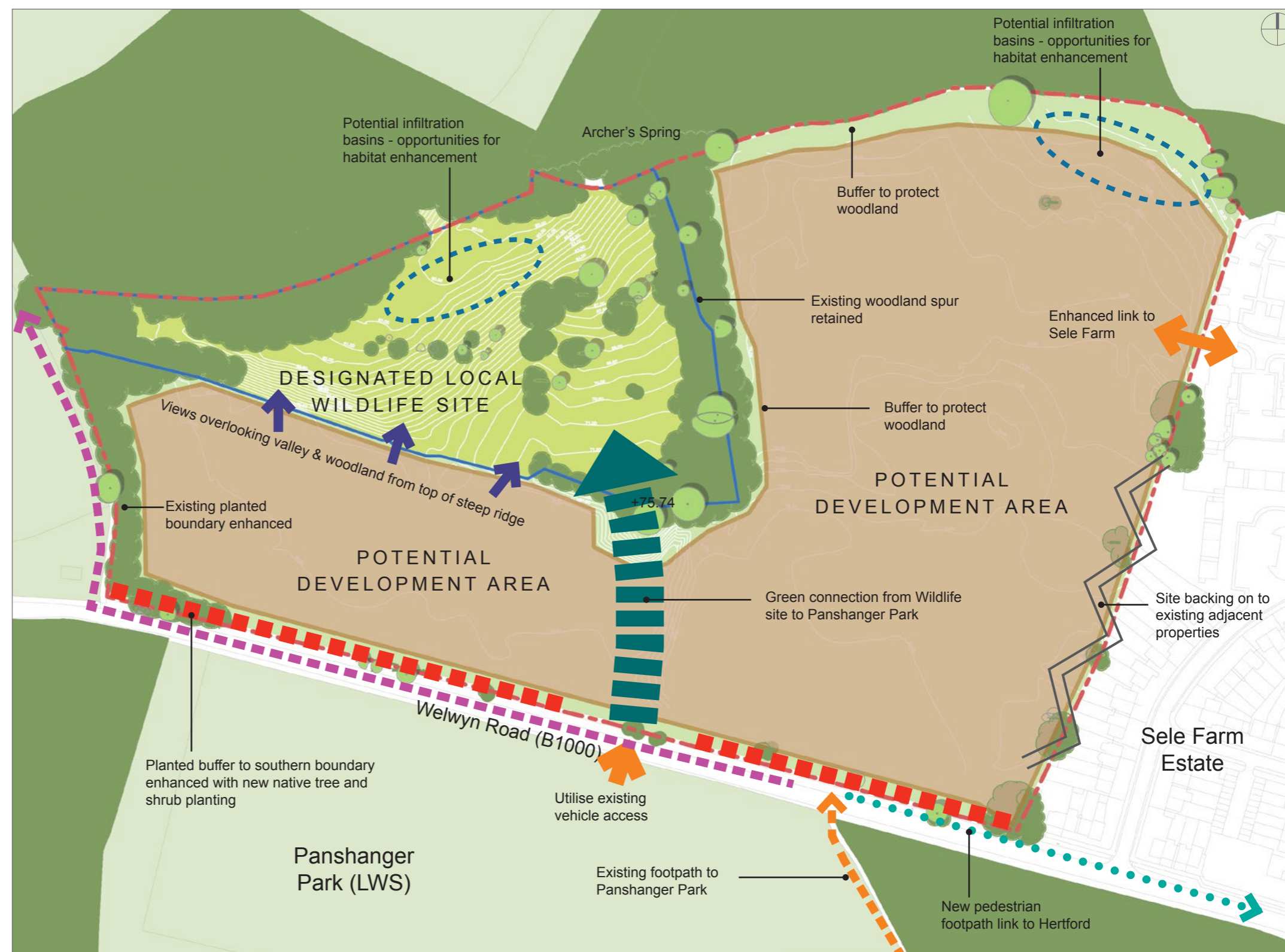
Following our review of the site constraints, we have generated an area where development can be accommodated, without impacting on the key constraints. There are significant opportunities to build on and improve the condition and quality of the site and its landscape character, these include:

- The creation of a better defined urban edge to Hertford better integrated into the surrounding rural landscape
- Habitat enhancement through extensive wildflower grassland creation, by bringing the wildlife site into active management as well as new habitat created in association with potential infiltration facilities
- Retention of veteran and other notable trees incorporating these into the new landscape as local landmarks
- Improving the quality of the woodland and existing trees in the site by bringing it into active management

In addition the scheme has the potential to provide the following benefits:

- New formal and informal recreation and natural play facilities
- An expanded footpath network, including access to Archer's Spring and a linkage within the development parallel to the B1000, to provide the missing link on the 'Chain Walk' long distance footpath
- Safe and attractive shared access routes / corridors for pedestrian and cyclists from Sele Farm and west of Hertford to the County Wildlife Site, new public open spaces and the wider countryside
- Potential health and well being facilities such as Green Gym, local natural play

These benefits could help to deliver a number of local policies and initiatives, including the East Herts Green Infrastructure Plan.



viii. Landscape Opportunities
Informed by assessments, as summarised at Appendix

- Existing Footpath to Panshanger Park
- Buffer required to protect woodland
- An expanded footpath network, access to Archer's Spring and a linkage within the development

3.0

PROPOSALS

LANDSCAPE

The main objectives:

- Create a characterful neighbourhood, incorporating a series of streets and green spaces.
- Create an inclusive place for pedestrians, cyclists and vehicles.
- Build a sustainable landscape incorporating water management, planting & ecology.
- Engender links between Hertford and the wider countryside.
- Create high quality places for play and informal recreation.



Existing Site Photo - Wildlife Site



Concept: Recreational Opportunities

Key principles:

- To place the settlement within a strong landscape framework that provides a distinct sense of place and responds to the surrounding landscape and adjacent housing area.
- To reserve a large proportion of the site for open landscape and amenity areas to provide an attractive amenity for residents and the wider community. It will also provide strong attractive links to the surrounding countryside.
- To provide a variety of open spaces, including structured and informal amenity and play, that both reflect and reinforce the transition in character through the site.
- To provide an extended footpath and cycleway network through the landscape and built areas and connecting with existing routes, fully integrating the development with the edge of Hertford to the east.
- To conserve the existing woodlands, and individual trees, particularly the central woodland spur, and to enhance the biodiversity and landscape character of the site.
- To use new planting, landform and open space to screen and enhance views of the settlement, including those from the edge of Hertford, to help integrate it with it's setting.
- To integrate public open spaces and landscaped areas with the sustainable urban drainage strategy, so that they also function as a practical component of it.



Concept: Enhancing biodiversity

ECOLOGY

In recognition of the ecological and amenity value of the Local Wildlife Site (LWS) in the northwest, the existing woodland and mature trees, the development envelope has been restricted to avoid impacts on these features.

1. Local Wildlife Area retained and habitats enhanced through active management
2. Woodland edge habitat creation, creating a buffer from the woodland and grading into the developed area
3. Spur to be retained and managed long term to create high-quality woodland
4. Mature trees retained and additional planting and management used to create higher quality planted boundary to the west
5. Habitat diversification through creation of damp habitats in association with potential infiltration basins
6. Green links created across the site to enhance habitat connectivity
7. Southern boundary re-planted with diverse range of nature trees and shrubs



Precedent image - log piles



Precedent image - bat box



CHARACTER

A 2.6 ha nature reserve in the valley to the north retained in the Green Belt, and a central 'spur' of woodland and green space extending north to south across the site, providing the backdrop to the entrance to the development and a key habitat link.

The existing local wildlife site will be retained and enhanced. Managed access will be provided by a new network of paths, linking the new neighbourhood with the woodland and wider footpath network.

The developed areas of the site will represent different distinct characters, reflected in the design of the public realm, planting and architecture.

'WEST FARM'

The eastern area of the site, at the interface with the existing housing, will focus on a more formally designed public realm reflecting it's stronger relationship with the 'urban' edge of Hertford.

'WOODLAND EDGE'

Adjacent to the woodland at the north of the site, the woodland edge will have a more informal character using appropriate woodland and woodland edge planting to create a softer border.

'VALLEY EDGE'

More informal planting with a predominance of native species will be paired with a loose, soft architecture in this area with the aim of integrating it into the countryside adjacent to the north and west.



CONNECTIVITY

Safe and attractive shared access routes / corridors for pedestrian and cyclists will be prioritised through the site, with connection to Sele Farm and West Hertford to the County Wildlife Site, new public open spaces and the wider countryside.

NEW BRIDLEWAY

A new bridleway crossing proposed by Hertfordshire Council would be met by footpaths into the site, improving pedestrian connection to Panshanger Park. This will be coordinated appropriately through further discussions.

CONNECTION TO PERRETT GARDENS

Perrett Gardens would be opened to provide a connection for pedestrians with potential for an extension to the neighbouring bus route. It is currently a dead end with an overgrown footpath connection.

A POTENTIAL NEW CONNECTION TO SELE FARM

A new pedestrian and cycle link would be created which would extend through to the central green.

CONNECTION TO WELWYN ROAD

A new junction along Welwyn Road would provide the main road connection to the centre of the site through which service vehicles could enter potential for cycle route through to Welwyn Road at SE corner of site

WELWYN ROAD FOOTWAY

The footway beside Welwyn Road currently terminates at the site boundary, but would be extended into the site to join its footpath network.

CONNECTIONS TO WOODLAND

Improved footpaths through the nature reserve would follow existing desire lines to join informal connections to woodland beyond.

PLOTS AND OPEN SPACE

A network of quiet residential streets would sub-divide developable areas into a grain of permeable plots with open spaces for play on key routes. Natural edges would be formed by small residential drives with pedestrian priority. The ratio of plots to open space is 1.55 :1



NEW GREEN SPACES

To provide local play for young children, small green spaces would be situated on the east-west connections to Sele Farm

ACCESS

Connecting the site back into Hertford and surrounding areas is a critical consideration:

- We are proposing a new bus connection route to Sele Farm and pedestrian/cycle link; this would allow the extension of a local bus route into the site.
- A primary vehicular link is proposed onto the Welwyn Road to the south.
- Pedestrian links are proposed for amenity purposes, connecting to Panshanger park via a new equestrian crossing installed by Herts County Council as part of their improvements to the local brideway. We would look to connect to existing foot and cycle paths leading out into the countryside to the north and west.
- Pedestrian connectivity will be prioritised.

- • • Pedestrian / cycle routes
- Public Transport routes
- Principal vehicle routes
- - - Secondary vehicle routes
- Courtyard with parking
- New Bridleway (Hertfordshire county council)



PARKING

Car parking will accord with the provisions of Parking Zone 4, as described in the Vehicle Parking SPD.

The proposal will make provision for electric vehicle charging points, as appropriate in line with DES4(e)

TRANSPORT SUMMARY

The plan shows the identified routes via footpaths and streets to the prime local destinations as well as the footpaths and bridleways to countryside to the north west and south to Panshanger Park.

The public transport strategy for HERT3 has been discussed with HCC and Arriva to identify the best way of providing new residents with a good frequency of bus services which are also commercially viable. The option preferred by HCC and Arriva Buses is shown on the adjacent plan and shows that service 395/396 would be re-routed through a widened Perrett Gardens into the Archers Spring site, along the main street within the site and onto Welwyn Road to ensure all new homes are within 400m of a bus stop. The route can be extended to also incorporate a route through the proposed Thieves Lane residential site to the south. The preferred new bus routing strategy for the HERT3 sites is shown on the plan opposite.

The location of the bus route may be subject to change if necessitated through further discussions with HCC.

Any off site infrastructure could be provided in line with policy, if necessary.

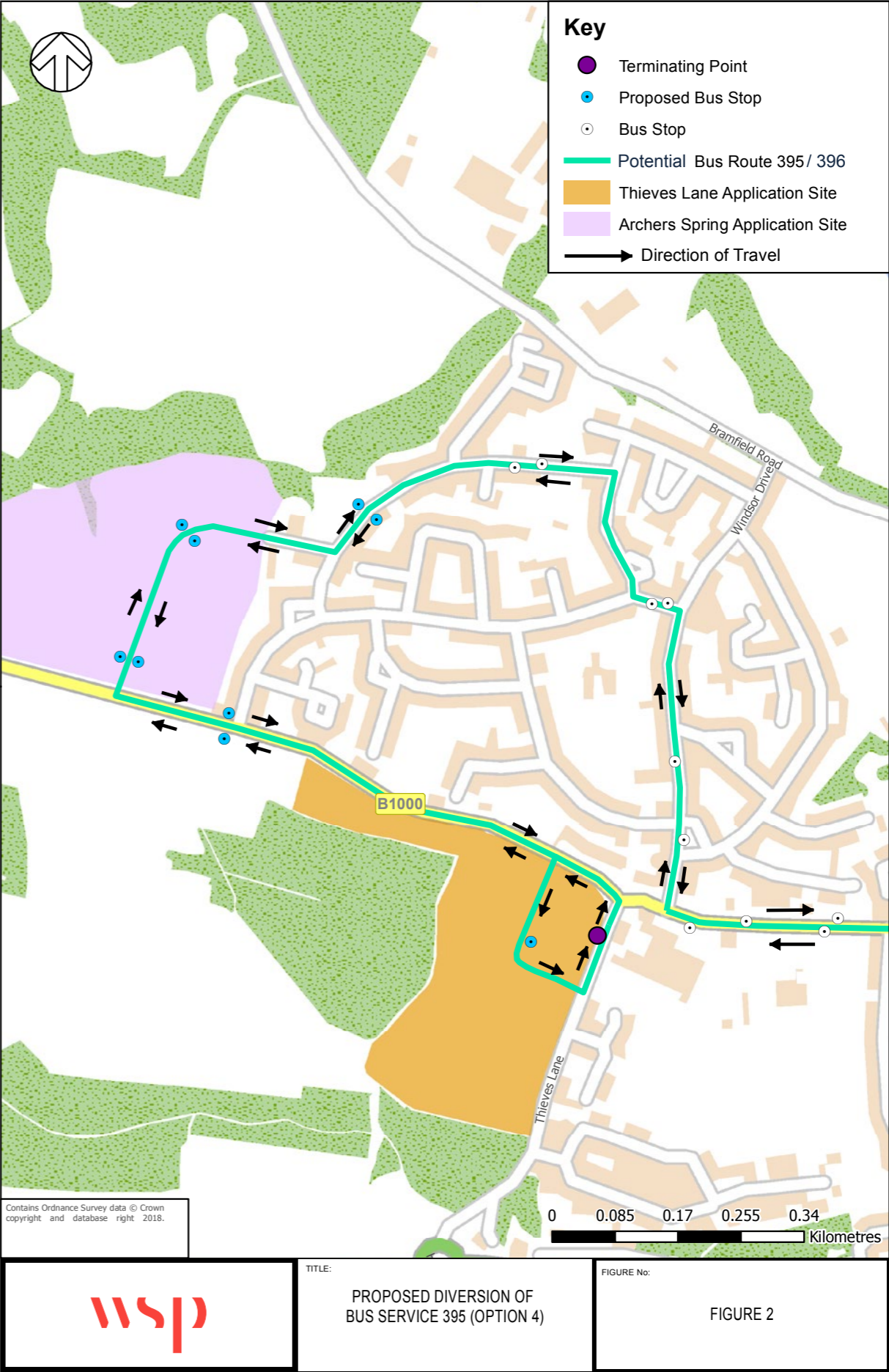
HIGHWAYS, ACCESS AND PARKING

There would be one vehicular access point from Welwyn Road in the form of a simple priority junction, with an additional access created through an extension to a widened Perrett Gardens connecting directly to the Sele Farm estate street network to the east of Archer's Spring.

Traffic enforcement measures will be introduced to ensure that the road link to Sele Farm will be used by buses only, and will not be open to other vehicles.

DRAINAGE SUMMARY

The proposed development will result in an increase in impermeable area; therefore it is proposed that SuDS should be integrated in order to provide source control and attenuation of surface waters.



OPEN SPACE PROVISION

Open space proposals will be designed in accordance with East Hertfordshire Open Spaces and Sports Facilities Assessment Technical Study Strategy 2017.

The development fully accommodates the required provision for children and young people and parks and public gardens. As the site benefits from the 2.6ha nature reserve and good accessible links to the surrounding countryside via the adjacent footpath network, we are not proposing to provide outdoor sports provision on site but will seek to agree alternative arrangements with the council.

STEWARDSHIP AND GOVERNANCE

Appropriate arrangements will be made to manage the ecological site within the application site. In addition it is expected that an estate management company will be responsible for the maintenance and management of public open spaces within the site.



4.0

DEVELOPMENT CHARACTER

CHARACTER AREAS

The character of landscaping and architecture varies across the site in response to the context. Four distinct neighbouring conditions: (Sele Farm, Panshanger Park, the Woodland and the nature reserve) define the character areas of West Farm, Woodland Edge and Valley Edge.

At the eastern edge, the grain responds to the existing edge of Hertford. There are some terraced houses, parking courts and three new connections to the Sele Farm Estate. Landscaping is more urban with local green spaces and street trees.

On the other side of the central avenue the grain opens toward the woodland, bounded by shared space drives that encourage pedestrian movement beneath the trees.

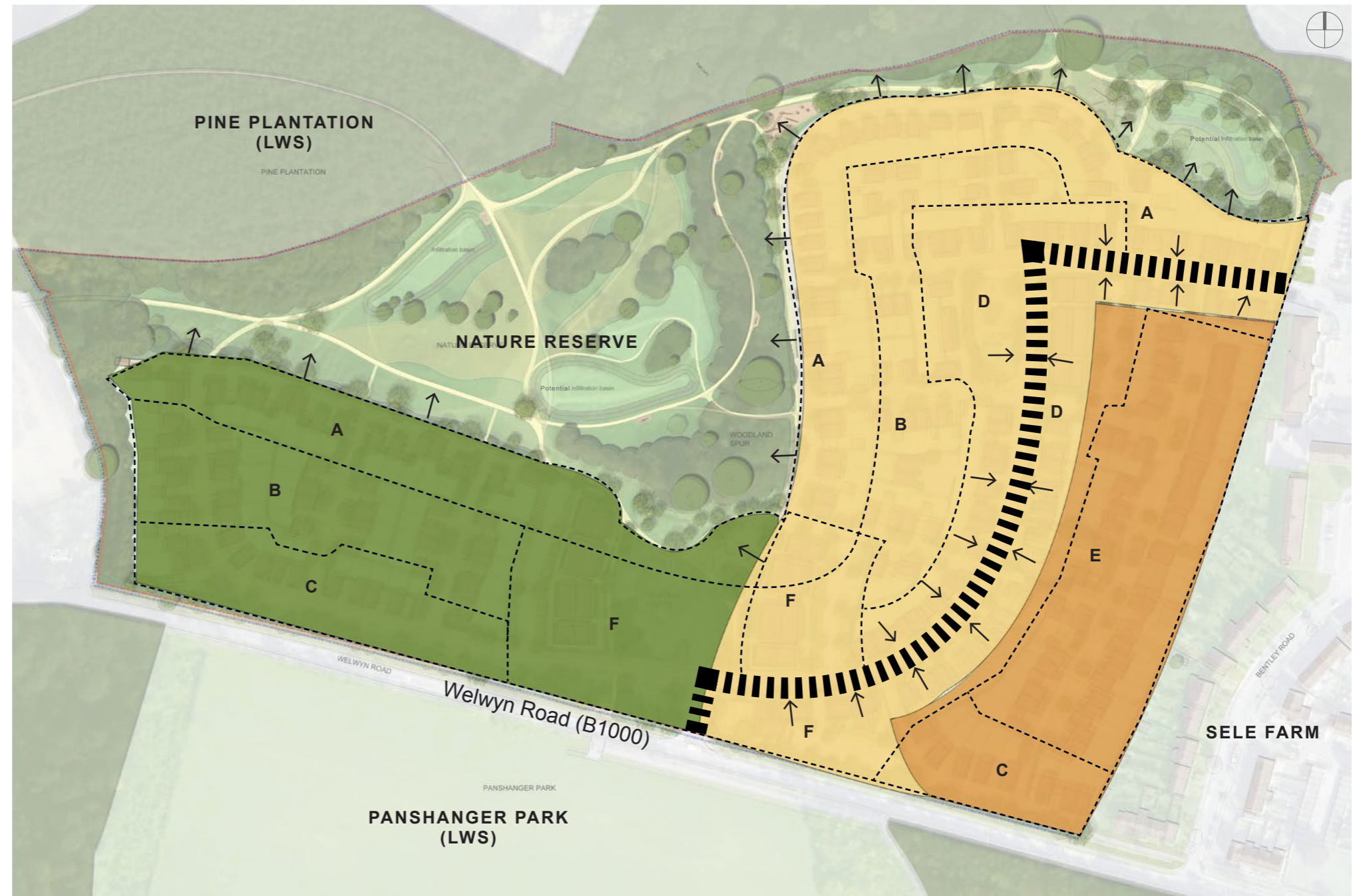
The landscaped green in the centre of the site is the principal gateway from Welwyn Road and for horses and walkers from Panshanger Park via the new equestrian crossing. As a series of lawns, with playspace and clusters of trees, it will draw the visitors into the nature reserve beyond. The space is overlooked by small pitched-roof apartments fronted by gardens.

The westernmost corner of the site is lowest density, bounded by planted banks on the south and west, with houses of a rural character overlooking the nature reserve through a managed planted edge.

Identified secondary conditions, such as natural or avenue frontages, vary across each character area as shown.

Secondary Characters/ Conditions

- A** Natural Frontage
- B** Middle Lanes
- C** Welwyn Road Frontage
- D** Avenue Frontage
- E** Sele Farm Edge
- F** Panshanger Gateway Frontage



KEY

Character Areas

- Valley Edge
- Woodland Edge
- West Farm
- Avenue

VALLEY EDGE

The Valley Edge Character Area

The nature reserve forms a spectacular setting for residential houses that make full use of the expansive views. This is accessed through the main entrance to Archers Spring from Welwyn Road, a carefully landscaped green space with large trees creating a sense of arrival to the development and a gateway to the nature reserve beyond.

- Rural character
- Lower density
- Local vernacular inspiration
- Small apartment buildings.
- Play area
- Public access to footpaths and cycle ways



WOODLAND EDGE

Homes feature a rural character with street access more akin to country lanes. The wooded spur acts as a natural edge for the development.

- Rural character
- Medium density
- Local vernacular inspiration
- Public access to footpaths and cycle ways



WEST FARM

This neighbourhoods joins the avenue and Sele Farm. Homes are designed to encourage community links with homezone areas and friendly clusters of terraces.

- Relationship to character of Sele Farm.
- Higher density
- High degree of space enclosure



LANDSCAPING

CENTRAL GREEN

Located at the principle entrance into the development from Welwyn Road, and forming a large green space at the heart of the development, the focus of this area will be on providing a sense of arrival. The central woodland spur will for a key backdrop to the area and large specimen trees, in groups and forming avenues, will demarcate the area as a gateway and reinforce primary routes.

Using the existing woodland structure, the landscape proposals will build on this treed character to form a distinctive landscape setting to both the entrance and to an informal recreational and play space.

Structural planting of native origin will combine with more ornamental tree planting and hedging to soften the edge of the new neighbourhood as it intersects with the nature reserve and the woodland spur.

POCKET PARKS

To assist with further breaking up the built development, two smaller pocket parks are integrated into the West Farm and Woodland Edge character areas. These two spaces provide places for informal gathering, pocket play and points to focus planting and larger tree specimens within the development.

Mixed native hedgerows will border the spaces where they face roads to help install the rural character of the development. Naturalised play spaces provide equipment for play. Lawn areas provide for informal recreation and are bordered with herbaceous shrub borders to enhance seasonal colour, texture and biodiversity within the development.



1. Central Green



2. Pocket Park (West Farm Character Area)



3. Character Images

PLANNING PRINCIPLES

Responsive to site context – The physical site constraints and opportunities have been explored and assessed in detail to ensure that development proposals respond to, and enhance the features and unique character of the site. Opportunities to create a defined urban edge to Hertford will be maximised at this key gateway location.

Design, Character and Landscaping – High quality design will be key to ensuring the development will become a well designed place in which people will want to live and play. The proposals are fundamentally landscape led, with key connections to the local wildlife site maintained an enhanced, and formal and informal play spaces distributed throughout the development. Character areas will be developed through the scheme to create a well designed new neighbourhood with a distinct series of spaces which respond to their setting. All design will have regard to the relevant policies contained within the East Herts District Plan 2018 and design standards.

Connectivity – The site will integrate with the wider setting through a series of pedestrian and cycle connections, and the introduction of a bus route through the site, to provide a healthy, inclusive and connected neighbourhood. The scheme will foster links to key local facilities including shops, schools, the train station and town centre.

Transport – The scheme will be designed to priorities pedestrian and cycle movement above the use of vehicles. A potential bus route will be diverted through the site to ensure good access to public transport for all residents. Resident and visitor car and cycle parking will be integrated as a key element of the design, in accordance with Policies TRA3 and DES4.

Infrastructure – Key infrastructure needed to support development will have regard to Policy DPS4; proposals will seek to make appropriate provision for high speed broadband, in line with the provisions of Policy DES4.

Housing – Development proposals will provide a range of type and mix of housing, to meet local needs, in accordance with Policies HOU1, HOU2, HOU3, HOU6 HOU7 and HOU8 of the East Herts District Plan 2018. Housing will be designed to incorporate features for a low carbon footprint, utilising modern technologies to maximise efficiency as set out in Policy DES4



ARCHITECTURE
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URBAN DESIGN
SUSTAINABILITY
TECHNOLOGY
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East Herts LDS 2019

Local Development Scheme

Essential Reference Paper "B"



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1. Introduction:

- 1.1 The preparation of a Local Development Scheme (LDS) is a statutory requirement that was introduced by Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011). The LDS aims to explain and simplify planning in East Hertfordshire by setting out the documents that make up the statutory Development Plan, and identifying all future planning documents that the Council wishes to produce and the timeframe for their preparation.
- 1.2 The LDS includes the timeline for preparation of any Local Development Documents (LDD's) the Council is preparing. LDD's include Development Plan Documents (DPD's), Supplementary Planning Document's (SPD's) and the Council's Statement of Community Involvement (SCI).
- 1.3 This LDS supersedes the previous version dated September 2017.

2. The Development Plan:

- 2.1 Development Plan Documents (DPDs) are planning strategies that contain policies for the use, protection and/or development of land, typically including the allocation of land for development. DPDs must be in general conformity with government guidance, in particular the National Planning Policy Framework 2018. Below is a list of the current DPDs that form the Statutory Development Plan in East Herts.

The East Herts District Plan:

- 2.2 Adopted in October 2018 and replaces the East Herts Local Plan 2007.
- 2.3 The District Plan sets out the framework for guiding development in East Herts. It describes the Council's spatial vision for the District and includes strategic policies to deliver the homes, jobs and infrastructure that is required.
- 2.4 The District Plan also contains development management policies that address the following topic areas:

- Housing
- Economy
- Design and Landscape
- Transport
- Community Facilities, Leisure and Recreation
- Retail and Town Centres
- Natural Environment
- Heritage Assets
- Climate Change
- Water
- Environmental Quality

2.5 The Policies Map illustrates geographically how and where the policies in the District Plan apply across the district. An updated Policies Map has been published alongside the District Plan: maps.eastherts.gov.uk/districtplan

Minerals and Waste Local Plans:

2.6 Hertfordshire County Council is responsible for minerals and waste planning across the county. There are three documents that together form the Minerals and Waste Local Plans and contribute to the statutory Development Plan in East Hertfordshire.

- **Minerals Local Plan Review 2002-2016**
- **Waste Core Strategy and Development Management Policies (2011-2026)**
- **Waste Site Allocations Document (2011-2026)**

Neighbourhood Development Plans:

2.7 Neighbourhood Plans also form part of the statutory development plan once they have been 'made' (adopted). East Herts currently has five adopted Neighbourhood Plans:

- **Bishop's Stortford Silverleys and Meads**
- **Bishop's Stortford All Saints, Central, South and part of Thorley**
- **Buntingford Community Area**
- **Braughing Parish**
- **Walkern Parish**

The Development Plan

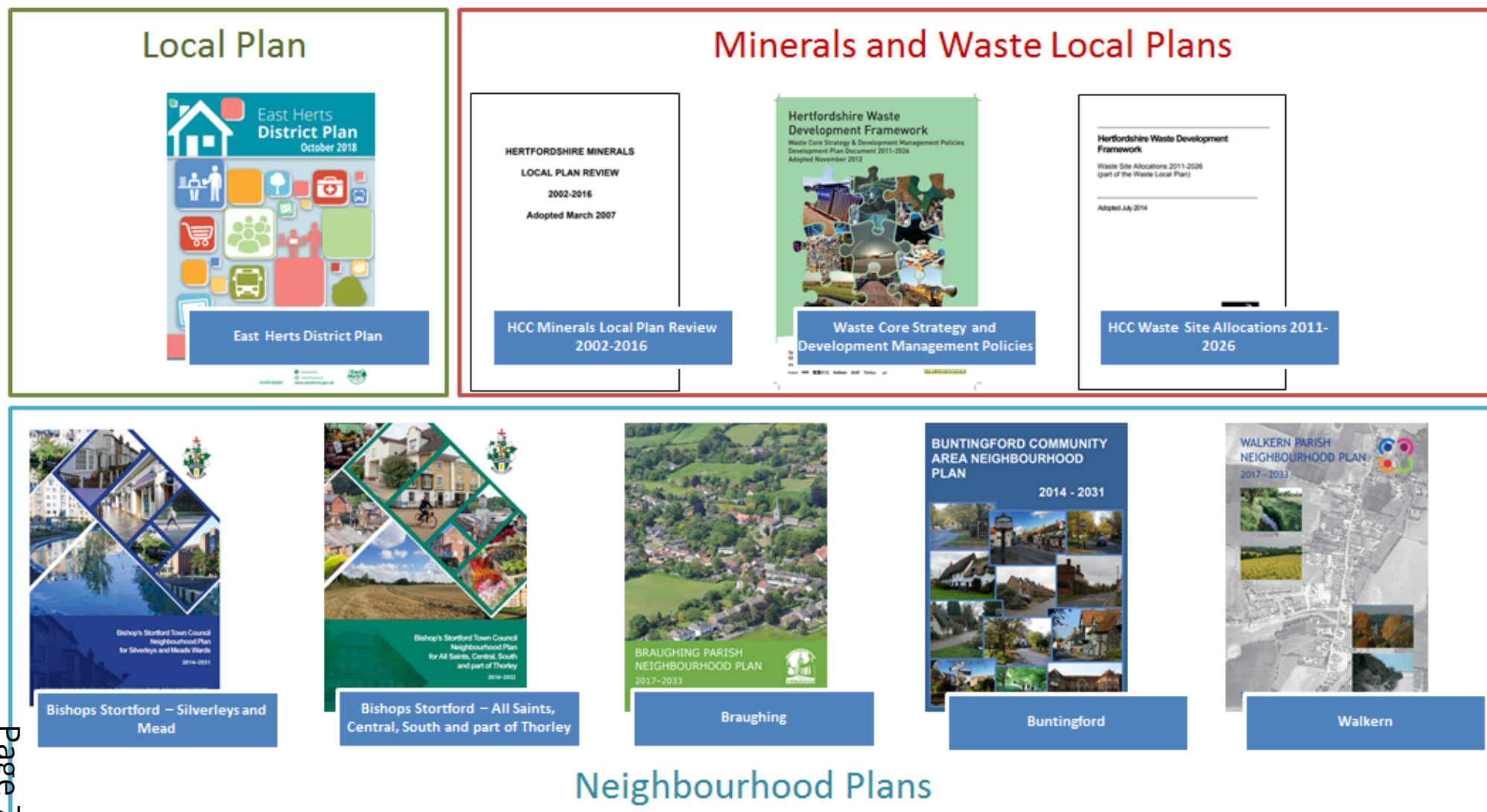


Figure 1: A visual representation of the Development Plan Documents

3. Supporting Documents

3.1 The East Herts District Plan also has several supporting documents which are publically available on the council's website. These include:

- **Supplementary Planning Documents** (SPDs)
- **Statement of Community Involvement** (SCI)
- **Authority's Monitoring Report** (published annually)
- **Local Development Scheme** (this document)

Supplementary Planning Documents:

3.2 Supplementary Planning Documents (SPD) are not part of the statutory Development Plan but provide additional guidance on matters covered in DPDs and are capable of being a material consideration in planning applications. The Council currently has a suite of SPDs that can viewed here:

<https://www.eastherts.gov.uk/spd>

3.3 As well as those existing SPDs a number of updates and new documents are being proposed as well. Timelines for these emerging SPDs can be found in Section 4 of this LDS.

Statement of Community Involvement:

3.4 The Statement of Community Involvement (SCI) sets out how East Herts Council will involve the community in the preparation, alteration and review of planning policies, plans and decisions. Community engagement is a key part of the planning system as it ensures that the Council is able to listen to the view of the

stakeholders and the community to inform the outcome of planning decisions. This helps local people to become directly involved in place shaping in the district. The Council wishes to involve all sectors of the community in the planning process and is committed to maximising publicity of its planning documents.

- 3.5 The Council is progressing an updated SCI and the timeline for its production can be found in Section 4. The current SCI (October 2013) can be found at: <https://www.eastherts.gov.uk/sci>

Authority Monitoring Report:

- 3.6 The Authority Monitoring Report (AMR) is published annually by the Council and seeks to assess the effectiveness of Local Plan policies, present monitoring information and monitor the progress of the development plan against the LDS.
- 3.7 The Council is currently preparing its latest AMR covering the period 1st April 2017 – 31st March 2018. Future AMR's are to be published in the Autumn immediately following the end of the monitoring year. This will enable the Council to provide more up-to-date data and more reasonably inform and monitor progress of the LDS.
- 3.8 The current (and any future) AMR can be viewed at: <https://www.eastherts.gov.uk/amr>

4. Preparation of Further Local Development Documents

East Herts Development Plan Documents:

- 4.1 The Council does not anticipate bringing forward any new DPDs in 2019. However, the District Plan 2018 will be monitored and any timeline for a review will be published through an update to the LDS or the Council's AMR when appropriate.

Neighbourhood Plans:

- 4.2 Neighbourhood Plans (NP) are being prepared across the district; they are prepared at a timescale set by the Parish Council or qualifying body and therefore the timetable for their preparation is not contained in the LDS.
- 4.3 The Council updates its NP webpage regularly and so the best place to follow the production of all Neighbourhood Plans that are currently in preparation is here: <https://www.eastherts.gov.uk/article/35287/Neighbourhood-Planning-Activity-in-East-Herts>
- 4.4 Also available on the website is information on the geographical area covered by each individual Neighbourhood Plan as well as access to the policies and supporting evidence.
- 4.5 The only non-adopted Neighbourhood Plan that has reached a statutory stage is the Standon Neighbourhood Plan which is currently at examination.

Supplementary Planning Documents:

- 4.6 Supplementary Planning Documents are used to add further detail and guidance on the policies in the development plan. SPDs are capable of being a material consideration in planning decisions but are not part of the development plan.
- 4.7 The table below sets out a detailed timetable for the production of various SPDs against key milestones. The timeline for the production of SPD's is dependent upon a number of factors and so potential risks to the timeline for producing a SPD have been identified in a Risk Assessment in **Appendix A**, together with mitigation measures where appropriate.

Timeline Key	
Evidence Gathering and Early Engagement	
Consultation	
Adoption	
Strategic Environmental Assessment	

Supplementary Planning Document

	2018		2019												2020									
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Affordable Housing																								
Retail Frontages, Design and Signage																								
Air Quality																								
Custom and Self Build Housing																								
Open Space, Sport and Recreation																								
Governance and Stewardship																								
Gilston Area Development Charter																								
Vehicle Parking																								
Birchall Garden Suburb																								

Statement of Community Involvement (SCI):

4.8 The Council's current SCI was produced in October 2013 and so an update is being proposed to account for the various changes in legislation, as well as the adoption of the District Plan 2018. There have also been changes to some of the ways the Council carries out consultation including an increased use of electronic communications to promote greater sustainability.

4.9 Production for the latest SCI is set out in the table below:

	2019								
	Jan	Feb	Mar	Apr	Jun	Jul	Aug	Sep	Oct
Statement of Community Involvement									

Appendix A: Risk Assessment for SPD Production:

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	Risk	Likelihood	Impact	Comment	Mitigation Measures
1	Change in National Policy or Legislation	High	Medium	Changes to the statutory process or new substantive policy which affects the content and direction of SPD preparation and decisions may cause delays to the programme.	The Council carefully monitors new policy and legislation and will prioritise managing any key impacts.
2	Council fail to agree SPD for consultation / adoption	Low	High	SPDs are detailed documents with a number of issues being difficult to resolve without compromise.	Ensuring Member engagement throughout the preparation process so that Members understand and agree to both the preparation process and proposals.
3	Planning Policy team resource diverted from SPD work.	Medium	High	The Council has a team that share responsibility in other areas, there could be pressure to undertake other activities which are non-critical to success of the SPD.	Agree priorities and staff resourcing.

4	Legal Challenge to SPD mounted	Low	Medium	Financial cost and delays to SPD adoption.	Ensure SPD produced in accordance with regulations and based on objective analysis of planning issues.
5	Legal Challenge to SPD Successful	Low	High		

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DRAFT

Homelessness and Rough Sleeping Review and Strategy

2019 - 2024

Forward by Housing Portfolio Holder

Welcome to the Council's new Homelessness and Rough Sleeping Review and Strategy for 2019-2024.

This is East Herts' fourth Homelessness Strategy and sets out our approach for tackling homelessness in the District.

The Strategy aims to prevent homelessness and ensure that accommodation and support is available for people who become homeless within the District.

Homelessness and poor housing conditions blight lives, damage health and reduce opportunities. They negatively impact communities in significant ways. That is why preventing homelessness is a priority for this Council. We are committed to ongoing investment that delivers tangible benefits to the people we serve.

I believe this Strategy sets out key objectives and provides the framework to enable us to deal with homelessness, clearly setting out the Council's approach and commitment to tackling this issue over the next 5 years.

The Strategy will concentrate on 4 key objectives:

1. Strong and effective partnership working
2. Early targeted intervention and advice to prevent the loss of accommodation
3. Effective action to relieve homelessness and sustain tenancies to prevent repeat homelessness
4. Protect and increase local housing options

I would like to extend my thanks on behalf of the Council to everyone who has been involved in developing this Strategy.

Councillor Jan Goodeve

Housing Portfolio Holder

Contents

- 1.0 Introduction**
- 2.0 Successes 2013-2018**
- 3.0 National context**
- 4.0 Local context**
- 5.0 Strategic objectives**
- 6.0 Resourcing the Strategy**
- 7.0 Monitoring the Strategy**
- 8.0 The delivery plan**

1.0 Introduction

The Homelessness Act 2002 introduced a requirement for local authorities to undertake a review of homelessness, including consultation, and to use the results of the review to inform a homelessness strategy.

The Homelessness and Rough Sleeping Review and Strategy for 2019-2024 (the Strategy) sets out how the Council aims to prevent homelessness and ensure that accommodation and support is available for people who become homeless within the District. Prevention of homelessness is very much at the forefront of national initiatives and policies to improve peoples' lives. This council is equally committed to early intervention and has fully embraced the principles of the Homelessness Reduction Act 2017 in its service delivery, with access to advice and assistance for all who approach, no matter whether they are vulnerable or not.

The Strategy is consistent with the Council's current over-arching Housing and Health Strategy 2016-2021 that seeks to improve the availability of suitable housing for local residents, including affordable rented housing that meets a range of locally identified needs.

The Strategy also contributes to the Council's Corporate Strategic Plan 2016-2020 and achievement of the Council's three Corporate Priorities of:

1. Improve the health and wellbeing of our communities;
2. Enhance the quality of people's lives;
3. Enable a flourishing local economy.

The strategy looks very much to the future and sets out the actions we intend to take to help us reach our goals and how the council, and its partners, will work together to tackle homelessness and rough sleeping over the next year and following four years.

Working in partnership is key to the success of the strategy. The Strategy has been developed in consultation with key partners following a review of homelessness in East Herts and takes into account recent developments in housing legislation. This year we will establish a multi-agency forum of statutory agencies and local organisations to assist us in our efforts to tackle homelessness.

2.0 Successes 2013-2018

Through the previous Homelessness Strategy and Action Plan 2013-2018 the Council and its partners have achieved a number of successful outcomes and improvements to services for homeless persons in East Herts.

Housing Options Team

In January 2018, in anticipation of the implementation of the Homelessness Reduction Act 2017 in April 2018, the Council re-structured the Housing Options Team to provide additional resources into the prevention and relief work of the team. In addition we used the 'New Burdens' grant from Government to fund an additional Senior Housing Options Officer for a period of two years to ensure there were sufficient resources to deal with the anticipated increase in caseloads and to monitor the workload of the prevention and relief officers.

Debt and Money Advice

The Council funded, and continues to provide funding to, East Herts Citizens Advice for the provision of specialist Debt Advice from within the Housing Options Service through a three year Service Level Agreement. The provision is for two days a week in Hertford and Bishop's Stortford.

Homeless Prevention

Overall the Council prevented 263 households from becoming homeless in 2017/18 and 291 households in 2016/17.

The Council uses the Government's Homeless Prevention Grant flexibly to help prevent homelessness e.g. spend to save payments, paying rent in advance, payments for landlord fees and providing loans to pay off small arrears. In 2017 twenty seven households (14% of the total preventions) had their homelessness prevented as a result of obtaining private sector rented accommodation with assistance from the Council with their deposit and rent in advance. In 2016 the figure was 42 (15% of the total prevention) households. This reduction reflects the increased difficulty in accessing the private rented sector for households on a low income.

The Council also has an agreed Service Level Agreement with Herts Credit Union to provide interest-free loans to applicants requiring rent in advance. Part of the agreement is that the Council also pays for the applicant to become a member of Herts Credit Union.

The Council funds, £5,000 each year, to the Schools Intervention Project run by Herts Homeless Group. The project provides lessons through the Personal, Social and Health curriculum to 14 to 15 years olds on the realities of homelessness and is very well received by the schools that make repeat bookings each school year.

Supported Accommodation

The Council supported, by the provision of land, the building of a new young persons supported accommodation scheme in Hertford by Aldwyck Housing Association. The scheme provides onsite 24 hour supported accommodation for 28 young persons aged 16- 24 in fourteen flats and was completed in October 2012. The Council and Herts County Council work closely together on the referral of young vulnerable people into the accommodation.

New Homes

The Council places a high priority on supporting and enabling the development of new additional affordable and supported housing by housing associations. In 2017/18 there were 162 new affordable homes completed in the District (200 in 2016/17) and the estimate is for over 200 new affordable homes to be completed in 2018/19.

Best Use of existing Homes

In 2017 the Council carried out a piece of work to identify under-occupation in both the social and private housing markets. We worked with our local housing associations to identify the level of under-occupation in their homes and review the strategies and policies to address under-occupation to make the best use of the homes available. The aim is to ensure current tenants are in the homes that best suit their household, make larger homes available to overcrowded households and where a household is affected by welfare reform make their home more affordable to them. Following on from the review two new housing schemes have been developed that have been targeted at older under – occupying households.

Joint working

A Joint Housing Protocol for homeless 16/17 year olds and care leavers was drafted and agreed between all 10 Hertfordshire District's and Borough's housing services and Herts County Council. Countywide joint training was carried out and updates continue to be incorporated as additional legislation becomes operational.

A Joint Housing Protocol for Intentionally Homeless families has also been drafted and agreed between all 10 Districts and Boroughs housing services and the County Council .

3.0 National context

Since the implementation of the previous Homelessness Strategy, there have been significant changes in Housing Policy at a national level.

Nationally, incidents of homelessness have been increasing for a number of years and the increased use of, often unsuitable, temporary accommodation has been a direct consequence.

Homelessness acceptance rates and use of temporary accommodation have gone up nationally in recent years. At nearly 57,000, annual homelessness acceptances were nearly 17,000 higher across England in 2016/17 than in 2009/10. Main housing duty acceptances now stand at 42% above their 2009/10 low point.

At the end of March 2018 the most common reasons for loss of last settled homes nationally were:

- Parents, other relatives or friends no longer willing or able to accommodate (28%).
- Loss of rented or tied accommodation due to termination of assured shorthold tenancy (25%).
- Violent breakdown of relationship involving partner (12%).

On 31 March 2018, the total number of households in temporary accommodation arranged by local authorities under homelessness legislation was 79,880, up 66% on the low of 48,010 on 31 December 2010.

In addition, homelessness services across the country had an inconsistent approach. Some local authorities assisted only those people it owed a statutory duty and those without a 'priority need', particularly single homeless, were not receiving effective and consistent assistance across the country to relieve their homelessness.

With rising homelessness and temporary accommodation costs the Members of Parliament within Government sought to redress the situation and proposed improvements to the legal framework to prevent and tackle single homelessness more effectively.

Legal Framework for Homelessness

Within a complex legal framework the Council delivers services to people who are homeless or threatened with homelessness. This framework sets out duties it must perform and powers it can exercise with discretion.

The Housing Act 1996, Part 7 has been amended over the years, but remains the primary legislation prescribing how local authorities should deliver services, and what duties they must owe to homeless persons.

The Housing Act 1996, Part 7 has recently been amended by the Homelessness Reduction Act 2017. This new Act represents fundamental amendments to the existing homelessness legislation. It introduces new requirements to “prevent” and “relieve” homelessness and in that context, sets out a range of new duties. It was introduced to strengthen and increase the duties owed to all eligible homeless applicants, including those who do not have a priority need for accommodation or who may be intentionally homeless.

The following new duties have been introduced under the Act:

- Duty to assess the housing circumstances, housing needs and support needs of all eligible applicants who are homeless or at risk of becoming homeless within 56 days and agree the steps that need to be taken by the applicant or the authority to ensure that they can remain in their current accommodation or can secure and sustain suitable alternative accommodation;
- Duty to assist all eligible applicants who are at risk of becoming homeless within the next 56 days to remain in their current accommodation or secure and sustain suitable alternative accommodation for a period of at least 6 months;
- Duty to assist all eligible homeless persons to secure and sustain suitable accommodation for a period of at least 6 months ;
- Duty on specified public bodies to refer households who are homeless or threatened with homelessness to a housing authority.

The Welfare Reform and Work Act 2016: The Government has introduced a range of welfare reforms as part of its austerity plan. This Act introduces measures that are likely to have an impact upon low income households:

- The maximum amount that a non-working, non-disabled household can receive in state benefits has reduced to £20,000 a year (£13,400 a year for a single adult) outside London;
- A reduction in social housing rents of 1% per year over four years from April 2016.

The Deregulation Act 2015: Some of the measures introduced under the Deregulation Act 2015 were designed to increase the rights of Council and Private Tenants:

- Reduction in the minimum length of time before a Council Tenant acquires the Right to Buy their home from 5 to 3 years;
- Requirement for Private Sector Landlords to provide all new tenants with prescribed information about their rights and responsibilities, Energy Performance and Gas Safety certificates and requirement to protect all tenancy deposits in a Government approved redress scheme ;
- Banning of retaliatory evictions by Private Sector Landlords, meaning that a Section 21 notice cannot be served in response to complaints made by a tenant about disrepair, health and safety or energy performance in a property.

Rough Sleeping Strategy: The Government aims to halve rough sleeping by 2022 and end it by 2027. It launched its new Rough Sleeping Strategy in August 2018 and requests that all homelessness strategies are reviewed and rebadged by the end of 2019 to include a specific focus on addressing rough sleeping.

The annual count of those sleeping rough in the autumn of 2017 showed a 169% increase on the figures for the same count in 2009/10, with a further 617 people sleeping rough than in 2016. The figure of 4,751 represented an increase of 15% on the previous year.

The Government recognises that there is not one single solution to end rough sleeping and a strategic approach to tackling the causes of homelessness and the health and well-being of rough sleepers is as important as the supply of affordable homes and supported housing.

4.0 Local context

The District consists of the 5 market towns of Bishop's Stortford, Buntingford, Hertford, Sawbridgeworth and Ware. There is also a significant rural hinterland with many villages and hamlets.

East Herts is a high value and high demand area for market and affordable housing. The average house prices in the District are around 25% higher than the national average. In East Herts the average house price is around £325,000 according to the National Housing Federation, just over 13 times the average income for the District. This puts pressure on stock availability and turnover of all tenures.

In the District there is a huge salary spectrum; 21.4% of households earn below £20,000 well below the national average of £27,000 (East Herts Housing Needs Survey, 2015). Shared Ownership properties provide an opportunity to access market housing but the affordability of this is also related to location and size of property. The Housing Needs Survey (HNS) showed that 25.2% of concealed households have no savings and 90.9% have less than £25,000 which is a barrier to moving out. Households have a low level of funds available to pay rent or mortgage per month with 48.4% willing to pay between £451 and £550pcm (HNS, 2015). This does restrict the housing market available to them significantly.

The rental market is a key tenure of both private rent and affordable rent for residents and there is a good range of stock sizes and locations. The private rental sector is experiencing pressure as demand grows from those who wish to be flexible with their living arrangements and who do not have the funds to access for sale/shared ownership properties. Rental rates are increasing in both the private and affordable sector. In the social housing sector, affordable rent is up to 80% of open market rent and this can be an issue in high price areas for prospective tenants. In private rent there is an increase in the number of households who do not require housing benefit and therefore there are a falling number of landlords willing to accept households in receipt of housing benefit which puts pressure on the Housing Service to provide support.

Review of Homelessness

A review of homelessness within East Herts was carried out to help inform this Strategy. The first contact with the Council, for the majority of households in housing need, is a Housing Options interview with the emphasis on preventing homelessness and saving, if appropriate, the current home. Where prevention of homelessness is not possible, the emphasis is on providing the most effective and appropriate homeless service.

Homelessness

There has been much discussion nationally regarding the contributory factors leading to an increase in homelessness nationally and locally. The main factors are considered to be:

- High demand for housing leading to high house prices and private rents with greater shortfalls between rents and Local Housing Allowance rates (LHA).
- Shortage of social housing for rent.
- Welfare benefits cuts and reforms.
- Cuts in statutory funding for statutory and voluntary services offering support to vulnerable people.

The total numbers of statutory homeless acceptances since 2014 for East Herts are shown below.

	2014	2015	2016	2017
Homeless applications	89	111	110	92
Homeless Acceptances	41	70	48	54
Percentage of acceptances against applications	46%	63%	44%	59%

Source: Housing Options Service

The Council accepted as homeless and owed a rehousing duty to 54 households in 2017. 70% of the accepted homeless applications in 2017 were from households containing dependent children or pregnant women and 50% were female lone parent families. There were almost twice as many single male

applicants (17%) as single female applicants (9%). 52% of accepted applicants were aged between 25 and 44 years of age, 20% between 16 and 24 and 19% between 45 and 49.

The most common priority need categories amongst the accepted homeless applicants in 2017 were households containing dependent children or pregnant women (61%), vulnerability as a result of mental health problems (11%) and vulnerability as a result of physical disability (17%).

The most frequent causes of homelessness for the accepted homeless applicants in 2017/18 were the loss of assured shorthold tenancy (48%), breakdown of relationship with parents, relatives or friends (21%) and domestic violence (11%).

Causes of homelessness	Number 2017	Percentage
Termination of assured shorthold tenancy	24	44%
Parents/friends no longer willing or able to accommodate	11	20%
Non-violent relationship breakdown	4	7%
Domestic violence	4	7%
Other reasons	11	20%

Source: Housing Options Service

One of the ways that central government measures homelessness levels is looking at homeless acceptances per 1,000 head of population. The figure for Hertfordshire for 2012/13 was 2.40 acceptances per thousand population. Data for East Herts shows:

Year	Per 1,000 head of population		
	East Herts	Hertfordshire	England
2016	0.67	2.57	2.54
2017	0.87	2.50	2.41

Source: MHCLG

East Herts has the lowest rate per 1,000 households out of the 10 local authorities in Hertfordshire but the rate for East Herts is increasing.

This homeless assessment is based on data captured under the current statutory framework, before the Homelessness Reduction Act 2017 commenced.

Temporary accommodation

The main source of temporary accommodation available to the Housing Service is the Council's Hostel accommodation which has 12 units of self-contained accommodation. It also has some accommodation that it can use for people with mental health issues that is managed by Genesis Housing. In emergency, when there are no other accommodation options available the Council places households into Bed and Breakfast accommodation. In 2017 43 households spent a total of 782 nights in Bed and Breakfast accommodation an average of 18 nights per household. The majority of these households were single people.

The total number of homeless households who were residing in temporary accommodation on 31st March 2018 was 25; this is higher than the figure on 31st March 2017 of 14 households. Ten of these applicants were residing within the Council's homeless hostel and eight were in Bed and Breakfast.

Affordability

East Herts is a very expensive housing market area. House prices are much higher than neighbouring areas and have significantly increased in recent years. The rental market reflects the same trends in terms of increasing cost across both private and affordable rented sectors.

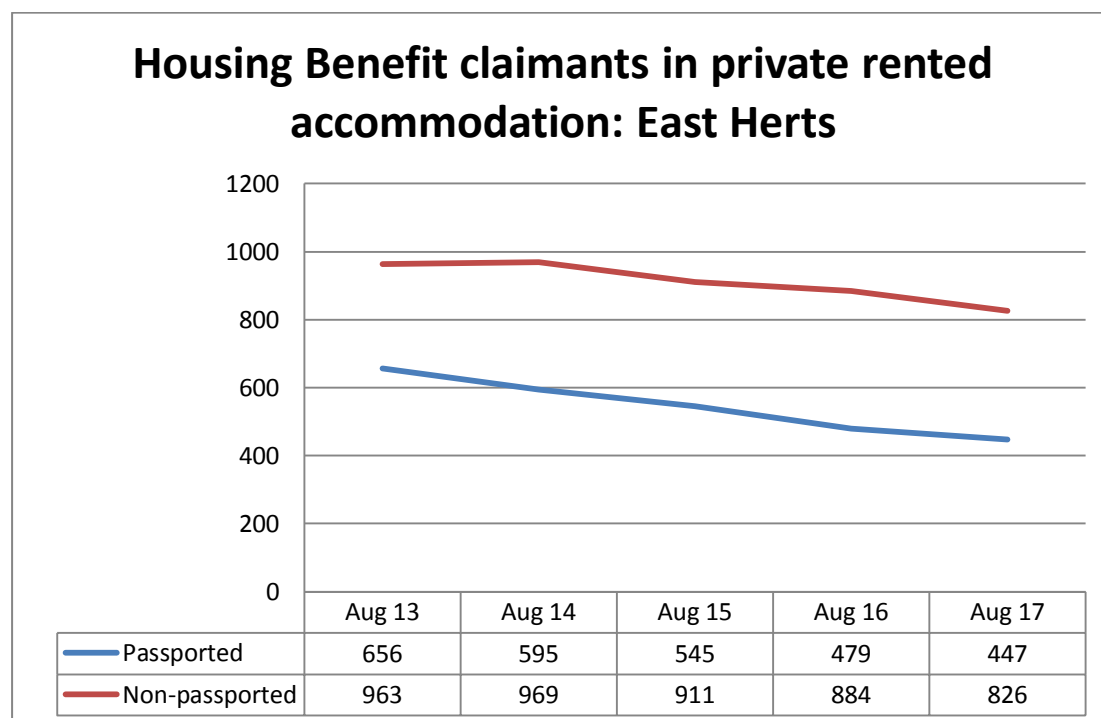
Just over half of the households registered on the Council's Housing Register are in employment (51%), of which 45% do not receive any welfare benefits.

It has become increasingly challenging for residents to secure homes that are affordable for them at open market value. The private rented market has rapidly expanded in East Herts with increased demand from households that are unable to afford to buy property in the district. There has also been a corresponding increase in households homeless as a result of loss of an assured shorthold tenancy (AST). In 2010 eight households were homeless as a result of the termination of their AST by their landlord. In 2017 the number had increased to 24 households.

This increased demand has led to rents increasing faster than pay. Shelter analysed official data from the Annual Survey of Hours and Earnings and the Index of Private Housing Rental Prices. They found that private rents in England have risen by 16% since 2011, outpacing average wages which have only risen by 10% over that period. In East Herts the lag between wages and rents is significantly greater. While rents have gone up by 29%, wages have risen by only 4% (based on two person household with one full time and one part time worker).

Analysis of the LHA freeze carried out by Shelter, puts East Herts 9th in the top 10 local authorities outside London with the biggest shortfall between LHA and rent for both families in two bedroom homes, who face a monthly shortfall of £218.66, and single people and couples in one bedroom homes with a monthly shortfall of £172.26.

Demand from households unable to buy, landlords' reluctance to let to HB tenants and the increasing gap between the Local Housing Allowance rate and rents have contributed to a significant drop in the proportion of private rented sector tenants that are in receipt of Housing Benefit. Between 2013 and 2017 there was a 22% (346 households) reduction in the number of households in receipt of Housing Benefit in private rented accommodation.



Source: Housing Benefit statistics

The Association of Residential Landlord published research they undertook in October 2018 which found that 61% of their landlords that let to tenants on Universal Credit have experienced their Universal Credit tenants going into rent arrears in the past 12 months. This is over double from 27% of landlords in 2016, and a significant increase from the previous year where it was 38% of landlords.

They also found that the amount owed by Universal Credit tenants in rent arrears has increased by 49% in comparison to the previous 12 months. This has increased from £1,600.88 in 2017 to £2,390.19. The Association concluded that rent arrears for Universal Credit tenants are likely to be driving homelessness, with 28% of landlords regaining possession of their property from a Universal Credit tenant and the primary reason being rent arrears (77% of landlords).

However affordability does not just impact on households within the private rented market. Although most social housing is let at rents at or below the Local Housing Allowance rate, the rent for a number of new build properties is considerably higher.

Most social landlords are performing affordability checks on potential tenants which indicates a recognition that affordability is a significant issue for them.

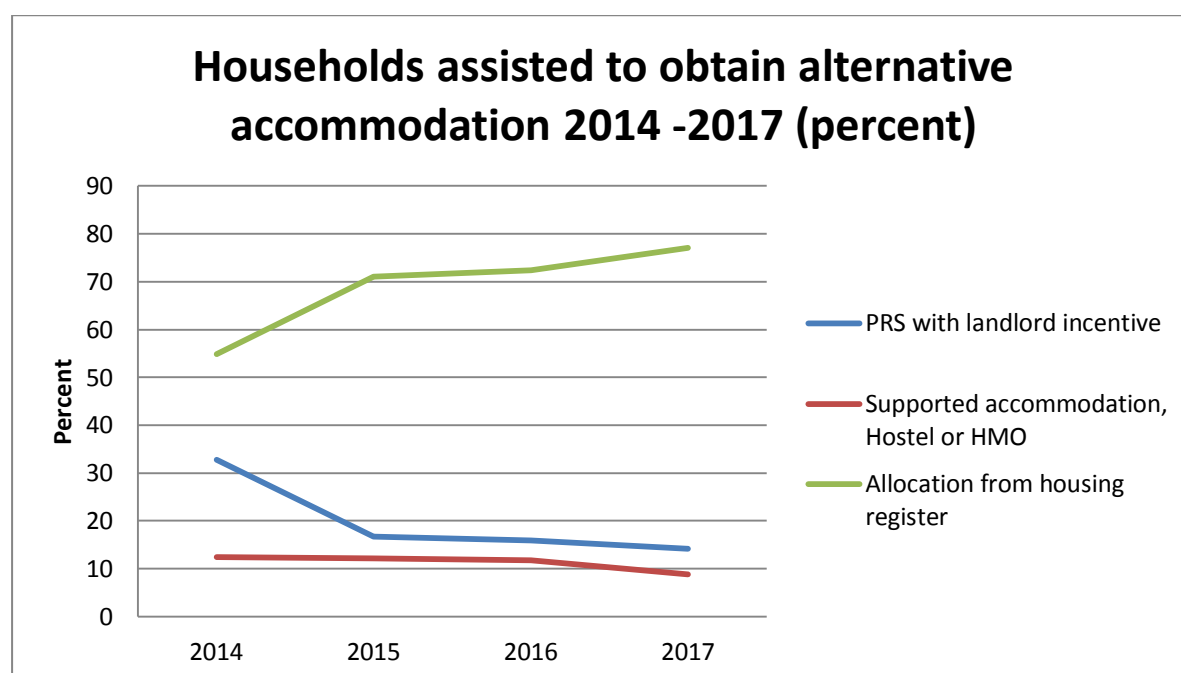
In 2001, 211 of the 348 local authority areas in England and Wales recorded Registered Provider rents at a higher percentage of 10th percentile gross salary than East Herts. By 2016 only 13 local authority areas were recorded with RP rents at a higher percentage of 10th percentile of gross earnings than East Herts.

Affordability is also becoming increasingly problematic for larger families, with “affordable housing” becoming “unaffordable” for people who need more than 3 bedrooms. This trend is starting to extend to smaller units.

Social Housing

The inaccessibility of the private rented sector increases the pressure on available alternative, more affordable housing solutions, such as housing association homes let on affordable rents. Demand for social housing in East Herts is high, and the number of applicants on the Council's Housing Register increased from 1,411 on 1st April 2014 to 2,048 on 1st April 2018 (an increase of 45%).

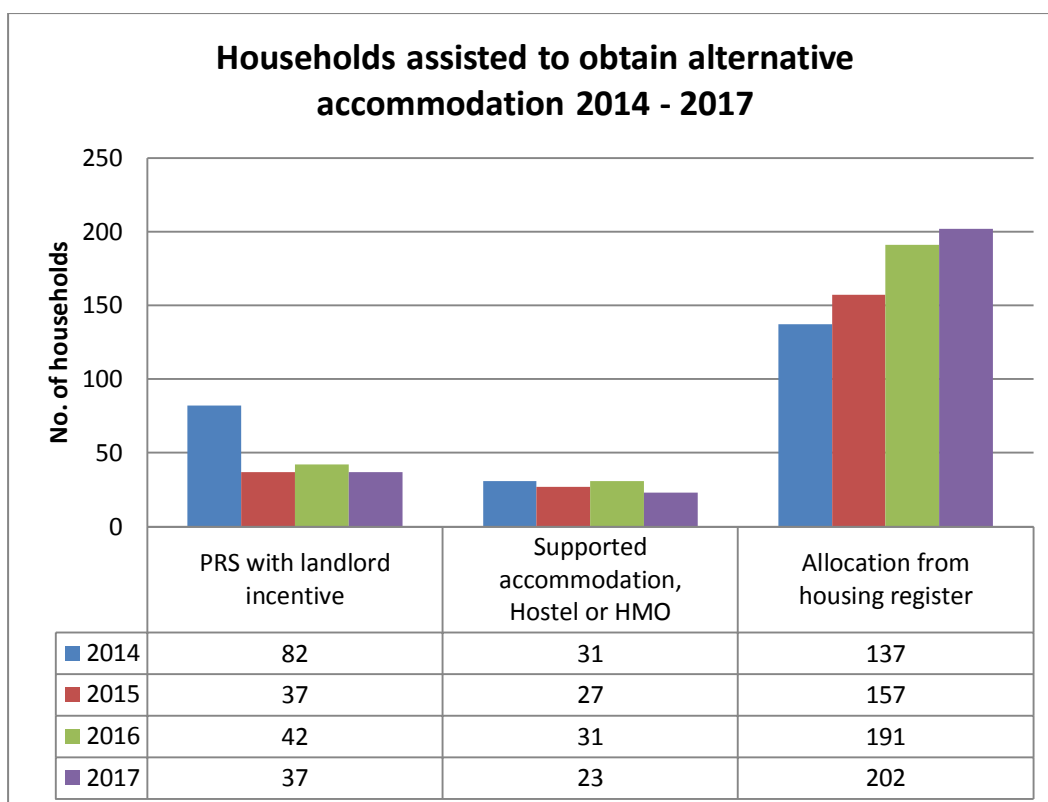
An allocation to social housing is playing an ever increasing role in the prevention of homelessness. While the number of households that have had their homelessness prevented has remained fairly constant, the proportion of households having their homelessness prevented through an allocation to social housing increased from 55% to 77% between 2014 and 2017.



Source: Housing Options Service

Homeless prevention

There has been a significant decrease in the number of households whose homelessness is prevented through securing a private rented sector tenancy. In 2017, only 14% of preventions were achieved through obtaining a PRS tenancy down from 33% in 2014. At the same time allocations from the housing register have seen a corresponding increase up from 55% to 77%.



Source: Housing Options Service

78% of the Council's successful homelessness prevention activity in 2017 was the result of securing alternative accommodation for people. The majority of these preventions related to nominations to housing association accommodation from the Council's housing register.

Rough Sleeping

East Herts continues to report low levels of rough sleeping. All local authorities have to submit an annual figure to central government indicating the numbers of people sleeping rough in their area on a single 'typical' night.

Rough sleepers are people bedded down in the open air – on the street, in tents, doorways, parks, bus shelters or encampments. It also covers people in buildings or other places not designed for habitation - such as stairwells, barns, sheds, car parks and cars.

Local authorities can decide whether to submit an estimate or carry out a count. Due to the district's rural nature and geographical size East Herts submit an estimate. In November 2018 our estimate for those rough sleeping in East Herts was nine. Of the nine 8 were male and they were all aged between 26 and 55 aside from one who was aged 21.

The Holy Trinity Church in Bishop's Stortford has provided a winter shelter for rough sleepers since 2015-2016 in which they have accommodated at least 10 (a number of which were from outside of East Herts) individuals in each of the last 3 years. The Housing Options Service works closely with the Shelter to identify alternative accommodation options for local residents each year. However, rough sleepers often present with complex needs and will require considerable support to secure and sustain settled accommodation and are often rough sleeping because they have recently lost housing association accommodation due to their behaviour.

Support Services

There are risks to wider services associated with reductions in public spending and the identifiable pressures that exist in other parts of the system. It is reasonable to anticipate these factors will ultimately result in a reduction in spending in services that contribute to the existing safety net, and increasing pressure on the Council's services and those of other partners locally to fill emerging gaps. This reduction in support services ultimately impacts on an individual's ability to sustain a tenancy and their homelessness or repeat homelessness.

5.0 Strategic objectives

East Herts' "Housing Options" approach has been successful at preventing and tackling homelessness. However trends in the housing market are making it increasingly difficult for lower income households particularly in the private rented market. We need to work in new ways, to intervene in people's situations to support them to prevent homelessness in East Herts.

Therefore identifying and securing new ways to access alternative housing options that are suitable and affordable will continue to be a high priority. The Council needs to explore new ways of helping residents, to dramatically increase the number of people for whom interventions result in sustainable outcomes, enabling more people to stay in their homes or to manage in the housing market without requiring ongoing or repeat intervention from public services.

The strategy recognises that it cannot rely on a private rented market that is excluding increasing numbers of people and which is the biggest contributor to homelessness. In addition if we were to rely on the private rented market then it would increase the likelihood that the Council will have to 'export' local people to more affordable housing markets in other areas, if it is to fulfil its legal duties under homelessness legislation now and in the future.

The review of homelessness has recognised that people present to Housing Services for advice and assistance for a variety of reasons. Those reasons are rarely directly attributable to "housing". Whilst the housing market itself is a challenge, they are often a result of people's financial capacity, employment, redundancy, ill health, alcohol and/or drugs misuse, relationship breakdown, or other underlying causes.

Frequently, these underlying causes are not being adequately addressed by the Council, or by the wider network of public services; often this is because the person does not meet relevant service thresholds where the right expertise may otherwise be available, or because we can sometimes – even when trying to operate collectively - work in isolation. Sometimes the person we need to help is considered ineligible by agencies, including ourselves, through eligibility (generally immigration status) or our qualification criteria. This can prevent services or assistance being provided early enough to prevent homelessness.

The Council has therefore developed four main objectives for this Strategy which are:

1. Strong and effective partnership working;
2. Early targeted intervention and advice to prevent the loss of accommodation;
3. Effective action to relieve homelessness and sustain tenancies to prevent repeat homelessness;
4. Protect and increase local housing options.

Objective 1 - Strong and effective partnership working

Partnership working has always been key to the successful prevention of homelessness in East Herts by working with partners to identify people who may be at risk of homelessness at the earliest opportunity. Strong relationships, referral routes and jointly delivered services will continue to lead to better outcomes for the homeless.

The Housing Service continues to play an active key role in many partnership arrangements in East Herts and more widely in Hertfordshire including:

- Community Safety Partnerships including MAPPA (Multi-Agency Protection Panel) and MARAC (Multi Agency Risk Assessment Conference);
- Hertfordshire Children's Strategic Partnership Accommodation Board;
- Hertfordshire Supported Housing Strategic Board and the Local East Herts Accommodation Board;
- Hertfordshire Heads of Housing and Hertfordshire Homeless Managers Group;
- East Herts Mental Health Group.

These groups are useful for ensuring best practice and ensuring good networking opportunities are maximised to benefit the work that we and our partners all do to prevent homelessness and develop appropriate services for residents.

Challenges

Many services are seeing increases in demand and pressures, coupled with reductions in funding. This often leads to changes in eligibility criteria and increased thresholds for access to services, resulting in some groups of people “falling through the gaps” and being unable to access services.

There are a number of support agencies, some with supported accommodation within East Herts. It can be difficult for vulnerable people (and the agencies who support them) to navigate between these. Strong joint working between partner agencies can significantly improve the outcomes for vulnerable homeless people. Developing referral processes and relationships with organisations will offer a more consistent and meaningful offer of assistance to individuals.

The public body Duty to Refer obligations that have been introduced under the Homelessness Reduction Act mean that a larger number of agencies, some of whom may have limited knowledge of the issues affecting homeless persons or the nature of available services, will be required to assist homeless households to access advice and assistance.

ACTIONS

- Work with partners to develop and deliver effective advice, prevention and homelessness services within East Herts.
- Work with partner agencies to ensure efficient referral mechanisms are in place for example food banks to assist customers who may benefit from, advice and/or support to assist them to improve their situation where possible.
- Re-launch the Homelessness Strategy Group with partner organisations in East Herts to share information, monitor the causes and consider best practice in preventing and providing solutions to homelessness.

- Improve housing and homelessness knowledge throughout partner agencies which will enable customers to receive the correct advice/information on housing related issues.
- Work with Hertfordshire County Council to update the current protocols for homeless 16 & 17 year olds, careleavers and intentionally homeless families.

Objective 2 - Early targeted advice and intervention to enable residents prevent the loss of accommodation.

Early identification of problems and the provision of high quality advice and assistance will ensure people have the best chance of staying in their home. Some groups are more likely than others to experience homelessness within East Herts so require advice and assistance that is tailored to meet their needs.

Challenges

Lack of awareness of housing advice and prevention services within East Herts can mean that households do not access assistance until after they have lost their home.

Vulnerable groups may have additional needs and require more specialist advice and prevention services, or more support and encouragement to access or engage with services.

Households may have difficulty adjusting to changes to the benefit system, such as direct payments under Universal Credit, and may suffer financial hardship and homelessness as a result.

Loss of rental income has a major impact on both Social and Private Sector Landlords, who will often need to commence possession action in the event of persistent rent arrears.

ACTIONS

- Review and update all internal processes and procedures to ensure they that they are Homelessness Reduction Act compliant.

- Review the homelessness prevention advice available on the Council's web site and ensure that relevant and clear information is available for vulnerable groups.
- To mitigate the impacts of Welfare Reform and Universal Credit work with internal and external partners to ensure sufficient welfare, debt and budgeting advice is available at the earliest opportunity.
- Devise an early intervention protocol with all Registered Providers to address factors such as rent arrears and anti-social behaviour to prevent evictions where possible.
- Identify with key partners relevant data to recognise early risk factors for groups at risk of homelessness and signal opportunities for early intervention.
- Work with Private Sector Landlords and Lettings Agents to develop early signposting protocols for tenants with arrears or other tenancy concerns, to the Housing Options Service, to prevent homelessness.

Objective 3 - Effective action to relieve homelessness and sustain tenancies to prevent repeat homelessness

Strong and effective pathways ensure that suitable accommodation can be secured as soon as possible. Suitable local temporary accommodation can minimise the negative effects of homelessness, before longer term accommodation can be found.

Many homeless applicants need support to sustain independent accommodation in the long-term. Access to supported housing, transitional, longer-term and crisis support services can reduce the risk of repeat homelessness.

Challenges

There are limited temporary accommodation options within East Herts for households who require accommodation in an emergency. As a result households often need to be accommodated within Bed and Breakfasts that are

located outside of the East Herts area, away from their existing networks. There is a need for more suitable temporary accommodation options within East Herts.

There are limited tenancy sustainment services available within East Herts. Many agencies have withdrawn these services because of funding concerns. Vulnerable people can experience difficulties at multiple times during an independent tenancy, which can lead to financial difficulties and tenancy failure. Included within this are a small number of households within East Herts who repeatedly experience tenancy failure and homelessness.

Some tenancies fail because vulnerable people have moved into independent accommodation before they have acquired the necessary skills for independent living.

ACTIONS

- Ensure all eligible households who are at risk of homelessness within 56 days are referred to the Council's Housing Options Team to make a homeless application.
- Continue to review the supply of suitable temporary accommodation within East Herts to ensure sufficient supply.
- Respond to reports of rough sleeping within 24 hours and ensure this response adequately engages with rough sleepers.
- Work to develop a stronger multi-agency rehousing pathway to incidents of rough sleeping.
- Review the availability in the District of support to vulnerable households, who have difficulty sustaining accommodation, including the availability supported accommodation and move-on to independent accommodation.
- Review the level of repeat homelessness and work with partner agencies to prevent incidents of repeat homelessness within East Herts.

Objective 4 - Protect and increase local housing options

Demand for the limited amounts of social and supported housing within East Herts is high and most low income households have difficulty accessing the private rental sector as they lack funds or references to secure accommodation in the Private Rental Sector.

The Council aims to work with partners to make the best use of existing resources, improve access to available options, increase supply and identify and address gaps in provision.

Challenges

The majority of Private Sector Landlords and lettings agents are reluctant to accept tenants who are on low incomes or who claim welfare benefits particularly those moving to Universal Credit.

With increased private rent levels and the high cost of buying a home, it will be more difficult to meet the housing needs of households who are unable to access home ownership or accommodation in the private rented sector.

There is demand for more supported accommodation within East Herts, particularly for those who have complex support needs.

ACTIONS

- Work with partners to review current, and identify new, sources of supported accommodation to meet the needs of groups who are particularly at risk of homelessness in East Herts.
- Increase the supply of affordable social housing within East Herts, particularly accommodation that is let at or below Local Housing Allowance rates.
- Continue to manage opportunities to make the best use of existing Registered Provider housing stock within East Herts.
- Promote and improve the Council's private rented accommodation offer, working with landlords and letting agents.

6.0 Resourcing the Strategy

In common with other local authorities, the Council has been affected by austerity and year on year reductions in central government grant funding. These have required it to transform and constantly review opportunities to become more efficient.

In a 2-tier area, the Council is also vulnerable to funding decisions that are made by Hertfordshire County Council that can have knock-on consequences for district level resources.

Despite these pressures, the Council has continued to prioritise its frontline services and has continued to invest in its Housing Services. Homeless Services remain a priority for the Council and it is committed to ongoing work to improve the way we engage and support people who are homeless or at risk of becoming homeless.

The Council has targeted the use of the Ministry for Housing, Communities and Government “Preventing Homelessness Grant” funding and “Flexible Homelessness Support Grant” on the front line Housing Service by the recruitment of additional members of staff as well procuring specialist services from partners agencies such as the Citizens Advice service for debt advice and Herts Young Homeless for homeless prevention work in schools as well as directly supporting individual homeless applicants to sustain or secure accommodation.

The Council will continue to seek to capitalise on any additional opportunities to draw down funding into the area to support homelessness and related services, including by supporting our voluntary sector partners to seek funding from sources that may be exclusively available to them.

7.0 Monitoring the Strategy

The Homelessness Strategy Objectives and Delivery Plan will be monitored by the multi-agency Homelessness Strategy Group and the Council's Performance, Audit and Governance Scrutiny Committee.

The Delivery Plan will be reviewed and updated every 6 months to ensure it reflects changes or developments in National or Local Policy or service provision.

The previous national homelessness reporting requirements (known as P1E data) were focused on accepted homeless cases and therefore did not give an accurate picture of homelessness within East Herts. From April 2018, all Housing Authorities have been required to collect and submit detailed case-level performance information relating to all homeless applications (known as H-Clic data). The Council will regularly review this performance information to develop a clearer understanding of the local causes of homelessness and to assess the effectiveness of local services and identify any gaps in provision.

Five performance indicators will be used to assess the effectiveness of the Homelessness Strategy:

1. Number of homeless applications where homelessness is successfully prevented;
2. Number of homeless applications where homelessness is successfully relieved;
3. Number of homeless applicants to whom the Council accepts the full homeless duty;
4. Number of homeless applicants who are placed into temporary accommodation;
5. Number of repeat homeless applications (made within 2 years of original application closure date).

8.0 The Delivery Plan

This Preventing Homelessness Strategy is deliberately focused on action and delivery through the delivery plan which is attached as Appendix B.

The actions within the Delivery Plan have been consulted on and agreed with our partners. However because the Strategy is a five year document the actions will be regularly reviewed, updated and revised by the Homeless Strategy Group to reflect the current homeless situation and priorities.

This will be developed based on the agreed Actions following completion and adoption of the Strategy.

Affordable Rent means rented housing let by a Registered Provider of social housing to households who are eligible for Social Rented housing at a rent of no more than 80% of the Local Market Rent, including service charges where applicable, and upon the approved Financial Terms at a fixed term tenancy for a period not less than that recommended by the social housing regulator

Benefit Cap is a maximum allowance on the total amount of benefit a household is entitled to receive. The Benefit Cap will only apply if a household is in receipt of Housing Benefit or Universal Credit. The applicant's benefits will be reduced if they receive more than the limit that applies for their circumstances - this means they will get less Housing Benefit or Universal Credit.

For couples or households with children the benefit cap is £384.62 per week. The limit for single people with no children is £257.69 per week.

Social Rent means housing let at a periodical rent due at intervals of a month or less without any fine deposit or premium which is let at or below Target Rent and is let on the Registered Provider's standard form of letting as an Assured Tenancy and upon the approved Financial Terms

Fixed term tenancies are a new type of tenancy introduced under the Localism Act 2012 available for registered providers to use from the date of inception of the Act that has a specified term of not less than 5 years or 2 years in exceptional circumstances. Fixed term tenancies can be used for Affordable Rent or Social Rent properties.

Local Housing Allowance (LHA) is the maximum amount of Housing Benefit payable by number of bedrooms in a property in a Local Authority Area. It is updated annually and is calculated using the 30th percentile of market rent for each property size in that local authority area.

Mutual Exchange is a facility that enables a tenant to exchange their property and tenancy with another of their own Registered Provider's tenants or with a tenant of a different Registered Provider.

Registered provider is the term used for housing associations or other private sector developers, local Council's etc. who have registered to provide social housing with Homes England.

Universal Credit is a new approach to welfare to be introduced under the Government's welfare reforms in 2013 phased across the country. It will be an integrated benefit in place of income support, income-based job seekers allowance, income related employment and support allowance, housing benefit, child tax credit and working tax credit. Households in receipt of universal credit and not in receipt of specific exempt benefits will be subject to the benefit cap defined above.

Equality Impact Analysis Form

1. Equality Impact Analysis (EIA) Form

Title of EIA (policy/change it relates to)	Homelessness and Rough Sleeping Review and Strategy 2019-2024	Date	11/1/2019
Team/Department	Housing Service, Housing and Health		
Focus of EIA What are the aims of the new initiative? Who implements it? Define the user group impacted? How will they be impacted?	<p>The overall purpose of the Homeless Strategy (Strategy) is to ensure that as a Council we address homelessness strategically by ensuring suitable accommodation, support and advice is available and accessible to all client groups and to encourage a multi-agency approach to preventing homelessness.</p> <p>Aim</p> <ul style="list-style-type: none"> • To meet the Council's statutory duty to produce a homelessness review and strategy once every five years. • To present a full picture of the reasons for homelessness and the groups of people most likely to become homeless. • To define strategic priorities local to East Herts for homelessness and the prevention of homelessness and actions for the council and its partners. To prioritise resources for the groups most in need of assistance. • To produce better outcomes for homeless households, enabling them to live in accommodation suitable for their needs with appropriate support if required. 		

	<p>Implementation</p> <p>The Strategy is implemented and monitored by the council's Housing Service with assistance from the council's internal and external partners.</p> <p>The council has a duty to provide housing advice and assistance to all those that are eligible, i.e. the applicant meets immigration criteria as defined by the Government.</p> <p>For Service users that approach the council an assessment will be carried out regarding their current housing situation and advice and assistance offered according to current legislation and best practice to prevent or relieve homelessness.</p>
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Please note: Prepopulated data for protected categories other than Age and Gender come from 2011 census results¹ on the district, the Age and Gender data comes from ONS mid-year estimates². If the service has specific demographic data for service users/residents than this should be used instead.

¹<https://www.nomisweb.co.uk/census/2011>

²<https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/datasets/populationestimatesforukenglandandwalescotlandandnorthernireland>

2. Review of information, equality analysis and potential actions

Please fill in when appropriate to the change. If it does not, please put N/A

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff		What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	What can you do? All potential actions to: • advance equality of opportunity, • eliminate discrimination, and • foster good relations
Age	16-24 25-44 45-59 60-64 65-74 Over 75	21% 58% 17% 2% 1% 1%	Despite an ageing population, younger age groups remain the most Susceptible to homelessness. The age ranges 16-24 and 25-44 have Comprised over 75 of all cases in the last four consecutive years.	The homelessness legislation defines which groups have a priority for housing and the most significant group is those with children. Which comprises the age range 16 – 59.	The legislation framework promotes discrimination
Disability	12 % of the households accepted under the homelessness legislation had a recorded disability. This is higher than the 2011 Census		Applicants with a registered disability are likely	Legislation and policy are designed to give certain groups who are	The legislation framework promotes discrimination

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff	What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	What can you do? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
	figures for East herts which recorded 5.8% of the population who stated that their day to day activities were impacted a lot by their long term health or disability.	to be given a higher priority for rehousing or be accepted as vulnerable as defined under the homelessness legislation.	less able to access suitable accommodation a higher priority for housing and applicants with a disability are one of these groups.	
Gender reassignment	This is not currently monitored for homeless applications and there are no plans to do so.			No action required
Pregnancy and maternity	This information is not recorded as part of the homeless application process.	Applicants who are pregnant or have a child are likely to be given a higher priority for rehousing or be accepted as vulnerable as defined under the		The Homeless legislation confers an additional priority for rehousing an applicant that is pregnant or has a child above someone that is not pregnant or does not have a child.

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff		What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	What can you do? All potential actions to: • advance equality of opportunity, • eliminate discrimination, and • foster good relations
			homelessness legislation.		
Race	White English/Welsh/Scottish/Northern Irish/British Irish Gypsy or Irish Traveller Other White Mixed/multiple ethnic groups White and Black Caribbean White and Black African White and Asian Other Mixed Asian/Asian British Indian	95.47% 90.25% 1.14% 0.04% 4.04% 1.61% 0.45% 0.15% 0.62% 0.38% 1.95% 0.73%	The data requested each quarter by the government for 17/18 shows for a total of 72 households assessed under homelessness: White 85% Black 7% Asian 3% Mixed 4% Other 1%	The numbers are very small and the effect of one household can have a marked impact of the recorded statistics.	No action required

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff		What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	What can you do? All potential actions to: <ul style="list-style-type: none">• advance equality of opportunity,• eliminate discrimination, and• foster good relations
	Pakistani	0.15%			
	Bangladeshi	0.20%			
	Chinese	0.37%			
	Other Asian	0.49%			
	Black/African/Caribbean/Black British	0.71%			
	African	0.43%			
	Caribbean	0.22%			
	Other Black	0.07%			
	Other ethnic group	0.26%			
	Arab	0.10%			
	Any other ethnic group	0.16%			
Religion or belief	Christian	62.75%	Not monitored under homelessness		No action required
	Buddhist	0.32%			
	Hindu	0.45%			

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff		What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	What can you do? All potential actions to: • advance equality of opportunity, • eliminate discrimination, and • foster good relations
	Jewish Muslim Sikh Other religion No religion Religion not stated	0.33% 0.72% 0.12% 0.32% 27.75% 7.26%			
Sex/Gender	The district is 51% female and 49% male		There are more women than men recorded as having an accepted homeless application.	Households defined as having a priority need include those with dependent children or a pregnant woman. In addition, a significant number of households with dependent children are headed by single women.	No action required

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff	What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	What can you do? All potential actions to: <ul style="list-style-type: none"> • advance equality of opportunity, • eliminate discrimination, and • foster good relations
			The discrepancies between the census data and housing register figures can therefore be explained by the legislation governing how homeless applications are assessed.	
Sexual orientation	Not monitored		Applications would be assessed based on existing legislation and couples can make joint applications. Sexual orientation would not be part of the assessment.	No action required

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff		What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	What can you do? All potential actions to: • advance equality of opportunity, • eliminate discrimination, and • foster good relations
Marriage and civil partnership	Single Married Civil partnership Separated Divorced Widowed	30.5% 52.3% 0.2% 2.3% 8.6% 6.2%	Not monitored under homelessness. However 50% of the applications were female lone parent families.	Households defined as having a priority need include those with dependent children or a pregnant woman. In addition, a significant number of households with dependent children are headed by single women. The discrepancies between the census data and housing register figures can therefore be explained by the legislation governing how homeless applications	No action required

Protected characteristics groups from the Equality Act 2010	What do you know? Summary of data about your service-users and/or staff		What do people tell you? Summary of service-user and/or staff feedback	What does this mean? Impacts (actual and potential, positive and negative. Clearly state each)	What can you do? All potential actions to: • advance equality of opportunity, • eliminate discrimination, and • foster good relations
				are assessed.	
Assessment of overall impacts and any further recommendations					
<p>The Governments homeless legislation defines who should be owed a housing duty or assisted under homelessness. The legislation and associated case law is specifically designed to ensure those less able to access their own housing solutions are assisted – i.e. those that are considered vulnerable are more likely to ask for assistance and be assisted under Homelessness legislation. The government has carried out its own Equalities Impact assessment during the legislative process.</p>					

3. List detailed data and/or community feedback which informed your EqIA (If applicable)

Title (of data, research or engagement)	Date	Gaps in data	Actions to fill these gaps: who else do you need to engage with? (add these to the Action Plan below, with a timeframe)
None – figures taken from Council’s own monitoring systems			

4. Prioritised Action Plan (If applicable)

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe
NB: These actions must now be transferred to service or business plans and monitored to ensure they achieve the outcomes identified.				

EqIA sign-off: (for the EQIA to be final an email must sent from the relevant people agreeing it or this section must be signed)

Lead Equality Impact Assessment officer:		Date:	
Directorate Management Team rep or Head of Service:	Ben Woods	Date:	
Author of Equality Impact Analysis:	Claire Bennett	Date:	18/1/2019

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MINUTES OF A MEETING OF THE
EXECUTIVE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
TUESDAY 12 FEBRUARY 2019, AT 7.00 PM

PRESENT: Councillor (Chairman/Leader)
Councillors L Haysey, E Buckmaster,
J Goodeve, G Jones, G McAndrew,
S Rutland-Barsby and G Williamson.

ALSO PRESENT:

Councillors A Alder, M Allen, P Ballam,
S Bull, M McMullen, T Page, M Pope and
P Ruffles.

OFFICERS IN ATTENDANCE:

Claire Bennett	- Manager of Housing Services
Lorraine Blackburn	- Democratic Services Officer
Jonathan Geall	- Head of Housing and Health
Helen Standen	- Deputy Chief Executive
Kevin Steptoe	- Head of Planning and Building Control Services
Alison Stuart	- Head of Legal and Democratic Services
David Thorogood	- Environmental Co-Ordinator

Liz Watts
Ben Wood

- Chief Executive
- Head of
Communications,
Strategy and
Policy

372 LEADER'S ANNOUNCEMENTS

The Leader welcomed Members and Officers and reminded everyone that the meeting was being webcast.

373 MINUTES - 11 DECEMBER 2018

Councillor E Buckmaster moved, and Councillor S Rutland-Barsby seconded a motion, to approve the Minutes of the previous meeting as a correct record. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that the Minutes of the Executive held on 11 December 2018 be approved as a correct record and signed by the Leader.

374 DECLARATIONS OF INTEREST

The Leader explained that although not a pecuniary interest, she would not participate in agenda item 5 (Bid to the European Regional Development Fund for Launchpad 2 Project) as she was Chairman of the LEP European funding board which would be consider the application. She handed over the chair to Councillor Gary Jones and took no part in the debate.

375 BID TO THE EUROPEAN REGIONAL DEVELOPMENT FUND
FOR LAUNCHPAD 2 PROJECT

The Executive Member for Economic Development and Deputy Leader introduced his report on the options for expanding the Launchpad and supporting business growth in the district.

Councillor M Pope was pleased to hear that Ware Town Council had agreed to take part in the collaborative approach to open a Launchpad at Ware Priory. He thanked Officers for their work in moving the project forward.

Councillor G Jones moved, and Councillor G Williamson seconded, a motion to support the recommendations now detailed. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

The Executive supported the proposals as now detailed.

RESOLVED – that (A) a collaborative approach with Ware Town Council on opening a Launchpad at Ware Priory and funding committed from the Priority Spend Reserve of up to £38,600 over 2019/20 – 2020/21, be approved; and

(B) the submission of a bid for ERDF funding for the Launchpad 2 Project with East Herts Council as the accountable body and Ware Town Council as strategic partners, with funding committed from the Priority Spend Reserve of up to £162,900 over 2019/20 – 2021/22, be approved.

At this point Councillor Gary Jones handed the chair back to the Leader.

376 HERTFORDSHIRE INFRASTRUCTURE AND FUNDING
PROSPECTUS 2018-2031

The Leader of the Council submitted a report on the publication of the Hertfordshire Infrastructure and Funding Prospectus 2018 – 2031 and sought approval that this be used when discussing infrastructure needs with the development industry. The Leader provided a summary of the background and commended the report to Members which would be submitted to Council to consider.

Councillor G McAndrew welcomed the report and emphasised the importance of cross border working, citing East Herts as an exemplar.

Councillor L Haysey moved, and Councillor J Goodeve seconded, a motion to support the recommendations now detailed. After being put to the meeting and a vote taken, the motion was declared CARRIED.

The Executive supported the proposals, now detailed.

RESOLVED – that Council be recommended (A) to note the publication of the Hertfordshire Infrastructure and Funding Prospectus 2018-2031 and

(B) the Hertfordshire Infrastructure and Funding Prospectus 2018-2031 be used when discussing infrastructure needs with the development industry.

377 LAND WEST OF HERTFORD (NORTH OF WELWYN ROAD)
MASTERPLANNING FRAMEWORK

The Leader of the Council submitted a report on the Masterplanning framework for Land West of Hertford (North of Welwyn road) (HERT 3). Councillor S Rutland-Barsby presented the report and its key role within the District Plan which will guide developers. The Leader recognised the hard work of all those who had been involved in the process.

Councillor L Haysey moved, and Councillor S Rutland-Barsby seconded, a motion to support the recommendations now detailed. After being put to the meeting and a vote taken, the motion was declared CARRIED.

The Executive supported the proposals now detailed.

RESOLVED – that Council be recommended to agree the Masterplanning Framework for Land West of Hertford (North of Welwyn road)(HERT 3) as detailed within Essential Reference Paper "B", as a material consideration for Development Management purposes.

378 AUTHORITY MONITORING REPORT

The Leader of the Council submitted a report seeking approval to publish the Authority Monitoring (AMR) report 2017-2018. The Leader commended the report to Members as a useful document generally and for reference purposes.

Councillor E Buckmaster welcomed the document adding that he would ensure that he would circulate the document within his ward.

The Leader asked the Head of Communications, Strategy and Policy to publicise the document.

The Executive supported the recommendation as now detailed.

RESOLVED – that the Authority Monitoring Report (AMR) 2017–18, contained at Essential Reference Paper "B", be approved for publication.

379 NEIGHBOURHOOD PLANNING GUIDANCE NOTE 2019

The Leader of the Council submitted a report seeking approval of the publication of the Neighbourhood Planning Guidance 2019. The Leader reminded Members that the Council now had five formally adopted Neighbourhood Plans with a number of others advancing to the latter stages of the process. She highlighted the importance role of towns and parishes in contributing to the process. The Leader of the Council thanked Officers for their work in the process.

Councillor L Haysey moved, and Councillor G McAndrew seconded, a motion to support the recommendation now detailed. After being put to the meeting and a vote taken, the motion was declared CARRIED.

The Executive supported the proposal now detailed.

RESOLVED – that the Neighbourhood Planning

Guidance 2019 contained at Essential Reference Paper "B", be approved for publication.

380 LOCAL DEVELOPMENT SCHEME (LDS) MARCH 2019

The Leader of the Council submitted a report presenting an updated version of the Council's Local Development Scheme (LDS), and the schedule and work programme that set out the timeline for preparation of any emerging Local Development documents. The document replaced the previous LDS, dated September 2017. The Leader explained that the document was fundamental to support the District Plan.

Councillor L Haysey moved, and Councillor G McAndrew seconded, a motion to support the recommendation as now detailed. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

The Executive supported the proposal as detailed.

RESOLVED – that Council be recommended to approve the Local Development Scheme (LDS) March 2019, attached at Essential Reference Paper "B" to take effect from March 2019.

381 THE EAST HERTS HOMELESSNESS AND ROUGH SLEEPING REVIEW AND STRATEGY 2019-2024

The Executive Member for Housing submitted a report presenting a draft version of the Homelessness and Rough Sleeping review Strategy 2019-2024 for consideration by Members and approval by Council and provided a summary of the report by way of introduction.

Councillor T Page referred to the issue of terminating assured shorthold tenancies which contributed to the issue of homelessness and sought clarification on what could be done to improve the situation. The Service Manager, Housing Services explained that much of the action which might be taken was out of the Council's control but that the authority did endeavour to find out from private landlords why tenancies were being terminated. She confirmed that large and small housing associations had been involved in the development of the new strategy. The Service Manager, Housing explained that it was the aim of the Council to bring back the Housing Strategy Forum.

The Head of Housing explained the four objectives within the Delivery Plan and the key role of partnership working.

Councillor J Goodeve moved, and Councillor S Rutland-Barsby seconded, a motion to support the recommendations now detailed. After being put to the meeting and a vote taken, the motion was declared CARRIED.

The Executive supported the proposals now detailed.

RESOLVED – that the (A) Executive supported the content of the draft Homelessness and Rough Sleeping review and Strategy 2019-2024;

(B) the Executive agreed that the Head of Housing and Health be given delegated authority to make such amendments as authorised and any minor amendments as deemed necessary and before Council; and that;

(C) subject to such amendments in (B) above, Council be recommended to approve the draft Homelessness and Rough Sleeping Review and Strategy 2019 – 2024.

382 CONCLUDING REPORT OF THE CLIMATE CHANGE TASK AND FINISH GROUP

The Chairman of Overview and Security Committee submitted the concluding report of the Climate Change Task and Finish Group and explained that the report had been debated at length by Overview and Scrutiny Committee. Councillor M Allen thanked the Environmental Strategy Officer for his work in the process and in being able to distil the work of the group, into six key principles including those contained within supporting reference papers.

Councillor L Haysey moved and Councillor G Jones seconded, a motion to support the recommendation now detailed. After being put to the meeting and a vote taken, the motion was declared CARRIED.

The Executive supported the recommendation as now detailed.

RESOLVED - the adoption by the authority of the proposed Climate Change Policy Principles, be approved.

383 UPDATE FROM OVERVIEW AND SCRUTINY COMMITTEE

The Chairman of Overview and Scrutiny Committee

submitted a report summarising the discussions and recommendations made by Overview and Scrutiny Members at their meeting on 18 December 2018. Councillor M Allen explained that Climate Change, CCTV and IT Shared Service reports were widely debated at length.

Councillor G McAndrew moved and Councillor G Williams seconded, a motion to support the recommendation now detailed. After being put to the meeting and a vote taken, the motion was declared CARRIED.

The Executive support the recommendation as detailed.

RESOLVED – that the recommendations of Overview and Scrutiny Committee be noted.

384 UPDATE FROM PERFORMANCE, AUDIT AND GOVERNANCE
SCRUTINY COMMITTEE

The Chairman of Performance, Audit and Governance Scrutiny committee submitted a report summarising the discussions and recommendations made at that their meeting on 22 January 2019. Councillor M Pope thanked the Officers for their useful and informative reports.

Councillor G McAndrew moved, and Councillor G Williamson seconded, a motion to support the recommendation now detailed. After being put to the meeting and a vote taken, the motion was declared CARRIED.

The Executive support the recommendation as detailed.

RESOLVED – that the discussions and recommendation of performance Audit and Governance Scrutiny Committee detailed in the report, be noted.

The meeting closed at 7.30 pm

Chairman

Date

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MINUTES OF A MEETING OF THE
HUMAN RESOURCES COMMITTEE HELD IN
THE COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON WEDNESDAY 3 OCTOBER
2018, AT 3.00 PM

PRESENT: Councillor Peter Boylan (Chairman)
Councillors Mrs R Cheswright, S Cousins,
M McMullen, P Ruffles and M Stevenson

OFFICERS IN ATTENDANCE:

Vicki David	- Human Resources Officer
Kate Leeke	- Interim Head of Human Resources and Organisational Development
Claire Kirby	- Human Resources Officer
Peter Mannings	- Democratic Services Officer

200 STAFF SURVEY: PRESENTATION

The Interim Head of Human Resources and Organisational Development provided Members with a presentation on the results of the 2017 Staff Survey.

The Committee Chairman, on behalf of Members, thanked the Interim Head of Human Resources and Organisational Development for her presentation. The Interim Head responded to a number of queries from Members.

RESOLVED – that the presentation be received.

201 APOLOGY

An apology for absence was received from Councillor S Bull.

202 MINUTES - 25 JULY 2018

It was moved by Councillor S Cousins and seconded by Councillor M Stevenson that the Minutes of the meeting held on 25 July 2018 be confirmed as a correct record and signed by the Chairman. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that the Minutes of the meeting held on 25 July 2018 be confirmed as a correct record and signed by the Chairman.

203 CHAIRMAN'S ANNOUNCEMENTS

The Chairman drew Members' attention to a number of housekeeping issues in relation to the fire alarm, fire exits and the need to silence mobile devices and the unisex toilets located outside the Council Chamber.

204 SHARED INTERNAL AUDIT SERVICE - ANNUAL LEAVE AUDIT

The Interim Head of Human Resources and Organisational Development submitted an update report by the Shared Internal Audit Service (SIAS) commissioned by the Chief Executive, to review the implementation of the self-service annual leave recording process, its successes, issues raised and

lessons learned.

The Head explained that the auditor had reported on a number of issues that arose during the implementation of the new HR and Payroll System (My View) and identified that Human Resources were already aware of or had resolved them.

The Audit highlighted the need for the training to be ongoing to provide continual support for the users and HR Officers continued to provide that necessary training. The Committee noted the report.

RESOLVED – that the update be noted.

205 ANNUAL SICKNESS ABSENCE

The Interim Head of Human Resources and Organisational Development submitted a report which set out employee absence levels, analysed short and long term sickness absence for the period April 2017 – March 2018 and which outlined current and proposed initiatives to reduce absence.

The Head stated that the Council's sickness absence in 2017/18 (6.1 days per FTE) was well below the national local authority average (8.1 days) and lower than the Council's target (6.5 days). This figure had increased slightly since the previous year (5.9 days in 2016/17).

The Council's short term sickness absence in 2017/18 (3.1 days per FTE) was significantly lower than the Council's target (4.5 days). This figure had fallen since the previous year (3.2 days in 2016/17).

Members were advised that the 2017/18 long term sickness absence was 3.1 days per FTE which was well below the national local authority average of 4.1 days. This figure had increased slightly since the previous year and for the second year running had not met the Council's target for long term sickness.

The Interim Head stated that managers were supporting employees on long term sickness with counselling or referrals to Occupational Health and adjustments to their work/workplace to assist with returning to work. Members were advised that the most common reason (43% of absences) for long term sickness absence was due to acute medical conditions (e.g. stroke, heart attack or cancer).

The Chairman commented on the introduction of mental health first aiders. Councillor S Cousins referred to the benefits of a less stressful working environment. Councillor P Ruffles referred to the impacts of stress and long term conditions such as cancer on the mental health of Officers. The Committee Chairman also commented that, as short term sickness had not reached 4.0 FTE since 2013/14, the Council's target could be reduced from 4.5 days per FTE to 4.0 days.

Councillor Mrs R Cheswright proposed and Councillor S Cousins seconded, a motion that the Council should lower the short term sickness absence target to 4 days per FTE and therefore the target for total sickness absence would be reduced to 6 days FTE. After being put to the meeting and a vote taken, the recommendations were declared CARRIED.

RESOLVED – that (A) the sickness absence report be noted; and

(B) the absence management target for short term sickness absence be reduced to 4 days per FTE and the total sickness absence target be reduced to 6 days per FTE.

206 ANNUAL EQUALITIES REPORT

The Interim Head of Human Resources and Organisational Development submitted the results of the 2017/18 Annual Equalities Report. Members were advised that the Council's employee profile was broadly reflective of the local demographic.

The Interim Head stated that one area where the employee profile was not reflective was gender and age as the Authority had a considerably higher percentage of females than males when compared to the working population of East Hertfordshire. Members were advised however that this was common in the public sector.

The Interim Head stated that that there were no concerns with regard to leavers in terms of ethnic origin, religion and belief, disability and sexual orientation but there was, however, a disproportionate percentage of male leavers when compared to the percentage of male employees although it had reduced since last year.

The HR Officer advised that there had been a reduction in applicants from BAME groups being shortlisted from last year from 20 people (25% of BAME applicants) to 8

people (16% of BAME applicants). There were no concerns in other areas at the shortlisting stage and the principal concern was ensuring that the best candidates were appointed.

Councillor M Stevenson commented on the ratio of male and female employees and referred to administrative and customer services roles being mostly occupied by women. Councillor Mrs R Cheswright emphasised the importance of not over-analysing the annual equalities results.

Councillor M Stevenson proposed and Councillor S Cousins seconded, a motion that the 2017/18 annual equalities report be noted and the recommendations for 2018/19 be approved, as detailed in the report submitted. After being put to the meeting and a vote taken, this motion was declared CARRIED.

RESOLVED – that (A) the annual equalities report 2017/18 be noted; and

(B) the recommendations for 2018/19 be approved as detailed in the report submitted.

207 HUMAN RESOURCES MANAGEMENT STATISTICS -
QUARTERLY REPORT

The Interim Head of Human Resources and Organisational Development submitted a report inviting Members to consider the Human Resources (HR) Management Statistics for Quarter 2 (July to September 2018).

Members were advised that 70% of vacancies were

actively being recruited to, 26% were on hold pending job redesign and potential review of structure and 4.3% were due to other reasons, such as being covered by other temporary arrangements or as an external secondment or via a shared service with Stevenage Borough Council.

The Interim Head advised that action was ongoing to fill vacant posts and employee turnover had reduced slightly in line with an ongoing annual trend as the year progressed. It was noted that HR Officers were putting considerable effort into contacting leavers to follow up the completion of exit questionnaires.

Members were advised that completion rates had increased from 42% in 2017/18 to 74% as at the end of Quarter 2 of 2018/19. The Interim Head stated that projected sickness absence for 2018/19 had been slightly lower at 5.9 days when compared to the same quarter in 2017/18 and had been below the Council's target of 6.5 days. This figure had, however, increased slightly since Quarter 1 when the figure had been 5.6 days.

The Interim Head responded to a small number of queries from Members. The Committee noted the report.

RESOLVED – that the HR Management Statistics for Quarter 2 (July to September 2018) be noted.

208 GENDER PAY - ACTION PLAN

The Interim Head of Human Resources and Organisational Development submitted a report that

outlined the gender pay gap and detailed action plan following the publication of the Council's gender pay gap data in March 2018.

Members were advised that the Authority had conducted a review of job adverts to ensure that the language was gender neutral. Other actions included training on unconscious bias when shortlisting, interviewing and promoting flexible working in all full time job adverts. The Committee noted the report.

RESOLVED – that the update be noted.

209 HUMAN RESOURCES AND PAYROLL - UPDATE

The Interim Head of Human Resources and Organisational Development submitted a report inviting Members to note the update. Members were advised of the timely and accurate delivery of the payroll service with no errors or queries from Officers or Members.

The Interim Head referred to the General Data Protection Regulations (GDPR) and advised that the GDPR action plan was almost complete with only minor issues outstanding.

Members were updated in respect of the 'You said, we did' initiative and the "Our Workspace" project. The Interim Head referred to the introduction of Mental Health First Aiders and the imminent review of the Flexi Time scheme. Members were updated in respect of Mandatory Training and in relation to a number of Health and Safety issues.

The Committee noted the report.

RESOLVED – that the update report be noted.

210 HEALTH AND SAFETY MINUTES - 12 JUNE 2018

The Minutes of the Health and Safety Committee held on Thursday 12 June 2018 were submitted for information.

RESOLVED – that the Minutes of the meeting held on 12 June 2018 be received.

The meeting closed at 5.00 pm

Chairman

Date

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MINUTES OF A MEETING OF THE
OVERVIEW AND SCRUTINY COMMITTEE
HELD IN THE COUNCIL CHAMBER,
WALLFIELDS, HERTFORD ON TUESDAY 6
NOVEMBER 2018, AT 7.00 PM

PRESENT:

Councillors J Jones, (Vice Chairman)
D Abbott, D Andrews, S Bull, M Casey,
G Cutting, H Drake, M McMullen, P Moore,
M Stevenson and N Symonds

ALSO PRESENT:

Councillor J Goodeve

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Isabel Brittain	- Head of Strategic Finance and Property
Claire Bennett	- Manager of Housing Services
Mike Edley	- Interim Scrutiny Officer
Su Tarran	- Head of Revenues and Benefits Shared Service

252 APOLOGIES

Apologies for absence were submitted on behalf of Councillors M Allen, B Deering, I Devonshire and Mrs D Hollebon. It was noted that Councillor D Andrews was substituting for Councillor Mrs D Hollebon.

253 MINUTES

In respect of Minute 197 - Draft Community Transport Strategy 2018 – 2021, Councillor N Symonds suggested that the fifth paragraph, last sentence, should be amended as follows:

Insert “and that Central Ward had the lowest car usage” after “in Bishop’s Stortford”.

It was moved by Councillor M Casey and seconded by Councillor M Stevenson that the Minutes of the meeting held on 18 September 2018, as amended, be confirmed as a correct record and signed by the Chairman.

RESOLVED – that the Minutes of the meeting held on 18 September 2018, as amended, be confirmed as a correct record and signed by the Chairman.

254 CHAIRMAN'S ANNOUNCEMENTS

The Vice Chairman on behalf of Members, wished the Chairman, Councillor M Allen, a speedy recovery.

The Vice Chairman reminded Members of a number of housekeeping issues in relation to fire alarms, exits, the unisex toilet and the need to silence mobile devices for the

duration of the meeting.

The Vice Chairman welcomed the new Interim Scrutiny Officer, Mike Edley, to the meeting.

255 REVENUES AND BENEFITS - SHARED SERVICES

The Head of Strategic Finance and Property and the Head of Revenues and Benefits Shared Service submitted a report in relation to the Revenues and Benefits Shared Service arrangements. The Head of Strategic Finance and Property explained that the supporting Essential Reference Paper "B" showed that the service was very well run and provided bench-marked information which helped illustrate that it was a robust service and that both Councils paid their share of the service.

Clarification was sought by Councillor M McMullen and provided regarding the debt position in relation to Council Tax and the processes the Council undertook to recover debt including applications to the Magistrates Court, seizure of property, attachment to earnings, accessing HMRC data and making arrangements with individuals (covering a number of years), to secure the return of debt.

Clarification was sought by Councillor M Stevenson and provided regarding the £5M increase in the collectable debit and how this was generated from increases in each of the precepts.

Councillor N Symonds sought and was provided with assurances that help would always be available for those unable to use the online housing benefit claim form and that nationally, the CAB would be providing support for those applying for Universal Credit from April 2019. The

Head of Revenues and Benefits Shared Service acknowledged the additional help which was needed to support the vulnerable and homeless.

Councillor H Drake was provided with clarification on the issue of declining housing benefit claims and escalating overpayments and how a change in an individual's circumstances could impact (within a short time frame) and result in the generation of an overpayment.

The Vice Chairman, commented on the timeframes achieved for processing housing benefit claims and was assured that these reflected harmonisation of performance across the two Councils.

Councillor M Casey commented on the delivery of the service in relation to revenue savings in a full operating year. The Head of Strategic Finance and Property explained that approximately £50-£70K had been achieved in the first year, adding that further information would be available on 5 December 2018 which could be circulated to Members.

Councillor M McMullen sought and was provided with clarification regarding the debt status as at 31 March 2018 of Live / Dormant / Fraud HB overpayments.

Councillor M Stevenson referred to the issue of recruitment within the service. The Head of Revenues and Benefits Shared Service explained that staff numbers had been increased for two years (2015 and 2016) reflecting the additional work generated by the Government's welfare reforms. The staff numbers had reduced from 1 April 2017. The Council Tax service however, had continued to experience increases in workload from the

number of properties being built. Councillor N Symonds asked the Head to pass on her thanks for the hard work and excellent advice that her team continued to provide.

The Vice Chairman thanked Officers for their overview of the Shared Service arrangement.

It was moved by Councillor M McMullen and seconded by Councillor D Andrews that the recommendations, as detailed, be approved. After being put the meeting and a vote taken, the recommendations were declared CARRIED.

RESOLVED – that (A) the value for money assessment of the Shared Revenue and Benefits Service be noted; and

(B) the Annual report as detailed within Essential Reference Paper 'B' be noted and any comments be forwarded to the Head of Strategic Finance and Property and the Head of Revenues and Benefits Shared Services.

256 HOMELESSNESS STRATEGY 2019 – 2024

The Service Manager, Housing Services submitted a draft of the Council's new Homeless Strategy 2019-24 and sought Members' endorsement of the strategy for the purpose of consultation. The Service Manager provided an overview of the report and summarised the objectives of the revised strategy to take account of the Homeless Reduction Act 2017 and the Welfare Reform and Work Act 2016.

Councillor D Andrews commented on the issue of affordable homes and the fact that people who would like

to down-size their homes and release them for larger families, but were prevented from doing so because the rent on a smaller property was often higher and not affordable. The Service Manager explained the constraints within which housing associations had to work in relation to rents charged and affordability.

Councillor Andrews referred to the Government's involvement in the rental sector and housing stock which he felt, had generated a negative approach to making accommodation affordable and useable.

Councillor H Drake commented that Hertfordshire was one of the most expensive places to buy and rent and that more should be done in relation to Help to Buy schemes adding that it was cheaper to buy than to rent in some instances.

Councillor M Stevenson referred to the occupants of some rental properties with anti-social behaviour and mental health problems and the need to work closer with partners.

Councillor N Symonds sought and was provided with clarification about why the number of homeless people had changed within the table from 92 to 54 and what type of accommodation was used to provide those who were unintentionally homeless. She had concerns that homelessness would probably rise as a result of Universal Credit. The Service Manager – Housing agreed that she could foresee an increase in homelessness, but that the Council would continue to work with its partners to help mitigate the situation.

Councillor D Andrews sought and was provided with

clarification regarding assistance given to veterans and the allocation of additional points.

Councillor M Casey raised the issue of rough sleepers. The Housing Manager – Services explained that it was likely to be higher than the estimate (of 3) last year.

The Vice Chairman thanked the Officer for the report summary.

It was moved by Councillor D Andrews and seconded by Councillor H Drake that the recommendation, as detailed be supported. After being put to the meeting and a vote taken, the recommendations were declared CARRIED.

RESOLVED – that (A) the Homeless Strategy 2019-24 be received, and

(B) the draft Homelessness Strategy be endorsed for the purpose of consultation with external partners and stakeholders, prior to its submission to Council for adoption.

257 EXECUTIVE UPDATE BY THE EXECUTIVE MEMBER FOR HOUSING

The Executive Member for Housing provided Members with a presentation on issues within the remit of her portfolio. She provided Members with a summary of points affecting the housing service. Members considered the key statistics provided and raised a number of queries in relation to the presentation.

It was noted that the Housing Options team now sent a weekly list of properties which had become available for

people to bid on. This change had been driven by the Housing Association.

The issue of Universal Credit was raised. Councillor D Abbott suggested that Members might benefit from training on this new benefit system to ensure that they were better informed and could help residents in their ward if asked. The Scrutiny Officer undertook to discuss this with the Member.

The Vice Chairman, on behalf of Members thanked the Executive Member for Housing for the presentation.

RESOLVED – that the presentation be received.

258 WORK PROGRAMME 2018/19

The Chairman of Overview and Scrutiny Committee submitted a report setting out the draft Work Programme. The Scrutiny Officer circulated an amended version of Essential Reference Paper 'B' and encouraged Members to submit proposals for inclusion on the work programme.

Councillor D Abbott referred to the need to have training on Universal Credit so that Members could advise residents, if asked. This was supported.

Councillor D Andrews raised the issue of Task and Finish Groups and commented that at Hertfordshire County Council, such groups could be concluded in a day. He suggested that Officers should try and condense these into shorter periods of time. Councillor G Cutting commented that timeframes could be affected by the need to call in external consultants for advice and that was important, in order to achieve credible results.

It was moved by Councillor D Andrews and seconded by Councillor D Abbott that the work programme as amended be supported. After being put to the meeting and a vote taken, the recommendation was declared CARRIED.

RESOLVED – that (A) the work programme as amended, and as detailed within Essential Reference Paper 'B' tabled at the meeting, be approved, and

(B) the Scrutiny Officer investigate the possibility of arranging training for Members in relation to Universal Credit.

The meeting closed at 8.59 pm

Chairman

Date

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MINUTES OF A MEETING OF THE
OVERVIEW AND SCRUTINY COMMITTEE
HELD IN THE COUNCIL CHAMBER,
WALLFIELDS, HERTFORD ON TUESDAY 18
DECEMBER 2018, AT 7.00 PM

PRESENT: Councillor M Allen (Chairman)
Councillors S Bull, M Casey, G Cutting,
B Deering, I Devonshire, H Drake, J Jones,
M McMullen, M Stevenson and N Symonds

ALSO PRESENT:

Councillor G McAndrew

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Nathan Bookbinder	- Policy Officer
Claire Carter	- Service Manager - Community Wellbeing and Partnerships
Mike Edley	- Interim Scrutiny Officer
Helen Standen	- Deputy Chief Executive
David Thorogood	- Environmental Co-Ordinator
Ben Wood	- Head of Communications, Strategy and Policy

ALSO IN ATTENDANCE:

Simon Russell

- Stevenage ICT
Strategy Partnership
Manager

302 APOLOGIES

Apologies for absence were received from Councillors D Abbott and Mrs D Hollebon and later, from Councillor P Moore.

303 MINUTES - 6 NOVEMBER 2018

It was moved by Councillor J Jones and seconded by Councillor G Cutting that the Minutes of the meeting held on 6 November 2018 be confirmed as a correct record and signed by the Chairman.

RESOLVED – that the Minutes of the meeting held on 6 November 2018 be confirmed as a correct record and signed by the Chairman.

304 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked the Vice Chairman for chairing the last meeting in his absence. He thanked Members for their good wishes and said that he was on the mend thanks to a fantastic NHS.

The Chairman provided Members with updates in relation to Shared Services and that training was being organised by the Scrutiny Officer in relation to Universal Credit.

305 EXECUTIVE MEMBER UPDATE - ENVIRONMENT AND THE PUBLIC REALM

The Executive Member for the Environment and Public Realm provided Members with a presentation covering his portfolio. He referred to the Council's corporate priorities, the successes achieved in a number of environmental service areas including for example, Waste and Recycling, Licensing, Environmental Health, Enforcement and Community Safety, highlighting steps for the future.

Members sought and were provided with clarification in relation to:

- Rapid charging for taxis and charging points;
- Hertford Hydro - the progress made so far with the Environment Agency, the project's investment potential and the opportunities for harvesting energy from other rivers within the District;
- Community Safety and Purple Flag status;
- Recycling (currently at 53%) and in particular the fate of plastics and where this commodity was sent. The Executive Member undertook to provide Members with further information on this as this fell within the remit of Hertfordshire County Council.

Councillor N Symonds commented on the shortage of taxis which could accommodate users of larger wheel chairs.

The Chairman, on behalf of Members thanked the Executive Member for his detailed presentation.

RESOLVED – that the presentation be received.

306 CLIMATE CHANGE TASK AND FINISH GROUP

Councillor B Deering, Chairman of the Climate Change Task

and Finish Group provided Members with a summary of the work of the Task and Finish Group. He thanked the Environment Sustainability Co-ordinator for his in depth knowledge and expertise during the Council's process of reviewing climate change activity within East Herts. Councillor Deering commented that it had been a very interesting area of work to review and of the need to give consideration to what could continue to be done. He suggested that the Council might work more closely with local environment groups to promote energy efficiency measures and carbon reduction generally and that consideration might be given to:

- Holding a yearly local environment conference and inviting community groups;
- Sending out further general information to the public;
- Development of a promotional exemplar home energy show facility;
- Investigate use of battery storage amongst other alternative energy technology on land owned by the Council and which could become a source of revenue;

The Environment Sustainability Co-ordinator provided a summary of the report in the context of:

- Carbon reduction
- Clean growth, carbon efficiency and energy generation;
- Community development and communication;
- Cleaner transport; and
- Energy affordability and home energy efficiency

The Environment Sustainability Co-ordinator drew Members' attention to Essential Reference Paper "C" which

summarised the on-going work which the Council was undertaking to tackle climate change and also what could be done (Essential Reference Paper "D") in terms of new ideas and proposals, to tackle climate change. The Environment Sustainability Co-ordinator also referred to Essential Reference Paper "E" which set out additional policy principles that should be adopted and which could be recommended to the Executive.

The Chairman, on behalf of Members thanked all those who had been involved in the process and stated that the Council's ongoing target to reduce carbon emissions remained ambitious.

Councillor N Symonds sought and was provided with clarification regarding buses automatically cutting out and being manually re-started by drivers. She also referred to the need to publicise oil buying clubs and for Members to communicate this in their wards.

The Environment Sustainability Co-Ordinator commented that leisure facilities were among one of the Council's largest users of energy and as such, further improvements in efficiency of those premises would contribute to reducing the Council's' carbon emissions. He also commented on what domestic energy efficiency grants had in the past, as well as currently, been available to home owners. Additionally he confirmed that information was available on the East Herts website about local oil buying clubs.

Councillor H Drake referred to wasted energy by shops keeping their doors wide open and that developers needed to be pressed to future proof developments and ensure energy capacity was sufficient in new developments to

allow for expansion of electric vehicle charging points at a later stage.

The Environment Sustainability Co-Ordinator acknowledged the problems with shop doors and energy wastage. He referred to the process developers had to go through in terms of applying to the District Network Operator for a level of energy provision on new developments and how some areas had sufficient energy provision but in others there were problems of grid constraint and insufficient on-site power to facilitate adequate electric vehicle charging points. It was acknowledged that the use of domestic Smart Meters might go some way to controlling energy usage.

Councillor M Stevenson felt that the climate change strategy provided a good example to the public generally.

The Chairman drew Members' attention to the fact that Essential Reference Paper "E" set out additional policy principles that should be adopted and recommended to the Executive. Councillor G Cutting referred to E2 (Proactively promoting energy efficiency measures and demonstrating tangible benefits), he suggested a stand Hertfordshire Agricultural Show, using a market stall to promote information or demonstration home.

Councillor B Deering commented that it was important to do something and ensure that the public was involved.

The Chairman, on behalf of Members, thanked all those involved in the work of the Task and Finish Group.

It was moved by Councillor B Deering and seconded by Councillor G Cutting that the recommendations, as

detailed, be supported. After being put to the meeting and a vote taken, the recommendations were declared CARRIED.

RESOLVED – that the Executive be advised that given the importance of the climate change policy principles as detailed in Essential Reference Paper “E”, to the health and well-being of East Herts residents, the Council adopt the matters as over-arching policy principles; and that

(A) the ongoing work of the Council in tackling climate change, as detailed in Essential Reference “C” be acknowledged and that the continuation of these activities be endorsed by Members; and

(B) new ideas and proposals to tackle climate change as detailed in Essential Reference Paper “D”, and deemed worthy of more detailed consideration be supported and proposals forwarded to Lead Members and Heads of Service for consideration when drawing up revised service plans and priorities.

307 CCTV PARTNERSHIP SHARED SERVICE UPDATE

The Head of Housing and Health submitted a report on the CCTV Shared Service. The Service Manager Community Wellbeing and Partnerships, provided a summary update of the report.

The Chairman sought and was provided with clarification regarding the target set (31 March 2019) in relation to SIAS Governance Review recommendations and whether this was achievable. The Service Manager provided assurances

that it could. Concerns were expressed by Councillor M Stevenson in relation to the last meeting about the objectives which had been set and the need to ensure that the Council worked in partnership and not just with the Police, for sources of information.

Members debated at length, the use of CCTV cameras, how long they were left in position when they were moved and the role of the Control Room in ensuring their optimum usage as a source of providing information. The Head of Communications, Strategy and Communications explained the business side and governance arrangements of the shared service usage between the four authorities.

Councillor J Jones referred to plans by Buntingford Town Council to install CCTV cameras and queried whether the joint shared service could assist the Council. The Service Manager explained that she would be happy to refer the matter over. The Service Manager explained that cameras could not be attached to lamp-posts as these were owned by Hertfordshire County Council and there was evidence the camera fittings weakened the lamp-posts. She also expressed concerns about the cameras currently in use in terms of their fitness for purpose.

Councillor H Drake referred to "hot spots" within Bishop's Stortford and the need to ensure that these were covered and financed with Section 106 monies, otherwise these monies might have to be returned. This was supported by Councillor G Cutting who also suggested that the cameras should have a wider lens and cover a wider area.

The Service Manager explained that this was being looked at as part of the review and that work was ongoing. Councillor B Deering suggested that the CCTV cameras in

Hertford might be moved around more.

It was moved by Councillor G Cutting and seconded by Councillor J Jones that the recommendations, as detailed, be supported. After being put to the meeting and a vote taken, the recommendations were declared CARRIED.

RESOLVED – that (A) the governance review of the CCTV Partnership conducted by the Shared Internal Audit Service (Essential Reference Paper “B”) be received and used as the basis to inform the Head of Housing and Health’s input to the work of the CCTV Officer Management Board.

(B) the progress and the findings to date on the operational review of CCTV coverage in the District be noted; and

(C) the Head of Housing and Health report back on the implementation of the recommendations of the Governance Review and the outcome of the Operational Review of CCTV coverage.

308 IT - SHARED SERVICE

The Deputy Chief Executive provided an update on the IT Shared Service arrangements and introduced the new Stevenage ICT Strategic Partnership Manager. The Deputy Chief Executive explained that the new ICT Manager had come up with an alternative solution to a proposal to improve resilience by using a microwave link between masts at a cost of £80K instead of a potential cost of £500K for a new cable. How this would improve resilience was discussed.

The Deputy Chief Executive explained that she would be reporting to Members of Performance Audit and Governance in January 2019 on Section 106 agreements.

It was noted that Microsoft 365 would be introduced shortly, to help address issues of storage and resilience and that an IT Steering Group had been established to review projects going forward. An outline was provided of how digital print-and-post worked. It was also noted that new printers with “follow me” capability and scanners were in the process of being installed which would improve security (and especially in relation to GDPR requirements) and improve overall resilience and efficiency.

Councillor J Jones expressed concern at the regular failure of IT including the unreliability of hosted desktops. The Deputy Chief Executive explained that the three-day failure was because a cable had been cut and had disrupted the power supply. Councillor N Symonds was equally frustrated by disruptions to her IT service. The ICT Strategic Partnerships Manager explained possible reasons why their IT service connections might be disrupted. Councillor G Cutting suggested that general housekeeping routines might improve his service.

It was moved by Councillor G Cutting and seconded by Councillor I Devonshire that the progress to date within the Shared IT Service be noted. After being put to the meeting and a vote taken, the recommendation was declared CARRIED.

RESOLVED – that the progress to date within the Shared IT Service be noted.

309 BREXIT: TASK AND FINISH GROUP: TERMS OF REFERENCE

The Head of Communications, Policy and Strategy submitted a report on a proposed Terms of Reference for the Brexit Task and Finish Group. The Policy Officer provided an overview of the background.

Councillor B Deering explained that Hertfordshire County Council had also carried out a similar exercise.

Councillor Deering explained that this was the Policy Officer (Nathan Bookbinder's) last meeting and wished him well for the future.

It was moved by Councillor M Casey and seconded by Councillor H Drake that the recommendation, as detailed, be supported. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that the Executive be advised that Terms of reference for the Brexit Task and Finish Group be adopted.

310 WORK PROGRAMME 2018/19

The Chairman of Overview and Scrutiny Committee submitted a report setting out the draft Work Programme.

It was moved by Councillor H Drake and seconded by Councillor M Casey that the work programme be agreed. After being put to the meeting and a vote taken the recommendation was declared CARRIED.

RESOLVED – that the work programme, as detailed

within Essential Reference Paper “B” be agreed.

The meeting closed at 9.13 pm

Chairman

Date

MINUTES OF A MEETING OF THE
PERFORMANCE, AUDIT AND GOVERNANCE
SCRUTINY COMMITTEE HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON TUESDAY 20 NOVEMBER
2018, AT 9.20 PM

PRESENT: Councillor M Pope (Chairman)
Councillors A Alder, P Ballam, K Crofton,
D Oldridge, T Page, L Radford, S Reed,
P Ruffles, T Stowe and J Wyllie

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Mike Edley	- Interim Scrutiny Officer

280 CHAIRMAN'S ANNOUNCEMENTS

The Chairman drew Members' attention to a number of housekeeping issues.

281 APOLOGIES

Apologies for absence were received from Councillor P Boylan and S Cousins.

282 MINUTES

It was moved by Councillor J Wyllie and seconded by Councillor T Stowe that the Minutes of the meeting held on 4 September 2018 be confirmed as a correct record and signed by the Chairman. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that the Minutes of the meeting held on 4 September 2018 be confirmed as a correct record and signed by the Chairman.

283 WORK PROGRAMME

The Chairman of Performance, Audit and Governance Scrutiny submitted a report setting out the Committee's future work programme. The Interim Scrutiny Officer provided an update on the work programme and reminded Members that he had circulated an update on the Council's Treasury Management Strategy in advance of a report to Members on 22 January 2019.

The Committee Chairman referred to the issue of Housing Associations and their performance. Members supported a suggestion to scrutinise their performance. Councillor T Stowe commented that his approach to a Director's office usually elicited a positive response within 14 days. Councillor P Ruffles felt that it was important to keep Housing Associations under review and suggested that Network Homes be included within any review. This was supported. It was also suggested that the Executive Member for Housing be involved in the process.

The Interim Scrutiny Officer advised Members that a substantial amount of information would need to be gathered from a number of sources and explained that this

information could be reviewed on the basis of a Task and Finish Group and then reported back to Members. This approach was supported.

It was moved by Councillor K Crofton and seconded by Councillor J Wyllie that the draft work programme, as amended, be supported. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that the draft Work Programme, as now amended, for Performance, Audit and Governance Scrutiny Committee, be approved.

The meeting closed at 9.30 pm

Chairman

Date

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MINUTES OF A MEETING OF THE
DEVELOPMENT MANAGEMENT
COMMITTEE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
WEDNESDAY 5 DECEMBER 2018, AT 7.00
PM

PRESENT: Councillor T Page (Chairman)
Councillors M Allen, D Andrews, P Ballam,
M Casey, S Cousins, B Deering, J Jones,
J Kaye, P Ruffles and T Stowe

ALSO PRESENT:

Councillors G Jones and S Rutland-Barsby

OFFICERS IN ATTENDANCE:

Simon Aley	- Interim Legal Services Manager
Liz Aston	- Development Team Manager (East)
Peter Mannings	- Democratic Services Officer
Kevin Steptoe	- Head of Planning and Building Control Services
Stephen Tapper	- Senior Planning Officer

284 APOLOGIES

Apologies for absence were submitted on behalf of
Councillors P Boylan, R Brunton and S Bull. It was

noted that Councillors P Ballam and S Cousins were substituting for Councillors P Boylan and R Brunton respectively.

285 CHAIRMAN'S ANNOUNCEMENTS

The Chairman referred to a number of housekeeping issues in relation to the fire alarm, exits, the need to silence mobile devices and the unisex toilets outside of the Council Chamber. The Chairman advised that the Head of Planning and Building Control had copies of the National Planning Policy Framework (NPPF) to hand to Members after the meeting.

The Chairman highlighted the dates of 23 July 2001 to 18 December 2018 and drew Members attention to the 17 years and 5 months that Liz Aston had worked with charm and focus in reliably supporting the Council's Planning Service. The Chairman drew attention to Liz being his go to person for advice and he thanked her for her support of the Development Management Committee for many years. He wished her well for the future on behalf of Members.

286 MINUTES - 7 NOVEMBER 2018

Councillor P Ruffles proposed and Councillor J Kaye seconded, a motion that the Minutes of the meeting held on 7 November 2018 be confirmed as a correct record and signed by the Chairman. After being put to the meeting and a vote taken, this motion was declared CARRIED.

RESOLVED – that the Minutes of the meeting held on 7 November 2018, be confirmed as a

correct record and signed by the Chairman.

287 CONFIRMATION OF TREE PRESERVATION ORDER NO 3
2018 P/TPO 613 AT LAND ADJACENT TO THE POPLARS,
EAST END GREEN, HERTFORD, HERTS. SG14 2PD

The Executive Member for Development Management and Council support submitted a report inviting Members to consider the objections to the making of the Tree Preservation Order (TPO) received by the adjacent property owner. Members were asked to consider the objections and reasons for making the TPO and to determine whether Tree Preservation Order No 3 2018 P/TPO 613 should be confirmed without modification.

The Arboricultural Officer advised Members that the order was in respect of 4 field maples growing on parish council land. A conservation area notification had been received and permission had been granted in the past to crown reduce the trees.

Members were advised that the householder wished to remove the trees due to concerns regarding subsidence and loss of light. The Arboricultural Officer advised that there was no evidence of subsidence and the trees could be pruned to assist with concerns over lack of light or shading. The field maples made an important contribution to the rural character of East End Green.

Councillor J Kaye commented on the previous 30% crown reduction of the trees and referred to the lack of evidence of subsidence. He stated that the key point was that the trees could be pruned as detailed on page

18 of the report submitted. The Arboricultural Officer confirmed to Councillor J Jones that the TPO, if approved, could not be removed. The householder could apply to fell the trees if it was proven that they were causing a problem.

In response to a comment from Councillor M Casey, the Interim Legal Services Manager, confirmed that East Herts Council could not be held liable for any damage to property as the trees were growing on land owned by the Parish Council.

Councillor T Stowe commented that he had been to the site and believed the trees to be fine and not causing problems. The Arboricultural Officer confirmed that the roots can extend beyond the canopy and would find the easiest route of growth.

Councillor M Allen proposed and Councillor J Jones seconded, a motion that Tree Preservation Order No. 3 P/TPO 613 should be confirmed without modification. After being put to the meeting and a vote taken, this motion was declared CARRIED.

The Committee accepted the recommendation of the Executive Member for Development Management and Council Support as now submitted.

RESOLVED – that Tree Preservation Order No 3 2018 P/TPO 613 be confirmed without modification.

288 CONFIRMATION OF TREE PRESERVATION ORDER NO.4
2018 P/TPO 614 AT HITCH LANE COTTAGE, PATMORE
HEATH, HERTS SG11 2LX

The Executive Member for Development Management and Council support submitted a report inviting Members to consider the objections to the making of the Tree Preservation Order (TPO) received by the owner of the tree. Members were asked to consider the objections and reasons for making the TPO and to determine whether Tree Preservation Order No 4 2018 P/TPO 614 should be confirmed without modification.

The Arboricultural Officer advised that a written application had been made to fell a mature and fairly large field maple within the Patmore Heath conservation area. The reasons given were risk of damage to Hitch Green Cottage, shading and interference with telephone lines. Members were advised that a yew tree had been removed after roots were found to be underneath the floor in a ground floor room.

The Arboricultural Officer advised that there was no evidence that this mature field maple had caused or would cause subsidence and the tree was an important public amenity. Mr Chapman addressed the Committee in objection to Tree Preservation Order No 4 2018 P/TPO 614 being confirmed without modification.

In response to comments from Councillor J Jones regarding evidence of damage to Hitch Lane Cottage, the Chairman referred to evidence he had received from a professional arboricultural contractor. Following a request from Councillor J Kaye, the Chairman dictated the contents of the letter to the Committee. The Chairman commented on the public

accessibility of this evidence.

The Arboricultural Officer confirmed to Councillor D Andrews that there was a prevailing south westerly wind in this location and this had been the case for the lifespan of this tree. Officers had assessed the tree and would not seek confirmation of a TPO where there was a risk of a tree failing.

Members were advised that the Authority could not agree to the felling of every tree where there might be a risk of subsidence. Subsidence was a complex issue that could be influenced by a number of factors. The field maple had public amenity value and there was no evidence that this tree was causing any problems.

Councillor M Casey commented on the level of information and qualifications that would be required to convince Officers that a tree should be removed. The Arboricultural Officer advised that she would expect a report covering the species of the tree and an analysis of the type of soil it was sitting on. She would also expect to see an engineer's report regarding any movement to a property or cracks to suggest that a tree was causing problems.

Councillor P Ballam commented on whether further crowning works would reduce the risk to the property. Councillor B Deering queried whether the requirement for evidence had been explained to the applicant. The Chairman pointed out that this matter could be deferred pending further information being submitted.

Councillor D Andrews stated that the field maple appeared to be a sound tree in good condition and he

would not be supportive of deferring a decision. The Head of Planning and Building Control commented that this matter had to be determined prior to the next meeting of the Committee if the 6 month deadline for confirming the TPO was to be met.

Councillor D Andrews proposed and Councillor P Ruffles seconded, a motion that Tree Preservation Order No. 4 P/TPO 614 should be confirmed without modification. After being put to the meeting and a vote taken, this motion was declared CARRIED.

The Committee accepted the recommendation of the Executive Member for Development Management and Council Support as now submitted.

RESOLVED – that Tree Preservation Order No 4 2018 P/TPO 614 be confirmed without modification.

- 289 3/18/0652/OUT - OUTLINE PLANNING FOR UP TO 260 DWELLINGS (OF A RANGE OF SIZES, TYPES AND TENURES, INCLUDING AFFORDABLE HOUSING) AND A CARE HOME (USE CLASS C2) OF UP TO 66 BEDS TOGETHER WITH PUBLIC OPEN AND AMENITY SPACE, ASSOCIATED LANDSCAPING, HIGHWAYS (INCLUDING FOOTPATHS AND CYCLEWAYS), PARKING, DRAINAGE, UTILITIES AND SERVICE INFRASTRUCTURE WORKS - ALL MATTERS RESERVED ON LAND BETWEEN FARNHAM ROAD, KITCHENER ROAD AND MORBURY AVENUE, ST MICHAEL'S HURST, BISHOP'S STORTFORD FOR COUNTRYSIDE PROPERTIES (UK) LTD, COUNTRYSIDE HOUSE, THE DRIVE, BRENTWOOD CM13 3AT

The Head of Planning and Building Control recommended that in respect of application

3/18/0652/OUT, subject to a deed of variation to the existing legal agreement, planning permission be granted subject to the conditions detailed in the report now submitted.

The Principle Planning Officer, on behalf of the Head of Planning and Building Control, summarised the application and clarified that the school site was not included in this application. A care home had also been approved separately to this application at the September meeting of the Committee and a condition had been included on this application covering the location of the care home.

Members were advised that the increase in the number of units by 150 was substantial but was from quite a low base. The density would increase from a low 11 units per hectare to a more usual 35 units per hectare due to more 2 and 3 bedroom housing being proposed. Members were referred to page 51 onwards in the report submitted regarding the proposed housing mix.

The Principle Planning Officer advised that this revised proposal included affordable housing at 40% in line with planning policy. The applicant was not prepared however to include 84% rented and 16% shared ownership as the applicant had based the contributions on a pre-District Plan Policy scenario. The applicant had however put forward significant Section 106 legal obligations for County Council, District Council and Town Council services and projects.

The applicant had also agreed a compromise offer of

70% affordable rented accommodation and 30 % shared ownership to the satisfaction of the Council's Housing Services Officer. Members were advised that the Section 106 contributions on the original application would now be varied to only apply to phases A and B for the original 329 dwellings fronting onto Farnham Road and Rye Street.

Members were advised that a further variation to the Section 106 legal agreement regarding the 260 dwellings proposed as part of phase C plus would give rise to a more beneficial financial situation in terms of contributions for affordable housing and wider provision of services, as detailed in Essential Reference Paper A. This included substantial contributions towards education provision, community buildings and off-site sports provision as well as other kinds of community facilities. A figure of over £1 million had also been proposed for primary care services.

The Officer concluded that care had been taken to ensure that the Section 106 contributions were specifically targeted in line with Community Infrastructure Levy (CIL) regulations to ensure a sound Section 106 legal agreement. Members were advised that all environmental considerations were addressed in paragraph 8.20 and a number of following paragraphs in the report submitted.

In response to a query from the Chairman regarding the resilience of the District Plan and policies BISH1a and BISH3, Members were advised that this application was submitted after the formulation of the District Plan and it was acceptable to increase density within the boundaries of the site. Developers were also being

advised to make efficient use of space within housing development sites.

Councillor M Casey referred to shortfall in affordable housing being made up in the second phase. He commented on whether the full 40% could be insisted upon for the entire development. The Principle Planning Officer advised that the Authority was tied to a policy of 40% and the viability of the development had to be kept in mind. .

The Principle Planning Officer responded to a number of comments from Councillor J Kaye in respect of care home provision and bus services for new residents. Members were advised that offering free bus passes for a 3 month trial period was a widely used practice to encourage bus use and to get residents used to the local bus provision.

Members were also advised that the existing 310 bus service would be diverted for a period of time and there would then be a new service launched for the residents of Bishop's Stortford North.

The Head of Planning and Building Control responded to comments from the Chairman and Vice-Chairman regarding the figure of 329 in the District Plan for this site. He referred in particular to the requirement for a minimum of 18,458 dwellings across the District. The Head also referred to the NPPF requirement for sustainable developments and that, whilst the site specific policy referred to the provision of 329 new dwellings, all relevant policies of the Development Plan have to be taken into account when making a determination.

The Interim Legal Services Manager and the Head responded to a number of further points made by the Committee in respect of housing density. Councillor M Casey proposed and Councillor P Ruffles seconded, a motion that in respect of application 3/18/0652/OUT, the Committee support the recommendation for approval, subject to a deed of variation to the existing legal agreement and subject to the conditions detailed in the report submitted.

After being put to the meeting and a vote taken, this motion was declared CARRIED. The Committee supported the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that in respect of application 3/18/0652/OUT, subject to a deed of variation to the existing legal agreement, planning permission be granted, subject to the conditions detailed in the report submitted.

290 3/18/1544/FUL - NEW B1 OFFICE BUILDING WITH ASSOCIATED PARKING (PART RETROSPECTIVE) AT UNIT 2A HADHAM INDUSTRIAL ESTATE, CHURCH END, LITTLE HADHAM

The Head of Planning and Building Control recommended that in respect of application 3/18/1544/FUL, planning permission be refused for the reasons detailed in the report now submitted.

The Service Manager (DM) Quality and Performance), on behalf of the Head of Planning and Building Control, summarised the application for a new B1

Office building in the rural area beyond the Green Belt and some distance beyond the settlement boundary for Little Hadham. Members were reminded of the location of the site and the relevant planning history.

Members were advised that new economic development was permitted so long as this was sustainable in line with policy EDE2 in reference to the rural economy. The Service Manager confirmed that Officers concerns were based on whether the site was sustainable for new employment generating uses. Officers had referred in the report to the likely exclusive use of the motor vehicle to access the site.

The Service Manager referred to commentary from the applicant in respect the public bus provision along the A120. Members were reminded that this provision was limited and there was limited public footpath on one side of the busy A120 and no footpath on Church End.

Members were advised that the visual impact of the proposed development and the proposed extension to the extent of the commercial development away from existing development had led Officers to recommend refusal due to likely harm to the rural area.

Mr Helme addressed the Committee in objection to the application. Mrs Izod spoke for the application.

The Service Manager confirmed to Councillor M Casey that the site was originally a farm and the site had also been home to the bottling plant for Hadham Water. Since that business had ceased to exist, a number of applications had been determined on their own merits

to convert the buildings on the site to commercial properties. Members were further advised of a long and complicated planning history for this site. Officers believed this location to be unsustainable due to the likely predominant reliance on the private motor vehicle to access the site.

Councillor J Kaye made a number of comments regarding whether this was a brownfield site and he also commented on his concerns in respect of roads and the bridleway. He believed that a lot depended on the car traffic in and out of the site during the daytime.

Councillor Andrews referred to bus timetables and commented that there was a workable bus service. He stated however that there was a significant walk from bus stops and passengers would have to cross the A120 twice. He also referred to the bridleways and footpaths being challenging in the autumn and winter months. He also sought clarity around the brownfield nature of the site.

Councillor P Ballam commented on the infrequent 351 bus service between Hertford and Bishop's Stortford. She also commented on the rural area bridleways being dangerous for horse riders, cyclists and pedestrians as they were also being used by motor vehicles.

The Service Manager detailed the NPPF description of brownfield sites and she referred in particular to previously developed land. Members were reminded that rural area policy did allow for limited infilling in sustainable locations. The Service Manager summarised the transport assessment that had been

carried out for this application, the results of which were summarised in paragraph 8.28 on pages 90 and 91 of the report submitted.

Councillor J Jones commented on the creation of employment in a rural area as a result of this application. He asked if Officers could clarify the situation as regards District Plan policy and the provision of employment in a rural area. Councillor Jones believed that the transport assessment figures for the A120 would soon be out of date due to the imminent commence of works on the Little Hadham bypass.

Councillor B Deering commented on the importance of employment opportunities in rural areas. The Service Manager commented on the development strategy covering development within group 2 villages, all of which were located within a rural area in the District. Members were advised that small scale employment was an acceptable form of development in rural East Herts.

The Service Manager confirmed that what might be acceptable as a small scale employment use in one area of East Herts might not acceptable elsewhere in the District. Members were advised that the relationship between the A120 and bus routes could very likely change once the construction of the bypass was completed.

The Chairman referred to the traffic being exceptional in this location on the A120. He believed that traffic could exit the site onto the A120 due to the lulls in traffic on one side of the road or the other whilst

vehicles were being held at the Little Hadham traffic lights.

Councillor D Andrews commented on the diversion of bus services down the A10 away from the villages of Thundridge, Wadesmill and Colliers End. Councillor J Jones commented that there was still a bus service covering the old A10 route. Councillor T Stowe believed that the traffic impact of this application might prove to be a nightmare in this area. He commented on the likely increase in traffic speeds on the A120 once the bypass was constructed.

Councillor M Casey proposed and Councillor T Stowe seconded, a motion that in respect of applications 3/18/1544/FUL, the Committee support the recommendation for refusal, subject to the reasons detailed in the report submitted.

After being put to the meeting and a vote taken, this motion was declared CARRIED. The Committee supported the recommendations of the Head of Planning and Building Control as now submitted.

RESOLVED – that in respect of application 3/18/1544/FUL, planning permission be refused, for the reasons detailed in the report submitted.

291 ITEMS FOR REPORTING AND NOTING

Councillor D Andrews commented on the challenging of the decision of the Planning Inspectorate in respect of Great Hadham Golf and Country Club. The Head of Planning and Building Control advised that the appeal regarding Hertford Golf Club would be heard between

12 March and 15 March 2019.

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 8.33 pm

Chairman

Date

MINUTES OF A MEETING OF THE
DEVELOPMENT MANAGEMENT
COMMITTEE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
WEDNESDAY 16 JANUARY 2019, AT 7.00 PM

PRESENT: Councillor T Page (Chairman)
Councillors M Allen, D Andrews, P Boylan,
R Brunton, S Bull, M Casey, B Deering,
J Jones, J Kaye, P Ruffles and T Stowe

ALSO PRESENT:

Councillors Mrs R Cheswright

OFFICERS IN ATTENDANCE:

Simon Aley	- Interim Legal Services Manager
Peter Mannings	- Democratic Services Officer
Lucy Pateman	- Planning Officer
Kevin Steptoe	- Head of Planning and Building Control Services

340 CHAIRMAN'S ANNOUNCEMENTS

The Chairman referred to a number of housekeeping issues in relation to the fire alarm, exits, the need to silence mobile devices and the unisex toilets outside of the Council Chamber.

341 MINUTES - 5 DECEMBER 2018

Councillor J Jones proposed and Councillor M Allen seconded, a motion that the Minutes of the meeting held on 5 December 2018 be confirmed as a correct record and signed by the Chairman. After being put to the meeting and a vote taken, this motion was declared CARRIED.

RESOLVED – that the Minutes of the meeting held on 5 December 2018, be confirmed as a correct record and signed by the Chairman.

- 342 3/18/1776/FUL - DEMOLITION OF GARAGES. ERECTION OF AN EXTENSION TO CHELSING HOUSE COMPRISING A TWO-STOREY COMMERCIAL BUILDING (USE CLASS B1(C) - LIGHT INDUSTRIAL AND B8 - STORAGE AND DISTRIBUTION) WITH SINGLE STOREY LINK. RECONFIGURATION OF CAR PARKING AND ASSOCIATED WORKS AT CHELSING HOUSE, MEAD LANE, HERTFORD, SG13 7AW
-

The Head of Planning and Building Control recommended that in respect of application 3/18/1776/FUL, planning permission be granted subject to the conditions detailed in the report now submitted.

The Head of Planning and Building Control summarised the application and detailed the relevant planning history. Members were advised that a number of garage buildings would be removed to make way for the erection of a modern commercial storage building and office space.

The Head advised that the site was located within the designated employment area of Mead Lane, Hertford.

The policy position dictated that commercial development in this area should be supported. Members were reminded that the adopted District Plan had identified land to the north of this site for a mixed use development and the relationship between these sites should be carefully considered.

The Head advised that the residential element of the mixed development extended to the north of this site. Officers considered however that an acceptable relationship could be achieved between the 2 sites.

Members were advised that, despite the proposed increase in floor space, the site would achieve the required number of spaces based on the parking standards that the Authority would seek to achieve.

The Head confirmed that some trees would be removed to accommodate car parking. Members were advised however that following further consideration of the issue of the loss of landscaping at the site, the applicant had offered the provision of replacement planting on the south east corner of the site.

The Chairman confirmed that he had received an email from the Mayor of Hertford asking that Members be careful in their deliberations in respect of car parking. Councillor J Jones commented that there was an under provision of car parking on Mead Lane car and there was no mention of any proposed cycle storage. He believed that there would be an under provision of car parking.

Councillor P Boylan commented that the current staff volume on site of 42 would increase to 86 and there

would be a reduction in car parking. He had observed the car park being well used when visiting the site and the surrounding roads were also being used for parking. He stated that a travel plan could be submitted and agreed before development commenced on this site.

Councillor P Ruffles commented on a number of matters that he liked in respect of this application. He was concerned in relation to the context of the locality in respect of Highways matters and the access to this site. He referred to the likely reaction to more traffic which would be increased further by the District Plan site. He commented on the year on year increases in road traffic in this location. He sought clarification on the designation of this site as a trips attractor and not a trips generator.

Councillor J Kaye referred to the importance of encouraging employment with a company such as this. He commented on whether more information was available in respect of the fundamental matter of a travel plan to mitigate the impacts of this application on traffic and car parking.

Councillor M Casey expressed concerns that moving to a position of 1 parking space for every 2 employees would introduce the danger of access for residents of neighbouring properties being blocked by cars. He questioned whether any investigation had been done to explore how the employees got to work in terms of using the private car or public transport in relation to the use of the car park.

The Head referred Members to paragraph 48 of the

report and he provided a detailed breakdown of the numbers in respect of the car parking standards. Officers had applied a reduction of 10%, considered reasonable on the basis that the site was not remote from the town centre with its bus and rail services.

Members were advised that the highway authority had suggested a travel plan with alternatives to the car as there was currently no disincentive using cars as motorists could reasonably expect to park when they arrived. The Head explained the purpose of the travel plan in that it was a promotional document setting out the measures this employer would take to promote alternatives to cars and reduce the burden on local roads.

The Head referred to the definition of a trips attractor site and the difference between this and a trips generator. A place of work was a trips attractor for example as employees arrived there at the end of a journey to a place of work. Members were advised that residential dwellings were classified as trips generators as the starting place for journeys to work or to local shops or other locations.

The Head confirmed the position being taken by Hertfordshire Highways in respect of this application. The Head explained that a pre-commencement condition could not unilaterally imposed without the applicant first being consulted by the Authority in line with new regulations that had been introduced in 2018.

Following a request from Councillor P Boylan, the Chairman read out the email he had received from the

Mayor of Hertford as referred to earlier on in the debate. The Head reiterated the status of supplementary planning documents in respect of parking following comments from Councillor D Andrews.

The Interim Legal Services Manager responded to a query from Councillor M Allen regarding the prospect of success of any appeal.

Councillor J Jones proposed and Councillor R Brunton seconded, a motion that in respect of application 3/18/1776/FUL, the Committee support the recommendation for approval, subject to the conditions detailed in the report submitted.

After being put to the meeting and a vote taken, this motion was declared CARRIED. The Committee supported the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that in respect of application 3/18/1776/FUL, planning permission be granted, subject to the conditions detailed in the report submitted.

343 3/18/2367/HH - DEMOLITION OF 1 NO. CHIMNEY. GARAGE CONVERSION. SINGLE STOREY FRONT EXTENSION. FIRST FLOOR SIDE EXTENSION. TWO STOREY REAR EXTENSION. ALTERATIONS TO FENESTRATION AT 44 CHURCH ROAD

The Head of Planning and Building Control

recommended that in respect of application 3/18/2367/HH, planning permission be refused for the reasons detailed in the report now submitted.

The Head of Planning and Building Control summarised the application and detailed the relevant planning history. Members were advised that the site was located in the green belt and where there was an identified harm this had to be given substantial weight in decision making. Members had to consider the size and scale of the proposed development and whether this was disproportionate.

The Head referred to paragraphs 8.4, 8.5 and 8.6 of the report and advised that extensions over and above a 100% increase in the size of a property were very much in the range of a disproportionate increase and was therefore inappropriate development in the green belt. Members had to consider whether there were any benefits to which weight could be assigned to clearly outweigh the harm.

The Head reminded Members that there were no public benefits to which the Committee could assign any weight and there were no very special circumstances to outweigh the harm. Officers had therefore recommended the application for refusal of planning permission.

Councillor M Allen commented on permitted development rights regarding the rear extension in terms of whether this would be approved. He also sought clarification in terms of whether the 157% increase was over and above the property as it stands today or over and above the property as it was first

constructed.

Councillor R Brunton commented on the green belt policies with particular reference to the loss of openness. He referred to a comment by the Officer in the report that the extensions would not be overbearing and did not extend beyond the rear building line. He felt that the houses to either side of this dwelling were of sufficient size for the extensions to be not overbearing in nature.

Councillor Brunton believed that it was not appropriate in this case to be so rigid in the application of green belt policy. He concluded that he would not be supporting the recommendation for refusal as the proposed extensions were no higher or wider than the existing neighbouring properties and he felt the harm was marginal in this case.

Councillor P Boylan stated that this property was relatively small compared to other properties around it and any increase in percentage size would appear large in relation to surrounding properties.

Following a number of other comments from Members, the Head reminded the Committee that green belt was one of the most consistently applied set of policies and one of the most long standing policy positions. Members should ensure consistency in the application of green belt policy due to the significant number of properties in East Herts that were located in the green belt.

The Head advised that the fact that an inappropriate development was located in the Green Belt was

harmful in itself regardless of the scale or design of what was proposed. Members were reminded that national policy dictated that this must be given substantial harmful weight in decision making. This position was also reflected in the Council's very recently adopted District Plan policy.

The Head referred to other harm and the commentary in the report in respect of openness. Members were advised that the application would result in new built form around the rear and the side of the house and there proposed increases in both height and the forward elevation.

The Head emphasised that even if no one could see the proposed development, this would still be considered harmful on openness. The matters raised by Members were compliant in other policy areas but were not matters to which positive weight could be applied in policy terms on this application.

Members were reminded that permitted development rights had been significantly relaxed in recent years and householders could now add quite significant extensions without having to apply for planning permission. The rules around this were complicated and detailed matters in this area would have to be addressed outside of the meeting.

Councillor M Allen proposed and Councillor J Jones seconded, a motion that in respect of applications 3/18/2367/HH, the Committee support the recommendation for refusal, subject to the reasons detailed in the report submitted.

After being put to the meeting and a vote taken, this motion was declared CARRIED. The Committee supported the recommendations of the Head of Planning and Building Control as now submitted.

RESOLVED – that in respect of application 3/18/2367/HH, planning permission be refused, for the reasons detailed in the report submitted.

344 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 8.06 pm

Chairman

Date

EAST HERTS COUNCIL

COUNCIL – 5 MARCH 2019

REPORT BY CHAIRMAN OF HUMAN RESOURCES COMMITTEE

HUMAN RESOURCES COMMITTEE REPORT

WARD(S) AFFECTED: All

Purpose/Summary of Report

- This report details the recommendations made by the Human Resources Committee at its meeting held on 9 January 2019.

1.0 Background

- 1.1 Since the last Council meeting, the Human Resources committee has considered and supported a recommendation by the Local Joint Panel on 12 December regarding a revision to the Local Joint Panel's Constitution. The full reports can be viewed at: [Local Joint Panel Agenda - 12 December 2018](#)

2.0 Agenda Item – 17 (A)

- 2.1 The Human Resources Committee debated the recommendation proposing a number of changes to the Local Joint Panel's Constitution which are detailed within Essential Reference Paper "A".
- 2.2 Members debated at length, the current process of the Local Joint Panel's recommendations being submitted to Human Resources Committee for approval.

<u>RECOMMENDATION FOR COUNCIL:</u> that	
(A)	the revised Local Joint Panel's Constitution be presented to Council, subject to the deletion of 7.15e in Essential Reference Paper "A"

Background Papers

The full agenda for the Human Resources Committee can be viewed at: [Human Resources Committee - Agenda: 9 January 2019](#)

Contact Member: Councillor P Boylan, Chairman of Human Resources Committee
Peter.boylan@eastherts.gov.uk

Contact Officer: Alison Stuart– Head of Legal and Democratic Services, Tel: 01279-502170
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Extract from the Constitution May 2018

Powers and Duties

- 7.1 The Local Joint Panel is the joint union and employer negotiation and consultative body.

Membership and Meeting Arrangements

- 7.2 The Local Joint Panel will consist of four Members of the Council ('the Employer') to be appointed annually by the Council and four representatives of officers drawn from the constituent trade union (currently UNISON).
- 7.3 Named substitute members may be appointed by either side, to attend meetings of the Local Joint Panel in the absence of a member thereof, provided prior notice is given to the Head of Legal and Democratic Services.
- 7.4 In the event of any failure to appoint/elect the number of representatives provided for by this Constitution, such failure to appoint/elect shall not invalidate the decisions of the Panel.
- 7.5 If a member of the Local Joint Panel ceases to be a Member or officer of the council he or she shall cease to be a member of the Local Joint Panel; any vacancy shall be filled by the council, the constituent trade union or the combination of the two.
- 7.6 A Chairman and a Vice-Chairman shall be appointed by the Local Joint Panel at its first meeting in each year. If the Chairman appointed is a Member of the Council, the Vice-Chairman shall be appointed from the officer side, and vice versa. The appointment of the Chairman of the Panel shall be rotated on an annual basis between the Employer's side and the Employees' side. The Chairman of a meeting may vote as a Panel member but shall not have a casting vote.
- 7.7 The Head of Human Resources and Organisational Development or a senior Human Resources Officer shall act as secretary to the Employer's Side.

- 7.8 The Local Joint Panel shall meet during office hours as and when required, but not less than quarterly. The Chairman or Vice-Chairman may direct the secretary to call a meeting at any time. A meeting shall be called within seven days of the receipt of a requisition signed by at least two members of either side. The matters to be discussed at any meeting of the Local Joint Panel shall be stated upon the notice summoning the meeting.
- 7.9 Agendas shall be prepared by the Democratic Services Team, after discussion with the Head of HR and OD (or a senior Human Resources Officer), the Chairman and the Vice-Chairman, and shall be circulated at least five clear days before the meeting.
- 7.10 Either side will have the right to co-opt, in a consultative capacity, representatives of particular interests affected by a question under discussion which are not directly represented on the Panel but only for the period during which the relevant question is under consideration.
- 7.11 Either side shall arrange for the attendance in an advisory capacity of an officer or trade union official at any Panel meeting where it would be helpful to the business under discussion.
- 7.12 Attendances at 7.10 and 7.11 above shall be notified in advance to the Head of Human Resources and Organisational Development in his or her capacity as secretary to the Employer's Side.
- 7.13 No recommendation shall be regarded as carried unless it has been approved by a majority of the members present on each side of the Local Joint Panel, and in the event of either the Local Joint Panel being unable to arrive at an agreement or the relevant council body disagreeing with the Panel's recommendations, then ~~the matter in dispute should be referred to the Executive by way of mediation~~ the minutes record a failure to agree The council will use the dispute resolution process.
- 7.14 The proceedings of any meeting of the Local Joint Panel shall be recorded and reported at the appropriate Council meeting, but before submission, the Minutes shall be approved by the Panel Chairman and Vice-Chairman.

Delegation of Functions

7.15 The functions of the Local Joint Panel shall be:

- (a) To establish regular methods of consultation and negotiation between the council and its officers on matters of mutual concern with the intent of maintaining and developing an efficient service. This process will aim to address differences should they arise with a genuine commitment to seek consensus and enter into agreements, as appropriate. No question of any individual's discipline, promotion, efficiency or conditions of employment shall be within the scope of the Joint Panel;
- (b) To consider any relevant matter referred to it by a committee of the council, or by any of the officer organisations;
- (c) To make recommendations to Human Resources Committee and/or a suitable committee of the council as to the application of the terms and conditions of service and the education and training of officers of the council;
- (d) To discharge such other functions specifically referred to the Local Joint Panel with the exception of staffing issues;
- ~~(e) To consider matters relating to Health and Safety at Work referred to the Local Joint Panel by an Employee Association or by a committee of the council; and~~
- (f) the trade union(s) recognised by the council shall represent all council officers. ~~This will include raising issues on behalf of non-trade union members, should they be requested.~~

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Procedure at meetings

7.16 Procedure at meetings shall be in accordance with the Council Procedure Rules, except as provided for in 7.17 below.

7.17 The quorum of the Local Joint Panel shall be two representatives of each side.

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MINUTES OF A MEETING OF THE
LICENSING COMMITTEE HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON WEDNESDAY 14
NOVEMBER 2018, AT 7.00 PM

PRESENT: Councillor D Andrews (Chairman)
Councillors P Ballam, Mrs R Cheswright,
K Crofton, G Cutting, B Deering, J Jones,
M McMullen, T Page and N Symonds

ALSO PRESENT:

Councillors P Phillips

OFFICERS IN ATTENDANCE:

Simon Aley	- Interim Legal Services Manager
Peter Mannings	- Democratic Services Officer
Oliver Rawlings	- Service Manager (Licensing and Enforcement)

265 APPOINTMENT OF VICE-CHAIRMAN

It was proposed by Councillor N Symonds and seconded by Councillor J Jones that Councillor G Cutting be appointed Vice-Chairman of Licensing Committee for the 2018/19 civic year. After being put to the meeting, Councillor G Cutting was appointed Vice-Chairman of the Licensing Committee for the 2018/19 civic year.

RESOLVED – that Councillor G Cutting be appointed Vice-Chairman of Licensing Committee for the 2018/19 civic year.

266 APOLOGIES

Apologies for absence were submitted on behalf of Councillors R Brunton and M Stevenson.

267 MINUTES - 5 SEPTEMBER 2018

Councillor B Deering proposed and Councillor K Crofton seconded, a motion that the Minutes of the meeting held on 5 September 2018, be approved as a correct record and signed by the Chairman. After being put to the meeting and a vote taken, this motion was declared CARRIED.

RESOLVED – that the Minutes of the meeting held on 5 September 2018 be confirmed as a correct record and signed by the Chairman.

268 LICENSING SUB-COMMITTEE - 8 OCTOBER 2018

The Chairman thanked the Members of the Sub-Committee for determining an interesting and challenging application at Aces of Lanes, Anchor Street, Bishop's Stortford.

RESOLVED – that the Minutes of the Licensing Sub-Committee meeting held on 8 October 2018, be received.

269 STATEMENT OF GAMBLING PRINCIPLES 2019-2022 -
CONSIDERATION OF CONSULTATION RESPONSES

The Head of Housing and Health submitted a report inviting Members to consider the responses to the public consultation on the Draft Statement of Gambling Principles.

The Service Manager (Licensing and Enforcement) stated that this 2 month consultation had resulted in 1 response from Gosschalks on behalf of the Association of British Bookmakers. This had included a standard letter and one policy specific point as detailed at Essential Reference Paper B.

Members were advised that following the response from Gosschalks the policy had been amended and the Committee were invited to endorse the final wording as detailed in the report submitted.

Councillor B Deering proposed and Councillor G Cutting seconded, a motion that the final wording of the Draft Statement of Gambling Principles be endorsed and recommended to Council for adoption. After being put to the meeting and a vote taken, the motion was declared CARRIED. Members supported the recommendations now detailed.

RECOMMENDED – that the report be received and the final wording of the Draft Statement of Gambling Principles be adopted.

270 REVIEW OF LICENSED VEHICLE POLICY: VEHICLE AGES AND
EMISSIONS

The Head of Housing and Health submitted a report that presented a draft of the Vehicle Age and Emissions Policy for consultation. The Service Manager (Licensing and Enforcement) advised that a primary function of taxi licensing was public safety and, in particular, ensuring the public were safe when travelling in licensed vehicles.

Members were reminded that vehicles should be less than 5 years old when first licensed and there were no clear criteria for exceptional cases. The Service Manager referred to the Department for Transport (DfT) guidance on whether older vehicles were suitable to be licensed. He also referred to the testing regime based on vehicle age.

The Service Manager detailed the benefits of reviewing the policy detailed at page 101 of the report submitted. He invited comments and questions from the Committee.

The Committee Chairman commented on there being insufficient wheelchair accessible vehicles. He questioned whether there could be any leeway or understanding regarding vehicle emissions to tackle this matter.

The Service Manager advised that Officers were aware of this and the Authority had offered a free licence for a wheelchair accessible vehicle for the first year and a 50% discount on all subsequent years' licensing fees. There had been no take up on this offer in East Herts and taxi drivers had to demonstrate that all older vehicles had been serviced to the manufacturer's specifications.

The Service Manager confirmed to Councillor N Symonds that there were no electric vehicles licensed as taxis in East Herts. He emphasised that whilst such vehicles would meet emissions and age criteria, there was no infrastructure yet in place for electric taxis to be charged between journeys.

The Service Manager referred to the Herts 2025 project and a 3 year trial whereby there would be the option for drivers to purchase a vehicle at the end of the trial period. He also commented that older electric vehicles met emissions standards but did not have the range to be used as taxis.

In response to a comment from Councillor J Jones regarding licensed vehicle policy and encouraging the taxi trade, the Service Manager explained that all taxi licensing operated on a cost recovery basis. Members were advised that the Council would waive the initial vehicle application fee for any application to licence a fully Electric Vehicle (EV) received between 1 April 2019 and 31 March 2020.

The Committee had a general discussion in respect of start stop technology, emissions testing and exceptions to Licensed Vehicle Policy. The Service Manager explained that a blanket policy with no exceptions would be unlawful as each case had to be assessed on its own merits. Older vehicles were tested twice annually and any vehicles with any significant MOT failures would not be licensed. Councillor G Cutting commented on the possibility of educating motorists in idle free initiatives to reduce vehicle emissions.

The Service Manager stated that taxi driver training included a section on driving economically. The Chairman commented on the importance of maintaining correct tyre pressures. In response to a comment from Councillor T Page, the Service Manager explained that there would be a charge for inspecting vehicles over 5 years old from 1 April 2019 where a licence was being sought for the first time.

Councillor K Crofton proposed and Councillor J Jones seconded, a motion that the Committee endorse the draft Vehicle Age and Emissions Policy for consultation and Officers commence an 8 week public consultation regarding the draft Vehicle Age and Emissions Policy. After being put to the meeting and a vote taken, the motion was declared CARRIED. Members supported the recommendations now detailed.

RESOLVED – that (A) the draft Vehicle Age and Emissions Policy be endorsed for consultation; and

(B) Officers commence an 8 week public consultation regarding the draft Vehicle Age and Emissions Policy.

271 NIGHT TIME ECONOMY POSITION STATEMENT CONSULTATION RESPONSES

The Head of Housing and Health submitted a report inviting Members to consider the responses to the public consultation on the draft position statement 'Licensing Decision Making relating to the Night Time Economy'.

The Service Manager (Licensing and Enforcement) advised that 11 responses had been received from various parties. The responses were detailed at Essential Reference Paper 'B' of the report submitted and all the points raised had been responded to and taken on board. Members were referred, in particular, to a response from a licensing solicitor on behalf of a licence holder.

Members were also referred to page 145 of the report submitted for the final wording of the Night Time Economy Position Statement. The Service Manager explained that Members were being asked to endorse the final wording and recommend this to Council for adoption as an addendum to the Council's Statement of Licensing Policy.

Councillor Mrs R Cheswright commented that the Solicitor's response on behalf of the licence holder was relevant and helpful. The Service Manager advised that Officers had tried to ensure that the wording was in plain English as most of this submission had come directly from legislation.

The Chairman emphasised that having policies worded in plain English would assist Members in explaining and justifying decisions to the public. Councillor T Page referred to the lack of a response from Bishop's Stortford. He was assured by the Service Manager that the consultation had been open to all and that all licence holders had been contacted directly.

Members had a discussion in respect of the differing dynamics of the night time economies in Bishop's

Stortford and Hertford. Councillor N Symonds stated that Hertford at Midnight to 1 am was very busy whilst Bishop's Stortford at the same time was comparatively quiet. Councillor B Deering referred to the Blackbirds pub in Hertford as being the only premises perceived by Hertfordshire Constabulary to not be operating live ID in the town.

The Service Manager stated that the police were free to review premises licences and he believed that the Blackbirds situation was a case where the police meant that this was a licensed premises, where they would like to see live ID rather than this being the only venue in Hertford that did not have this system.

The Chairman commented on the significant costs involved in clearing up after the night time economy in Hertford. Councillor K Crofton referred to the possibility of Members observing the work of Hertfordshire Constabulary in reference to the policing of the night time economy. The Service Manager commented on the possibility of this being arranged in the run up to Christmas.

Councillor Mrs R Cheswright praised the positive work carried out by the Street Pastors in assisting with managing the impact of the late night economy. Councillor M McMullen proposed and Councillor N Symonds seconded, a motion that the wording of the position statement be endorsed and the final wording be recommended to Council as an addendum to the Council's Statement of Licensing Policy.

After being put to the meeting and a vote taken, the motion was declared CARRIED. Members supported

the recommendations now detailed.

RECOMMENDED – that the report be received and the final wording of the position statement be endorsed as an addendum to the Council’s Statement of Licensing Policy.

The meeting closed at 7.50 pm

Chairman

Date

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EAST HERTS COUNCIL

COUNCIL – 5 MARCH 2019

REPORT BY HEAD OF HOUSING AND HEALTH

REPORT OF LICENSING COMMITTEE:TAXI VEHICLE AGE & EMISSIONS
POLICY

WARD(S) AFFECTED: All

Purpose/Summary of Report

- This report seeks Council approval of the new proposed Taxi Vehicle Age and Emissions Policy. The report has been considered in details by the Licensing Committee at its meeting held on 6 February 2019.

1.0 Background

- 1.1 Given the council's emphases on raising the standard of taxi provision in the district and tackling air pollution, officers have drafted and consulted on a new Taxi Vehicle Age and Emissions Policy. At its meeting of 6 February 2019, the Licensing Committee considered the consultation responses received and endorsed that the policy in its finalised draft form be put the Council for approval.

2.0 Report

- 2.1 The Licensing Committee debated the proposed draft policy and took into account all the consultation responses. They made no further amendments to the draft version.
- 2.2 Members endorsed the finalisation policy attached at **Essential Reference Paper "A"** for approval by Council.

<u>RECOMMENDATION FOR COUNCIL:</u> that	
(A)	the revised Taxi Vehicle Age and Emissions Policy be approved.

Background Papers

The full agenda for the Licensing Committee held on 6 February 2019 can be viewed at: [6 February 2019](#)

Contact Member: Councillor Graham McAndrew – Executive Member for Environment and the Public Realm
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Licensed Vehicle Age and Emissions Policy

The purpose of this policy is to ensure taxis are as safe, reliable and comfortable as possible while at the same time minimising emissions. The policy aims to have a positive impact on emissions as it is recognised that the age of vehicles and the exhaust emission specification are critical to the level of pollutants emitted. Consequently, to improve air quality and reduce emissions from the taxi fleet, standards relating to the exhaust emissions have been introduced in addition to the requirements regarding the age of vehicles.

In order to be licensed, a vehicle must ***meet both the age and emissions criteria***.

Applications to licence vehicles which fall outside of the policy will be considered on their own merits.

Vehicle Age

At first application - Vehicle licences will not be granted in respect of vehicles that were first registered (or, in the case of imported vehicles, manufactured) more than 5 years prior to the date that the application is made.

At renewal - Vehicle licences will not be renewed in respect of any licensed vehicle that was first registered (or, in the case of imported vehicles, manufactured) more than 10 years prior to the date of renewal (or 12 years in the case of purpose-built or fully wheelchair accessible vehicles).

A vehicle will be considered for licensing beyond these upper age limits if it is in 'exceptional condition'. The criteria for meeting this standard are below.

Exceptional Condition Criteria

A vehicle will be considered to be in 'exceptional condition' if **ALL** of the following apply:

1. The vehicle must not have failed the council's vehicle inspection or standard MOT (or just the standard MOT if the vehicle has not been licensed previously) on any significant item within the previous five years.
2. The vehicle meets or exceeds the vehicle standards contained within East Herts policy in relation to vehicle condition.
3. The interior trim, panels, seating and carpets and upholstery are in excellent condition, clean and free from damage and discolouration.
4. The boot or luggage compartment is in good condition, clean and undamaged.
5. Passenger areas are free from damp and any unpleasant odours.

The criteria will be checked by an officer of the council and the proprietor of the vehicle must provide all the necessary documentation to support their request for a vehicle licence to be granted outside of this policy. An appointment will need to be made for this and a fee will be charged.

If the above criteria are satisfied then the proprietor of the vehicle must book and pay for the council's approved vehicle inspection from a nominated garage and produce the pass

certificate to the council. This test CANNOT be carried out before the vehicle is inspected by a council officer.

Emissions Standards

At first application – Vehicles must meet or exceed Euro 5 emissions standards (From 01/04/2020 vehicles must meet or exceed Euro 6 emissions standards at first application.)

At renewal – From 01/04/2020 vehicle licences will not be renewed in respect of any licensed vehicle that does not meet or exceed Euro 5 emissions standards. (From 01/04/2023 vehicle licences will not be renewed in respect of any licensed vehicle that does not meet or exceed Euro 6 emissions standards.)

Where vehicles do not meet the relevant emissions criteria the proprietor may:

- have the vehicle adapted / modified to meet the standard and provide evidence of this
- change the fuel that is used to a cleaner alternative, such as bio diesel or
- replace the vehicle with one that meets the emission standard.

Notwithstanding that each application will be considered on its own merits.

When will the different criteria be applied?

If the licence of a currently licensed Hackney Carriage or Private Hire Vehicle is allowed to **EXPIRE** by its proprietor then any subsequent application will **NOT** be considered as a renewal. This means that where an existing vehicle licence expires, a subsequent application for a licence for that vehicle will be treated as a first time application and the standards and criteria relating to first time applications will be applied.

For the avoidance of doubt when a new vehicle has an existing plate transferred onto it the vehicle will be considered under the criteria for a vehicle being licensed for the first time.

Low Emission and Electric Vehicles

The Council encourages the uptake of low emission and electric vehicles in the District. The authority will seek to examine the feasibility of introducing schemes which help improve the charging network and aid drivers in testing and purchasing electric vehicles.

The Council will waive the initial vehicle licence application fee for any application to licence a fully Electric Vehicle (EV) received between 01/04/2019 and 31/03/2020.

EAST HERTS COUNCIL

COUNCIL – 5 MARCH

REPORT BY COUNCILLOR LINDA HAYSEY, LEADER OF THE COUNCIL

APPOINTMENT OF THE CHIEF EXECUTIVE (HEAD OF PAID SERVICE)

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

- To recommend appointment to the role of Chief Executive (Head of Paid Service)

<u>RECOMMENDATIONS FOR COUNCIL: That:</u>	
(A)	The preferred candidate be appointed as Chief Executive (Head of Paid Service) at a spot salary of £120,000 (which includes the Head of Paid Service payment of £5,000)

1.0 Background

- 1.1 Following the resignation of Liz Watts, Chief Executive, in December 2018, a recruitment process was established to select her replacement. The appointment of the Chief Executive is reserved to Council, with the recommendation being made by the Chief Officer Recruitment Committee.

2.0 Report

- 2.1 The council selected the East of England Local Government Association as recruitment advisors, and on advice from EELGA, the post was advertised at £120,000 (which is £8,000 above the Council's current pay policy guidance for this post).

Similar posts were being advertised at that salary in other geographically close councils and the advice from EELGA was accepted on the grounds that the council wanted to ensure a strong field of candidates.

- 2.2 The Chief Officer Recruitment Committee met on 28 January, 8 February and 15 February. Minutes of these meetings are included as **Essential Reference Paper C**.
- 2.3 The final assessment centre took place on 14 and 15 February 2019, and included three panel interviews with members and stakeholders, two written exercises (one of which required candidates to brief Executive members), a staff panel interview (including a presentation by the candidates) and a formal panel interview by the Chief Officer Recruitment Committee.
- 2.4 Upon completion of the assessment centre, the Chief Officer Recruitment Committee agreed unanimously to recommend to Council the appointment of Richard Cassidy.
- 2.5 The candidate's CV is set out at Essential Reference Paper B.
- 3.0 Implications/Consultations
- 3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

Pay Policy Statement 2018/19

<https://www.eastherts.gov.uk/article/35658/Pay-Policy-Statement>

Contact Member: Cllr Linda Haysey
linda.haysey@eastherts.gov.uk

Contact Officer: Simon O'Hear
simon.o'hear@eastherts.gov.uk

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives	Priority 1 – Improve the health and wellbeing of our communities Priority 2 – Enhance the quality of people's lives Priority 3 – Enable a flourishing local economy
Consultation:	None
Legal:	Council is required to appoint to statutory posts
Financial:	As set out in the report.
Human Resource:	As set out in the report.
Risk Management:	The Chief Executive postholder is subject to a six month probation period.
Health and wellbeing – issues and impacts:	None.
Equality Impact Assessment required:	No.

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Richard Cassidy

Career Profile		
Current Employer	Corporate Director, <i>Fenland District Council, Cambridgeshire.</i>	Sep 2003 - Present
Present Salary: £93,000 inc car allowance	<p>I provide leadership to deliver the Council's objectives within the 'one team' corporate and priority setting frameworks of the Council.</p> <p>I act as lead officer for the Community, Environment & Leisure corporate priorities and I am responsible for working with elected members in relation to these theme areas and developing policy in conjunction with Portfolio Holders.</p> <p>I am a member of the Council's Management Team and I am responsible for a number of key corporate cross-cutting areas and projects including health & wellbeing, community development, broad concept plan development and co-ordination of regulatory work.</p> <p>Service area responsibilities are not fixed within the management team and I am presently responsible for around 250 Staff covering Strategic Waste & Recycling, Waste Operations, Cleansing, Parks & Open Spaces, Community Development, Housing, Development Control, Markets & Events, Leisure Services, Environmental Health, Licensing, & Community Safety at Fenland.</p> <p>I am the lead officer for several external partnerships including the Fenland Health & Wellbeing Partnership, Cambridgeshire Executive Partnership Board (Delivering the Better Care Fund) and the Cambridgeshire & Peterborough Waste Partnership (RECAP).</p>	
Previous Employment	Head of Environmental Services, <i>Forest Heath District Council, Suffolk</i>	2001 -
	<p>I led a team of over 120 officers and staff, covering the Environmental Health functions, Waste Management and Recycling, Street Cleansing, Public Conveniences, Civic Amenities and Depot Services (Ex-DSO) and Building Control.</p> <p>I left to develop my career further.</p>	2003
	Environmental Health Manager (Regulation), <i>Aylesbury Vale DC, Bucks</i>	1996 -
	<p>I led a team of twenty officers, covering the full range of Environmental Health functions, corporate health & safety, emergency planning and licensing.</p> <p>I left to develop my career further.</p>	2000
	Principal Environmental Health Officer, <i>Tendring DC, Essex</i>	1990 -
		1996

	I led a team of six officers dealing with Environmental Health issues in commercial premises. I left to develop my career further.	
	Senior Environmental Health Officer, <i>St Edmundsbury BC, Suffolk</i>	1988 - 1990
	I provided professional Environmental Health support to the Council. I left to develop my career further.	
	District Env Health Officer, <i>London Borough of Bromley</i>	1987 - 1988
	I provided professional Environmental Health support to the Council.	
Education		
	Masters Degree in Public Health, Anglia Ruskin University – Distinction	2017
	Masters Degree in Management, University of Luton	1999
	PgDip Management, University of Luton	1998
	Certificate in Management Studies, Colchester Institute, Essex	1996
	Diploma in Acoustics and Noise Control, Colchester Institute, Essex	1993
	NEBOSH Diploma in Occupational Safety and Health, Southwalk College, London.	1989
	BSC Environmental Health: Upper Second, Greenwich University, London.	1987
	GCE A Levels – <i>Biology, Chemistry</i>	1983
	GCE O Levels - <i>Biology, Physics, Chemistry, Maths, Eng Lang, Eng Lit, History, Geography</i>	1981
Relevant Training	LGA - Prevention at Scale Programme, group lead	2018-2014/15
	Cabinet Office Commissioning Academy - 10 days' cohort input	
	Tactical Leadership in Emergency Management (3 Day)	2007
	Leadership & Change Management Programme – NLGN / IDeA	2006
	New Waste Treatment Technologies Study Tour – Defra / Germany (3 days)	2006
	Lead Auditor for ISO9000 Quality Systems, (5 day).	2005
	Prince 2 Project Management techniques (3 day).	2003
	Auditor for EFQM Quality Model, (4 day).	2003
	I have excellent I.T skills and I am proficient to advanced level in Microsoft Word, Excel, PowerPoint, Publisher, Project etc.	Ongoing
Professional Membership		
	Chartered Institute of Environmental Health	

MINUTES OF A MEETING OF THE
CHIEF OFFICER RECRUITMENT
COMMITTEE HELD IN EAST HERTS
DISTRICT COUNCIL OFFICES ON 28
JANUARY 2019, AT 11.00AM

PRESENT: Councillor L Haysey (Chairman), Councillor
Geoff Williamson, Councillor Eric
Buckmaster, Councillor George Cutting

OFFICERS IN ATTENDANCE:

Simon O'Hear	- Head of Human Resources and Organisation Development
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ALSO IN ATTENDANCE:

Anne Gibson	- East of England LGA
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APOLOGIES

Apologies were received from Councillor Peter Boylan.

MINUTES

There were no previous minutes to approve.

APPOINTMENT OF CHIEF EXECUTIVE

The Committee considered a long list for the post of Chief Executive and agreed on nine candidates to go through an initial interview process with the East of England LGA.

The meeting closed at 1pm

Chairman

Date

MINUTES OF A MEETING OF THE
CHIEF OFFICER RECRUITMENT
COMMITTEE HELD IN EAST HERTS
DISTRICT COUNCIL OFFICES ON 8
FEBRUARY 2019, AT 11.00AM

PRESENT: Councillor L Haysey (Chairman), Councillor
Geoff Williamson, Councillor Eric
Buckmaster, Councillor Peter Boylan,
Councillor George Cutting

OFFICERS IN ATTENDANCE:

Simon O'Hear	- Head of Human Resources and Organisation Development
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ALSO IN ATTENDANCE:

Anne Gibson	- East of England LGA
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APOLOGIES

None.

MINUTES

RESOLVED – that the Minutes of the meeting held on 28
January 2019 be approved as a correct record and signed by
the Chairman.

APPOINTMENT OF CHIEF EXECUTIVE

The Committee considered a short list for the post of Chief
Executive and agreed on four candidates to invite to the final
assessment centre.

The meeting closed at 1pm

Chairman

Date

MINUTES OF A MEETING OF THE
CHIEF OFFICER RECRUITMENT
COMMITTEE HELD IN EAST HERTS
DISTRICT COUNCIL OFFICES ON 15
FEBRUARY 2019, AT 3:30PM

PRESENT: Councillor L Haysey (Chairman), Councillor
Geoff Williamson, Councillor Eric
Buckmaster, Councillor Peter Boylan,
Councillor George Cutting

OFFICERS IN ATTENDANCE:

Simon O'Hear	- Head of Human Resources and Organisation Development
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ALSO IN ATTENDANCE:

Anne Gibson	- East of England LGA
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APOLOGIES

None.

MINUTES

RESOLVED – that the Minutes of the meeting held on 8
February 2019 be approved as a correct record and signed by
the Chairman.

APPOINTMENT OF CHIEF EXECUTIVE

The Committee considered the outcome of the various panels
and tests that had taken place during the assessment centre
on 14 and 15 February and agreed unanimously that the role
of Chief Executive Officer should be offered to Richard
Cassidy.

The meeting closed at 5pm

Chairman

Date