

MINUTES OF A MEETING OF THE  
EXECUTIVE HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD  
ON TUESDAY 18 DECEMBER 2007 AT  
7.30 PM

---

PRESENT: Councillor A P Jackson (Chairman/Leader).  
Councillors M R Alexander, M G Carver,  
L O Haysey, T Milner, R L Parker and  
M J Tindale.

ALSO PRESENT:

Councillors D Andrews, W Ashley, R Beeching,  
D Clark, N Clark, J Demonti, R Gilbert, P Grethe,  
J Hedley, Mrs D M Hone, J K Mayes, W Quince,  
J O Ranger, P A Ruffles, J P Warren and  
M Wood.

OFFICERS IN ATTENDANCE:

Anne Freimanis	- Chief Executive
Cliff Cardoza	- Head of Environmental Services
Simon Chancellor	- Head of Financial Support Services
Simon Drinkwater	- Director of Neighbourhood Services
Tony Hall	- Interim Head of Business Support Services
Philip Hamberger	- Director of Internal Services
Martin Ibrahim	- Senior Democratic Services Officer
Lois Prior	- Head of Strategic Direction (Shared) and Communications Manager
Andrew Pulham	- Parking Services Manager
George A Robertson	- Director of Customer and Community Services
Trevor Watkins	- Waste Services Manager

418 LEADER'S ANNOUNCEMENTS

The Leader advised that the Executive Member for Housing and Health had been delayed in traffic and that his items would be considered once he had arrived.

He wished all Members and Officers a happy Christmas and New Year.

419 DECLARATION OF INTEREST

Councillor N Clark declared a personal interest in the matter referred to at Minute 434 – Growth Area Funds Bid Round 3 – Programme of Development 2008-11 and Hertfordshire Infrastructure and Investment Strategy, in that he was Secretary of the Stop Harlow North Campaign, which related to one of the bids.

RECOMMENDED ITEMS

420 NATIONAL AFFORDABLE HOUSING PROGRAMME BIDDING ROUND 2008 – 2011

**The Executive Member for Housing and Health submitted a report updating the Executive on the terms and details of the current Housing Corporation bidding round for grant funding of social housing schemes in the East Herts area.**

**The National Affordable Housing Programme (NAHP) 2008 - 11 Prospectus had incorporated some fundamental changes from the previous bidding round. The programme would deliver over a three year period and would include Regular Market Engagement every 3 or 6 months commencing in October 2008 until October 2010. This would allow investment partners to bid for funding as projects came forward. Such projects should have full planning permission and be owned by the bidder otherwise, grant would not be approved.**

The Executive Member detailed the new standards, bid themes and funding levels available in the region generally.

The bids received for East Herts in particular, were detailed at Appendix 'A7' of the report now submitted. Officers had been asked to complete a proforma for each scheme and these were set out at Appendix 'B7' of the report now submitted. In every case, it had been necessary to advise that no project had planning permission and as a result, it was anticipated that East Herts would not receive an allocation at this stage. All the projects would be resubmitted at the appropriate Regular Market Engagement meeting.

The Executive recommended that the report be received.

**RECOMMENDED** - that details of the Housing Corporation's National Affordable Housing Programme (NAHP) 2008-11 seeking funding for social housing schemes in East Herts District, as now detailed, be received.

**421 DIVISIONAL ESTABLISHMENTS ROUND 1 REVENUE ESTIMATES – PROBABLE 2007/08 : ESTIMATE 2008/09**

The Executive Member for Resources and Internal Support submitted a report dealing with the first stage of the estimate process which would conclude at the Council meeting on 4 March 2008, when a formal resolution setting the Council Tax for 2008/09 would need to be approved.

The Estimates set out in the report now submitted related to the 2007/08 probable outturn position and the 2008/09 estimates for the Chief Executive's Division, three service directorates, together with the cost of offices. These reflected current approved establishment structures. As the final budget to be

presented to Council would include these budgets as recharges, this report presented the total costs and details of Full Time Equivalent posts (FTE) of each Division. The “Divisional” costs would be fully allocated to Service Estimates, principally, in line with the time spent by staff on each area of activity.

In overall terms, the probable outturn 2007/08 was £76k less than the original estimate, excluding capital charges. Details of the movements from the original estimate were set out in the report now submitted.

Members recalled that the Council’s 2008/09 budget strategy, which had been agreed by Council on 12 September 2007 (Minute 259 refers), detailed a new process for considering a number of options for delivering Council Services. These had been considered at recent “Challenge” sessions by Corporate Management Team and proposals for each service area were still being evaluated. It was anticipated that Members would have the opportunity of scrutinising the final proposals later in the overall budget process.

The Corporate Business Scrutiny Committee, at its meeting held on 4 December 2008, had supported the recommendations.

The Executive supported the recommendations as now detailed.

**RECOMMENDED** - that (A) the comments of Corporate Business Scrutiny Committee on the 4 December 2007 be received; and

(B) subject to the above, and any further changes that may arise later in the budget process, the indicative revenue estimates for the Divisional Establishments for 2007/08 Probable outturn and 2008/09 Estimate, be

approved.

**422 COUNCIL TAX – CALCULATION OF COUNCIL TAX  
BASE 2008/09**

---

The Executive Member for Resources and Internal Support submitted a report seeking approval for the calculation of the Council Tax base for the whole District and the Parish areas, for 2008/09.

As part of the process for setting the Council Tax for 2008/09, the Local Authorities (Calculation of the Tax Base) Regulations 1992 required the Council, as the billing authority, to notify its major precepting bodies, Hertfordshire County Council and the Police Authority, of the District Council's Council Tax base for the following financial year. The District Council was also required to notify its parishes of the Council Tax base for the Parish area within 10 working days of any written request from a Parish Council. The tax base, as calculated under the regulations, would be used by the Council when setting the rates of Council Tax on 4 March 2008. Under Section 67 of the Local Government Finance Act 1992, the tax base calculations had to be made by the authority as a whole. Therefore, it was necessary to set out the method of calculation, in order that the Council could adopt these calculations formally, for the purposes of the 1992 Act.

The Executive Member detailed the method of calculation and the assumptions included within this.

The Executive supported the recommendation as now detailed.

**RECOMMENDED** - that (A) the calculation of the Council's tax base for the whole District, and for the Parish areas, for 2008/09 be approved, with the continuation of the 90% of the full charge for second homes and long term empty properties,

**DIS**

and

(B) pursuant to the report and in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the amount calculated by East Hertfordshire District Council as its Council Tax Base for the whole area for 2008/09 shall be 57,952.54 and for the Parish areas for 2008/09 shall be as listed at Table 1 of the report now submitted.

DIS

**423 OFF-STREET PARKING PLACES ORDER 2008/09**

The Executive Member for Planning Policy and Transport submitted a report seeking authority for a changed means of preparation for the implementation of new fees and charges in the Council's car parks. He also requested authority to advertise an Amendment Order to allow changes to the terms on which car parks might be used and detailed proposed fees and charges as part of the Council's Medium Term Financial Planning process.

The Executive recalled that Council policy was to increase its car park fees and charges by a minimum of 5% per annum. The increases proposed for 2008/09 were higher than the minimum level previously set for a number of reasons detailed by the Executive Member in the report now submitted. These included:

- bringing the level of charges into line with other neighbouring authorities;
- the need for "rounding" tariffs to the nearest 10p level; and
- the need to fund a programme of improvements in seeking to secure "Park Mark" Safer parking accreditation.

**The Executive Member also referred to the need for the car parking budgets to be balanced and for a deficit to be bridged. He spoke of the principle of car parking being funded by the motorist and not the council taxpayer.**

**A table showing current and proposed charges was detailed in the revised version of Appendix 'B13', which was tabled at the meeting. Although the increases overall amounted to an average of 14%, there were some variations from town to town, which were highlighted in the report now submitted. It was also proposed to introduce charges in Buntingford and Stanstead Abbots' car parks, at an identical level to those operating in Sawbridgeworth.**

**The Executive Member also proposed various changes in direct response to representations received from members of the public. He proposed a new 5 hour band in all car parks to meet the needs of part time workers, who currently had to pay the all day tariff. He also proposed that one car park in each of the five towns should have at least one area dedicated to solo motorcycle parking, where motorcyclists could park free of charge and without time limit.**

**The Executive Member also referred to a recent study on the influence of parking management regimes on the viability of market towns. This suggested that the cost of parking appeared less important to an individual than accessibility and condition. Therefore, the Council intended to embark upon a substantial programme of car park improvements in years to come, enabling car park users to see a tangible return for the charges they were required to pay.**

**Other proposals relating to residential off-street season tickets, "meter feeding" and vehicle weight limits, were detailed by the Executive Member. Finally, he referred to the simplified process for varying**

parking charges by means of a “Notice of Variation”.

Councillor D Clark sought clarification on the car parking budget and the suggestion that a deficit existed that needed to be bridged. In response, the Executive Member detailed various budgets, which indicated a surplus of £800k.

In response to a question from Councillor M Wood, the Executive Member referred to wider transportation strategies that referenced the need for more cycle and pedestrian facilities.

Councillor R Beeching queried the logic of rounding tariffs to the nearest 10p and requested a smaller increase in Sawbridgeworth as charging had only been introduced 18 months ago. In reply, the Leader of the Council commented that whilst the percentage increase might attract headlines, the 10p increase was not significant. He added that deferring any charges would only result in larger increases being required in the following years.

Councillor J P Warren expressed concern that parking facilities in Buntingford were inadequate. He believed that the introduction of charges would impact on the local economy and residential parking spaces.

Councillor N Clark referred to the comments made by Sawbridgeworth Town Council and asked the Executive Member to respond to these. He queried the proposed increases and suggested that as the parking budgets were in surplus, the motorist must be paying for something else as well. He also commented that in Sawbridgeworth, Buntingford and Stanstead Abbots, the proposed charges did not appear to add up and would encourage ‘meter feeding’.

In response, the Executive Member referred to the proposed refurbishments of car parks and the wider transportation strategies, which encouraged bus



usage. The Leader commented on increased bus usage in the District and the Council's support for concessionary fares.

Councillor J Mayes expressed concern that the introduction of charges in Stanstead Abbots would impact adversely on the local shops. She also referred to the need for improvements to the surface of the car park.

The Executive supported the recommendation as now detailed.

**RECOMMENDED** - that (A) with effect from 2008/09, changes to off street car parking fees and charges should be introduced through the simplified "Notice of Variation" procedure permitted under the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996, so that all necessary notifications and changes can be in place to meet the deadline of the commencement of the new financial year for the implementation of the new fees and charges;

**DCCS**

(B) the advertisement of an Amendment Order to allow changes to the terms on which East Herts' car parks may be used be authorised, to proceed in parallel with the proposed timescale for the revised fees and charges structure;

**DIS/  
DCCS**

(C) if there are no objections to the advertised Amendment Order, or if any changes required to the Amendment Order are minor in nature, then Officers be authorised to make the Amendment Order; and

**DIS/  
DCCS**

(D) the proposed fees and charges for East Herts' off street car parks, effective from 31

March 2008, be approved.

**424 REFUSE AND RECYCLING – REPORT OF THE TASK AND FINISH GROUP**

---

The Executive considered a report of the Refuse and Recycling Task and Finish Group.

The background and remit of the Group was noted, as was the reasons for the need to expand recycling performance in East Herts. The Task and Finish Group had considered the following options:

- do nothing – what would happen if recycling performance was not increased;
- education and communication and its impact on recycling performance;
- enforcement of recycling policy;
- increasing the range of materials recycled; and
- reducing the capacity for residual black bin waste by introducing smaller bins and a fortnightly collection of residual waste, alternating with brown bin collection of garden waste, kitchen waste and card.

The Executive considered the findings of the Task and Finish Group for each of these options, which were set out in the report now submitted.

The Task and Finish Group had also considered whether the Council should extend or re-tender its existing Waste and Recycling contract. This contract had begun in August 2002 for a period of seven years with the option of a possible extension for a further three. The Council had already determined to extend the street cleansing contract so that it would be co-

**terminus and could be combined with the Refuse and Recycling contract.**

**The Environment Scrutiny Committee, at its meeting held on 4 December 2007, had considered the findings of the Task and Finish Group and had endorsed its findings, as now detailed.**

**The Executive Member for Environment and Conservation congratulated the Task and Finish Group and Officers for their hard work and thanked the Environment Scrutiny Committee for its comments. He asked the Executive to endorse the findings but proposed amended recommendations, as now detailed, in order to clarify and strengthen what was being proposed. He detailed the proposals and emphasised that food waste would still be collected on a weekly basis.**

**Councillor N Clark referred to the County Council's provision of an Animal By-Product Regulations (ABPR) compliant site and its impact on the proposals if its implementation was delayed. The Executive Member expressed his confidence that the site would become available in good time.**

**In response to Members' comments, the Executive Member and Leader emphasised the major communications and education programme that would be required in leading up to the new collection system.**

**The Executive Member for Community Safety and Protection referred to the pilot scheme in Ware several years ago and emphasised that a different and more comprehensive scheme was being proposed. He commented that the proposals concerned an alternative bin collection scheme.**

**The Executive supported the recommendations as now detailed.**

ACTION

- |  |             |
|--|-------------|
| <b><u>RECOMMENDED</u> - that (A) an Alternate Weekly Collection Waste and Recycling scheme be introduced;</b>  | <b>DCCS</b> |
| <b>(B) the scheme be implemented no earlier than January 2009, subject to (C) and (D) below;</b>   | <b>DCCS</b> |
| <b>(C) kerbside collection of plastic bottles be introduced on a District wide basis;</b>  | <b>DCCS</b> |
| <b>(D) kerbside collection of kitchen waste and card be rolled out on a District wide basis, combined with garden waste collections, following the provision of a suitable composting plant by Hertfordshire County Council;</b>   | <b>DCCS</b> |
| <b>(E) regular reports on the procurement of a suitable composting plant and/or transfer facility be submitted to the Environment Scrutiny Committee;</b>  | <b>DCCS</b> |
| <b>(F) a further report detailing implementation plans for the scheme be submitted to the Executive in Summer 2008, to include assurances that an Animal By-Product Regulations (ABPR) compliant site or transfer station will be operational prior to the roll out of the scheme;</b> | <b>DCCS</b> |
| <b>(G) the proposal to extend the Refuse and Recycling Contract until May 2011 be endorsed and that a single contract be let for Refuse, Recycling and Street Cleansing from that date.</b>  | <b>DCCS</b> |

**425 AFFORDABLE HOUSING AND LIFETIME HOMES  
SUPPLEMENTARY PLANNING DOCUMENT**

The Executive considered and supported the recommendations of the Local Development Framework Executive Panel, made at its meeting held

on 22 November 2007, in respect of the Affordable Housing and Lifetime Homes Supplementary Planning Document.

**RECOMMENDED** - that, subject to the drafting amendments discussed at the meeting, (A) the representations submitted in respect of the draft Affordable Housing Supplementary Planning Document, as detailed in the Statement of Issues at Appendix A to the report now submitted be received;

(B) the Officer comments made in response to the representations referred to above as detailed in the Statement of Issues at Appendix B to the report now submitted be agreed in accordance with Regulation 18 of the Town and Country Planning (Local Development) (England) Regulations 2004; **DNS**

(C) the amended Affordable Housing and Lifetime Homes Supplementary Planning Document be agreed for adoption in accordance with Regulation 19 of the Town and Country Planning (Local Development) (England) Regulations 2004; and **DNS**

(D) the amended Sustainability Appraisal as detailed in Appendix C to the report now submitted be agreed for adoption. **DNS**

**426 PLANNING OBLIGATIONS SUPPLEMENTARY PLANNING DOCUMENT**

The Executive considered and supported the recommendations of the Local Development Framework Executive Panel, made at its meeting held on 22 November 2007, in respect of the Planning Obligations Supplementary Planning Document.

ACTION

**RECOMMENDED** - that (A) the draft Planning Obligations Supplementary Planning Document (November 2006) be withdrawn; and

DNS

(B) the revised draft Planning Obligations Supplementary Planning Document (January 2008) as detailed in the Appendix to the report now submitted together with the Sustainability Appraisal Appendix and the Consultation Statement Appendix be approved for consultation purposes.

DNS

**427 HOUSING CAPACITY ASSESSMENT AND EDGE OF SETTLEMENT ASSESSMENT**

The Executive considered and supported the recommendations of the Local Development Framework Executive Panel, made at its meeting held on 22 November 2007, in respect of the Housing Capacity Assessment and Edge of Settlement Assessment.

**RECOMMENDED** - that (A) the revised Housing Capacity Assessment Non Technical Summary attached at Appendix E to the report now submitted be received;

(B) the Edge of Settlement Assessment Executive Summary attached as Appendix F to the report now submitted be received; and

DNS

(C) the final Housing Capacity and Edge of Settlement Assessments be made available for comment for a six week period during Winter 2007/08.

DNS

**428 STRATEGIC HOUSING MARKET ASSESSMENT - PRELIMINARY REPORT**

The Executive considered and supported the

recommendations of the Local Development Framework Executive Panel, made at its meeting held on 22 November 2007, in respect of the Strategic Housing Market Assessment - Preliminary Report.

**RECOMMENDED** - that the Head of Planning and Building Control and Head of Health and Housing in consultation with the Executive Member for Planning Policy and Transport and the Executive Member for Housing and Health, be authorised to undertake the work necessary to ensure a sound Strategic Housing Market Assessment is provided for East Herts to inform the preparation of the East Herts Local Development Framework and for housing strategy purposes, by means of:

- (1) partnership working with adjoining and other neighbouring authorities within the London Commuter Belt / M11 Growth Area Sub-Regions; and
- (2) the engagement of consultants; the cost of any consultants for such a study to be met from the Housing Budgets and/or Planning Policy Budgets for LDF Upkeep / Studies / Consultancy purposes.

**429 ACCOMMODATION NEEDS OF GYPSIES AND TRAVELLERS IN NORTHERN AND EASTERN HERTFORDSHIRE, STAGE TWO: IDENTIFICATION OF POTENTIAL GYPSY AND TRAVELLER SITES IN THE STUDY AREA - PUBLICATION OF REPORT - OCTOBER 2007**

---

The Executive considered and supported the recommendations of the Local Development Framework Executive Panel, made at its meeting held on 22 November 2007, in respect of the Accommodation Needs of Gypsies and Travellers in Northern and Eastern Hertfordshire, Stage Two:

**Identification of Potential Gypsy and Traveller Sites in the Study Area - Publication Of Report - October 2007.**

**RECOMMENDED - that (A) the Accommodation Needs of Gypsies and Travellers in Northern and Eastern Hertfordshire (Stage Two): Identification of Potential Gypsy and Traveller Sites in the Study Area October 2007 on behalf of the Hertfordshire Districts of East Herts Council, Broxbourne Borough Council, North Hertfordshire District Council, Stevenage Borough Council, Welwyn Hatfield Borough Council and Hertfordshire County Council be received and published as a technical study contributing to the evidence base for the East Herts Local Development Framework and for Housing Strategy purposes; and**

DNS

**(B) interested parties be informed that the study does not affect existing local plan policies but will be used for evidence for future policies.**

DNS

**430 ACCESS TO KEY SERVICES IN EAST HERTS**

**The Executive Member for Planning Policy and Transport submitted a report informing Members of the deprivation in the District arising from lack of access to key services and proposals to maintain services and improve accessibility.**

**The Executive noted that East Hertfordshire was a prosperous area which seldom, if ever, featured in any index of multiple deprivation, except in one respect, which was access to key services in rural areas. The Executive Member referred to a report published by Hertfordshire Community Foundation in 2006, entitled 'The Hidden Need - Overcoming Social Deprivation in Hertfordshire'. This had investigated different aspects of deprivation, such as income poverty, inaccessibility of key services and low educational attainment. The report provided the most recent figures available on a**



range of indicators of deprivation, disadvantage and community need in Hertfordshire.

The Executive Member detailed proposals to tackle rural isolation, which had been discussed with the County Council and partner organisations during the last year. He outlined a proposal involving Bishop's Stortford Minibus Trust (BSMT), which was being supported by the County Council and Bishop's Stortford Town Council. This would provide a bus service for local residents from South End – Bishop's Stortford.

The Executive Member detailed the funding arrangements and sought approval for the use of bus subsidy underspends in 2007/08. For future years, he requested that consideration be given to a growth item in the Medium Term Financial Plan for 2008/09. The Executive noted that decisions on growth items would be taken as part of the budgetary process in February 2008.

In response to a Member's comment, the Executive Member undertook to investigate whether the Council could assist in respect of insurance arrangements.

The Executive supported the proposals as now detailed.

**RECOMMENDED** - that (A) the initiatives being taken by East Herts Council to develop schemes designed to improve access to services in rural areas be noted;

(B) the use of bus subsidies underspend in 2007/08 be approved.

#### **431 LOCAL AUTHORITY BUSINESS GROWTH INITIATIVE**

The Executive Member for Planning Policy and Transport submitted a report informing Members of

the receipt of a Government grant as part of the Local Authority Business Growth Initiative (LABGI). A total of £147,661 had been received.

He proposed a number of economic development projects covering key themes. The projects included an employment land study, a town retail study, masterplanning for the Bishop's Stortford Goods Yard site as well as a range of business and town focused initiatives. Details of each project were set out in the report now submitted.

The Executive Member referred to the timing of the notification of the payment and stated that £30k of the payment would not be spent until 2008/09. Therefore, this element of the grant would be held in balances and rolled forward into 2008/09.

The Executive supported the proposals as now detailed.

**RECOMMENDED** - that (A) the 2007/08 LABGI payment be used to deliver/support a range of economic development projects in 2007/8 and 2008/9 consistent with the intended purpose of the scheme; and

DCCS

(B) the £30K identified for expenditure in 2008/9 be funded through balances.

#### RESOLVED ITEMS

#### 432 MINUTES

**RESOLVED** - that the Minutes of the Executive meeting held on 7 November 2007 be confirmed as a correct record and signed by the Chairman.

433 ISSUES ARISING FROM SCRUTINY

The Executive received a report detailing those issues referred to the Executive by the Scrutiny Committees. Issues relating to specific reports for the Executive were considered and detailed at the relevant report of the Executive Member.

RESOLVED – that the report be received.

434 GROWTH AREA FUNDS BID ROUND 3 – PROGRAMME OF DEVELOPMENT 2008-11 AND HERTFORDSHIRE INFRASTRUCTURE AND INVESTMENT STRATEGY

The Executive Members for Community Development, Leisure and Culture and Planning Policy and Transport submitted a joint report on the opportunity to bid for various Government infrastructure funds. They also sought approval for a proposal to undertake a joint Hertfordshire Infrastructure and Investment Strategy.

Following previously successful bids for Growth Area Funds for capital funding for affordable housing and the new pedestrian bridge in Bishop's Stortford, together with revenue funding for two studies: Sustainability Targets and Indicators; and, the Bishop's Stortford North Masterplanning exercise, the Council had collaborated with other local authorities and agencies in a sub regional area to submit a Round 3 bid. Also, the Council had, with Hertfordshire local authorities, made a complementary bid specifically to prepare a Hertfordshire Infrastructure and Investment Strategy. The aim of these bids was to maximise external funding to improve the environmental, economic and community infrastructure for the East Herts Council area.

The Executive Members detailed the GAF 3 bids:

- Green Infrastructure

- Bishop's Stortford Transport Hub
- Bishop's Stortford – extended leisure facilities on new schools site
- Water Cycle Study for Rye Meads Sewerage Treatments Works

The Executive also noted the details of the Hertfordshire Infrastructure and Investment Strategy.

The Executive Members confirmed that contrary to paragraph 4.5 of the report now submitted, one of the partners involved in the Round 3 bid was Harlow Council.

Councillor M Wood expressed concern that the bid relating to the new leisure centre on the new schools site might appear to predetermine any future planning application.

Councillor J O Ranger referred to the need to ensure that the bids now detailed, took account of the Local Area Agreement (LAA) priorities.

Councillor R Gilbert referred to the “key drivers” section of the bid relating to Bishop's Stortford and questioned why this contained no reference to the Bishop's Stortford Town Plan.

The Executive approved the proposals as now detailed.

RESOLVED – that (A) the joint bids to Government, under the Growth Area Funds Bid Round 3 – Programme of Development 2008-2011 be agreed; and

DCCS

(B) the principle of undertaking a joint Hertfordshire Infrastructure and Investment Strategy be endorsed, subject to further consideration being given to its funding in due course.

DCCS

435 COUNCIL TAX COLLECTION FUND

The Executive Member for Resources and Internal Support submitted a report seeking approval for a determination to be made by the Authority regarding the future use of any Collection Fund accrued surpluses/deficits.

The latest review of the projected balance on the Collection Fund for 2007/08 indicated that the balance would show a deficit of some £136,000 at 31 March 2008. The deficit would be recovered from the major precepting authorities and this Council's share would be £19,992.

The Executive approved the determination as now submitted.

RESOLVED – that a deficit balance of £136,000 be declared on the Council Tax Collection Fund of which £19,992 be recovered from East Hertfordshire's 2008/09 Council Tax.

DIS

436 LEISURE CONTRACT SPECIFICATION

The Executive Member for Community Development, Leisure and Culture submitted a report seeking approval for the main shaping elements of the specification.

The Executive Member proposed that the re-tender of the leisure contract be employed as an opportunity to explore how the Council could put its own provision on a commercially viable footing and so reduce the call on Council revenue spend. She also wished to ensure that the Council's community leadership role was not diminished or compromised.

The Executive Member referred to the principles of the Council's Cultural Strategy, which would underpin the contract specification. She advised that full details of the proposed specification would be submitted to the Community Scrutiny Committee on 15 January 2008.

The Corporate Business Scrutiny Committee, at its meeting held on 4 December 2007, supported the key headlines, but drew attention to the need for realism to ensure replies were received to requests for tenders.

In response to Members' comments, the Leader emphasised the Council's enabling role and the need to maximise flexibility in order not to constrain interest amongst potential contractors. In respect of the procurement process, he shared Members' concerns that lessons from the previous process had been learnt.

In relation to the three joint use pools, it was confirmed that discussions with the County Council were ongoing.

The Executive approved the proposals as now detailed.

RESOLVED – that the key headlines presented in the report now submitted be incorporated in the specification for the new leisure contract.

DCCS

#### 437 EAST HERTS PARKING POLICY REVIEW

The Executive Member for Planning Policy and Transport submitted a report presenting the key findings of a review of East Herts parking policy that had been undertaken on behalf of the Council by Arup. This identified areas of interest, where further investigation might be warranted and recognised the importance of the Council's parking policies in the context of its wider transportation strategy. Therefore, he recommended that this report be finalised and assimilated within a review of transportation strategy in East Herts to be undertaken in 2008.

In response to a question from Councillor M Wood on residents parking zones, the Executive Member commented on the funding position and stated that the Council was looking at section 106 funding opportunities for future schemes.

The Executive approved the proposals as now detailed.

RESOLVED - that (A) the key findings of the draft final report into parking policy in East Herts be noted; and

(B) this report be progressed and concluded as an element of a forthcoming review of transportation strategy in East Herts; and

DCCS

438 PERFORMANCE INDICATORS – REPORT OF THE TASK AND FINISH GROUP

The Executive considered a report of the Task and Finish Group on Performance Indicators. The Leader thanked the Group for its work and Corporate Business Scrutiny Committee for its comments.

The Task and Finish Group had been asked to consider the Council's use of performance indicators and identify a suite of priority indicators for future monitoring. Its recommendations were set out in the report now submitted.

The Corporate Business Scrutiny Committee, at its meeting held on 4 December 2007, had supported the Group's findings, subject to some amendments. These related to indicators concerning public attendance at Community Voice, the number of public speakers at Development Control Committee and Licensing Sub-Committee meetings and the use of acknowledgement cards.

Councillor N Clark suggested that in order to encourage resident participation in democracy, these indicators should not be deleted, if it was not a burden to collect them.

The Leader proposed that the findings of the Task and Finish Group be welcomed, but that the Corporate

Management Team be asked to analyse these and report back to scrutiny.

The Executive approved the proposals as now detailed.

RESOLVED – that (A) the comments of the Corporate Business Scrutiny Committee be received; and

(B) the Corporate Management Team be invited to analyse the recommendations of the task and finish group and report back to scrutiny.

CE

#### 439 DATA SHARING PROTOCOL

The Leader of the Council submitted a report setting out a generic Data Sharing Protocol that outlined how various types of information, which was suitable for disclosure, was shared internally and externally with partner agencies.

Following the annual performance indicator audit that all District councils were subject to during 2004/05, the Audit Commission launched a new framework for 2005/06. The new framework meant that many District Councils would undergo less intensive but more targeted assessments focusing resources on key areas. The Data Sharing Protocol had been produced as part of a response, along with the separate data quality strategy, to the auditors' requirement for East Herts Council to have these documents in place as a point of reference for services to identify what was good data quality.

The parties that agreed to sign up to this protocol were required to follow key principles in that information must only be shared for lawful purposes and following an agreed process of recording data sharing activities.

The Corporate Business Scrutiny Committee, at its meeting held on 4 December 2007, had supported the protocol.



The Executive approved the proposals as now detailed.

RESOLVED – that the Data Sharing Protocol, as now submitted, be approved.

CE

440 LOCAL DEVELOPMENT FRAMEWORK (LDF)  
EXECUTIVE PANEL – MINUTES OF THE MEETING  
HELD ON 22 NOVEMBER 2007

The Executive agreed to receive the Minutes of the Local Development Framework Executive Panel meeting held on 22 November 2007.

RESOLVED – that the Minutes of the Local Development Framework Executive Panel meeting held on 22 November 2007, be received.

(see also Minutes 425 - 429 above)

441 OPERATIONAL AND STRATEGIC RISK MONITORING  
(JULY – SEPTEMBER 2007)

The Leader of the Council submitted a report relating to action taken to mitigate and control risks tracked by operational and strategic risk registers during the period 1 July to 30 September 2007.

The Executive noted the report.

RESOLVED - that the progress in taking action to mitigate and control risks tracked by operational and strategic risk registers during the period 1 July to 30 September 2007 be noted.

442 CORPORATE HEALTHCHECK QUARTERLY  
MONITORING (JULY – SEPTEMBER 2007)

The Leader of the Council submitted a report on the finance, performance and risk monitoring for East Herts

Council for the second quarter period of 2007/08.

The Performance Scrutiny Committee, at its meeting held on 13 November 2007, had considered the report and made a number of recommendations relating to works on the sluice gates on the River Stort and Castle Moat, staff recruitment and retention and the Capital Programme.

The Executive received the report.

RESOLVED - that the Corporate Healthcheck for the quarter period relating to July to September 2007, including the Performance Scrutiny Committee's recommendations and comments, as detailed in the report submitted, be received.

The meeting closed at 10.00 pm

K:\BSWP\NPS\Executive\18 December 2007\Minutes 18 Dec 2007.doc

Chairman	.....
Date	.....