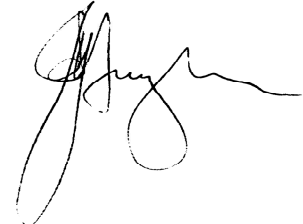


# Public Document Pack

## 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 Wednesday 22nd February, 2012 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 this 9th day of February 2012



Jeff Hughes  
Head of Democratic and  
Legal Support Services

*Note: The meeting will commence with prayers. Those Members who do not wish to participate will be invited to enter the Chamber at their conclusion.*

### **AGENDA**

1. Chairman's Announcements

*To receive any announcements.*

2. Minutes (Pages 7 - 20)

*To approve as a correct record and authorise the Chairman to sign the Minutes of the Council meeting held on 14 December 2011.*

3. Declarations of Interest

*To receive any Members' declarations of interest.*

4. Petitions

*To receive any petitions.*

5. Public Questions

*To receive any public questions.*

6. Members' questions

*To receive any Members' questions.*

7. Executive Report - 10 January 2012 (Pages 21 - 26)

*To receive a report from the Leader of the Council and to consider the following recommendations:*

(A) Monthly Corporate Healthcheck - November 2011

*Minute 541 refers.*

8. Executive Report - 7 February 2012

*To receive a report (to follow) from the Leader of the Council and to consider the following recommendations:*

(A) Treasury Management Strategy Statement 2012/13 and Minimum Revenue Policy Provision

(B) Capital Programme 2011/12 (Revised) - 2014/15

(C) Fees and Charges 2012/13

(D) Service Estimates - Probable Outturn 2011/12: Revenue Budget 2012/13

(E) Consolidated Budget Report and 2012/13 - 2015/16 Medium Term Financial Strategy

(F) Local Authority Mortgage Scheme

9. Development Control Committee: Minutes - 4 January 2012 (Pages 27 - 44)

*Chairman: Councillor W Ashley*

10. Human Resources Committee: Minutes - 11 January 2012 (Pages 45 - 54)

*Chairman: Councillor J Ranger*

(A) Pay Policy Statement 2012/13

*Minute 548 refers.*

11. Joint Meeting of Scrutiny Committees: Minutes - 17 January 2012 (Pages 55 - 62)

*Chairman: Councillor D Andrews*

12. Audit Committee: Minutes - 18 January 2012 (Pages 63 - 68)

*Chairman: Councillor J Ranger*

13. Human Resources Committee: Minutes - 19 January 2012 (Pages 69 - 70)

*Chairman: Councillor J Ranger*

14. Development Control Committee: Minutes - 1 February 2012 (Pages 71 - 86)

*Chairman: Councillor W Ashley*

15. Joint Meeting of Scrutiny Committees: Minutes - 14 February 2012

*To follow.*

16. Members Allowances 2012/13 (Pages 87 - 108)

*To receive a report from the Head of Democratic and Legal Support*

*Services.*

17. Motions on Notice

*To receive Motions on Notice.*

## PERSONAL AND PREJUDICIAL INTERESTS

1. A Member with a personal interest in any business of the Council who attends a meeting of the Authority at which the business is considered must, with certain specified exemptions (see section 5 below), disclose to that meeting the existence and nature of that interest prior to the commencement of it being considered or when the interest becomes apparent.
2. Members should decide whether or not they have a personal interest in any matter under discussion at a meeting. If a Member decides they have a personal interest then they must also consider whether that personal interest is also prejudicial.
3. A personal interest is either an interest, as prescribed, that you must register under relevant regulations or it is an interest that is not registrable but where the well-being or financial position of you, members of your family, or people with whom you have a close association, is likely to be affected by the business of the Council more than it would affect the majority of inhabitants of the ward(s) affected by the decision.
4. Members with personal interests, having declared the nature of that personal interest, can remain in the meeting, speak and vote on the matter unless the personal interest is also a prejudicial interest.
5. An exemption to declaring a personal interest applies when the interest arises solely from a Member's membership of or position of general control or management on:
  - any other body to which they have been appointed or nominated by the authority
  - any other body exercising functions of a public nature (e.g. another local authority)

In these exceptional cases, provided a Member does not have a prejudicial interest, they only need to declare their interest if they speak. If a Member does not want to speak to the meeting, they may still vote on the matter without making a declaration.

6. A personal interest will also be a prejudicial interest in a matter if all of the following conditions are met:
  - the matter does not fall within one of the exempt categories of decisions
  - the matter affects your financial interests or relates to a licensing or regulatory matter
  - a member of the public, who knows the relevant facts, would reasonably think your personal interest is so significant that it is likely to prejudice your judgement of the public interest.

7. Exempt categories of decisions are:
- setting council tax
  - any ceremonial honour given to Members
  - an allowance, payment or indemnity for Members
  - statutory sick pay
  - school meals or school transport and travelling expenses: if you are a parent or guardian of a child in full-time education or you are a parent governor, unless it relates particularly to the school your child attends
  - housing; if you hold a tenancy or lease with the Council, as long as the matter does not relate to your particular tenancy or lease.
8. If you have a prejudicial interest in a matter being discussed at a meeting, you must declare that interest and its nature as soon as the interest becomes apparent to you.
9. If you have declared a personal and prejudicial interest, you must leave the room, unless members of the public are allowed to make representations, give evidence or answer questions about the matter, by statutory right or otherwise. If that is the case, you can also attend the meeting for that purpose. However, you must immediately leave the room once you have finished or when the meeting decides that you have finished (if that is earlier). You cannot remain in the public gallery to observe proceedings.
10. Members intending to make a declaration of interest, are invited to complete the form below and to hand this to Jeff Hughes or Martin Ibrahim, prior to the meeting. This will assist in recording all declarations. Members are still required to make a verbal declaration at agenda item 3.

<b>Member:</b>			
<b>Minute or item number</b>	<b>Subject</b>	<b>Personal or Personal and Prejudicial</b>	<b>Nature</b>

MINUTES OF A MEETING OF THE  
COUNCIL HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD ON  
WEDNESDAY 14 DECEMBER 2011, AT  
7.00 PM

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PRESENT:

Councillor S Rutland-Barsby (Chairman)  
Councillors D Abbott, M Alexander,  
D Andrews, W Ashley, P Ballam, S Basra,  
E Bedford, E Buckmaster, S Bull, M Carver,  
Mrs R Cheswright, K Crofton, A Dearman,  
J Demonti, P Gray, L Haysey, T Herbert,  
Mrs D Hollebon, Mrs D Hone, A Jackson,  
G Jones, G Lawrence, J Mayes,  
G McAndrew, M McMullen, P Moore,  
W Mortimer, M Newman, T Page, P Phillips,  
M Pope, N Poulton, R Radford, J Ranger,  
C Rowley, P Ruffles, N Symonds, M Tindale,  
G Williamson, N Wilson, J Wing, M Wood,  
C Woodward, B Wrangles and J Wyllie.

OFFICERS IN ATTENDANCE:

Simon Drinkwater	- Director of Neighbourhood Services
Jeff Hughes	- Head of Democratic and Legal Support Services
Martin Ibrahim	- Senior Democratic Services Officer
Alan Madin	- Director of Internal Services
George A Robertson	- Director of Customer and Community Services

497 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that the meeting would not be webcast.

Members recalled that the Council had received an award from the Royal Society for Public Health (RSPH), the 2011 Health Promotion and Community Well-being Organisation and Partnership Award. The Chairman welcomed Dr Selwyn Hodge, Chairman of the Royal Society, who was in attendance to present the award.

Dr Hodge gave details of the work of the RSPH and outlined the criteria for the award. He outlined the judges' citation for the award and congratulated the Council for its achievement. He presented a framed certificate to the Chairman.

The Leader, on behalf of the Council, thanked those Officers and Members who had shown great commitment in achieving this award for the Council.

The Chairman referred Members to the shared Revenues and Benefits partnership that had commenced on 1 December 2011. On behalf of the Council, she welcomed staff from Stevenage who had joined East Herts' staff to take this important service forward.

Members recalled the sad passing of Honorary Alderman Hedley Banks on 30 October 2011. He had served on the District Council from May 1976 until May 2007, representing Thundridge ward. The Chairman asked Members to stand and observe a minute's silence.

The Chairman highlighted some of the many events she had attended and expressed her gratitude to the Vice-Chairman and Honorary Aldermen for their assistance. She referred to the community awards and expressed her admiration to the numerous people she had met of all ages for their continued charitable efforts in helping others less fortunate in the community.



Finally, the Chairman invited all Members and Officers to join her for some seasonal refreshments after the meeting.

498 MINUTES

RESOLVED – that the Minutes of the Extraordinary meeting and the ordinary meeting of the Council, both held on 28 September 2011, be approved and signed by the Chairman as correct records.

499 DECLARATIONS OF INTEREST

A number of Members declared interests in the matter referred to at Minutes 463 and 506 – Review of Discretionary Rate Relief as follows:

Personal and Prejudicial

Councillor W Ashley – Director of Wodson Park.

Councillor P Ballam – Director of Wodson Park, Trustee of Ware Museum.

Councillor P Gray – Trustee of Rhodes Birthplace Trust and member of Age Concern.

Councillor N Poulton - Director of Wodson Park, Trustee of Hertford Museum and two Parish Council halls.

Councillor P Ruffles – Trustee of Hertford Museum and Chairman of Scout movement.

Councillor N Wilson – Chairman of Hertford and Ware Sea Cadets.

These Members all left the chamber whilst this matter was considered.

Personal

Councillors P Ballam and M Pope – Directors of Ware Drill Hall Association.

Councillor J Demonti – Trustee of Havers Community Trust, Bishop's Stortford Sports Hall Trust and Rhodes Birthplace Trust.

Councillors Mrs D Hollebon, G Jones, M Wood and C Woodward – Trustees of Rhodes Birthplace Trust.

Councillor G McAndrew – Trustee of St Michael's Mead Community Hall, Havers Community Trust and Bishop's Stortford Sports Hall Trust.

Councillor T Page – Trustee of St Michael's Mead Community Hall.

Councillor R Radford – Trustee of Hertford Museum.

Councillor J Wing – Director of Wodson Park and trustee of Ware Museum and Ware Priory. Also his son was a member of a scout troop.

Councillor J Wyllie – Trustee of Rhodes Birthplace Trust, St Michael's Mead Community Hall and Havers Community Trust.

Councillor E Buckmaster declared a personal interest in the matter referred to at Minutes 462, 473 and 505 – Replacement Gym Equipment at Fanshawe and Leventhorpe Pools, in that he used the gym at Leventhorpe.

Councillor M Carver asked Council to note the declaration of his personal interest in the matter referred to at Minute 354 – My Incubator - East Herts, in that he was Chairman of the Board of Governors at Hertford Regional College.

Councillor M Carver declared a personal interest in the item referred to at Minutes 464 and 507 – Strategic Land

Availability Assessment (SLAA) Next Steps, in that he was Chairman of the Board of Governors at Hertford Regional College.

Councillor T Page asked Council to note his personal and prejudicial interest in the matter referred to at Minute 414 – Application 3/11/1421/FP (Bishop’s Stortford Rugby Club), in that he lived within the vicinity of the application site.

Councillor J Wing declared a personal interest in the item referred to at Minutes 464 and 507 – Strategic Land Availability Assessment (SLAA) Next Steps, in that his wife was Vice-Chairman of the Board of Governors at Hertford Regional College.

500 PRESENTATION - EAST AND NORTH HERTFORDSHIRE  
NHS TRUST UPDATE - CHANGING A&E SERVICES AT  
THE QEII HOSPITAL

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Richard Beazley, Sarah Brierley, Nick Carver and Debbie Whittaker, East and North Hertfordshire NHS Trust, gave a presentation on the changing hospitals programme at Lister and QEII hospitals. They outlined the developments to date and the improvements to come which were at the heart of delivering quality healthcare in Hertfordshire.

A number of questions from Members were fielded on a range of issues, including:

- car parking
- transport links
- mental health care
- recruitment and retention
- service provision at Lister and QEII hospital sites.

The Chairman thanked NHS colleagues for their update.

501 MEMBERS' QUESTION

Question 1

Councillor M Wood referred to questions he had asked during the past 18 months about the suitability of the new premises in Bishop's Stortford being able to host committee meetings, when he had received the assurance that the new meeting rooms, when linked together, would in fact be large enough. He asked the Leader to explain why, therefore, no meetings had taken place in Stortford and seemingly none were scheduled to take place there.

In reply, the Leader acknowledged the sentiment in the question, but commented that the Authority had made a decision to move back office functions to a single site in Hertford, where a majority of meetings would be held. The meeting rooms in Charringtons House were adequate for a range of meetings, especially those concerned with Bishop's Stortford issues. He cited the Bishop's Stortford 2020 Group as an example and hoped that these meetings would continue to be held there.

He referred to particular Development Control and Scrutiny Committee meetings, which had been held in Bishop's Stortford when specific issues of local major interest were considered. He reiterated that the Council was obliged to manage its ways of working in the most cost effective manner possible.

In response to a supplementary question on whether he could understand that Councillor M Wood had felt misled as the situation now described was different, the Leader hoped that the Member understood that the world had moved on.

## 502 EXECUTIVE REPORT - 11 OCTOBER 2011

The Leader looked forward to 2012 in what would prove to be a challenging period for the Council. He sought to provide reassurance to residents that the Council would continue to be sensitive to community needs and would maintain financial stability, in order to continue providing high quality services. He believed there was much to be proud of in the list of achievements and thanked all Members for playing their part in a spirit of cooperation.

Councillor M Wood referred to the completion of the transfer of staff and services to Wallfields and, despite being against it, wished to place on record his thanks to staff.

RESOLVED – that the Minutes of the Executive meeting held on 11 October 2011, be received.

503 EXECUTIVE REPORT - 8 NOVEMBER 2011

RESOLVED – that the Minutes of the Executive meeting held on 8 November 2011, be received.

504 EXECUTIVE REPORT - 6 DECEMBER 2011

RESOLVED – that the Minutes of the Executive meeting held on 6 December 2011, be received.

505 REPLACEMENT GYM EQUIPMENT AT FANSHAWE AND LEVENTHORPE POOLS

RESOLVED - that a £113,000 Capital Expenditure bid to fund the replacement of gym equipment at the Fanshawe Pool & Gym and Leventhorpe Pool & Gym on an 'invest to save' basis, be approved, £84,000 to be spent at Fanshawe Pool & Gym in the current year 2011/12 and £29,000 at Leventhorpe Pool & Gym in 2012/13.

506 REVIEW OF DISCRETIONARY RATE RELIEF

The Executive Member for Finance referred to the consideration of this matter at the Executive meeting held on 6 December 2011, and his undertaking to review further the position in respect of village halls. He also referred to the many comments he had received from Members and the general public in respect of the potential impact of the proposals on scout groups. As a result, he proposed deleting recommendation (A)(1) and (B), so that there would be no change to Discretionary Charitable (Top Up) Relief.

In response to a question from Councillor M Newman on the impact on a petrol station in his ward, the Executive Member suggested that utilising councillor grants might be appropriate and that this specific case could be looked at.

Council approved the revised proposals as now detailed.

RESOLVED – that Discretionary Rate Relief be amended as follows:

- (1) Discretionary Rural Relief be withdrawn for pubs and petrol filling stations; and
- (2) Discretionary Charitable Relief be withdrawn for sports clubs with or without a bar.

507 STRATEGIC LAND AVAILABILITY ASSESSMENT (SLAA)  
NEXT STEPS

RESOLVED - that (A) the information received in respect of the SLAA sites, attached at Essential Reference Papers 'B' and 'C' of the report submitted and revised at the Executive meeting, be noted; and

(B) the SLAA Next Steps, Assessment Criteria and Fact Sheet, attached at Essential Reference Papers 'D', 'E' and 'F' of the report now submitted, be agreed.

508 HERTFORDSHIRE STRATEGIC EMPLOYMENT SITES  
STUDY (APRIL 2011)

RESOLVED – that the Hertfordshire Strategic Employment Sites Study (April 2011) be agreed and published as a technical study, forming part of the evidence base to inform and support the East Herts Local Development Framework.

509 LOCAL DEVELOPMENT FRAMEWORK - EVIDENCE BASE  
- TECHNICAL STUDIES 2010/11 AND 2011/12

RESOLVED - that (A) it be noted, or as appropriate

agreed, that the technical studies listed in Essential Reference Paper 'B' to the report now submitted, which are due for completion, already underway or proposed to be undertaken during 2011/12, contribute to the Local Development Framework Evidence Base and be completed or undertaken by means of:

- (1) seeking competitive quotes or tenders, as appropriate, to engage consultants, with the costs being met from the 2011/12 Planning Policy / Local Development Framework budgets for such purposes; and/or
  - (2) partnership working where appropriate, with neighbouring authorities and other relevant partners; and
- (B) the Head of Planning and Building Control, in consultation with the Executive Member for Planning Policy and Transport, be given authority to approve funding, within the limits of the 2011/12 Planning Policy/Local Development Framework budgets, for such other relevant planning policy studies, as may be deemed appropriate.

510 ANNUAL MONITORING REPORT 2010/11

RESOLVED – that (A) the Annual Monitoring Report 2010/2011 contained as Essential Reference Papers 'B' and 'C' to the report now submitted be approved for publication and submission to the Secretary of State by 31 December 2011; and

(B) the Head of Planning and Building Control, in consultation with the Executive Member for Planning Policy and Economic Development, be authorised to make any necessary amendments or corrections to the above document, which may be required or identified prior to publication and submission to the Secretary of State.

511 INTERIM PLANNING GUIDANCE NOTE (NOVEMBER 2011)

RESOLVED – that (A) the Interim Neighbourhood Planning Guidance Note (November 2011) contained at Essential Reference 'B' to the report now submitted be agreed and published;

(B) further consideration is given to the potential resource implications of Neighbourhood Planning; and

(C) communities be advised to wait before they do any substantive work on Neighbourhood Plans until the Localism Bill has been enacted, associated regulations published and the Council has progressed with its Core Strategy.

512 MONTHLY CORPORATE HEALTHCHECK - OCTOBER 2011

RESOLVED – that (A) a supplementary capital estimate of £38,900 for the Voice Recognition telephony system be approved, in accordance with Financial Regulations 4.62(c), as detailed at paragraph 2.26 of the report submitted;

(B) a supplementary capital estimate of £44,100 for professional fees associated with the Wallfields refurbishment be approved, in accordance with Financial Regulations 4.62(c) as detailed at paragraph 2.27 of the report submitted; and

(C) a supplementary capital estimate of £15,000 to replace the dosing equipment at Fanshawe Pool be approved, in accordance with Financial Regulations 4.62(c) as detailed at paragraph 2.29 of the report submitted.

513 MINUTES OF COMMITTEES

(A) CORPORATE BUSINESS SCRUTINY COMMITTEE -  
4 OCTOBER 2011



RESOLVED – that the Minutes of the Corporate Business Scrutiny Committee meeting held on 4 October 2011, be received.

(B) HUMAN RESOURCES COMMITTEE - 12 OCTOBER 2011

RESOLVED – that the Minutes of the Human Resources Committee meeting held on 12 October 2011, be received.

(C) DEVELOPMENT CONTROL COMMITTEE - 12 OCTOBER 2011

RESOLVED – that the Minutes of the Development Control Committee meeting held on 12 October 2011, be received.

(D) DEVELOPMENT CONTROL COMMITTEE - 26 OCTOBER 2011

RESOLVED – that the Minutes of the Development Control Committee meeting held on 26 October 2011, be received.

(E) LICENSING COMMITTEE - 3 NOVEMBER 2011

RESOLVED – that the Minutes of the Licensing Committee meeting held on 3 November 2011, be received.

(F) DEVELOPMENT CONTROL COMMITTEE - 9 NOVEMBER 2011

RESOLVED – that the Minutes of the Development Control Committee meeting held on 9 November 2011, be received.

(G) ENVIRONMENT SCRUTINY COMMITTEE - 15  
NOVEMBER 2011

RESOLVED – that the Minutes of the Environment Scrutiny Committee meeting held on 15 November 2011, be received.

(H) COMMUNITY SCRUTINY COMMITTEE - 22  
NOVEMBER 2011

RESOLVED – that the Minutes of the Community Scrutiny Committee meeting held on 22 November 2011, be received.

(I) AUDIT COMMITTEE - 23 NOVEMBER 2011

RESOLVED – that the Minutes of the Audit Committee meeting held on 23 November 2011, be received.

(J) CORPORATE BUSINESS SCRUTINY COMMITTEE -  
29 NOVEMBER 2011

RESOLVED – that the Minutes of the Corporate Business Scrutiny Committee meeting held on 29 November 2011, be received.

(K) DEVELOPMENT CONTROL COMMITTEE - 7  
DECEMBER 2011

RESOLVED – that the Minutes of the Development Control Committee meeting held on 7 December 2011, be received.

514 COUNCIL TAX - CALCULATION OF COUNCIL TAX BASE  
2012/13

The Executive Member for Finance submitted a report recommending the calculation of the council tax base for the whole District and for each parish and town council for 2012/13.

Council approved the recommendations as now detailed.

RESOLVED – that (A) from 1 April 2012, 90% of the full council tax continue to be charged in respect of second homes, the charge in respect of long term empty properties be increased from 90% to 100% and the council tax base for East Herts and each of its parish and town councils be calculated as set out in the report submitted; and

(B) in accordance with the Local Authorities (Calculation of Tax Base) Regulations 1992, the amount calculated by East Hertfordshire Council as its council tax base for the whole area for 2012/13 shall be 58576.71 and for the parish areas for 2012/13 the amount shown in column A (Table 1 of the report submitted), to be increased by 50.97 for the whole area and for each parish or town by the amounts in column B (Table 1 of the report submitted) by the removal of the long term empty discount.

515 JOINT REVENUES AND BENEFITS COMMITTEE -  
APPOINTMENT OF SUBSTITUTE

RESOLVED – that Councillor P Moore be appointed as the East Herts Council substitute Member on the East Herts Council and Stevenage Council Joint Revenues and Benefits Committee.

516 TREASURY MANAGEMENT - SHORT TERM INVESTMENT  
STRATEGY

The Executive Member for Finance submitted a report advising of the actions taken in respect of the Council's investments since the previous meeting and seeking endorsement of the proposed strategy for the next three months.

Council approved the proposals as now detailed.

RESOLVED – that (A) the investment strategy of

maintaining significant investments in UK government securities accepting that there will be lesser return on such compared with bank deposits and Money Market Funds, be endorsed; and

(B) the maximum sum with Nat West at any time not to exceed £15m.

The meeting closed at 9.06 pm

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

MINUTES OF A MEETING OF THE  
EXECUTIVE HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD ON  
TUESDAY 10 JANUARY 2012, AT 7.00 PM

PRESENT: Councillor A Jackson (Chairman/Leader)  
Councillors M Alexander, M Carver and  
L Haysey.

ALSO PRESENT:

Councillors D Andrews, R Beeching,  
E Buckmaster, Mrs R Cheswright, J Demonti,  
G Jones, J Mayes, M McMullen, T Page,  
J Ranger, C Rowley, N Symonds and  
C Woodward.

OFFICERS IN ATTENDANCE:

Simon Drinkwater	- Director of Neighbourhood Services
Martin Ibrahim	- Senior Democratic Services Officer
Alan Madin	- Director of Internal Services
George A Robertson	- Director of Customer and Community Services

539 APOLOGIES

An apology for absence was submitted on behalf of Councillor  
M Tindale.

540 LEADER'S ANNOUNCEMENTS

The Leader welcomed the press to the meeting and wished  
everyone a happy new year. He also advised that he had  
agreed to accept onto the agenda as an urgent matter, an

item relating to Gascoyne Way Car Park Passenger Lifts, on the basis that urgent safety works were required.

541 **MONTHLY CORPORATE HEALTHCHECK - NOVEMBER 2011 (1)**

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**The Leader submitted a report setting out the finance and performance monitoring of the Council for November 2011.**

**The Executive recommended the re-profiling of the capital programme, as now detailed.**

**RECOMMENDED – that £132,000 of the Town Centre Environmental Enhancements capital budget be re-profiled from 2011/12 into 2012/13.**

**(see also Minute 546 below)**

542 **MINUTES**

**RESOLVED – that the Minutes of the Executive meeting held on 6 December 2011, be approved and signed by the Leader as a correct record.**

543 **CAR PARKING FEES AND CHARGES 2012/13**

The Executive Member for Planning Policy and Economic Development submitted a report on car parking pay and display charges for 2012/13. He referred to the need to balance the needs of the retail economy, town centre workers and the pressures on the Medium Term Financial Plan (MTFP).

The Executive was reminded that charges had not been increased in 2011/12 and that the 2.5% VAT increase in January 2011 had not been passed on, thereby resulting in a reduction of income. He also commented that the MTFP had budgeted for inflation at 2%, when in fact the current rate was running at 4.8%.

The Executive Member also reminded Members that the

Transport and Parking Strategy would be completed shortly and reported to Members in spring 2012. Therefore, given these factors, he proposed no increase in charges for now, but that further consideration be given in September 2012.

In response to questions, the Leader emphasised that, given the current budgetary shortfall and the factors detailed by the Executive Member, there would be a need to review and perhaps increase charges in September 2012.

Various Members expressed support for this proposal.

The Executive approved the proposal now detailed.

RESOLVED – that for now, no increase in car parking pay and display charges be proposed for the 2012/13 budget, subject to further review in September 2012, taking into account, the VAT increase yet to be included in the charging regime, inflationary pressures and the outcome of the impending Transport and Parking Strategy.

#### 544 CASTLE WEIR MICRO HYDRO SCHEME - UPDATE

The Executive Member for Community Safety and Environment submitted an update on the capital investment proposal for the installation of a micro hydro generation scheme at Castle Weir, Hertford.

He expressed his frustration at the delays in the project caused by lengthy negotiations with the Environment Agency, who were required to approve the scheme formally, before any works could start. Details of the protracted discussions were set out in the report now submitted.

The Executive Member set out a revised business case and timeframe in the report now submitted.

The Executive approved the revised business case as now detailed.

RESOLVED – that the revised business case for the

design and build of a micro hydro scheme at Castle Weir, Hertford, as now detailed, be approved.

545 COMMUNITY GRANTS - AMENDED POLICY

The Executive Member for Health, Housing and Community Support submitted a report proposing amendments to the community grants policy.

The Community Scrutiny Committee, at its meeting held on 22 November 2011, had set up a task and finish group to look at simplifying the various grants “pots” and to consider how the policy could be refocused to better achieve the Council’s corporate priorities. The group had also considered amending the grants criteria to take account of the Olympics and Queen’s Jubilee.

The Executive Member detailed the proposed amendments in the report now submitted. Various Members welcomed the proposals, in particular, the idea of advising the local ward Member of any grant awards. In response to a suggestion by Councillor R Beeching, the Executive Member undertook to look at including the local County Council ward Member in this.

The Executive approved the proposals as now detailed.

RESOLVED – that the simplification of the grants “pots” and the amendments to the community grants policy, as now detailed at paragraph 2.1 of the report submitted, be approved.

546 MONTHLY CORPORATE HEALTHCHECK - NOVEMBER 2011 (2)

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The Leader submitted a report setting out the finance and performance monitoring of the Council for November 2011.

RESOLVED – that the budgetary variances set out at paragraph 2.1 of the report submitted, be noted.

(see also Minute 541 above)



547 GASCOYNE WAY CAR PARK PASSENGER LIFTS

The Executive considered an urgent report seeking a waiver of the Council’s Procurement Regulations in order that urgent safety improvement works could be authorised for the passenger lifts at Gascoyne Way car park.

The Leader detailed the current position resulting in the passenger lifts being taken out of service on safety grounds. He explained the reason for the report being submitted at short notice in that, if approved, the works could be undertaken at short notice, which would ensure that the best service possible was provided to car park users.

The Executive approved the proposals as now detailed.

RESOLVED – that in accordance with Procurement Regulation 12.1, DAB Lifts be instructed to carry out further improvement works to the passenger lifts in Gascoyne Way car park.

The meeting closed at 7.46 pm

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

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MINUTES OF A MEETING OF THE  
DEVELOPMENT CONTROL COMMITTEE  
HELD IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON  
WEDNESDAY 4 JANUARY 2012, AT 7.00  
PM

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PRESENT: Councillor W Ashley (Chairman).  
Councillors M Alexander, S Bull, A Burlton,  
Mrs R Cheswright, J Demonti, G Jones,  
G Lawrence, M Newman, S Rutland-Barsby  
and J Taylor.

ALSO PRESENT:

Councillors D Andrews, P Moore, P Ruffles  
and G Williamson.

OFFICERS IN ATTENDANCE:

Glyn Day	- Principal Planning Enforcement Officer
Simon Drinkwater	- Director of Neighbourhood Services
Peter Mannings	- Democratic Services Assistant
Kevin Steptoe	- Head of Planning and Building Control
Alison Young	- Development Control Manager

517 APOLOGY

An apology for absence was submitted on behalf of  
Councillor B Wrangles.

518 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed the press and public to the meeting and those who were watching the live webcast.

The Chairman thanked the Head of Planning and Building Control for a very useful training session on Parking Standards and Section 106 agreements.

519 DECLARATIONS OF INTEREST

Councillor S Rutland-Barsby declared a personal interest in application 3/11/1713/FP, in that she had been a customer of Holts, Marsh Lane, Stanstead Abbots.

520 MINUTES

RESOLVED – that the Minutes of the meeting held on 7 December 2011 be confirmed as a correct record and signed by the Chairman.

521 3/11/1801/FP – ERECTION OF 2 NO. 4 BEDROOM HOUSES AND 1 NO. 2 BEDROOM AFFORDABLE HOME TOGETHER WITH ACCESS AND PARKING AT LAND ADJACENT TO HOME FARM, CHAPEL LANE, LITTLE HADHAM, SG11 2AB FOR CROFT GROUP LTD

Mr Mark Goddard addressed the Committee in opposition to the application. Mr Harvey Fairbrass spoke for the application.

The Director of Neighbourhood Services recommended that, in respect of application 3/11/1801/FP, planning permission be refused for the reasons now detailed.

Councillors S Bull and J Demonti both expressed support for this application on the basis of the affordable housing provision and the potential benefits for young people.

Councillor M Newman referred to comments from a resident in reference to an enforcement notice from 2007,

which seemed to imply that the adjoining land was outside the village and within the rural area beyond the Green Belt.

The Director stressed that this enforcement action had related to a piece of land that Officers felt was outside the village boundary. Members had supported that view when approving enforcement action at that time. The Committee now had to take a view on whether this application site was within the boundary of the village.

Councillor Mrs R Cheswright commented that the proposed development would result in a detrimental impact on neighbouring residential properties in terms of overlooking. She sympathised with the views of the objectors in that the proposed mix of housing types was not what was required by the village.

The Director referred to the comments of the Council's engineer in relation to flooding in that the site was located in flood zone 1, which was the area that was least likely to flood. There had been some concerns in relation to the possible introduction of hard standing around the site.

Members were reminded that there were no defined boundaries in relation to the village so the Committee must take a view on whether the site was within the village boundary. The Director advised that, due to the break in development between the former agricultural buildings and nearby development, the site was not within the village boundary. The Committee was reminded that Members could make a judgement on this issue. Officers remained of the view that an acceptable relationship could be achieved between the site and nearby residential dwellings.

Councillor J Taylor proposed and Councillor M Alexander seconded, a motion that the Committee accept the Officer's recommendation as detailed in the report now submitted.

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

The Committee supported the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/11/1801/FP, planning permission be refused for the reasons detailed in the report now submitted.

522 3/11/1765/OP – ERECTION OF 2NO 3 BED DWELLINGS AT BIRCH FARM KENNELS, WHITE STUBBS LANE, EN10 7QA FOR MR. M. FERRARO

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Mr David Williams addressed the application in support of the application.

The Director of Neighbourhood Services recommended that, in respect of application 3/11/1765/OP, planning permission be refused for the reasons now detailed.

Councillor S Bull stated that this application should be approved as granting this scheme would ensure the area would be cleaned up as the site was currently in a poor state. He commented that there were special circumstances for approving this application.

Councillor J Taylor commented that a precedent had already been set when 4 larger houses had been approved on an adjacent site. She stated that the proposed modest houses would be very useful and she felt she was able to go against her principles of building in the green belt and support this application.

Councillor M Newman commented that the previous site, that was the subject of an application last year, did already have tightly packed derelict buildings before the site was developed. He stated that this site was predominantly open and had only one or two buildings in need of demolition. He stressed that this site was very much green, where as the previous site referred to by

Councillor Taylor had been a Brownfield site.

In response to a query from Councillor S Rutland-Barsby, the Director reminded Members that this was an outline application and the only matters for consideration were access and layout. Issues such as the scale and appearance were reserved matters but Members could attach conditions to limit the size of the proposed dwellings, in accordance with the design and access statement.

The Director advised that Officers were of the view that there were fewer buildings on the site than had been mentioned by the applicant in the design and access statement submitted as part of the application.

In response to a comment from Councillor Taylor, the Director stressed that the Councillor was quite correct in that the tidying up of the site was not a pre-requisite for approving an application in a green belt location. The Director reminded Members of the need for very special circumstances as reasons why this application should be approved in a clear green belt location.

Members were also reminded that each application must be considered on its merits and the issue of a precedent was not a special circumstance that could be applied. The Director stated that a cluster of developments could occur in this location and urged caution in that the Council's green belt policy would be in a precarious position if this application was approved.

Councillor S Bull proposed and Councillor J Taylor seconded, a motion that application 3/11/1765/OP be approved on the grounds that the impact on the openness of the site would be broadly neutral in comparison to the existing extent of built form, if not redeveloped, the condition of the site would continue to deteriorate, the development would not contribute to the merging of neighbouring settlements, the site constituted previously developed land and was therefore suitable for

redevelopment and that the removal of the existing commercial use would result in a reduction in traffic along White Stubbs Lane.

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

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

RESOLVED – that in respect of application 3/11/1765/OP, planning permission be refused for the reasons detailed in the report now submitted.

523 3/11/1713/FP – RAISE ROOF OF OUTBUILDING TO ACCOMMODATE NEW INCINERATOR INSTALLATION AT HOLTS, MARSH LANE, STANSTEAD ABBOTTS, WARE, HERTFORDSHIRE, SG12 8HL FOR MR D HOLT

The Director of Neighbourhood Services recommended that, in respect of application 3/11/1713/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

Councillor G Williamson, as the local ward Member, addressed the Committee in support of the application. He stated that the application was for a modest development that offended no one and would help a long established business to develop in Stanstead Abbots.

Councillor Williamson stated that the Parish Council supported the application and he urged the Committee to support the Officer's recommendation.

The Committee supported the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/11/1713/FP, planning permission be granted subject to the conditions detailed in the report now



submitted.

- 524 3/11/1636/FP – CHANGE OF USE FROM STAFF ROOM AND REST ROOM TO TWO FLATS FOR SHORT-STAY OCCUPATION BY GUESTS AT PARADISE WILDLIFE PARK, WHITE STUBBS LANE, BAYFORD, BROXBOURNE, HERTS, EN10 7QA FOR MR PETER SAMPSON

The Director of Neighbourhood Services recommended that, in respect of application 3/11/1636/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

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

RESOLVED – that in respect of application 3/11/1636/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

- 525 3/11/1943/FP – DEMOLITION OF EXISTING STAGE AND OUTDOOR AUDITORIUM AND ERECTION OF NEW STAGE, CHANGING AREAS AND PUBLIC SEATING AREAS AT PARADISE WILDLIFE PARK, WHITE STUBBS LANE, BAYFORD, BROXBOURNE, HERTS, EN10 7QA FOR MR PETER SAMPSON

The Director of Neighbourhood Services recommended that, in respect of application 3/11/1943/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

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

RESOLVED – that in respect of application 3/11/1943/FP, planning permission be granted subject to the conditions detailed in the report now

submitted.

- 526 3/11/1918/FP – RETENTION OF SINGLE-STOREY BUILDINGS OVER SAND PIT, PLAY AREA AND RIDE AREA AT PARADISE WILDLIFE PARK, WHITE STUBBS LANE, BAYFORD, BROXBOURNE, HERTS, EN10 7QA FOR MR PETER SAMPSON
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The Director of Neighbourhood Services recommended that, in respect of application 3/11/1918/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

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

RESOLVED – that in respect of application 3/11/1918/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

- 527 3/11/1786/FP – CONSTRUCTION OF A PRE-FABRICATED GREEN KIOSK TO HOUSE WATER TREATMENT PLANT AND UPGRADING OF AN EXISTING GREEN KIOSK BUILDING TO ENSURE THE SECURITY OF THE BOREHOLE HOUSED WITHIN AT HARE STREET PUMPING STATION, WORSTEAD ROAD, HARE STREET, SG9 0EE FOR VEOLIA WATER CENTRAL LTD
- 

Mr Andrew Jeskins addressed the Committee in support of the application.

The Director of Neighbourhood Services recommended that, in respect of application 3/11/1786/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

Councillor S Bull stated that Hormead Parish Council had commented that the pumping station was in a very attractive part of the parish and had requested that

fencing sympathetic to the surrounding rural environment be provided to minimise its impact. He queried whether this request could be applied to this application.

The Director confirmed the presence of existing chain link fencing on the site. Members were advised that Officers considered that the existing chain link security fencing was an appropriate and acceptable use in the rural area.

In response to a further query from Councillor Bull, the Director stressed that the Parish Council had not stated what type of fencing would be preferred. Members were advised that Officers felt it was inappropriate to attach any conditions to the recommendation in relation to the style of fencing on the site.

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

RESOLVED – that in respect of application 3/11/1786/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

528 3/11/1621/FP – REPLACEMENT AGRICULTURAL DWELLING AT WYDBURY FARM, WYDDIAL ROAD, WYDDIAL, SG9 0DQ FOR MR NOY

Mr Bill Bampton addressed the Committee in support of the application.

The Director of Neighbourhood Services recommended that, in respect of application 3/11/1621/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

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

RESOLVED – that in respect of application 3/11/1621/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

529 3/11/1793/FP – CHANGE OF USE FROM B1 (LIGHT INDUSTRIAL) TO MIXED USE B1/A1 (LIGHT INDUSTRIAL/RETAIL) AT UNIT 9B, GREAT NORTHERN WORKS, HARTHAM LANE, HERTFORD, SG14 1BW FOR MR S DANN

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The Director of Neighbourhood Services recommended that, in respect of application 3/11/1793/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

Councillor M Alexander was supportive of the application as a building was being brought back into use, employment would be created and green travel would be promoted as the application encouraged the use of bicycles.

Councillor S Rutland-Barsby sought and was given clarification that the smaller area outlined in the plan was for the 3 parking spaces allocated to Unit 9B, Great Northern Works, Hartham Lane, Hertford.

The Committee supported the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/11/1793/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

530 3/11/1900/FP – ERECTION OF NEW SELF CONTAINED GARDEN ROOM AND EXTENSION TO UTILITY ROOM OF MAIN DWELLING AT 49 MAZE GREEN ROAD, BISHOP'S STORTFORD, CM23 2PG FOR MR S COOK

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The Director of Neighbourhood Services recommended

that, in respect of application 3/11/1900/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

The Committee supported the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/11/1900/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

531 3/11/1929/FP – TWO STOREY SIDE EXTENSION, FRONT PORCH AND REAR CONSERVATORY AT 1 GROVE COTTAGES, GINNS ROAD, STOCKING PELHAM, SG9 0JA FOR MISS CORNELIUS

The Director of Neighbourhood Services recommended that, in respect of application 3/11/1929/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

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

RESOLVED – that in respect of application 3/11/1929/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

532 3/11/1759/FP – ERECTION OF SINGLE STOREY AND TWO STOREY EXTENSIONS AT 254, HERTINGFORDBURY ROAD, HERTFORD, HERTFORDSHIRE, SG14 2LG FOR DIARMID MACKENZIE

Mr Andrew Gibbon addressed the Committee in support of the application.

The Director of Neighbourhood Services recommended that, in respect of application 3/11/1759/FP, planning

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

The Director advised that condition 3 of his recommendation did not require the house to be rendered. Officers had considered such a condition but had been of the view that this was not reasonable or necessary. Members were advised that condition 3 stipulated that details of the external materials of construction of the proposed extensions and external treatment should be submitted to and approved in writing by the local planning authority.

Councillor Mrs R Cheswright described the proposed development as mildly exciting, new and innovative and she was in favour of the application being approved. Members agreed that condition 3 be amended so that the applicant was not obliged to provide details of the external treatment of the existing house.

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

RESOLVED – that in respect of application 3/11/1759/FP, planning permission be granted subject to the following conditions:

1. Time limit (1T121)
2. Approved plans (2E102; 002/B, 011/A, 013/A, 014/B, 015/A, 016/A, 017/B, 018/B, 019/B, 020/B, 022, 101, 102, 254HR\_S(A), 254HR\_GA, 254HR\_EA and 254HR\_1)
3. Notwithstanding the details shown on the approved plans, no development shall commence on site until details of the external materials of construction of the extensions hereby permitted, have been submitted to and approved in writing by the local planning

authority. The development shall be carried out in accordance with those approved details.

Reason: To achieve a consistent appearance between the original house and proposed extensions appropriate to the character of the Hertingfordbury conservation area and in keeping with policies BH5 and BH6 of the East Herts Local Plan Second Review April 2007 and national Planning Policy Statement 5 – Planning for the Historic Environment

4. Tree retention and protection (4P053)
5. Hedge retention and protection (4P063)

Directive:

1. Other legislation (01OL1)

Summary of Reasons for Decision

The proposal has been considered with regard to the policies of the Development Plan (East of England Plan May 2008, Hertfordshire County Structure Plan, Minerals Local Plan, Waste Local Plan and the 'saved' policies of the East Herts Local Plan Second Review April 2007), and in particular policies ENV1, ENV2, ENV5, ENV6, ENV11, GBC1, BH5, BH6 and Planning Policy Guidance 2 – Green Belts and Planning Policy Statement 5 – Planning for the Historic Environment. The balance of the considerations having regard to those policies is that permission should be granted.

533      3/11/1828/FP – SINGLE STOREY REAR EXTENSION AT CLAPGATE COTTAGE, CLAPGATE, ALBURY, SG11 2JN FOR MR G RUSSELL

The Director of Neighbourhood Services recommended

that, in respect of application 3/11/1828/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

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

RESOLVED – that in respect of application 3/11/1828/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

534 3/11/1892/FP – PROPOSED TWO STOREY AND SINGLE STOREY REAR EXTENSION AT ROSE COTTAGE, ELBOW LANE, HERTFORD HEATH, HERTFORD, SG13 7PZ FOR MR AND MRS N BROOKING

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The Director of Neighbourhood Services recommended that, in respect of application 3/11/1892/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

The Committee Chairman, speaking as the local ward Member, stated that he was supportive of the Officer's recommendation. He urged the Committee to approve the application.

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

RESOLVED – that in respect of application 3/11/1892/FP, planning permission be granted subject to the conditions detailed in the report now submitted.



535 E/11/0273/B – UNAUTHORISED ATTACHMENT AND  
DISPLAY OF ADVERTISEMENTS AT PREZZO, 17-21 FORE  
STREET, HERTFORD, HERTS. SG14 1DH

The Director of Neighbourhood Services recommended that, in respect of the site relating to E/11/0273/B, enforcement action be authorised on the basis now detailed.

After being put to the meeting and a vote taken, the Committee accepted the Director's recommendation for enforcement action to be authorised in respect of the site relating to E/11/0273/B on the basis now detailed.

RESOLVED – that in respect of E/11/0273/B, the Director of Neighbourhood Services, in conjunction with the Director of Internal Services, be authorised to take enforcement action on the basis now detailed.

536 E/11/0278/B – UNAUTHORISED WORKS FOR THE  
ALTERATION OF A GRADE II LISTED BUILDING BY THE  
REMOVAL OF ARCHITECTURAL/HISTORICAL ROOF  
TIMBERS AND INSERTION OF A DORMER WINDOW  
WITHOUT LISTED BUILDING CONSENT OR PLANNING  
PERMISSION AT 31 FORE STREET, HERTFORD, SG14  
1DJ

The Director of Neighbourhood Services recommended that, in respect of the site relating to E/11/0278/B, legal proceedings and enforcement action be authorised on the basis now detailed.

Councillor S Rutland-Barsby stated that the Committee should support the Director's recommendations as there had been a flagrant disregard for the required listed building consent.

After being put to the meeting and a vote taken, the Committee accepted the Director's recommendations for

legal proceedings and enforcement action to be authorised in respect of the site relating to E/11/0278/B on the basis now detailed.

RESOLVED – that in respect of E/11/0278/B, the Director of Neighbourhood Services, in conjunction with the Director of Internal Services, be authorised to commence legal proceedings and take enforcement action on the basis now detailed.

537 E/10/0353/A – THE UNAUTHORISED INSTALLATION OF EXTRACTION/HEAT RECYCLING PLANT/MACHINERY IN ASSOCIATION WITH LAUNDRY EQUIPMENT AND AIR CONDITIONING EQUIPMENT AT SUDS LAUNDERETTE AT 12 LONDON ROAD, BISHOP'S STORTFORD, CM23 5ND

The Director of Neighbourhood Services recommended that, in respect of the site relating to E/10/0353/A, enforcement action be authorised on the basis now detailed.

After being put to the meeting and a vote taken, the Committee accepted the Director's recommendation for enforcement action to be authorised in respect of the site relating to E/10/0353/A on the basis now detailed.

RESOLVED – that in respect of E/10/0353/A, the Director of Neighbourhood Services, in conjunction with the Director of Internal Services, be authorised to take enforcement action on the basis now detailed.

538 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 8.05 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 11 JANUARY 2012, AT 3.00  
PM

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PRESENT: Councillor Jim Ranger (Chairman)  
Councillors P Ballam, P Ruffles, A Warman  
and N Wilson

ALSO PRESENT:

Councillors P Moore

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Committee Secretary
Emma Freeman	- Head of People and Organisational Services
Claire Kirby	- Human Resources Officer
Alan Madin	- Director of Internal Services
Jaleh Nahvi	- Human Resources Officer

548 **PAY POLICY STATEMENT 2012/13**

**The Head of People, ICT and Property Services submitted a report concerning a requirement, of the Localism Act, for the Council to produce annually (from 2012/13), a pay policy statement relating to the remuneration of Chief Officers, the remuneration of the lowest paid employees, and the relationship between Chief Officers' remuneration and that of other officers.**

**The Director of Internal Services and the Head of People,**

**ICT and Property Services declared a Personal and Prejudicial Interest in this item. The Director of Internal Services suggested that both he and the Head of People, ICT and Property Services would stay in the Council Chamber in order to answer points of clarification and agreed to leave during the debate.**

**It was noted that further guidance had been received from Central Government, which was tabled with a number of proposed changes to the report now submitted, relating to pages 19 - 25 to reflect that guidance. Clarification explaining the rationale behind each of the proposed changes on the respective pages was provided by the Director of Internal Services.**

**The Director of Internal Services and the Head of People, ICT and Property Services left the room during the debate on the report.**

**Members supported the changes proposed as set out in the tabled documents. Additionally, the Chairman proposed the following changes:**

**Page 19 – paragraph two after “The Council will...” insert “subject to negotiation”;**

**Page 20 – in the paragraph which commences with ”The pension scheme provides...”, Members suggested that the sentence commencing with ...“The Council’s Human Resources Committee” should be made clearer.**

**Page 22 – the paragraph commencing with “If an employee leaves....” insert “normally” after “they may”.**

**Members supported these changes.**

**Members agreed to recommend the Pay Policy Statement 2012 as now amended.**

**RECOMMENDED – that the Pay Policy Statement 2012 as now amended, be approved.**

549 APPOINTMENT OF CHAIRMAN

In the absence of the Chairman, it was moved by Councillor P Ruffles and seconded by Councillor N Wilson, that Councillor J Ranger chair the meeting.

RESOLVED – that Councillor J Ranger be appointed Chairman for the meeting.

550 APOLOGIES

Apologies for absence were submitted from Councillors D Hone and C Woodward.

551 CHAIRMAN'S ANNOUNCEMENTS

The Chairman stated that it would be necessary to convene a further meeting of Human Resources Committee before the scheduled March 2012 meeting to consider an important item of business.

552 MINUTES

RESOLVED – that the Minutes of the meeting held on 12 October 2011 be confirmed as a correct record and signed by the Chairman.

553 DECLARATIONS OF INTEREST

The Director of Internal Services and the Head of People, ICT and Property Services declared personal and prejudicial interests in the matter referred to at Minute 548 - Pay Policy Statement 2012. They both remained in the Chamber to answer points of clarification, but left the room during the debate.

554 EQUALITY AND DIVERSITY REPORT

The Head of People, ICT and Property Services submitted a report concerning Equality, Diversity and Employment

(2010/11) as required by Statute in terms of the Council's duties and monitoring.

Members congratulated Officers on the report.

In response to a query concerning the emphasis on religion, Members were advised that this was a protected characteristic.

Councillor P Ballam stated that within the context of the report, those undertaking a course of study outside of the "in house" training provision would not be recorded. Members supported a suggestion that this aspect be addressed within a future report.

Clarification was provided on the use of the term "return rate" in terms of staff responses to the form. It was noted that a further report would be submitted in three months time when the "return levels" would be reviewed.

Members agreed the report as set out in the report now submitted.

RESOLVED – that (A) the Equality and Diversity report be noted;

(B) the report be published on the Council's website to ensure the Council complies with Statute;

(C) recruitment processes be reviewed to ensure that they are not indirectly discriminating against any of those within the protected characteristic groups;

(D) attendance at training courses be reviewed to establish why part-time workers are underrepresented;  
and

(E) a programme of internal Equality Impact Assessments continues for 2012/13 incorporating policy reviews, service restructures and relevant human resource procedures.



555 VOLUNTEERING POLICY

The Head of People, ICT and Property Services submitted a report concerning the legal status of volunteers. The report now submitted, provided feedback on the current volunteering pilot and the new Volunteering Policy. Assurances were provided that volunteers would only provide assistance for East Herts' events and activities and that these would be limited.

In response to a query, Officers advised that CRB checks would be undertaken in liaison with the relevant Line Manager.

Members approved the Volunteering Policy, as set out in the report now submitted.

RESOLVED – that the Volunteering Policy be approved.

(see Minute 561 below)

556 RETIREMENT POLICY

The Head of people, ICT and Property Services submitted a report on the new Retirement Policy which was set out in the report now submitted. The Head of People, ICT and Property Services advised that since that report had been submitted to the Local Joint Panel, notification had been received from the Council's Insurers, that they would extend insurance for staff up to 70 years of age. It was noted that 13 members of staff were over 65 years but only three would require insurance under the new extension. Declarations of health would need to be provided.

Members noted the update and approved the revised Retirement Policy.

RESOLVED – that the Retirement Policy be approved.

(see Minute 561 below)

557 PDR QUALITY REVIEW

The Head of People, ICT and Property Services submitted a report outlining the results of the Performance Development Review (PDR) quality checking exercise and outlined the changes to the PDR scheme, the detail of which was set out in the report now submitted.

The Chairman commented on the recent unsatisfactory levels of completion rates in relation to the PDR process and suggested that management should be informed that PDRs should be completed on time and that it should become one of managers' six objectives and that further training should be provided. Members supported this suggestion. The Chairman outlined the benefits to employees, when the process was handled as it should. The Head of People, ICT and Property Services undertook to ensure that the process was applied to Stevenage employees as part of the transfer arrangements.

Members noted the results and changes to the PDR Scheme and supported the suggestion that the timely submission of completed PDRs be included as a management objective and that this information be included as part of the induction process.

RESOLVED – that (A) the results and changes to the PDR Quality Checking exercise and scheme be noted; and

(B) the timely submission of completed PDRs be included as a management objective and that this information be included as part of the induction process.

558 EQUAL PAY AUDIT

The Head of People, ICT and Property Services submitted a report on the results of the 2011 Equal Pay Audit. The

Equality and Human Rights Commission require that EqPAs be carried out every two years and the “Green Book” recommended that they be carried out annually. The Chairman suggested that paragraph 4.2.1 be amended by the removal of the word “generally”. This was supported.

In response to a query concerning the value of work carried out, the Chairman advised that the Hay Scheme was a valuable source of information for comparative purposes.

The recommendations based on the findings of the EqPA 2011 were set out in the Action Plan, attached to the report now submitted. It was suggested that the Action Plan be amended by the inclusion of training for career progression. This was supported.

RESOLVED – that (A) the results of the 2011 Equal Pay Audit be noted; and

(B) the recommendations set out in the Action Plan, as amended and attached to the report now submitted, be approved.

## 559 HUMAN RESOURCES QUARTERLY PERFORMANCE STATISTICS

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The Head of People, ICT and Property Services submitted a report on Human Resources quarterly performance to January 2012. The report detailed the current headcount and number of starters. Turnover stood at 6.22%.

In addition to updates already the subject of separate reports included elsewhere on the agenda, updates were provided in relation to:

- East of England’s Regional Recruitment Portal project;
- Learning and Development. It was noted that the Council had been awarded the Members’ Charter for supporting Members in training and development; and

- Shared Support Services programme.

Members noted the quarterly performance update.

RESOLVED – that the report be noted.

560 HUMAN RESOURCES QUARTERLY STATISTICS

The Head of People, ICT and Property Services submitted a report detailing performance indicators for the period 1 April – 30 November 2011.

Members noted that staff turnover stood at 6.22% against a target of 10%. The current rate of projected short-term sickness absence for the year was 3.8 days against a target of 5 days and that the average long-term sickness absence per FTE was 1.59 days against a target of 2.5 days.

The Head of People, ICT and Property Services reported that of the 44 new starters in 2011/12, 36 staff had transferred from Stevenage Borough Council as part of the Revenues and Benefits Shared Service. A 97% attendance at Induction Training for the new staff had been recorded.

Updates were provided in relation to the Council's PDR Scheme. Revenues and Benefits had achieved a 96.85% return with the rest of the Council achieving a 59.57% return for the 2011 review. Training was being rolled out to Managers.

The report summarised equalities monitoring statistics, the detail of which was set out in the report now submitted.

Members noted the quality performance report.

RESOLVED – that the report be noted.

561 LOCAL JOINT PANEL - MINUTES OF THE MEETING HELD ON 13 SEPTEMBER AND 6 DECEMBER 2011

RESOLVED – that the Minutes of the Local Joint Panel

meeting held on 13 September and 6 December 2011  
be received.

(see also Minutes 555 – 556 above and 562 below)

562 DISTURBANCE ALLOWANCE POLICY

The Committee considered and supported the  
recommendations of the Local Joint Panel meeting held on 13  
September 2011 on the Disturbance Allowance Policy.

RESOLVED – that (A) car drivers be paid 5p per mile  
for every passenger they take to or from the new  
contractual site office base who would otherwise be  
entitled to the mileage element of the Disturbance  
Payment to encourage car sharing and in the interests  
of “green” travel; and

(B) the Disturbance Allowance Scheme use the  
“quickest” rather than the “shortest” route to and from  
the new contractual base.

(see also Minute 561 above).

The meeting closed at 4.25pm

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

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MINUTES OF A MEETING OF THE  
JOINT MEETING OF SCRUTINY  
COMMITTEES HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD ON  
TUESDAY 17 JANUARY 2012, AT 7.00 PM

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PRESENT: Councillor D Andrews (Chairman).  
Councillors D Abbott, W Ashley, R Beeching,  
E Buckmaster, S Bull, Mrs D Hollebon,  
G Jones, G McAndrew, P Moore,  
W Mortimer, M Newman, P Phillips, M Pope,  
J Ranger, C Rowley, P Ruffles,  
G Williamson, J Wing, C Woodward and  
J Wyllie.

ALSO PRESENT:

Councillors L Haysey, A Jackson and  
M Tindale.

OFFICERS IN ATTENDANCE:

Simon Chancellor	- Head of Financial Support Services
Simon Drinkwater	- Director of Neighbourhood Services
Lorna Georgiou	- Performance and Improvement Co-ordinator
Jeff Hughes	- Head of Democratic and Legal Support Services
Marian Langley	- Scrutiny Officer
Alan Madin	- Director of Internal Services
Peter Mannings	- Democratic Services Assistant
George A Robertson	- Director of Customer and Community

## Services

563 APPOINTMENT OF CHAIRMAN

It was proposed by Councillor D Hollebon and seconded by Councillor G McAndrew that Councillor D Andrews be appointed Chairman for the meeting.

RESOLVED - that Councillor D Andrews be appointed Chairman for the meeting.

564 APOLOGIES

Apologies were submitted on behalf of Councillors T Herbert, D Hone, T Page and N Symonds. It was noted that Councillor S Bull was substituting for Councillor Page.

565 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded Members that there was an Essential Reference Paper relating to the matters referred to at Minute 568 that was not for publication. Members were advised that should they wish to discuss these matters during the debate, the Committee should resolve to exclude the press and public.

566 MINUTES

RESOLVED – that the Minutes of the meeting held on 15 February 2011 be confirmed as a correct record and signed by the Chairman.

567 RESIDENTS' SURVEY RESULTS

The Performance and Improvement Co-ordinator gave a presentation in respect of the raw data from the residents' survey. Members were advised that there had been a good response rate that was higher than usual. Residents had indicated that East Herts continued to feel like a safe place to live.



A full report containing the analysed data would be submitted to the next joint meeting of the Scrutiny Committees.

In response to a query from the Leader relating to the methodology of the survey, Members were advised that the methodology had not changed although the residents' survey was paper based where as smaller surveys conducted by individual teams had been done by telephone. The Leader commented that the data needed to be analysed geographically.

Members noted the raw data results of the residents survey.

RESOLVED – that (A) the presentation be noted;  
and

(B) a full report and action plan be submitted to the next joint meeting of the Scrutiny Committees.

568 CAPITAL PROGRAMME 2011/12 (REVISED) TO 2014/15

The Director of Internal Services provided a financial context for the reports included in the Agenda.

The Executive Member for Finance submitted a report setting out proposals for the Council's Capital Programme for the period 2011/12 (Revised) to 2014/15. The Capital Programme had taken account of targets for reduced spend from 2014/15, whilst still ensuring that the programme could be delivered as approved last year.

The Capital Programme had been amended to take account of slippage and rephasing. Members were reminded that there had also been amendments approved as part of the Council's monthly healthcheck process.

The Director of Internal Services advised that a reduction in the call on capital receipts by a further £645,000 was anticipated to ensure that the Capital Programme was

limited to a £1,000,000 ceiling that could be met from the Council's resources. Members were advised that this was based on an assumption on the availability of a £100,000 government grant in 2014/15.

The full Capital Programme was included at Essential Reference Paper 'B' and Members were referred to the table at paragraph 2.4 on page 15 of the report now submitted, which showed the additional proposals to meet the £645,000 reduction. Members were reminded to consider the scope for local initiatives whereby Town and Parish Council could contribute to making up any shortfalls in grant funding.

In response to a query from Councillor G McAndrew, the Director stated that there had been a mixed take up of previous and current capital allocated grant funding. Councillor J Wing referred to the likely dispiriting impact of cuts in funding for local groups, such as Community and Voluntary Organisations.

The Executive Member for Finance reminded Members that the Medium Term Financial Plan reductions would be in place in 3 years as opposed to the current year. Councillor J Ranger highlighted the sensibility of reducing funding on a phased basis as opposed to making any sudden changes.

The Leader stated that a key benefit of a Medium Term Financial Plan was that the Council had time to work towards a strategy for helping local communities.

The Joint Scrutiny Committees decided to inform the Executive that the Capital Programme 2011/12 (revised) to 2014/15 should be approved as amended by paragraph 2.4 of the report now submitted.

RESOLVED – that the Executive be informed that the Joint Scrutiny Committees considered that the draft Capital Programme 2011/12 (Revised) to 2014/15, as amended by the proposals set out in paragraph 2.4 of the report submitted, should be

approved.

569 FEES AND CHARGES 2012/13

The Executive Member for Finance submitted a report detailing the additional income to the Council that could be generated by increasing discretionary fees and charges in 2012/13 for a variety of services. Members were referred to Essential Reference Paper 'B' for the detailed suggested increased to discretionary fees and charges.

The Director of Internal Services referred in particular to the proposal to activate two Council Tax penalties which could be levied on residents who failed to promptly notify the Council of changes to their circumstances. It was hoped that the threat of the penalties would result in residents remembering to inform the Council of such changes.

In response to a Member query, the Joint Scrutiny Committees were advised that Officers had the discretion to vary the hire charges in place for Hertford Theatre.

Councillor M Newman commented on the licensing costs for dangerous wild animals.

Councillor C Woodward suggested that the introduction of car park charging arrangements for Grange Paddocks should be deferred until September 2012 in line with the decision already made to delay changing the car parking fees across the District until September to enable consideration of the results of the parking strategy. The Director of Customer and Community Services stated that parking charges for Grange Paddocks were included in the Medium Term Financial Plan. Members were also reminded that the car park had been refurbished and there was also an advanced proposal for a permit scheme for Chantry Road residents.

Councillor C Woodward proposed and Councillor J Wyllie seconded, a motion that parking charges at Grange

Paddocks be deferred until September so that consideration could be given to the results of the parking strategy.

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

The Committees decided to inform the Executive that the fees and charges should be approved as detailed in the report now submitted.

RESOLVED – that the Executive be informed that the Joint Scrutiny Committees consider that the fees and charges detailed in Essential Reference Paper ‘B’ of the report now submitted, should be approved.

570 SERVICE ESTIMATES - PROBABLE OUTTURN 2011/12:  
REVENUE BUDGET 2012/13

The Executive Member for Finance submitted a report on the estimate of all general fund services. The report focussed on the revenue estimate process, which was due to conclude at the Council meeting on 7 March 2012 when a formal resolution setting the 2012/13 Council Tax would be approved.

Members were advised of an error in paragraph 2.13 in that the capital finance costs figure for 2011/12 should have read £4,442,000 and the figure for 2012/13 should have read £4,488,000.

In response to a query from Councillor J Wing in respect of paragraph 5.18 and the probable and estimated calls on the Local Authority Business Growth Grant, the Director of Internal Services advised that these figures would reduce to £0.

Councillor J Wing proposed and Councillor M Pope seconded, a motion that resources be made available from the savings indicated that had been made on the

street cleansing contract for more frequent street cleansing outside of town centres.

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

Members decided to inform the Executive that the Joint Scrutiny Committees had supported the probable revenue budget for 2011/12 as well as the estimates for 2012/13.

RESOLVED – that the Executive be informed that the Joint Scrutiny Committees support the probable revenue budget for 2011/12 as well as the estimates for 2012/13.

571 CONSOLIDATED BUDGET REPORT AND 2012/13 - 2015/16  
MEDIUM TERM FINANCIAL STRATEGY

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The Executive Member for Finance submitted a report recommending the consolidated budget for 2012/13 and the 2015/16 Medium Term Financial Plan. The Executive Member invited the comments of the Joint Scrutiny Committees.

The budget for 2011/12 had been set in February 2011 and the final accounts had recorded a balance that had been £408,000 higher than expected. The budget for 2012/13 had been prepared in the light of a significantly constrained income forecast for the Authority.

Members were advised that it was anticipated that there would be two further years of pay restraint after which there might be increases at or about inflation. Members were referred to Essential Reference Paper 'B' for the Medium Term Financial Plan.

Essential Reference Paper 'C' was a new document that set out a stress testing of the MTFP which had considered different scenarios whereby the Council might be subject to unexpected financial pressures. The intention was to illustrate the capacity of the Council's finances to withstand a single or series of incidents.

The Joint Scrutiny Committees made a number of comments relating to government pay policy, predicted investment returns and the new homes bonus. The Director of Internal Services stated that every opportunity would be taken to top up the interest equalisation reserve. Members were also reminded that the new homes bonus provided an opportunity for the local economy in East Herts.

Councillor P Phillips commented that continuing cost pressures could make future increases in Council Tax a justifiable course of action moving forward.

The Committees decided to inform the Executive that the budget should be approved as detailed in the report now submitted.

RESOLVED - that the Executive be informed that the Joint Scrutiny Committees consider that the Consolidated Budget should be approved as detailed in the report now submitted.

The meeting closed at 9.02 pm

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

MINUTES OF A MEETING OF THE  
AUDIT COMMITTEE HELD IN THE  
COUNCIL CHAMBER, WALLFIELDS,  
HERTFORD ON WEDNESDAY 18  
JANUARY 2012, AT 7.00 PM

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PRESENT: Councillor J Ranger (Chairman)  
Councillors W Mortimer, M Pope and J Wing.

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Committee Secretary
Alan Madin	- Director of Internal Services
Helen Maneuf	- Shared Internal Audit Service
Terry Barnett	- Shared Internal Audit Service

572 APOLOGIES

Apologies for absence were received from Councillor P Philips and N Wilson.

573 MINUTES

RESOLVED – that the Minutes of the meeting held on 23 November 2011 be confirmed as a correct record and signed by the Chairman.

574 EXTERNAL AUDIT REPORT - FINAL EXTERNAL AUDIT PLAN 2011/12

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The External Auditor provided a report which set out the work proposed in relation to the audit of the 2011/12 accounts. It was noted that the Audit Plan was based on the External Auditor's risk based approach to audit planning using their

assessment of potential business and audit risks which needed to be addressed and the controls the Council already had in place. It was noted that financial performance, accounting for property, plant and equipment and the shared benefits service were highlighted as key financial risks. The report now submitted summarised the External Auditor's planned response to those risks. Notwithstanding this, the External Auditor did not feel that there were any significant issues to report.

Paul Dossett advised Members that this would be his last plan as External Auditor for East Herts.

The Chairman, on behalf of Members, thanked the External Auditors for their positive report.

RESOLVED – that the report be received.

575 EXTERNAL AUDIT - CERTIFICATION WORK 2010-11

The External Auditors submitted a report setting out the arrangements for certification work undertaken by them, as agent for the Audit Commission. A summary of the claims and returns certified for 2010/11 were set out in the report now submitted.

Members received the report.

RESOLVED – that the report be received.

576 TREASURY MANAGEMENT STRATEGY STATEMENT

The Director of Internal Services submitted a report setting out the 2012/13 Treasury Strategy Statement and Annual Investment Strategy and the prudent approach taken by the Council in terms of capital. The Director drew Members' attention to the interest rate forecast provided by Sector for the period 2011 to 2014. He explained that the Council's investment strategy position was currently "defensive" with capital being invested in Central Government and non-UK Banks, but that at some point, a less defensive approach



would need to be taken in order to achieve better rates of interest.

In response to a query from the Chairman, the Director explained the capital payroll costs of IT Development.

In response to a query from Councillor M Pope, the Director explained why the Council had decided not to invest the remaining two tranches of capital following an earlier decision to invest up to £30M.

The Director of Internal Services explained how the Council was using its capital more creatively and to better effect, to mitigate the low interest rates, e.g. the Council had bought some car parks which had saved the Council 7% in annual running costs by acquiring them. Capital had also been used to better effect in regard to the Hertford Theatre which had reduced management costs. The Director also advised that a report would be presented to the Executive shortly on the Local Authority Mortgage Scheme and how this could benefit the Council and support mortgagees who were unable to provide the 25% minimum deposit. He stressed that this was not a Treasury Management decision, rather it was a way of using capital more creatively to get a better cash return.

Members received the report and supported the concept that the Council should seek opportunities as they became available, to improve the return of its assets.

RESOLVED – that (A) the 2012/13 Treasury Management Strategy Statement and Annual Investment Strategy and the prudential indicators be received; and

(B) the concept of seeking opportunities as they become available, to improve the return of the Council's assets be supported.

## 577 ANNUAL REVIEW OF DATA QUALITY STRATEGY

The Director of Internal Services submitted a report outlining

the 2011/12 revisions to the Data Quality Strategy. The minor revisions were highlighted and set out in Essential Reference Paper “B” attached to the report now submitted.

Councillor J Wing sought clarification on the impact of good data on staff performance indicators. The Director of Internal Services explained how the PDR scheme worked and that having good quality data was important in certain areas of the Council’s functions, e.g. revenues and benefit controls and in terms of claims assessed and benefits paid out. The External Auditor stated that he was happy about the quality of data provided, which was a view shared by the Shared Internal Audit Service.

RESOLVED – that the revisions to the Data Quality Strategy be approved.

578 INTERNAL AUDIT SERVICE - PROGRESS REPORT STATEMENT

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A report was submitted by the Shared Internal Audit Service (SIAS) which provided an update in relation to delivering the Council’s Internal Audit Plan for 2011-12; the findings for the period 20 August to 9 December 2011 for audits assessed as “limited” or “no” assurance; amendments to the approved 2011-12 Audit Plan; the status of previously agreed “High Priority Recommendations”; and an update on performance management information as at 9 December 2011.

It was noted that 65% of the Audit Plan had been achieved and the SIAS Manager was confident that 95% of the Plan would be achieved by the end of the year. Some amendments to the Audit Plan were proposed and these were set out in the report now submitted, together with the progress against the 2011-12 Audit Plan as at 9 December 2011.

Concerns were expressed regarding the implementation status of a some High Priority Recommendations which were centred around ICT. The Director of Internal Services provided updates and explanations associated with the Council’s ICT Strategy and its implementation.

Members noted the report and supported the amendments to the Audit Plan.

RESOLVED – that the report be noted and the amendments to the Audit Plan be supported.

579 UPDATE ON IMPLEMENTATION OF ANNUAL GOVERNANCE ACTION PLAN

A report was submitted by the Shared Internal Audit Service Manager providing an update on the progress made against the Annual Governance Statement Action Plan for 2010/11, specifically in relation to the nine measures to enhance the Council's internal control framework.

The Director of Internal Services advised Members that, whilst the issues outstanding were currently shown as "Amber", he was confident that the status would turn "Green" imminently.

Members noted the progress made against implementing the Action Plan contained in the 2010/11 Annual Governance Statement.

RESOLVED – that the report be received.

580 AUDIT COMMITTEE WORK PROGRAMME

The Manager of Corporate Risk submitted a report detailing the Work Programme for Audit Committee. Members noted that the Grants and Data Quality reports were the subject of separate reports on the agenda for this meeting and should be deleted from the agenda for the 14 March 2012 meeting.

Members requested that Intranet Training be provided for Members at the March meeting commencing at 7pm.

RESOLVED – that the Work Programme, as amended, be approved.

The meeting closed at 8.30 pm

Chairman .....

Date .....

MINUTES OF A MEETING OF THE  
HUMAN RESOURCES COMMITTEE HELD  
IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON THURSDAY  
19 JANUARY 2012, AT 3.00 PM

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PRESENT: Councillor Jim Ranger (Chairman)  
Councillors P Ballam, Mrs D Hone,  
A Warman and N Wilson

ALSO PRESENT:

Councillors A Jackson and S Rutland-Barsby

OFFICERS IN ATTENDANCE:

Simon Drinkwater	- Director of Neighbourhood Services
Emma Freeman	- Head of People and Organisational Services
Sian Gentry	- Personal Assistant
Alan Madin	- Director of Internal Services

581 APPOINTMENT OF CHAIRMAN

RESOLVED - that Councillor J Ranger be appointed  
Chairman for the meeting.

582 APOLOGIES

Apologies for absence were submitted by from Councillors P  
Ruffles and C Woodward.

583 EXCLUSION OF THE PRESS AND PUBLIC

The Committee agreed that under Section 100(A) (4) of  
the Local Government Act 1972 the press and public be

excluded from the meeting during discussion of item 6 on the ground that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the said Act of the following description:

- 1. "Information relating to an individual"

584 TERMINATION OF CONTRACT OF EMPLOYMENT BY MUTUAL AGREEMENT

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The Director of Neighbourhood Services submitted a report on termination of a contract of employment by mutual agreement.

RESOLVED - that the termination of the contract of employment by mutual agreement on the terms set out in the report be approved.

The meeting closed at 3.30 pm

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

MINUTES OF A MEETING OF THE  
DEVELOPMENT CONTROL COMMITTEE  
HELD IN THE COUNCIL CHAMBER,  
WALLFIELDS, HERTFORD ON  
WEDNESDAY 1 FEBRUARY 2012, AT  
7.00 PM

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PRESENT: Councillor W Ashley (Chairman).  
Councillors M Alexander, S Bull, A Burlton,  
Mrs R Cheswright, J Demonti, G Jones,  
G Lawrence, M Newman, S Rutland-Barsby,  
J Taylor and B Wrangles.

ALSO PRESENT:

Councillors D Andrews, P Ballam, E Bedford,  
L Haysey, P Moore, M Pope, P Ruffles and  
J Wing.

OFFICERS IN ATTENDANCE:

Glyn Day	- Principal Planning Enforcement Officer
Simon Drinkwater	- Director of Neighbourhood Services
Peter Mannings	- Democratic Services Assistant
Kevin Steptoe	- Head of Planning and Building Control
Alison Young	- Development Control Manager

585 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that the next Officer organised training session would take place on 29 February 2012 at 5.15 pm and would cover Listed Buildings and Conservation Areas.

The Chairman also advised that Officers had approached Trevor Roberts Associates with a view to arranging a 3 hour external training session to cover issues arising from the Localism Bill. This would take place in March 2012 at a date and time to be agreed.

Finally, the Chairman advised that applications 3/11/1511/FP and 3/11/1635/FP would be moved up the agenda and determined first.

586 DECLARATIONS OF INTEREST

Councillor M Alexander declared a personal and prejudicial interest in application 3/11/1635/FP, in that he was a Board Member for Riversmead Housing Association. He left the room during consideration of this matter.

587 MINUTES

RESOLVED – that the Minutes of the meeting held on 4 January 2012 be confirmed as a correct record and signed by the Chairman.

588 3/11/1511/FP – CHANGE OF USE OF LAND TO A PRIVATE GYPSY AND TRAVELLER CARAVAN SITE COMPRISING 3 NO. MOBILE HOMES, 2 NO. TOURING CARAVANS, ASSOCIATED HARD STANDING AND INSTALLATION OF SEPTIC TANK (PART RETROSPECTIVE) AT LAND NORTH OF THE OLD COACH ROAD, BIRCH GREEN, HERTFORD SG14 2LP FOR MESSRS THOMAS AND MILEY CASH

Mr Gary O’Leary addressed the Committee in objection to the application.

The Director of Neighbourhood Services recommended that, in respect of application 3/11/1511/FP, planning permission be refused for the reasons detailed in the report now submitted.

The Director advised that the planning inspectorate had confirmed that a valid appeal had been lodged against



non-determination of the application. The Committee was advised that Members should determine the application as they would have done had this appeal not been lodged.

The Director stressed that although Officers had considered the application on the basis that the applicant met the criteria for gypsy and traveller status, there had been no evidence submitted to support that status. Members were advised that Officers reserved the right to challenge the status of the applicants at any subsequent appeal.

The Director referred to a number of typographical errors in the report and these were covered in the additional representations schedule circulated in advance of the meeting. Members were advised that Officers felt that appropriate weight had been given to appropriate Regional Spatial Strategy (RSS) policies, based on the gypsy and traveller accommodation assessment carried out by the Authority.

The Director reminded Members that the Council's Conservation Officer had recommended that the application be refused due to the likely impact on the adjacent listed buildings.

Councillor L Haysey, as the local ward Member, addressed the Committee in objection to the application. She stated that the report was very succinct and the application was an excellent case study of planning in terms of extant appeals and potential future appeals.

Councillor Haysey stressed that this was a wholly unacceptable form of development in the green belt and the Committee should continue the recent support given to the local residents by refusing this application.

Councillor M Alexander referred to the amount of time spent by Officers in relation to this application. He reminded the Committee that this scheme was contrary to Green Belt policy.

Councillor S Rutland-Barsby also praised the Officers and, so there was public record of Members' gratitude for their work in relation to this site, expressed her particular satisfaction with Officers securing a high court injunction on the Saturday of a Bank Holiday weekend.

The Director advised that policies HSG10, OSV3 and PPS5 should be added to the reasons for refusal on this application, and that PPS5 was particularly relevant in relation to the protection of the listed buildings and heritage assets.

Councillor M Alexander proposed and Councillor S Bull seconded, a motion that the Committee accept the Officer's recommendation as detailed in the report now submitted.

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

The Committee supported the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/11/1511/FP, planning permission be refused for the following amended reasons:

1. The proposal represents inappropriate development within the Green Belt and, together with the provision of necessary access improvements and visibility splays, would be detrimental to the openness of the Green Belt; the character and appearance of this part of the village, and the setting of the adjacent listed buildings. The matters put forward by the applicants in support of the proposal are not considered to be ones to which such weight can be attached as to clearly outweigh the harm to the Green Belt and the other identified harm. The proposed development is therefore contrary to policies

GBC1, ENV1, HSG10 and OSV3 of the East Herts Local Plan Second Review April 2007 and Planning Policy Guidance 2: Green Belts, and PPS5: Planning for the Historic Environment.

2. The site lies within an area of known groundwater importance (Source Protection Zone 3) but the application fails to demonstrate that the proposed means of sewerage disposal would be appropriate and not result in harm to groundwater. As such, the proposal is contrary to policy ENV20 of the East Herts Local Plan April 2007 and government advice given in Circular 03/99 and PPS23 – Planning and Pollution Control.

589 3/11/1635/FP – CHANGE OF USE FROM GARAGE UNITS TO FURNITURE RECYCLING SCHEME AT HOE LANE GARAGES, HOE LANE, WARE, SG12 9LS FOR RIVERSMEAD HOUSING ASSOCIATION

Joanne Belsey addressed the Committee in opposition to the application. Mr Ian Richardson spoke for the application.

The Director of Neighbourhood Services recommended that, in respect of application 3/11/1635/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

The Director advised that the suggested hours of operation in relation to this application were 11 am to 3 pm. Members were referred to condition 3 as being incorrect on page 117 of the report now submitted.

Councillor M Pope, as the local ward Member, addressed the Committee in objection to the application. He stated that although this application represented a worthy scheme, Hoe Lane Garages, Hoe Lane was the wrong location.

Councillor Pope stated that anything other than a domestic use for the garages was inappropriate due to its proximity to a major junction of a busy road. The site was also in close proximity to a pub, a vet's surgery and a number of residential units occupied by elderly and vulnerable residents.

Councillor Pope stressed that this application would exacerbate parking problems on Hoe Lane, which were attributed to users of the vet's surgery, the pub and students using Hertford Regional College and also commuter parking for users of Ware Station.

Councillor Pope stated that a pedestrian crossing for Hoe Lane was crucial for pedestrian safety. He stressed that although leaving furniture at the site was to be by appointment only, it was inevitable that people would turn up outside these times.

Finally, Councillor Pope expressed concern over the possible dumping of furniture and white goods close to the site. He also referred to the possible fire risk and conditions being made more favourable for vermin.

Councillor S Bull commented that Riversmead Housing Association was a very responsible organisation and Hertfordshire Highways had not sought to restrict planning permission for this application. Councillor Bull also stressed that the scheme, if approved, would be temporary for one year.

Councillor B Wrangles stated that, although this was a worthwhile scheme, the site was too close to residential houses. She commented that an industrial location might be a more appropriate location and hoped that, should the application be approved, the local Member would carefully monitor the use of the site. Councillor Wrangles stated that she would be abstaining from voting.

Councillor A Burlton queried whether parking was a problem in the area as the garages hadn't been used for cars for some years. He expressed concerns as to

whether the site would be used for furniture refurbishment as this would be detrimental to the environment. He also queried how the applicant would prevent vandalism, particularly as furniture was easier to set on fire than cars.

Councillor M Newman commented that the garages were already being used for furniture storage, albeit in an unregulated fashion. He stated that the traffic should not be an issue with staff arriving in the morning and customers arriving by appointment only. He believed that putting what appeared to be a disused facility to good use could only be viewed in a positive light.

The Director advised that the area was not used for parking and had been sealed off from the surrounding area to prevent further vandalism. He stressed that the site would be similarly secured outside of the proposed hours of operation to prevent inappropriate access.

Members were reminded that the concerns on parking did not relate specifically to this site but were more in relation to parking pressures on Hoe Lane. These pressures were attributed to commuter parking, local schools and students using Hertford Regional College.

The Director advised that Hertfordshire Highways and Officers were of the view that parking problems would not be exacerbated as there would be a minimal workforce and the hours of use would be outside of sensitive times for parking such as for the school run or commuters using Ware Station.

The Director commented that Hertfordshire Highways had judged that the criteria for a pedestrian crossing on Hoe Lane had not been met and this application would not result in significant additional pedestrian activity.

The Director also advised that Officers felt the scheme was acceptable as the permission was temporary in nature and this would allow a judgement to be made as to whether the use was appropriate in this location in the longer term.

Councillor S Bull proposed and Councillor M Newman seconded, a motion that the Committee accept the Officer's recommendation as detailed in the report now submitted.

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

The Committee supported the recommendation of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of application 3/11/1635/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

590 3/11/2041/FO – VARIATION OF CONDITION 29 OF PLANNING REFERENCE 3/07/2531/FP TO AGREE A PROPOSED MINOR MATERIAL CHANGE TO THE BUILDINGS APPROVED - VARIATION TO PLOTS 8, 13, 14, 15, 16, 17 AND 18 AT SEVEN ACRES, 49 UPPER GREEN ROAD AND 54 AND 56 UPPER GREEN ROAD, TEWIN FOR TAYLOR WIMPEY NORTH LONDON

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The Director of Neighbourhood Services recommended that, in respect of application 3/11/2041/FO, subject to a deed of variation in respect of the original Section 106 agreement dated 3 March 2011 to ensure that its requirements were properly related to this proposal, planning permission be granted subject to the conditions detailed in the report now submitted.

The Director referred Members to the information detailed in the additional representations schedule circulated in advance of the meeting.

Councillor A Burlton commented that a 30% increase in the size of approved buildings at plots 8, 13, 14, 15, 16, 17 and 18 Upper Green Road and at 54 and 56 Upper Green Road could not be considered as a minor material change.

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

RESOLVED – that in respect of application 3/11/2041/FO, subject to a deed of variation in respect of the original Section 106 agreement dated 3 March 2011 to ensure that its requirements were properly related to this proposal, planning permission be granted subject to the conditions detailed in the report now submitted.

591 3/11/2032/SV – MODIFICATION OF SECTION 106 AGREEMENT TO PLANNING PERMISSION 3/07/1569/OP IN RESPECT OF CLAUSES 3.4.4.1 AND 3.4.4.2 WITHIN SCHEDULE 3 – AFFORDABLE HOUSING AT LAND AT LEVENTHORPE SCHOOL, SAWBRIDGEWORTH FOR LEACH HOMES

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The Director of Neighbourhood Services recommended that, in respect of application 3/11/2032/SV, the Section 106 legal agreement be varied as detailed in the report now submitted and authority be delegated to the Director of Neighbourhood Services, in consultation with the Director of Internal Services, to agree the detailed wording of the proposed variation.

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

RESOLVED – that (A) in respect of application 3/11/2032/SV, the Section 106 legal agreement be varied as detailed in the report now submitted; and

(B) authority be delegated to the Director of Neighbourhood Services, in consultation with the Director of Internal Services, to agree the detailed wording of the variation.

- 592 3/11/1559/FP – ERECTION OF REPLACEMENT DWELLING AS AMENDMENT TO PREVIOUS PLANNING APPROVAL REF: 3/07/1789/FP AT THE MANOR HOUSE, ASPENDEN ROAD, WESTMILL, BUNTINGFORD, HERTS , SG9 9LA FOR MR AND MRS D CATHERALL

The Director of Neighbourhood Services recommended that, in respect of application 3/11/1559/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

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

RESOLVED – that in respect of application 3/11/1559/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

- 593 3/11/2031/SV – MODIFICATION TO ANNEXE B, SCHEDULE 3 OF THE SECTION 106 AGREEMENT RELATING TO LPA REFERENCE 3/08/0840/FP – TO AMEND THE TENURE MIX OF AFFORDABLE HOUSING TO 50% RENTAL UNITS AND 50% INTERMEDIATE HOUSING, AT LAND OFF TYLERS CLOSE, BUNTINGFORD FOR LEACH HOMES

The Director of Neighbourhood Services recommended that, in respect of application 3/11/2031/SV, planning permission be refused for the reasons detailed in the report now submitted.

In response to a number of queries from Councillor M Newman, the Director advised that once housing market assessment work had been concluded as part of the Local Development Framework (LDF) process, the Authority would be in a better position to identify housing need across the District.

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



RESOLVED – that in respect of application 3/11/2031/SV, planning permission be refused for the reasons detailed in the report now submitted.

594 3/11/2046/SV – MODIFICATION OF SECTION 106 AGREEMENT TO PLANNING PERMISSION 3/08/0840/FP IN RESPECT OF CLAUSES 3.1 AND 3.2 WITHIN SCHEDULE 3 – AFFORDABLE HOUSING AT LAND OFF TYLERS CLOSE, BUNTINGFORD FOR LEACH HOMES

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The Director of Neighbourhood Services recommended that, in respect of application 3/11/2046/SV, the Section 106 legal agreement be varied as detailed in the report now submitted and authority be delegated to the Director of Neighbourhood Services, in consultation with the Director of Internal Services, to agree the detailed wording of the proposed variation.

In response to a query from Councillor A Burlton, the Director advised that the applicants were entitled to seek to amend Section 106 legal agreements, but that the Committee retained discretion on whether to approve or refuse such applications.

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

RESOLVED – that (A) in respect of application 3/11/2046/SV, the Section 106 legal agreement be varied as detailed in the report now submitted; and

(B) authority be delegated to the Director of Neighbourhood Services, in consultation with the Director of Internal Services, to agree the detailed wording of the variation.

595 3/11/1387/FP – EXTENSIONS TO BRICK BUILT 1960S BUILDING AND ERECTION OF NEW DWELLING TO THE REAR WITH ASSOCIATED ACCESS AND LANDSCAPING AT GREAT HORMEAD VILLAGE HALL, GREAT HORMEAD,

## BUNTINGFORD, SG9 0NR FOR HORMEAD VILLAGE HALL MANAGEMENT COMMITTEE

The Director of Neighbourhood Services recommended that, in respect of application 3/11/1387/FP, subject to the applicants entering into a legal obligation pursuant to Section 106 of the Town and Country Planning Act 1990, planning permission be granted subject to the conditions and summary of reasons approved by the Committee at its meeting of 12 October 2011.

The Director updated Members regarding the signing of the Section 106 legal obligation on this application. He stated that the proposals included a single dwelling which, when the plot for it was sold, would finance improvements to Great Hormead Village Hall, Great Hormead.

The Director advised that Officers had sought to control this situation with the legal agreement restrictions detailed in the report now submitted, in particular, a requirement that the house should not be occupied until the new village hall was occupied and available for use.

The Director stated that the applicant's solicitor had correctly indicated that the trustees of the village hall were bound by other legislation outside of the planning regulations. However, the applicants' Solicitor was concerned that the currently proposed restrictions would prevent the development from coming forward. On that basis, Officers had recommended that permission could be granted subject to an agreement that specified that the funding could only be used in relation to the proposals contained in this planning application, but did not require completion of the works to the hall in advance of the new house.

The Director advised that additional consultation had not been carried out locally as this report related to a trigger for a Section 106 legal obligation as opposed to a planning application.

The Director stated that Officers could carry out further

consultation if Members felt this was necessary, but would prefer to have the Committee's views as to whether Members were broadly supportive of this application before considering whether to conduct further consultation.

In response to a query from Councillor Mrs R Cheswright, the Director confirmed that the safeguards being proposed by Officers were to ensure that the funding could only be used for the fundamental revitalisation of Great Hornead Village Hall and not for other works that the Great Hornead Village Hall Management Committee might seek to carry out.

In response to a query from Councillor M Newman regarding the alternative approach suggested by the Authority's solicitor, the Director stated that a further alternative approach to this matter was to require that the proceeds of sale of the residential plot were lodged with East Herts Council. The legal agreement would then require that details of the arrangements for the subsequent release of the funding should be submitted to and agreed by the Authority.

The Director advised that the applicant would need to permit East Herts Council to register an interest in the site and any associated costs of this approach would have to be met by the applicant.

Councillor G Jones proposed and Councillor S Bull seconded, a motion that there be no change to the Section 106 Legal Agreement in that the works to the Great Hornead Village Hall must be completed before the new dwelling was occupied.

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

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

RESOLVED – that in respect of application 3/11/1387/FP, subject to the applicants entering into a legal obligation pursuant to Section 106 of the Town and Country Planning Act 1990, planning permission be granted subject to the conditions and summary of reasons approved by the Committee at its meeting of 12 October 2011.

596 3/11/2019/FP – TWO STOREY SIDE EXTENSION AT WHEATFIELDS, KETTLE GREEN ROAD, MUCH HADHAM, SG10 6AF FOR MR C SULLIVAN

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Mr Danny Simmonds addressed the Committee in support of the application.

The Director of Neighbourhood Services recommended that, in respect of application 3/11/2019/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

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

RESOLVED – that in respect of application 3/11/2019/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

597 3/11/2057/FP – DETACHED OPEN CART LODGE AT ELM SIDE, HORSESHOE LANE, GREAT HORMEAD, SG9 0NQ FOR MR WHITE

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The Director of Neighbourhood Services recommended that, in respect of application 3/11/2057/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

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

RESOLVED – that in respect of application 3/11/2057/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

598 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 8.00 pm

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

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## EAST HERTS COUNCIL

COUNCIL – 22 FEBRUARY 2012

REPORT BY HEAD OF DEMOCRATIC AND LEGAL SUPPORT SERVICES

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### MEMBERS' ALLOWANCES 2012/13

WARD(S) AFFECTED: All

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#### **Purpose/Summary of Report**

- To report the recommendations of the Council's Independent Remuneration Panel (IRP) following its review of Members' Allowances.

<b><u>RECOMMENDATION:</u></b> that (A) Members' Allowances for 2012/13 be ....., and
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(B) the size of the Independent Remuneration Panel be decreased from 9 to 8 members (with the existing appointees).
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#### 1.0 Background

1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 requires each principal local authority to establish an Independent Remuneration Panel (IRP) to submit recommendations on its Members' Allowances.

1.2 Council established its current IRP at its meeting held on 8 December 2010. It determined that the size of the Panel should be increased to 9 members and appointed the following individuals:

Mrs N Burdett, Mr P Boylan, Mr B C Engel, Mr D Filer, Mr C Harris, Miss C Lofthouse, Mr D McNeill, Mrs S Newton and Mr J Pool.

1.3 Mr D McNeil subsequently resigned from the Panel on 5 October 2011.

1.4 Council is invited to consider whether or not to fill the vacancy on the IRP caused by Mr McNeil's resignation. Regulations prescribe that an IRP shall consist of at least three members. Council could therefore determine that the size of the Panel now be eight members (with the existing appointees). This (latter) option is recommended.

## 2.0 Report

2.1 Before a local Authority makes or amends its Members' Allowances Scheme it shall have regard to the recommendations made by its IRP.

2.2 The Council's IRP's report and recommendations on Members' Allowances for 2012/13 can be found at **Essential Reference Paper 'B'**.

2.3 Council is invited to consider the IRP's recommendations before determining a Members' Allowances scheme for 2012/13.

## 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

None

Contact Officer: Jeff Hughes – Head of Democratic and Legal Support Services – ext 2170

Report Author: Jeff Hughes – Head of Democratic and Legal Support Services – ext 2170



ESSENTIAL REFERENCE PAPER 'A'

<p>Contribution to the Council's Corporate Priorities/ Objectives <i>(delete as appropriate):</i></p>	<p><b>Fit for purpose, services fit for you</b> <i>Deliver customer focused services by maintaining and developing a well managed and publicly accountable organisation.</i></p> <p><b>Leading the way, working together</b> <i>Deliver responsible community leadership that engages with our partners and the public.</i></p>
<p>Consultation:</p>	<p>None.</p>
<p>Legal:</p>	<p>The Authority is required, before the beginning of each year, to make a scheme for the payment of specified allowances. Before making a scheme, the Authority shall have regard to the recommendations made to it by its IRP.</p>
<p>Financial:</p>	<p>The recommended 5p per mile increase in the travel allowance would be an additional cost of about £1400 per year. This would be contained within the overall provision for allowances and expenses in the 2012/13 budget.</p>
<p>Human Resource:</p>	<p>None</p>
<p>Risk Management:</p>	<p>See legal implications above.</p>

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**INDEPENDENT RENUMERATION PANEL REPORT TO EAST  
HERTFORDSHIRE DISTRICT COUNCIL – FEBRUARY 2012**

**RECOMMENDATIONS FOR MEMBERS' ALLOWANCES FOR 2012/13**

1.0 Background

- 1.1 The Council's Independent Remuneration Panel (IRP), established under the provisions of the Local Authorities (Members' Allowances) (England) Regulations 2003, has undertaken a review of the Members' Allowances Scheme.
- 1.2 The regulations require that: "*Before an authority...makes or amends a scheme, the authority shall have regard to the recommendations made in relation to it by an independent remuneration panel*"
- 1.3 This report has been prepared in accordance with those regulations to enable the Authority to meet its statutory responsibilities when reviewing or amending its Scheme of Allowances for 2012/13.
- 1.4 The scope of the review was to determine what changes, if any, needed to be made to the current Members' Allowances scheme.
- 1.5 The IRP noted that following the May 2011 elections, the political composition of the Council was:
- 46 Conservatives  
2 Liberal Democrats  
2 Independents.
- 1.6 The political structure and the roles of members was unchanged since the last review with the exception that there was one fewer Executive Member (with consequential additional portfolio responsibilities for some Executive Members).
- 1.7 The IRP met on 6 October and 28 November 2011 to conduct its review.

1.8 The following evidence was considered:

- (a) individual submissions from Members (see Appendix 'A')
- (b) oral submission made by the Leader of the Council
- (c) oral submission by the Director of Internal Services
- (d) benchmark data (see Appendix 'B').

1.9 The IRP was advised of the separate IT expense payment to Members of £35 per month. The IRP noted this expense payment.

1.10 The IRP was further advised that notification had been received that the taxable benefit threshold for car mileage expense reimbursement had risen from 40 pence to 45 pence per mile (in recognition of current fuel price levels). The IRP agreed to recommend that the mileage rate within the Members' Allowances scheme should rise to the new threshold of 45 pence per mile for 2012/13.

## 2.0 Considerations

2.1 In conducting its review, the IRP also took account of the following factors:

- (a) the prevailing economic climate and, particularly, the current local government officer pay freeze;
- (b) the issues and deliberations of the IRP during its last review and the decisions taken by Council on the Panel's recommendations for the 2011/12 Members' Allowances Scheme;
- (c) legislative changes, particularly the provisions of the Localism Act 2011 impacting on Members' workloads;
- (d) issues concerning attracting demographically representative candidates to stand for election as councillors and also political leadership succession planning;
- (e) setting allowances at levels that reflected the time and work needed to undertake the duties and responsibilities of a Member of East Herts Council, including those roles that attracted Special Responsibility Allowances, but also recognised the interest of Council tax payers;
- (f) previous levels of Members' allowances for East Herts;
- (g) current inflation levels.

### 3.0 Conclusions

3.1 The IRP concluded that no persuasive case had been made to increase any of the current allowances payable to Members of East Herts Council, save for mileage expenses (see para 1.10 above). It therefore agreed that the allowance levels within the 2011/12 scheme be retained for 2012/13.

3.2 It was, however, acknowledged that a further review of allowances may be necessary, possibly in advance of the next annual review, once the implications for Members' workload and responsibilities arising from the provisions of the Localism Act 2011 were evaluated by the Authority.

### 4.0 The Panel

4.1 The following individuals formed the Panel undertaking the review of Members' Allowances:

Colin Harris (Chairman), Peter Boylan, Nicola Burdett, Bernard Engel, Denis Filer, Catherine Lofthouse, Sally Newton, Jonathan Pool.

4.2 The Panel received administrative support from the Head of Democratic and Legal Support Services.

### 5.0 Recommendation – that:

**the allowance levels within the 2011/12 scheme be retained for 2012/13 (1 April 2012 to 31 March 2013), save for the mileage allowance which should increase from 40 pence to 45 pence per mile.**

INDEPENDENT REMUNERATION PANEL –

28 NOVEMBER 2011

REPRESENTATIONS RECEIVED FROM MEMBERS

Background

The Panel, at its meeting held on 6 October 2011, agreed to invite all Members to make written submissions concerning their views on Members' Allowances, particularly with regard to Special Responsibility Allowances that may apply for 2012/13.

Members were advised of the Panel's wish for them to be as open as possible in terms of their views, if any.

Members were requested to:

- (a) focus on how they thought their responsibilities and activities had changed/will change since the last review of allowances;
- (b) identify any activities/responsibilities that may be unique to their role as councillors for the District of East Hertfordshire, and
- (c) express a view on whether or not there was a different emphasis on the workload/activity of an East Herts councillor compared to other Hertfordshire (or other similar) Authorities.

The following are the responses received from Members:

1.	<ul style="list-style-type: none"><li>1. Staff get 5p a mile for taking passengers (green travel) does or should this apply to Cllrs?</li><li>2. Staff get discounts eg SLM Grange Paddocks - does or doesn't this apply to cllrs? Recently told it did; but not sure its ethical as cllrs decide on contracts etc (but then I suppose that may apply equally to some officers)?</li><li>3. The £50 for print etc - not sure that is either right sum or whether it needs clarification as some of us may/may not really require it.</li><li>4. Community Voice - not happening so why are we paying</li></ul>
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	<p>allowances?</p> <p>Cllr led Police meetings (speak with M Alexander) - if these happen then an SR allowance should be considered.</p>
2.	<p>In my opinion; the allowances should remain unchanged in these hard times for another year.</p> <p>Any less, we run the risk of not being able to meet our costs as current level is just on border line of acceptability.</p> <p>The Broadband allowance is a good average to cover costs. No increase is required.</p>
3.	<p>I believe that Members' Allowances should be raised to the level existing before the 10 per cent reduction and also the travelling allowance, i.e. petrol, should be raised to a level in keeping with the rising cost of petrol and general running costs of a vehicle.</p> <p>The foregoing should be, at the very least, a starting point for negotiations with the remuneration panel. Especially in view of the fact that we now pay for all our own printing ink and paper, telephone calls, running costs and office space, to say nothing of putting a value on time.</p> <p>With regards to the comparison between other areas, East Herts is partly rural and therefore unique in spatial terms, St. Mary's Ward in Ware being large and having many issues due to the split in industrial usage and both residential and, supposedly, open spaces. The responsibility with regards to planning in East Herts is also tremendous.</p> <p>I have taken the £35 into consideration before making my comments. The cost of two ink cartridges is, in John Lewis, "never knowingly undersold" is £33.05 for the two. With all the documents I now process, an ink cartridge lasts less than one month. With regards to paper, I recycle every piece of paper that I can, unless it has to be passed to another person. Anything for my own reminder/information is printed on the back of previously used paper.</p> <p>I didn't put enough detail into my e-mail yesterday; in addition to</p>

	<p>listed Council meetings, in St. Mary's Ward I have to attend many outside bodies, i.e. BIFFA/Westmill Liaison meetings, Drill Hall Trustee meetings, Ware Charities, Age Concern( including executive), all because I am an elected Councillor.</p>
4.	<p>I think the backbencher allowance is right for most of us. No increase or reduction necessary to reflect any change. I feel that I do most work for East Herts out in the community and by e-mail, telephone and postal correspondence. I have a lot! I do attend meetings of 'committees' of which I am not a voting member so that I can remain au fait with Council business and development, and if there is a change in work load, it is to do with the INCREASED time I now spend with agendas. They are increasingly complex and demanding. Not altogether absurdly, I browse pretty carefully pretty often, AFTER attending a meeting! This is in part because, having heard the debate, I can relate better to the points and purposes ..... and annoyingly (because I'm not a good screen reader) I usually now, because of East Herts Council's economies, cannot read the agenda papers of 'committees' I don't serve on because members are not allowed to request hard copy pre meeting!!</p> <p>I believe my job is to represent people to the Council and also Council to the people. That is why I spend so much time browsing 'spent' agenda papers which I bring home from the public gallery of meetings I've sat in on. I need to know and understand as well as possible, in order to explain to residents. I make site visits whenever having a vision of a location under debate appears to be helpful and to keep me feeling I am a District wide Councillor. Like some other members I don't restrict site visits to places where I am personally charged with a decision making responsibility. The Rural areas characterise the East Herts 200 square miles.</p> <p>I don't want to over-state any of the above. It is not burdensome and is enjoyable. But reading and travelling does take time. The allowance seems about right as a recognition of time and general responsibility and worry.</p>



5.	<p><b>AUDIT Committee Chairman – Responsibility Allowance</b></p> <p>The Committee has at least 5 meetings a year and as well as all the pre-reading required the Chairman also has a briefing with Officers before each meeting.</p> <p>Being a member of the Audit Committee requires regular training which is usually organised to be part of each meeting. The Chairman receives further training from the external Auditor which involves two meetings in London each year.</p> <p>The Chairman is a member of a small working panel with the Finance Portfolio holder and the Director to agree interim changes to the investment policy to be adopted for the Council's sizeable external investments. This also involves twice yearly meetings with Sector, our advisors, which also involve visits to their offices in London.</p> <p>It is helpful, as currently, if the Chairman is one of the District Council's representatives on the Herts County Pension Committee which is responsible for the policy of investing the District Council's pension funds. This involves 4 meetings a year as well as necessary training.</p> <p>I hope this information is helpful when assessing the appropriate allowance but having been a former chairman of the Corporate Business Scrutiny Committee I would suggest the responsibility of the Chairman of Audit is similar to that of the Chairman of CBS.</p>
6.	<p>When I originally decided to stand for election, I was completely unaware that any allowance was paid to members of Council, so when I was first told of this I was somewhat surprised. My own expectation was such that I would be "volunteering" my time to the community as their representative and as such would not be paid for this privilege. Obviously when I discovered more information, and became aware of those with "Special Responsibilities" I could understand some payments being applicable to some roles and positions.</p>

	<p>Having now been a member for 5 months, I have come to observe many fellow Councillors together with my own time involvement and have come to the conclusion that as an allowance to compensate for Councillors time, the current system does not truly represent all Members input. With this in mind, I do not think there should be an allowance payable to any councillors as standard, especially as expenses for undertaking Council business is also paid.</p> <p>Although with that said, for those with Special Responsibilities I believe the time commitment, and where there are non-voluntary elements of their positions, good and appropriate recompense for their roles should be paid.</p> <p>To summarise, I would hope that any future Members' Allowance system focuses on the paying appropriate Special Responsibilities allowances, while also looking at ways to reduce the overall cost of all allowances.</p>
7.	<p><b>Committee appointments</b></p> <ul style="list-style-type: none"> <li>• Community Scrutiny Committee (Chairman)</li> <li>• Council</li> <li>• East Herts Council and Stevenage Borough Council Joint Revenues and Benefits Committee</li> <li>• Joint Meeting of Executive, Committees, Sub-Committees, Community Voice and Panels</li> <li>• Joint Meeting of Scrutiny Committees</li> <li>• Chairman Parking &amp; Transport Task and Finish working group. (approx will result in 11+ meetings)</li> <li>• EastHerts rep for Olympic Torch Relay</li> <li>• Member Charter Development group</li> </ul> <p><b>Outside Bodies (EastHerts Council Representative)</b></p> <ul style="list-style-type: none"> <li>• Bishop's Stortford Sports Hall - Trustee &amp; Vice chairman</li> <li>• Havers Community Centre - Trustee &amp; Chairman</li> <li>• St Michaels Mead Community Centre – Trustee</li> </ul> <p>Each of the above outside bodies are scheduled to meet 4 times</p>

	<p>per year with no additional allowance.</p> <p><b>Email Activity</b></p> <p>I have also seen an increase in email activity, this is due in the main to the Councils' ambition to go paperless and reports are sent electronically along with a good no of links to external bodies. Also emails come in from other agencies and the general public rather than writing letters find it easier to email. This can cause problems for me as my telephone line a is at possibly the furthest away from the telephone exchange and the speed of broadband can be very slow and difficult to navigate at times. Result of the above is an increased workload sitting in front of a pc.</p> <p><b>Councils' move to Hertford</b></p> <p>With the office move to Hertford and the officers based there or at home, I find that they are not as accessible for Bishop's Stortford members as once was the case.</p> <p>Meetings also used to be held in Bishop's Stortford but now are held in Hertford and it places more pressures on the time of the Bishop's Stortford cllrs as they have to travel much further.</p>
8.	<p>I firmly believe that this is a difficult area with so many new Members who have not really had much time to value their work or whether their payment is satisfactory or not.</p> <p>With additional workload anticipated with the Localism Bill (in fact Members have been asked to obtain answers to questionnaires on Community Safety aspects, this forms part of what is/will be expected of Members). More to come etc. I think, from my point of view, I believe we should keep the status quo for one year. This will give us all the opportunity to see what additional work will be undertaken and also the expense of such additional work. Travelling costs will also have to be considered for those Members who reside in B. Stortford and Sawbridgeworth now that all Meetings take place in Hertford (this will have a bearing on expenses).</p> <p>I would also prefer EHC to take back Members IT provision. This new process has been traumatic for some Members and is</p>

	on going.
9.	I have just become aware that substitutes who sit in, in place of members do not get the mileage allowance for visiting sites. This seems unfair as substitutes can attend many development control meetings. Please can we pay them. If it means the absent member does not get their allowance for that month, so be it.
10.	I do not believe there should be any increases with members allowances or special responsibility allowances for the year2012/13.
11.	When I stood for the Council, I had no idea that there were such a thing as allowances, let alone Special Responsibility Allowances. I am fortunate that I am not reliant on allowances to do my duties effectively. However, I recognise that many are, and there are certainly costs involved. I accept that allowances are necessary to cover such expenses as travel, telephone, time, and so on, and I consider they are about right at present. As regards my own Special Responsibility Allowance, I also consider I earn it, as I reckon I spend perhaps half of my time on Council business, which is much more demanding now with informed local involvement. But I do get great satisfaction from my position. I certainly do not do it for the money, but I do think our senior Councillors are not adequately recompensed for their services.
12.	I would wish the support you give the panel to include an assessment of the sentiment amongst other Councils with regard to the challenge of the increased workload and responsibilities being undertaken by Leaders and other senior roles with a defined responsibility. It will also be of value for the panel to be aware of comparisons of allowances not just in pure monetary terms but also in relation to the size of a Council (e.g. Stevenage has a population of around 80,000, East Herts 137,000).

13.	<p>The Lib Dem view is that that the basic allowance for all members should be slightly uplifted, bearing in mind it has been frozen or indeed reduced over the last two/three years. Furthermore rather than increase total sum in the overall budget for allowances this could be funded by a corresponding reduction in the SRAs paid to those members who qualify for them, in order to bring us closer to the regional SRA allowances levels.</p>
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INDEPENDENT REMUNERATION PANEL –

28 NOVEMBER 2011

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BENCHMARK DATA

Background

The following benchmark data has been obtained for the Panel's information:

- (a) a survey undertaken by Hertsmere Borough Council;
- (b) current allowance levels for Hertfordshire District/Borough Councils (together with population data in accordance with a suggestion made by the Leader of the Council and reported to the last Panel meeting);
- (c) a South East Employer's survey for March 2011 for local authorities in its area (district/borough and unitary).

**ALLOWANCES SCHEMES – COMPARATOR INFORMATION**

**COMPARATIVE TABLE OF LOCAL AUTHORITY LEADER ALLOWANCES**

The levels of Leader allowances in 2011/12 for our Comparator Group/Audit Family are set out below. Information was requested from all 15 of our Nearest Neighbours Group. We received 14 replies and managed to get the info from the last one on the internet.

<u>District or Borough</u>	<u>Dacorum Borough*</u>	<u>Basildon</u>	<u>Basingstoke and Deane*</u>	<u>Cherwell</u>	<u>Colchester</u>	<u>East Herts</u>	<u>Epping Forest</u>	<u>Hertsmere Borough</u>	<u>Maidstone</u>
<u>Number of members</u>	51	42	60	50	60	50	58	39	55
<u>Basic Allowance</u>	£4,951	£5,694	£6,603	£4,155	£6,317	£4,747	£3,150	£5,529	£4,666
<u>Leader's Allowance</u>	£14,853	£15,658	£22,018	£7,209	£18,951	18,986	Usually; £10,750 This year; £7,875	£22,580	£23,326
<u>Do you have a full time leader? Comments from the authority</u>	No	No but the current Leader has chosen to take a sabbatical from work	No	Yes but is in the office only 1 day per week	There is no specific requirement for the role to be full-time. It is up to the Leader to manage their time.	There is no specific requirement regarding the time needed to undertake this role	No	No	Yes Confirmed as full time but not set hours
<u>Is there a job description/ Role?</u>	yes	No	No	No	Yes – included in info folder	No	Yes – included in info folder	No	Yes – included in info folder
<u>Terms of reference?</u>	no	No	No	No		No		No	Yes – on email
<u>Licensing Chair</u>	£4,951	£7,427	£3,302	£2,184	£5,685	£7,120	N/A	£1,587	£6,999

**ALLOWANCES SCHEMES – COMPARATOR INFORMATION - Continued**

**COMPARATIVE TABLE OF LOCAL AUTHORITY LEADER ALLOWANCES**

The levels of Leader allowances in 2011/12 for other District Councils in Hertfordshire and Comparator Group are set out below. Those Councils asterisked below are in our Nearest Neighbours Group, classified as having similar characteristics. The rest are Hertfordshire Councils. Information was requested from all 15 of our Nearest Neighbours Group, plus 5 other Hertfordshire Councils who are not in our Comparator Group. We received 15 replies.

<u>District or Borough</u>	<u>North Herts</u>	<u>Reigate and Banstead</u>	<u>South and Vale (Vale of White Horse)</u>	<u>Tonbridge &amp; Malling</u>	<u>Tunbridge Wells</u>	<u>Welwyn and Hatfield</u>	<u>Wycombe</u>
<u>Number of members</u>	49	51	52	53	48	48	59
<u>Basic Allowance</u>	<u>4,500</u>	<u>£5,072</u>	<u>£3,829</u>	<u>£5,076</u>	<u>£4,730</u>	<u>£4,758</u>	<u>£4,514</u>
<u>Leader's Allowance</u>	£12,600	£12,590	£17,795	£10,674 But IRP recommend £19,068	£16,750 But IRP recommend £21,480	£9,207	£15,800 But voluntary cut to £14,000
<u>Do you have a full time leader?</u>	No but the hours put in are	No	No	No	No	No	No
<u>Is there a job description?</u>	No	No but in the process	No but reference in the Constitution enclosed	No	No	Yes	No
<u>Terms of reference?</u>	No	No	No	No	No	no	No
<u>Licensing Chair</u>	N/A	£4,685	N/A	£2,538 Also Chair of Appeals	£1,980	£3,690	£1,128



AUTHORITY	2011 Mid 2010 Population	Basic	Leader	Deputy Leader	Cabinet/ Executive	Dev Ctrl Chairman	Licensing Chairman	Audit Chairman	HR Chairman	Scrutiny Chairman	Opposition Leader	Standards
Broxbourne	90,600	4,100	14,760	7,995	5,125	5,125	n/a	2,050	n/a	4,510	2,870	n/a
Dacorum	142,900	4,951	14,853	n/a	9,902	4,951	4,951	2,476	n/a	2,476	6,542	1,238
East Herts	138,500	4,746	18,986	11,866	9,493	7,120	5,933	4,747	4,747	**** J,1xBAX no.	2,737	2,737
Hertsmere*	99,900	5,529	22,580	n/a	12,024	1,587	1,587	1,025	n/a	3,177	1,088	n/a
North Herts	125,800	4,500	12,600	1,260	6,930	5,670	n/a	n/a	n/a	4,410	2,608	4,410
St Albans	138,800	5,535	13,575	n/a	9,485	3,105	2,965	2,965	n/a	2,965	107**	1,300
Stevenage	81,800	7,124	17,810	n/a	9,795	9,795	9,795	8,013	n/a	9,795	n/a	1,579
Three Rivers	88,900	4,581	9,162	n/a	4,581	3,438	n/a	2,286	n/a	2,286	3,051	432
Watford	86,000											
Welwyn Hatfield	114,400	4,758	9,207	6,444	5,520	3,690	3,690	3,690	n/a	3,894	5,520	5,520

\* Leader of the Council SRA to become 3.5 x Basic; Executive Members 2 x Basic; Scrutiny Chairman 0.6 x Basic, Other Chairman 0.3 x Basic

\*\* per member

\*\*\* Different political structure

\*\*\*\* £5,933 for Corporate Scrutiny and £3,560 for other scrutiny

Council Name	Type of Council	Population	Basic Allowance for 2010/11	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Cabinet Member / Non Portfolio Holder	Chair Audit Committee	Licensing Committee Chair	Deputy Chair Licensing Committee	Planning Committee Chair	Deputy Chair Planning Committee	Members of Planning Committee
Adur DC	D/B	60,000	£3,270	£4,905	£2,453	£3,270		£818	£1,635	£818	£1,635	£818	
Arun DC	D/B	149,901	£4,870										
Ashford BC	D/B	113,500	£4,271	£13,971	£9,314	£6,985		£4,656	£1,397		£5,588	£1,863	
Basingstoke and Deane BC	D/B	163,300	£6,603	£22,018	£14,668	£11,009	£11,009	£7,330	£3,302	£825	£7,330	£1,832	
Chichester DC	D/B	110,000	£3,900	£12,724	£5,091	£4,452		£4,452	£4,452		£4,452		
Eastbourne BC	D/B	98,500	£2,559	£3,840	£2,559	£2,559		£2,529	£1,278		£1,920	£1,278	£1,278
Eastleigh BC	D/B	120,000	£5,685	£19,145	£8,853	£7,588		£3,590	£4,075	£930	£5,000	£1,140	
Elmbridge BC	D/B	121,936	£4,245	£12,000		£6,000			£1,654		£1,654	£414	£827
Epsom and Ewell BC	D/B	72,700	£3,308					£4,041	£6,735	£539	£9,638	£908	
Fareham BC	D/B	111,105	£6,466	£19,397		£10,776			£4,188		£4,188		
Gosport BC	D/B	91,341	£5,220	£12,126				£3,411	£3,411	£852	£3,411	£852	
Gravesham BC	D/B	98,900	£3,411	£20,508	£3,411	£3,411		£3,411	£3,060		£3,672		
Guildford BC	D/B	130,717	£4,655	£4,896	£1,224	£3,672		£1,668	£1,668	£756	£3,031	£1,010	
Hart DC	D/B	83,505	£3,735	£15,153	£6,019	£5,465		£2,960	£2,960	£978	£5,920	£1,973	
Havant BC	D/B	116,849	£5,350	£14,800	£8,880	£8,140			£3,575		£3,575	£1,195	
Horsham DC	D/B	129,800	£4,665	£11,475	£7,460	£7,460		£795	£3,575		£4,140	£690	£497
Lewes DC	D/B	96,429	£2,975	£13,799		£5,519	£3,311	£4,140			£4,140		
Maidstone BC	D/B	114,998	£4,666	£23,326		£11,663		£1,166	£2,332		£5,831		
Mid Sussex DC	D/B	131,000	£4,738	£21,680		£8,672		£2,032	£1,028	£343	£4,738	£1,579	
New Forest DC	D/B	173,362	£5,316	£18,608		£9,304			£1,316		£5,163		
Reigate and Banstead BC	D/B	136,100	£5,072	£12,590	£10,282	£8,394			£500		£4,842		£715
Rother DC	D/B	89,500	£4,237	£12,376	£3,455	£2,692			£1,969		£2,692		
Runnymede BC	D/B	61,106	£2,335	£4,870	£1,168			£779	£1,168	£584	£4,086	£2,720	£1,361
Rushmoor BC	D/B	96,900	£4,950	£12,500	£8,400	£7,400		£1,380	£5,000		£5,000		
South Bucks DC	D/B	66,000	£4,100	£10,250	£4,510	£4,510		£680	£3,280		£3,280		
South Oxfordshire DC	D/B	130,000	£2,900	£10,000		£5,400		£2,000	£2,000	£500	£4,000		
Surrey Heath BC	D/B	83,000	£4,752	£12,948		£4,320		£2,000	£3,456	£1,728	£3,456	£1,728	
Swale BC	D/B	130,300	£3,343	£11,700		£7,020		£1,170			£3,510		
Tandridge DC	D/B	79,300	£3,840	£2,789	£5,235				£6,629	£5,235	£6,629	£5,235	£539
Test Valley BC	D/B	113,013	£6,238	£10,757	£8,068	£7,530			£5,379	£1,076	£5,379	£1,076	
Tonbridge & Malling BC	D/B	112,400	£5,076	£10,674		£8,067		£2,538	£2,538	£1,008	£5,076	£1,269	
Tunbridge Wells BC	D/B	107,600	£4,730	£16,750		£8,990		£1,980	£1,980	£495	£5,279	£1,320	
Vale of White Horse DC	D/B	116,000	£3,829	£17,795	£13,050	£8,304		£1,186	£1,563	£783	£4,745	£2,373	
Waverley BC	D/B	116,000	£2,046	£6,156	£525	£2,085		£525	£1,563	£783	£783	£525	
Wealden DC	D/B	144,000	£4,215	£12,330		£5,090		£2,675	£2,600		£3,855	£1,285	
West Oxfordshire DC	D/B	98,000	£4,350	£19,575	£13,050	£10,875		£1,100	£1,100				
Winchester City C	D/B	112,700	£5,580	£16,734	£9,129	£8,007		£1,100	£3,204		£8,007	£2,289	
Woking BC	D/B	92,400	£7,115										
Worthing BC	D/B	100,000	£3,897	£7,467	£3,783	£3,534		£591	£2,385	£747	£3,309	£1,653	
Wycombe District C	D/B	161,417	£4,515	£15,800	£11,286	£9,029		£1,129	£1,129	£282	£4,515	£1,129	£282
Average		111,312	£4,426	£13,195	£6,745	£6,682	£7,160	£2,245	£2,729	£1,027	£4,393	£1,494	£786
Maximum		173,362	£7,115	£23,326	£14,668	£11,663	£11,009	£7,330	£6,735	£5,235	£9,698	£5,235	£1,361
Minimum		60,000	£2,046	£2,789	£525	£2,085	£3,311	£525	£500	£282	£783	£414	£282

Council Name	Type of Council	Standards Committee Chair	Standards Committee Co-optee	Overview and Scrutiny Committee Chair	Deputy Chair Overview and Scrutiny Committee	Chair / Civic Mayor	Deputy Chair/ Civic Mayor	Opposition Group Leader	Deputy Opposition Leader	Group Leader
Adur DC	D/B									
Arun DC	D/B									
Ashford BC	D/B	£1,397		£5,588	£1,863					
Basingstoke and Deane BC	D/B	£2,204	£400	£7,330	£1,832	£4,397	£1,262	£7,330		£3,259
Chichester DC	D/B	£608		£4,452		£4,452		£5,091		
Eastbourne BC	D/B	£3,604	£2,980	£1,278		£2,559	£1,278	£1,920	£1,278	
Eastleigh BC	D/B	£1,581	£633	£2,529	£633	£5,000		£5,059		
Elmbridge BC	D/B			£6,000	£3,000	£11,840	£2,320			
Epsom and Ewell BC	D/B	£827	£414	£1,654			£927	£827		£1,654
Fareham BC	D/B	£3,233		£7,543	£808			£6,466		
Gosport BC	D/B			£2,094		£9,720	£2,180			
Gravesham BC	D/B			£3,411	£1,194	£10,790	£3,140	£3,411		
Guildford BC	D/B	£765		£3,060		£8,000	£1,100	£3,672		
Hart DC	D/B	£1,136	£219	£1,981	£756	£2,952	£1,018	£1,981		£15,153
Havant BC	D/B	£1,480	£321	£5,920	£1,973			£1,200		£600
Horsham DC	D/B	£3,575		£4,975	£1,660	£4,755		£3,825		
Lewes DC	D/B			£3,311		£1,035		£4,140		
Maldstone BC	D/B	£1,166	£331	£5,831		£2,000	£1,014			
Mid Sussex DC	D/B	£500	£750	£5,422	£1,807	£7,107	£2,369			
New Forest DC	D/B	£1,316	£255	£4,652		£10,020	£2,450	£9,304		
Reigate and Banstead BC	D/B		£500	£2,813		£12,100	£1,500			
Rother DC	D/B	£1,969	£786	£2,692			£3,700			£422
Runnymede BC	D/B	£779	£291	£2,335	£1,168	£10,000		£1,751		£1,751
Rushmoor BC	D/B	£1,380	£460	£4,900				£3,000		£3,000
South Bucks DC	D/B	£680	£56	£3,280		£3,280	£1,350	£680		£680
South Oxfordshire DC	D/B			£4,000		£5,500	£3,500			
Surrey Heath BC	D/B		£1,728	£3,456	£1,380	£3,780	£1,300			£4,320
Swale BC	D/B			£3,510		£3,260	£1,305	£5,850		£5,850
Tandridge DC	D/B	£6,629		£6,629	£5,235	£2,789				
Test Valley BC	D/B	£538		£6,454	£1,291	£2,690	£538	£2,690		
Tonbridge & Malling BC	D/B	£1,269		£6,258	£1,350			£2,685		£6,780
Tunbridge Wells BC	D/B	£1,980	£800	£5,279	£1,320			£2,548		£16,750
Vale of White Horse DC	D/B			£2,373	£1,186	£4,745	£1,186			
Waverley BC	D/B									
Wealden DC	D/B	£1,250		£3,445		£4,370	£1,080			
West Oxfordshire DC	D/B			£4,350		£4,350				
Winchester City C	D/B	£3,042	£240			£2,403		£7,605		£2,280
Woking BC	D/B									
Worthing BC	D/B									
Wycombe District C	D/B	£1,129		£3,386	£1,129	£18,700	£2,500			£15,800
Average		£1,761	£657	£4,156	£1,644	£6,022	£1,758	£3,859	£1,278	£5,596
Maximum		£6,629	£2,980	£7,543	£5,235	£18,700	£3,700	£9,304	£1,278	£16,750
Minimum		£500	£56	£1,278	£633	£1,035	£538	£680	£1,278	£422

Council Name	Type of Council	Population	Basic Allowance for 2010/11	Leader	Deputy Leader	Cabinet Member / Portfolio Holder	Cabinet Member / Non Portfolio Holder	Chair Audit Committee	Licensing Committee Chair	Deputy Chair Licensing Committee	Planning Committee Chair	Deputy Chair Planning Committee
Bracknell Forest C	Unitary	115,100	£8,787	£28,954	£17,372	£15,926		£2,201	£5,626	£638	£11,235	£1,276
Brighton & Hove City C	Unitary	250,000	£11,463	£28,758	£17,254	£10,927		£8,626	£8,626	£2,156	£10,927	£7,188
Isle of Wight C	Unitary	140,000	£7,903	£23,709		£11,854		£3,951	£6,322		£7,903	£1,580
Medway C	Unitary	252,000	£9,028	£26,507	£20,827	£11,360		£5,680			£7,574	£3,787
Milton Keynes C	Unitary	240,940	£9,863	£29,332		£12,422		£5,368	£8,051		£8,051	
Portsmouth City C	Unitary	190,000	£10,200	£18,360		£7,140	£1,020	£3,570	£3,570		£3,570	
RB of Windsor & Maidenhead	Unitary	138,000	£7,180	£18,596	£11,158	£10,228		£3,719	£4,649		£4,649	
Reading BC	Unitary	145,700	£8,220	£7,004	£5,722	£3,816		£2,147	£2,147	£1,074	£2,147	£1,074
West Berkshire C	Unitary	152,800	£6,149	£16,396	£8,198	£8,198			£2,562		£4,099	
Wokingham BC	Unitary	150,229	£7,360	£20,000	£12,500	£10,000		£2,500	£2,500		£5,000	
<b>Average</b>		<b>177,477</b>	<b>£8,615</b>	<b>£21,762</b>	<b>£13,290</b>	<b>£10,187</b>	<b>£1,020</b>	<b>£4,196</b>	<b>£4,895</b>	<b>£1,289</b>	<b>£6,515</b>	<b>£2,981</b>
<b>Maximum</b>		<b>252,000</b>	<b>£11,463</b>	<b>£29,332</b>	<b>£20,827</b>	<b>£15,926</b>	<b>£1,020</b>	<b>£8,626</b>	<b>£8,626</b>	<b>£2,156</b>	<b>£11,235</b>	<b>£7,188</b>
<b>Minimum</b>		<b>115,100</b>	<b>£6,149</b>	<b>£7,004</b>	<b>£5,722</b>	<b>£3,816</b>	<b>£1,020</b>	<b>£2,147</b>	<b>£2,147</b>	<b>£638</b>	<b>£2,147</b>	<b>£1,074</b>

Council Name	Type of Council	Members of Planning Committee	Standards Committee Chair	Standards Committee Co-optee	Overview and Scrutiny Committee Chair	Deputy Chair Overview and Scrutiny Committee	Overview and Scrutiny Co-optee	Chair / Civic Mayor	Deputy Chair/ Civic Mayor	Opposition Group Leader	Deputy Opposition Leader	Group Leader
Bracknell Forest C	Unitary		£638	£291	£5,791		£291	£12,703	£4,234	£15,926	£1,276	
Brighton & Hove City C	Unitary		£4,313		£7,188	£2,156		£12,448	£3,484	£13,803	£7,188	£3,594
Isle of Wight C	Unitary		£3,573	£301	£5,532			£5,532	£1,580			£1,580
Medway C	Unitary				£9,467	£3,787		£13,715	£6,911	£9,467	£3,787	£4,733
Milton Keynes C	Unitary		£3,226	£634	£6,368			£12,422	£6,211	£10,438		£5,526
Portsmouth City C	Unitary		£727	£404	£2,550		£359	£7,100	£923	£9,180	£2,325	£930
RB of Windsor & Maidenhead	Unitary		£718	£359	£4,649			£9,290	£3,280	£6,509		£2,147
Reading BC	Unitary		£2,147		£2,386	£1,074		£4,627	£592	£3,816	£4,099	
West Berkshire C	Unitary		£1,250	£1,000	£5,124					£8,198		
Wokingham BC	Unitary	£1,250	£1,250		£5,000			£7,420	£1,960	£7,500		
<b>Average</b>		<b>£1,250</b>	<b>£1,982</b>	<b>£498</b>	<b>£5,405</b>	<b>£2,339</b>	<b>£325</b>	<b>£9,473</b>	<b>£3,242</b>	<b>£9,426</b>	<b>£2,872</b>	<b>£3,085</b>
<b>Maximum</b>		<b>£1,250</b>	<b>£4,313</b>	<b>£1,000</b>	<b>£9,467</b>	<b>£3,787</b>	<b>£359</b>	<b>£13,715</b>	<b>£6,911</b>	<b>£15,926</b>	<b>£4,099</b>	<b>£5,526</b>
<b>Minimum</b>		<b>£1,250</b>	<b>£638</b>	<b>£291</b>	<b>£2,386</b>	<b>£1,074</b>	<b>£291</b>	<b>£4,627</b>	<b>£592</b>	<b>£3,816</b>	<b>£1,276</b>	<b>£930</b>