

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 16th October, 2013 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 2nd day of October 2013

Jeff Hughes
Head of Democratic and
Legal Support Services

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

AGENDA

1. Chairman's Announcements

To receive any announcements.

2. Minutes (Pages 7 - 18)

To approve as a correct record and authorise the Chairman to sign the Minutes of the Council meeting held on 24 July 2013.

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. Separate Paper and Recycling Collections (SPARC)

To receive a presentation from Officers.

7. Members' questions

To receive any Members' questions (to follow).

8. Executive Report - 3 September 2013 (Pages 19 - 30)

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

(A) 4 year Corporate Strategic Plan (2014/15 to 2017/18) (Pages 31 - 42)

Minute 205 refers – the revised Plan including amendments made since the Executive meeting is attached.

(B) Financial Strategy and Medium Term Financial Plan to 2017/18

Minute 206 refers

(C) Widford Conservation Area Appraisal and Management Plan

Minute 207 refers

(D) Statement of Community Involvement (SCI): Proposed Adoption of Document Following Public Consultation

Minute 208 refers

(E) District Plan - Update Report

Minute 209 refers

(F) Duty to Co-Operate – Update Report

Minute 210 refers

(G) Population and Household Projections – Update Report

Minute 211 refers

(H) Strategic Land Availability Assessment (SLAA) – Round 3 – Update Report

Minute 212 refers

(I) Town Wide Employment Study for Bishop's Stortford (June 2013)

Minute 213 refers

9. Executive Report - 1 October 2013

To receive a report (to follow) from the Leader of the Council

10. Development Control Committee: Minutes - 14 August 2013 (Pages 43 - 66)

Chairman: Councillor Mrs R Cheswright

11. Corporate Business Scrutiny Committee: Minutes - 27 August 2013 (Pages 67 - 76)

Chairman: Councillor D Andrews

12. Development Management Committee: Minutes - 11 September 2013 (Pages 77 - 94)

Chairman: Councillor Mrs R Cheswright

13. Environment Scrutiny Committee: Minutes - 17 September 2013 (Pages 95 - 100)

Chairman: Councillor D Abbott

14. Audit Committee: Minutes - 18 September 2013 (Pages 101 - 110)

Chairman: Councillor J Ranger

15. Community Scrutiny Committee: Minutes - 24 September 2013 (Pages 111 - 120)

Chairman: Councillor Mrs D Hollebon

16. Human Resources Committee: Minutes - 2 October 2013

To follow

Chairman: Councillor C Woodward

17. Development Management Committee: Minutes 9 October 2013

To follow

Chairman: Councillor Mrs R Cheswright

18. Ward Member Role Description (Pages 121 - 130)

To receive a report of the Executive Member for Health, Housing and Community Support

19. Motions on Notice

To receive Motions on Notice.

DISCLOSABLE PECUNIARY INTERESTS

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
 - must not participate in any discussion of the matter at the meeting;
 - must not participate in any vote taken on the matter at the meeting;
 - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
 - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
 - must leave the room while any discussion or voting takes place.

2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.

3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.

4. It is a criminal offence to:

- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
- fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
- participate in any discussion or vote on a matter in which a Member has a DPI;
- knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

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

MINUTES OF A MEETING OF THE
COUNCIL HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
WEDNESDAY 24 JULY 2013, AT 7.00 PM

PRESENT: Councillor G McAndrew (Chairman).
Councillors M Alexander, D Andrews,
R Beeching, E Buckmaster, M Carver,
Mrs R Cheswright, K Crofton, A Dearman,
L Haysey, Mrs D Hollebon, A Jackson,
G Lawrence, J Mayes, M McMullen, T Page,
P Phillips, M Pope, J Ranger, C Rowley,
P Ruffles, R Sharma, J Taylor, M Tindale,
J Thornton, A Warman, K Warnell,
G Williamson, N Wilson, 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
Peter Mannings	- Democratic Services Officer
George A Robertson	- Chief Executive and Director of Customer and Community Services
Adele Taylor	- Director of Finance and Support Services

158 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reminded Members that the meeting was being webcasted. On behalf of East Herts Council, he

congratulated Kate Middleton and Prince William on their new born son.

The Chairman advised that he had attended 41 events since being elected Chairman. He stated that he had gained an educational insight into how many local organisations operated and the functions that they carried out.

The Chairman reported that the Herts Youth Games had been held at Wodson Park and he had witnessed the youth of East Herts competing against the very best from across Hertfordshire. He congratulated Team East Herts for a splendid effort.

The Chairman stated that he had spoken to a number of Officers when he recently toured the Revenues and Benefits Department. He advised that Officers had all been very positive in approaching their work, particular in respect of increased productivity since home working was introduced. The Chairman commented that he held the Revenues and Benefits Officers in very high esteem and this was a testament to the Head of Service and Officers in that department.

The Chairman reported that he had attended the staff briefings at Hertford and Bishop's Stortford and he was pleased to see that morale was high across the board. He praised the Senior Management Team for this. He advised that his civic service would take place at 11 am on Sunday 5 October 2013 at St Michael's Church, Bishop's Stortford.

The Chairman advised that his Civic Dinner would take place at the Rhodes Arts Complex on Friday 21 March 2014. He also advised that he hoped to arrange a possible Burns night.

Finally, the Chairman advised that a Councillors local produce tour would take place on Monday 2 September 2013. He provided Members with a detailed breakdown

of the itinerary for this event.

159 MINUTES – 15 MAY 2013

RESOLVED – that the Minutes of the Annual Council meeting held on 15 May 2013, be approved as a correct record and signed by the Chairman.

160 MEMBERS' QUESTIONS

Question 1

Councillor P Ruffles asked the Executive Member for Community Safety and Environment to provide an update on the progress towards the generation of hydro-power from the flow of the Lea at Hertford, to provide so many benefits, not least of which would be power charge costs for Hertford Theatre.

In reply, the Executive Member for Community Safety and Environment advised that this project continued to progress well. He stated that there were very view micro hydro schemes in the UK and all such schemes were bespoke.

Members were reminded of the ongoing requirement to satisfy the requirements of statutory bodies such as the Environment Agency. There was an ongoing exercise in flood mapping to ensure that actual flooding would not occur in extreme flood conditions.

The Executive Member concluded that, once the flood risk assessment work had been completed and Officers were sure that hydrology and biodiversity would not be adversely affected, there would be a planning application and formal consultation.

Question 2

Councillor E Buckmaster commented that Public health

delivery was currently going through many changes, and was under great pressure to make improvements. He asked whether the Executive Member for Health, Housing and Community Support could comment on the role of East Herts Council in the Public Health arena, and in particular, the part that we as individual Members can play in the process.

In reply, the Executive Member for Health Housing and Community Support stated that the role of East Herts Council was increasing and expanding in the arena of public health. Members were reminded that Hertfordshire County Council was now responsible for public health in Hertfordshire.

The Executive Member advised that the Authority was working closely with them and other partners in respect of public health. Officers were also working on a high level health strategy for the District, with a focus on smoking cessation and tackling obesity.

Members should focus their efforts on embedding public health in the minds of Officers at all levels, particular in reference to healthy eating and encouraging exercise. Members should also focus on exemplars of healthy living as an important area where the Authority could influence the lifestyles of East Herts residents.

161 EXECUTIVE REPORT – 4 JUNE 2013

RESOLVED – that the Minutes of the Executive meeting held on 4 June 2013, be received.

162 MONTHLY CORPORATE HEALTHCHECK – FEBRUARY AND MARCH 2013 (1)

RESOLVED – that (A) the budgetary variances detailed in paragraph 2.1 of the report be noted; and

(B) in accordance with Financial Regulation 4.7.3,

the carry forward of capital budgets not spent in 2012/13, as detailed at Essential Reference Paper 'D' of the report submitted, be approved and these sums be added to the 2013/14 estimates.

163 EXECUTIVE REPORT – 23 JULY 2013

The Leader referred to the journey of East Herts Council in the context of the challenging times currently being experienced by Local Government. He referred in particular to the recent LGA Conference where there had been a major announcement in respect of the rewired public services documents. This document contained many challenging propositions that were very much aligned with the direction of travel for East Herts.

The Leader referred to independence and responsibility in terms of decision making at East Herts Council. He stated that East Herts continued to work towards a sound financial base whilst continuing to improve services during this at this difficult time.

The Leader stated that innovative and creative ways of managing costs and improving services were very important and the micro hydro scheme at Hertford Theatre and the Authority's well respected work in partnership with the Care Commissioning Groups (CCGs) and Hertfordshire County Council were good examples.

The Leader referred to the increased resilience and reduced cost that would result from the business case for shared services with Stevenage Borough Council for ICT, Business Improvement, Print and Design, this being in addition to the arrangements already in place in respect of Revenues and Benefits.

The Leader concluded that Hertford Theatre was a well regarded venue and the capital investment that Members were being asked to approve would further enhance that reputation. He also referred to the financial benefits for East Herts Council of the forthcoming CCTV partnership.

He also stated that the Authority was doing all it could to assist with affordable housing provision.

Council approved the recommendations as now detailed.

RESOLVED – that the Minutes of the Executive meeting held on 23 July 2013, be received.

164 BUSINESS CASE FOR SHARED SERVICES – (FOR ICT, BUSINESS IMPROVEMENT, PRINT AND DESIGN)

RESOLVED – that (A) The delivery of ICT, Business Improvement, Print and Design service functions be delegated to Stevenage Borough Council; and

(B) £82,500 additional capital funding be added to the capital programme to support the delivery of shared services.

165 HERTFORD THEATRE CAPITAL

Councillor M Wood commented on whether the Authority and Hertford Theatre intended to consult with the Rhodes Arts Complex in respect of the improvements that were funded by East Herts Council, particular in respect of the retractable seating. He also stated that he was pleased the Authority was investing in the lighting, audio and technical equipment at Hertford Theatre.

The Leader stated that he hoped that Officers would be consulting with the Rhodes Arts Complex so that they were mindful of the experience gained of investing in the facilities there.

Council approved the recommendation now detailed.

RESOLVED – that (A) £64,500 be added to the Capital Programme for essential upgrades to audio, lighting and technical equipment at Hertford Theatre as specified in Essential Reference Paper

'C' of the report submitted; and

(B) in respect of upgrading the seating in the auditorium at Hertford Theatre, a further report be submitted following the tendering process.

166 JOINT MEETING OF EXECUTIVES, COMMITTEES, ETC – 15 MAY 2013

RESOLVED – that the Minutes of the joint meeting of the Executive, Committees, etc, held on 15 May 2013, be received.

167 DEVELOPMENT MANAGEMENT COMMITTEE: MINUTES – 22 MAY 2013

RESOLVED – that the Minutes of the Development Control Committee meeting held on 22 May 2013, be received.

168 CORPORATE BUSINESS SCRUTINY COMMITTEE: MINUTES – 28 MAY 2013

RESOLVED – that the Minutes of the Corporate Business Scrutiny Committee meeting held on 28 May 2013, be received.

169 ENVIRONMENT SCRUTINY COMMITTEE: MINUTES – 11 JUNE 2013

RESOLVED – that the Minutes of the Environment Scrutiny Committee meeting held on 11 June 2013, be received.

170 DEVELOPMENT MANAGEMENT COMMITTEE: MINUTES – 19 JUNE 2013

RESOLVED – that the Minutes of the Development Management Committee meeting held on 19 June 2013, be received.

171 COMMUNITY SCRUTINY COMMITTEE: MINUTES – 25 JUNE 2013

RESOLVED – that the Minutes of the Community Scrutiny Committee meeting held on 25 June 2013, be received.

172 CORPORATE BUSINESS SCRUTINY COMMITTEE: MINUTES – 2 JULY 2013

RESOLVED – that the Minutes of the Corporate Business Scrutiny Committee meeting held on 2 July 2013, be received.

173 HUMAN RESOURCES COMMITTEE: MINUTES – 3 JULY 2013

RESOLVED – that the Minutes of the Human Resources Committee meeting held on 3 July 2013, be received.

174 AUDIT COMMITTEE: MINUTES – 10 JULY 2013

RESOLVED – that the Minutes of the Audit Committee meeting held on 10 July 2013, be received.

175 LICENSING COMMITTEE: MINUTES – 11 JULY 2013

RESOLVED – that the Minutes of the Licensing Committee meeting held on 11 July 2013, be received.

176 TAXI LICENSING POLICY: FEEDBACK FROM CONSULTATION WITH THE LICENSED TAXI TRADE

RESOLVED – that (A) the report be received; and

(B) the revised Taxi Licensing Policy, subject to the inclusion of wording that ensured that private hire vehicles displayed a warning notice stating

that occupants were not insured if the private hire Taxi had not been pre-booked, be approved.

177 DEVELOPMENT MANAGEMENT COMMITTEE: MINUTES – 17 JULY 2013

RESOLVED – that the Minutes of the Development Management Committee meeting held on 17 July 2013, be received.

178 SCRUTINY ANNUAL REPORT 2012/13

Council considered a joint report of the Scrutiny Committee Chairmen detailing the Scrutiny Annual report 2012/13.

Councillor D Andrews commended the report as excellent and he encouraged all Members to read it. He also thanked the Scrutiny Officer for her hard work during a challenging and interesting year. He thanked Members for their input and stated that the forthcoming year would be equally challenging.

Councillor Andrews referred to pages 138 to 139 of the report now submitted for the areas identified by Councillors to strengthen the Scrutiny process in 2013/14. He stated that a key theme was how to encourage residents to join in the scrutiny process.

Councillor J Ranger congratulated the Scrutiny Officer on the report and he referred to the positive outcomes of the work of the Scrutiny Committees. Councillor E Buckmaster complimented the Scrutiny Officer and stated that the report was very readable and should be shared with residents.

The Leader stated that the scrutiny process ensured that the Council continued to improve it's performance for residents. He emphasised that the scrutiny process added value to the decision making process at East Herts.

The Leader invited Scrutiny Members to continue to constructively challenge the decisions made by the Executive as well as informing the Executive where future decisions may need to be made. Council agreed to receive the report.

RESOLVED – that the Annual Report on the work of the East Herts Scrutiny Committees and Health Engagement Panel during 2012/13, be received.

179 AMENDMENT TO CONSTITUTION – DEVELOPMENT MANAGEMENT PRIOR APPROVAL PROCESSES

Council considered a report from the Monitoring Officer in respect of amending the Council's Constitution to reflect national changes in permitted development rights.

In response to a query from the Executive Member for Health, Housing and Community Support, the Monitoring Officer stated that there was no time limit that could be imposed in respect of the Development Management Prior Approval Process. He advised that he would liaise with Officers in terms of how this process would operate.

Members were advised that Officers would keep a close eye on this process and would report back to the Development Management Committee. In response to a query from the Leader, the Monitoring Officer stated that Officers would take account of Members' views and Officers could then make a delegated decision or refer the matter to the Development Management Committee.

Councillor D Andrews expressed a concern that should a premises change use from agricultural use to business use (B1), then the premises could become another use entirely should legislation be changed again in future.

The Monitoring Officer advised that Officers would be carefully monitoring this situation. Council approved the amendment to the constitution as now detailed.

RESOLVED – that in respect of delegation to Officers relating to planning matters, the Council’s Constitution be amended as detailed at paragraph 2.3 of the report now submitted.

The meeting closed at 7.42 pm

Chairman
Date

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MINUTES OF A MEETING OF THE
EXECUTIVE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
TUESDAY 3 SEPTEMBER 2013, AT 7.00
PM

PRESENT: Councillor A Jackson (Chairman/Leader)
Councillors M Alexander, M Carver,
L Haysey, P Phillips, S Rutland-Barsby and
M Tindale.

ALSO PRESENT:

Councillors D Andrews, P Ballam,
R Beeching, E Buckmaster, M McMullen,
P Moore, M Newman, J Ranger, P Ruffles
and J Wing.

OFFICERS IN ATTENDANCE:

Simon Drinkwater	- Director of Neighbourhood Services
Martin Ibrahim	- Democratic Services Team Leader
George A Robertson	- Chief Executive and Director of Customer and Community Services
Adele Taylor	- Director of Finance and Support Services

205 **4 YEAR CORPORATE STRATEGIC PLAN (2014/15 TO
2017/18)**

**The Executive considered a draft of the Council's
Strategic Plan 2014/15 – 2017/18, which outlined priorities**

for the next four years and identified key outcomes it would be seeking to achieve.

The Corporate Business Scrutiny Committee, at its meeting held on 27 August 2013, had recommended the Plan for adoption.

The Executive Member for Health, Housing and Community Support referred to various references to the Sustainable Community Strategy, which had been approved in 2009. She suggested that Officers should be requested to review this Strategy over the coming year to ensure that it was still fit for purpose for the Local Strategic Partnership and East Herts Council. This was supported by the Executive.

Councillor J Wing repeated his comment made at the Corporate Business Scrutiny Committee meeting held on 27 August 2013, that the “Here to Help You” heading should be replaced with “Here to Give Good Service” and explained the subtle difference. The Leader commented that this was more about an attitude and frame of mind rather than customer service dogma.

The Executive supported the recommendations as now detailed,

RECOMMENDED – that (A) the comments of the Corporate Business Scrutiny Committee, be received;

(B) the 2014/15 – 2017/18 Corporate Strategic Plan be approved, subject to minor typographical errors and alterations being made, in consultation with the Leader; and

(C) Officers be requested to review the Sustainable Community Strategy over the coming year to ensure that it was still fit for purpose for the Local Strategic Partnership and East Herts Council.

206 **FINANCIAL STRATEGY AND MEDIUM TERM FINANCIAL
PLAN TO 2017/18**

The Executive Member for Finance submitted a report which considered revisions to the Financial Strategy including the policy on Reserves and the proposed planning assumptions to be used in updating the Medium Term Financial Plan (MTFP).

The Corporate Business Scrutiny Committee, at its meeting held on 27 August 2012, had considered the report and had made a number of comments as now submitted. Whilst supporting the Financial Strategy and the MTFP, the Committee had supported the concept of reducing the General Reserve, particularly in relation to keeping car park charges down and reducing the pension shortfall, and that these be fully costed for further consideration.

The Executive Member for Finance accepted these comments and stated that Reserves were currently over the ceiling. He referred to the triennial review of pensions that would be published in November 2013, and suggested that any decisions would be best served by awaiting its outcome.

Members had a wide ranging discussion on the Government's intentions on the future of the New Homes Bonus. It was noted that consultation was ongoing and that the Council was contributing via the Local Government Association and the District Councils Network. Some concern was expressed regarding potential reduced funding and its impact on parish and town councils.

The Executive supported the recommendations as now detailed.

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

(B) the proposed Financial Strategy, as now submitted, be adopted; and

(C) the planning assumptions set out in the report now submitted, be adopted as the basis for framing the 2014/15 budget and Medium Term Financial Plan to 2017/18.

207 **WIDFORD CONSERVATION AREA APPRAISAL AND
MANAGEMENT PLAN**

The Executive Member for Strategic Planning and Transport submitted a report on the Widford Conservation Area Appraisal following public consultation. He advised that this was the first of various such Appraisals that were being prepared and detailed the outcome of the public consultation in the report now submitted.

The Appraisal identified the special character of the Conservation Area together with the elements that should be retained or enhanced and those which detract from the identified character. Once adopted by the Council, the Appraisal would become a 'material consideration' in the process of determining planning applications. It would also link into the development of neighbourhood planning.

Councillor M Newman, as the local ward Member, welcomed the report.

The Executive supported the recommendations as now detailed.

RECOMMENDED – that (A) the responses to the public consultation be noted and the Officer responses and proposed changes to the Widford Conservation Area Appraisal be agreed;

(B) authority be delegated to the Head of Planning

and Building Control, in consultation with the Executive Member for Strategic Planning and Transport, to make any further minor and consequential changes to the Appraisal which may be necessary; and

(C) the Widford Conservation Area Appraisal be adopted.

208 **STATEMENT OF COMMUNITY INVOLVEMENT (SCI):
PROPOSED ADOPTION OF DOCUMENT FOLLOWING
PUBLIC CONSULTATION**

The Executive considered and approved the recommendations of the District Planning Executive Panel, at its meeting held on 25 July 2013, on the Statement of Community Involvement.

RECOMMENDED – that (A) the responses to the public consultation be noted and the Officer responses and proposed changes to the Draft East Herts Statement of Community Involvement be approved; and

(B) the East Herts Statement of Community Involvement, 2013 be adopted.

(see also Minute 218)

209 **DISTRICT PLAN - UPDATE REPORT**

The Executive considered and approved the recommendations of the District Planning Executive Panel, at its meeting held on 25 July 2013, on the District Plan Update.

RECOMMENDED – that (A) a change to the structure of the District Plan, to combine Strategic Policies, Development Management Policies, and Site Allocations, into a single District Plan, be approved;

(B) an early review of the District Plan, based on a 'plan-monitor-and-manage' approach particularly in respect of long-term planning, be approved; and

(C) the approach to obtaining critical delivery information, including ATLAS project support, be approved.

(see also Minute 218)

210 **DUTY TO CO-OPERATE – UPDATE REPORT**

The Executive considered and approved the recommendations of the District Planning Executive Panel, at its meeting held on 25 July 2013, on the Duty to Co-Operate.

RECOMMENDED – that (A) the current main issues relating to the Duty to Co-Operate involving adjoining authorities, be noted; and

(B) the Hertfordshire Infrastructure and Planning Partnership Memorandum of Understanding, be approved for use in planning policy and development management work.

(see also Minute 218)

211 **POPULATION AND HOUSEHOLD PROJECTIONS – UPDATE REPORT**

The Executive considered and approved the recommendations of the District Planning Executive Panel, at its meeting held on 25 July 2013, on Population and Household Projections.

RECOMMENDED – that it be noted that recently published and emerging information, together with the ongoing interpretation by the Planning Inspectorate of 'objectively assessed housing

need' in the context of the National Planning Policy Framework (NPPF), continues to indicate that East Herts Council may need to plan for the upper end of the range 10,000 to 17,000 dwellings over the 20 year period 2011 to 2031.

(see also Minute 218)

212 **STRATEGIC LAND AVAILABILITY ASSESSMENT (SLAA)
– ROUND 3 – UPDATE REPORT**

The Executive considered and approved the recommendations of the District Planning Executive Panel, at its meeting held on 25 July 2013, on the Strategic Land Availability Assessment Update.

RECOMMENDED – that (A) the list of identified sites, contained as Essential Reference Paper 'B' to the report submitted, which includes responses received to the Call for Sites, be noted and taken into account as part of the preparation of Round 3 of the East Herts Strategic Land Availability Assessment (SLAA); and

(B) any future Call for Sites suggestions be included and assessed as part of the preparation of Round 3 of the SLAA, and subsequently as part of the annual monitoring and review of the SLAA.

(see also Minute 218)

213 **TOWN WIDE EMPLOYMENT STUDY FOR BISHOP'S
STORTFORD (JUNE 2013)**

The Executive considered and approved the recommendations of the District Planning Executive Panel, at its meeting held on 25 July 2013, on the Town Wide Employment Study for Bishop's Stortford.

RECOMMENDED – that the Town Wide Employment Study of Bishop's Stortford, June

2013, be approved as part of the evidence base to inform and support the East Herts District Plan and for Development Management purposes in the determination of planning applications.

(see also Minute 218)

214 MINUTES

RESOLVED – that the Minutes of the Executive meeting held on 23 July 2013 be confirmed as a correct record and signed by the Leader.

215 ISSUES ARISING FROM SCRUTINY

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

The Executive accepted the comments of the Corporate Business Scrutiny Committee in respect of the Employment Land Review.

RESOLVED – that the report be received.

216 CORPORATE ANNUAL REPORT 2012/13

The Leader of the Council submitted the 2012/13 Corporate Annual Report, documenting the Council's key achievements for each of the corporate priorities over the last financial year. He also provided an overview of the Council's financial position and performance and a statement on contracts.

The Corporate Business Scrutiny Committee, at its meeting held on 27 August 2013, had recommended the Annual Report for adoption. The Committee Chairman referred to a particular comment made at that meeting on the absence of information on areas where the Council had performed less well and whether this impacted on the credibility of the Annual Report.

The Leader accepted this as fair comment and referred to the Corporate Strategic Plan elsewhere on the agenda. He believed this report looked forward to 2014 and beyond and included actions that would seek to improve performance in such areas. The Leader also mentioned that minor typographical errors would be corrected before the final version was published.

The Executive approved the 2012/13 Corporate Annual Report as now submitted.

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

(B) the 2012/13 Corporate Annual Report be approved.

217 ANNUAL GOVERNANCE STATEMENT 2012/13 AND
ACTION PLAN 2013/14

The Executive considered the 2012/13 Annual Governance Statement and the 2013/14 Action Plan. The Audit Committee, at its meeting to be held on 18 September 2013, would be asked to approve these documents and the Executive was invited to comment.

The Executive noted the comments of the Corporate Business Scrutiny Committee, at its meeting held on 27 August 2013, and supported them.

RESOLVED – that (A) the comments of the Corporate Business Scrutiny Committee, at its meeting held on 27 August 2013, be received; and

(B) the Audit Committee be advised that the Executive supports the 2012/13 Annual Governance Statement and the 2013/14 Action Plan.

218 DISTRICT PLAN EXECUTIVE PANEL: MINUTES - 25 JULY 2013

RESOLVED – that the Minutes of the District Planning Executive Panel meeting, held on 25 July 2013, be received.

(see also Minutes 208 - 213)

219 MONTHLY CORPORATE HEALTHCHECK - JUNE/JULY 2013

The Leader submitted an exception report on the finance and performance monitoring for the periods June – July 2013.

Councillor J Ranger referred to sickness absence data and commented that the Human Resources Committee had agreed to focus on short term sickness rather than long term sickness on the basis that this was more manageable. He suggested that the Executive might wish to amend its performance indicator set accordingly. The Executive noted this comment and asked Officers to consider this suggestion.

The Executive approved the proposals as now detailed.

RESOLVED - that (A) the budgetary variances set out in paragraph 2.1 of the report be noted;

(B) in accordance with Financial Regulation 4.5.5, the £40k virement from the Planning Contingency budget agreed by CMT on 16 July for a Housing Needs Survey as detailed at paragraph 2.10 of the report, be noted;

(C) in accordance with Financial Regulation 4.5.5, the £24k virement from the Planning Contingency budget agreed by CMT on 16 July for a Human Resources post as detailed at paragraph 2.10 of the report, be noted;

(D) the continued monitoring of the performance of

EHPI 157a – Processing of planning applications: Major applications by CMT to ensure service changes are implemented, as detailed at paragraph 2.22 of the report, be noted;

(E) the planned appropriation to the interest equalisation reserve in 2013/14 being reduced in line with any shortfall in investment income arising in the current year as detailed at paragraph 2.27 of the report, be approved;

(F) April and May sickness absence data for EHPI 12c - Total number of sickness absence days per FTE being restated, as detailed at paragraph 2.29 of the report, be noted;

(G) £54,900 of the Community Capital Grants budget be re-profiled from 2013/14 into 2014/15 as outlined in paragraph 2.38 of the report;

(H) in accordance with Financial Regulation 4.5.5, the virement of £21,000 from the Discretionary Disabled Facility grants capital budget into the Historic Buildings grant budget as detailed at paragraph 2.39 of the report, be noted;

(I) £15,000 of the IT Merging Licensing and Environmental Health capital budget be re-profiled from 2013/14 into 2014/15 as outlined in paragraph 2.40 of the report; and

(J) the controls and scores listed in the strategic risk register for the period April to June 2013 as detailed at paragraph 2.42 of the report, be approved.

The meeting closed at 8.35 pm

Chairman
Date

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East Herts Council Corporate Strategic Plan 2014/15 – 2017/18

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DRAFT

1. Introduction

This is East Herts' Corporate Strategic Plan 2014 – 2018.

East Herts is 'Here to Help' you with good quality services focused on the areas that you've said are important to you.

The weekly waste and recycling collections are probably the most visible and well-known of the services we provide. But this is only the tip of the iceberg in terms of what we do.

Residents and businesses want quick and easy access to a broad range of support and advice from planning applications to housing benefit. We're also beginning to play a bigger role in working with local health services to improve facilities for residents.

At the same time local government faces ever increasing challenges and demands requiring more efficiencies and cuts. We know that local authorities will be facing further significant reductions in the funding we receive from central Government.

So we'll need to become more creative and innovative around the way we use our resources.

Our financial ethos is about getting the best from the income that we receive so that we can generate the greatest overall benefit for our residents. For example we'll be looking at ways to improve returns on our investment portfolio through longer-term projects.

Your councillors have been developing their leadership skills so that they are better placed to take on a more central role in improving the communities where we live.

Working together we will continue to shape East Herts and deliver better outcomes for everyone.

Councillor Anthony Jackson

Leader of the Council

George A Robertson

***Chief Executive and Director
of Customer & Community
Services***

2. East Herts Council in Context and Summary

Our Vision:

To improve the quality of people's lives and preserve all that's best in East Herts

Our Strategic Priorities:

East Herts Council is here to help you. We are committed to the communities we serve and delivering good quality services that reflect local priorities and resources. In pursuit of that vision your elected councillors have identified three **PRIORITIES** to provide focus in those endeavours.

They are:

People – Fair and accessible services for those who use them and opportunities for everyone to contribute

Place – Safe and Clean

Prosperity – Improving the economic and social opportunities available to our communities

The relevance of our priorities has been tested through regular formal and informal consultation with local residents, businesses and partners. Importantly, our priorities are informed by the vision and priority themes of the East Herts Local Strategic Partnership, which brings together the views and talents of a wide range of groups and organisations.

The council's District Plan provides the framework to shape the district's built environment. It supports the council's and the Local Strategic Partnership priorities, whilst at the same time balancing the many external pressures that impact on the plan.

The Council's Developing Roles: Here to Help You

Supporting residents and communities to get the best access to the services and advice that they need means the council's role is much more than a service provider.

We realise that *how* we will make a difference to the communities we serve, will be by fulfilling a mix of any of the five main roles we have identified:

Community Leadership	<ul style="list-style-type: none">• inspiring and coordinating others' efforts with us and whichever partners can best help; helping communities to achieve their local ambitions
Partner	<ul style="list-style-type: none">• actively engaging with others and jointly committing time, money, intelligence and resources
Service Provider / Commissioner / Manager	<ul style="list-style-type: none">• ensuring the delivery of good quality services that reflect local priorities and resources; having responsibility and resources for consistent delivery will provide the bedrock for an organisation that continues to be here to help you
Influencer	<ul style="list-style-type: none">• lobbying, listening, communicating and campaigning
Enabler	<ul style="list-style-type: none">• making connections and removing barriers

3. Organisation and Culture - Here to Help You

Our organisation:

Our message to our residents is that we are 'Here to help you' and to make a difference. We want to deliver the outcomes that local residents and communities want, so we will always endeavour to:

- Provide efficient and joined-up services, easily accessible to you the customer
- Be a gateway for access. If you need help and don't know who to ask, we will try to help you or put you in touch with someone else who can
- Provide excellent customer service ensuring that our customers get the services or support they need whether provided directly by us or through our partners
- Work in partnership with others across the district through the East Herts Local Strategic Partnership
- Create an environment where communities feel empowered and supported to provide their own solutions

Our Culture:

Our culture focuses on the ethos of being 'Here to help you'. This lies at the root of our organisational values and behaviours demonstrated by the actions of councillors and staff.

The councillors' roles:

Your local councillors are elected to make council policy, take up issues and represent their communities. The role of councillors has been changing, with more emphasis placed on greater community engagement and stronger local advocacy. We see our councillors being **Strong Community Leaders** who:

- Are in touch with their local community
- Understand what the local issues are
- Support and champion their local issues by seeking to balance conflicting needs or providing the conduit to get things delivered, without losing sight of the strategic context of the district as a whole.

Every district councillor plays a role in ensuring this plan is delivered, whether they are an Executive, scrutiny or regulatory committee member and of course as an elected ward member.

Democratic Representation and Decision Making

East Herts has 50 councillors representing 30 wards and each councillor serves for four years. Following the district council elections in May 2011 and four by-elections in 2013 the breakdown of the political representation is:

Conservative: 45

Independent: 3

Liberal Democrat: 2

The council operates a Leader and Executive model, with key executive decisions taken by an Executive of seven councillors with decisions and other issues reviewed by three scrutiny committees. Separate committees undertake other specific functions, for example, in relation to Planning and Licensing. Full details of the council's decision making process are available at: www.eastherts.gov.uk.

Our People:

The council knows that its most important asset is its people. Our workforce planning has a central role in delivering improved services and has been developed to:

- Help colleagues meet customer and service needs and continue to develop the skills required to deliver them
- Support the council's integrated service and financial planning framework
- Support colleagues to be flexible and resilient; able to respond to service changes and developments
- Support management information

4. Delivering Your Priorities

The priorities and objectives recognise the challenges faced by residents and the council. They reflect the high level outcomes we and our partners want to deliver for the district and its residents.

People – Fair and accessible services for those that use them and opportunities for everyone to contribute	
This priority focuses on delivering strong services and seeking to enhance the quality of life, health and wellbeing, particularly for those who are vulnerable.	
Therefore we want to:	Our role will be as a:
Reduce health inequalities, for example, by addressing obesity, smoking and physical inactivity	Community Leader, Influencer, Partner and Enabler
Reduce fuel poverty	Community Leader, Influencer, Partner and Enabler
Increase community engagement	Community Leader, Partner and Enabler
Deliver strong and relevant services	Provider/Commissioner /Manager
Improve outcomes for vulnerable families and individuals	Community Leader, Influencer, Partner and Provider / Commissioner / Manager

Place – Safe and Clean

This priority focuses on sustainability, the built environment and ensuring our towns and villages are safe and clean.

Therefore we want to:

Our role will be as a:

Reduce residual waste and increase our recycling rate

Community Leader,
Influencer and Provider /
Commissioner / Manager

Reduce the carbon dioxide emissions from our own operations by 25% by 2020 and work with partners to reduce the emissions of households and businesses

Community Leader,
Influencer and Provider /
Commissioner / Manager

Maintain our clean streets and reduce litter

Community Leader and
Provider / Commissioner /
Manager

Maintain our parks, play areas and open spaces in good order

Community Leader, Partner
and Provider /
Commissioner / Manager

Reduce anti social behaviour and the fear of crime

Community Leader, Partner
and Enabler

Ensure future development best meets the need of the district and its residents

Community Leader,
Influencer and Provider /
Commissioner / Manager

Prosperity – Improving the economic and social opportunities available to our communities

This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic opportunities and delivering cost effective services.

Therefore we want to:	Our role will be as a:
Deliver value for money and reduce our reliance on central government funding	Partner and Provider / Commissioner / Manager
Enhance the economic well being of East Herts	Community Leader, Influencer and Enabler
Deliver sustainable rural business growth	Community Leader, Influencer and Enabler
Protect the environment	Community Leader, Influencer and Provider / Commissioner / Manager

5. Measuring Success – a golden thread – How we plan, manage and deliver what we do

- **East Herts Local Strategic Partnership** developed and agreed a Sustainable Community Strategy as the overarching partnership plan for East Herts. Informed by the community it serves, it articulates shared aims and aspirations for the district. For 2012/13 East Herts Local Strategic Partnership reviewed and revised its priorities to three priority outcomes –

- community safety
- promoting economic well being
- supporting the vulnerable

Working groups supporting the original themes have been brought together and partnership actions have been agreed for each priority theme.

- **East Herts Council's Corporate Strategic Plan** (this plan) sets out the overall vision and direction for the council. Refreshed annually it looks forward over the next four years and links to the shared priorities of the Local Strategic Partnership. The Strategic Plan highlights the high level priorities for the council and identifies some of the key outcomes that will to be achieved. The plan sets the direction for the organisation and forms the basis for the council's performance management activities and steers the distribution of resources.
- **Service Plans** are produced every year by Heads of Service, agreed by the council's elected members. They set out what key development type actions need to be undertaken to deliver the outcomes contained in the Corporate Strategic Plan. These actions are linked to key performance indicators, so achievement can be measured and tracked.
- The **Medium Term Financial Plan** considers the resources needed to deliver the council's priorities and ambitions. Development of service plans and a challenge process with elected members feeds into a four-year budget-planning model. The council uses the model to plan its expenditure

and make sure that financial resources are available to fund actions in priority areas.

➤ The **People Strategy** is the council's framework for the delivery of people management, ensuring the council has a high quality workforce delivering good quality services. The strategy contains seven key people objectives, which are aligned to the council's priorities. They are:

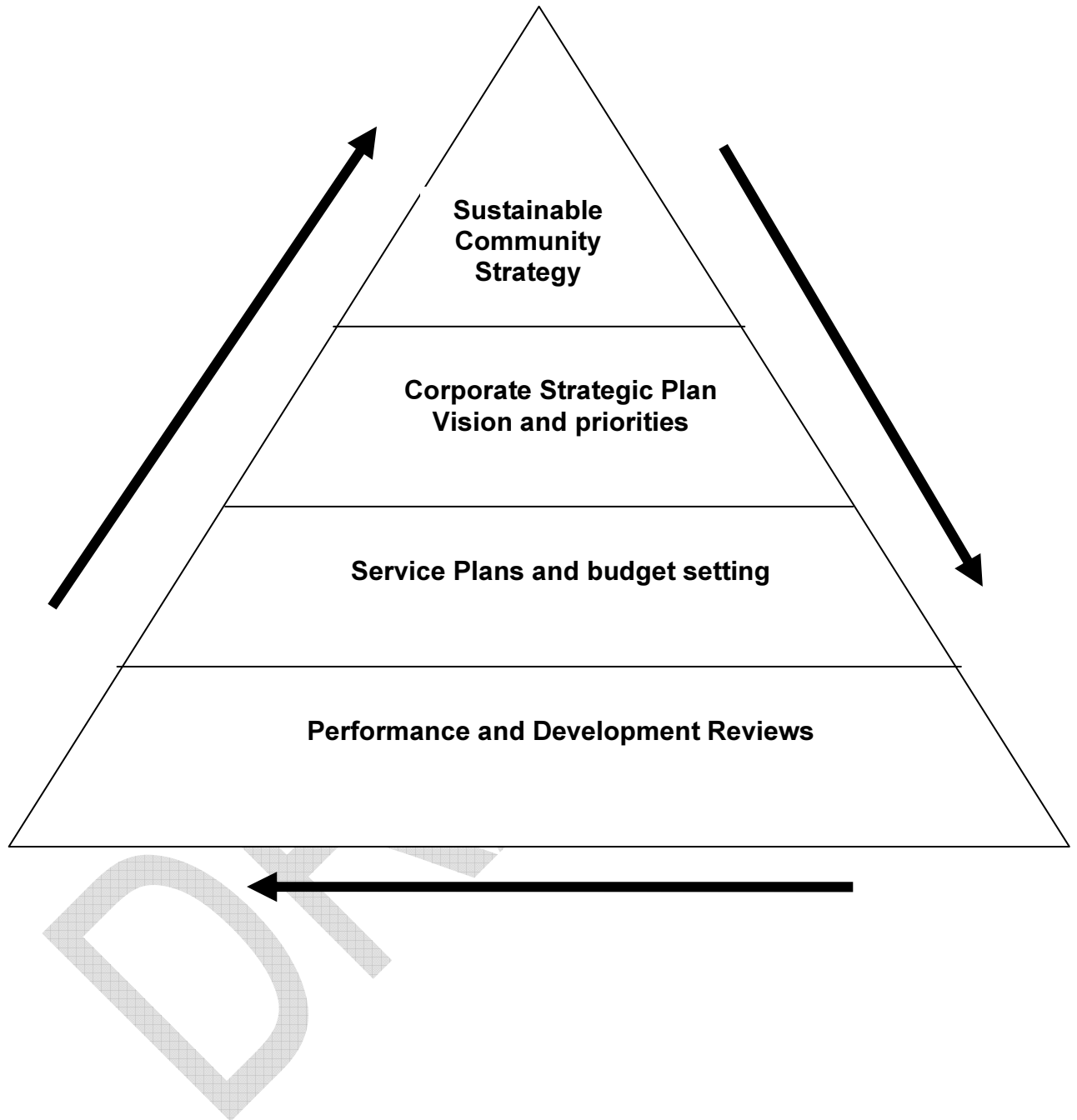
- Organisational development
- Learning and development
- Resourcing
- Equality and diversity
- Employee relations and reward
- Health and safety
- HR and payroll service

Overarching these is the organisation's commitment to the 'Here to Help' ethos and behaviours.

➤ **Performance and Development Reviews** set out individual's personal objectives that a member of staff needs to achieve to deliver their Service Plan and which contribute to the achievement of the council's priorities. This process helps ensure every member of staff has the opportunity to develop their learning and personal development plan.

➤ The **Performance Management Framework** delivers timely monitoring of the council's priorities and delivery of outcomes. Financial and performance information and analysis is made available in the form of a regular **Corporate Healthcheck** and half yearly **Service Plan Monitoring Reports**. They are considered both by the **Corporate Management Team** and reported formally to the council's **Executive Committee** and **Scrutiny Committees**. Scrutiny meetings are open to all and we strongly encourage the public to attend.

East Herts Performance Management Framework:



MINUTES OF A MEETING OF THE
DEVELOPMENT MANAGEMENT
(FORMERLY CONTROL) COMMITTEE
HELD IN THE COUNCIL CHAMBER,
WALLFIELDS, HERTFORD ON
WEDNESDAY 14 AUGUST 2013, AT 7.00
PM

PRESENT: Councillor Mrs R Cheswright (Chairman).
Councillors M Alexander, D Andrews,
E Bedford, S Bull, A Burlton, K Crofton,
G Lawrence, P Moore, M Newman,
N Symonds and G Williamson.

ALSO PRESENT:

Councillors W Ashley, P Ballam, J Jones and
P Ruffles.

OFFICERS IN ATTENDANCE:

Liz Aston	- Development Team Manager (East)
Nicola Beyer	- Senior Planning Officer
Glyn Day	- Principal Planning Enforcement Officer
Simon Drinkwater	- Director of Neighbourhood Services
Peter Mannings	- Democratic Services Officer
Kevin Steptoe	- Head of Planning and Building Control Services
Alison Young	- Development Manager

180 APOLOGY

An apology for absence was submitted on behalf of Councillor G Jones. It was noted that Councillor G Lawrence was in attendance as substitute for Councillor G Jones.

181 DECLARATIONS OF INTEREST

Councillor M Alexander declared a disclosable pecuniary interest in application 3/13/0901/FP, as he received a pension from GlaxoSmithKline. He left the room whilst this matter was considered.

Councillor S Bull declared a disclosable pecuniary interest in application 3/12/2063/FP, due to his involvement with South Anglia Housing Association. He left the room whilst this matter was considered.

182 MINUTES – 17 JULY 2013

RESOLVED – that the Minutes of the meeting held on 17 July 2013 be confirmed as a correct record and signed by the Chairman.

183 3/13/0343/SV – MODIFICATION OF S106 AGREEMENT FOR 3/10/1522/FP TO REDUCE THE AFFORDABLE HOUSING PROVISION FROM 23 UNITS TO 15 UNITS ON GROUNDS OF ECONOMIC VIABILITY AT WALLACE LAND, BUNTINGFORD ROAD, PUCKERIDGE, SG11 1RT FOR RIALTO HOMES LTD

The Director of Neighbourhood Services recommended that, in respect of application 3/13/0343/SV, East Herts Council agree to a variation of the Section 106 agreement to reduce the number of affordable houses to 15 units made up of 9 units for social rent and 6 units shared ownership, subject to the time limit and the conditions detailed in the report now submitted.

Members were reminded that this application had been

deferred at the July 2013 Committee meeting and Members had requested that Officers negotiate with the applicant for the provision of a higher proportion of affordable housing on this site.

The Director advised that Officers had met with the applicant and the proposal was now for 15 affordable housing units. The applicant had advised that this increase was only achievable, in viability terms, if the tenure mix was also varied, as now detailed.

The Director stated that Officers had been advised that the development was on the margins of viability. Members were still being advised that the application should be approved.

In response to comments from Councillors S Bull, A Burlton and N Symonds, the Director advised that Members should base their decision on the planning merits of the application in line with established planning policies.

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 3/13/0343/SV, planning permission be granted subject to the time limit and conditions detailed in the report now submitted.

184 3/13/0551/FP – REDEVELOPMENT OF THE SITE TO PROVIDE 130 RESIDENTIAL UNITS, 100 SQM OF RETAIL FLOOR SPACE, PROVISION OF A LINK ROAD BETWEEN MILL ROAD AND MEAD LANE AND PASSENGER INTERCHANGE, ASSOCIATED CAR PARKING AND LANDSCAPING AT LAND JUNCTION OF MILL ROAD/MEAD LANE, HERTFORD FOR REDROW HOMES LTD AND B R RESIDUARY BOARD

Mrs Stevenson addressed the Committee against the

application. Mr Flintoft spoke for the application.

The Director of Neighbourhood Services recommended that, subject to the applicant or successor in title signing a legal agreement pursuant to Section 106 of the Town and Country Planning Act 1990, in respect of application 3/13/0551/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

The Director referred Members to the additional representations summary. He stated that the Council's Environmental Manager had commented that there was justification for outdoor sport/recreation and play space contributions. Members were also advised that County Highways had confirmed an agreement in principle to release the previous contribution towards a car club for Mead Lane.

The Director drew the Committee's attention to an amended schedule of conditions which had been circulated to all Members. The amendments were very minor in nature and were predominantly related to the wording regarding the triggers for development of this site.

Councillor P Ruffles, as the local ward Member, stated that he had not encountered the community support referred to by the supporting public speaker. He stated that he fully understood the constraints Officers were working with in terms of delivering homes. He commented however that this application could not be regarded as good planning by the public in light of the deficit in parking provision compared to what was needed in practice for a development of this size.

Councillor Ruffles stated that the proposed development would dwarf the predominantly Victorian homes in the area, as well as overshadowing the grade 2 listed Hertford East train station. He emphasised that Hertford Town Council would not support applications in this area except in very special circumstances due to the

overcapacity of the road network leading to existing houses and the nearby industrial area. He urged the Committee to find planning reasons to refuse the application.

Councillor D Andrews referred to the proposed parking allocation of less than 3 quarters of a space per unit as being inadequate and unworkable. He also stated that a car club had been tried elsewhere in the District and had been proved to be unworkable.

Councillor G Williamson queried what would be gained from the proposed new link road between Mead Lane and Mill Road, in particular the provision of a bus lay-by in the form of transport interchange. He referred to the existing bus route via Tesco.

Councillor P Moore commented that something needed to be done in this area as it was an untidy entrance to Hertford. She referred to her concern that Hertford did not need 52 one bedroom flats as well as the inadequate parking provision. Councillor K Crofton stated that the site should be retained for industrial purposes or commercial usage.

The Director stated this site was a highly sustainable location that was very close to Hertford Town Centre and adjacent to a train station. He advised Members that, in East Herts terms, this was one of the most sustainable sites in the District.

Members were advised that this was not an allocated employment site and the site had only been a light industrial area for many years. Members were advised that none of the existing residents had raised concerns in respect of a loss of employment in relation to this application.

The Director referred to the requirement for the Authority to ensure that the District's housing needs were met and a sustainable town centre site would be preferable to an

open countryside location.

In response to a query from Councillor M Newman regarding lifetime home standards, the Director advised that a condition had been included for the provision of 15% lifetime homes on this site.

Councillor M Alexander proposed and Councillor D Andrews seconded, a motion that application 3/13/0551/FP be refused on the grounds that the retention of the site for employment uses had not been fully explored and the proposed development was therefore contrary to policy EDE2 of the East Herts Local Plan Second Review April 2007. The proposed development would also result in the overdevelopment of the site and lead to additional pressure on limited parking availability in the area and was therefore contrary to policies ENV1 and TR7 of the East Herts Local Plan Second Review April 2007 and the policies of the National Planning Policy Framework.

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

RESOLVED – that in respect of application 3/13/0551/FP, planning permission be refused for the following reasons:

1. The development, by reason of the number of units proposed, resulting density and lack of ability to provide sufficient parking would result in the overdevelopment of the site and lead to additional pressure on limited parking availability in the area. It would thereby be contrary to policies ENV1 and TR7 of the East Herts Local Plan Second Review April 2007 and the policies of the National Planning Policy Framework which require that development proposals result in a high quality

built environment.

2. The Council is not satisfied that the retention of the site for employment use has been fully explored without success. The proposed development is thereby contrary to policy EDE2 of the East Herts Local Plan Second Review April 2007.

Summary of Reasons for Decision

In accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2012 (as amended), East Herts Council has considered, in a positive and proactive manner, whether the planning objections to this proposal could be satisfactorily resolved within the statutory period for determining the application. However, for the reasons now detailed, the proposal has not achieved an acceptable and sustainable development in accordance with the Development Plan and the National Planning Policy Framework.

- 185 3/13/0527/FP – DEMOLITION OF THE FORMER STABLES, COACH HOUSE AND EDUCATIONAL BUILDINGS. CHANGE OF USE AND CONVERSION OF PEARSE HOUSE TO CREATE 12 NO. APARTMENTS, ERECTION OF 10 NO. DWELLINGS, ASSOCIATED PARKING, GARAGING, ALTERATIONS TO ACCESS, REFUSE AND RECYCLING STORAGE, AND LANDSCAPING AT PEARSE HOUSE, PARSONAGE LANE, BISHOP'S STORTFORD, CM23 5BQ FOR MARDEN HOMES LTD

The Director of Neighbourhood Services recommended that, subject to the applicant entering into a Section 106 legal agreement to secure the financial contributions detailed in the report now submitted, in respect of application 3/13/0527/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

Councillor N Symonds, as a local Member, referred to the history of Pearse House and stated that it was sad that the stable and coach house would be lost as these buildings were not listed. However, as there had been no local objection to the proposed development, she was of the view that this application should be approved as this would preserve the future of Pearse House.

In response to a query from Councillor M Alexander, the Director advised that although the proposed development had met the threshold for affordable housing provision, the applicant had not proposed any affordable housing in order to ensure that the application remained viable.

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

RESOLVED – that, subject to the applicant entering into a Section 106 legal agreement to secure the financial contributions detailed in the report now submitted, in respect of application 3/13/0527/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

- 186 3/13/0901/FP – ERECTION OF TWO-STOREY CENTRAL ARCHIVE BUILDING ON SITE OF DEMOLISHED BUILDINGS P8 AND P10 ADJACENT TO NORTHERN SITE BOUNDARY, WITH MODIFICATIONS TO ROAD LAYOUT TO INTERIOR OF SITE, LANDSCAPING, INSTALLATION OF PROPOSED EARTH DUCTS AND OTHER WORKS FOR GLAXOSMITHKLINE SERVICES LTD, PRIORY STREET, WARE, SG12 0DJ
-

The Director of Neighbourhood Services recommended that, in respect of application 3/13/0901/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

The Director referred Members to the additional representations schedule in that the condition requiring a

programme of archaeological investigative works was no longer required as extensive excavation and recording work had already been undertaken on this 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 3/13/0901/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

- 187 A) 3/13/0940/FP AND B) 3/13/0941/LB – ALTERATIONS AND CHANGE OF USE OF TWO CLASS B1 OFFICE BUILDINGS TO CREATE 14 1 AND 2 BED RESIDENTIAL DWELLINGS AT BUILDINGS 6 AND 7, BLUECOATS AVENUE, HERTFORD, HERTS, SG14 1PU FOR BLUECOATS JOINT VENTURE
-

The Director of Neighbourhood Services recommended that, subject to the applicant entering into a legal obligation pursuant to Section 106 of the Town and Country Planning Act 1990, in respect of application 3/13/0940/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

The Director of Neighbourhood Services also recommended that, in respect of application 3/13/0941/LB, listed building consent be granted subject to the conditions detailed in the report now submitted.

The Committee accepted the recommendations of the Director of Neighbourhood Services as now submitted.

RESOLVED – that (A) subject to the applicant entering into a legal obligation pursuant to Section 106 of the Town and Country Planning Act 1990, in respect of application 3/13/0940/FP, planning permission be granted subject to the conditions detailed in the report now submitted; and

(B) in respect of application 3/13/0941/LB, listed building consent be granted subject to the conditions detailed in the report now submitted.

188 3/13/0922/FO – VARIATION OF CONDITION 3 (LPA REF 3/11/1103/FP) – 'THE USE OF THE AISLED BARN AND THE CONSERVATORY AT DANE TREE HOUSE FOR WEDDING CEREMONIES AND RECEPTIONS HEREBY PERMITTED SHALL CEASE ON OR BEFORE TWO YEARS AFTER THE DATE OF DECISION' TO ALLOW THE DATE TO BE EXTENDED UNTIL 14/09/14 AT THE HENRY MOORE FOUNDATION, DANE TREE HOUSE, PERRY GREEN, MUCH HADHAM, SG10 6EE FOR THE HENRY MOORE FOUNDATION

Leslie Wake addressed the Committee in support of the application.

The Director of Neighbourhood Services recommended that, in respect of application 3/13/0922/FO, planning permission be granted subject to the conditions detailed in the report now submitted.

The Director referred to the concerns of Much Hadham Parish Council regarding proper assessment of this application. The Director also referred to the recent dialogue between Officers and the local ward Member Councillor M Carver.

Members were reminded that planning permission had been granted in September 2011 for the change of use of the Aisled Barn and the change of use of the conservatory in Dane Tree House. This permission was granted subject to a condition which required the use to cease 2 years after the date of the decision.

Members were advised that Officers had not been made aware of any concerns regarding the use of this site for weddings. Officers were satisfied that there would be limited impact in terms of noise and disturbance relating

to this application, which was to vary a condition to enable the continued use of the site for weddings for 1 year.

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 3/13/0922/FO, planning permission be granted subject to the conditions detailed in the report now submitted.

189 3/13/0813/OP – DEVELOPMENT OF SITE TO PROVIDE 13 FAMILY DWELLING HOUSES WITH ASSOCIATED CAR PARKING AND LANDSCAPING – LAND TO NORTH OF PARK FARM INDUSTRIAL ESTATE, ERMINE STREET, BUNTINGFORD

Katie Smith addressed the Committee in support of the application.

The Director of Neighbourhood Services recommended that, subject to the applicant or successor in title signing a legal agreement pursuant to Section 106 of the Town and Country Planning Act 1990, in respect of application 3/13/0813/OP, outline planning permission be granted subject to the conditions detailed in the report now submitted.

The Director referred Members to an additional representation from the Council's Solicitor that had been summarised in the late representations summary. The third element of the Section 106 legal obligation had been amended to cover a financial contribution towards Open Space provision to East Herts Council.

The Director also advised that the applicant had indicated that only trees of poor quality would be removed and all other trees would be retained and enhanced via replacement planting.

Councillor J Jones, as the local ward Member, referred to the 0.49 hectare site as being conveniently just below the threshold for affordable housing provision. He stated that affordable housing was much needed in Buntingford and there was further land available to the west of the site.

Councillor Jones queried the latest round of marketing of the site in that there had been considerable interest in the site when it had been previously marketed in 2007. He stated that this site included an area reserved primarily for industry comprising B1 and B2 uses in accordance with policy EDE1, as well as a smaller area to the east fronting Ermine Street which had been reserved for live/work units.

Councillor Jones stressed that what was really needed in Buntingford was employment, particularly in light of the significant housing developments Buntingford was facing in the near future.

Councillor Jones concluded that the application was premature and was contrary to policies EDE1 and BUN6 of the East Herts Local Plan Second Review April 2007. Councillor S Bull commented that there were no figures in the suggested Section 106 legal obligations. He referred in particular to an urgent need for additional cemetery space in Buntingford.

The Director stressed that, as this was an outline application, the exact figures for the Section 106 legal obligations could not be calculated until the reserved matters application was submitted.

Members were reminded that the provision of cemetery space was not an issue that was covered by East Herts planning policies on Section 106 legal obligations.

Councillor Bull referred to the Buntingford Town Council's perspective in that the land was allocated in the East Herts Local Plan Second Review April 2007 as mixed use and therefore the principle of development was already

established. He stated that the Town Council had no objections to the proposed change of use but had requested that these proposals were considered in the wider context of any future development within Buntingford.

The Director confirmed that part of the site was allocated for employment under employment land policy. Members were advised that, somewhat unusually, part of site was earmarked for live work units. Members were advised that, despite marketing activity for a number of years, there had been no committed interest in this site for employment purposes.

The Director stated that development should not be put on hold pending the potential future interest in any site or pending the publication of the East Herts District Plan. Officers felt that, given that this was a modest development, it was acceptable on balance for a decision to be made in support of this application.

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

RESOLVED – that, subject to the applicant or successor in title signing a legal agreement pursuant to Section 106 of the Town and Country Planning Act 1990, in respect of application 3/13/0813/OP, outline planning permission be granted subject to the conditions detailed in the report now submitted.

- 190 A) 3/12/1955/FP AND B) 3/12/1956/LB – DEMOLITION OF THE EXISTING OUTBUILDINGS AND RENOVATION OF THE FORMER VICTORIAN SCHOOL. DEVELOPMENT OF THE FORMER SCHOOL PLAYGROUND AND OUTDOOR SPACE FOR 5NO 4 BED DWELLINGS AND 2NO 2 BED FLATS AT MUSLEY INFANT SCHOOL, MUSLEY HILL, WARE SG12 7NB FOR MUSLEY HILL DEVELOPMENT LTD

Mr Perman addressed the Committee against the

applications. Mr Yates and Mr Douglas spoke for the applications.

The Director of Neighbourhood Services recommended that, in respect of applications 3/12/1955/FP and 3/12/1956/LB, planning permission and listed building consent be granted subject to the conditions detailed in the report now submitted.

The Director reminded Members that these applications had been deferred at the May 2013 meeting to enable Officers to investigate whether the proposed development was the minimum necessary to generate funds to provide for the repair and restoration of the listed school building and to ensure that it would provide for a long term viable use of the listed building.

Members had raised concerns that the scope and scale of the development was excessive and had also raised concerns regarding highway safety and access. Officers had since sought expert viability advice and had been advised that the development was of an appropriate scale necessary to ensure the viability of the works to the former school building.

The Director concluded that this scheme was now an acceptable compromise between an acceptable use for the site and parking provision. Officers were also of the view that these applications were a more favourable scheme than one that had been previously supported by the Authority.

Councillor D Andrews referred to the significance of the buildings on this site to the Ware community. He stated that the site was in a sad and sorry state which was not good to see. He concluded that the good work of Officers and the applicant to ameliorate the impact of the proposed development meant the applications should be approved.

Councillor M Alexander stated that, in order to save the

former Musley Hill school and the use of the site for the community, these applications should be supported otherwise this aspiration would not be achieved. He queried whether a further application for change of use would be required if the proposed nursery use failed to materialise.

The Director stated that a nursery was a D1 use class and that this use class was already permitted on this site. Members were advised that, subject to permitted development rights, any other use of the site for another use class would require a planning application. The Director confirmed there was a degree of latitude within the D1 use class.

Councillor P Ballam, as the local ward Member, commented that the former Musley Hill School meant a lot to the people of Ware and it was shame that no work had been done to preserve this facility since the school had closed. She expressed concerns regarding a particularly dangerous 4 way junction adjacent to the site. Councillor Ballam urged Members to refuse these applications.

The Director commented that although the Authority had direct powers to carry out works or require works to be carried out to preserve the quality of listed buildings, these powers were not extensively used as the Authority could subsequently become liable to carry out the works.

The Director suggested that the preferred approach of the Authority would be for a developer to take on the risk of undertaking actual preservation works, subject to an acceptable planning application being approved. Members were advised that the role of East Herts Council was purely to ensure that planning and listed building applications were acceptable in planning terms.

In response to a query from Councillor M Alexander, the Director confirmed that, prior to the occupation of any of the residential units, there would have to be a schedule of works approved in writing by the Authority.

The Committee accepted the recommendations of the Director of Neighbourhood Services as now submitted.

RESOLVED – that in respect of applications 3/12/1955/FP and 3/12/1956/LB, planning permission and listed building consent be granted subject to the conditions detailed in the report now submitted.

- 191 3/12/2063/FP – DEMOLITION OF EXISTING 3 GARAGE BLOCKS AND ERECTION OF 4 TWO-STOREY SEMI-DETACHED HOUSES WITH THREE BEDROOMS, PRIVATE AMENITY SPACE AND CAR PARKING AT GARAGE SITE TO THE NORTH OF 9 THREE STILES, BENINGTON, STEVENAGE, SG2 7LD FOR SOUTH ANGLIA HOUSING

Dean Goodman addressed the Committee against the application.

The Director of Neighbourhood Services recommended that, in respect of application 3/12/2063/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

Councillor K Crofton, as the local ward Member, stated that these garages were unsuitably narrow for modern day usage and had suffered for many years from a lack of investment and maintenance. He pointed out that the proposed development was outside the Benington village envelope.

Councillor Crofton commented that the traffic survey for Three Stiles did not reflect the true car parking situation. As a consequence, Town Lane was also regularly blocked with parked cars making the collection of refuse and recycling an issue for the refuse crews.

Councillor Crofton emphasised that the Council's Landscape Officer had recommended refusal on the basis of the poor layout of the proposed development. The

Officer had also raised concerns in relation to the character of the area in terms of plot sizes, overdevelopment and the failure of the dwellings to assimilate well into the size and shape of the site.

Councillor D Andrews stated that he agreed with most of the objections to this application that had been summarised in paragraph 5.4 of the report now submitted. He was particularly concerned that a road width of 3.2 metres was too narrow for a modern ambulance, refuse vehicle or fire appliance.

Councillor Andrews commented that he was particularly concerned in respect of the location, height and the access arrangements for the proposed development. He referred to the inevitable conflict between traffic, parked cars and children as there was no footpath provision in this location.

The Director advised that planning policy ENV1 was a general policy in respect of the relationship and the impact of a proposed development on the existing street scene, as well as the impact on residents' amenity. He stated that policy TR7 was less relevant in this case as this site already benefited from parking provision.

Members were reminded that policy TR7 was more relevant to sites where new housing was being proposed with insufficient parking provision. Members should weigh up the ability of the applicant to deliver a modest number of additional housing units whilst bearing in mind that many residential areas suffered from a degree of parking pressure.

Councillor D Andrews proposed and Councillor K Crofton seconded, a motion that application 3/12/2063/FP be refused on the grounds that the proposed development would result in the loss of existing parking provision and was therefore contrary to policy ENV1 of the East Herts Local Plan Second Review April 2007 and the National Planning Policy Framework. The proposed development

also failed to respect the existing form and character of development in the area and was therefore contrary to policies ENV1 and OSV2 of the East Herts Local Plan Second Review April 2007 and the National Planning Policy Framework.

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

RESOLVED – that in respect of application 3/12/2063/FP, planning permission be refused for the following reasons:

1. The proposed development would result in the loss of existing parking provision and thereby increase the demand for on-street parking in an area where there is already significant demand and limited capacity. As a result the proposal would be harmful to the amenities of existing residents, contrary to policy ENV1 of the East Herts Local Plan Second Review April 2007 and the National Planning Policy Framework.
2. The proposed development fails to respect the existing form and character of development in the area, particularly with regard to the access roadway which is unsatisfactory in terms of length and width to serve residential development. It would thereby be contrary to policies ENV1 and OSV2 of the East Herts Local Plan Second Review April 2007 and the National Planning Policy Framework.

Summary of Reasons for Decision

In accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2012 (as amended), East Herts Council has

considered, in a positive and proactive manner, whether the planning objections to this proposal could be satisfactorily resolved within the statutory period for determining the application. However, for the reasons now detailed, the proposal has not achieved an acceptable and sustainable development in accordance with the Development Plan and the National Planning Policy Framework.

192 3/13/0714/FP – CONSTRUCTION OF DETACHED DWELLING AT CAMELOT, 9, CHURCH END, BRAUGHING, SG11 2QA FOR MR J HAWORTH

Parish Councillor Peter Boylan addressed the Committee against the application. David Kirby spoke for the application.

The Director of Neighbourhood Services recommended that, in respect of application 3/13/0714/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

The Director referred to the impact of the application on the conservation area of Braughing. Members were advised that the village church remained the dominant feature in Braughing and this application would do very little to change that.

The Chairman, as the local ward Member, stated that she was glad Braughing Parish Council and the Braughing Society were of the same mind regarding this application. She expressed sympathy with their views as well as the concerns of local residents.

The Chairman stated that she was pleased there would be obscured glazing for the bathroom windows although she had sympathy with residents concerned about overlooking from the rear of the proposed detached dwelling.

Councillor M Newman concurred with the Officer's view

that there would be very little visual impact resulting from this application. Councillor S Bull acknowledged that this was a sensitive area and a local beauty spot. He stated however that, having heard the comments of the supporting speaker for the applicant, he concurred with the Officer's recommendation.

Councillor N Symonds stated that this site was set in the historical heart of Braughing. She commented that this application set a dangerous precedent for back land development in a very historic area which was in close proximity to a beautiful grade 1 listed church and the Old Boys School.

The Director acknowledged that there would be a degree of overlooking for neighbouring residents. He stated however that the view of, and from, the church would change very little and the church would be largely unaffected by this application.

The Director stressed that Officers were of the view that the balcony referred to by the Chairman would not cause overlooking of the property referred to as Ashridge. The Balcony was modest in nature so Officers were of the view that its impact would be minimal.

The Director reminded the Committee to consider this application on its planning merits in line with established planning policy and to approach the issue of the setting of a precedent with caution.

Councillor M Alexander stated that he respected the view of the Landscape Officer in the recommendation made at paragraph 3.2 of the report now submitted. The Officer had raised a variety of concerns and had stated that the application should be refused.

The Director stated that Officers had carefully considered the views of the Landscape Officer in that this was an unusual site with no direct road frontage. In the view of the Landscape Officer, a property with a traditional road

frontage would be more suitable.

The Director advised that smaller trees and shrub planting would have to be removed as part of this application. The larger trees were well set back to the east so would not be affected. The Chairman stated that the highways comments at paragraph 3.5 of the report now submitted were incorrect in that there had been a number of accidents each year for the past 5 years.

Councillor Mrs R Cheswright proposed and Councillor M Alexander seconded, a motion that application 3/13/0741/FP be refused on the grounds that the proposed development would represent a form of development which was unduly prominent and would have an adverse visual impact on the Braughing Conservation Area. The application was therefore contrary to policies ENV1, HSG7, OSV1 and BH6 of the East Herts Local Plan Second Review April 2007 and the National Planning Policy Framework. The proposed balcony would also result in an unacceptable degree of overlooking and loss of privacy to the occupiers of the neighbouring property, Magdalens. It would therefore also be contrary to policy ENV1 of the East Herts Local Plan Second Review April 2007 and the National Planning Policy Framework.

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

RESOLVED – that in respect of application 3/13/0714/FP, planning permission be refused for the following reasons:

1. The proposed development by virtue of its siting, scale and design, would represent a form of development which is unduly prominent, has an adverse visual impact and fails to compliment the true character and

appearance of the surrounding area and the Braughing Conservation Area. It would thereby be contrary to policies ENV1, HSG7, OSV1 and BH6 of the East Herts Local Plan Second Review April 2007 and the National Planning Policy Framework.

2. The proposed balcony would result in an unacceptable degree of overlooking and loss of privacy to the occupiers of the neighbouring property, Magdalens. It would thereby be contrary to policy ENV1 of the East Herts Local Plan Second Review April 2007 and the National Planning Policy Framework.

Summary of Reasons for Decision

In accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2012 (as amended), East Herts Council has considered, in a positive and proactive manner, whether the planning objections to this proposal could be satisfactorily resolved within the statutory period for determining the application. However, for the reasons now detailed, the proposal has not achieved an acceptable and sustainable development in accordance with the Development Plan and the National Planning Policy Framework.

193 3/13/1003/FP – CHANGE OF USE OF OUTBUILDING TO RESIDENTIAL ANNEX AT WHITE HOUSE LODGE, HARE STREET, BUNTINGFORD, SG9 0DX FOR MS A STEWART

The Director of Neighbourhood Services recommended that, in respect of application 3/13/1003/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 3/13/1003/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

194 3/13/1078/FP – PART TWO STOREY, PART SINGLE STOREY REAR EXTENSION FOLLOWING DEMOLITION OF EXISTING CONSERVATORY AT 24, PINELANDS, BISHOP'S STORTFORD FOR MR M KINGSLAND

The Director of Neighbourhood Services recommended that, in respect of application 3/13/1078/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 3/13/1078/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

195 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 9.44 pm

Chairman
Date

MINUTES OF A MEETING OF THE
CORPORATE BUSINESS SCRUTINY
COMMITTEE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
TUESDAY 27 AUGUST 2013, AT 7.00 PM

PRESENT: Councillor D Andrews (Chairman)
Councillors S Bull, E Bedford, G Jones,
J Ranger, R Sharma, G Williamson and
J Wing

ALSO PRESENT:

Councillors P Ruffles and M Tindale

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Marian Langley	- Scrutiny Officer
Graham Mully	- Risk Assurance Officer
Ceri Pettit	- Corporate Planning and Performance Manager
Adele Taylor	- Director of Finance and Support Services

196 APOLOGIES

Apologies for absence were submitted on behalf of Councillors J Mayes, T Page and M Pope. It was noted that Councillor S Bull was substituting for Councillor T Page.

197 MINUTES – 2 JULY 2013

RESOLVED – that the Minutes of the meeting held

on 2 July 2013 be confirmed as a correct record and signed by the Chairman.

198 SCRUTINY WORK PROGRAMME

The Chairman submitted a report setting out the Committee's future work programme for 2013/14, the detail of which was set out in Essential Reference Paper "B" to the report now submitted.

The Scrutiny Officer drew Members' attention to the Council's 2014/15 budget process and timeframes and queried whether there was a need to hold a Corporate Business Scrutiny Committee meeting in October 2013. The Director of Finance and Support Services suggested that a "Budget Café" for Members could be arranged in 2014 when the Council had more information from Central Government on its funding levels and this would allow Members to be better informed during the subsequent scrutiny process. The October meeting was seen to be unnecessary as not enough detail would be available by that date for any meaningful discussion to take place.

The Scrutiny Officer advised Members of the training sessions which would be arranged regarding Government Funding, on the Medium Term Financial Plan and a "clinic" which the Director of Finance and Support Services would be holding for Members with questions about the budget setting process before its consideration by a joint meeting of Scrutiny Committees and before the Executive.

In terms of adding further items onto the work programme, the Chairman suggested that the Committee might wish to receive a report on webcasting following several news items and a recent central government publication on this issue from central Government sources. This was supported.

Members approved the Work Programme, as now amended.

RESOLVED – that (A) the Work Programme as now amended, be approved; and

(B) unless there were any urgent items, the 8 October 2013 meeting of the Corporate Business Scrutiny Committee be cancelled.

199 MONTHLY CORPORATE HEALTHCHECK APRIL TO JUNE 2013

The Director of Finance and Support Services submitted an exception report on finance and performance monitoring for the period April to June 2013, the detail of which was set out in the report now submitted and supporting Essential Reference Papers.

The Corporate Planning and Performance Manager explained that the 2013/14 Planning Contingency budget at the start of the financial year had been £591,000 and that £502,000 was still available to deal with risks and issues that arise in year. Updates were provided in relation to Performance Indicators generally and those which fell within the remit of Corporate Business Scrutiny Committee.

In response to a query from Councillor J Ranger regarding monies which the Council had received to deal with illegal parking, the Director of Finance and Support Services explained that a sum which was in excess of £180,000 had been included in the outturn figures for 2012/13.

In response to a query from Councillor G Williamson regarding loss of income from parking machines being broken into, the Director of Finance and Support Services explained that the Council was not insured against losses from the machines adding that the insurance excess which the Council would have to pay, would be greater than the sums lost. In response to a further query, Members were advised that the machines were not

covered as insurers were not willing to take this on.

In response to a query from Councillor R Sharma on what the Council could do to deter theft and damage, including the use of dye as a deterrent, the Risk Assurance Officer undertook to explore what options might be available adding that increased use of CCTV could be a option.

In response to a query from Councillor S Bull regarding the CCTV refund of £8,000 from Stevenage, the Director of Finance and Support Services explained how the partnership refund arrangements worked.

Members noted that the performance indicators on ICT were not fully detailed as trends and baseline data were still being established.

Members received the report.

RESOLVED – that the report be received.

200 CORPORATE ANNUAL REPORT 2012/13

The Leader of the Council submitted a report providing Members with an initial draft of the Council's Annual Report for 2012/13, the detail of which was set out in the report now submitted and the Essential Reference Paper.

The Corporate Planning and Performance Manager explained that the draft set out the Council's achievements against its corporate priorities, its financial position and performance against key indicators and when published would include 2012/13 outturn figures.

Members noted that there was a duplication of one bullet point that had occurred in terms of the number of roads cleaned in the District. It was also noted that following presentation of the draft final accounts for 2012/13 to Audit Committee, the pie chart showing where our money comes from had been further broken down in regard to Government Grants. This will be updated in the final draft.

Councillor S Bull said that he was “astounded” by the amount which was paid out in terms of benefits when displayed in this format.

In response to a query from the Executive Member for Finance regarding leisure users, the Corporate Planning and Performance Manager undertook to check the figures again and clarify ‘users’ as visits not membership numbers.

In response to a query from the Chairman, regarding what Members might also wish to see included in the Annual Report, Councillor G Jones stated that the Council had only focussed on the positives and that a more balanced approach might be to include what it had not achieved. The Director of Finance and Support Services commented that the final version of the Annual Report would include all of the Council’s Performance Indicators which would show where performance had both reached and not reached expected targets.

The Committee received the report and supported its recommendation to the Executive for approval.

RESOLVED – that the 2012/13 Annual Report be recommended to the Executive for approval.

201 4 YEAR CORPORATE STRATEGIC PLAN (2014/15 TO 2017/18)

The Leader of the Council submitted a report presenting a draft of the Council’s Corporate Strategic Plan which outlined the Council’s priorities for the next four years and the key outcomes it hopes to achieve. The report also highlighted the high level priorities and identified the key activities that will be undertaken, the detail of which was set out in the report now submitted and supporting Essential Reference Papers.

The Corporate Planning and Performance Manager

explained how the core document was broken down and welcomed Members' views on the draft.

Councillor S Bull expressed his dismay at the dissolution of Community Voice meetings which he felt, gave the community an opportunity to voice their concerns and needs. Councillor J Wing felt that Community Voice meetings were not that useful as only a small number of regular attendees ever came and that Officers' comments could only ever be limited in the absence of senior representation.

Councillor J Wing asked that the heading of paragraph 3 "Organisation and Culture – Here to Help You" be amended by the deletion of "Here to Help You" as he felt that the latter words were patronising and preferred the inclusion of "Here to give good service". Councillor J Ranger suggested that Officers be given more training to provide better service.

The Committee received the report.

RESOLVED – that the Corporate Strategic Plan for 2014/15 to 2017/18, as now submitted, be recommended to the Executive for approval.

202 EAST HERTS REVISED RISK MANAGEMENT STRATEGY

The Leader of the Council submitted a report that detailed the updates to the Risk Management Strategy, the detail of which was set out in the report now submitted and supporting Essential Reference Papers. Members were advised that the Strategy had been updated to reflect current best practice, that all risks could be viewed by Members using Covalent and that the Strategy would be updated annually.

Councillor J Ranger stated that the revised strategy and the risk matrix were more understandable than previously. He reminded Members that there was also a need to consider the Council's reputation in managing risk.

Members received the report and complimented Officers on the work undertaken.

RESOLVED – that the report be received and supported.

203 FINANCIAL STRATEGY AND MEDIUM TERM FINANCIAL PLAN TO 2017/18

The Executive Member for Finance submitted a report inviting Members of Corporate Business Scrutiny Committee to consider revisions to the Financial Strategy, including its policy on using reserves and the proposed planning assumptions to be used to update the Medium Term Financial Plan for 2014/15 to 2017/18, the detail of which was set out in the report now submitted and Essential Reference Papers.

The Director of Finance and Support Services explained how the various sections of the report had been broken down and drew Members' attention to the announcements made in June 2013 around funding for Local Government in the Comprehensive Spending Review. The key points were set out in the report now submitted.

The Director of Finance and Support Services reminded Members that savings would be achieved in relation to shared services for ICT, Print and Design and Business Improvement, and these had been included within the Medium Term Financial Plan as presented to this meeting. Underlying assumptions had also been made around inflation, savings and growth. Members noted that the budget would be set in January 2014. Scrutiny would have an opportunity to consider the detailed budget setting at future meetings, prior to the final budget. Officers are currently undertaking budget challenge sessions with budget holders and the outcome of these meetings would feed into the final budget process.

Councillor J Ranger supported the proposed £200,000 contingency to help meet any changes in funding. He referred to the triennial review of pensions which would report in November 2013 and of the Council having to meet additional contributions. This could be funded either through additional ongoing revenue funding or as a one off payment. The Director of Finance and Support Services suggested that Members may wish to consider funding any one-off sums from the Council's General Reserves if the financial implications of doing so were favourable.

Councillor J Ranger referred to the planning assumptions in relation to contract inflation and the different assumptions across contracts. The Director of Finance and Support Services explained the different factors that were included in the major contracts and stressed the importance of choosing the most appropriate inflation factor when procuring services.

Councillor J Wing sought clarification on the New Homes Bonus and how this was applied to parishes. The Executive Member for Finance provided clarification. He referred to the triennial review of Pension contributions and suggested that it might be prudent for the Council to make a one off payment to ease the burden going forward. He sought Members views on the suggestion.

Councillor G Jones stated that it would be embarrassing for the Council to hold more in the general reserve pot than it should as this could be seen as having "taken from residents" more than was needed and that reserves should be used to assist the community and cut down pension deficit.

The Chairman stated that there was nothing embarrassing about achieving more with less and that there was merit in saving money by being able to make a contribution to the pension fund. The Executive Member for Finance reminded Members that Council Tax last year had been reduced and that Members might also want to

consider reducing fees and charges, and look initially to fund any financial implications from the general reserves.

The Director of Finance and Support Services referred to the Government's new funding regime in terms of the Revenue Support Grant, and retention of business rates and that it was anticipated that this would be cut by 10% per year from 2015/16. In response to a query from Councillor J Wing, the Director of Finance and Support Services explained the basis of "Invest to Save" and how this affected the Council.

Members supported the suggestion that the Council should reduce its level of general reserves and that they be applied particularly in relation to keeping car park charges down and reducing the pensions shortfall and that these be fully costed for further consideration.

The Committee received the report.

RESOLVED – that the Executive be advised that
(A) the proposed financial strategy be recommended for approval;

(B) the planning assumptions set out in this report should be adopted by the Council as the basis for framing the 2013/14 budget and Medium Term Financial Plan to 2014/15; and

(C) the concept of reducing the Council's General Reserves particularly in relation to keeping car parks charges down and reducing the pensions shortfall, be supported and that these be fully costed for further consideration.

204 ANNUAL GOVERNANCE STATEMENT 2012/13 AND ACTION PLAN 2013/14

The Leader of the Council submitted a report presenting the 2012/13 Annual Governance Statement and the 2013/14 Annual Governance Statement Action Plan.

Essential Reference Paper 'B' showed the version of the Annual Governance Statement with tracked changes detailing the amendments made to the wording of the current document.

The Committee received the report.

RESOLVED – that the Annual Governance Statement 2012/13 and Action Plan 2013/14, be supported.

The meeting closed at 8.50 pm

Chairman
Date

MINUTES OF A MEETING OF THE
DEVELOPMENT MANAGEMENT
(FORMERLY CONTROL) COMMITTEE
HELD IN THE COUNCIL CHAMBER,
WALLFIELDS, HERTFORD ON
WEDNESDAY 11 SEPTEMBER 2013, AT
7.00 PM

PRESENT: Councillor Mrs R Cheswright (Chairman).
Councillors M Alexander, D Andrews,
E Bedford, S Bull, A Burlton, K Crofton,
G Jones, P Moore, M Newman, N Symonds
and G Williamson.

ALSO PRESENT:

Councillors W Ashley, J Jones and P Ruffles.

OFFICERS IN ATTENDANCE:

- | | |
|--------------------|--|
| Liz Aston | - Development
Team Manager
(East) |
| Lorraine Blackburn | - Democratic
Services Officer |
| Glyn Day | - Principal Planning
Enforcement
Officer |
| Simon Drinkwater | - Director of
Neighbourhood
Services |
| Kevin Steptoe | - Head of Planning
and Building
Control Services |

220 CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that Democratic Services Officer, Peter Mannings and his wife Tracy, had become the proud parents of a son. Members sent their congratulations to the new parents.

The Chairman announced that application 3/13/1115/FP (Garage site and grassed area, Francis Road, Ware) and enforcement case E/13/0/187A (Unauthorised advertisements at 212 Dunmow Road, Bishop's Stortford, Herts) had been withdrawn.

221 MINUTES – 14 AUGUST 2013

In respect of Minute 190 – Applications 3/12/1955/FP and 3/12/1956/LB, Councillor D Andrews stated that although Councillor P Ballam was the local Member she was not the local “ward” Member. The Committee agreed that the word “ward” should be deleted.

RESOLVED – that the Minutes of the meeting held on 14 August 2013 as now amended, be confirmed as a correct record and signed by the Chairman.

- 222 (A) 3/13/1000/FP – ERECTION OF 160 DWELLINGS WITH ASSOCIATED GARAGES, CAR PARKING, PUBLIC OPEN SPACE, CHILDREN'S PLAY AREA, LANDSCAPING, DIVERSION OF FOOTPATH, PUMPING STATION WITH ASSOCIATED WORKS AND NEW VEHICULAR, PEDESTRIAN AND CYCLIST ACCESSES AND THE PROVISION OF ALLOTMENTS AND THE CHANGE OF USE OF LAND FOR A CEMETERY WITH ASSOCIATED ACCESSES, CAR PARKING AND LANDSCAPING; AND (B) 3/13/1183/OP - ERECTION OF 160 DWELLINGS WITH ASSOCIATED GARAGES, CAR PARKING, PUBLIC OPEN SPACE, CHILDREN'S PLAY AREA, LANDSCAPING, DIVERSION OF FOOTPATH, PUMPING STATION WITH ASSOCIATED WORKS AND NEW VEHICULAR, PEDESTRIAN AND CYCLIST ACCESSES AND THE PROVISION OF ALLOTMENTS AND THE CHANGE OF USE OF LAND FOR A CEMETERY WITH ASSOCIATED ACCESSES, CAR PARKING AND LANDSCAPING (CHANGE OF SITE AREA) AT LAND NORTH OF HARE STREET ROAD, BUNTINGFORD FOR TAYLOR WIMPEY UK LTD
-

Mr Baker addressed the Committee against the

application. Mr Phillips spoke for the application.

The Director of Neighbourhood Services recommended that, subject to the applicants entering into legal obligations pursuant to Section 106 of the Town and Country Planning Act 1990, in respect of applications 3/13/1000/FP and 3/13/1183/OP, planning permission and outline planning permission be granted subject to the conditions detailed in the report now submitted. He drew Members' attention to the additional representations which had been submitted after the agenda had been dispatched.

The Director of Neighbourhood Services stated that the main issue was the absence of an up to date District Plan and that the Council did not have the ability to demonstrate the supply of land over a five year period but that a robust approach was being taken by the government nationally to allow development to come forward. He commented that, in relation to planning policy, if significant harm, "the high test", could not be demonstrated, then applications for planning permission should be approved. He drew Members' attention to the changes that the applicant had put forward following concerns expressed and negotiation with Officers.

Councillor J Jones, as a ward member, stated that the application was premature in that a District Plan was not yet available. He acknowledged that housing would come to Buntingford but that this was a "hostile application" in a location within the town, which nobody wanted. Councillor Jones said that there had been no reasonable consultation with the Town Council and residents by the developer and that the applicant was using the vulnerability of Buntingford in the absence of a District Plan. He referred to the fact that the location was not within the natural valley to the east of the town and that the application would dominate the town from an elevated position.

Councillor J Jones expressed concern regarding the

proposed mini roundabout and the logistics of its use by the Funeral Service and stated that the cemetery proposed was not in a suitable location. He referred to the draft District Plan which stated that this was the least favourable location for such an application. Councillor Jones stated that for localism to succeed, the application needed to be refused on grounds of prematurity.

Councillor S Bull stated that it had been fundamental to refuse the previous application on the grounds of prematurity and that it still remained a valid reason for this application. He explained that the whole site was in a rural area and that the site was less suitable than other sites in the town. Councillor Bull referred to previous planning applications which had been approved and that housing provision was already in excess of what was anticipated in the draft District Plan. He suggested that it should be refused for a number of planning reasons including Policies GBC2 and GBC3, transport policy and policy SD1.

Councillor Bull referred to the application's close proximity to the school, accessibility problems and the unsuitability of the proposed new cemetery. He acknowledged that the applicants had made a number of changes to the application but considered that these were minor in nature and would have a substantial impact on local properties. In response to a query from Councillor P Moore concerning sustainability, he stated that other sites were more sustainable in terms of transport.

Councillor A Burlton reminded Members that an earlier application by the developer was awaiting a decision by the Planning Inspector. He questioned why Members were being urged to make a decision prior to a decision being reached on the earlier application. The Director of Neighbourhood Services reminded Members of the background adding that the applicant preferred to obtain a permission via the Council rather than through the appeal process. Also, Members did not have to make a decision on the proposal but that this did not indicate a pro active

approach and indeed, might make the Council vulnerable to challenge in terms of unreasonableness.

Councillor M Alexander urged Members to be consistent in their decision making.

Councillor G Jones referred to the provision of the infrastructure and whether this could be accommodated by the proposed contribution by the developer. The Director of Neighbourhood Services explained how the figure had been arrived at and the role of other services in the process.

Councillor M Newman referred to the dilemma Members faced in approving or refusing the application, adding that the basis of a defence on appeal was tenuous, of the likelihood of the applicant winning and of the possibility of them being awarded costs against the Council.

Councillor G Williamson stated that the land was Green Belt and therefore contrary to policy GBC3.

Councillor N Symonds commented that not much had changed from the previous application and that Members needed to observe localism and refuse the application. She cited the planning policies which she felt the application contravened.

In response to a query from Councillor K Crofton regarding a suggestion to delete the cemetery and replace this with sports facilities, the Director of Neighbourhood Services explained that minor changes could be covered by conditions but a substantial change of this nature would have to be the subject of further negotiation.

The Chairman stated that Buntingford had been targeted by developers who were there to make money. She urged Members to consider carefully the planning reasons for refusal, if so minded. The Chairman asked whether the Council could defer the application so that

further consultation could take place with the Town Council. The Director of Neighbourhood Services explained that consultation should preferably have initially been carried out by the developer but it had in any event been undertaken by the Council as part of process.

The Director reminded Members that the land in question was not Green Belt land but was identified in the Local Plan as rural area beyond the green belt. He explained the pressures on the Council of finding suitable areas on which to allow residential development around the five main towns in the District. He reminded Members which previous planning policies had been cited in the earlier refusal and urged Members to be cautious, given the circumstances explained, if they were minded to refuse the application before them.

The Director stated that Members needed to articulate where the application was failing in terms of the “significant harm” test. It seemed that Members felt this was in relation to the infrastructure.

Councillor S Bull proposed and Councillor D Andrews seconded, a motion that applications 3/13/1000/FP and 3/13/1183/OP be refused on the grounds that they were contrary to Policies GBC2 and GBC3 and SD1.

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

RESOLVED – that (A) in respect of planning application 3/13/1000/FP, planning permission be refused for the following reasons:

1. The site lies in the Rural Area Beyond the Green Belt as defined in the East Herts Local Plan Second Review, April 2007, where development will only be allowed for certain specific purposes. The proposals do not

represent an acceptable form of development in that respect and are, therefore contrary to the aims and objectives of policies GBC2 and GBC3 of the East Herts Local Plan Second Review April 2007. Prior to the publication of the East Herts District Plan, Part 1: Strategy, development at this time would prejudice the assessment process currently underway which will lead to the identification of land and the preferred strategy for residential and other development across the district. The proposals are therefore contrary to the objectives set out in that respect in the National Planning Policy Framework.

2. The proposed development, if permitted to proceed in advance of a full assessment of the impact of this and other potential development in the town, which may come forward through the District Plan process, will constitute an unsustainable form of development, particularly in relation to the impact and demand placed upon education, public transport, health facilities and local leisure provision. The proposal is therefore contrary to policy SD1 of the East Herts Local Plan Second Review April 2007 and the policies of the National Planning Policy Framework.

(B) in respect of application 3/13/1183/OP that planning permission be refused for the following reasons:

1. The site lies in the Rural Area Beyond the Green Belt as defined in the East Herts Local Plan Second Review, April 2007, where development will only be allowed for certain specific purposes. The proposals do not represent an acceptable form of development in that respect and are, therefore contrary to the aims and objectives of policies GBC2 and

GBC3 of the East Herts Local Plan Second Review April 2007. Prior to the publication of the East Herts District Plan, Part 1: Strategy, development at this time would prejudice the assessment process currently underway which will lead to the identification of land and the preferred strategy for residential and other development across the district. The proposals are therefore contrary to the objectives set out in that respect in the National Planning Policy Framework.

2. The proposed development, if permitted to proceed in advance of a full assessment of the impact of this and other potential development in the town, which may come forward through the District Plan process, will constitute an unsustainable form of development, particularly in relation to the impact and demand placed upon education, public transport, health facilities and local leisure provision. The proposal is therefore contrary to policy SD1 of the East Herts Local Plan Second Review April 2007 and the policies of the National Planning Policy Framework.

223 3/13/0923/RP – ERECTION OF EARLY YEARS CENTRE, INCLUDING DETAILS OF ASSOCIATED CAR PARKING, LANDSCAPING AND DRAINAGE SWALE FOLLOWING OUTLINE PERMISSION 3/08/2054/OP AT CLAPPERS LANE, WATTON AT STONE, SG14 3QA FOR HERTFORDSHIRE COUNTY COUNCIL

The Director of Neighbourhood Services recommended that, in respect of application 3/13/0923/RP, 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 3/13/0923/RP, planning permission be granted subject to the conditions detailed in the report now submitted.

224 3/13/1023/FO – VARIATION OF CONDITIONS 3 AND 5 OF OUTLINE PLANNING PERMISSION 3/11/0554/OP TO ALTER DEVELOPMENT PLOT BOUNDARIES, ALTERATIONS TO MINIMUM PLOT HEIGHTS AND REMOVAL OF PEDESTRIAN ACCESS B ONTO BURNT MILL LANE AT TERLINGS PARK, EASTWICK ROAD, EASTWICK, CM20 2QR FOR BLOOR HOMES

The Director of Neighbourhood Services recommended that, in respect of application 3/13/1023/FO, planning permission be granted subject to the conditions detailed in the report now submitted.

The Director of Neighbourhood Services stated that a Deed of Variation needed to be incorporated within the Section 106 Agreement.

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

RESOLVED – that subject to the applicant or successor entering into a Deed of Variation to the existing Section 106 Agreement in relation to application reference 3/11/0554/OP, planning permission be granted in respect of application 3/13/1023/FO, subject to the following conditions:

1. Outline permission time limit (1T03)
2. The residential development hereby permitted shall not exceed a total gross internal floorspace of 37,068 sq.m.

Reason: To ensure that the amount of development is compatible with the location of the site within the Metropolitan Green Belt.

3. Approved plans (2E10) (BH1001, BH1002, BH1003, BH1004, BH1005, and BH1100)
4. Details of the appearance, landscaping, layout, and scale, (hereinafter called "the reserved matters") of the development shall be submitted to and approved in writing by the local planning authority before any development begins and the development shall be carried out as approved.

Reason: To comply with the provisions of Article 4 of the Town and Country Planning (Development Management Procedure) Order 2010.

5. Prior to the occupation of the development the pedestrian and cyclist accesses shown on Plan No. BH1004 shall be provided and thereafter retained for such use.

Reason: To help achieve a sustainable development and promote the use of non car modes of transport in accordance with the aims of the NPPF.

6. Hours of working - plant and machinery (6N05)
7. Prior to the commencement of development the works specified within the Phase 1 Geo-environmental Assessment Report, March 2011, shall be carried out unless amendments to these works are agreed in writing by the Local Planning Authority. Following the completion of the works a validation report shall be submitted to and approved in writing by the Local Planning Authority prior to any

building works commencing on site.

Reason: To ensure the site no longer poses a potential risk to groundwater in accordance with policy ENV20 of the East Herts Local Plan Second Review April 2007 and the Technical Guidance to the NPPF.

8. No development or groundworks shall take place until the applicant has implemented the programme of archaeological work in accordance with the written scheme of investigation which was submitted by Northamptonshire Archaeology dated 3rd January 2013. The development shall be carried out in accordance with the approved scheme, and this condition will only be discharged when the required archaeological reports are submitted to and approved in writing by the Local Planning Authority.

Reason: To secure the protection of and proper provision for any archaeological remains in accordance with policies BH2 and BH3 of the East Herts Local Plan Second Review April 2007.

9. Prior to the commencement of development details of a surface and foul water drainage scheme for the site shall be submitted to and approved in writing by the Local Planning Authority and thereafter implemented in accordance with the approved details.

Reason: To ensure that adequate provision is in place in accordance with policy ENV21 of the East Herts Local Plan Second Review April 2007.

10. A Green Travel Plan, with the object of reducing travel to and from the development

by private car, shall be submitted with the submission of any subsequent Reserved Matters for approval by the Local Planning Authority and the proposed measures shall be implemented to an agreed timetable.

Reason: To promote the use of non car modes of transport in accordance Policy TR4 of East Herts Local Plan Second Review April 2007.

11. Prior to the commencement of the development a construction management plan covering delivery and storage of materials, on-site parking during construction, wheel washing facilities and construction vehicle routing shall be submitted to and approved in writing by the Local Planning Authority and thereafter implemented in accordance with the approved details.

Reason: To ensure the impact of construction vehicles on the local road network is minimised.

12. The development hereby permitted shall be carried out in accordance with the details of the Flood Risk Assessment (FRA), Revision 3, March 2011 and the mitigation measures contained therein unless it is superseded by any other FRA that is previously submitted to and approved in writing by the local planning authority.

Reason: To minimise flood risk in accordance with Policy ENV19 of the East Herts Local Plan Second Review April 2007.

13. The development hereby permitted shall be carried out in accordance with the details of the bat survey, December 2010 and the

mitigation measures contained therein unless superseded by any subsequent submissions.

Reason: To protect the habitats of bats which are a protected species under the Wildlife and Access to the Countryside Act 1981, and in accordance with Policy ENV16 of the East Herts Local Plan Second Review April 2007.

Directives:

1. Other legislation (01OL)
2. This planning permission is subject to the Planning Obligations agreed with the previous outline permission granted under lpa reference 3/11/0554/OP under S106 of the Town and Country Planning Act 1990 (as amended).
3. Street name and numbering (19SN)
4. Highway Works (06FC2)
5. Unsuspected contamination (33UC)

Summary of Reasons for Decision

East Herts Council has considered the applicant's proposal in a positive and proactive manner with regard to the policies of the Development Plan (Minerals Local Plan, Waste Core Strategy and Development Management Policies DPD 2012 and the 'saved' policies of the East Herts Local Plan Second Review April 2007; the National Planning Policy Framework and in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2012 (as amended). The balance of the considerations having regard to those policies and the Outline planning permission granted under LPA reference

3/11/0554/OP is that permission should be granted.

- 225 3/11/2137/SV – MODIFICATION OF SECTION 106 AGREEMENT IN RESPECT OF THE COMMERCIAL BUILDINGS APPROVED UNDER REF: 3/04/0657/OP BY THE VARIATION OF A £125,000 HIGHWAYS CONTRIBUTION AT 95-97 LONDON ROAD, BISHOP'S STORTFORD, CM23 3DU FOR TANNERS WHARF LTD

The Director of Neighbourhood Services recommended that, in respect of application 3/11/2137/SV, Members confirm that, if they had been able to determine the application, they would have agreed to a variation of the Section 106 agreement as detailed in the report now submitted.

Councillor D Andrews expressed concern regarding the wording in relation to the transfer of the freehold and suggested that the words “provided such transfer occurs within 5 years of completion of the agreement” be deleted.

Councillor G Jones was against modification of the Section 106 agreement and that the original agreement of £125,000 should be paid to the County Council. Councillor A Burlton agreed that the Council should not be subsidising commercial organisations. This was also supported by Councillor N Symonds.

The Committee accepted the recommendation of the Director of Neighbourhood Services as amended.

RESOLVED – that if able to determine application 3/11/2137/SV, a variation of the Section 106 agreement as detailed in the report and now amended, be approved:

An amended highways contribution of £80,000 towards works contained within the Bishop's Stortford Transportation Plan (reduced from

£125,000 in original agreement) to be paid to the County Council as follows:

- £10,000 per each floor of the building (four floors) payable prior to occupation of each floor (indexed from date of agreement); and
- £40,000 paid upon transfer of the freehold.

226 3/13/0074/FP – CONSTRUCTION OF DETACHED THREE BEDROOM DWELLING AT LAND OFF TYLERS CLOSE, BUNTINGFORD, SG9 9FP FOR LEACH HOMES

The Director of Neighbourhood Services recommended that, subject to the applicant or successor in title entering into a legal agreement pursuant to Section 106 of the Town and Country Planning Act 1990, in respect of application 3/13/0074/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 3/13/0074/FP, planning permission be granted subject to the conditions detailed in the report now submitted.

227 E/13/0106/B – UNTIDY CONDITION OF LAND AT 41 MANDEVILLE ROAD, HERTFORD, HERTFORDSHIRE, SG13 8JH

The Director of Neighbourhood Services recommended that, in respect of the site relating to E/13/0106/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/13/0106/B on the basis now detailed.

RESOLVED – that in respect of E/13/0106/B, the Director of Neighbourhood Services, in conjunction with the Director of Finance and Support Services, be authorised to take enforcement action on the basis now detailed.

228 E/12/0308/B – UNTIDY CONDITION OF LAND AT 17 NEW ROAD, HERTFORD, SG14 3JJ

The Director of Neighbourhood Services recommended that, in respect of the site relating to E/12/0308/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/12/0308/B on the basis now detailed.

RESOLVED – that in respect of E/12/0308/B, the Director of Neighbourhood Services, in conjunction with the Director of Finance and Support Services, be authorised to take enforcement action on the basis now detailed.

229 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 8.50 pm

Chairman

Date

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MINUTES OF A MEETING OF THE
ENVIRONMENT SCRUTINY COMMITTEE
HELD IN THE COUNCIL CHAMBER,
WALLFIELDS, HERTFORD ON TUESDAY
17 SEPTEMBER 2013, AT 7.00 PM

PRESENT: Councillor D Abbott (Chairman).
Councillors W Ashley, P Ballam, R Beeching,
E Buckmaster, M Pope, C Rowley and
K Warnell.

ALSO PRESENT:

Councillor D Andrews.

OFFICERS IN ATTENDANCE:

Marian Langley	- Scrutiny Officer
Peter Mannings	- Democratic Services Officer
George A Robertson	- Chief Executive and Director of Customer and Community Services
David Thorogood	- Environmental Co- Ordinator
Trevor Watkins	- Waste Services Manager

230 APOLOGIES

Apologies for absence were received from Councillors B Wrangles and J Wyllie. It was noted that Councillor R Beeching was substituting for Councillor J Wyllie.

231 MINUTES – 11 JUNE 2013

RESOLVED – that the Minutes of the meeting held on 11 June 2013 be confirmed as a correct record and signed by the Chairman, subject to the

following amendment:

Minute 60 – Contract Performance Environmental Operations 2012/13.

Delete in middle of 1st sentence 3rd paragraph –
'.....brakes even.'

Replace with – 'breaks even'.

232 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that, with Members' consent, he would like to move the report in respect of Fuel Poverty up the Agenda so this report could be considered after the Environment Scrutiny Work Programme.

Members were also advised that a larger print copy of pages 47 – 55 of the agenda had been circulated to Members.

233 ENVIRONMENT SCRUTINY – WORK PROGRAMME

The Chairman submitted a report setting out the future work programme for Environment Scrutiny for 2013/14 to 2014/15, the detail of which had been set out in Essential Reference Paper "B".

Members were advised that the report in respect of Automatic Number Plate Recognition (ANPR) would now be considered at the 10 June 2014 meeting of the Committee.

Members were also advised of two new requests for the work programme as follows:

- 25 February 2014 – Review of Affordable Warmth Strategy.
- 10 June 2014 – Parks and Open Spaces high level action plan.

The Committee approved the work programme as now detailed.

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

234 FUEL POVERTY – AN OVERVIEW

The Executive Member for Health, Housing and Community Support submitted a report in respect of the revised national definition of fuel poverty. The report highlighted the activity being undertaken in East Herts to help address the issue amongst vulnerable residents.

The Committee was reminded that, at the 11 June 2013 meeting, Members had requested that an initial report be presented to their next meeting outlining measures relating to fuel poverty in East Herts. Members were already aware that the specific aim of reducing fuel poverty formed part of the Council's 2013/14 Vision and corporate priorities.

Members were advised that, in the UK, the concept of fuel poverty had traditionally been taken as occurring when a family spent more than 10% of household income on heating a property to a comfortable level.

Members were referred to paragraph 4.3 of the report now submitted for a summary of the principal issues relating to fuel poverty across the District. East Herts had a diverse mix of house types with many older hard to treat homes and many of these homes were off gas.

Members were reminded of the '*Green Deal*', a Government initiated scheme, which had been fully launched in January 2013 and had been set up to provide a loan to householders to provide for a wide range of energy efficiency improvements. Councillor K Warnell commented that the elderly were particularly vulnerable.

The Committee was advised that Home Heating Oil

buying clubs operated mainly in rural areas, where residents combined their orders to achieve a more competitive price from the supplier. Several such clubs operated across East Herts and savings of at least 10% were achieved due to less delivery journeys, thereby saving time and diesel as well as reducing congestion.

Members were advised that some homes in East Herts would not be suitable for top-ups of insulation due to unsuitable cavities following the construction process. The Committee received the report.

RESOLVED – that (A) the activity relating to fuel poverty in East Herts be noted;

(B) the progress made with the Green Deal and the interim grant scheme now being put in place be noted; and

(C) a review of the Council's Affordable Warmth Strategy be submitted to a future meeting of the Committee and, if possible, before the end of the Civic Year, following the expected publication of the Government's Fuel Poverty Strategy in 2014.

235 NEW RECYCLING SCHEME – REMOVING CARD FROM THE ORGANIC WASTE STREAM – PROGRESS WITH IMPLEMENTATION

The Executive Member for Community Safety and Environment submitted a report updating Members on the progress being made to change dry recycling collections to a dual stream system.

Members were reminded that in March 2013, Council had approved a scheme to change the current kerbside sorting of dry recyclables using boxes to a dual stream comingled system, with paper being kept separate in a box and all other dry recyclables placed in a third wheeled bin.

The Waste Services Manager advised that the primary motive was to enable cardboard to be moved from the organic waste stream into the dry recycling, as changing standards for compost quality meant it would be impossible for processors to meet the new standards with the level of coated card being collected.

Members were advised of progress regarding the delivery schedule for the new wheeled bins, as well as the publication and delivery of publicity advising residents of the new scheme.

Officers would give a full briefing at Council on 16 October 2013, and Members would receive an information pack prior to the new service going live on 11 November 2013.

The Waste Services Manager gave a presentation setting out the background, the benefits and the suggested timescales for the new recycling service, known as Separate Paper and Recycling Collections (SPARC). The communication methods due to be used were also summarised for Members.

In response to a query from Councillor R Beeching, Members were advised that the collection of additional cardboard outside of the new wheeled bin was not possible as the new service and vehicles were bin based and all the comingled material needed to be contained in the bin.

The Committee received the report.

RESOLVED – that the progress in implementing the new recycling scheme be noted.

236 ENVIRONMENT HEALTHCHECK MAY TO JULY 2013

The Chief Executive and Director of Customer and Community Services submitted a report on the

performance of key indicators for Environment Scrutiny Committee for the period May to July 2013, the detail of which was set out in the report now submitted and within the attached Essential Reference Papers.

Members were advised that, in respect of EHPI 157a – processing of planning applications: ‘Major’ applications, Performance was ‘Red’ for July 2013 as 1 out of 5 decisions had been made within the target timescale. Members were advised that the remaining four decisions had been delayed either by applicants or as a result of the requirement for additional input from third party organisations.

The Director stated that, in respect of EHPI 218b – percentage of abandoned vehicles removed within 24 hours of the required time, Performance was ‘Red’ for July 2013 as targets had not been met as two vehicles collected on behalf of Riversmead were outside of the timescale as a result of access issues.

The Director updated Members in respect of the performance of the Authority relating to NI 191 – residual household waste per household and NI 192 – percentage of household waste sent for reuse, recycling and composting.

The Committee received the report.

RESOLVED – that the reported performance for the period May to July 2013 be received.

The meeting closed at 8.25 pm

Chairman
Date

MINUTES OF A MEETING OF THE
AUDIT COMMITTEE HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON WEDNESDAY 18
SEPTEMBER 2013, AT 7.00 PM

PRESENT: Councillor J Ranger (Chairman)
Councillors D Andrews, M Pope, R Sharma,
N Wilson and J Wing.

OFFICERS IN ATTENDANCE:

Mandy Barton	- Accountancy Manager
Lorraine Blackburn	- Democratic Services Officer
Simon Chancellor	- Head of Finance and Performance
Adele Taylor	- Director of Finance and Support Services

ALSO IN ATTENDANCE:

Terry Barnett	- Shared Internal Audit Service
Alan Cooper	- Shared Internal Audit Service
Paul Grady	- Grant Thornton
Nick Taylor	- Grant Thornton

237 MEMBER TRAINING - SHARED INTERNAL AUDIT
SERVICE: FIELDWORK PROCESSES

The Shared Internal Audit Service (SIAS) provided Members with a presentation on the internal audit process addressing such issues as the annual audit plan, work allocation and assignment processes, fieldwork and follow up work.

In response to a query from the Chairman, Alan Cooper of SIAS explained that examples of good practice within authorities were shared wherever possible. SIAS explained that expertise from external organisations was also used from time to time, for example from PricewaterhouseCoopers.

In response to a query from Councillor J Wing regarding ensuring written processes were properly applied, SIAS explained how processes were mapped out and applied to ensure compliance with procedures.

The Chairman referred to the fact that some policies were reviewed every three years. The Director of Finance and Support Services confirmed that there were moves towards a three year Audit Plan which would provide the Council with some flexibility in deciding timings of reviews.

The Chairman, on behalf of Members, thanked Officers from SIAS for their informative presentation.

RESOLVED – that the presentation be received.

238 APOLOGIES

An apology for absence was received from Councillor J Wyllie. It was noted that Councillor D Andrews was substituting for Councillor J Wyllie.

239 MINUTES

The Chairman referred to Minute 113 (Risk Management Monitoring Report February to April 2013) and advised that the issue of the inclusion of the District Plan on the Risk Register would be considered elsewhere on the agenda.

RESOLVED – that the Minutes of the meeting held on 10 July 2013 be confirmed as a correct record and signed by the Chairman.

240 EXTERNAL AUDIT REPORT - AUDIT FINDINGS

The External Auditor submitted a report on the Audit Findings for the year ended 31 March 2013. He referred to the fact that there were a few minor outstanding adjustments to make which had been agreed by the Council and that Grant Thornton would be providing an unqualified opinion on the financial statements as there were no issues which caused the external auditors any cause for concern. In terms of the way forward, the External Auditor explained that a small number of recommendations had been made in relation to IT and that these were set out within the Action Plan attached to the report now submitted.

The External Auditor stated that there had been five missing disclosures (four relating to previous Members) and that they anticipated a 100% return next year. The Director of Finance and Support Services explained that every effort had been made to secure the return of the missing disclosure forms (one of which related to a former Officer).

Councillor M Pope referred to the underspends and windfalls which the Council had achieved. The Director of Finance and Support Services provided a summary of some of the underlying causes of these and also action being taken to consider any financial implications for future years that relate to underspends in 2012/13.

In response to a query from Councillor J Wing regarding the Audit Fee and its effect on the audit process, the External Auditor explained that the fee had been reduced by 40% and of the risks involved of removing items from the audit process.

Councillor R Sharma congratulated the External Auditors on the rigor of the audit process. The External Auditor explained that it worked to international accounting standards to ensure robustness.

The Chairman, on behalf of Members, thanked the External Auditors for their positive feedback on Audit Findings.

The Committee received the report.

RESOLVED – that the report be received.

241 TREASURY MANAGEMENT STRATEGY STATEMENT -
2012/13 OUTTURN AND 2013/14 MID YEAR REVIEW

The Executive Member for Finance submitted a report which reviewed the Council's 2012/13 Treasury Management Strategy and Prudential Code arrangements including the current position to 31 July 2013, the detail of which was set out in the report now submitted and within the Essential Reference Papers.

The Head of Finance and Performance summarised the content of the report drawing Members' attention to capital spending, levels of indebtedness, prudential and treasury indicators, the Council's borrowing, investment activity and the low rates of interest offered and the challenges this placed on the Council.

It was noted that Officers were currently exploring with SECTOR alternatives to the traditional investment vehicles and of the balance which needed to be achieved between investment opportunities, liquidity and security.

In response to a query from Councillor M Pope regarding investing in Corporate Bonds, the Head of Finance and Performance stated that this was an area which could be considered and that the Council was looking for innovative opportunities which still met the criteria of liquidity and security.

The Chairman referred to the positive impact a small improvement could make to the Council's investment returns, adding that the Council could explore adding to larger investment pots such as Hertfordshire County Council's.

The Committee approved the report and noted the current year position at 31 July 2013. Members further agreed that the Council should investigate the possible investment in

Corporate Bonds.

RESOLVED – that (A) the 2012/13 Treasury Management and Prudential Indicator Outturn be approved;

(B) the current year position to 31 July 2013 be noted; and

(C) Officers review the possibility of investing in Corporate Bonds.

242 STATEMENT OF ACCOUNTS 2012-2013

The Executive Member for Finance submitted a report setting out the background to the requirement for Members to consider and approve the Council's 2012/13 Statement of Accounts and detailed changes to the reporting requirements from 2011/12, which was set out in the report now submitted and Essential Reference Papers.

The Head of Finance and Performance reminded Members that they had had an opportunity of reviewing the statement of accounts in July 2013 and had made a number of helpful comments regarding the presentation of the accounts which had subsequently been taken on board. The accounts before Members were now being submitted for approval following the positive comments from the External Auditor.

Councillor M Pope drew attention to the "gain/loss" narrative and queried whether the line needed to be included. The Head of Finance and Performance indicated that the future presentation would be reviewed. In response to a further query regarding provisions and contingent liabilities, the Head of Finance and Performance explained that the context of provisions that had been made in the 2012/13 accounts.

In response to a query from Councillor R Sharma regarding investment bank ratings, the Head of Finance and Performance summarised the approach to the treasury management strategy and the institutions used.

The Committee approved the Statement of Accounts for the financial year 2012/13 and that these be signed by the Chairman at the conclusion of the meeting. Members also agreed that the Letter of Representation be signed by the Chairman and Director of Finance and Support Services.

RESOLVED – that (A) the Statement of Accounts for the financial year 2012/13 be approved and that these be signed by the Chairman of Audit Committee at the conclusion of the meeting; and

(B) the Letter of Representation be signed by the Chairman and Director of Finance and Support Services.

243 ANNUAL GOVERNANCE STATEMENT 2012/13

The Leader of the Council submitted a report setting out the 2012/13 Annual Governance Statement and the 2013/14 Annual Governance Statement Action Plan, the detail of which was set out in the report now submitted and within the Essential Reference Papers.

The Manager of Corporate Risk drew Members' attention to the amendments which had been made and shown as "red" within Essential Reference Paper "B". He explained the background and the significance of the changes which had been made. Seven significant governance issues had been identified in the Annual Governance Statement Action Plan which would continue to be monitored by Audit Committee, the detail of which was set out in Essential Reference Paper "C" of the report now submitted.

The Committee approved the Annual Governance Statement and Annual Governance Statement Action Plan.

RESOLVED – that the Annual Governance Statement 2012/13 and Annual Governance Statement Action Plan 2013/14 be approved.

244 SHARED INTERNAL AUDIT SERVICE ANNUAL BOARD
REPORT 2012 – 2013

The Shared Internal Audit Service (SIAS) submitted a report which reviewed the first full year of operation. The report highlighted key areas of success in the year, the performance of the partnership and looked ahead in terms of future developments to provide core assurances in the provision of resilience, efficiency, access to expertise, high standards of customer service and career opportunities for staff.

The issue of the number of “full assurance” audits was considered. The Director of Finance and Support Services explained that given our risk based approach to considering audit topics, there was a possible disadvantages of receiving a “full assurance” from an audit viewpoint, in that this could show that we are not considering the correct topics.

The Committee welcomed the report.

RESOLVED – that the report be received.

245 SHARED INTERNAL AUDIT SERVICE - PROGRESS
REPORT

The Shared Internal Audit Service (SIAS) submitted a report setting out the progress made in delivering the Council’s Audit Plan for 2013/14 and the proposed amendments to the approved 2013/14 Audit Plan. SIAS also provided the status on previously agreed high priority audit recommendations and an update on performance management information as at 30 August 2013, the detail of which was set out in the report now submitted. The recommendation relating to Section 106 Agreements had been completed and the ICT recommendations considered elsewhere on the Agenda.

The Committee approved the report.

RESOLVED – that (A) the Internal Audit Progress report be noted;

(B) the amendments to the 2013/14 Audit Plan as at 30 August 2013 as submitted, be approved; and

(C) the removal of implemented high priority recommendations be approved.

246 OUTSTANDING SIAS HIGH PRIORITY ICT RECOMMENDATIONS

The Director of Finance and Support Services submitted a report providing a detailed update on the outstanding ICT recommendations set out in the SIAS report elsewhere on the agenda, the detail of which was set out in the report now submitted.

The Director of Finance and Support Services explained that the Head of Shared ICT, Business Improvement and Print and Graphic Design Services had consolidated previous recommendations which had been outstanding for some time, the detail of which was set out in Essential Reference Paper "B" of the report now submitted and of the proposals to implement the recommendations following the recent decision on Shared Services.

In response to a query from Councillor M Pope regarding the timescales, the Director of Finance and Support Services felt that these were achievable adding that a lot of work had already been done and that this would be monitored through the new Shared Service Partnership Board.

The Committee noted the progress made.

RESOLVED – that the progress made in implementing the outstanding high priority recommendations set out in the report now submitted, be noted.

247 RISK MANAGEMENT STRATEGY

The Leader of the Council submitted a report on best practice in relation to the Risk Management Strategy, the detail of which was set out in the report now submitted. The Manager

of Corporate Risk provided a summary of what changes had been made, most notably moving from a 6x6 to a 4x4 matrix.

The Committee supported the Strategy and noted that the Executive would be considering it at its meeting on 1 October 2013.

RESOLVED – that the Risk Management Strategy be supported.

248 RISK MANAGEMENT MONITORING REPORT APRIL TO 30 JUNE 2013

The Leader of the Council submitted a report setting out the action taken to mitigate and control strategic risk during the period April to June 2013, the detail of which was set out in the report now submitted and supporting Essential Reference Paper “B”.

The Manager of Corporate Risk outlined the nine strategic risks, comprising eight risks from 2012/13 together with a new risk around welfare reforms.

The Committee approved the report.

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

249 WORK PROGRAMME

The Director of Finance and Support Services submitted a report detailing the proposed work programme for Audit Committee. The Chairman asked that if there were any Member training issues which could be identified, to let him know.

RESOLVED - that the work programme be approved.

The meeting closed at 8.30 pm

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MINUTES OF A MEETING OF THE
COMMUNITY SCRUTINY COMMITTEE
HELD IN THE COUNCIL CHAMBER,
WALLFIELDS, HERTFORD ON TUESDAY
24 SEPTEMBER 2013, AT 7.00 PM

PRESENT: Councillor Mrs D Hollebon (Chairman)
Councillors R Beeching, S Bull, C Rowley,
N Symonds, M Wood and C Woodward

ALSO PRESENT:

Councillors M Alexander, D Andrews,
L Haysey, S Rutland-Barsby and B Wrangles

OFFICERS IN ATTENDANCE:

Claire Bennett	- Manager of Housing Services
Lorraine Blackburn	- Democratic Services Officer
Marian Langley	- Scrutiny Officer
Will O'Neill	- Head of Communications, Engagement and Cultural Services
George A Robertson	- Chief Executive and Director of Customer and Community Services
Brian Simmonds	- Head of Community Safety and Health Services

ALSO IN ATTENDANCE:

David Lloyd	- Police Crime Commissioner
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250 POLICE AND CRIME COMMISSIONER - GUEST
PRESENTATION

At the invitation of the Committee, Mr David Lloyd, Police and Crime Commissioner (PCC) gave a short presentation and introductory responses to the key issues of concern to Members. He stated that one of the main roles of the PCC, was to work with other partners for mutual benefit. At the moment the PCC was working to arrange 20 'District days' per annum as an opportunity to share and discuss concerns with local partners.

In terms of responses to the questions posed, he stated that in his view, the key principles underpinning the Policing Plan for Hertfordshire was working with partner organisations on the need to prevent crime and in resolving crimes. He referred Members to the document "Everyone's Business" and urged them to read the crime plan.

In relation to the issue of limited funding, the PCC explained that he had a number of initiatives to roll out from the Community Fund. He stated that the first £160,000 of bids had been agreed. By way of example, Mr Lloyd referred to the use of an old library bus which would be refurbished and used for youth related work, another initiative related to the vulnerable and giving them help with their front gardens to reduce the likelihood of them being targeted.

On the issue of reducing/ keeping crime low in East Herts and investment in new technology he hoped that keeping "feet on the street" and targeting the young who get drunk and making sure that they are properly supported would go some way to helping reduce crime. He acknowledged the important role of volunteers in the process. Mr Lloyd stated that from an investment viewpoint in tackling crime, there was a need to work with health partners particularly in the field of drug and alcohol strategies and addressing housing issues. He added that he had set up a quarterly Community Safety Board and was in the process of co-coordinating with various stakeholders. Mr Lloyd stressed the role of partnership working which he considered to be "core" business.

In response to questions about PCSOs, Mr Lloyd acknowledged that they had been a great success. He referred to their role in relation to the Waltham Cross riots which had been prevented largely as a result of their community “grass roots” knowledge and intelligence gathering, adding “that sort of intelligence is how we stop crime from happening”. Mr Lloyd explained that there was less and less funding available. He did not have an operating role and could not say how areas should be policed as this was a matter for the Police Chief Superintendent.

Mr Lloyd provided an update on crime in East Hertfordshire. The only statistics which had increased related to burglary as a result of a “one-man crime wave”. He stated that the particular individual was now behind bars.

Mr Lloyd reinforced the need to recruit more “Specials”.

The Chairman then invited questions from Members but reminded them to focus on the PCC’s areas of responsibilities and to avoid questions which were operational in nature and any specific crime related cases.

In response to a query from Councillor R Beeching regarding speed limits of 20mph and how effective they were, Mr Lloyd stated that this was not an issue within his purview but felt that localism should prevail. He expressed concerns regarding the ability to enforce a 20mph limit and that it could be right in some particular areas and specific times, e.g. where there were schools, adding that it was not a panacea for addressing underlying bad driving.

Councillor C Woodward stated that the ‘safer schools’ initiative had worked well in Bishop’s Stortford. He encouraged further use of PCSOs and queried whether it was possible to get match funding for them. The PCC referred to the “Buy One Get One Free” (BOGOF) initiative in terms of PCSOs and 50% Home Office funding which had now ended. He referred to the costs of a trainee PCSO compared to a police trainee.

In response to a query from Councillor R Beeching concerning crime rates in East Herts (acknowledged as low) and the fear of crime which was considered to be high by residents and whether there was a Police strategy to tackle this, Mr Lloyd explained that the District's close proximity to London and the news generated from the metropolis did much to fuel the fear of crime. He felt that it was important to get the right communication strategies developed to tackle the fear of crime and referred to the very low risk of getting burgled in this area. He was confident that crime rate figures were robust and reflected accurate levels of the more serious crime in the area. He acknowledged that there was likely to be under-reporting of some crimes such as 'race hate' but this was a national issue. He stated he did want to ensure reporting of domestic violence was as robust and complete as possible.

Councillor M Wood raised the issue of an increase in cyclists using the pavements and the absence of bells and asked if something could be done. Mr Lloyd said that he would take up the matter adding that the problem was not confined to East Herts.

The Head of Community Safety and Health Services thanked Mr Lloyd for attending. He stated that East Herts would welcome resources particularly in relation to PCSOs.

The Chairman on behalf of Members thanked Mr Lloyd acknowledging that partnership working was the way forward and extended an invitation for a return visit.

After Mr Lloyd had left the meeting, Members continued to express their concerns about PCSOs and asked the Executive Members present to keep this issue high on the agenda for further debate. Officers were asked to write to the Chief Constable and ask him to provide the Council with an update of his plan for the short and medium term for the deployment of neighbourhood teams in East Herts and to ask the Chief Constable to provide his definition of what now constituted a 'neighbourhood' in terms of policing.

RESOLVED – that (A) the presentation be received;

(B) the Executive Member for Community Safety and Environment ask the Executive to keep the issue of PCSOs high on the agenda for further debate; and

(C) Officers be requested to ask the Chief Constable, Andy Bliss if he is able to provide the Council with:

- (i) an update of his plan for the short and medium term for the deployment of neighbourhood teams and PCSOs in East Herts; and
- (ii) the constabulary's definition of what constitutes a "neighbourhood".

251 APOLOGIES

Apologies for absence were submitted from Councillors J Jones and P Moore. It was noted that Councillor C Rowley was substituting for Councillor P Moore.

252 MINUTES

RESOLVED – that the Minutes of the meeting held on 25 June 2013 be confirmed as a correct record and signed by the Chairman.

253 DECLARATIONS OF INTEREST

The Committee noted that Councillor S Bull attended meetings of South Anglia Housing Association but that this was not a disclosable pecuniary interest.

254 COMMUNITY SCRUTINY WORK PROGRAMME

The Scrutiny Officer submitted a report outlining the future work programme for Community Scrutiny Committee. Councillor N Symonds expressed concern regarding the role

and expectations of Registered Social Landlords (RSLs) in ensuring that repairs and adaptations, particularly for the vulnerable, were carried out promptly and asked that Officers write to RSLs seeking information on their policies and performance against protocols. This was supported.

Members received the report and asked Officers to write to RSLs seeking information about their policies and performance against protocols.

RESOLVED – that (A) the report be received; and

(B) Officers write to Registered Social Landlords seeking information on their policies and performance against protocols on adaptations and repairs, particularly in relation to vulnerable tenants.

255 HERTFORD THEATRE END OF FINANCIAL YEAR REPORT

The Executive Member for Health, Housing and Community Support submitted a report on the annual performance of Hertford Theatre for the Financial Year 2012/13, the detail of which was set out in the report now submitted and Essential Reference Papers.

The Head of Communications, Engagement and Cultural Services welcomed what was another “good news” report on the theatre’s performance. From a financial viewpoint, he stated that performance had been monitored against the business plan and the theatre was doing well and that Officers would report back next year on the tracked variances, but that this year, the Council would be liable for a backdated VAT liability relating to the café and bar.

Councillor R Beeching drew Members’ attention to ticket sales in relation to two different films and said that it would be helpful to see what the ticket sales were against how many showings, as this would give a more accurate figure.

Councillor M Wood congratulated the team on the progress they had made, adding that the theatre had achieved the right

balance on all counts. He felt that the projected figures for the forthcoming pantomime were encouraging and was also positive about the work with Hertford Regional College. He sought further clarification on the theatre's future governance arrangements. In response to the governance issue, the Executive Member for Health, Housing and Community Support stated that it was necessary to ensure that the theatre had strong foundations first and that it might be possible to look at the issue of governance again next year, when matters were clearer.

Councillor C Rowley welcomed the use of the apprentice scheme. The Director of Hertford Theatre explained that work experience at the theatre was offered as part of one Hertford Regional College's courses and that the theatre was doing everything it could to work with the HRC.

In respect of a request by the Chairman, Hertford Theatre Officers each provided a summary of some of their memorable highlights in working for the theatre.

In response to a query on the issues of seating, it was stated that the Head of Communications, Engagement and Cultural Services had commissioned an independent technical assessment and would be undertaking a tender process to find out what needed to be done and this could then be considered by the Executive once costs were known.

In response to a query from Councillor C Rowley regarding attendances at the pantomime and the balance between live and film performances, Officers outlined the marketing strategy to encourage better attendances and explained that booking live acts needed at least six months to a year advance notice, but that film was more flexible.

Members received the Annual Report on Hertford Theatre for the year 2012/13 and thanked the team as a whole, including the cohort of volunteers for their contribution to the success of the venue.

RESOLVED – that (A) the Annual Report on Hertford

Theatre for the year 2012/13 be received; and

(B) the team as a whole, be thanked, including the cohort of volunteers for their contribution to the success of the venue.

256 ANNUAL PERFORMANCE REPORT OF SOUTH ANGLIA AND RIVERSMEAD HOUSING ASSOCIATIONS

The Executive Member for Health, Housing and Community Support submitted a report on the progress made by the two large scale voluntary transfer housing associations on the three undertakings which remained following the end of the Delivery of Promises Programme 2007, the detail of which was set out in the report now submitted.

Councillor N Symonds expressed concern that South Anglia had not met its target on Aids and Adaptations for 2012/13. The Manager of Housing Services pointed out that some minor work such as grab rails could be carried out via tenant self-referral and would then be costed under the more general repairs budget rather than the specialist adaptations one.

Members considered how South Anglia could be encouraged to be more proactive in meeting its target on aids and adaptations. The Chief Executive and Director of Customer Services stated the Council did have Council Members who were Board Members and that this was an opportunity to express the Council's concerns. This was supported.

Members received the performance report on Riversmead and South Anglia Housing Associations.

RESOLVED – that the report be received.

257 EAST HERTS HOMELESS STRATEGY 2013-2018

The Executive Member for Health, Housing and Community Support submitted a report setting out the Council's new Homeless Review and Strategy for 2013-18, the detail of which was set out in the report now submitted and within the

supporting Essential Reference Papers.

In response to a query from Councillor C Woodward regarding achieving affordable housing targets of 40%, the Manager of Housing Services confirmed that this target was regularly achieved on eligible sites but acknowledged that sometimes, these could be negotiated down. If all sites were included, then the figure did come in at less than 40%.

Councillor N Symonds referred to unscrupulous practices of some private landlords and asked what the Council could do about this. The Manager of Housing Services explained the associated difficulties but essentially, the Council did not have a registration scheme for private rented landlords and that there was a lack of properties in multiple occupation.

In response to query from Councillor R Beeching, the Manager of Housing Services provided clarification of the definitions of rough sleepers and sofa surfers. She also explained the difference between housing applications and housing acceptances.

In response to a query from Councillor M Wood regarding the number of homeless applications this year, the Manager of Housing Services provided an update.

The Committee supported the Homeless Strategy as a basis for consultation with external partners and stakeholders.

RESOLVED – that the Homeless Strategy 2013-2018 be supported as a basis for consultation with external partners and stakeholders and that the Executive be so informed.

258 COMMUNITY SCRUTINY CORPORATE HEALTHCHECK
MAY TO JULY 2013

The Chief Executive and Director of Customer and Community Services submitted a report on the performance of key indicators relating to Community Scrutiny for the period May – July 2013. He drew Members' attention to EHPI 3b

(Usage: number of swims (16 - 60 year olds) which was showing as "red" for Quarter 1.

Members received the report.

RESOLVED – that performance figures for May to July 2013 as detailed in Essential Reference Paper "B" of the report now submitted, be received.

259 HEALTH AND WELLBEING PANEL

Councillor N Symonds, Chairman of the Health and Wellbeing Panel, provided Members with an update on the work of the Panel. It was noted that she had a meeting shortly in Bedfordshire to consider the short supply of ambulances for use by the District.

RESOLVED – that (A) the verbal report be received; and

(B) the Minutes of the Health and Wellbeing Panel meeting held on 18 June 2013 be noted.

The meeting closed at 8.55 pm

Chairman
Date

EAST HERTS COUNCIL

COUNCIL – 16 OCTOBER 2013

REPORT BY EXECUTIVE MEMBER FOR HEALTH, HOUSING AND
COMMUNITY SUPPORT

WARD MEMBER ROLE DESCRIPTION

WARD(S) AFFECTED: All

Purpose/Summary of Report

To consider suggested amendments to the role description for a Ward Member.

RECOMMENDATION FOR COUNCIL – that the suggested amendments to the role description of a Ward Member, as detailed in Essential Reference Paper B to the report now submitted, be approved.

1.0 Background

1.1 The Member Development Charter Group, at a recent meeting, reviewed the Authority's role description for a Ward Member.

2.0 Report

2.1 Council, at its meeting held on 29 September 2010, considered and approved a role description for a Ward Member.

2.2 As part of on-going monitoring of Member development, Member Development Charter Group agreed to review the aforementioned role description.

2.3 Further, such a review was considered appropriate in the light of the evolving community leadership role for all Members and also the impending local council elections in May 2015. An update role description would form an important component of any information package developed to encourage potential candidates to stand for election (to the Authority).

2.4 The existing role description, together with highlighted proposed amendments, can be found at **Essential Reference Paper ‘B’**.

2.5 Council is invited to consider and approve the amended description.

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 Member: Councillor L Haysey – Executive Member for Health, Housing and Community Support
linda.haysey@eastherts.gov.uk

Contact Officer: Jeff Hughes – Head of Democratic and Legal Support Services
Contact Tel No; 01279 502170
jeff.hughes@eastherts.gov.uk

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

ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives <i>(delete as appropriate):</i>	People This priority focuses on enhancing the quality of life, health and wellbeing, particularly for those who are vulnerable, and delivering strong services
Consultation:	None.
Legal:	None.
Financial:	None.
Human Resource:	None.
Risk Management:	None.

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East Herts Council Role Description

Ward Councillor

Purpose of role

To:

- a) be an ambassador within and outside the area for, and represent the best interests of, the whole District ;
- b) ~~support in particular, constituents within the~~ represent your Ward and the people who live and work in it by:
 - (a) ~~being their advocate- and directing them to the right service (either Council or other public sector service provider) that can deal~~ dealing with their requests for assistance in the spirit of Council's philosophy of "Here to Help":
 - (b) ~~-and~~ ensuring that the interests of the local community are duly represented to Council; ~~and~~
 - (c) keeping them informed on issues that affect them;
 - (d) building strong relationships that, amongst other things, encourages them to make their views known and to engage with you and the Council
- b)c) ~~engage with the local community to increase their awareness and understanding of the Council's priorities, aims and policies~~ be a community leader by leading in any processes that facilitates partnership working between the Council and local communities and other organisations (including the public, voluntary and private sectors) and that develop a vision for your local area and collaborative working that improves services and the quality of life for residents .

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Key Accountabilities

(A) Community Leadership

(Corporate Objectives:

People – Opportunities for everyone to contribute to and access the council's services)

~~Promoting prosperity and well-being; providing access and opportunities.~~

~~Leading the way, working together.)~~

1. Engage with individuals and community groups to identify and address issues of local concern.
2. To represent local constituents at meetings of the Council, balancing local concerns with those of residents as a whole.
3. To deal with requests for assistance from constituents and local community groups and to facilitate communication with the Council.
4. Represent the Authority on outside bodies where appointed in accordance with Council's policies and objectives and ensure effective communication between such bodies and the Council.
5. Identify and support opportunities for improving the cost effective delivery of services through the involvement of residents and service users including in partnership with external organisations.
6. To support local projects and initiatives and encourage local participation in service delivery.
7. Without prejudice to expression of divergent political views, to seek consensus within the community on

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controversial issues particularly those of direct concern to their ward.

7.8. To influence other organisations and service providers to ensure that residents receive services that meet their needs

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(B) Scrutiny, Regulating and Monitoring

(Corporate Objective:

Place - Safe and Clean~~Fit for purpose, services fit for you.)~~

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1. Effective participation, including constructive questioning, challenge and recommending preferred alternatives, at meetings of the Authority, particularly committees etc. to which you are directly nominated.
2. Participate and contribute to the Council's scrutiny function (if not a Member of the Executive), particularly in relation the development of policies and strategies to enable Council to achieve its vision for the District (and Members for their wards), budget matters and the review of Executive decisions.
3. Participate and contribute to the Council's regulatory functions without predetermination and applying judgment free from prejudice, ensuring an up to date and working knowledge of regulatory powers and duties.

(C) Performance

(Corporate Objective:

People – Opportunities for everyone to contribute to and access the council's services)
~~Fit for purpose, services fit for you.)~~

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1. To embrace and promote opportunities for Member development to assist in the delivery of Council objectives.
2. To adhere to the Members' Code of Conduct (and any successor regime governing Members' standards and behaviour).
3. To communicate effectively with constituents and local organisations, developing and possessing advocacy and conciliation skills to represent diverse communities.
4. To be a peace broker.
5. In line with Council's guidance and policies, To offer comment in the Press, on TV or radio or social media, as needed.
6. To work with Members, officers and external agencies to develop and deliver Council objectives.
7. An understanding of how local, regional, national and European government operates, including the statutory and financial frameworks, and the ability to identify and debate issues that may necessitate changes to the Council's constitution.

Key contacts

1. Constituents, ~~and~~ local representative organisations, such as housing associations and other organisations (including the public, voluntary and private sectors).
2. Officers of the Council.
3. Councillors.
4. Other local authority Members/Officers, local MPs and MEPs.

Core Skills

1. Local leadership – ability to engage with members of the community and to encourage trust and respect between individuals and groups.
2. Partnership Working – ability to identify partnership opportunities and work collaboratively to achieve shared goals.
3. Communications – ability to ensure that residents, partners and the media receive clear communications on the Council’s activities and objectives.
4. Political understanding – possession of political skills that facilitate the communication of values, promotion of political visions and encouragement of public engagement.
5. Scrutiny and challenge – ability to act as a critical friend by identifying opportunities for scrutiny (of issues) that affect residents (both internal of the Council and external).
6. Regulating and monitoring – demonstrable understanding of a councillor’s legal responsibilities in relation to the judicial aspects of their role.

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