

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 28th January, 2015 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 15th day of January 2015

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 17 December 2014.

3. Declarations of Interest

To receive any Members' declarations of interest.

4. Petitions

To receive any petitions.

5. Public Questions

To receive any public questions.

6. Members' questions

To receive any Members' questions.

7. Executive Report - 6 January 2015 (Pages 19 - 24)

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

(A) The Bishop's Stortford Goods Yard Update Report

Minute 444 refers

(B) Draft District Plan – Retail and Town Centres Policy Critical Friend Appraisal (November 2014)

Minute 445 refers

(C) Authority Monitoring Report 2013/14

Minute 446 refers

(D) Delivery Study Update Report

Minute 447 refers

(E) Duty to Co-operate Update Report

Minute 448 refers

Note – Members are asked to bring their copy of the Executive agenda to the meeting.

8. Development Management Committee: Minutes - 7 January 2015

*Chairman: Councillor M Newman
(to follow)*

9. Human Resources Committee: Minutes - 14 January 2015

Chairman: Councillor G McAndrew

(to follow)

To consider a recommendation on the matter below:

(A) Pay Policy Statement 2015/16

10. Joint meeting of Scrutiny Committees: Minutes - 20 January 2015

Chairman:

(to follow)

11. Audit Committee: Minutes - 21 January 2015

Chairman: Councillor J Ranger

(to follow)

12. National Non Domestic Rates Calculation 2015/16

To consider a report (to follow) of the Executive Member for Finance.

13. 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.)

Audio/Visual Recording of meetings

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

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MINUTES OF A MEETING OF THE
COUNCIL HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
WEDNESDAY 17 DECEMBER 2014, AT
7.00 PM

PRESENT: Councillor R Beeching (Chairman).
Councillors D Abbott, M Alexander, P Ballam,
E Bedford, E Buckmaster, S Bull, A Burlton,
M Carver, Mrs R Cheswright, K Crofton,
G Cutting, A Dearman, L Haysey,
Mrs D Hollebon, A Jackson, G Jones,
J Jones, G McAndrew, M McMullen,
P Moore, W Mortimer, M Newman, T Page,
P Phillips, M Pope, J Ranger, P Ruffles,
S Rutland-Barsby, R Sharma, N Symonds,
J Taylor, J Thornton, K Warnell,
G Williamson, J Wing, M Wood,
C Woodward and J Wyllie.

OFFICERS IN ATTENDANCE:

Jeff Hughes	- Head of Democratic and Legal Support 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

413 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed the press and Members to the meeting and reminded them that the meeting was being webcast.

Members were advised of the courier delivery arrangements for the Christmas/New Year period with the last one in 2014 being on Monday 22 December. He reminded Members wishing to use the courier for sending Christmas cards to ensure that they were received in the post room at Wallfields by the Friday before.

The Chairman was pleased to advise that fundraising for the East Herts Community Chest had reached £770 to date. Further events had been arranged and he highlighted a quiz evening being hosted by Councillor J Mayes at Wodson Park on 9 January 2015. He asked Members to advise of any events they were involved in. He also advised that four umbrellas were still available in aid of the Community Chest.

Finally, the Chairman invited Members to join him for seasonal light refreshments after the meeting.

414 MINUTES

RESOLVED – that the Minutes of the Council meeting held on 1 October 2014 be approved a correct record and signed by the Chairman.

415 DECLARATIONS OF INTEREST

Councillor M Carver asked Council to note his disclosable pecuniary interest in the matter referred to at Minute 302 relating to a planning application on behalf of Hertford Regional College, for which he was Chairman of the Governors.

In respect of the same matter, Councillor J Wing asked Council to note that his wife was Vice-Chairman of the Governors at Hertford Regional College.

Councillor J Thornton asked Council to note his disclosable pecuniary interest in the matter referred to at Minute 407 relating to a change of use application.

416 PRESENTATION - STANSTED AIRPORT

The Chairman welcomed Alistair Andrew, Andrew Harrison and Chris Wiggan of Manchester Airports Group (MAG) to the meeting to give a presentation on their work at Stansted Airport since MAG had brought the airport in January 2013.

Andrew Harrison referred to the untapped potential of the airport, its capacity for growth and the strong economic catchment area served in the burgeoning London-Stansted-Cambridge corridor. Since the acquisition, MAG had been focussing on customer satisfaction, offering value to airlines and developing the "Team Stansted" ethos of strong communications, relationship management with partners and a commitment to corporate social responsibility.

Finally, he looked forward to the future and referred to the recent Sustainable Development Plan issued for consultation and gave an overview of the feedback received. He highlighted the commencement of works on a new education centre which would boost the local skills base and provide employment opportunities.

Various Members asked a number of questions highlighting issues on parking, transport infrastructure, employment opportunities and the general customer experience.

In response, Andrew Harrison referred to the numbers of East Herts residents who worked at the airport and highlighted their contribution to the community and the economy. He explained the improvements made to car parks resulting in greater occupancy. Chris Wiggan believed that the problem of airport users parking in Bishop's Stortford had reduced, but invited Members to report such activities. A levy on car park income was available for assisting parking scheme proposals.

Alistair Andrew referred to section 106 contributions to the Little Hadham bypass. Andrew Harrison acknowledged the further infrastructure improvements needed and spoke of the ongoing work with partners to achieve greater funding from the Government. He accepted some criticism of the lack of seating at the airport, but reminded Members that this was a period of change and that the situation would improve as enhanced catering facilities became available.

The Chairman thanked the three MAG representatives for attending the meeting.

417 EXECUTIVE REPORT - 7 OCTOBER 2014

The Leader of the Council gave a brief update on the latest developments on the devolution debate and his work within the District Councils Network.

RESOLVED – that the Minutes of the Executive meeting held on 7 October 2014 be received.

(see also Minutes 418 – 419)

418 BISHOP'S STORTFORD CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

RESOLVED - that (A) the responses to the public consultation be noted and the Officer responses and proposed changes to the Bishop's Stortford 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 Bishop's Stortford Conservation Area Appraisal be adopted.

(see also Minute 417)

419 SAWBRIDGEWORTH CONSERVATION AREA APPRAISAL

RESOLVED – that (A) the responses to the public consultation be noted and the Officer responses and proposed changes to the Sawbridgeworth 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 Sawbridgeworth Conservation Area Appraisal be adopted.

(see also Minute 417)

420 EXECUTIVE REPORT - 4 NOVEMBER 2014

RESOLVED – that the Minutes of the Executive meeting held on 4 November 2014 be received.

(see also Minutes 421 – 429)

421 BRICKENDON CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

RESOLVED – that (A) the responses to the public consultation be noted and the Officer responses and proposed changes to the Brickendon 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 Brickendon Conservation Area Appraisal be

approved for adoption.

(see also Minute 420)

422 LITTLE BERKHAMSTED CONSERVATION AREA
APPRAISAL AND MANAGEMENT PLAN

RESOLVED – that (A) the responses to the public consultation be noted and the Officer responses and proposed changes to the Little Berkhamsted 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 Little Berkhamsted Conservation Area Appraisal be approved for adoption.

(see also Minute 420)

423 EAST HERTS GYPSIES AND TRAVELLERS AND
TRAVELLING SHOWPEOPLE IDENTIFICATION OF
POTENTIAL SITES STUDY, SEPTEMBER 2014

Councillor J Ranger referred to one site that had been rejected previously and questioned whether this should be considered a potential site. In reply, the Executive Member for Strategic Planning and Transport commented that this represented work in progress and it was too soon to rule anything in or out.

RESOLVED – that (A) the East Herts Gypsies and Travellers and Travelling Showpeople Identification of Potential Sites Study, September 2014, be agreed as part of the evidence base to inform and support the East Herts District Plan;

(B) the East Herts Gypsies and Travellers and

Travelling Showpeople Identification of Potential Sites Study, September 2014, be agreed to inform Development Management decisions; and

(C) in light of the potential site options suggested in the Identification of Potential Sites Study, a joint Member/Officer Working Group be established to take forward the requirement to provide sufficient pitches and plots to meet the accommodation needs of Gypsies and Travellers and Travelling Showpeople and to formulate an appropriate policy approach.

(see also Minute 420)

424 MEAD LANE URBAN DESIGN FRAMEWORK

RESOLVED – that (A) the issues raised during the public consultation on the draft Mead Lane Urban Design Framework, together with the Officer responses, be agreed;

(B) in light of the responses received, the suggested amendments to the document be agreed; and

(C) the Mead Lane Urban Design Framework be adopted as a Supplementary Planning Document to the East Herts Local Plan, Second Review, April 2007 (Saved Policies).

(see also Minute 420)

425 NEIGHBOURHOOD PLANNING GUIDANCE NOTE

RESOLVED – that the Neighbourhood Planning Guidance Note contained at Essential Reference 'B' to the report submitted be agreed and published.

(see also Minute 420)

426 GREATER ESSEX DEMOGRAPHIC FORECASTS 2012 – 2037 PHASE 6 MAIN REPORT, SEPTEMBER 2014

RESOLVED – that the Greater Essex Demographic Forecasts 2012 - 2037 Phase 6 technical study, be agreed as part of the evidence base to inform and support the East Herts District Plan.

(see also Minute 420)

427 DELIVERY STUDY UPDATE REPORT

RESOLVED – that the District Plan Delivery Study Briefing Note from Peter Brett Associates, including the implications for the District Plan timeline, and the updated ATLAS Deliverability Advice Note, contained at Essential Reference Papers B and C of the report submitted, be noted.

(see also Minute 420)

428 DUTY TO CO-OPERATE UPDATE REPORT

RESOLVED – that (A) the notes of Member-level meetings held with Stevenage and Welwyn Hatfield Councils, be agreed; and

(B) the Terms of Reference for the ‘Co-Operation for Sustainable Development Group’ of Authorities, be noted.

(see also Minute 420)

429 EAST HERTS RESIDENT SURVEY ON THE DRAFT DISTRICT PLAN, JULY 2014

RESOLVED – that the East Herts Resident Survey July 2014, on the Draft District Plan Preferred Options, be agreed as part of the evidence base to inform the East Herts District Plan.

(see also Minute 420)

430 EXECUTIVE REPORT - 2 DECEMBER 2014

RESOLVED – that the Minutes of the Executive meeting held on 2 December 2014 be received.

(see also Minute 431)

431 COUNCIL TAX SUPPORT SCHEME

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

(B) the forecasted financial implications arising from the recommended scheme for the Council Tax reduction scheme (CTS) with effect from 1 April 2015 and the risks and assumptions attached to these, be noted; and

(C) the proposed CTS Scheme be approved.

(see also Minute 430)

432 DEVELOPMENT MANAGEMENT COMMITTEE: MINUTES - 15 OCTOBER 2014

RESOLVED – that the Minutes of the Development Management Committee meeting held on 15 October 2014, be received.

433 HUMAN RESOURCES COMMITTEE: MINUTES - 22 OCTOBER 2014

RESOLVED – that the Minutes of the Human Resources Committee meeting held on 22 October 2014, be received.

(see also Minute 434)

434 PAY POLICY STATEMENT

RESOLVED – that the Pay Policy Statement 2014/15, as now submitted, be approved.

(see also Minute 433)

435 ENVIRONMENT SCRUTINY COMMITTEE: MINUTES - 11 NOVEMBER 2014

Council noted that Councillor C Woodward had attended this meeting, but had been omitted from the attendance list.

RESOLVED – that the Minutes of the Environment Scrutiny Committee meeting held on 11 November 2014, be received.

436 DEVELOPMENT MANAGEMENT COMMITTEE: MINUTES - 12 NOVEMBER 2014

RESOLVED – that the Minutes of the Development Management Committee meeting held on 12 November 2014, be received.

437 COMMUNITY SCRUTINY COMMITTEE: MINUTES - 18 NOVEMBER 2014

RESOLVED – that the Minutes of the Community Scrutiny Committee meeting held on 18 November 2014, be received.

438 LICENSING COMMITTEE: MINUTES - 20 NOVEMBER 2014

RESOLVED – that the Minutes of the Licensing Committee meeting held on 20 November 2014, be received.

439 CORPORATE BUSINESS SCRUTINY COMMITTEE: MINUTES - 25 NOVEMBER 2014

RESOLVED – that the Minutes of the Corporate

Business Scrutiny Committee meeting held on 25 November 2014, be received.

440 AUDIT COMMITTEE: MINUTES - 26 NOVEMBER 2014

RESOLVED – that the Minutes of the Audit Committee meeting held on 26 November 2014, be received.

441 DEVELOPMENT MANAGEMENT COMMITTEE: MINUTES - 10 DECEMBER 2014

RESOLVED – that the Minutes of the Development Management Committee meeting held on 10 December 2014, be received.

442 CALCULATION OF THE COUNCIL TAX BASE 2015/16

The Executive Member for Finance submitted a report recommending the calculation of the council tax base for the whole District and for each parish and town council for 2015/16.

Council approved the recommendations as now detailed.

RESOLVED – that (A) the calculation of the Council's tax base for the whole District, and for the parish areas, for 2015/16, as now detailed, be approved; and

(B) pursuant to the report and in accordance with the Local Authorities (Calculation of Tax Base) Regulations 2012, the amount calculated by East Hertfordshire District Council as its council tax base for the whole area for 2015/16 shall be 56425.45 and for the parish areas for 2015/16 as listed in the report now submitted.

443 EAST HERTS MEMBER DEVELOPMENT PLEDGE

The Executive Member for Community Partnership & Liaison submitted a report seeking adoption of the East Herts Member Development Pledge. She referred to the work of the Member

Development Charter Group which included representatives of all the political groups on the Council.

Council approved the recommendation as now detailed.

RESOLVED - that the East Herts Member Development Pledge be endorsed and formally signed, on behalf of Members, by the leaders of all political groups represented on the Council.

The meeting closed at 8.10 pm

Chairman
Date

MINUTES OF A MEETING OF THE
EXECUTIVE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
TUESDAY 6 JANUARY 2015, AT 7.00 PM

PRESENT: Councillor M Alexander (in the Chair)
Councillors M Carver, L Haysey, P Phillips,
S Rutland-Barsby and M Tindale.

ALSO PRESENT:

Councillors D Andrews, R Beeching,
E Buckmaster, M McMullen, P Moore,
T Page and J Thornton.

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Simon Drinkwater	- Director of Neighbourhood Services
George A Robertson	- Chief Executive and Director of Customer and Community Services

444 **THE BISHOP'S STORTFORD GOODS YARD UPDATE REPORT**

The Executive considered and supported the recommendations of the District Planning Executive Panel meeting held on 8 December 2014, on the Bishop's Stortford Goods Yard Update Report.

RECOMMENDED – that (A) the District Council work in partnership with the Neighbourhood Plan team to inform on an emerging policy for the Goods Yard site in order to agree a set of priorities

for the site and work in conjunction with the site promoters to agree cost/value inputs to inform development choices based around an agreed priority list be approved; and

(B) the updated policy context for the planning application be provided by a revised District Plan Policy on the Goods Yard, subject to further public consultation and be closely aligned with any emerging Neighbourhood Plan Policy for the site be approved.

(see also Minute 454)

445 **DRAFT DISTRICT PLAN – RETAIL AND TOWN CENTRES POLICY CRITICAL FRIEND APPRAISAL (NOVEMBER 2014)**

The Executive considered and supported the recommendations of the District Planning Executive Panel meeting held on 8 December 2014, on the Retail and Town Centres Policy Critical Friend Appraisal.

RECOMMENDED – that the Retail and Town Centres Policy Critical Friend Appraisal (November 2014) be agreed as part of the evidence base to inform and support the East Herts District Plan.

(see also Minute 454)

446 **AUTHORITY MONITORING REPORT 2013/14**

The Executive considered and supported the recommendations of the District Planning Executive Panel meeting held on 8 December 2014, on the Authority Monitoring Report 2013/14.

RECOMMENDED – that the Authority Monitoring Report 2013/14 contained as Essential Reference Paper “B” and Essential Reference Paper “C” as now detailed be agreed for publication.

(see also Minute 454)

447 **DELIVERY STUDY UPDATE REPORT**

The Executive considered and supported the recommendations of the District Planning Executive Panel meeting held on 8 December 2014, on the Delivery Study Update.

RECOMMENDED – that the District Plan Delivery Study Update Notes from PBA, together with the presentation on Financial Viability and the Progress Update contained at Essential Reference Papers ‘B’, ‘C’ and ‘D’ respectively, including the implications of those for many aspects of the District Plan work, including the timeline, be noted.

(see also Minute 454)

448 **DUTY TO CO-OPERATE UPDATE REPORT**

The Executive considered and supported the recommendations of the District Planning Executive Panel meeting held on 8 December 2014, on the Duty to Co-operate Update.

RECOMMENDED – that (A) the notes of the Member-level meeting held with Harlow Council be agreed;

(B) the Terms of Reference for the Member Board of the ‘Co-operation for Sustainable Development Group’ of authorities be noted.

(see also Minute 454)

449 **APOLOGIES**

An apology for absence was received from the Councillor A Jackson, Leader of the Council.

450 LEADER'S ANNOUNCEMENTS

The Deputy Leader of the Council, wished everyone a Happy New Year.

451 MINUTES

RESOLVED - that the Minutes of the Executive meeting held on 2 December 2014, be approved as a correct record and signed by the Deputy Leader.

452 ANTI-SOCIAL BEHAVIOUR - CRIME AND POLICE ACT 2014

The Executive Member for Community Safety and Environment submitted a report which provided a broad overview of a number of the key provisions contained within the Anti-Social Behaviour, Crime and Policing Act 2014. He provided a background summary of the report and highlighted the fact that the new Act introduced more effective powers which could be deployed by a number of Authorities to tackle anti-social behaviour and the further opportunities to work in partnership and avoid duplication of effort. He summarised the new tools and powers.

Councillor E Buckmaster sought clarification in relation to the frequency of Anti-Social Behaviour Action Group (ASBAG) meetings. The Director of Neighbourhood Services confirmed that these would be held at six-weekly intervals.

The Executive Member for Strategic Planning and Transport queried how the requirements of the new Act might impact on general funding. The Director of Neighbourhood Services commented that the new powers provided a quicker and cheaper process and that he anticipated that the Council would be able to cope within its existing level of resources, but that the Council might need to review at some future point, how it worked co-operatively with its partners.

The Executive approved the Community Trigger procedure as

now detailed.

RESOLVED – that the Community Trigger procedure as now detailed, be approved.

453 REQUEST FOR AREA DESIGNATION FOR
NEIGHBOURHOOD PLANNING: WALKERN PARISH

The Executive Member for Planning Policy and Transport submitted a report regarding an application for the designation of a Neighbourhood Area by Walkern Parish. He stated that this was the first stage in the local parish designation process.

The Executive supported the application, as now detailed.

RESOLVED – that the application for the designation of a Neighbourhood Area, submitted by Walkern Parish Council, be supported.

454 DISTRICT PLANNING EXECUTIVE PANEL: MINUTES - 8
DECEMBER 2014

RESOLVED – that the Minutes of the District Planning Executive Panel held on 8 December 2014 be received.

(See also Minutes 444 – 448 and 455)

455 DRAFT DISTRICT PLAN CHAPTERS 17-19: RESPONSE TO
ISSUES RAISED DURING PREFERRED OPTIONS
CONSULTATION AND DRAFT REVISED CHAPTERS

The Executive considered and approved the recommendations of the District Planning Executive Panel meeting held on 8 December 2014, on Chapters 17-19 of the Draft District Plan Preferred Options.

RESOLVED – that (A) the issues raised in respect of Chapters 17-19 of the Draft District Plan Preferred Options, as detailed at Essential Reference Papers 'B' 'C' and 'D' to this report, be received.

(B) the Officers' response to the issues referred to in (A) above, as detailed in Essential Reference Papers 'B', 'C' and 'D' to the report submitted be noted; and

(C) the draft revised chapters, as detailed in Essential Reference Papers 'B', 'C' and 'D' to the report submitted, be noted, with decision on their final content being deferred to allow consideration of further technical work and other issues.

(see also Minute 454)

The meeting closed at 7.25 pm

Chairman
Date