

## EAST HERTFORDSHIRE DISTRICT COUNCIL

NOTICE IS HEREBY GIVEN that the annual meeting of East Hertfordshire District Council will be held in the Council Chamber, Wallfields, Hertford on Wednesday 18th May, 2016 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 10th day of May 2016

Interim Head of Legal  
and Democratic Services

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

### **AGENDA**

1. Chairman's Announcements

*To receive any announcements of the Chairman.*

2. Election of Chairman for the Council 2016-17

*To elect the Chairman of the Council for 2016-17, following which the Chairman will make the statutory declaration of acceptance of office.*

3. Appointment of Vice-Chairman of the Council for 2016-17

*To appoint the Vice-Chairman of the Council for 2016-17, following which the Vice-Chairman will make the statutory declaration of acceptance of office.*

4. Further Chairman's Announcements

*To receive any announcements of the newly-elected Chairman.*

5. Minutes (Pages 7 - 14)

*To approve as a correct record and authorise the Chairman to sign the Minutes of the Council meeting held on 2 March 2016.*

6. Declarations of Interest

*To receive any Members' declarations of interest.*

7. Members' questions

*To receive any Members' questions.*

8. Executive Report - 8 March 2016 (Pages 15 - 22)

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

(A) Housing and Health Strategy 2016-2021

*Minute 624 refers*

(B) Hertford Town Centre Urban Design Strategy February 2016

*Minute 625 refers*

(C) Bishop's Stortford North S106 Sports Investment Strategy, December 2015

*Minute 626 refers*

(D) Strategic Land Availability Assessment

*Minute 627 refers*

(E) Duty to Co-operate Update Report

*Minute 628 refers*

9. Executive Report - 5 April 2016 (Pages 23 - 30)

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

(A) Thundridge and Wadesmill Conservation Area Appraisal and Management Plan

*Minute 665 refers*

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

10. Community Scrutiny Committee: Minutes - 15 March 2016 (Pages 31 - 38)

*Chairman: Councillor Mrs D Hollebon*

11. Audit Committee: Minutes - 16 March 2016 (Pages 39 - 46)

*Vice-Chairman: Councillor I Devonshire*

(A) Shared Anti-Fraud Services (SAFS) Position Statement

*Minute 643 refers*

12. Licensing Committee: Minutes - 17 March 2016 (Pages 47 - 50)

*Chairman: Councillor Mrs R Cheswright*

13. Chief Officer Recruitment Committee: Minutes - 21 March 2016 (Pages 51 - 52)

*Chairman: Councillor L Haysey*

14. Corporate Business Scrutiny Committee: Minutes - 22 March 2016 (Pages 53 - 62)

*Chairman: Councillor P Phillips*

15. Development Management Committee: Minutes - 23 March 2016 (Pages 63 - 72)

*Chairman: Councillor D Andrews*

16. Human Resources Committee: Minutes - 20 April 2016 (Pages 73 - 76)

*Chairman: Councillor C Woodward*

17. Development Management Committee: Minutes - 27 April 2016 (Pages 77 - 92)

*Chairman: Councillor D Andrews*

18. Changes to Audit and Standards Committee Arrangements (Pages 93 - 122)

*To consider a report of the Chief Executive.*

19. Review of the Council's Decision-Making Structure (Pages 123 - 138)

*To consider a report of the Interim Head of Legal and Democratic Services.*

20. Appointment of Chief Financial Officer (Pages 139 - 144)

*To consider a report of the Chief Executive.*

21. Annual Review of the Constitution

*To consider a report (to follow) of the Chief Executive.*

22. Motions on Notice

*To receive Motions on Notice.*

## DISCLOSABLE PECUNIARY INTERESTS

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

4. It is a criminal offence to:

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

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

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### **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.