

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 25th July, 2018 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 13th day of July 2018

Alison Stuart
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.

2. Apologies for Absence

To receive any Members' apologies for absence.

3. Minutes (Pages 7 - 38)

To approve as a correct record and authorise the Chairman to sign the Minutes of the Annual Council meeting held on 16 May 2018.

4. Declarations of Interest

To receive any Members' declarations of interest.

5. Petitions

To receive any petitions.

6. Public Questions

To receive any public questions.

7. Members' questions

To receive any Members' questions.

8. Executive Report - 12 June and 17 July 2018

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

(A) Gilston Area Concept Framework

(B) Bishop's Stortford South Master Planning Framework

(C) Sawbridgeworth Masterplanning Frameworks - Land to the North of and South of West Road

(D) Hertford Theatre Capital Development

(E) Brent Pelham Conservation Area Appraisal and Management Plan

- (F) Crabbs Green Conservation Area Appraisal and Management Plan
 - (G) East End Green Conservation Area Appraisal and Management Plan
 - (H) Little Amwell Conservation Area Appraisal and Management Plan
 - (I) Great Hormead Conservation Area Appraisal and Management Plan
 - (J) Old River Lane
9. Scrutiny Annual Report 2017/18 (Pages 39 - 54)
- To consider a report of the Scrutiny Chairmen*
10. Position Statement on Single Use Plastics (Pages 55 - 62)
- To consider a report of the Executive Member for the Environment and the Public Realm*
11. Members' Allowances 2018/19 (Pages 63 - 84)
- To consider a report of the Head of Legal and Democratic Services.*
12. Walkern Neighbourhood Parish Plan 2017 - 2033 (Pages 85 - 126)
- To consider a report of the Leader of the Council.*
13. Performance, Audit and Governance Scrutiny Committee: Minutes - 13 March 2018 (Pages 127 - 140)

14. Overview and Scrutiny Committee: Minutes - 17 April and 19 June 2018 (Pages 141 - 172)
15. Human Resources Committee: Minutes - 18 April 2018 (Pages 173 - 186)
16. Development Management Committee: Minutes - 25 April and 23 May 2018 (Pages 187 - 222)
17. Motions on Notice

To receive Motions on Notice.

18. Exclusion of Press and Public

If required, to move that under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the discussion of items 8(D) and 8(J) on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the said Act.

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.)

Public Attendance

East Herts Council welcomes public attendance at its meetings and will provide a reasonable number of agendas for viewing at the meeting. Please note that there is seating for 27 members of the public and space for a further 30 standing in the Council Chamber on a “first come first served” basis. When the Council anticipates a large attendance, an additional 30 members of the public can be accommodated in Room 27 (standing room only), again on a “first come, first served” basis, to view the meeting via webcast.

If you think a meeting you plan to attend could be very busy, you can check if the extra space will be available by emailing democraticservices@eastherts.gov.uk or calling the Council on 01279 655261 and asking to speak to Democratic Services.

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.

MINUTES OF THE ANNUAL MEETING OF
THE COUNCIL HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
WEDNESDAY 16 MAY 2018, AT 7.00 PM

PRESENT: Councillor K Warnell (Chairman).
Councillors D Abbott, A Alder, M Allen,
D Andrews, R Brunton, E Buckmaster,
S Bull, M Casey, Mrs R Cheswright,
K Crofton, G Cutting, B Deering,
I Devonshire, H Drake, J Goodeve, B Harris-
Quinney, L Haysey, Mrs D Hollebon,
G Jones, J Jones, J Kaye, P Kenealy,
G McAndrew, M McMullen, P Moore,
D Oldridge, T Page, M Pope, L Radford,
P Ruffles, S Rutland-Barsby, C Snowdon,
S Stainsby, M Stevenson, T Stowe,
N Symonds, J Taylor, G Williamson,
C Woodward and J Wyllie.

OFFICERS IN ATTENDANCE:

Simon Aley	-	Interim Legal Services Manager
Martin Ibrahim	-	Democratic Services Team Leader
Liz Watts	-	Chief Executive
John Williams	-	Electoral Services Officer

1 CHAIRMAN'S ANNOUNCEMENTS

The Chairman (Councillor J Jones) welcomed Members, guests and the public to the meeting and reminded

everyone that the meeting was being webcast.

He reminded Members of the recent sad news relating to former Councillor Bryan Smalley, who had passed away. Bryan had represented Much Hadham ward on the District Council from 1976 until 1991 and had also been a County Councillor. The funeral thanksgiving service was taking place on 17 May 2018, at 1.30 pm, at St Andrew's church in Much Hadham. As a mark of respect, Members stood and observed a minute's silence.

On a happier note, the Chairman was pleased to welcome some special local residents who had received MBEs in this year's Queen's New Year Honours list. He introduced Derek Clarke, Rebecca Foster and James Williams.

Derek Clarke had been honoured for services to young people in Hertfordshire. He had joined The Broxbourne School as head of physics in 1969. His hard work, dedication and outstanding commitment had been instrumental to introducing young people to outdoor pursuits, as well as helping them to achieve excellent, academic results. In 1973, he had become head of the Outdoor Club, organising many youth hostelling and mountaineering trips abroad. He had headed up the school's Duke of Edinburgh Award Scheme, organising hundreds of Bronze and Gold expeditions. Under his leadership, the school's involvement in the Duke of Edinburgh Award Scheme had flourished with a very high uptake from students. He had also organised numerous 'Mountain Aid' charity fundraising events and, as a talented violinist, took part in many musical events. On his retirement from the Broxbourne School in 2005, he left behind a legacy with the Duke of Edinburgh Award Scheme

that continued to enrich pupils' school experiences.

Rebecca Foster was a champion for inclusive sport. A course leader for physical education and a senior lecturer in Adapted PE at the University of Worcester, she had been recognised for services to inclusive sport and supporting young people to achieve their potential. Rebecca had been a key player in the development of sporting opportunities for women and disabled people. She had been a volunteer with UK Deaf Sport for over 11 years, which had led her to three consecutive Deaflympics as athletics coach and team manager. At the university, she had set up a 'Sign circle' to increase the number of people able to communicate by sign language. She had also developed a module within the Physical Education degree pathway titled 'Teaching Special Education and Disability Physical Education in Schools' and was responsible for ensuring modules ran across academic institutes, enhancing the diversity of choice for students. Her work was among that which had led to the institution being shortlisted for the Times Higher Education University of the Year 2016. Professor David Green, University of Worcester Vice Chancellor and Chief Executive, had said "Rebecca's work to include people in education, sport and society is simply inspirational." She had also been recognised for her remarkable dedication towards her students, acting not only as an educator but as a friend, confidante and inspiring motivator.

James Williams had been nominated for his MBE by a former High Sheriff supported in particular by other past High Sheriffs, which had demonstrated the high regard in which he had been held. He had served as Under Sheriff of Hertfordshire from 1993 until 2016 and remained Secretary of the High Sheriffs' Association of England &

Wales. As Under Sheriff, he had engaged with many facets of the life of the county, but in particular with the courts, police and other institutions involved in the administration of justice and the maintenance of law and order. As such, he had been an important part of the "glue" of Hertfordshire for many years. He had gathered a great deal of knowledge about the shrievalty over those years and as Secretary of the High Sheriffs' Association he remained the go-to person for advice on the office of High Sheriff.

The Chairman invited each award recipient to come forward and receive a certificate in recognition of their achievements.

The Chairman also referred to two other East Herts residents who had been honoured but had been unable to attend the meeting. Dr Graham Hoare had received an OBE for services to the automotive industry and Cleveland Watkiss had received an MBE for services to music.

As this was his last meeting as Chairman, he thanked Members for giving him the opportunity to represent the Council over the past year. He spoke of the honour and pleasure to serve as Chairman and to represent the Council at over 110 events. He thanked the Vice-Chairman for his support in attending numerous events as well.

The Chairman referred to some of these events and was delighted to announce that over £8,000 had been raised for his chosen charities, Isabel Hospice and Essex & Herts Air Ambulance. He expressed his gratitude to everyone who had supported the various events.

The Chairman referred to three particular highlights of the past year - judging the East Herts Dog Show, attending the High Sherriff's Garden Party in Sarratt and representing the District with Councillor N Symonds at the Royal Garden Party.

Finally, the Chairman introduced a brief slide show which he thought better explained his time as Chairman.

The Leader thanked the Chairman and congratulated him on his year. She spoke of his sense of humour, his inclusive approach in dealing with people and the support given to him by his wife. The Leader moved, and Councillor S Rutland-Barsby seconded, a motion that the Council place on record, its thanks for the Chairman's year of service. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

RESOLVED - that Councillor J Jones be thanked for his year of service as Chairman.

2 ELECTION OF THE CHAIRMAN 2018-19

It was moved by Councillor L Haysey and seconded by Councillor K Crofton that Councillor K Warnell be elected Chairman of the Council to hold office for the civic year 2018/19.

After being put to the meeting and a vote taken, Councillor K Warnell was elected Chairman of the Council for the civic year 2018/19.

RESOLVED - that Councillor K Warnell be elected Chairman of the Council and hold office for the civic

year 2018/19.

The newly-elected Chairman made the statutory Declaration of Acceptance of Office, and took the Chair.

3 APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR 2018-19

It was moved by Councillor D Oldridge and seconded by Councillor M Allen that Councillor J Kaye be appointed Vice-Chairman of the Council to hold office for the civic year 2018/19.

After being put to the meeting and a vote taken, Councillor J Kaye was appointed Vice-Chairman of the Council for the civic year 2018/19.

RESOLVED - that Councillor J Kaye be appointed Vice-Chairman of the Council and hold office for the civic year 2018/19.

The Vice-Chairman made the statutory Declaration of Acceptance of Office and in thanking Members, looked forward to supporting the Chairman over the coming year.

4 FURTHER CHAIRMAN'S ANNOUNCEMENTS

The Chairman (Councillor K Warnell) thanked Members for giving him the honour of representing the District Council over the coming year. He thanked the Past Chairman, Councillor J Jones and presented him with his Past Chairman's badge. He also added his congratulations to the New Year's Honours recipients.

He looked forward to using his time as Chairman to promote East Herts and its values. He spoke of the diversity within the District and referred to a recent inter-faith meeting he had attended with Councillor J Kaye. He hoped to organise a festival to celebrate cultural diversity which might include food, dance and displays to promote unity and cohesion.

He referred to 2018 as the centenary of the Armistice and advised that a themed civic service "to end all wars" was being organised in conjunction with the Mayor of Bishop's Stortford, Councillor G Cutting and would be held on 1 July 2018.

The Chairman advised that his main charities would be Mind and Isabel Hospice, but other charities would also benefit. He referred to other events being planned, which included "Music in the Garden" on 29 July 2018, at Hopley's garden centre in Much Hadham, a rock n' roll night and a "Fawlty Towers" dinner.

Finally, the Chairman congratulated Councillor P Ruffles, who at 43 years, a few days and still counting, had become the longest-serving Member ever on the Council.

5 MINUTES

The Chairman moved, and Councillor J Wyllie seconded, a motion that the Minutes of the previous meeting be approved as a correct record and signed by the Chairman.

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

RESOLVED – that the Minutes of the Council meeting held on 1 March 2018, be approved as a correct record and signed by the Chairman.

6 DECLARATIONS OF INTEREST

In respect of Minute 10 – Community Governance Review of Bishop’s Stortford, Councillors D Abbott, G Cutting, H Drake, Mrs D Hollebon, G Jones, G McAndrew, S Stainsby, N Symonds, T Page, K Warnell, C Woodward and J Wyllie each declared a non-pecuniary interest as they were members of Bishop’s Stortford Town Council.

In respect of Minute 13 – Ardeley Parish Conservation Area Appraisal and Management Plan, Councillor K Crofton declared a non-pecuniary interest as he was a member of Ardeley Parish Council. On the same item, Councillor P Kenealy declared a non-pecuniary interest on the basis that he was a resident of Ardeley.

7 PETITIONS

Parish Councillor Robin Lumsden, Chairman of Thorley Parish Council, presented a petition signed by 960 people, which had been submitted calling for no change to the current boundary between Thorley village and Bishop’s Stortford. He believed this represented the depths of local feeling and suggested that no evidence to support the changes had been submitted. He contended that the people most impacted by the proposed changes, if agreed, did not want any changes.

Councillor G Williamson thanked the petitioner and advised that he would address the points made later in the

meeting (see Minutes 8 and 10).

8 PUBLIC QUESTIONS

The Chairman advised that eight questions had been submitted by the public and they would all be answered by the Executive Member for Finance and Support Services.

Question 1

Colin Arnott, Thorley, referenced the Executive's recommendations to the Council and noted that these now proposed to make more limited changes to the Thorley Parish boundary than that requested by the Town Council. However, with regard to the areas still recommended for transfer to Bishop's Stortford, whilst seeing the logic of unifying St Michael's Mead, the site south of Whittington Way was an entirely different issue. He asked why a CGR of 53 hectares of agricultural land with no residents was required at this time or if ever. The Town Council had suggested that, if and when this site was developed, future residents "are likely to feel of part of Bishop's Stortford" yet offered no compelling evidence for this. Indeed, the consultations with existing Thorley residents suggested the opposite. Therefore, he also asked if a CGR of this area was appropriate at this time or whether it should be left to await the outcome of any potential development and the actual views of any future residents.

In reply, the Executive Member commented that, in carrying out a community governance review, the Council was required to have regard to the number of electors in the areas under review and any change in that number which was likely to occur in the next five years. Electorate

forecasts based on existing planning consents and projections in the East Herts District Plan suggested that by February 2023, there would be 300 dwellings on the site south of Whittington Way, which would be home to approximately 500 electors.

The current parish boundary ran through the site and therefore, when the site was developed, the boundary would no longer meet the Local Government Boundary Commission's guidance which was that parish boundaries 'should reflect the "no-man's land" between communities [...] or barriers such as rivers, roads or railways.'

The Executive, in reaching its recommendations to Council, had taken account of relevant information and the range of arguments presented by parties regarding the Review, including the views of the Overview and Scrutiny Committee. It had considered that once developed, the area concerned would be sufficiently different in character to other parts of Thorley Parish and that future residents of this urban extension to the town of Bishop's Stortford were likely to feel part of the Bishop's Stortford community.

Question 2

Roger Halford, Thorley, asked what compelling evidence had been submitted to Bishop's Stortford Town Council that must have caused them to ask for a Community Governance Review (CGR) to make drastic change to the town boundary with Thorley Parish, probably leading to the demise of the parish. Now that a considerably changed version of the request had been put forward through the Executive, had the Town Council's original

request been withdrawn and a new CGR proposed by the District Council. Further, if a new CGR was put forward by the District Council, should this not be considered by an independent body having no interest in the outcome.

In reply, the Executive Member stated that East Herts Council had agreed to undertake the CGR following a request from Bishop's Stortford Town Council. He suggested that the questioner would need to approach the Town Council regarding any background information to that request, which had not been withdrawn or varied.

Legislation provided that responsibility for community governance matters and the conduct of community governance reviews rested with principal authorities such as the District Council. Reviews were conducted impartially in accordance with the statutory criteria. There was no provision for any other body to carry out a community governance review and district councils across the country carried out such reviews on a regular basis, alongside but separate from their planning and other responsibilities.

Having agreed to proceed with a review, as the Principal Authority, East Herts Council had to take account of all relevant matters and evidence submitted, of which the Town Council's submission was only one element. It was open to East Herts Council to make recommendations that varied from those proposed by the body that had requested the review. In relation to this review, all evidence received had been considered against the criteria set out in the guidance in arriving at these recommendations.

In response to a supplementary question, the Executive

Member confirmed that it was the Executive's recommendations that would go forward for public consultation, if agreed by Council.

Question 3

Anthony Robins, Thorley, commented that this review was stated to be in response to the request for boundary change by Bishop's Stortford Town Council. Given that the draft recommendations following the opinion expressed both by the Scrutiny Committee and the Executive differed so significantly in both fact and degree from the original request, he asked whether it would now be sensible for the Town Council to submit a revised request, and for Thorley Parish Council to submit its own counter proposal before the second consultation.

In response, the Executive Member referred to his reply to question 2, and that having agreed to undertake a community governance review, the Council had to consider all information received against the criteria in the statutory guidance. The Council was not limited to the terms of the original request and consideration of the evidence might lead the Council to recommend changes that were different to any initial request received. Any draft recommendations agreed later in this meeting would be published for a further round of public consultation before any final decisions were made. As part of this consultation, Thorley Parish Council might wish to submit their comments and/or any counter proposal which would be considered alongside all other submissions. Equally, Bishop's Stortford Town Council might also wish to submit a revised request but there was no requirement for them to do so.

Question 4

Russell Cox, Bishop's Stortford, asked if the Executive Member agreed that, given Thorley and Bishop's Stortford had equal status as parishes, there was no reason why the proposed development land could not remain in Thorley.

In reply, the Executive Member referred to his response to question 1. The Executive had felt that the parish boundary which currently ran through the area identified for development south of Whittington Way should be reviewed and that it would be desirable for the area of proposed development to be within a single parish area. This led naturally, on to consideration of whether that parish should be Bishop's Stortford or Thorley. As he had stated previously, the Executive had taken account of the relevant information and range of arguments presented by parties and considered that, once developed, the area concerned would be different in character to other parts of Thorley Parish and that future residents of this urban extension were likely to feel part of the Bishop's Stortford community.

Question 5

Janet Rolph, Thorley, was not present to ask her question. She had referred to Thorley as a parish of scattered, identifiable communities, each focusing on different activities because of circumstances, but also having in common tradition, sense of place, and linkages homing in from settlements all around to its central village church. It already had community, connectivity and cohesion that Community Governance Reviews were meant to achieve.

She asked on what grounds and with what benefits for Thorley Street and Pig Lane residents, could the boundary move to the bypass, allowing encroachment of town into the very middle of parish land, be justified.

In reply, the Executive Member stated that the Executive's recommendations did not propose any change to the status of the areas around Thorley Street and Pig Lane which, contrary to Bishop's Stortford Town Council's original proposal, were recommended to remain part of Thorley Parish. Under the Executive's proposals, the only existing residents of Thorley Parish who would transfer to Bishop's Stortford Town Council were those in St Michael's Mead, which crossed the existing parish boundary so that boundary no longer met the government guidance. Relatively few consultation responses had been received from St Michael's Mead residents of Thorley compared to those in other parts of Thorley Parish.

Proposals in relation to community governance reflected actual and proposed development but they did not determine whether or not that development took place, which was a matter for the planning process. Under the Executive's proposals, Thorley Parish would remain in existence and it could be said that those areas included in the revised boundary of the Parish would share more strongly the common traditions, sense of place and identity that the questioner referred to.

Question 6

Sylvia McDonald, Thorley, asked why two quite different issues, with nothing in common apart from being two examples of Bishop's Stortford town interests straddling

Thorley village boundary, were being linked together in one of the Executive's recommendations at (B)2. This had been proposed ostensibly as meeting the "need to secure community governance which is reflective of the identities and interests of the community in that area". Looking at order of magnitude, some 16% of St Michael's Mead physically fell in Thorley parish territory at its very western edge and in the other, some 95% of parish territory was being proposed for what was town urban extension and encroachment into the very middle of the village environs right up close to two of the scattered communities that categorised so many rural Hertfordshire villages. They were different issues needing separate procedural treatment.

In reply, the Executive Member commented that, in reaching its recommendations, the Executive had considered each element of the community governance review separately and as the questioner had suggested, different considerations had applied to each of the areas under review. In relation to St Michael's Mead, as stated in his reply to question 5, this existing development had crossed the parish boundary which therefore required revision.

In relation to the land to the south of Whittington Way, he had explained in his responses to questions 1 and 4 the Executive's approach to consideration of this site within the context of the review. Although the majority of the site was currently in Thorley, the view had been taken that once developed, it would have more in common with the town of Bishop's Stortford. He noted that the questioner herself had described the proposed development as 'town urban extension'.

As both St Michael's Mead and the land south of Whittington Way were proposed by the Executive for inclusion within the area of Bishop's Stortford Town Council, both areas had been included in a single recommendation. However, for clarity and recognising the different considerations that had applied, he intended to move them as two separate recommendations.

In response to a supplementary question, the Executive Member commented that the size of the St Michael's Mead settlement was not a consideration and that the proposals sought to regularise the current anomaly.

Question 7

Robin Lumsden, Thorley, asked if the combined effect of recommendations 3 and 4 meant that on a map of the proposed boundaries, if a straight line was drawn from end to end east to west following the line of the bypass across the areas, there would be ward boundary crossings from Thorley urban, into Bishop's Stortford South, Thorley urban again, then Thorley rural. He suggested this arrangement did not lend itself to achievement of good governance and would mimic the already existing anomaly in Church Lane which had not been addressed in the Town Council's original request for boundary change.

In reply, the Executive Member stated it would not because the proposal was for the new Thorley Parish Council, on its revised boundaries, to be unwarded, so there would be no crossings between Thorley Urban and Rural. There would be one stretch where the east-west line mentioned would cross from Bishop's Stortford to Thorley and back again,

but this was to address an issue within the Church Lane area that the questioner had mentioned. The recommendations before Council proposed that a small area north of the bypass should remain within Thorley, including the whole of Rectory Close which was currently split between Bishop's Stortford and Thorley.

In response to a supplementary question, the Executive Member confirmed that the Rectory Close proposal would be considered as part of tonight's recommendations.

Question 8

Ann Lowe, Bishop's Stortford, asked whether the numbered recommendations under (B) would be taken individually in turn, with any subsequent recommendations (or parts of recommendations) withdrawn if precluded by earlier approval or rejection of recommendations (or parts of recommendations). Also, would a recommendation, linking together two unrelated issues, for example as in recommendation (B)2, be treated as two separate recommendations.

In response, the Executive Member, in respect of recommendation (B)2, referred the questioner to his reply to question 6, in which he had indicated that he intended to move the two elements of that recommendation separately. On the other items he believed it would be for the Chairman to determine whether these were taken together or individually, which would depend on how the Members' debate unfolded.

In response to a supplementary question, the Executive Member confirmed that no final decisions would be taken

tonight and that a further round of consultation, running from May – July 2018, would take place.

9 EXECUTIVE REPORT - 24 APRIL 2018

RESOLVED – that the Minutes of the Executive meeting held on 24 April 2018 be received.

(see also Minutes 10 – 14)

10 COMMUNITY GOVERNANCE REVIEW OF BISHOP'S STORTFORD TOWN COUNCIL

Council considered a report on the Community Governance Review (CGR) of Bishop's Stortford Town Council. The Executive Member for Finance and Support Services presented the responses received during the initial consultation period for the CGR of Bishop's Stortford Town Council, together with the recommendations of the Executive. He referred to the criteria for making recommendations and the timetable for a further round of consultation on the recommendations agreed by Council.

Councillor G Williamson moved, and Councillor S Rutland-Barsby seconded a motion that the recommendations as printed in the report now submitted, be approved, except for recommendation (B)2 being split into (a) and (b) to separate the St Michael's Mead and the land south of Whittington Way issues.

In response to Members' questions and comments, it was confirmed that the consultation period would begin by the end of the next week in May and run until the last week in July 2018.

The Chairman agreed to a request that each recommendation be put individually for Council to determine.

After being put to the meeting, and a vote taken individually, the recommendations now detailed were declared CARRIED.

Council approved the recommendations now detailed.

RESOLVED – that (A) the responses received to the initial consultation on the Community Governance Review of Bishop’s Stortford Town Council, together with the recommendations of the Executive in relation to the review, be received; and

(B) the draft recommendations of the Community Governance Review be approved as the basis for a further round of public consultation as follows:

- (1) that the detailed ward boundary changes within the existing area of Bishop’s Stortford Town Council, as proposed by the Town Council and shown in the maps included in Essential Reference Paper B of the report submitted, be agreed;
- (2) (a) that the whole of the St Michael’s Mead development be incorporated within Bishop’s Stortford; and

(b) the proposed area of further housing

development south of Whittington Way be incorporated within Bishop's Stortford;

- (3) that Thorley Street and the areas east of London Road and the railway, including Pig Lane and Twyford Bury Lane remain part of Thorley parish;
- (4) that the revised parish boundary between Bishop's Stortford and Thorley be as shown in the plan at paragraph 7.35 of the report now submitted;
- (5) that the Local Government Boundary Commission for England be recommended to amend the district ward boundaries accordingly;
- (6) that the revised area of Thorley Parish Council be unwarded; and
- (7) that the revised Thorley Parish Council comprise of five parish councillors.

(see also Minute 9)

11 COMMUNITY GOVERNANCE REVIEW OF BUNTINGFORD TOWN COUNCIL

Council considered a report on the Community Governance Review (CGR) of Buntingford Town Council. The Executive Member for Finance and Support Services presented the responses received during the initial consultation period for the CGR of Buntingford Town

Council, together with the recommendations of the Executive. He referred to the criteria for making recommendations and the timetable for a further round of consultation on the recommendations agreed by Council.

Councillor G Williamson moved, and Councillor L Haysey seconded a motion that the recommendations as printed in the report now submitted, be approved.

Councillor J Jones expressed his support for the recommendations.

After being put to the meeting, and a vote taken, the recommendations were declared CARRIED.

Council approved the recommendations now detailed.

RESOLVED – that (A) the responses received to the initial consultation on the Community Governance Review of Buntingford Town Council, together with the recommendations of the Executive in relation to the review, be received; and

(B) the draft recommendations of the Community Governance Review be approved as the basis for a further round of public consultation as follows:

- (1) that the area including Parkside and the new housing development north of Park Farm Industrial Estate, shown as Area 'A' on the map in Essential Reference Paper B of the report submitted and currently in Cottered Parish, be incorporated within the area of

Buntingford Town Council;

- (2) that the Local Government Boundary Commission for England be recommended to amend the district ward and county division boundaries accordingly; and
- (3) that the area occupied by Buntingford Business Park, shown as Area 'B' on the map in Essential Reference Paper B of the report submitted, remain part of Aspenden Parish and that no change be made to the parish boundary between Buntingford and Aspenden.

(see also Minute 9)

12 COMMUNITY GOVERNANCE REVIEW OF EASTWICK & GILSTON PARISH COUNCIL

Council considered a report on the Community Governance Review (CGR) of Eastwick & Gilston Parish Council. The Executive Member for Finance and Support Services presented the responses received during the initial consultation period for the CGR of Eastwick & Gilston Parish Council, together with the recommendations of the Executive. He referred to the criteria for making recommendations and the timetable for a further round of consultation on the recommendations agreed by Council.

Councillor G Williamson moved, and Councillor E Buckmaster seconded a motion that the recommendations as printed in the report now submitted, be approved.

After being put to the meeting, and a vote taken, the recommendations were declared CARRIED.

Council approved the recommendations now detailed.

RESOLVED - that (A) the responses received to the initial consultation on the Community Governance Review of Eastwick & Gilston Parish Council, together with the recommendations of the Executive in relation to the review, be received; and

(B) the draft recommendations of the Community Governance Review be approved as the basis for a further round of public consultation as follows:

That the number of parish councillors to be elected to Eastwick and Gilston Parish Council by electors in Gilston Parish be increased from three to four, thereby increasing the total size of the grouped parish council with effect from the May 2019 parish elections to seven councillors.

(see also Minute 9)

13 ARDELEY PARISH CONSERVATION AREA APPRAISAL AND MANAGEMENT PLANS INCORPORATING THE THREE CONSERVATION AREAS OF ARDELEY, MOOR GREEN AND WOOD END

Council considered the recommendations of the Executive in respect of the Ardeley Parish Conservation Area Appraisal and Management Plans.

Councillor K Crofton referred to the local support for this matter.

The Leader moved, and Councillor M Allen seconded, the recommendations as now detailed. After being put to the meeting, and a vote taken, the recommendations were declared CARRIED.

Council approved the recommendations now detailed.

RESOLVED – that (A) the responses to the public consultation be noted and the Officer responses and proposed changes to the Ardeley Parish Conservation Area Appraisal and Management Plans be supported;

(B) authority be delegated to the Head of Planning and Building Control, in consultation with the Executive Member for Development Management and Council Support, to make any further minor and consequential changes to the document which may be necessary; and

(C) the Ardeley Parish Conservation Area Appraisal and Management Plans incorporating the three conservation areas of Ardeley, Moor Green and Wood End be adopted.

(see also Minute 9)

14 OLD RIVER LANE RESOURCES

Council considered the recommendations of the Executive in respect of Old River Lane Resources.

The Leader moved, and Councillor G Jones seconded, the recommendations as now detailed. After being put to the meeting, and a vote taken, the recommendations were declared CARRIED.

Council approved the recommendations now detailed.

RESOLVED – that (A) up to £161,893 from the Priority Spend Reserve is allocated for recruiting a project manager on a 3 year fixed term contract (subject to the outcome of the Northgate End planning application) for the Old River Lane Project; and

(B) up to £100,000 from the Priority Spend Reserve is allocated for any ancillary legal costs for Old River Lane.

(see also Minute 9)

15 REVIEW OF CONSTITUTION

Council considered a report of the Constitutional Review Group on a revised constitution. Councillor B Deering referred to the length of time taken to complete this work and the detailed work undertaken on reviewing the constitution. He thanked Officers for their support to the Group.

Councillor B Deering moved, and Councillor L Haysey seconded, a motion that the recommendations now detailed, be approved. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

Council approved the recommendations as now detailed.

RESOLVED – that (A) the revised Council Constitution be approved;

(B) the Monitoring Officer be authorised to make any minor amendments, correcting typographical or drafting errors and ensure all cross-references within the Constitution are correct prior to publication;

(C) Members of the Constitution Working Group be thanked for their contribution to the drawing up of the revised Constitution; and

(D) the Monitoring Officer be authorised to make any consequential changes to the Constitution arising from any legislative changes or other decisions that may be taken during the year.

16 REVIEW OF THE COUNCIL'S DECISION-MAKING ARRANGEMENTS

The Head of Legal and Democratic Services submitted a report reviewing the Council's decision-making structure. Council noted that the Leader had given notice that an additional Executive Member had been appointed and the consequent impact on portfolio areas was detailed in Essential Reference Paper 'B' of the report submitted.

Council was also advised that the size of the Conservative Group was now 45 and that there were now four sole independent Members. A revised list of group nominations to seats had been circulated at the updated Essential Reference Paper 'D'. This included the

appointment of Chairmen to committees and it was noted that Vice-Chairmen would be appointed at each committee's first meeting.

Councillor G Williamson moved, and Councillor D Andrews seconded, a motion that the recommendations now detailed, be approved. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

Council approved the proposals as now detailed.

RESOLVED – that (A) the following Scrutiny Committees, Regulatory Committees and Joint Committees be appointed, with the number of voting Members stated:

<u>Committee</u>	<u>No. of Members</u>
Overview and Scrutiny	14
Performance, Audit and Governance Scrutiny	14
Development Management	12
Human Resources	7
Licensing	12
Chief Officer Recruitment	5
East Herts Council and Stevenage Borough Council Joint Revenues and Benefits Committee (3 from East Herts and 3 from Stevenage)	6
Joint CCTV Executive (3 from East Herts)	12

(B) the allocation of seats on committees in (A) above, as detailed at Essential Reference Paper 'C' of the report submitted, be approved;

(C) the membership and Chairmen of Scrutiny Committees, Regulatory Committees, joint Committees be as set out in Essential Reference Paper 'D' of the report submitted, with Members being appointed in accordance with the wishes of the political group to whom the seats on these bodies have been allocated;

(D) the intention of the Leader of the Council to appoint 6 Members to the Executive (in addition to the Leader) with the portfolio responsibilities as detailed at Essential Reference Paper 'B' of the report submitted, be noted;

(E) the programme of Council meetings, as detailed at paragraph 5.1 of the report submitted, be approved;

(F) the Head of Legal and Democratic Services be authorised to make changes in the standing membership of committees and joint committees in (A) above, in accordance with the wishes of the political group to whom seats on these bodies have been allocated;

(G) the action to be taken by the Head of Legal and Democratic Services, in consultation with the Leader, under delegated authority, concerning the appointment of representatives to outside bodies, be

noted; and

(H) the Monitoring Officer be authorised to make such amendments to the Council's constitution as may be necessary to account for the decisions in (A) to (G) above.

17 OUTSIDE BODIES - ANNUAL REPORT

Council considered an annual report reviewing the activities of outside bodies to which the Council appointed representatives

Councillor J Wyllie moved, and Councillor Mrs D Hollebon seconded, a motion that the recommendation now detailed, be approved. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

Council approved the recommendation now detailed.

RESOLVED – that the reports of Members, as now submitted, be received.

18 EXTENSION OF THE MEMBERS' ALLOWANCES SCHEME

The Monitoring Officer submitted a report requesting an extension to the current Members' Allowances Scheme until 25 July 2018.

Councillor I Devonshire moved, and Councillor P Moore seconded, a motion that the recommendation now detailed, be approved. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

Council approved the recommendation now detailed.

RESOLVED – that the deadline for consideration of the Members' Allowance Scheme 2017/18 be extended until the next meeting of Council on 25 July 2018.

19 PAY POLICY STATEMENT 2018-19

Council was invited to consider a recommendation from the Human Resources Committee meeting of 18 April 2017 on the Pay Policy Statement 2018/19 (Minute 440 refers). Council noted that a Pay Policy Statement was required to be produced annually under the Localism Act 2011.

Councillor C Woodward moved, and Councillor B Deering seconded, a motion that the recommendation now detailed, be approved. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

Council approved the recommendation now detailed.

RESOLVED – that the Pay Policy Statement 2018/19 be approved.

20 LICENSING COMMITTEE: MINUTES - 15 NOVEMBER 2018

Councillor D Andrews moved, and Councillor G Cutting seconded, a motion that the Minutes now detailed, be received. After being put to the meeting, and a vote taken, the Minutes were received.

RESOLVED – that the Minutes of the Licensing Committee meeting held on 15 November 2017, be

received.

21 OVERVIEW AND SCRUTINY COMMITTEE: MINUTES - 12
DECEMBER 2017 AND 20 FEBRUARY 2018

Councillor M Allen moved, and Councillor J Goodeve seconded, a motion that the Minutes now detailed, be received. After being put to the meeting, and a vote taken, the Minutes were received.

RESOLVED – that the Minutes of the Overview and Scrutiny Committee meetings held on 12 December 2017 and 20 February 2018, be received.

22 HUMAN RESOURCES COMMITTEE: MINUTES - 10 JANUARY
2018

Councillor C Woodward moved, and Councillor S Bull seconded, a motion that the Minutes now detailed, be received. After being put to the meeting, and a vote taken, the Minutes were received.

RESOLVED – that the Minutes of the Human Resources Committee meeting held on 10 January 2018, be received.

23 PERFORMANCE, AUDIT AND GOVERNANCE SCRUTINY
COMMITTEE: MINUTES - 16 JANUARY 2018

Councillor M Pope moved, and Councillor M Allen seconded, a motion that the Minutes now detailed, be received. After being put to the meeting, and a vote taken, the Minutes were received.

RESOLVED – that the Minutes of the Performance, Audit and Governance Scrutiny Committee meeting held on 16 January 2018, be received.

24 DEVELOPMENT MANAGEMENT COMMITTEE: MINUTES - 31 JANUARY, 27 MARCH AND 28 MARCH 2018

Councillor T Page moved, and Councillor J Jones seconded, a motion that the Minutes now detailed, be received. After being put to the meeting, and a vote taken, the Minutes were received.

RESOLVED – that the Minutes of the Development Management Committee meetings held on 31 January, 27 March and 28 March 2018, be received.

The meeting closed at 8.50 pm

Chairman
Date

EAST HERTS COUNCIL

COUNCIL – 25 JULY 2018

REPORT BY: CHAIRMEN OF SCRUTINY COMMITTEES for 2017/18

OVERVIEW AND SCRUTINY ANNUAL REPORT 2017/18

WARD(S) AFFECTED: All

Purpose/Summary of Report

- This cover report is to introduce the Overview and Scrutiny Annual Report 2017/18 on behalf of the Chairmen of Scrutiny Committees for that year.

<u>RECOMMENDATION FOR COUNCIL - that</u>	
(A)	the Annual Report on the work of the East Herts scrutiny committees during 2017/18 be received and approved for publication.

1.0 Background

1.1 The Council's constitution states in Part 2, Chapter 7 at paragraph 7.5 that Scrutiny committees "must report annually to the Council on their workings and make recommendations for future work programmes and amended working methods if appropriate."

1.2 To meet this requirement, an Overview and Scrutiny Annual Report is prepared each year and presented to council by the scrutiny chairmen. Reports from previous years are on the

council's website

<https://www.eastherts.gov.uk/article/35671/Annual-Reports>

2.0 Report

2.1 The Annual Report for 2017/18 (attached as Essential Reference Paper B) summarises the changes to scrutiny arrangements during the past year, highlights key recommendations and sets out some of the plans for the coming year.

2.2 The report is written for a wide range of interested groups: those Members involved in scrutiny, those who might wish to be, and Members of the Executive (to whom the scrutiny committees act as a critical friend).

2.3 It is also hoped that external speakers and our partners who contributed to the scrutiny process during 2017/18 will know that their involvement is appreciated by Members.

2.4 Once agreed by Council, the report will be published on the Council's website and notification of its 'e-location' will be made available to members of the East Herts Strategic Partnership and to other relevant agencies. Interested community groups and residents are also welcome to comment on the process and the report.

2.5 As in previous years, the Annual Report will also be uploaded into the library section of the Centre for Public Scrutiny (CfPS) website. <http://www.cfps.org.uk/library>

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'** which follows.

Background Papers

This report is based on the reports and minutes of all scrutiny

meetings held during 2016/17 – these are available via the council's website.

Contact Members: Councillor Mike Allen: Overview and Scrutiny
Chairman
mike.allen@eastherts.gov.uk

Councillor Mark Pope: Performance, Audit and
Governance Chairman
mark.pope@eastherts.gov.uk

Contact Officer: Alison Stuart: Head of Legal and Democratic
Services – Ext 2170
alison.stuart@eastherts.gov.uk

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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives	<p>Any topics reviewed during the past year related to at least one of the Council's corporate priorities for that year:</p> <ul style="list-style-type: none">• Improve the health and wellbeing of our communities• Enhance the quality of people's lives• Enable a flourishing local economy <p>Effective use of the scrutiny process contributes to the Council's ability to meet one or more of its corporate objectives.</p>
Consultation:	<p>The 17/18 Scrutiny Annual Report has been drafted following consultation with all scrutiny Chairmen. All members of scrutiny committees have had the opportunity to contribute to the evaluation of the year's work. 2017/18 Committee Chairmen have seen and approved the Annual Report by email.</p>
Legal:	<p>The Council's constitution requires that an annual report is submitted to Council on scrutiny's workings, making recommendations for future work programmes and amended working methods if appropriate.</p>
Financial:	<p>The cost of circulating the report to Members can be met within existing budgets.</p> <p>Greater use will be made of signposting interested parties and partners to the Council's website to access the Annual Report which will minimise use of material resources, distribution costs and gain potential CO₂ efficiencies from on-line provision.</p>

Human Resource:	none
Risk Management:	Matters which may benefit from scrutiny may be overlooked. The selection of inappropriate topics for review would risk inefficient use of resources. Where this involved partners, it could risk damaging the reputation of the council and relations with partners.
Health and wellbeing – issues and impacts:	The broad remit of scrutiny is to review topics which are of concern to the public, many of which have an indirect impact on the general wellbeing of residents of East Herts.
Equality impact assessment needed?	No

Scrutiny Annual Report 2017-2018

What is scrutiny?

Scrutiny is a process where elected councillors can review the work of the Council to check that policies and services are meeting the priorities and the needs of local people and consider policy and proposals at an early stage when the views of the Scrutiny Committees can be fed back to officers and the Executive. Scrutiny committees are not decision making bodies but they have the power of influence and are entitled to review, scrutinise and challenge the functions of the Council and the decisions of the Executive. Scrutiny serves as a 'critical friend' to the decision-making Executive.

This report highlights the work of scrutiny at East Herts Council in 2017-18 and sets out plans for the coming year.

Scrutiny at East Herts

Following a review in early 2017, the current system was implemented, where scrutiny is carried out by the following two Scrutiny Committees:

- **Overview and Scrutiny Committee (OS)** - This committee is 'forward-looking', shaping new policies at an early stage of their development, and undertaking major reviews of existing policies or service delivery models in order to make improvements and commissioning recourse to Task and Finish Groups to focus on specific subjects in greater depth where appropriate.
- **Performance, Audit and Governance (PAG) Scrutiny Committee** - This committee reviews progress on delivery of the corporate strategic plan, the medium-term financial plan, key performance targets of the Council and

incorporates the Council's audit committee function. Task and Finish Groups can be set up by this committee to focus on specific subjects in greater depth, where appropriate. This committee has a sub-committee to deal with councillors' code of conduct issues (the Standards Sub-Committee.)

Over the course of 2017-2018, councillors scrutinised a wide range of topics, as detailed below:

Performance, Audit and Governance (PAG) Scrutiny Committee:

- Leisure Contract
- Emergency Planning
- Scott's Grotto Asset Transfer
- General Data Protection Regulations (GDPR)
- Charrington's House and proposals to address the depressed income

- Delivery of Housing and Health strategy – 1 year review
- Shared Anti-Fraud Service update
- Risk Management strategy, update and monitoring
- New Business Incubation Space in Bishop's Stortford
- Shared Internal Audit Service updates

Overview and Scrutiny (OS) Committee

- Leisure Strategy
- Planning Enforcement
- Parking Enforcement Contract
- Grounds Maintenance Contract
- Portfolio Updates from each of the Executive Members
- Economic development vision/strategy – business engagement
- Communications

- Night Time Economy (NTE) Licensing and impact on Police and Public Health
- Corporate Service Plans
- Draft Health and Wellbeing Strategy
- Council Tax Support 2019 – 2020
- Community Governance Reviews

Given the continued pressure on public finances, the scrutiny committees had a strong focus on items related to new ways of delivery, generating new income streams and working with other key public sector organisations to reduce costs, share resources and improve the quality of services delivered to residents.

Overview and Scrutiny (OS) Committee

Overview and Scrutiny Committee has been very active over the year establishing a number of Task and Finish Groups to facilitate the work of the Council. June 2017 saw the establishment of a T&F Group to review a new approach to Parking Enforcement and its recommendations reported to the Executive. A Task and Finish Group established in September 2017 to review the Grounds Maintenance Contract provided its final report to the Members in June 2018 and made a number of recommendations to the Executive. After substantial work on Climate Change, the Task and Finish group provided an updating report to Members in April 2018 on a proposed strategy including the need to review renewable energy investment opportunities, to lead on climate change agenda locally and to disseminate information to the business Community locally and further joint working with environmental groups on climate change activities. Members will consider their final report at its meeting on 18 September 2018. Additionally a Task and Finish group was established to review leisure provision and its future direction of travel and reported to Overview and Scrutiny Committee

on 13 June 2017 when Members made a number of recommendations to the Executive including the endorsement of the investment proposed.

Performance, Audit and Governance (PAG) Scrutiny Committee

PAG is more regulatory in terms of form and function receiving reports both externally and internally. Members have scrutinised a number of issues such as: Charrington's House (Rental Income) and the development of New Business Incubation Space at Bishop's Stortford, the General Data Protection Regulations (GDPR), Budget Performance, and the Emergency Plan to name some. It has also scrutinised issues in relation to the Castle Weir Hydro Scheme, Decent Homes Grants, and Shared Service Arrangements, The above list is not meant to be an exhaustive list but illustrates its contribution to the work of the Council.

Joint Scrutiny

After reviewing the work of Scrutiny Committees in 2017-18 and in response to feedback, a joint scrutiny committee meeting has been added to the scrutiny work programmes for 2018-19, to ensure that all members of both scrutiny committees can participate fully in scrutinising the Council's medium term financial plan for 2019-20. This meeting will take place in January in order to allow comments from scrutiny to feed in to the budget setting process.

Task and Finish Groups

In 17/18, three new Task and Finish Groups were set up to consider the Grounds Maintenance Contract, the Climate Change Strategy, and the Parking Enforcement Contract; and the work of the Leisure Facilities Task and Finish Group continued.

Grounds Maintenance Contract

A total of 7 meetings were held between October 2017 and May 2018 to inform ongoing negotiations and updates for a new shared contract with North Herts Council (2018-2024). The group examined detailed information from officers, consultants and other local authorities and considered various contract and service standard options and the potential impact on residents. The Overview and Scrutiny Committee supported all the recommendations of the task and finish group, which will be put forward to the Executive and include a recommendation to make savings to offset the increase in costs by no longer funding a 'top up' to cut Hertfordshire County Council grass to the East Herts Council standard.

Climate Change Strategy

A total of 6 meetings were held between October 2017 and July 2018 and evidence was obtained from officers in Planning and representatives of a number of climate change/carbon reduction groups. An interim report was provided for the Overview and Scrutiny Committee on 24 April 2018 and the final report, which will include the draft climate change strategy is due to be considered by the Committee in September 2018. The Chairman of the Climate Change Task and Finish Group, Councillor Deering said, " I am sure I can say on behalf of the Group that this work is important and that there is clear scope for EHDC to take a leadership role which we hope it will do." Interim findings of this group were considered by the Overview and Scrutiny Committee in April 2018 and it was agreed that EHC officers facilitate the establishment of a forum to enable local environmental groups and other interested organisations to co-ordinate climate change activities and undertake joint working with the Council.

Parking Enforcement Contract Procurement

The Council's parking enforcement contract is being re-tendered with a start date of January 2019. To assist in this process a Member task and Finish Group was constituted in 2017 to identify and recommend the Council's enforcement priorities for the next contract term. Care was taken to appoint Members from each of our major towns to ensure a balanced and representative range of views. The group worked well and within its agreed scope and terms of reference. A wide range of issues were discussed, a number of external experts gave evidence and the Group made a number of recommendations as to how the next contract could meet the changing needs of our communities, including increasing attendance around schools at the start and end of the school day to promote safety, and a greater focus of enforcement on highways rather than car parks. These recommendations were supported at Overview and Scrutiny Committee and adopted in full by the Executive on 16 October 2017.

How did the committees decide what to scrutinise in 17/18?

There are some issues that local government scrutiny has a statutory duty to look at – such as reviewing at least one crime and disorder topic annually and supporting the budget setting process. However, scrutiny committees aim to be responsive and flexible in order to ensure the topics they examine are relevant and meaningful.

Members of the Scrutiny Committees are encouraged to submit proposals for scrutiny at any point throughout the year and a work planning workshop was held for each committee in June 2018, where members discussed and prioritised topics for scrutiny in 2017/18.

The proposed topics are currently being scoped by officers. The topics selected are issues Scrutiny Committees believe to be:

- Of local public interest or concern
- Linked to the council's corporate priorities
- Holding the potential of having an impact on the lives of residents
- Not being scrutinised by another body

At East Herts, Members believe it is important to spend time scrutinising issues that

- reduce risk for residents and the council,
- might incur significant costs;
- or could bring substantial savings to the council

Scrutiny uses the council’s corporate priorities to focus its work. As the economic environment and local issues change, these are reviewed annually to keep them relevant. During 2017/18 and until 19/20, the council priorities are:

- Improving the health and wellbeing of our communities
- Enhancing the quality of people’s lives
- Enabling a flourishing local economy

Work programme for 2018/2019

The Scrutiny Committee work programmes are planned in advance and published at each Committee meeting, allowing the public and partner organisations notice of topics but they are working documents and subject to change, ensuring the flexibility to review and amend them throughout the year in response to scrutiny requests and relevant topical issues. Topics in the work programmes include:

Topics for scrutiny by the PAG Scrutiny Committee in 2018-19	<ul style="list-style-type: none"> • Update on the Shared Anti-Fraud Service (SAFS) • Risk Management Monitoring • Asset Management • Treasury Management Strategy 2018-19 • Annual Leisure Performance Report 2017 • Insurance Options for 2019 • Shared Internal Audit Service – update on Annual Assurance and Audit Plan • Quarterly finance and performance ‘healthcheck’ • Asset Management Update
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Topics for scrutiny by the OS Committee in 2018-19	<ul style="list-style-type: none"> • Findings of the Climate Change Task and Finish Group • Shared Service (IT, CCTV, Revenues and Benefits) • Update on Economic Development Vision and assessment of Launchpad Pilot • Community Transport Strategy
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Topics for scrutiny by Joint Committee (OS and PAG) in 2018-19	<ul style="list-style-type: none"> • Budget Report and Medium Term Financial Plan • Corporate Plans 2018-19
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The Scrutiny Committees at East Herts Council have the ability to review any issue that affects East Herts, not just council services.

How to find out more about scrutiny in East Herts

Scrutiny is strengthened by involving residents and partner organisation, who can bring valuable expertise, local knowledge, fresh ideas and external challenge. Members of the public are welcome to attend any meeting of the new Overview and Scrutiny (OS) and Performance Audit and Governance (PAG) committees. Meetings start at 7pm and are held in the Council Chamber, Wallfields, Hertford. Dates in 2018/2019 are published on the East Herts Council website.

Contact us...

Tel: 01992 531481

Email: scrutiny@eastherts.gov.uk

Agendas, reports and minutes of every council committee are posted and regularly updated – and meetings are open to the public:

<http://democracy.eastherts.gov.uk/Committees>

If you ever take part in one of our scrutiny reviews and every time you attend as an observer, we would value your feedback to help us improve the process. An on-line feedback form is available at

<http://www.eastherts.gov.uk/scrutinyfeedback>

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EAST HERTS COUNCIL

COUNCIL – 25 JULY 2018

REPORT BY EXECUTIVE MEMBER FOR ENVIRONMENT AND THE
PUBLIC REALM

POSITION AND PRINCIPLES STATEMENT FOR SINGLE USE PLASTICS

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

- The purpose of this paper is to set out the council's position on single use plastics and the principles that the council will follow in order to reduce, reuse and recycle such plastics.

<u>RECOMMENDATIONS FOR COUNCIL: That:</u>	
(A)	the position and principles statement be adopted by the council; and
(B)	officers develop actions and incorporate them into future Medium Term Financial Plan proposals.

1.0 Background

1.1. Recent years have seen a considerable increase in the focus on the negative aspect of single use plastics and their impact on the environment.

1.2. Both the UK and the EU have published environmental strategies and both aim to reduce single use plastics.

- 1.3. There is also an increased impetus on 'reducing' rather than solely 'recycling' waste more generally. Of note, China banned the import of foreign waste in January 2018 which has closed off a major destination of recyclable material from the UK.
- 1.4. Single use plastics are not explicitly covered in East Herts Council's Sustainable Community Strategy 2009-2024. As such a policy update is being made to the council's approach to the issue.
- 1.5. A number of councils have already adopted positions on reducing single use plastics such as Mendip District Council, Brighton and Hove City Council, and many others.
- 1.6. A cross services working group has been established to address the council's council response to this issue.

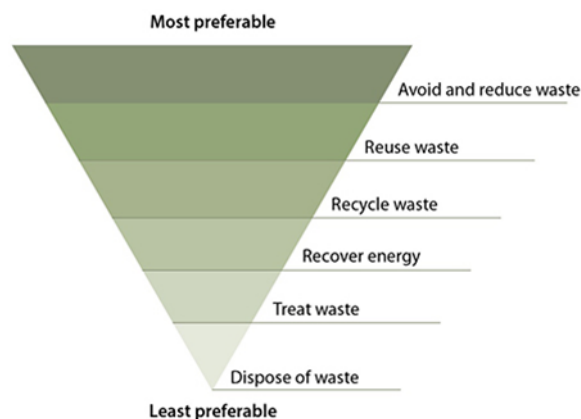
2.0 Report

- 2.1 **Essential Reference Paper 'B'** outlines the council's proposed position on single use plastics.
- 2.2 It outlines what our position on the issue could be, proposing that, where this is within its means, the council will:
 - recognise the waste hierarchy and promote and publicise the message that we and others should endeavour to reduce, reuse or recycle plastics wherever possible
 - continually challenge ourselves to move up through the waste hierarchy by recycling plastics rather than throwing them away, reusing plastics wherever possible rather than recycling and maximising a reduction in plastics use in the first place
 - use our influence with partners, including licensing, to assist them move up through the waste hierarchy,

especially at public events, providing practical support wherever possible

- embark on direct actions and projects to reduce the single use plastic usage
- support national campaigns to reduce plastics use
- recognise that the benefits of reducing single use plastics go hand-in-hand with greater recycling and less use of other materials such as paper, glass and metals.

2.3 The position statement aligns the council's position on the use of single use plastics to the principles of the waste hierarchy (see diagram below).



2.4 The waste hierarchy is the principle that rather than just recycling waste and sending the rest to landfill one should attempt, in this order, to reduce use, reuse objects once purchased, recycle objects that cannot be reused, and recover use for example incineration converting waste into carbon captured energy.

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'**.

3.2 No significant financial implications are anticipated in moving away from single use plastics.

3.3 Officers will also consider whether reducing plastics use could also provide efficiencies for the council and, if so, will reflect this in future MTFP reports to members. For instance switching from plastics cups throughout the building to biodegradable cones in reception will produce a saving of £202 per year.

Background Papers

None

Contact Member: Councillor Graham McAndrew - Executive Member for Environment and the Public Realm
Graham.McAndrew@eastherts.gov.uk

Contact Officer: Jonathan Geall – Head of Housing and Health
01992 531594
jonathan.geall@eastherts.gov.uk

Report Author: Nathan Bookbinder – Policy Officer
nathan.bookbinder@eastherts.gov.uk

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives:	Priority 1 – Improve the health and wellbeing of our communities Priority 2 – Enhance the quality of people's lives Priority 3 – Enable a flourishing local economy
Consultation:	These matters have been discussed internally and with colleagues at the County council. Further consultations will be undertaken as proposals come forward
Legal:	None arising directly from this report.
Financial:	None arising directly from this report. Officers will consider whether reducing plastics use could also provide efficiencies for the council and, if so, will reflect this in future MTFP reports to members
Human Resource:	None arising directly from this report.
Risk Management:	None arising directly from this report.
Health and wellbeing – issues and impacts:	The decrease in plastic litter associated with a reduction in single use plastics should have a positive impact on health and wellbeing
Equality Impact Assessment required:	No

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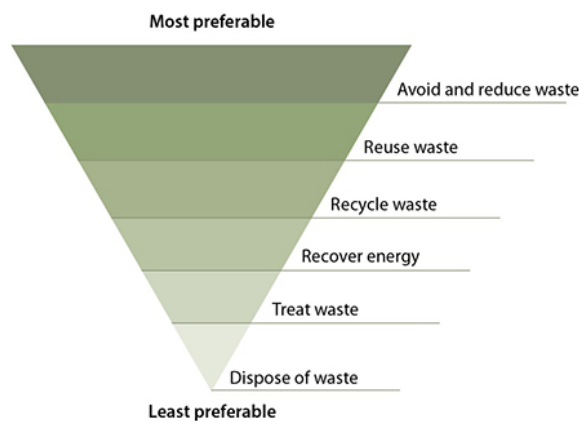
East Herts Council Single Use Plastics Position and Principles Statement

1. Background and Context

- 1.1. Recent years have seen a considerable increase in the focus on single use plastics and their impact on the environment.
- 1.2. The UK and the EU have published environmental strategies and both aim to reduce single use plastics.
- 1.3. Single use plastics are not explicitly covered in East Herts Council's Sustainable Community Strategy 2009-2024. This Position and Principles Statement aims to lay out the council's approach to the issue.

2. The Waste Hierarchy

There is now a widely recognised hierarchy of how to deal with materials, including single use plastics. The 'waste hierarchy' is given below. It runs from the least disposal approach which is to simply throwing the material away after it's been used once up to the best approach which to reduce usage or preferably avoid using the material in the first place.



3. Position and Principles on Single Use Plastics

- 3.1. The council's position is that where it is within our means we will:
 - recognise the waste hierarchy and promote and publicise the message that we and others should endeavour to reduce, reuse or recycle plastics wherever possible
 - continually challenge ourselves to move up through the waste hierarchy by recycling plastics rather than throwing them away, reusing plastics wherever possible rather than recycling and maximising a reduction in plastics use in the first place
 - use our influence with partners, including licensing, to assist them move up through the waste hierarchy, especially at public events, providing practical support wherever possible
 - embark on direct actions and projects to reduce the single use plastic usage
 - support national campaigns to reduce plastics use
 - recognise that the benefits of reducing single use plastics go hand-in-hand with greater recycling and less use of other materials such as paper, glass and metals.

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EAST HERTS COUNCIL

COUNCIL – 25 JULY 2018

REPORT BY HEAD OF LEGAL AND DEMOCRATIC SERVICES AND
MONITORING OFFICER

MEMBERS' ALLOWANCES 2018/2019

WARD(S) AFFECTED: All

Purpose/Summary of Report

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

<u>RECOMMENDATIONS:</u> That the IRP recommend to Council that:	
(A)	there be a 2% increase in the basic allowance;
(B)	there be a 1% increase in the special responsibility allowance save for the Chairmen of the Licensing and Human Resources Committees where there will be no change;
(C)	there be a payment of £2,200 to the Vice Chairman of the Development Management Committee;
(D)	there be no change to the allowances to the Chairman and Vice Chairman of the Council;
(E)	there be no change to the Carers and Dependents allowance, however the word 'maximum' be removed and the Leader to have discretion to agree figures over and above the amounts and Council agree to review its

	current approach to carers allowances to ensure flexibility;
(F)	there be no change to the mileage allowances;
(G)	the subsistence allowances are changed with the deletion of breakfast (of more than four hours including the period between 12 noon and 2pm), tea provisions of more than 4 hours ending after 7pm between 2.30 and 7pm and an increase to evening meals to £15.20 in line with officer payments; and
(H)	the Members Allowance Scheme be reviewed in 2020.

1.0 Background

- 1.1 The Local Authorities (Members' Allowances) (England) Regulations 2003 requires each principal local authority to establish an Independent Remuneration Panel (IRP) to submit recommendations on its Members' Allowances.
- 1.2 Before a local Authority makes or amends its Members' Allowances Scheme it shall have regard to the recommendations made by its IRP.
- 1.3 On 14 March 2018, the Independent Remuneration Panel met to discuss the Member's allowances. The Panel consisted of Mr N Moss, Mr J Pool, Mr Glenn Sexton, Mr C Leage and Mrs S Newton.
- 1.4 At its meeting on 16 May 2018, Council agreed to extend the members allowance scheme for 2018 until recommendations are made to Council on 25 July 2018. This was in consideration of the staff pay awards which resolved after the Independent Remuneration Panel initially met on 14 March 2018.

2.0 Report

2.1 The Independent Remuneration Panel's grounds for the proposed recommendations on Members' Allowances for 2018/19 can be found at **Essential Reference Paper 'B'**.

2.2 The proposed increases are contained at **Essential Reference Paper 'C'**.

2.3 Council is invited to consider the IRP's recommendations before determining a Members' Allowances scheme for 2018/2019 and 2019/2020.

3.0 Implications/Consultations

3.1 Information on any corporate issues associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None

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Report Author: Alison Stuart – Head of Legal and Democratic Services

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ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/ Objectives:	Priority 1 – Improve the health and wellbeing of our Communities Priority 2 – Enhance the quality of people's lives Priority 3 – Enable a flourishing local economy
Consultation:	None.
Legal:	The legal implications are contained within the body of the report.
Equality:	There are no equality implications.
Financial:	The Medium Term Financial Plan made provision of a 1-2% increase in allowances.
Human Resource:	None
Risk Management:	See legal implications above.
Health and Wellbeing - issues and impacts:	None
Equality Impact Assessment needed?	No

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MINUTES OF A MEETING OF THE
INDEPENDENT REMUNERATION PANEL
HELD IN THE ROOM 27, WALLFIELDS,
HERTFORD ON WEDNESDAY 20 JUNE 2018,
AT 2.00 PM

PRESENT: Mr N Moss (Chairman)
Mr C Leage, Mrs S Newton, Mr J Pool and
Mr G Sexton

ALSO PRESENT:

Councillor L Haysey (Part of the meeting)

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Alison Stuart	- Head of Legal and Democratic Services
Alison Street	- Principal Accountant

1 MINUTES

Members received the Minutes of the Meeting held on 14 March 2018. Mr J Pool made a number of observations seeking clarification and proposed changes to the Minute 3 (Review of Members' Allowances). These were:

- Third paragraph second line, insert "in" and omit "take place";

- Seventh paragraph third line insert "2%" after "provision of";
- Seventh paragraph sixth line insert "2%" after "could be" and omit the words "Between 1-";
- Within paragraph "Basic Allowance" second bullet point omit the words "due regard to" before the word "inflation";
- Within paragraph "Leader's Allowance" first bullet point, sixth line insert "for each of the years 2018/19 and 2019/20" after "by 1%" and omit the words "a period of 2 years";
- Within paragraph "Deputy Leader", first bullet point, sixth line insert "for each of the years 2018/19 and 2019/20" after "by 1%" and omit the words "a period of 2 years";
- With the paragraph "Executive Members", first bullet point, sixth line insert "for each of the years 2018/19 and 2019/20" after "by 1%" and omit the words "a period of 2 years" ;
- Within the summary of recommendations, last paragraph insert "reviewed in 2018/19 and 2019/20" after "allowance ".

It was agreed that the proposed changes be made to the Minutes.

RESOLVED – that the Minutes of the meeting held on

14 March 2018, as now amended, be signed as a correct record and signed by the Chairman.

2 CHAIRMAN'S ANNOUNCEMENTS

The Chairman commented that East Herts Members had requested that further consideration be given to the IRP's recommendations following its review of Members' Allowances on 14 March 2018. He reminded the Panel of its recommendations at that meeting.

The Chairman commented that the Leader and other key Officers were making themselves available should Members need further information in relation to the Review of Members' Allowance Scheme 2018/19 and in particular Licensing and Human Resources Committee issues.

3 REVIEW OF MEMBERS' ALLOWANCES 2018/19

The Monitoring Officer submitted a report on whether to recommend any increases, decreases or no change to the allowances specified in the report following confirmation of staff pay awards. She provided a summary of the Panel Members' March 2018 recommendations.

Mrs S Newton reminded the Panel that it was independent and that whatever the Panel decided was referred to Council. Additionally, it was for Council to approve or not. The Panel Chairman stated that there was no requirement to change their previous recommendations. He added that the Leader had asked for the opportunity to address the Panel in the light of Members' disappointment that the Panel had recommended a 1% increase rather than a 2% increase and no changes to the allowances for:

- the Chairman and Deputy Chairman of the Council;
and
- the special responsibility allowances for the Chairmen of Licensing and Human Resources Committees.

The Leader had also requested the Panel to consider a new payment to Vice Chairman of the two Scrutiny Committees.

The Monitoring Officer explained that the 2% staff award had been made after the IRP's meeting on 14 March 2018. The Chairman said that it was the Panel's opportunity to review. If they wished, their recommendations in the light of further information to be provided by the Leader.

Mr G Sexton said that he was not at variance with the previous recommendations adding that in terms of an increase, Members' Allowances did not have to be linked to that of staff pay awards. He noted that staff had been awarded a 2% increase but that he did not see any reason in changing the Panel's earlier recommendations, unless other information had come to light. Mrs Newton reminded the Panel that these were not salaries, but allowances being paid.

The Panel Chairman was of the view that it appeared to him that Panel Members were not pre-disposed to change their earlier recommendations.

The Panel decided that the Head of Housing and Health and the Interim Head of Human Resources and Organisational Health would not be needed to address the Panel.

At 2.25pm the Leader of the Council was invited to address the Panel. For the Leader's benefit the Chairman summarised the Panel's earlier recommendations.

The Leader thanked the Panel for the opportunity to address them. She recognised the Panel's independent status but felt that there was a mismatch in the payment suggested. The Leader said that recommendations had been made by the Panel before the Panel knew what the staff award was. She felt that it should not be more than what the staff should receive but that it should be within the same magnitude as it had been over a number of years.

Mrs Newton asked the Leader whether she felt that a precedent had been set. The Leader said she did not and accepted that the Panel was independent but wanted to clarify that she considered there was a mismatch. She reminded the Panel that some time ago Members had accepted a "pay" cut to align itself with what other authorities were paying. She acknowledged that staff salaries had been suppressed for a number of years but that Members did not receive a salary for their commitment.

Mr Leage commented that the 2% pay award to staff had been to address inflation concerns and felt that Members should be given the same consideration. Mr Sexton reminded the Panel that not everyone would receive 2% and that it was tapered depending on salary grade / banding. Mr J Pool provided salary payment clarification with regard to spinal column points and banding.

The Panel Chairman commented on concerns raised by Members in relation to a recommendation not to increase the allowances paid to the Chairmen of both Human Resources and Licensing Committees.

The Leader explained that in relation to Licensing there was a lot of work done behind the scenes. She acknowledged that there were only 2 – 3 meetings a year but there were a lot of Licensing Sub Committees arranged and referred to Members' active participation in relation to night time economy issues. On the issue of an increased payment to the Chairman of HR Committee, she felt that no increase was appropriate.

The Panel Chairman drew the Leader's attention to the proposals which had caused concern for Members. The Leader referred to the active role of the Vice Chairman of Development Management Committee and that the post holder attended all Committee briefings and co-ordinated with the Chairman. She said that it was a very pro-active role and referred to substantial increases in planning permissions for housing which were being submitted to Planning Officers.

In relation to the Vice Chairman of Licensing Committee, she explained that it was the Chairman who carried out a lot of the work.

The Panel discussed the issue of looking at the whole allowance structure. Mr Pool suggested that if the Panel was going to support an increase, he felt that it was important to strengthen the justification.

Following the departure of the Leader at 2.55pm the Panel

debated at length following:

- the proposal that the Vice Chairman of Development Management Committee should receive an allowance (in the light of further information provided by the Leader);
- the payment of a special responsibility allowance for the Vice Chairmen of the two Scrutiny Committees;
- the allowance paid to Chairman of Human Resources Committee; and
- the allowance paid to the Chairman of Licensing Committee;

Mr Sexton suggested that Councillors might be viewed as Senior Officers in the context of roles. He suggested that the Panel take a prudent view of the inflation situation and reminded Members that not all staff would receive 2% because of the banding structure. Mr Pool was concerned about basic allowance and Mr Leage suggested that the basic allowance could be increased by 2% across the board. This was supported.

RECOMMENDED - that having reviewed the recommendations made at the meeting in March 2018 and in the light of further information which had been submitted to the Panel and the observations made by the Leader of the Council, agreed to support recommendations to Council that:

- (a) the basic allowance paid to all Members be increased by 2% (as this encompassed a lot more Members and was more equitable) over the period 2018/19 and 2019/20;

(b) except for (d) and (e) below, Special Responsibility Allowances be increased by 1% (as this reflected additional responsibilities);

(c) no change be made to the allowances to the Chairman and Deputy Chairman of the Council;

(d) no change to the allowance paid to the Chairman of Licensing Committee;

(e) no change to the allowance paid to the Chairman of Human Resources Committee;

(f) a payment be made to the Vice Chairman of Development Management Committee in the sum of £2,200 per annum;

(Reason: The Panel was mindful that major housing developments were taking place and of the additional responsibilities this placed on both the Chairman and Vice Chairman. The Panel felt that the allowance should be based on 30% of the Chairman's allowance which was in line with what other Authorities paid who made this payment)

(g) a review of Special Responsibility Allowances be undertaken by a consultant which would highlight the basis for the allowances. It was recognised that a new administration would be in place in May 2019.

(h) no special responsibility allowance be paid to the Vice chairman of the two scrutiny committees.

The Panel Chairman reminded Members of the need to

provide reasoned justifications for their decisions and were mindful of the Panel's responsibilities to Council tax payers and the need to be fair to elected Members. They therefore came to the view that it was appropriate to separate the basic allowance and the special responsibility allowance because that allowed a fairer distribution of funding available to those who had additional duties and which should be suitably recompensed.

The Panel Chairman said that Members were unable to come to that recommendation in March because it was not clear that 2% would be paid to the staff. This had now been clarified and this now provided the IRP with the ability to depart from its earlier findings in the interests of fairness and equity.

The Panel Chairman also proposed clarification of the basis on which subsistence payments for breakfast and lunch could be paid. The Panel agreed to substitute the definition agreed at its meeting in March with:

- Breakfast up to 11am if absence from home from before 7am
- Lunch between 12.00 noon and 3pm if absent from home before 8.00 am

The amounts payable for both remained as recommended at its meeting in March.

The meeting closed at 3.45 pm

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ESSENTIAL REFERENCE PAPER “C”

SPECIAL RESPONSIBILITY (SRA) AND OTHER ALLOWANCES

EXECUTIVE

The Leader is able to appoint up to 7 other Councillors with a minimum of three and a maximum of eight members in total as Executive Members. There are 7 members of the Executive including the Leader.

Leader’s Allowance

The Leader’s Allowance is £19,377.

Deputy Leaders Allowance

The Deputy Leaders allowance is £12,105.

Executive Members

An Executive Members allowance is £9,684.

Details of all Executive Members the their Portfolios can be found on the Internet

Allowances in relation of Chairman of Regulatory and other Committees

Allowances for the Period 1 April 2017 to 31 March 2018

	Current Allowance		Proposed Increase
Basic Allowance	5,270		5,375
Special Responsibility Allowances			
Leader of the Council	19,377		19,767
Deputy Leader	12,105		12,226

Executive Member	9,684		9,781
Chairman of the Council	6,400		No change
Vice Chairman of the Council	1,500		No change
Committee Chairman	Development Management	7,263	7,336
	Overview and Scrutiny	6,400	6,464
	Performance, Audit and Governance,	6,400	6,464
	Licensing	6,051	<u>No change</u>
	Human Resources	4,842	<u>No change</u>
Vice Chairman	Development Management Committee	<u>No previous payment</u>	£2,200
Leader of Minority of Political Group	A Factor of 0.1 of the Basic Allowance multiplied by the number of Members		To be distributed on a pro-rata basis dependent on the number of members in each group – basic allowance divided by number of members of the Opposition Group)

MILEAGE EXPENSES – CAR PARKING, TRAVEL EXPENSES & SUBSISTENCE

The car mileage rate is updated annually in accordance with HMRC rates. It applies irrespective of engine size or distance travelled;

Mileage allowance:

Motor vehicles (<i>incl. cycles</i>)	0.45p per mile for the first 10,000 miles of a (return) journey
Bicycles	0.20p per mile

CARER'S ALLOWANCE

A care allowance is payable to any member who incurs expenditure on the care of young children and/or dependent relatives in order to perform their duties as a Councillor.

The previous Independent Remuneration agreed that the following amounts could be claimed for Councillors attending approved duties:

- a) childcare- £9.00 per hour, and
- b) dependent care- ~~maximum of~~ £10.15 per hour

at the Leaders discretion to agree to a higher hourly payment if requested

SUBSISTENCE AND REFRESHMENTS FOR APPROVED DUTIES

Members can claim travel and subsistence for approved duties. The scheme currently provides in the case of an absence, not involving an absence overnight from the usual place of residence the following rates:

Subsistence type	Details	Payment amount	Proposed Amount
------------------	---------	----------------	-----------------

Breakfast*	Of more than 4 hours before 11am Breakfast before 7am	£7.21	No change
Breakfast*	Of more than 4 hours, including the period between 12 noon and 2pm	£8.91	
Lunch *allowance	Of more than 4 hours including the period 3pm to 6pm Between noon and 2.30pm	£9.95	No change
Tea*	of more than 4 hours ending after 7pm Between 2.30pm and 7pm	£3.52	£3.94
Evening meal		£11.03	£15.20
Absence overnight	<u>Travel and Subsistence Allowance</u> in the case of an absence involving an absence overnight from the usual place of residence:	The actual cost of the most cost effective overnight accommodation and where meals are not included, subsistence allowance as detailed above.	

- Not claimable where refreshments have been provided at the meeting/event

The NJC ceased to produce nationally agreed subsistence rates for local government staff in 1996. Since that time, subsistence rates have been a subject for local determination.

There is a separate subsistence scheme for staff. The link is provided here <http://www.eastherts.gov.uk/intranet/article/30140/Subsistence-Rates>

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EAST HERTS COUNCIL

COUNCIL – 25 JULY 2018

REPORT BY THE LEADER OF THE COUNCIL

WALKERN PARISH NEIGHBOURHOOD PLAN, 2017-2033

WARD(S) AFFECTED: WALKERN PARISH

Purpose/Summary of Report

- To adopt the Walkern Parish Neighbourhood Plan following the Referendum of 5th July 2018.

RECOMMENDATIONS FOR COUNCIL: that:

(A)	the Walkern Parish Neighbourhood Plan, as detailed at Essential Reference Paper 'B' to this report, be formally 'made' and used as part of the Development Plan.
------------	---

1.0 Background

1.1 Neighbourhood Planning was introduced by the Government under the Localism Act in 2011. Walkern Parish Council submitted a request for Neighbourhood Area Designation of the Walkern Parish in October 2014 which was subsequently agreed in January 2015.

1.2 The Parish Council submitted the draft Neighbourhood Plan to East Herts Council in September 2017. Following this, a six week consultation took place between 5th October and 16th November 2017. Then the Neighbourhood Plan was assessed by an Independent Examiner in February 2018 and was

recommended to proceed, subject to recommended modifications, to Referendum.

- 1.3 The Referendum took place on 5th July 2018 with a 48.78% turnout. There was an overall 'yes' vote of 515 against 25 who voted 'no'. As outlined within Paragraph 38A(4)(a) of the Planning and Compulsory Purchase Act 2004, (as amended by the Neighbourhood Planning Act 2017) the Council is able to make the Neighbourhood Plan if more than half of those voting in the referendum have voted in favour of the plan being used to help decide planning applications in the area.

2.0 Report

The Referendum

- 2.1 The residents within the Walkern Parish voted on the following question:

"Do you want East Hertfordshire District Council to use the Neighbourhood Plan for Walkern Parish to help it decide planning applications in the neighbourhood area?"

- 2.2 With an overall successful 'yes' vote, the Council are now able to formally adopt the Neighbourhood Plan as part of the East Herts Development Plan.

Adoption

- 2.3 If the Neighbourhood Plan for Walkern Parish is adopted, it will become part of the Development Plan for East Herts District Council. Consequently, any planning applications within the Neighbourhood Area will be assessed alongside the current Local Plan 2007 policies, the policies within the emerging Draft District Plan, the National Planning Policy Framework (NPPF) and all other material planning considerations.

2.4 It is considered that the Walkern Parish Neighbourhood Plan for Walkern Parish positively contributes to the East Herts Development Management process providing a strong community vision that seeks to contribute to sustainable development.

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

[The Neighbourhood Planning \(General\) Regulations 2012](#)

[The Neighbourhood Planning \(Referendum\) Regulations 2012](#)

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IMPLICATIONS/CONSULTATIONS

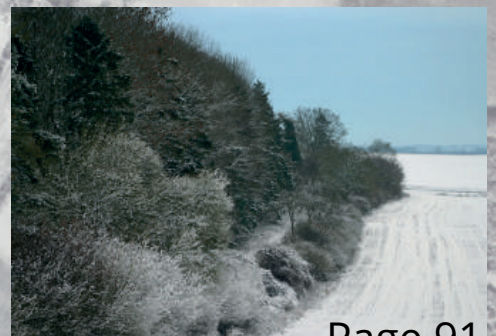
Contribution to the Council's Corporate Priorities/ Objectives	Priority 1 – Improve the health and wellbeing of our communities Priority 2 – Enhance the quality of people's lives Priority 3 – Enable a flourishing local economy
Consultation:	The report relates to a neighbourhood plan which has undergone two rounds of public consultation and formal inspection by an independent Examiner.
Legal:	N/A
Financial:	N/A
Human Resource:	None
Risk Management:	N/A
Health and wellbeing – issues and impacts:	The link between planning and health has long been established. The built and natural environments are major determinants of health and wellbeing. The District Plan will have positive impacts on health and wellbeing through a range of policy approaches that seek to create sustainable communities
Equality Impact Assessment required:	No.

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WALKERN PARISH NEIGHBOURHOOD PLAN

2017—2033



SUBMISSION VERSION

Contents

	Page
Foreword	3
1. Introduction	4
2. Process Summary	6
3. Vision and Objectives	9
4. The Parish of Walkern	11
5. Neighbourhood Plan Policies	14
Policy 1: Sustainable Development	15
Policy 2: Views, Vistas and Landscape Features	17
Policy 3: Walkern Conservation Area and Heritage Assets	19
Policy 4: Protected Recreational Open Space	20
Policy 5: Conserve and Enhance Biodiversity	21
Policy 6: Green Corridors	23
Policy 7: Local Green Space	24
Policy 8: Framework for Land South of Froghall Lane	27
Policy 9: Housing Infill Sites	31
Policy 10: Rural Homes	31
Policy 11: Affordable Housing	31
Policy 12: Design of New Development	32
Policy 13: New Businesses	34
Policy 14: Diversification of Farm Businesses	34
Policy 15: New Infrastructure	35
Policy 16: Flood Risk	35
Policy 17: Traffic Impact and Sustainable Transport Provision	37
Policy 18: Assets of Community Value	38
Policy 19: Community and Recreation Facilities	39
Policy 20:	40
6. Implementation	41

	Page
Appendix A Abbreviations and Glossary	42
Appendix B Policy Process Map	44
Appendix C Policies Map	46
Appendix D Views, Vistas and Landscape Features	48
Appendix E Protected Recreational Open Space	52
Appendix F Local Green Space	54
Appendix G Designated Wildlife Sites	58
Appendix H Froghall Lane Framework 2017 (Tibbalds)	61
Appendix I Car Parking Standards	64
Appendix J Walkern Flood Plain Map	65
Appendix K List of Background Documents	66
Appendix L Acknowledgements	67

Foreword

Walkern Parish comprises the village of Walkern and the two small hamlets of Bassus Green and Clay End. As in most areas of the South East of England we have seen population growth and development. Walkern has grown considerably over the last 60 years. We recognise that this is likely to continue up to 2033 (our Neighbourhood and District Plan period) and beyond.

The Localism Act, which came into being in November 2011, devolves greater powers to councils and neighbourhoods. Neighbourhood development plans come out of the Government's determination to ensure that local communities are closely involved in the decisions that affect them. The Walkern Neighbourhood Plan has been developed to establish a vision for the whole Parish and to help deliver the local community's wishes and needs for the plan period 2017 - 2033. The Neighbourhood Plan is a statutory document that will be incorporated into the District Planning Framework and must be used by East Herts Council to determine planning applications.

Our plan has been produced by local residents, with the support of the Parish Council, incorporating the views of the residents of Walkern Parish. The Walkern Neighbourhood Plan Group has consulted and listened to the community and local organisations on a wide range of issues that will influence the wellbeing, sustainability and long-term preservation of our rural community. Every effort has been made to ensure that the views and policies contained in our Neighbourhood Plan reflect those of the majority of the Walkern Parish residents.

We have not limited this development plan to shaping just new housing development. The vision and objectives set out in this document broaden the plan to include social, economic and environmental issues such as transport, employment, education, flooding, landscape, heritage and wildlife.

By consulting with East Herts Council, our local Parish Council, the community and other key stakeholders, we have ensured that the Neighbourhood Plan conforms to the objectives of the Localism Act 2011. When adopted, this in turn will sit alongside East Herts Council's own District Plan.

Michele Rist, Chair of Walkern Neighbourhood Plan Group

1. Introduction

Purpose

- 1.1 The Walkern Neighbourhood Plan (hereinafter referred to as the Neighbourhood Plan) has been written in response to the rights given to local communities through the Localism Act 2011 to shape development in their areas. It has been prepared in accordance with the Neighbourhood Planning (General) Regulations 2012 (as amended) and sets local policies to be used in determining planning applications.

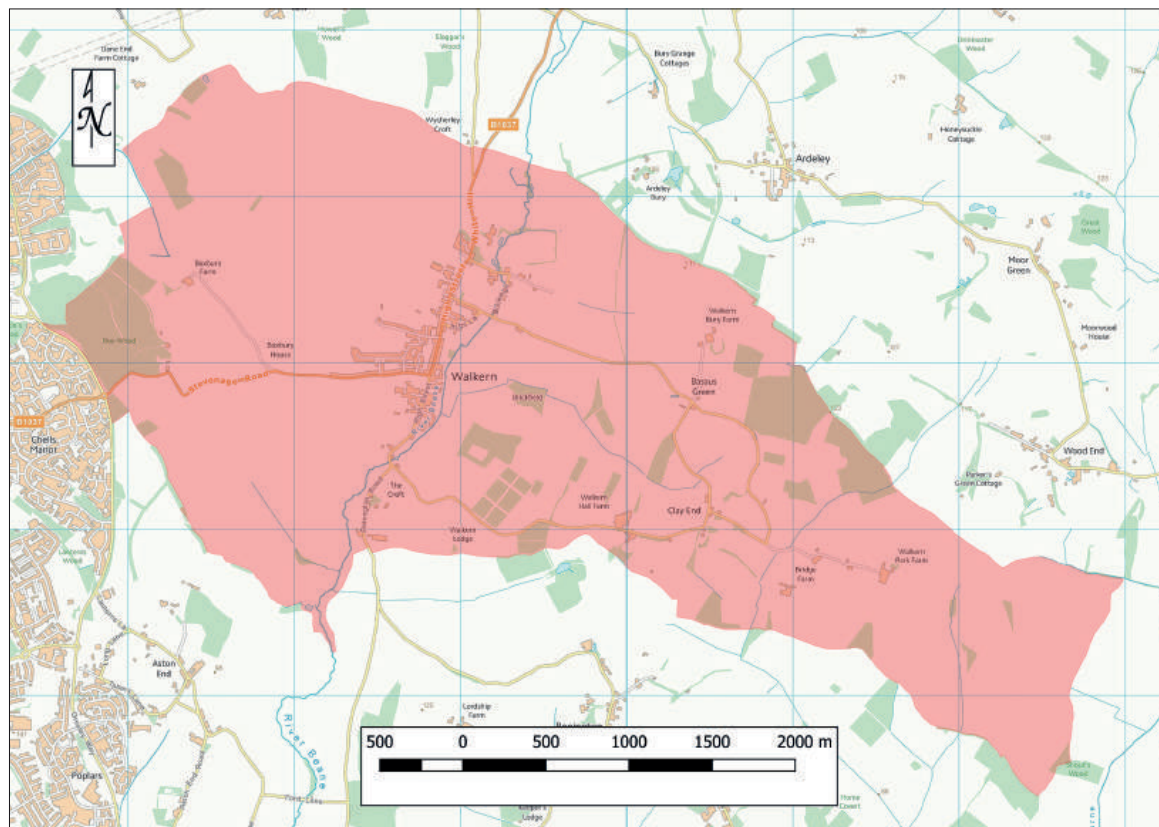
Submitting Body

- 1.2 Walkern Neighbourhood Plan Group (WNPG) on behalf of Walkern Parish Council (the qualifying body) has prepared the Neighbourhood Plan.

Neighbourhood Plan Area

- 1.3 The whole Parish of Walkern has been formally designated as a Neighbourhood Area through an application made under the Neighbourhood Planning (General) Regulations 2012 (part 2 S6), and approved by East Herts District Council on 6th January 2015. The Neighbourhood Area is shown on the map below.

Walkern Neighbourhood Area



Planning Policy Context

- 1.4 Walkern Parish is in the District of East Hertfordshire and the County of Hertfordshire. The Neighbourhood Plan has been prepared in parallel with the preparation of East Herts District Plan 2011-2033, which has undergone its final consultation and was submitted to the Secretary of State for examination on 31st March 2017. The Neighbourhood Plan is in accordance with the strategic policies in both the adopted East Herts Local Plan Second Review 2007 and the emerging East Herts District Plan and does not deal with County Council planning matters. The County Development Plan deals with waste and minerals. The current planning documents can be found on the East Herts Council and Hertfordshire County Council websites.
- 1.5 The Neighbourhood Plan has been prepared with regard to both the Core Planning Principles and the 13 themes of delivering sustainable development in the National Planning Policy Framework (NPPF). Further details of how the Neighbourhood Plan accords with national planning guidance can be found in the Walkern Neighbourhood Plan Basic Conditions Statement.

Plan Period, Monitoring & Review

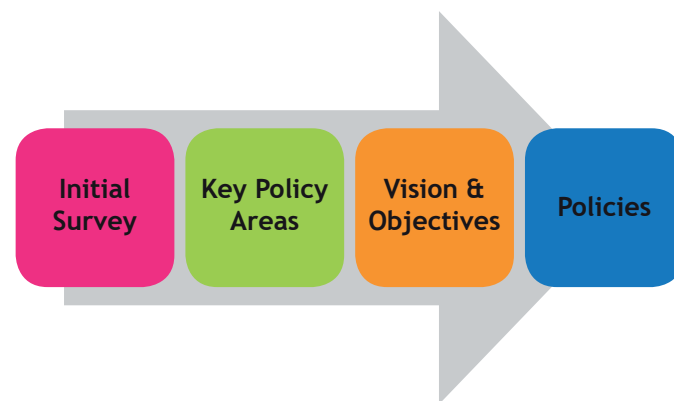
- 1.6 The Neighbourhood Plan covers the period 2017-2033. The end date is in line with the East Herts District Plan. Walkern Parish Council will monitor the Neighbourhood Plan to determine its continued relevance and undertake a review in five years' time or when the East Herts District Plan is reviewed, whichever is the sooner.

2. Process Summary

Planning Development Process

- 2.1 Walkern Parish Council resolved to prepare a neighbourhood plan in May 2014. A group of residents, the Walkern Neighbourhood Plan Group (WNPg), was formed to prepare the plan on behalf of the Parish Council. The process chart below shows how the preparation of the Plan progressed.

Process Chart for Preparation of Plan



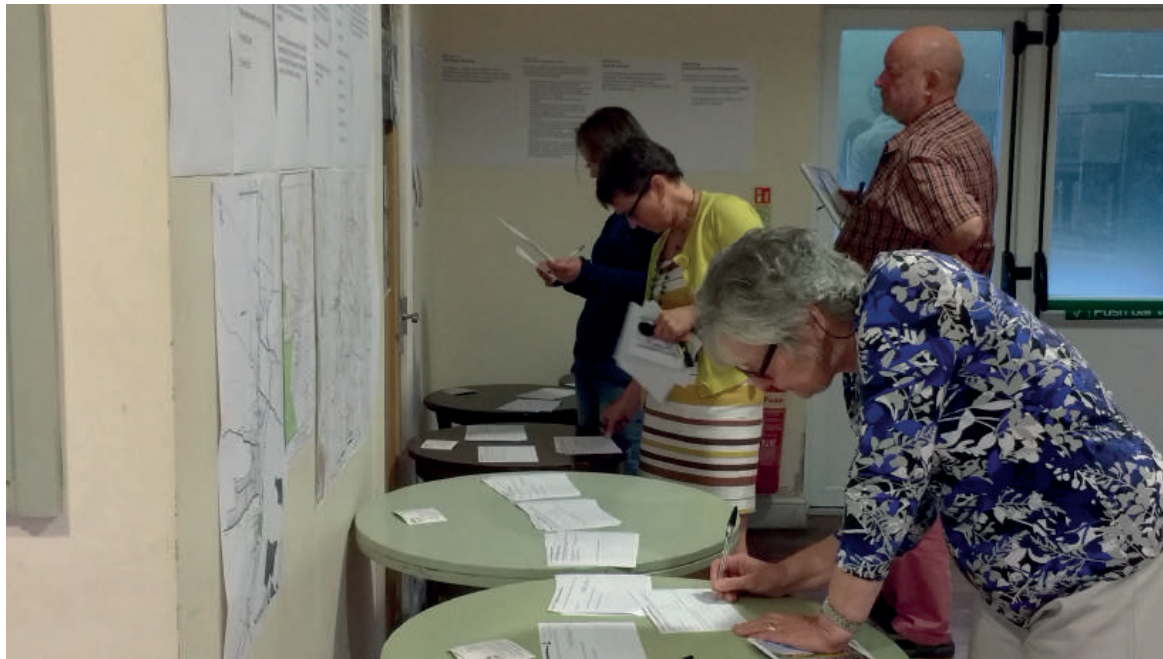
- 2.2 An initial survey was undertaken to gather views about the Parish: the important characteristics of Walkern; housing; facilities; education; the environment; business; and transport.
- 2.3 An experienced neighbourhood planning consultant was appointed to guide the preparation of the Neighbourhood Plan in January 2015.
- 2.4 In the absence of a Parish plan or design statement, the survey results formed the basis of the key policy areas for the Neighbourhood Plan. The key policy areas in the Neighbourhood Plan are:
- Environment (including environmental quality and heritage)
 - Housing and Development (including design)
 - Employment and Business (the local economy)
 - Traffic and Transport
 - Facilities and Services (including community and leisure).
- 2.5 In a workshop guided by the planning consultant a vision and a number of objectives were developed under each key policy area. Both were subject to consultation with the community. A Policy Process Map, which was produced to show the policy options considered against each objective, can be found in Appendix B.
- 2.6 The preparation of the potential development sites in the plan was delayed when a large site on Froghall Lane was refused outline planning permission

and the applicant lodged an appeal against the decision. Following a public inquiry the appeal to build up to 85 new homes was granted. East Herts Council have acknowledged that this level of development would satisfy the housing requirement for the village as set out in the emerging District Plan. As a result, the Neighbourhood Plan does not allocate any sites for housing development.

- 2.7 The village development strategy and policies set out in the emerging District Plan will be examined later this year by a Planning Inspector. Therefore there is still the potential for modifications to be proposed to the policies in the District Plan, which may have implications for the Neighbourhood Plan.
- 2.8 Many ideas and suggestions on how to improve the lives of people living and working in the Parish were collected during the plan preparation process. Those issues and suggestions that could not be achieved through the planning process have been captured in a Project List which is attached as an Appendix in the Consultation Statement.

Community Engagement

- 2.9 A Consultation Statement has been produced to accompany the Neighbourhood Plan. The statement outlines the process of community engagement, lists consultees, and describes the engagement techniques used and events held including reports of engagement events.
- 2.10 The Parish Council received regular reports on the progress achieved by the WNPg. The WNPg has kept residents informed of every stage of the neighbourhood planning process through a mix of traditional methods (e.g. Walkern Journal), an online presence (www.walkernneighbourhoodplan.com) and social media. It has held three interactive community consultation events at which key elements of the Neighbourhood Plan were shared with local residents. Feedback gathered from the community at these events shaped subsequent iterations of the Neighbourhood Plan, refining its objectives and strengthening its policies.
- 2.11 The pre-submission version of the Neighbourhood Plan was subject to a six-week consultation exercise which commenced on the 9th January 2017 and included an open day on the 14th January, to answer any question the community had on the contents of the Neighbourhood Plan and the next steps in the process. Full details of the consultation and the comments received can be found in the Consultation Statement.



Public Meeting at Walkern Sports and Community Centre 2016

Evidence Base Overview

2.12 Evidence to support the preparation of the Neighbourhood Plan was gathered continuously throughout the preparation process. The analysis, objectives and policies in the Neighbourhood Plan have drawn on a wide variety of sources. These include:

- The evidence base for East Herts District Plan
- Hertfordshire County Council
- The Office for National Statistics: 2011 Census
- Walkern History Society
- Herts and Middlesex Wildlife Trust
- Hertfordshire Biological Records Centre
- The Environment Agency
- The Community Development Association
- Natural England
- Local Service providers (the doctors surgery & the school)
- The views of local residents, landowners and businesses from questionnaire responses, workshops, exhibitions and meetings.

2.13 More detailed information on the evidence base can be found in the Consultation Statement and in the Appendices and supporting documents accompanying the Neighbourhood Plan.

3. Vision & Objectives

Our Vision

3.1 Our vision is to help inform the decisions reached by East Herts District Council across all areas of development in the Parish of Walkern. It is to ensure the village grows gradually in order to preserve the character and the rural feel of the Parish. Future development must be sustainable based on the principle that better lives for residents now, do not mean worse lives for future generations. We believe that the planning system is about positive growth, making economic, environmental and social progress to enhance every aspect of the Parish of Walkern. Our vision statement is:

The Walkern Neighbourhood Plan will shape the evolution of Walkern over the next 16 years by meeting the aspirations and needs of the local community. We are committed to preserving Walkern's historic character and strong rural identity by ensuring that development in the Parish is sustainable, protects valued natural features, strengthens a sense of community and enhances wellbeing of new and existing residents. We want to make sure Walkern Parish remains a great place to live.

Planning Objectives

3.2 The objectives focused in on specific parts of the vision statement and provided the context for the development of the planning policies.

3.3 Two objectives were deleted following the planning decision to allow up to 85 homes to be built on Land South of Froghall Lane, because they were no longer relevant. These were to identify several small housing sites to satisfy the need for at least a 10% increase in new homes in Walkern village up to 2033, as required by the East Herts District Plan; and to locate and phase new development to minimise the impact on the already limited road infrastructure in the village, so that traffic congestion is not exacerbated. The final list of objectives that were formed from our vision statement is to:

- a Ensure new development protects and enhances local landscape character, valued nature conservation sites and the rich biodiversity of the Parish
- b Protect and enhance the village conservation area and its setting, and listed, and locally listed buildings
- c Protect and enhance the Parish's open spaces and views for public access and informal recreational use
- d Ensure the River Beane, a rare chalk stream that runs through Walkern Parish, is preserved and protected from over-abstraction
- e Enhance and improve the environmental quality of the Parish, minimising noise and air pollution

- f Ensure the mix, size and type of new housing meets local needs, including a sufficient supply of affordable housing and preferential access to some new homes for people with a strong local connection
- g Require new development to be of high quality design, built to a high sustainability standard and to be sympathetic to, and improve, the look and feel of the Parish
- h Ensure the design and location of new developments are resilient to the effects of climate change and flooding
- i Support existing businesses, creative industries and home working, and encourage new local employment opportunities for residents
- j Preserve and enhance public transport services to and from the village for residents who do not have use of a car, and encourage walking and cycling
- k Ensure that community facilities (e.g. school, GP surgery) enhance the health and wellbeing of local residents
- l Ensure the village has indoor and outdoor recreational facilities that meet the needs of young children, teenagers and adults, and strengthen the sense of community.
- m Give the Parish the opportunity to access Community Infrastructure Levy Funding to maintain and improve Parish facilities.

3.4 The last of these objectives was formed under the assumption that East Herts Council would, at some point, set a Community Infrastructure Levy (CIL). Until such time as a CIL is set, this objective is still relevant to ensuring the best use of Section 106 funding from new development, the New Homes Bonus and any other form of funding that can contribute towards the enhancement of the Parish. The Project List attached as an Appendix to the Consultation Statement includes projects that have been identified by the community as enhancements to life in the Parish.

4. The Parish of Walkern

Location and Main Features

- 4.1 Walkern Village lies a little over a mile to the east of Stevenage with the Parish boundary abutting the town at Box Wood. Apart from Walkern Village there are two small hamlets of Clay End and Bassus Green, located in the east of the Parish. The rural nature of the Parish is a stark contrast to the new town situated on its boundary.
- 4.2 The predominant natural feature of the Parish is the valley of the River Beane, a rare chalk stream that bisects the area, running north to south parallel to Walkern High Street.
- 4.3 The area of the Parish is approximately 12,100 hectares with 1541 usual residents living in 621 households, at the last census (2011).

The History of Walkern

- 4.4 Walkern is noted as the home of Jane Wenham, who in 1712 was the last woman in England to be convicted of witchcraft and condemned to death. It is also one of only 22 places in England with a direct link to the Magna Carta. The effigy of Baron William de Lanvaley, one of the Barons elected to enforce the law of the Magna Carta eight centuries ago, lies in St Mary's Church.
- 4.5 The parish Church of St Mary the Virgin is one of the oldest village churches in Hertfordshire, with a Saxon wall and rare chalk crucifix dating back to the mid-10th century. The village had several mills for grinding wheat with the original medieval mill first located near the church and then moved down stream to the southern end of the village and later rebuilt and converted to steam power. This continued in operation until the Second World War. To the west of the High Street is a rare octagonal dove house built around 1700. The High Street itself was not metalled until 1930 and streetlights were installed in 1938.
- 4.6 After the war in 1946 Walkern was self-sufficient as an agricultural village with 34 businesses providing the everyday needs of its residents. Trades included a shoe shop, general store, butcher, baker, greengrocer, tobacconist, rug maker, seamstress, coal merchant, wood yard, beekeeper, plus a brewery, four pubs, several churches and large farms employing many residents.

Walkern Today

- 4.7 The village today still has a number of shops, including a convenience store/post office, a hair and beauty salon, a DIY shop, a tearoom, two pubs, a garage and petrol station, a seasonal Christmas shop and an Art Gallery. Farms still operate, but with very little staff. The Piggeries on Bennington Road and commercial units at Manor Farm on Dove House Lane accommodate small businesses but altogether, these provide very little employment and so most residents travel outside the village to work, or work from home.



Walkern High Street Southwards

- 4.8 Public transport in the village is poor and without a car, residents have to rely on a limited daytime bus service or taxis to reach Stevenage town and rail station. Coaches ferry children to and from the middle school and college in Buntingford. On-street parking and traffic congestion is part of daily life in Walkern, particularly in the High Street and in the vicinity of the school. This is exacerbated by traffic including heavy lorries using the B1037 as a back route out of Stevenage.
- 4.9 People like living in Walkern Parish and value their rural surroundings highly, according to the Neighbourhood Plan survey and feedback from consultation events. With approximately 32% of respondents to the CDA Herts Housing Need Survey 2017 (CDA 2107 p.12) having lived in Walkern for more than 20 years, this indicates the relative stability of the community. House prices in the Parish are high. There were 26 properties sold in Walkern in the 12 months to June 2017 with an average price of £410,696. Six of these were flats with an average price of £172,750; the remaining 20 house sales averaged £482,079.
- 4.10 The recommendations of the CDA report on housing need in Walken indicate that, in order to serve the local community, 16 affordable units should be identified for local residents. This was further clarified as the most significant need being for two bed homes for small three person families (7 units), one bed homes for single people (5 units), and three bed homes for four person families (4). Of the 31 respondents who desired affordable homes, only 2 asked for bungalows and 7 asked for flats. Almost 50% of respondents who commented on where the affordable housing should be located identified the land at Froghall Lane.
- 4.11 The village store is an important facility for residents and has been designated an Asset of Community Value, providing a local meeting point as well as an essential service for those who do not have private transport. Other private community facilities that are particularly valued are the Yew Tree and White Lion pubs and

the United Reform Church (URC), which has been completely renovated with a new kitchen and now offers facilities for local groups to meet. The WNPNG were fortunate to be able to hold their meetings in the URC on a regular basis.



United Reformed Church Renovated

- 4.12 Improvements have been made to the primary school, which offers preschool places and a toddlers group and takes pupils from outside the village. The Walkern Sports and Community Centre football pitches are well used but the centre has little in the way of outdoor equipment or facilities for other sports.
- 4.13 As a result of the Neighbourhood Plan, consultation exercises ideas and suggestions were made for improvements to facilities and services in the Parish. These have been captured in a Project List of diverse projects. Grant funding through schemes such as Biffa and the Heritage Lottery Fund and funding from new developments (S106 and New Homes Bonus etc.) will be directed to projects that will benefit the greatest number of residents and businesses. These projects will be complimentary to and implemented in parallel with, to the policies in the Neighbourhood Plan to achieve the objectives set out in section 3.

5. Neighbourhood Plan Policies

Context

- 5.1 This chapter sets out the planning policies for the Parish of Walkern for the period 2017-2033, which are aligned with the end of the plan period for the emerging East Herts District Plan. The planning policies, together with the reasoned justification for them, are set out below. The policies reflect the main issues, which were raised in consultation, and provide the means by which objectives A - M will be achieved. Appendix B sets out how policy options were mapped to objectives.
- 5.2 The National Planning Policy Framework (NPPF) as well as the adopted East Herts Local Plan Second Review 2007 and the emerging East Herts District Plan provide the overall policy context for the Neighbourhood Plan. Regard has also been given to National Planning Practice Guidance (introduced on-line by the Government since March 2014).
- 5.3 In these documents, particularly in paragraph 14 of the NPPF, there is a commitment to the principles of sustainable development. These were originally included in the UK Sustainable Development Strategy Securing the Future (2005). The five guiding principles of sustainable development are as follows:
- Living within the planet’s environmental limits
 - Ensuring a strong, healthy, and just society
 - Achieving a sustainable economy
 - Promoting good governance
 - Using sound science reasonably
- 5.4 At the heart of the NPPF, there is a presumption in favour of sustainable development, which should be a common theme, running through plan-making (including neighbourhood plans) and decisions taken on planning applications for development. These overall principles are reflected both in the East Herts Local Plan Second Review 2007 and the emerging East Herts District Plan. The Neighbourhood Plan is strongly committed to these principles and to the delivery of sustainable development. In accordance with its stated objectives the Neighbourhood Plan seeks to protect and maintain the strong community, which binds the village together, whilst protecting and enhancing the environment of the Parish for the future. At the same time the Neighbourhood Plan supports the development of the economy and local facilities and services in ways that protect the overall character of the area.

POLICY 1: SUSTAINABLE DEVELOPMENT

Support will be given to development proposals which accord with the principles of sustainable development as set out in the National Planning Policy Framework (NPPF) and help to create sustainable communities which embrace the principles of sustainable development using a coordinated approach to the delivery of homes, jobs and infrastructure and development that improves the economic, social and environmental conditions in the area.

Landscape

- 5.5 From the responses to public consultation, it is clear that the countryside and landscape of the Parish of Walkern are greatly valued by the local community and by visitors to the area. The rural nature of the Parish is described in great detail in the East Hertfordshire Landscape Character Assessment, adopted by the district council in 2007 as a Supplementary Planning Document (SPD).



The Beane Valley

- 5.6 According to the SPD, the Parish of Walkern is located in two landscape character areas. The bulk of the area, including Walkern village is within Landscape Character Area No. 39, the Middle Beane Valley. The rest of the Parish is within Landscape Character Area No. 140, the Ardeley and Cottered Settled Plateau, with Walkern Hall at its southern extremity.

- 5.7 The area No. 39 is described as “open farmland with small grouped woodlands, linked by hedges.” Characteristics include “medium to large-scale field patterns” and “strongly undulating slopes”, with “a remote character, despite proximity to Stevenage.” The low impact of built development and lack of land use change is an essential feature, which must be retained in the gap between Walkern and Stevenage to preserve the character and rural nature of the area.
- 5.8 Area No. 140 is described as an elevated plateau between the valley of the River Beane to the west and the more open arable plateau to the east. It is summarised as a “settled plateau landscape with a strong sense of historic continuity”, also a “tranquil and traditional landscape with few detractors.” This landscape is considered to be unusual in Hertfordshire.
- 5.9 The character assessments confirm the perceptions of local people about the landscape, particularly about the Beane Valley, and the open and tranquil nature of the countryside. In both landscape character areas, the SPD recommends that the landscape should be “conserved and strengthened.” The Parish Council supports this approach and East Herts planning policies, which seek to conserve the rural landscape. In particular, Policy GBC14 of the East Herts Local Plan Second Review 2017 and Policy DES 1 of the emerging District Plan seek to protect the overall landscape character of East Hertfordshire, guided by the detailed assessments in the SPD.
- 5.10 Within the Parish, the relationship between the settlements and the surrounding rural landscape is particularly important. Walkern itself has a linear form, running along the valley of the River Beane. The village is surrounded by a combination of farmland and woodland, with many mature trees within and around the settlement. These elements are also important features of the hamlets of Clay End and Bassus Green, which are situated on the higher ground to the east of Walkern.
- 5.11 It is important that any new developments in the Parish are sympathetic to this local landscape character. Walkern has a minimal impact on the views across the river valley as it nestles in the gently rolling landscape. The Neighbourhood Plan has identified a number of key views, vistas and landscape features, listed in Policy 2, detailed in Appendix D and shown on Policies Map (Appendix C). In order to maintain the integrity of these cherished views, vistas and landscape features and insure new development does not impinge on the rural setting of the village, development proposals must include an assessment of any impact and how that impact will be mitigated.

POLICY 2: VIEWS, VISTAS AND LANDSCAPE FEATURES

Seven important views and vistas are identified on the Policies Map (Appendix C) and detailed in Appendix D. These are:

View 1: West from opposite the United Reformed Church (High Street) through Manor Farm paddock

View 2: East along Church End over the ford

View 3: North from the meadows to St Mary the Virgin Church

View 4: East from Box Wood towards Walkern

View 5: East of the River Beane to Wrights Tower House above the Finches

View 6: North from the entrance to Walkern along Bennington Road

View 7: South west from Froghall Lane towards Stevenage

In addition, the River Beane Valley is the primary landscape feature in the Parish and provides an important gap between Walkern and Stevenage.

Any development proposal in the Parish should include an assessment of the impact of the development on the key views and vistas or harm to the valley landscape. Proposals where a harmful impact is identified will only be permitted where appropriate mitigation measures can be delivered.

Conservation and Heritage

- 5.12 From the consultation responses it is clear that the community places considerable value on the historic environment and built heritage of the Parish. Central to this concern is the Walkern Conservation Area, which covers the historic core of the village and its setting. Along the High Street, there are many listed buildings, dating from the 15 to the 19 centuries, reflecting the vernacular architectural style of construction in this part of Hertfordshire. One of the most significant buildings is the Church of St. Mary the Virgin, which is the oldest village church in the county. At the southern end of the village, at Church End, there is a ford on the River Beane, which is below the mediaeval Bridgefoot Farm.
- 5.13 To the east of the Parish, the hamlets also contain features of historic interest. Bassus Green is close to the remains of Walkern Castle, and is characterised by a small collection of pre-16 century thatched cottages and farm buildings. Clay End also has a mixture of historic cottages and farm structures. Both hamlets are accessed by an ancient pattern of narrow country lanes and historic footpaths and bridleways, screened by hedgerows.



Thatched Cottage at Bassus Green



Clay End

- 5.14 The Parish Council supports the aims of the East Herts Local Plan Second Review 2007, Built Heritage chapter and the policies in the draft East Herts District Plan, which seek to protect the heritage assets of the District (Policy HA1). The District Plan also contains a pledge, in Policy HA2, by the District Council to engage with local communities on the protection of non-designated heritage assets. With regard to Conservation Areas, the District Plan (Policy HA4) states that new development, alterations and extensions to existing buildings will be permitted where they preserve or enhance the established character of an area. Proposals outside a conservation area which affect its setting will be treated likewise.
- 5.15 The Parish Council supports the saved policies in the East Herts Local Plan Second Review 2007 and policies HA4, HA5 and HA6 of the emerging District Plan, which seek to control the design of shop fronts and the regulation of advertisements in conservation areas. Policy HA7 of the emerging District Plan is especially supported in view of the many listed buildings in the Parish.

POLICY 3: WALKERN CONSERVATION AREA AND HERITAGE ASSETS

In accordance with policies at District level and the guidance in the Walkern Conservation Area Character Appraisal and Management Proposal 2016 or any updated document, the character or appearance of the Walkern Conservation Area and its setting will be preserved and where possible enhanced.

Proposals for development which affect designated heritage assets in the Parish, including listed buildings and the two scheduled monuments (Box Wood and Walkern Bury Farm), and non-designated heritage assets will be permitted provided that they conserve or enhance the significance of the asset or its setting.

- 5.16 Across the Parish, there are a number of potential sites of archaeological interest. A general policy on the protection of archaeological sites and assets is contained in the East Herts District Plan (Policy HA3). The policy requires a desk-based assessment of any proposal, which may affect a site of potential archaeological interest. There are a number of Areas of Archaeological Significance in the Parish, which are shown on the East Herts District Plan Policies Map.
- 5.17 There are three open spaces within the village which are recognised as important for recreational purposes. One of these is also identified as an Important Open Space in Chapter 5 - Walkern Conservation Area, Character Appraisal and Management Proposal 2016, published by East Herts Council. These spaces are shown as Protected Recreational Open Space (PROS) on the Policies Map (Appendix C) and detailed in Appendix E. Green spaces within the village that are accessible to all residents should be retained.

POLICY 4: PROTECTED RECREATIONAL OPEN SPACES

The following sites, detailed in Appendix E and shown on the Policies Map (Appendix C) are allocated as Protected Recreational Open Space:

- The park on the High Street next to Walkern Stores, no 79 High Street (PROS1)
- The children's play area in Aubries (PROS2)
- The sports field at Walkern Sports and Community Centre (POS3)

Development that would result in the loss of all or part of these spaces will not be permitted unless they are replaced with better facilities which are as accessible to the local community as the current recreational open spaces.

Biodiversity

- 5.18 The wider countryside of the Parish contains many features of significant value for wildlife and nature conservation, many of which were identified by local residents in consultation. Underground springs and wells from the chalk aquifer, and the River Beane, an important and rare chalk stream, and one of about 200 remaining worldwide, provide a perfect habitat in which an abundance of flora grow and fauna, including slow worms, newts, and frogs are found. The woodlands, hedgerows, and the agricultural landscape of the Parish support a diversity of life forms, the survival of which has been assisted by conservation work. The local planning authority, in collaboration with the Herts and Middlesex Wildlife Trust, has also designated local Wildlife Sites.
- 5.19 During the preparation of the Neighbourhood Plan, members of the WNPG compiled a detailed inventory of plants, animals, birds, and insects, which could be found in the parish. The survey also listed the sites of nature conservation value, Ancient Woodland Inventory Sites, and the designated local Wildlife Sites. Maintaining and improving the quality of wild-flower rich natural or semi-natural habitats including designated sites is an important priority for the National Pollinator Strategy 2014 published by Department of Environment Food & Rural Affairs (DEFRA).
- 5.20 The draft East Herts District Plan recognises that nature conservation is an integral part of the planning system. Thus, the most important areas for biodiversity are identified on the draft District Plan Policies Map. Policy NE1 of the document affords protection to International, National and Locally Designated Nature Conservation Sites. Development will not be permitted unless there are reasons, which clearly outweigh the need to safeguard the nature conservation value of a site. The policy also includes provision for compensation or mitigation where development proposals are allowed. The Parish Council supports this approach.
- 5.21 The draft East Herts District Plan acknowledges the importance of biodiversity and the need to protect species and plants and the diversity of habitats (policy

NE2) and in the East Herts Local Plan Second Review 2007 policies ENV14, 16 & 17 protect local sites, species and habitats from harm. Herts and Middlesex Wildlife Trust have a plan to reintroduce Water Voles to the River Beane. A prerequisite for successful reintroduction includes suitable riverbank habitat. The Hertfordshire Biodiversity Action Plan (2006) identifies those species and habitats that are a priority for conservation, many of which are present in the Parish of Walkern. There are a number of sites where species and habitats need to be protected and development proposals will be permitted, only where harm can be avoided.

POLICY 5: CONSERVE AND ENHANCE BIODIVERSITY

Development should conserve and enhance biodiversity and deliver net gains to biodiversity. Wildlife and significant habitats including the River Beane will be protected from any harmful impacts of development. In particular the following designated local wildlife sites, as shown on the Policies Map (Appendix C) and described in an inventory in Appendix G, will be protected and managed:

- Box Wood
- St John's Wood & Lords Wood
- Baron's Grove
- Coble's Spring & The Bushes
- The Warren
- Bassus Green Road Verges
- Walman's Wood



Bassus Green Road Verges

Green Infrastructure

- 5.22 Both the NPPF and the draft East Herts District Plan introduce the concept of green infrastructure, described as “a network of multi-functional green space, urban and rural, which is capable of delivering a wide range of environmental and quality of life benefits for local communities.” East Hertfordshire Green Infrastructure Plan applies these principles to the district and provides an overview of its green infrastructure assets and the opportunities to enhance and develop them. Policy NE3 of the draft East Herts District Plan seeks to protect and enhance the network of green infrastructure. One such asset is the valley of the River Beane, which is protected by the River Beane and Mimram River Catchment Management Plan. The aspiration to reintroduce Water Voles to the River Beane is dependent on an adequate unpolluted water flow.
- 5.23 The WNPG has consulted with the District Council and the Herts and Middlesex Wildlife Trust, and the Hertfordshire Biological Records Centre with a view to establishing green infrastructure networks within the Parish. As a result, a network of green corridors has been devised in and around the village of Walkern - this includes the valley of the River Beane. Green corridors have many benefits including making connections between wildlife sites and providing attractive walking routes, such as the established long distance footpath between Walkern and Hertford. The value of the river valley was emphasised by the local community in consultation on the Neighbourhood Plan.

POLICY 6: GREEN CORRIDORS

In accordance with the East Herts Green Infrastructure Plan, the network of Green Corridors in the Parish will be protected from the impact of harmful development, managed and where possible enhanced. These include:

- The local link extending to the north and west of the end of Froghall Lane
- The network of small woodlands around Clay End
- The River Beane Valley

The River Beane is an endangered chalk stream and the valley corridor has a strategic recreational value as well as being important for wildlife and a cherished landscape feature. Any development scheme adjacent to the River Beane should be designed with a naturalised buffer zone of at least 10m from the top of the bank in order to protect and enhance the conservation value of the watercourse and ensure access for flood defence maintenance.

Local Green Space

- 5.24 Some of the green spaces in Walkern village contribute to the character of the conservation area, represent important green infrastructure and are particularly valued by the local community. The NPPF (paragraphs 76 and 77) provides guidance on the criteria for designating Local Green Spaces. They must be local in character; close to the community they serve; and hold a special and particular local significance such as beauty, historical significance, recreational value, tranquillity or richness in wildlife. Appendix F shows the assessment of the six sites chosen for designation as Local Green Space along with a table showing all sites considered and how each of the six sites designated meet the prescribed criteria.
- 5.25 Local Green Spaces are protected from development in accordance with national policy for Green Belts.

POLICY 7: LOCAL GREEN SPACE

Six areas within the Walkern Conservation Area, detailed in Appendix F and shown on the Policies Map (Appendix C) have been designated as Local Green Space. These are:

LGS 1 & 2: Land either side of the River Beane at the Ford, Church End

LGS 3: Meadow adjacent to the River Beane between Church End and Winters Lane

LGS 4: Field adjacent to Allotments, Totts Lane

LGS 5: Allotments, Totts Lane

LGS 6: War Memorial

New development will only be allowed within designated Local Green Spaces where very special circumstances can be demonstrated in accordance with Green Belt policy in the National Planning Policy Framework.



Local Green Spaces 1 & 2

Soils and Agricultural Land

- 5.26 Despite the development pressures affecting the rural areas of Hertfordshire, farming remains the principal land use in the Parish. The NPPF (paragraph 112) states that local planning authorities should take into account the economic and other benefits of the best and most versatile agricultural land. This is supported by the draft East Herts District Plan, which seeks to achieve the most effective

use of land as a resource. Soil is identified as an important asset. In Walkern, the bulk of the land is designated under the national agricultural land classification (ALC) as Grades 2 or 3a. Wherever possible, this higher-grade land should be protected from development in the interests of the local farming infrastructure and its future viability.

Environmental Quality

- 5.27 Many representations were raised during consultation about general environmental pollution, and the possible effects of further development. This issue is covered in the NPPF (paragraphs 123-125) and the draft East Herts District Plan (Chapter 24). The draft East Herts District Plan contains specific policies on contaminated land and land instability (Policy EQ1), noise pollution (Policy EQ2), light pollution (Policy EQ3), and air quality (Policy EQ4). In Walkern, there were particular concerns about the effects of traffic, causing noise and air pollution, and light pollution. Nevertheless, it is considered that these issues can be tackled under the District Plan policies, and in the consideration of individual planning applications. Further detailed advice on dealing with aspects of environmental quality is provided in the on-line National Planning Practice Guidance (NPPG).

Housing and Development

- 5.28 New housing development should reflect the vision and objectives in the Neighbourhood Plan. In particular, development should satisfy the need for new homes for residents in the Parish and at least meet current standards of sustainability; reflect the guidance in the Walkern Conservation Area Appraisal and Management Plan 2016; and be well designed to improve the look and feel of the area.

Housing Land Supply

- 5.29 There is very little land considered suitable for housing development within the village boundary. In order to allow for expansion of the village population, to support existing facilities and services and to offer affordable accommodation and homes for residents in later life, a single site will be developed for housing on land south of Froghall Lane. The village boundary has been adjusted in the Neighbourhood Plan, to include this site, which will provide a new permanent and defensible limit to the further expansion of the settlement towards Stevenage. This is necessary to preserve the important gap between the two settlements. The new boundary is shown on the Policies Map (Appendix C). There are limited infill opportunities within the village that will allow the village to continue to grow gradually.

Land South of Froghall Lane

- 5.30 The land south of Froghall Lane, west of Aubries and north of Moors Ley has a chequered planning history, culminating in it receiving outline planning permission, on appeal, in February 2016. The site was outside but adjacent to the village

boundary. The western extent of the development site is clearly defined by a field boundary from the end of Froghall Lane to Moors Ley. The line of the amended village boundary is shown on the Policies Map (Appendix C).



Field Hedge (middle ground) Delineating New Village Boundary

5.31 In order to integrate this large (4 hectare) extension to the village it must reflect the character of its village location, be sensitive to the amenities of the established housing bordering the site on three sides, be well connected with the rest of the village (encouraging residents to walk into the village) and blend into the open countryside to the west. An innovative approach to the design of new homes on the western edge of the development, including low-rise homes with green roofs would soften the transition between green fields and intensive housing development. The layout and design of the scheme, including significant additional landscaping to create usable and manageable open space and buffers to soften the impact of the new development, will be critical to its successful integration. In order to ensure the open space on the site is retained in perpetuity it will be considered for potential designation as Local Green Space when the Neighbourhood Plan is reviewed.

5.32 The Froghall Lane framework policy below has been influenced by the views expressed by residents during consultation on both the outline planning application and the preparation of the Neighbourhood Plan. Recommendations contained in the appeal decision have also helped to shape the framework policy. A detailed design brief will be required as part of the reserved matters planning application for the site which must incorporate the policies and principles in the Neighbourhood Plan in general and the framework policy for the site (Policy 8) in particular. If there is a perceived conflict between general policies in the Neighbourhood Plan and policies for this specific site, the specific site policy takes precedence.

5.33 The constraints contained in the framework policy include a footpath and bridleway link from Froghall Lane to Moors Ley and a generous green corridor

parallel to the lane to provide an alternative safe route for walkers accessing the footpaths and open countryside to the west. No new vehicular access should be permitted onto Froghall Lane, which is already too narrow for the existing homes on the northern side of the road. The new development must provide sufficient parking spaces for residents and visitors to ensure that no additional pressure from overflow parking is put on the congested streets of Moors Ley and Aubries or Froghall Lane. Higher car ownership figures for Walkern compared with East Herts as a whole justify slightly higher parking standards than in the East Herts District Plan. The justification for this higher parking standard can be found in Appendix I.

POLICY 8: FRAMEWORK FOR LAND SOUTH OF FROGHALL LANE

The site as shown on the Policies Map has consent for up to 85 dwellings in accordance with the outline permission granted on appeal (APP/J1915/W/15/3127807). The illustrative Tibbalds Framework (attached in full in Appendix H) is the preferred solution for the development of this site. Within the site, there should be a significant green buffer to the north and west of the built development with additional areas of public open space, which will benefit the whole village.

In addition, any scheme should take account of the following principles as part of any detailed framework for the development of the site:

- No buildings or hard surfacing will be placed in the south-west corner of the site, which is susceptible to surface water flooding.
- All existing trees and hedges shall be retained unless otherwise approved in writing by the local planning authority. All trees and hedges identified for retention shall be suitably protected during the construction period.
- The Sustainable Transport Contribution of £100,000 should be a contribution towards a cycleway link between Walkern and Stevenage as a necessary provision. The details will be agreed in consultation with Walkern Parish Council.
- 40% of homes will be affordable with a mix of affordable rented or affordable home ownership in accordance with the identified local housing need.
- Affordable homes must include smaller units and accessible single storey homes (preferably bungalows) suitable for older and vulnerable residents where this is evidenced by up to date local needs housing evidence.
- Affordable homes must be indistinguishable from market homes and be integrated into and distributed throughout the site.
- Construction work should be carried out in accordance with relevant standards and best practice to ensure protection of the groundwater Source Protection Zone.

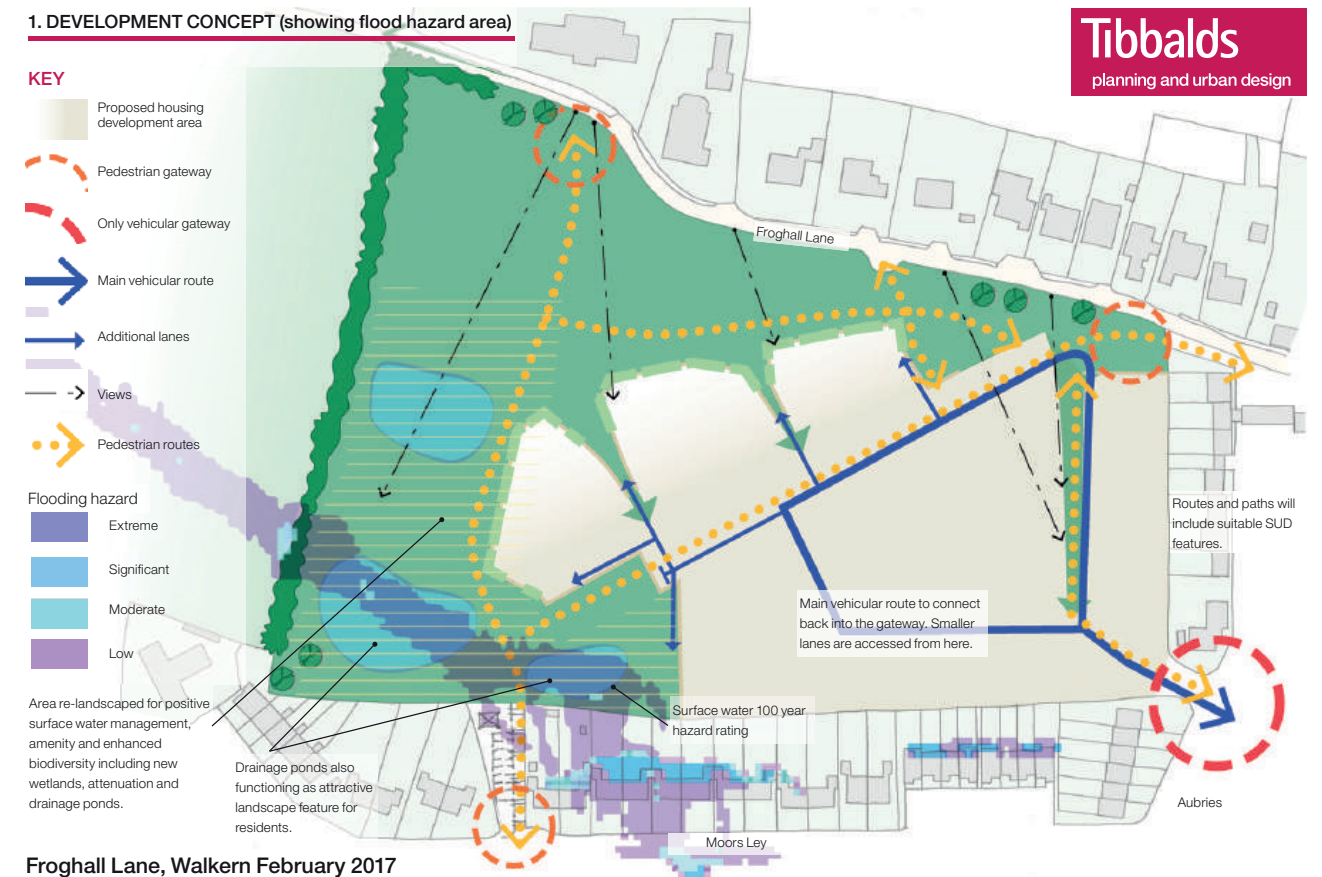
POLICY 8 continued

- Public open space created on the development site should be welcoming and usable and it should be retained and managed in perpetuity by a management company.
- The amenities of existing residents should be protected during the construction phase; in particular, temporary measures should be put in place to ensure that no surface water flooding occurs off site.

The development parameters for the site must incorporate all of the following principles:

- The design and massing of development should respect longer views across the site from Froghall Lane.
- Development should vary in height to promote a place of distinctive character and interest, commensurate with its village location, generally of one to two storeys.
- At least 2 parking spaces per dwelling should be provided, unless there is a clear justification for a lower standard.
- The design of all play space should allow it to be overlooked from nearby homes and accompanied by a funded management plan.
- A well-designed sustainable urban drainage scheme will include both storage for natural run-off and run-off from the new development, and a funded management and maintenance plan to secure its long-term operation.
- Lower density and lower rise development should be located on the western edge of the site to reduce the impact on the countryside. Provision of 'green roofs' on dwellings in this part of the site will demonstrate sensitivity to the transition between village edge and open countryside.
- A generous green landscaped area and wetland habitat will be provided on the western edge of the site, delineated with a new hedge of local native species along the entire western boundary (in line with guidelines issued by the Herts and Middlesex Wildlife Trust).
- A generous green corridor will remain on the north side of the site to preserve landscape views and the character of Froghall Lane, and to discourage vehicle parking along Froghall Lane associated with the development.
- The privacy of residents should be protected by provision of sufficient distance and landscaping between new and existing properties and where appropriate, the gardens of new dwellings should back onto those of existing properties on Moors Ley and Aubries.

5.34 The Froghall Lane Framework Plan February 2017 prepared by Tibbalds, is a joint project, between Walkern Parish Council/WNPG and East Herts Council, to provide a concept for the design and layout of this important green field site on the edge of Walkern. It has been refined since it was initially aired as a response to the outline planning application on the site in 2015. The Development Concept plan showing the flood hazard area across the southwest corner of the site is set out below. The full Tibbalds Framework Plan is included as Appendix H.



Housing Infill and Rural Homes

5.35 Except for the housing allocated on Land South of Froghall Lane, all other housing proposals should be for infill development within or immediately adjacent to the Walkern village boundary. The use of brownfield land will be encouraged. In accordance with the NPPF, gardens are not brownfield land and contribute to the character of the area. The design and character of new development should reflect that of successful infill schemes in Walkern such as Glebe View and Walchra Court. If a prescribed need is identified for rural homes, these should be directed to the smaller rural settlements of Clay End and Bassus Green.



Walchra Court



Glebe View

POLICY 9: HOUSING INFILL SITES

Within or immediately adjacent to the village boundary as defined and shown on the Policies Map (Appendix C), small-scale infill developments will be supported. Brownfield sites are preferred to greenfield sites. Important views and open spaces that contribute to the enjoyment of residents of the village and are important to the character or appearance of the conservation area must be retained.

Private gardens contribute to the character of the village and inappropriate development of garden land will be resisted. Design of infill developments should reflect the local vernacular style and character in accordance with Policy 12.

POLICY 10: RURAL HOMES

Outside the village boundary of Walkern, high quality conversions to residential use, of buildings of architectural merit will be welcomed.

Rural Exception Affordable Housing schemes in the two small settlements of Clay End and Bassus Green will be particularly supported, provided that they do not impinge on important views and do not conflict with other policies in the Development Plan.

Other single rural homes will only be supported where there is a demonstrable need for them to be located in the countryside.

Housing Needs

- 5.36 The Parish Council has given consideration to the issue of local housing needs and a Housing Needs Survey was conducted by Community Development Action Hertfordshire (CDA) to support this policy. It was evident from the consultations on the Neighbourhood Plan that there were specific requirements for housing for local people, which is affordable and for bungalows or suitable housing for older people, so that they can remain in the village in later life. In the emerging East Herts District Plan, the type, tenure and mix of housing will be identified. However, the CDA report has supported the Parish Council's assertion that priority should be given to local residents. Affordable units constructed on the Froghall Lane site and on Rural Exception Sites should meet the housing need requirements identified in the CDA report and offer them first refusal.

POLICY 11: AFFORDABLE HOUSING

In Walkern, there will be a mix of affordable housing types and tenures, which reflects current and future local housing needs and housing market assessments.

Design of New Development

- 5.37 The design of new housing development should reflect local style and building materials and the traditional and historic character within Walkern Conservation Area. (Detailed guidance on design is contained in the Walkern Conservation Area Appraisal and Conservation Area Management Plan 2016). Where practical, homes should be designed to; increase biodiversity, particularly where natural habitat is lost through the development; reduce surface water run-off, so as not to compound issues of flooding in Walkern; and be as energy efficient as possible.
- 5.38 85% of respondents to the Neighbourhood Plan questionnaire thought that all homes should have their own garages/parking. Acute parking problems occur in the evenings and at weekends when cars are parked on pavements forcing pedestrians to walk in the road and parking on the High Street blocks through traffic. New homes with small gardens were a popular choice of residents, rather than large gardens or communal garden space.

POLICY 12 continued

- Modern, innovative design will be welcomed provided that the above criteria are met
- New developments should be designed so that surface water run-off does not increase the risk of localised surface water flooding with the aim of achieving zero run-off
- New homes will be encouraged to be as energy efficient as practically possible
- Street lighting should be sensitively designed to reflect the rural nature of the parish and minimise impact on bats and other nocturnal wildlife
- Efforts to increase biodiversity, from specially designed roof tiles to creation of new wildlife habitat, will be commended.

POLICY 12: DESIGN OF NEW DEVELOPMENT

The scale and design of all new development will reflect the character of Walkern and its historic Conservation Area as detailed in the Walkern Conservation Area Appraisal and Management Plan 2016. In particular, the following guidelines will apply:

- Building materials should respect or enhance their environment and be characteristic of traditional village properties
- New buildings should respect neighbouring roof profiles and pitches, the characteristic spacing between buildings, historic building lines, and the overall density of development in the village
- Detailing should be in line with traditional design features
- Infill development should not obscure views of the surrounding countryside nor should it significantly reduce the garden areas, which are intrinsic to the settings of existing residences
- Sufficient off-road parking should be provided for each new home
- Adequate provision of enclosures to accommodate storage of refuses bins should be provided within the curtilage of each new home
- All homes should have their own modest garden space, characteristic of village living
- Boundaries, particularly to front gardens, should preferably be marked with hedges of appropriate native species
- Redevelopment, extensions, or alterations to historic farmsteads, residential properties or agricultural buildings in Walkern Parish should be sensitive to their distinctive character, materials and form.

Employment and Business

- 5.39 The NPPF supports sustainable economic growth; local planning authorities are required to plan proactively to meet the development needs of businesses. In paragraph 28, the NPPF states specifically that planning policies should support economic growth in rural areas in order to create jobs and prosperity. Thus, local and neighbourhood plans should support the growth and expansion of business in rural areas, and support the development and diversification of agricultural and other land-based businesses. Support is also given to rural tourism and leisure developments, as well as the retention and development of local services and community facilities. This approach is mirrored in the East Herts District Plan (Policy ED2) which encourages development, subject to set criteria.
- 5.40 The parish of Walkern consists mainly of agricultural land, with a number of working farms. Yet, according to the 2011 Census only eight people were working in agriculture, just over 1% of the working population of 816. Few residents actually work in the parish - the main centres for employment are Stevenage, Stansted Airport, Hertford, Cambridge, and Greater London.
- 5.41 Within the parish, the main employers are the school and a number of small businesses, some of which operate from units at Walkern Hall Farm and the Piggeries. A growing number of people now work at home (82 in 2011). Feedback from the Open Day (April 2015) showed support for local existing businesses, creative industries and homeworking, and encouragement for new employment opportunities for local residents. This support is reflected in the following policies.

POLICY 13: NEW BUSINESSES

New businesses and employment will be permitted, provided that new or expanded enterprises are of a scale and type appropriate to the rural setting of Walkern and its Conservation Area and comply with other policies in the Neighbourhood Plan. Further development at Manor Farm would be supported provided that suitable and safe vehicular access is provided.



Manor Farm

POLICY 14: DIVERSIFICATION OF FARM BUSINESSES

Proposals for the diversification of farm businesses will be supported provided:

- The development supports the viability of the existing farm holding; or
- The development is ancillary to the agricultural business

Infrastructure

- 5.42 Walkern is poorly served by access to electronic communications infrastructure, including high-speed broadband and mobile telephone networks. Development of new technology has generated changes in working patterns, enabling businesses and individuals to work in more flexible ways, including working from home. Support for better quality communications infrastructure is set out in the NPPF (paragraphs 42-46) and in the East Herts District Plan. It is also an objective of this Neighbourhood Plan.

POLICY 15: NEW INFRASTRUCTURE

Support will be given to the installation of new infrastructure including high-speed broadband and mobile networks and renewable energy provision provided that:

- Infrastructure is fully integrated into the design of future development proposals; and
- Where new masts or structures are required, they should be sympathetic to their surroundings.

FLOOD RISK

- 5.43 Walkern suffers from risk of flooding from both surface water run-off and river flooding associated with the floodplain of the River Beane. No development should take place in Flood Zone 3b, which is a functional floodplain to safely store flood, water. New development in Flood Zones 2 & 3a will be subject to a sequential test to consider whether development is appropriate in this location. A Flood Risk Assessment must be submitted with a planning application to demonstrate that the development will not increase flood risk elsewhere or will reduce flood risk. The Environment Agencies Flood Risk Map for Walkern can be found in Appendix J.

POLICY 16: FLOOD RISK

Walkern lies in the floodplain of the River Beane. New development proposals in Flood Zones 2 and 3 will be subject to a sequential test. If a development proposal passes the test and is appropriate in the floodplain, a Flood Risk Assessment must be submitted with the planning application. The Flood Risk Assessment must demonstrate that the development is safe without increasing the risk of flooding and, where possible, reduces flood risk overall.

Traffic and Transport

- 5.44 The B1037 is the only classified road running eastwards out of Stevenage. When reaching Walkern village it turns sharply left and becomes Walkern High Street. The level of traffic at peak times caused by commuters into and out of Stevenage through the narrow High Street causes acute traffic congestion. Parking in the High Street and side roads near the school exacerbates this problem. Limited infill housing development throughout the village should not exacerbate this situation and the impact of disruption caused by construction in the tight confines of the village streets must be assessed in any development proposal.

Roads and Traffic

- 5.45 Responses of residents to public consultation expressed serious concerns about increased traffic through the village including traffic noise, pollution, pedestrian safety, and the impact of Heavy Goods Vehicles ignoring the weight limit restriction.



Traffic Congestion

Vehicle Parking

- 5.46 Car ownership is high in Walkern with 66% of households owning 2 or more cars compared with an average of 46.5% for East Herts as a whole (Source: 2011 Census). Residents parking and cars parked to use the services in the High Street contribute to the congestion problem. Any additional houses in the High Street must provide off-street parking to ensure that this problem does not worsen. Opportunities to provide parking for residents and visitors to the village off the High Street will be sought.

Sustainable Transport

- 5.47 Public transport facilities are particularly poor considering that there is a main-line railway station with fast trains to London only 8 km away in Stevenage; the bus service does not run frequently enough to be suitable for commuting.
- 5.48 Footpaths are narrow and in some instances non-existent. New developments should be integrated into the village through adequate footpath and cycle links to village facilities. A comprehensive survey of footpaths in Walkern was carried out by the WNP, a summary of which is contained in the Consultation Statement. Issues arising from the survey are noted in the Project List appended to the Consultation Statement
- 5.49 Safe outdoor exercise improves health and wellbeing. The roads in Walkern are narrow with long stretches of cars parked on the roadside and rural roads are winding and dangerous for cyclists. The local community supports the long-held aspiration for a new cycle and footpath link to Stevenage. Funding for this path will be made available through the development of the site to the south of Froghall Lane (see Policy 8 Framework for Land South of Froghall Lane)

POLICY 17: TRAFFIC IMPACT AND SUSTAINABLE TRANSPORT PROVISION

All proposals for development in the village must provide a traffic impact assessment, proportional to the scale of the development proposed, which assesses the potential impact of increased traffic on pedestrians, cyclists, road safety, parking and congestion and any measures designed to mitigate such impacts.

Further expansion of the school would need to include mitigation for any impact of additional traffic congestion and school-related parking at peak times.

Proposals to increase off-street car-parking provision and relieve traffic congestion in Walkern will be supported in principle as long as they comply with other policies in the Neighbourhood Plan.

Development proposals should help to maintain or improve public transport provision to Stevenage and throughout the parish of Walkern. Other proposals to increase the use of sustainable transport such as off-street charging points for electric cars will be supported.

Facilities and Services

- 5.50 Walkern has a range of public facilities and services. From the responses to public consultation, it is evident that these are highly valued by the local community. Support for the safeguarding of key community assets is embodied in a number of Neighbourhood Plan objectives.

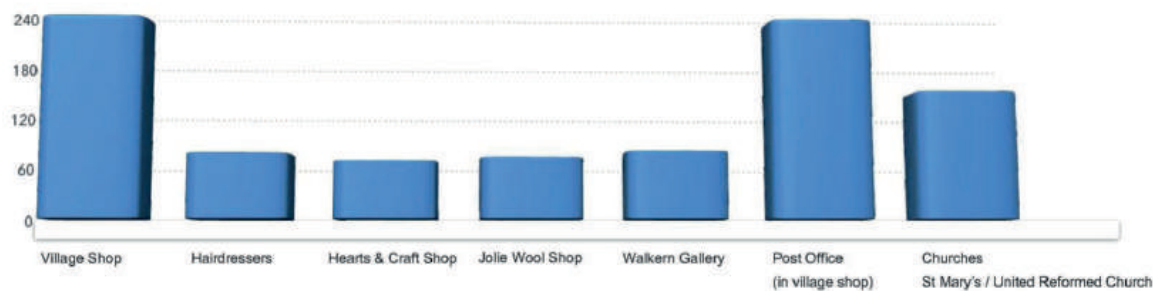
Community and Recreational Facilities

5.51 The Walkern Neighbourhood Plan Questionnaire highlighted that the village shop, pubs and churches were the most used community facilities (see chart below). The parish council applied to East Herts Council for the designation of the United Reformed Church (ACV1), the two public houses in the High Street (ACV2 & ACV3) and the village shop/post office (ACV4) as Assets of Community Value. The key community and recreational facilities are shown on the Policies Map (Appendix C).

Section 4 Parish Facilities - Question 2 - Part 1

Q2 - Which of the following amenities do you use

224	71	63	67	74	222	142
Village shop	Hairdressers	Hearts & Craft Shop	Jolie Wool Shop	Walkern Gallery	Post Office (in village shop)	Churches- St Mary's/United Reformed Church
224	71	63	67	74	222	142



5.52 Outdoor sports and leisure facilities are important features in Walkern. These include the recreation ground in the centre of the village, a small children's play area at the Aubries, and a sports field (with two football pitches and a cricket pitch). Community consultations revealed that play facilities for young children were inadequate and required improvement. The central recreational ground was under-used probably due to the poor condition of the play equipment. It was felt that the village lacked a clearly defined focal point.

5.53 There was strong support for the regeneration of the recreation ground, which would include a new and improved play area and a central meeting place for the village to enjoy. Many residents expressed an interest in extending the range of sports and leisure facilities, especially at the Sports Field. In the future, there may be scope for using the contributions from the Community Infrastructure Levy (CIL), which would be generated by new developments in the Parish.

POLICY 19: COMMUNITY AND RECREATION FACILITIES

Existing community and recreation facilities must be retained, protected and enhanced. Loss of facilities will only be acceptable where alternative provision is of a scale and standard equivalent to, or superior to, the existing facilities. Alternative provision must be provided within the Parish.



Walkern Sports & Community Centre (WSCC)

POLICY 18: ASSETS OF COMMUNITY VALUE

All Assets of Community Value, designated by East Herts District Council, will be retained unless they are:

- No longer needed
- Acquired by the community to ensure the retention of the facilities in perpetuity, or
- Replaced by better facilities as part of a development proposal.

Health and Wellbeing

- 5.54 Main hospital facilities and health clinics are located in Stevenage. A GP surgery is provided in Walkern four times a week at 80 High Street. This is a much-valued asset, especially for elderly patients, families with young children, and those without personal transport. There is also an informal prescription delivery service offered by the village shop.
- 5.55 The surgery is held in privately owned premises, which is leased to the Health Trust. Should this property be sold, the surgery facility could be lost to the local community. The Parish Council supports the continued provision of the surgery in Walkern. Any development proposals, which would have a negative impact on health provision in the parish, should show how that impact could be addressed. If the premises at 80 High Street were to be lost, alternative accommodation for the surgery should be provided locally in an equally accessible location.

POLICY 20: MAINTAINING AND IMPROVING HEALTH SERVICES

The existing GP surgery service should be retained or enhanced. Any loss of the existing facility will be strongly resisted unless new facilities are secured before the closure of the existing surgery premises. Proposals for the GP surgery to relocate to alternative premises will be supported provided it is in a suitable accessible location convenient to the Parish and adequate car parking is provided.

Education

- 5.56 Secondary and further education facilities are located in Stevenage, and Edwinstree School and Ward Freeman College in Buntingford, although some students travel further afield. Hertfordshire County Council provides primary education locally at the Walkern Primary School, located on the High Street. The school has recently been extended to cope with anticipated increase in demand, but any significant increase in housing numbers would require further expansion. The site is tightly constrained by residential development and the River Beane. Traffic associated with the school is heavy, and causes considerable congestion on the High Street and nearby side roads at peak times.
- 5.57 Walkern Pre-School is a popular community asset, and has some capacity to take more children. The parish council fully supports the current and future provision for primary and pre-school education in Walkern. It will liaise with the County Council to ensure that facilities continue to serve the needs of the local community in the future.

6. Implementation

- 6.1 The Neighbourhood Plan will be delivered and implemented over a 16-year period providing, a direction for change through its vision and objectives. The policies will guide the development of Walkern Parish and protect those assets most appreciated by the community. The policies may be amended at intervals in order to remain in line with the District Plan and any such review or update will be carried out in accordance with the process and procedures in place at that time.
- 6.2 In addition to the policies, the Project List appended to the Consultation Statement will channel resources and volunteer activity into improving leisure facilities for parish residents, reducing the impact of traffic on the village and making the village more accessible.

Appendix A - Abbreviations & Glossary

Term	Definition
Affordable Housing	Housing made available, based on the evidence of need, to people who are unable to afford housing at market prices, including Social Housing available to rent.
Ancient Woodland	Woodland known to have existed continuously since 1600 or before
Brownfield Site	Land that has been previously developed
Assets of Community Value	A right for Communities to nominate certain local and public or privately owned buildings or land as an Asset of Community Value.
Community Infrastructure Levy (CIL)	Is a planning charge used as a tool by local authorities to help deliver infrastructure to support development in their area.
Conservation Area	An area designated under Section 69 of the Town and Country Planning Act 1990 as being of ‘special architectural or historical interest’, the character and appearance of which it is desirable to preserve and enhance
Construction Management Plan	A plan detailing how construction will be managed in order to ensure the effects of construction on residents and businesses are kept to a minimum.
DEFRA	Department of Environment Food & Rural Affairs
Developer Contributions (or S106 Contributions)	Contributions required under a Section 106 agreement from developers to be set aside for future works and services directly related to the development and focused on site-specific mitigation of the impact of development.
Development Plan	Statutory Plans, including Local or District Plans and Neighbourhood Development Plans which are used to determine planning applications.
Flood Plain	An area of land liable to flood from a watercourse, defined by the Environment Agency.
Green Infrastructure	A network of green spaces and other features, such as parks, open spaces, woodlands, playing fields, allotments and gardens providing a range of quality-of-life benefits for the local community.
Green Corridor	A wildlife corridor, habitat corridor, or green corridor is an area of habitat connecting wildlife populations separated by human activities or structures (such as roads, development or logging).
Housing Associations	Independent, not-for-profit organisations that work with councils to offer flats and houses to local people on the Housing Register.
Infrastructure	Basic services necessary for development to take place, for example roads, electricity, sewerage, water, education and health facilities.
LGS	Local Green Space

Listed Buildings	Any building or structure which is included in the list of ‘buildings of special architectural or historic interest’ as defined in the Planning (Listed Building and Conservation Areas) Act 1990.
Local Referendum	A vote for electors in the Neighbourhood Area to accept or reject the Neighbourhood Plan.
Mitigation	Measures taken to lessen the force or intensity of the effects of a development.
National Planning Policy Framework (NPPF)	Sets out national policy and how this is expected to be applied.
NPPG	National Planning Practice Guidance
Neighbourhood Area	Area to which the Neighbourhood Plan relates
Neighbourhood Plan	A neighbourhood plan is a community-led plan for guiding the future development, regeneration and conservation of an area.
Objective	An aim or a goal to assist in achieving the overall vision for the area.
Open Space	All open space of public value including land, river, canals, and lakes.
Sequential and Exception Test Locations	The methodology recommended by the National Planning Policy Framework to ensure that new developments are sited in the most appropriate locations
Shared Equity Housing	Shared equity is where more than one party has an interest in the value of the home, with the aim of reducing the cost of occupancy.
Shared Space	Is a design approach that aims to reduce the dominance of motor traffic by reducing or removing traffic signs, road markings and in some cases kerbs, resulting in ‘level surfaces’.
Sheltered Housing	Purpose built or converted housing exclusively for sale or rent to elderly people; self-contained accommodation with communal facilities and warden.
Significant Development	A development of a scale sufficient to trigger the requirement for a Transport Assessment in accordance with <i>Roads in Hertfordshire: Highways Design Guide 3 Edition</i> e.g. residential development in excess of 80 units
Supplementary Planning Document (SPD)	Documents which add further detail to the policies in a Development Plan.
Supported Housing	As for ‘Sheltered Housing’, but designed for those with a physical or learning disability rather than just the elderly.
Sustainable Development	Development that meets the needs of the present, without compromising the ability of future generations to meet their own needs.
URC	United Reformed Church
Vernacular	A local style of architecture for homes and domestic buildings
View & Vista	A pleasing sight seen from a particular place & a long narrow view
Vision	Description of how the community would like their area to be in the future.
Walkern	Refers to the village of Walkern rather than Walkern Parish
WNPG	Walkern Neighbourhood Plan Group

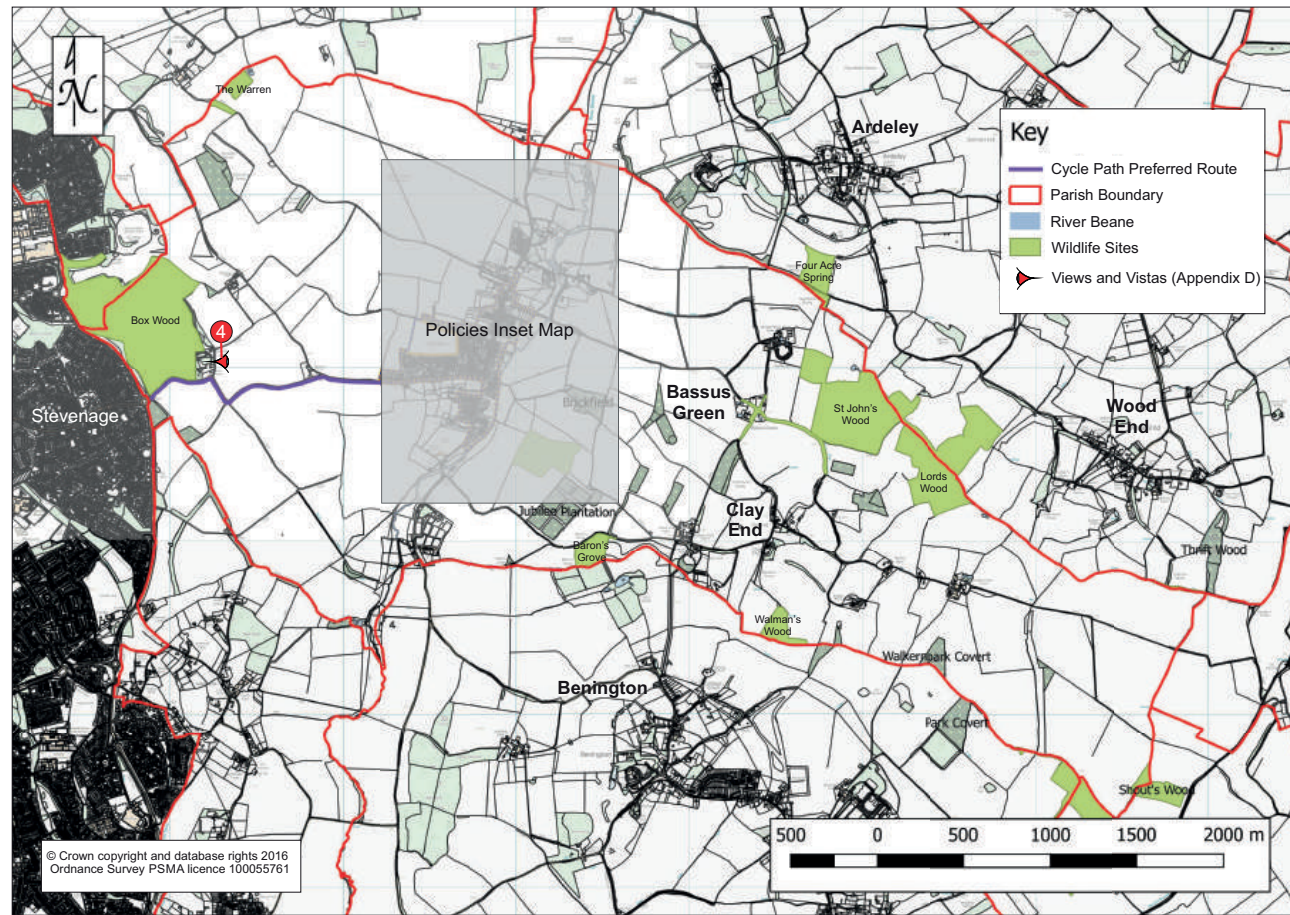
Appendix B - Policy Process Map

This table shows how the key objectives of the plan have been translated into planning policies. POLICY 1 Sustainable Development relates to all the objectives and is the thread that links the policies together.

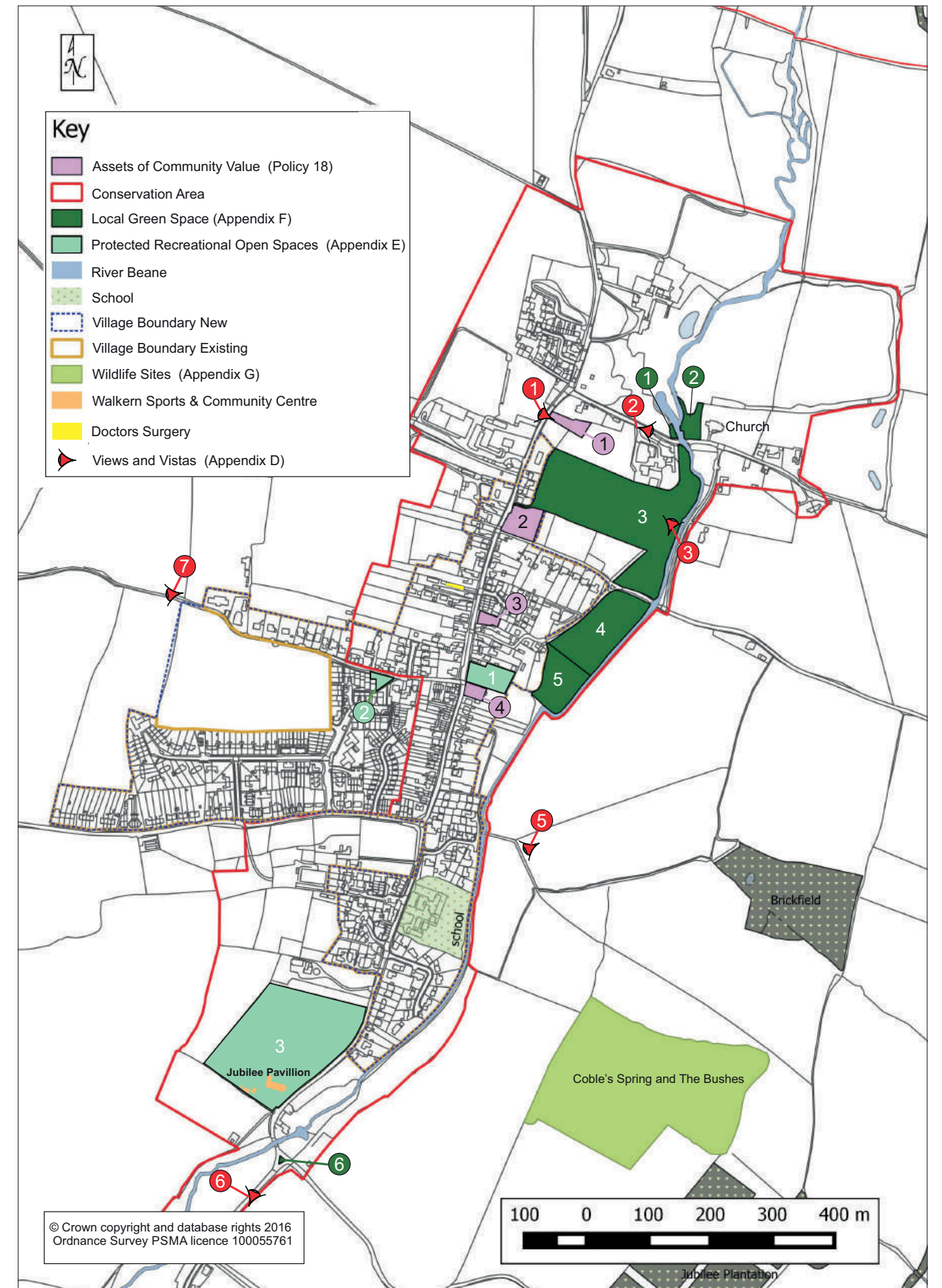
	Key Objective	Policies that achieve the Key Objectives
a	Ensure new development protects and enhances local landscape character, valued nature conservation sites and the rich biodiversity of the Parish.	POLICY 2 Views, Vistas and Landscape Features POLICY 5 Conserve and Enhance Biodiversity POLICY 6 Green Corridors POLICY 12 Design of New Development
b	Protect and enhance the village conservation area and its setting, and listed and locally listed buildings.	POLICY 3 Walkern Conservation Area and Heritage Assets POLICY 4 Protected Recreational Open Space POLICY 7 Local Green Space POLICY 9 Housing Infill Sites POLICY 12 Design of New Development
c	Protect and enhance the Parish's open spaces and views for public access and informal recreational use.	POLICY 2 Views, Vistas and Landscape Features POLICY 4 Protected Open Space POLICY 6 Green Corridors POLICY 7 Local Green Space
d	Ensure the River Beane, a rare chalk stream that runs through Walkern, is preserved and protected from over-abstraction	POLICY 2 Views, Vistas and Landscape Features POLICY 5 Conserve and Enhance Biodiversity POLICY 6 Green Corridors POLICY 7 Local Green Space
e	Enhance and improve the environmental quality of the Parish, minimizing noise and air pollution.	POLICY 12 Design of New Development POLICY 17 Traffic Impact & Sustainable Transport Provision
f	Ensure the mix, size and type of new housing meets local needs, including a sufficient supply of affordable housing and preferential access to some new homes for people with a strong local connection	POLICY 8 Framework for Land South of Froghall Lane POLICY 9 Housing Infill Sites POLICY 10 Rural Homes POLICY 11 Affordable Housing
g	Require new development to be of high quality design, built to a high sustainability standard and to be sympathetic to, and improve, the look and feel of the parish.	POLICY 8 Framework for Land South of Froghall Lane POLICY 10 Rural Homes POLICY 12 Design of New Development in Walkern

h	Ensure the design and location of new developments are resilient to the effects of climate change and flooding.	POLICY 8 Framework for Land South of Froghall Lane POLICY 12 Design of New Development in Walkern POLICY 16 Flood Risk
i	Support existing businesses, creative industries and home working, and encourage new local employment opportunities for residents.	POLICY 13 New Businesses POLICY 14 Diversification of Farm Businesses POLICY 15 New Infrastructure
j	Preserve and enhance public transport services to and from the village for residents who do not have use of a car, and encourage walking and cycling.	POLICY 8 Framework for Land South of Froghall Lane POLICY 17 Traffic Impact & Sustainable Transport Provision
k	Ensure that community facilities (e.g. school, GP surgery) enhance the health and wellbeing of local residents.	POLICY 18 Assets of Community Value POLICY 20 Maintaining and Improving Health Services
l	Ensure the village has indoor and outdoor recreational facilities that meet the needs of young children, teenagers and adults, and strengthen the sense of community.	POLICY 4 Protected Recreational Open Space POLICY 7 Local Green Space POLICY 8 Framework for Land South of Froghall Lane POLICY 19 Community and Recreation Facilities
m	Give the Parish the opportunity to access Community Infrastructure Levy funding to improve Parish facilities.	Project List (appended to the Consultation Statement)

Appendix C - Policies Map



Policies Map



Policies Inset Map

Appendix D - Views, Vistas and Landscape Features

These views, vistas and landscape features should be protected from the harmful impact of development in accordance with POLICY 2 of this plan. The location of the view points are shown on the Policies Map



View 1: West from the United Reformed Church (URC), High Street through Manor Farm paddock

This view westward from the High Street opposite the URC, looks through Manor Farm paddock and across a gentle green rise towards Churchend Common. It is an important gap in built form at the northern end of the High Street and a rare remaining transverse view giving a sense of space and a glimpse of the rural setting of the village. It is identified as an important open space to be protected in the Walkern Conservation Area Character Appraisal (2016). The paddock and land behind it is outside the village boundary and the view should not be interrupted by buildings within the space or impacting on the openness of the space.



View 2: East along Church End over the ford

The view along Church End over the ford around a gentle bend revealing little by little the picturesque Grade 1 listed Church of St Mary the Virgin is probably the most characterful in the Parish. The road is narrow and bounded by mature trees and hedges, overlooked by an established rookery. The view is part of an identified 'Focal Point' in Walkern Conservation Area Character Appraisal (2016). It is important to retain the features of the lane, its boundaries and the ford itself and to ensure that no development interrupts the view of the church.



View 3: North from the meadows to St Mary the Virgin Church

As you look northward along the River Beane, towards the ford on Church End, the Church of St Mary the Virgin is clearly visible above the trees. This view is much appreciated by the many local walkers that use the area on a regular basis. The meadow has been designated Local Green Space (where only development appropriate in the Green Belt will be permitted), however the view should remain uninterrupted to maintain its openness. The view from the meadow to the ford and Church of St Mary the Virgin should be preserved.



View 4: East from Box Wood towards Walkern

This view, on the road from Stevenage to Walkern, from the corner by Box Wood, looking east over the village and into the valley unfolds unspoilt countryside dotted with farm buildings. Walkern lies on the west bank of the River Beane in the Middle Beane Valley. From this viewpoint, the village nestles into the landscape without breaking the skyline although the iconic Wrights tower is visible to the right of the view. In order to maintain this view of the village, from every vantage point, new development should not be more prominent in the landscape than the existing built form of the village and should blend into the river valley.



View 5: East of the River Beane to Wrights Tower House above the Finches

Views from the east of the River Beane looking west over the village all feature Wrights Tower House. The iconic Victorian tower, previously part of Wrights Brewery is an important non-listed building now converted to a home. It is the only building which can be seen above the village and should remain the only reference point on the skyline. New development should respect the very low impact of the built form of the village on the surrounding valley and blend into the existing views.



View 6: North from the entrance to Walkern along Bennington Road

Entering Walkern where Bennington Road gently bends over the River Beane into the High Street a stunning view is unveiled. The historical context of the War Memorial, Pearman's Mill and Mill Cottage, contrasts with the River Beane flowing under the brick bridge, and the fields beyond. These features make up an identified 'Focal Point' in Walkern Conservation Area Character Appraisal (2016). This view at the entrance to the village is an important focal point in the conservation area that should be preserved or enhanced.



View 7: Southwest from Froghall Lane towards Stevenage

This view is looking from Froghall Lane, southwest towards Stevenage. It shows the Middle Beane Valley. Box Wood is to the right of the picture and the landscape buffer tree line is in front of Gresley Way to the left of the picture. The view is interrupted only in the small gap where Stevenage Road joins the roundabout on Gresley Way. All of the land in this picture is in the Parish of Walkern. This unspoilt view of traditional farmland and ancient woodland is precious Green Belt land which should be retained, both for its purpose of separating the village of Walkern from the town of Stevenage and for its intrinsic beauty.

Appendix E - Protected Recreational Open Space (PROS)

These open spaces should be retained in accordance with POLICY 4 of this plan. The areas are shown on the Policies Map.



PROS 1: Recreation Ground, High Street

The recreation ground is a safe fenced space in the centre of the village with a range of play equipment. There is a funded project to update the whole site including a greater range of equipment for all ages. More seating will be introduced with further planting of native trees and hedges to attract wildlife. There are views out of the site over large gardens to the River Beane. The site is identified as an important open space that should be protected in the Walkern Conservation Area Character Appraisal (2016).



PROS 2: Play Area Aubries

This is a small safe site within the Aubries development with play equipment for smaller children. It is the only play area available without having to cross the High Street to the Recreation Ground.



PROS 3: Sports Field, High Street

This is the main sports and social club field, which is used for football in the winter and cricket in the summer. The annual village fete is held here. The field is well used by residents for picnics, dog walking and exercising. It is a valuable asset for the village.

Appendix F - Local Green Spaces (LGS)

Development on these Local Green Spaces would only be allowed in accordance with POLICY 7 of this plan. The areas are shown on the Policies Map.



LGS 1 & 2: Land either side of the river Beane at the Ford, Church End

There are views into both areas from the ford over the River Beane. These combine with other features to make this area a favourite meeting place. It is part of an identified 'Focal Point' in Walkern Conservation Area Character Appraisal (2016) and lies adjacent to the grade I listed St Mary the Virgin Church. Both sites support bird life; site LGS 1 contains an established Rookery.



LGS 3: Meadow adjacent to the river Beane between Church End & Winters Lane

This attractive meadow affords extensive views into, across and out of the site to the ford and church, over the River Beane to the countryside beyond. The riverside hedgerow is highlighted in the Walkern Conservation Area Character Appraisal (2016) as making a positive contribution to the conservation area. Two well-used public footpaths (35 & 18) crisscross the site. The thistle rich meadow adjacent to the river supports birds, butterflies & moths.



LGS 4: Field adjacent to Allotments, Totts Lane

The continuation of LGS 3 contains a riverside hedgerow, which is highlighted in the Walkern Conservation Area Character Appraisal (2016) as making a positive contribution to the conservation area. The site also contributes to the rural setting of the village. The site is let for grazing but has the potential to be managed to increase biodiversity adjacent to the River Beane.



LGS 5: Allotments, Totts Lane

The site of the village allotments adjoins LGS 4 and is adjacent to the River Beane, with views out across surrounding farmland. It includes well-tended allotment plots and a riverside hedgerow, which is highlighted in the Walkern Conservation Area Character Appraisal (2016) as making a positive contribution to the conservation area. It was previously a recreation site but is now for growing food. A former occupier of adjacent house recorded 600 species of butterflies & moths (List is held at Hertfordshire Environmental Records Office), indicating that the allotments themselves are also wildlife rich.



LGS 6: War Memorial

The War Memorial and small grass triangle is part of an important 'Focal Point' in the Walkern Conservation Area Character Appraisal (2106). It marks entrance to village from the south. A memorial service with the laying of wreaths is held here on Remembrance Day. This is a well preserved and important architectural feature and the green and its setting should be preserved.

Local Green Space Assessment

Site description	Site No	Site Information				Critical Criteria			Evidence of Specialness				Tran- quil	Wildlife		
		Potential dev't site	National designation	Common land or village green	Private garden	Owner known	Extant planning permission	Local in character	Extensive tract	Very special	Close by	Attractiveness of Site			Historical Significance	Recreational
DESIGNATED Land either side of the river Beane at the Ford, Church End	1 & 2	N	N	N	N	Y	Y	N	Y	Y	Views into these green spaces from the ford over River Beane are important and combine with other features, to make this area a favourite meeting place	Part of identified 'Focal Point' in Walkern Conservation Area Character Appraisal (2016) adjacent to grade I listed church	No public access	yes	Supports bird life (LGS 1 contains established Rookery) adjacent to River Beane	
Meadow adjacent to the river Beane between Church End and Winters Lane	3	N	N	N	N	Y	Y	N	Y	Y	Attractive meadow with important hedgerow along River Beane, affording extensive views into/ across and out of the site to the ford and church	no	Crossed by two footpaths (35 & 18) well used by walkers	yes	Thistle rich meadow adjacent to River Beane supports birds, butterflies & moths	
Field adjacent to Allotments, Totts Lane	4	N	N	N	N	Y	Y	N	Y	Y	The continuation of LGS 3 with an important hedgerow along the River Beane contributing to the setting of the village and conservation area	no	No public access	yes	no	
Allotments, Totts Lane	5	N	N	N	N	Y	Y	N	Y	Y	Site adjoins LGS4 and the River Beane with views out across surrounding farmland, includes well-tended allotment plots with important hedgerow	no	Previous recreation site now well-used allotments	yes	Former occupier of adjacent house recorded 600 species of butterflies & moths*	
War Memorial	6	N	N	N	N	Y	Y	N	Y	Y	Part of an important 'Focal Point' in the Walkern Conservation Area Character Appraisal (2106) and marks entrance to village from south	Site of Remembrance Day memorial service and laying of wreaths - well preserved important architectural feature	no		no	
NOT DESIGNATED Land between Frogghall Lane and Moors Ley	7	Y	N	N	N	Y	Y	N	Y	Y						
Recreation Ground High Street	8	N	N	N	N	Y	Y	N	Y	N	Although there are plans to improve the recreation ground it would not currently meet this criteria. This may be reviewed	No	Yes	No	Planned boundary improvements may increase biodiversity	
Small play area in Aubries	9	N	N	N	N	Y	Y	N	Y	Y	Simply a play area	No	Yes	No	No	No
Field adjacent to west side of Sports Field	10	N	N	N	N	Y	Y	N	Y	Y	Part of the rural edge of the village but not particularly attractive	No	No	No	No special wildlife interest	

* List is held at Hertfordshire Environmental Records Office

Appendix G - Designated Wildlife Sites

Extract from Wildlife Site Inventory East Herts

22/006 Pryor's Wood/Box Wood TL270263

Ancient Hornbeam (*Carpinus betulus*) coppice with Pedunculate Oak (*Quercus robur*) standards woodland plus some Ash (*Fraxinus excelsior*), Wild Cherry (*Prunus avium*) and Hawthorn (*Crataegus monogyna*). The wood has been extensively cleared and replanted with Larch (*Larix decidua*), Corsican Pine (*Pinus nigra*), Douglas Fir (*Pseudotsuga menziesii*), Western Red Cedar (*Thuja plicata*) and Beech (*Fagus sylvatica*). Pryor's Wood is the nature reserve consisting of mostly old secondary woodland grown up on the site over the past 150 years. It is dominated by Pedunculate Oak with Silver Birch (*Betula pendula*), Wild Cherry (*Prunus avium*), Hawthorn (*Crataegus monogyna*) and some Hazel (*Corylus avellana*). There is an area of ancient Hornbeam coppice. A diverse assemblage of flowering plant species have been recorded including the local species Green Hellebore (*Helleborus viridus*) and Violet Helleborine (*Epipactis purpurata*). Pryor's Wood contains many woodland indicator species including Wood Anemone (*Anemone nemorosa*), Yellow Archangel (*Lamiastrum galeobdolon*), Primrose (*Primula vulgaris*), Dog-violets (*Viola* spp.), Bluebell (*Hyacinthoides non-scripta*), and the very local species Great Wood-rush (*Luzula sylvatica*) has been recorded here. Other records include the nationally notable beetle *Platycis minutus* and the local White-Letter Hairstreak (*Satyrium w-album*). The bird fauna is particularly rich with numerous breeding species including past records for Hawfinch (*Coccothraustes coccothraustes*) and Wood Warbler (*Phylloscopus sibilatrix*). 17 species of mammal have been recorded including the Hazel Dormouse (*Muscardinus avellanarius*). At the eastern edge of Box Wood, within Rough Ground, is a disused chalk pit. Other earthworks within the site add further habitat diversity. Wildlife Site criteria: Ancient Woodland Inventory site; woodland indicators.

22/047 The Warren (N.E. of Stevenage) TL273277

Ancient semi-natural Hornbeam (*Carpinus betulus*) coppice woodland with Pedunculate Oak (*Quercus robur*) and Ash (*Fraxinus excelsior*) standards. The understorey supports Hawthorn (*Crataegus monogyna*) and Elder (*Sambucus nigra*) with Hazel (*Corylus avellana*) and the ground flora contains woodland indicators, mainly Bluebell (*Hyacinthoides non-scripta*), with Bramble (*Rubus fruticosus* agg.) and Common Nettle (*Urtica dioica*). Wildlife Site criteria: Ancient Woodland with a semi-natural canopy and field evidence suggesting an ancient origin; shown on Bryant 1822): > 1 ha

22/049 Coble's Spring and The Bushes TL292255

Woodland divided into three compartments by rides, which partly support species-rich neutral grass. Coble's Spring in the east is an ancient woodland site and is mainly composed of planted Ash (*Fraxinus excelsior*) and Sycamore (*Acer pseudoplatanus*) with some Scots

Pine (*Pinus sylvestris*) and European Larch (*Larix decidua*). The ground flora supports ancient woodland indicators including Dog's Ushes in the west is divided into a northern section of secondary broadleaf woodland and a southern section of mainly of dense scrub with a large clearing. The broadleaved woodland is predominantly secondary Pedunculate Oak (*Quercus robur*) with a dense sub-canopy of Elder (*Sambucus nigra*) and Hawthorn (*Crataegus monogyna*) and a ground flora dominated by Dog's Mercury. The grassy ride is the best area and supports herb-rich flora. The wood is used by protected species. Wildlife Site criteria: Part Ancient Woodland (Coble's Spring) with restorable elements of its previous semi-natural character including some semi-natural canopy, shown on Bryant (1822) part old secondary woodland with a semi-natural canopy and varied structure.

23/002 Bassus Green Road Verges TL304257

Broad grassy road verges comprising species-rich neutral grassland with damp areas, ditches, old hedges and scrub. The sward supports grassland indicator species including Lady's Smock (*Cardamine pratensis*), Meadow Vetching (*Lathyrus pratensis*), Common Knapweed (*Centaurea nigra*), Cowslip (*Primula veris*), Meadow Buttercup (*Ranunculus acris*) and Common Sorrel (*Rumex acetosa*). The nationally rare Scarlet Malachite beetle (*Malachius aneus*) has been recorded. Wildlife Site criteria: Grassland indicators: species.

23/003 St. Johns Wood and Lords Wood TL10256

Ancient semi-natural Pedunculate Oak (*Quercus robur*), Hornbeam (*Carpinus betula*) woodland with mature Hornbeam coppice and frequent Pedunculate Oak standards. There are also Ash (*Fraxinus excelsior*) standards and Hazel (*Corylus avellana*) coppice along with some Birch (*Betula* spp.) and Field Maple (*Acer campestre*). The wood also comprises some secondary scrub woodland and areas which have been replanted. The ground flora is diverse, with records for numerous woodland indicators, including several ferns (*Dryopteris* spp.) Violets (*Viola* spp.) and Sedges (*Carex* spp.) Bluebell (*Hyacinthoides non-scripta*), Yellow Pimpernel (*Lysimachia nemorum*), Wood Sorrel (*Oxalis acetosella*), Wood Anemone (*Anemone nemorosa*), Primrose (*Primula vulgaris*) and Violet Helleborine (*Epipactis purpurata*), an uncommon plant in Hertfordshire. There are numerous records for birds, including Nightingales (*Luscinia megarhynchos*), for the Hazel Dormouse (*Muscardinus avellanarius*) and Harvest Mouse (*Micromys minutus*). Historically the site was well known for its diversity of butterfly species. External and internal woodbanks, numerous small ditches and marshy/damp rides and habitat diversity. Wildlife Site criteria: Ancient Woodland Inventory site: Woodland indicators: species.

30/015 Baron's Grove TL294249

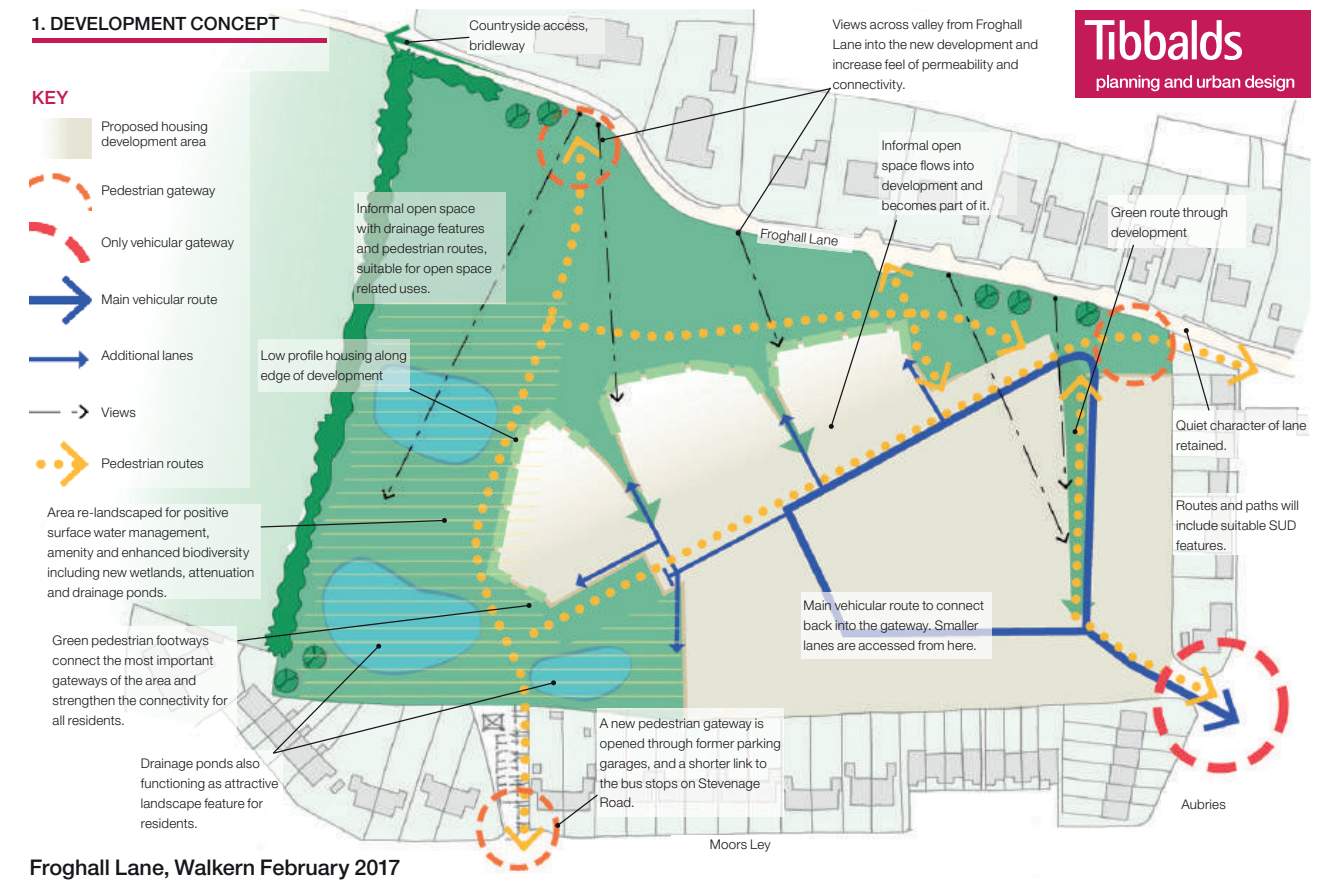
Part ancient semi-natural Pedunculate Oak (*Quercus robur*)/Hornbeam (*Carpinus betulus*) and Ash (*Fraxinus excelsior*), Field Maple (*Acer campestre*), Hazel (*Corylus avellana*) woodland with some Beech (*Fagus sylvatica*). Mixed plantation to the south. Two small ponds recorded in the north of the wood near the boundary. The northern margin is bordered by a Hawthorn (*Crataegus monogyna*) hedge. A ditch and grassy ride mark the southern edge of the ancient woodland area, following a parish boundary. The ground flora in the northern part of the wood is dominated by Bluebell (*Hyacinthoides non-scripta*) and Dog's Mercury (*Mercurialis perennis*). Wildlife Site criteria: Ancient Woodland Inventory site; woodland indicators.

31/009 Walman's Wood TL306245 see GIS 1997 Layer

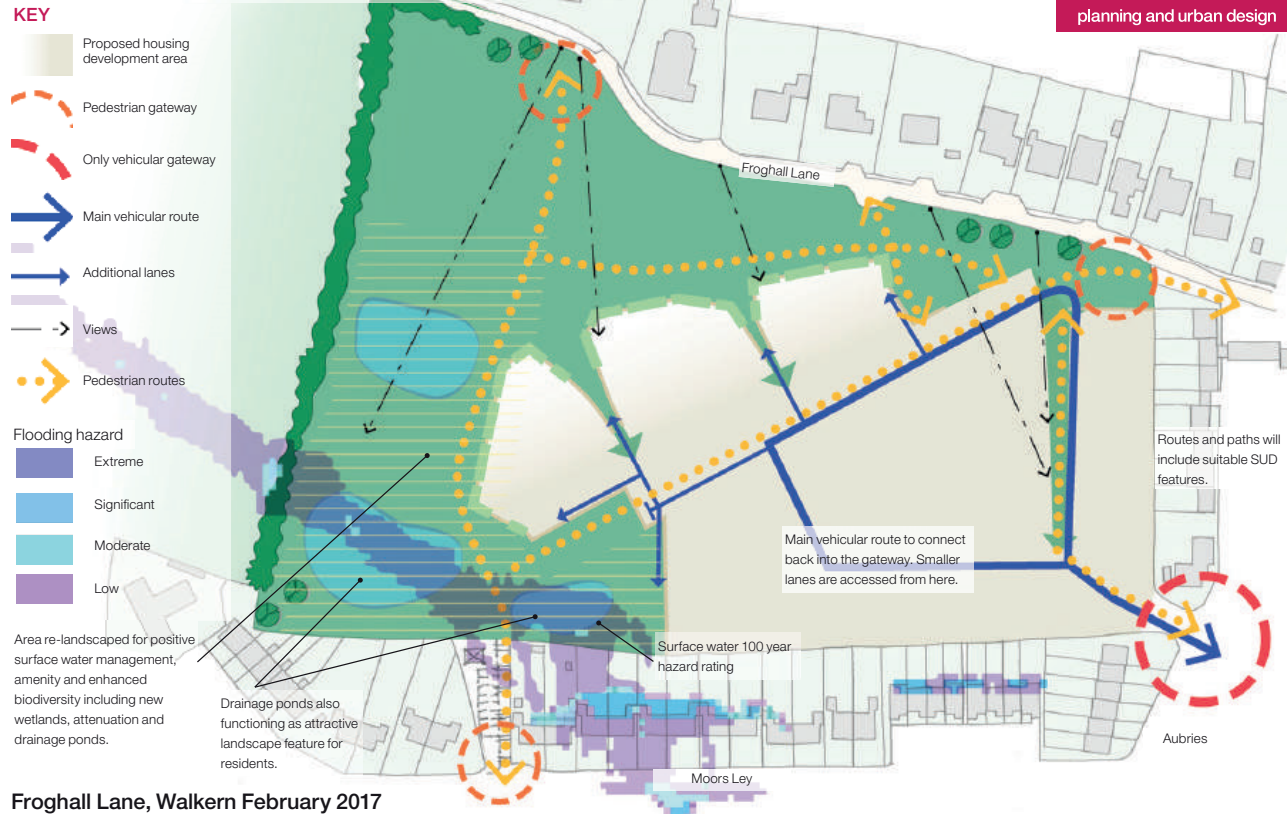
Ancient semi-natural Pedunculate Oak (*Quercus robur*) Hornbeam (*Carpinus betulus*) woodland with old and more recent Hornbeam coppice and a few Pedunculate Oak standards, Larch (*Larix* sp.) and Oak (*Quercus* sp.) plantation in southern part of the wood. The ground flora supports woodland indicators, mainly Bluebell (*Hyacinthoides non-scripta*) with some Primrose (*Primula vulgaris*), Wood Millet (*Millet effusum*), wood sedges and much Bramble (*Rubus fruticosus* agg.) Ancient Woodland Site criteria: Ancient Woodland Inventory site: woodland indicators.

Data supplied by Herts & Middlesex Wildlife Trust

Appendix H - Tibbalds Framework



1. DEVELOPMENT CONCEPT (showing flood hazard area)



Tibbalds
planning and urban design

3. ILLUSTRATIVE HOUSING DETAIL



Tibbalds
planning and urban design

2. DEVELOPMENT FRAMEWORK



Tibbalds
planning and urban design

4. BEST PRACTICE EXAMPLES

1 TERRACED HOUSING

St Modwen, Homes, Locking Parklands

St Chad's, Tibury, Project winner 2015

2 MIXED TYPOLOGIES

Cottam Meadow, Preston, Preston City Council, project winner 2015

Both examples show a continuous frontage of terraced housing, which can support the streetscape as well as an open space. The use of different materials in the right picture shows that distinct identities can be created.

Very interesting in this view is the street interface which allows all participants a wide space to use together. Green interventions create identity and limit the movement of traffic. The typologies range from a terraced frontage to semi-detached homes, which creates an environment that is lively and rich in variety.

3 DETACHED HOUSING

Field Lane, Litherland, DK-Architects

4 LOWER RISE, CONTEMPORARY, GREEN ROOFS

Grube, Winner of German green roof competition 2011

Mill Hill Valley cabin, San Francisco

Kendram, Turf House, Scotland

The detached houses in Officers Field, line the open space efficiently, but also offer glimpses through to the further countryside and adjacent development. Even though they are lined by walls the space is overlooked through the wide windows in their gable design.

Low rise homes with green roofs will sit along the northern and western edge of the development. The detached and semi detached houses form an informal edge allowing varied building lines and irregular spacing. The adjacent informal green and pedestrian links will be overlooked.

Froghall Lane, Walkern February 2017

Tibbalds
planning and urban design

On-street parking in Walkern High Street and in the residential roads of Aubries and Moors Ley causes traffic congestion and issues with access for the emergency services. In Aubries and Moors Ley in particular, where insufficient private parking spaces were provided when the development was built, cars are parked on pavements to avoid blocking the narrow roads. This also creates a safety issue for pedestrians. There are fears that the new housing development on the Land South of Froghall Lane could worsen this already acute problem, if parking standards are insufficient to ensure that residential parking is solely contained with the development site.



High Street

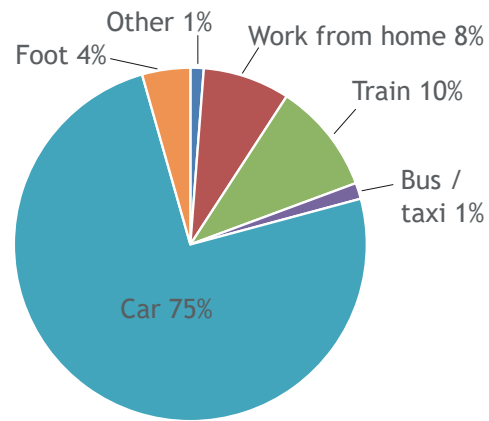


Aubries

The lack of adequate public transport forces villagers to use their own vehicles to travel to work.

Travel to Work %

This pie chart shows the overwhelmingly large percentage of workers who use their car to get to work. It is likely that those travelling by train also use their car to travel to the train station.

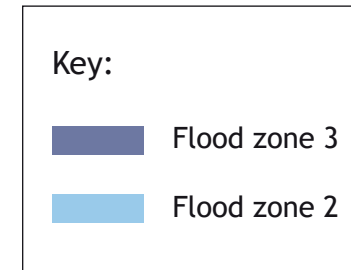


Source: ONS (2011 Census, Quick Statistics, Method of Travel to Work, Walkern Parish)

In the Building and Development section of the Walkern Neighbourhood Plan Questionnaire residents were asked what facilities should be included in new housing developments. 80% of respondents said that all new builds must have parking spaces or garages.

East Herts minimum residential parking standards proposed in the District Plan are 1.5 off-street spaces for a one-bed home. However, car ownership is significantly higher in Walkern (an average of 1.7 cars per household) than in East Herts as a whole (an average of 1.5 cars per household). In addition, recent applications for residential development in East Herts have seen developers arguing that on-street parking spaces should be allowable to satisfy parking standards. This would not be acceptable in Walkern where problems caused by on-street parking are already acute. Therefore, Policy 8 of the Neighbourhood Plan includes a mandatory minimum standard of 2 off-street parking spaces per household.

Appendix J - Walkern Flood Plain Map



Contains Environment Agency information © Environment Agency and database right

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The information in this appendix is correct at the time of writing the Plan. Up to date information should always be sought from the local planning authority, the Parish Council or other relevant organization such as the Environment Agency.

Appendix K - List of Background Documents

The following documents, amongst others, have been used in the production of this plan:

Buntingford Community Area Neighbourhood Plan 2014-2031 The Report by the Independent Examiner Richard High BA MA MRTPI. 8 November 2016
Buntingford (Schools) Position Statement, 20 August 2014
East Hertfordshire Green Infrastructure Plan. Land Use Consultants, March 2011
East Herts District Plan 2011-2033. East Herts District Council 2016
East Herts Local Plan Second Review 2007
Great Horwood Parish Neighbourhood Plan 2014 - 2031. Great Horwood Parish Council, March 2015
Hertfordshire Biodiversity Action Plan. The Hertfordshire Environmental Forum, www.hef.org.uk
Hertfordshire Ecological Network Mapping. HERC, 2015
Landscape Character Assessment SPD. East Herts Council, 2007 www.eastherts.gov.uk/spd
Local Green Space Designation. Open Spaces Society, 2015
Local Green Space Methodology. Bedford Borough Council, 2015
Neighbourhood Planning Guidance Note. East Herts Council, December 2014
Neighbourhood Statistics, ONS 2001 and 2011 Census
Planning Practice Guidance. www.gov.uk, various
Plus... Extensive use of resources produced by Locality http://mycommunity.org.uk/take-action/neighbourhood-planning/
Report on Walkern Housing Needs Survey. Community Development Action Hertfordshire, February 2017
River Beane Catchment Management Plan. River Lea Catchment Partnership, www.riverleacatchment.org.uk/index.php/river-beane-home
Stevenage to Walkern Multi-use Path Feasibility Reference. Groundwork Hertfordshire, 2009
Thame Neighbourhood Plan. Thame Town Council, Examination Version November 2012
The Localism Act 2011
The National Planning Policy Framework 2012
The Neighbourhood Planning (General) Amendment Regulations 2015
The Neighbourhood Planning (General) Regulations 2012
Updated Parking Standards SPD. East Herts Council, www.eastherts.gov.uk/spd
Walkern Conservation Area Character Appraisal and Management Proposal. East Herts Council, December 2016

Appendix L - Acknowledgements

The Neighbourhood Plan Group would like to thank the following people and organisations for their invaluable help in producing the Neighbourhood Plan:

- Chris Birt** - analysis of village survey data
- Heidi Broady** - Parish Clerk
- Ray Carter** - landowner
- Paul and Anne Collis** - ornithological knowledge in and around Walkern Parish
- David de Boinville** - landowner
- Graphix** - printers
- Hertfordshire Mercury** - printing articles & photographs
- Herts & Middlesex Wildlife Trust** - wildlife data & mapping data
- John Hill** - historical evidence in and around Walkern Parish
- Gerri Hudson** - photographic evidence of slow worms and newts in and around Froghall site
- Derek Jackson** - historical knowledge of Walkern
- Steve Jenner** - former chair of Walkern Parish Council
- Peter Lincoln** - landowner
- Stephen Lowe** - art materials and loan of display boards
- Ordnance Survey** - mapping data
- Paradigm Housing** - Housing Association
- John Pearson** - detailed collection of moth species within Parish
- Andy Phillips** - geological advice
- Mae Standing** - pledge tree
- John Stinchcombe** - details of trees in Froghall area and around Walkern
- Dan Taylor** - photos
- United Reformed Church** - meeting hall
- Jacqueline Veater (Govresources)** - consultant to Walkern Parish Council and WNPG
- The late Brian Wakeley** - landowner
- James Wakeley** - landowner
- Walkern Action** - enabling communication with the village
- Walkern History Society** - historic information and use of Walkern History Boards
- Walkern Journal** - printing information and communication with the village
- Walkern Parish Council** - notice board availability for communication
- Walkern Stores** - posters and collecting box for questionnaires
- Mrs Robin Warner-Smith** - landowner
- Mr And Mrs Wilson** - landowner
- Chris Windebank** - Logo, Banner and Badges
- Michele Rist** - Photographs
- Dave Standing** - Maps
- Philip Hewitt** - Photographs



www.walkerneighbourhoodplan.com

MINUTES OF A MEETING OF THE
PERFORMANCE, AUDIT AND GOVERNANCE
SCRUTINY COMMITTEE HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON TUESDAY 13 MARCH 2018,
AT 7.00 PM

PRESENT: Councillor M Pope (Chairman)
Councillors A Alder, P Ballam, S Cousins,
K Crofton, D Oldridge, L Radford, S Reed,
P Ruffles, T Stowe and J Wyllie

ALSO PRESENT:

Councillors S Rutland-Barsby

OFFICERS IN ATTENDANCE:

Isabel Brittain	- Head of Strategic Finance and Property
Lorraine Blackburn	- Democratic Services Officer
Helen Standen	- Director
Ben Wood	- Head of Communications, Strategy and Policy

ALSO IN ATTENDANCE:

Alan Cooper	- SIAS
Debbie Hanson	- Ernst Young LLP
Pamela Hillie	- Ernst Young
Nick Jennings	- Shared Anti-Fraud Service

(SAFS)

389 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed all to the meeting adding that this was the last meeting of the civic year.

390 APOLOGIES

Apologies for absence were submitted on behalf of Councillors P Boylan, R Henson, and J Kaye. It was noted that Councillor S Cousins was substituting for Councillor J Kaye.

391 MINUTES – 16 JANUARY 2018

RESOLVED – that the Minutes of the meeting held on 16 January 2018 be confirmed as a correct record and signed by the Chairman.

392 CORPORATE FINANCIAL HEALTHCHECK REPORT - QUARTER 3

The Head of Strategic Finance and Property and Head of Communications, Strategy and Policy submitted a monitoring report on finance and performance as at 31 December 2017.

The Head of Strategic Finance and Property stated that the budget overspend as at 31 December 2017, was £58k and this now stood at £55k. She added that the overspend had been considered by Leadership Team and that going forward, the future aim was to come in on budget. The Committee Chairman acknowledged

that the overspend had been trending downwards.

Councillors K Crofton and J Wyllie referred to the underspend in relation to the Castle Weir micro hydro scheme and the apparent lack of progress in this project . The Head of Strategic Finance and Property explained the budgeting arrangements on this issue and undertook to ask the Head of Operations to provide an update. The Committee Chairman reminded Members that the Environment Agency had been slow to respond and had delayed progress.

Councillor S Cousins supported the Castle Weir micro hydro scheme, adding that it would bring great benefit financially, to the running costs of Hertford Theatre.

Councillor A Alder sought clarification regarding Decent Home Grants (Policy) and the Bell Street, Sawbridgeworth toilets and car park. The Head of Strategic Finance and Property agreed to ask appropriate Heads of Service to provide Members with an update.

In response to a query by Councillor D Oldridge, the Head of Strategic Finance and Property explained how claw backs in the budget were approached, e.g., by not filling vacant posts, reducing office consumables to prevent over-ordering.

Councillor K Crofton requested further information regarding a £13k reduction in income predicted in orders for clinical waste collections. The Head of Strategic Finance and Property undertook to ask the Head of Operations to respond to Members.

The Chairman referred to depressed rental incomes in respect of Charrington's House, Bishop's Stortford. The Head of Strategic Finance and Property commented that there had been a number of new signings which would go some way to address the gap in the 2018/19 budget. The Head of Communications, Strategy and Policy provided an update in relation to "Launch Pad" and the internal changes to the ground floor layout of Charrington's House in order to attract smaller businesses.

The Committee Chairman referred to the increased costs in Legal and Democratic Services and was advised that an interim member of staff had been appointed to fill a position at the beginning of the year, however, the post had now been permanently filled.

Members debated the issue of shortages and causes in recruiting sufficient planning staff. Members supported the suggestion that this be referred to the Interim Head of Human Resources and Organisational Development as a first step and the possibility of including this in the work programme for review.

The Committee Chairman referred to the overspend of £110k in relation to BATs shared service and the increased costs in respect of cyber security and additional software licenses. The Committee supported a suggestion that this be added to the work programme for further scrutiny.

In response to a query from Councillor A Alder about Aged Debtors, the Head of Strategic Finance and

Property stated that one large invoice regarding the car park in Bishop's Stortford remained outstanding. She agreed to write to Members with an update.

The Committee Chairman queried whether the "My Incubator" project offered value for money. The Head of Communications, Policy and Strategy provided an update on this, funding streams and proposed alternative accommodation.

The Committee Chairman queried the issue of the £240k housing benefit equalisation reserve and whether the volatility was likely to continue. The Head of Strategic Finance and Property explained the position in relation to housing subsidy claims and the impact on the budget.

In response to a query from the Committee Chairman regarding the £821k capital resources for future social housing schemes, the Head of Strategic Finance and Property explained that this sum was being set aside in reserves until a worthy scheme had been identified.

The Committee supported the recommendations as detailed.

RESOLVED – that (A) the Executive be advised that Members noted the projected revenue budget forecast overspend of now £55k in 2017/18 ;

(B) the capital budget forecasted underspend of £2.166m , be noted;

(C) the reported performance and actions for the period October 2017 to December 2017 be noted;

(D) the Head of Operations provide Members with an update in relation to the Castle Weir Micro Hydro scheme including the issue of the budget underspend;

(E) the Head of Strategic Finance and Property provide Members with an update on the Decent Homes Grants (Policy);

(F) the Head of Operations provide Members with an update in relation to the Bell Street, Sawbridgeworth toilets and car park;

(G) the Head of Operations provide Members with an update in relation to a £13k reduction in predicted income in relation to clinical waste collections;

(H) the BATs shared service and the increased costs which have occurred in respect of cyber security and additional software licenses be added to the Work Programme for further scrutiny; and

(I) the Head of Strategic Finance and Property provide Members with an update in relation to Aged Debtors and the large invoice still outstanding in relation to the car park at Bishop's Stortford.

393 GENERAL DATA PROTECTION REGULATIONS (GDPR) –
UPDATE

The Head of Legal and Democratic Services and Monitoring Officer submitted an update in relation to the forthcoming General Data Protection regulations due to come into force on 25 May 2018. The Committee Chairman asked Members to write to the Head of Legal and Democratic Services and Monitoring Officer with any queries.

Councillor A Alder requested that a training session be arranged on how Members held and used personal data. This was supported.

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

(B) the Head of Legal and Democratic Services and Monitoring Officer, be advised of Members' support for training.

394 EXTERNAL AUDITOR - AUDIT PLANNING REPORT - YEAR
ENDING 31 MARCH 2018

The External Auditor submitted a report summarising the Audit Plan and the approach proposed by the External Auditors in carrying out their responsibilities.

The report explained the proposed audit approach in accordance with statute and professional requirements and in relation to the Committee's and service expectations. The Audit Plan provided a summary of the External Auditor's initial assessment of the key risks and the strategy to address those risks.

The External Auditor commented that specialist advice was sought when needed and that their role was to ensure that value for money was achieved and to confirm that sound arrangements were in place.

The report was debated at length. Members sought and were provided with clarification on a number of issues, including:

- the valuation of assets and the assumptions made;
- Old River Lane – valuation of asset;
- changed deadlines in relation to the finalisation of the accounts;
- time spent on site by the External Auditors and number of return visits made.
- value for money arrangements and value for money risks (including those in relation to the Old River Lane plans and the establishment of a property company, and those in relation to a long term leisure company; and
- materiality set at 2% of the Council's prior gross expenditure and why it had been set at this figure.

The External Auditor explained the various stages involved in an audit, what could be included and the proposed timeframes for a review. This included:

- Income and expenditure;
- Property, Plant and Equipment (PPE) additions;
- Exit packages;
- Grant information;
- Contracts;

- Leases; and
- Housing benefits.

It was noted that timescales would be the subject of discussion with the Head of Strategic Finance and Property.

Members supported the level of materiality (2%) suggested by the External Auditor and noted the report.

The Committee Chairman on behalf of Members thanked the External Auditor for their report.

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

(B) the level of materiality set by the External Auditor at 2%, be supported.

395 SHARED ANTI- FRAUD SERVICE DRAFT PLAN 2018/19

The Shared Anti-Fraud Officer submitted a report setting out the proposed Anti-Fraud Plan for 2018/19 and reminded Members that the LGA Workbook on Fraud and Bribery Prevention had been made available at the last meeting.

The SAFs Officer provided a summary of the report, including a summary of some of the cases currently being investigated. He thanked Councillor A Alder who had been involved in organising training for local parish clerks.

The SAFs Officer referred Members to the Action Plan

2018/19 and what areas of activity would be reviewed. He stated that he hoped the service could achieve a £150k saving next year and summarised the campaigns to highlight and identity fraud and corruption.

The SAFs Officer stated that in his view, the best action to prevent fraud, was to publicise the successes of the service. He explained how monies saved through successful prosecutions trickled back to the appropriate Councils. The use of social media to deliver an anti-fraud culture was discussed.

The Committee Chairman on behalf of Members thanked the SAFs for the report and the targets achieved.

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

(B) the SAFs Anti-Fraud Plan for 2018/19 be approved.

396 SHARED INTERNAL AUDIT SERVICE (SIAS) INTERNAL AUDIT PLAN 2018/19

The Shared Internal Audit Service (SIAS) submitted a report on the proposed Internal Audit Plan for 2018/19. The SIAS Officer provided a summary of the report and referred to proposals to reduce the service by 10% which he said, would not affect the level of service provided. The SIAS Officer outlined the scope of the 2018/19 proposed audit, and the anticipated length of audit days to complete each area of review. He confirmed that the internal audit would include the

profile of aged debts and Section 106 spend arrangements.

Councillor K Crofton sought further information on the management challenges of Section 106 payments. The Committee supported the suggestion that this be included on its work programme for review.

The Committee noted the report and the suggestion that the management challenges of Section 106 payments be included on its work programme for review.

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

(B) the management challenges of Section 106 payments be included on the Committee’s work programme for review.

397 SHARED INTERNAL AUDIT SERVICE - AUDIT PLAN: UPDATE

The Shared Internal Audit Service submitted a progress report on the 2017/18 audit plan. He provided an update of what additional audits had been added to the internal audit, including that of the General Data Protection Regulations (GDPR).

The Committee noted the Internal Audit Progress report and supported the amendments to the Audit Plan as at 23 February 2018. The Committee also noted the status of high priority recommendations.

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

(B) the amendments to the Audit Plan as at 23 February 2018 be approved; and

(C) the status of high priority recommendations be noted.

398 RISK MANAGEMENT STRATEGY ANNUAL REVIEW

The Executive Member for Finance and Support Services submitted a report updating Members on proposed changes to the Risk Management Strategy. The proposed tracked changes were detailed in the report.

Members referred to Appendix 1 – Categories of risk (agenda page 205) and suggested that the wording under “Risk” within “Examples” should be amended to read “New political arrangements” and that all other wording should be deleted within this heading. This was supported.

The Committee supported the proposed change and recommended the report as amended, to the Executive.

RESOLVED – that (A) the Executive be advised that the Committee supports the revised Risk Management Strategy, as now amended.

399 WORK PROGRAMME 2018/19

The Chairman of Performance, Audit and Governance Committee submitted a report on the Committee’s

future work programme. The Democratic Services Officer provided an update to the report:

- Annual Leisure Performance report – to be pushed back;
- Delivery of Housing Health and Strategy – subject to confirmation by the Head of Housing and Health;
- Annual Finance Report 2017/18 – to be removed (from July meeting);
- Project Savings to be added to July meeting (Head of Strategic Finance and Property);
- Constitution Review : Update – to be removed as this will be reported directly to Council;
- Statement of Accounts 2017/18 – remove as these will be signed off in July.

The Committee was reminded of an earlier suggestion to include BATs shared service and the increased costs in respect of cyber security and additional software licenses, on the work programme. This was supported.

Members referred to the difficulties the Council faced in recruiting Planning Officers and asked that Members' concerns be forwarded to the Interim Head of Human Resources and Organisational Development.

The Committee was reminded of the earlier suggestion to include within the work programme a review of the management challenges of Section 106 payments. This was also supported.

The Committee received the work programme as detailed and supported the proposed changes now

detailed.

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

(B) Members’ concerns regarding the difficulties the Council faced in recruiting Planning Officers be forwarded to the Interim Head of Human Resources and Organisational Development.

The meeting closed at 8.55 pm

Chairman
Date

MINUTES OF A MEETING OF THE
OVERVIEW AND SCRUTINY COMMITTEE
HELD IN THE COUNCIL CHAMBER,
WALLFIELDS, HERTFORD ON TUESDAY 17
APRIL 2018, AT 7.00 PM

PRESENT: Councillor M Allen (Chairman)
Councillors D Abbott, M Casey, G Cutting,
B Deering, I Devonshire, H Drake,
J Goodeve, Mrs D Hollebon, P Moore,
M Stevenson and N Symonds

ALSO PRESENT:

Councillors A Alder, L Haysey, T Page and
P Ruffles

OFFICERS IN ATTENDANCE:

- | | |
|--------------------|--|
| Lorraine Blackburn | - Democratic Services Officer |
| Fiona Corcoran | - Scrutiny Officer |
| Jonathan Geall | - Head of Housing and Health |
| Su Tarran | - Head of Revenues and Benefits Shared Service |
| Helen Standen | - Director |
| David Thorogood | - Environmental Co-Ordinator |

John Williams - Electoral
Services
Officer

426 MINUTES

It was moved by the Committee Chairman and seconded by Councillor M Casey, that the Minutes of the meeting held on 20 February 2018 be confirmed as a correct record and signed by the Chairman. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

RESOLVED – that the Minutes of the meeting held on 20 February 2018 be confirmed as a correct record and signed by the Chairman.

427 CHAIRMAN'S ANNOUNCEMENTS

The Chairman said that in the interests of greater visibility and transparency of decision making, recommendations needed to be formally moved and seconded, before voting by a show of hands in relation to items such as the Minutes, the Work Programme and any changes to report recommendations other than those for information (such as presentations and updates).

428 DECLARATIONS OF INTEREST

Although not a Disclosable Pecuniary Interest (DPI), Councillor Mrs D Hollebon commented that she wished to speak as a Ward Member in relation to the agenda item on Community Governance Review for Bishop's Stortford. She stated that she represented Bishop's Stortford South which

included a part of the Parish of Thorley.

429 UPDATE FROM THE LEADER OF THE COUNCIL

The Leader of the Council provided Members with a summary of her role and functions. She said that as Leader, it was she who was publically answerable should anything go wrong.

The Leader explained that she met monthly with Portfolio Holders, who in turn liaised closely with Heads of Service. The Leader explained the important role of working with partners in the development of Master Planning initiatives and the District Plan to ensure a co-ordinated approach to meet future housing provision targets and infrastructure needs.

The Leader explained that Gilston was part of a growing town, (Gilston Harlow Garden Town Board) and referred to the funding the Council had received to set up appropriate structures. It was noted that 16,000 homes would be built in the wider area, as part of the first tranche.

The Leader provided a summary of the organisations she was involved with. She stressed the need for a co-ordinated approach to influence future opportunities for East Herts. This would help support an over-arching structure for the area moving forward into 2023 to achieve a target of 100,000 new homes in Hertfordshire.

The Leader said that she was continually surprised at how much paper she needed to read and understand. She added that the Council needed to make sure that it continued with forward momentum in order to ensure that

homes were built of good quality and design.

Members received the presentation and thanked the Leader for her summary.

RESOLVED – that the presentation be received.

430 PRESENTATION ON COUNCIL TAX SUPPORT 2019-20

The Head of Revenues and Benefits Shared Service gave a presentation on a proposed scheme for Council Tax Support for 2019-20. She explained that following changes in regulations in 2013, it was for individual Local Authorities to arrange their own Council Tax Support arrangements for working age customers. Council Tax support schemes for pensions continued to be determined by Central Government.

The Head of Revenues and Benefits Shared Service explained that the cost of Council Tax Support was borne by the tax base and that the precepts for 2018/19 were:

- HCC 76.98%
- Police 9.56%
- EHC 9.57%
- Parish 3.89%

It was noted that the administrative costs to process applications was borne 100% by the Council but that it received a grant of £109,576 from Central Government towards these administration costs.

The new Universal Credit (UC) scheme was explained and would be introduced in this area from October 2018. The

Head of Revenues and Benefits Shared Service explained why this would increase administrative costs and the problems this would cause in terms of uncertainty in relation to customers' council tax obligations and the Council's ability to collect the liability. She explained a possible approach to address this issue in order to protect the vulnerable and to give people certainty about what they had to pay. It was noted that data modelling was programmed to start shortly and in advance of the introduction of UC in October 2018. The Head of Revenues and Benefits Shared Service stressed the need to protect the vulnerable during this change of process.

It was noted that consultation would be carried out on the scheme with council taxpayers.

The Committee Chairman sought and was provided with assurances that the scheme would have adequate safeguards.

Councillor M Casey asked why there was not a national scheme if there were so many challenges with having local schemes. The Head of Revenues and Benefits Shared Service acknowledged this and explained that the deregulation for working age customers was a Central Government decision.

In response to a query by Councillor H Drake, the Head of Revenues and Benefits Shared Service explained "non-dependant disregards" in relation to 18 year olds living at home.

The Chairman, on behalf of Members, thanked the Head of Revenues and Benefits Shared Service for her detailed

presentation and the proactive steps proposed to support vulnerable people at risk.

RESOLVED – that the presentation be received.

431 NIGHT TIME ECONOMY AND PUBLIC HEALTH: IMPACT OF ALCOHOL USE

The Head of Housing and Health submitted a report on alcohol use and the impact on the night time economy and public health. The Head of Housing and Health provided a summary of the report.

In response to a query by the Committee Chairman, the Head of Housing and Health explained how the consultation process had been extended and to whom, adding that it had gone beyond statutory partners. Councillor B Deering hoped that this would also include local Parish Clerks.

The Head of Housing and Health referred to a recent gathering of door staff which had been arranged by the Police to raise the issue of child exploitation issues and stated that there was scope to raise issues of public concern via Licensing Committee. He referred to new measures to alert Members and Parish Clerks about applications affecting their Wards and the positive feedback from the Police.

The Committee Chairman, on behalf of Members thanked the Head of Housing and Health for his presentation. The Committee received the report.

RESOLVED – that (A) the views of Hertfordshire

County Council's Public Health team on the impact of alcohol misuse on public health be noted;

(B) Members' view on how the Council and Public Health colleagues can work together to mitigate these impacts be passed to the Head of Housing and Health for consideration; and

(C) Members' views on key aspects of the draft Position Statement on "Licensing Decision Making relating to the Nigh Time Economy" set out in Essential Reference Paper "B" of the report submitted, be provided to the Head of Housing and Health for consideration.

432 CLIMATE CHANGE - UPDATE FROM THE TASK AND FINISH GROUP

Councillor B Deering, the Chairman of the Climate Change Task and Finish group submitted an update on the work undertaken so far and proposed potential key strategy areas. Councillor B Deering commented that it had been an interesting exercise, covering a wide range of themes and which had had excellent input from both Members and Officers. He referred to a number of outstanding issues and further discussions which the Group wished to undertake particularly in relation to renewable energy investment opportunities including battery storage. Councillor B Deering also referred to the need for the Council to be seen to be leading the climate change agenda locally and to get the message out to the business community and residents, aided by some form of hosted gathering.

The Environmental Sustainability Co-ordinator referred to Government imposed targets to reduce carbon emissions and improve energy efficiency. It was noted that in 2009, the Council's established target was a 25% reduction in carbon emissions by 2020 and this currently stood at 17%. Councillor N Symonds raised the issue of trying to get Housing Associations to install solar panels. It was noted that solar panel installations had been funded in the past through national schemes and that now such funding was less readily available. The current priorities for energy efficient development relate to a hierarchy of energy reduction, building fabric improvements and use of alternative energy.

The Committee Chairman sought and was provided with clarification on energy reduction targets and whether this was an issue across the EU platform or globally. The Environmental Sustainability Co-ordinator referred to the number of private rented properties which had an energy efficiency rating of "F" or below and the targets to bring as many homes to the level of code "C". It was noted that a significant minority of homes in East Hertfordshire required significant energy efficiency improvements. The Environmental Sustainability Co-ordinator explained why. He also explained how CO2 emissions at a District level were calculated.

Councillor G Cutting sought and was provided with clarification in relation to an application by Wickham Hall to house a battery bank and questioned why insulating (thermal) glass rather than solar panels, was not being promoted on new homes. This was explained by Officers.

It was moved by Councillor M Deering and seconded by

Councillor Mrs D Hollebon, that the recommendations, as detailed, be supported. After being put to the meeting, and a vote taken, the recommendations were CARRIED.

RESOLVED – that (A) further meetings of the Task and Finish Group continue in order to complete its review of climate change activity within the District;

(B) the Group prepare a draft strategy for discussion at Overview and Scrutiny Committee in September 2018;

(C) Officers facilitate the establishment of a forum that meets periodically to enable local environmental groups and other interested organisations to co-ordinate climate change activities and undertake joint working with the Council;

(D) Officers ensure opportunities continue to be explored for carbon reduction and energy efficiency measures to be reflected within relevant policy areas such as planning policy; and

(E) Officers develop a draft communication strategy to effectively promote climate change resilience activities, energy efficiency and carbon reduction, demonstrating the community leadership role of the authority.

433 COMMUNITY GOVERNANCE REVIEW : BISHOP'S STORTFORD

The Head of Legal and Democratic Services and Monitoring

Officer submitted a report on the responses received during the initial consultation for a Community Governance Review of Bishop's Stortford Town Council, including the town boundary. The Electoral Services Officer provided a summary of the report.

Councillor I Devonshire read out a summary of parishioners' concerns to the proposal in the Rural Ward of Thorley Parish. The summary challenged the legality of the proposal, the need for cohesive community governance, the proposed development in Bishop's Stortford South and the impact this would have on Thorley Parish Council.

Councillor Devonshire said that 114 respondents opposed the boundary change and 8 were in favour. A petition signed by 960 people calling for "no change" to the current boundary between Thorley Village and Bishop's Stortford had also been submitted. He challenged the need for change.

The Electoral Services Officer referred to the viability of Thorley Parish Council if change was made and outlined the statutory provisions, including the need to make a determination within 12 months of the review starting. He referred Members to the options as detailed in the report, adding that the Council could decide to take no action at this stage, adding that in that case, any changes would not be made in time for the May 2019 elections.

In response to a query by Councillor M Stevenson about the dissemination of information to residents, the Electoral Services Officer referred Members to the extensive leafletting of affected homes and community groups. Councillor M Casey commented that most of the objections

referred to the development at Bishop's Stortford South rather than a change from a Category 3 village to a town. He made the point that regardless of residence, people would use the facilities of Bishop's Stortford.

The consultation process and those consulted were debated.

Councillor Mrs Hollebon commented that as an elected Member, she represented all residents. She said that it appeared that a large number of responses submitted may have been instigated by a small number of residents and that many responses were not about the proposal, but other things they feared. Councillor Mrs Hollebon stated that while she appreciated what Thorley villagers were saying, she felt that they had missed the point that they used Bishop's Stortford facilities and Southern Country Park and it made sense to tidy up actual borders. Councillor M Stevenson referred to the strong feeling objectors had to keeping their own identity.

Councillor H Drake commented that from the responses received, very few lived in the area and that a large number were opposed to a boundary change. She suggested that there should be a budget for the publication of leaflets for the right residents on the right issues.

Councillor M Casey stated that as a resident, he was consulted on the issue and also received other information opposing a change and relating to planning issues. He stated that people should not be ignored.

On the issue of re-consultation, the Electoral Services

Officer said that there would be a second round of consultation after Council had considered the proposal. Councillor B Deering had concerns about this approach, and said it might suggest that an initial decision had been taken.

The Committee Chairman queried the precepts of Bishop's Stortford Town Council (£67.69) and Thorley Parish Council (£8.97) and how this might affect the Bishop's Stortford precept. He reminded Members that Bishop's Stortford Town Council had made this request because it felt that it was bringing benefit to the people. He acknowledged the fact that changes to Thorley Parish could mean the demise of the Parish Council.

Councillor G Cutting said that he struggled with the concept and had not yet reached a conclusion. He referred to decisions which the Planning Inspectorate might make in relation to Bishop's Stortford South on Green Belt countryside and residents' perceptions about the development of Whittington Way. Councillor Cutting said that there appeared to be confusion between the Parish boundary and its link with Whittington Way.

The Committee Chairman drew Members' attention to the options, as detailed. He stated that from the comments submitted it appeared that Members felt that the Parish needed to retain its own identity, whichever option was pursued.

The Committee supported the submission of Members' comments to the Executive as now detailed.

RESOLVED – that the Executive be advised that (A)

the responses received to the initial consultation on the Community Governance Review of Bishop's Stortford Town Council be received; and

(B) Members' comments as now detailed, be forwarded to the Executive for its consideration as part of the Community Governance Review.

434 COMMUNITY GOVERNANCE REVIEW : BUNTINGFORD

The Head of Legal and Democratic Services and Monitoring Officer submitted a report on the responses received during the initial consultation for a Community Governance Review (CGR) of Buntingford Town Council, including the town boundary. The Electoral Services Officer provided a summary of the report.

Councillor M Casey referred to the "natural barrier" of a ring road around Area "B" and asked Officers to ensure a level of consistency during the CGR process. He sought and was provided with clarification about Area "A".

Councillor M Stevenson commented that Cottered was a deprived area and queried the use by Buntingford of Section 106 monies and the potential windfall this brings to Buntingford Town Council in relation to Area "A" development.

The Committee supported the submission of Members' comments to the Executive as now detailed.

RESOLVED – that the Executive be advised that (A) the responses received to the initial consultation on the Community Governance Review of Buntingford

Town Council be received; and

(B) Members' comments as now detailed, be forwarded to the Executive for its consideration as part of the Community Governance Review.

435 COMMUNITY GOVERNANCE REVIEW : EASTWICK AND GILSTON

The Head of Legal and Democratic Services and Monitoring Officer submitted a report on the responses received during the initial consultation for a Community Governance review of Eastwick and Gilston Parish Council. The Electoral Services Officer provided a summary of the report.

The Committee received the responses and supported forwarding them to the Executive .

RESOLVED – that the Executive be advised that the responses received to the initial consultation on the Community Governance Review of Eastwick and Gilston Parish Council be received.

436 WORK PROGRAMME 2018/19

The Chairman of Scrutiny Committee submitted a report setting out the Committee's future work programme. The Scrutiny Officer provided a summary of the programme and referred to the positive feedback she had received in relation to presentations by Executive Members. She asked Members to contact her with any future suggestions.

It was moved by Councillor M Allen and seconded by

Councillor Mrs D Hollebbon that the draft work programme, as detailed, be approved. After being put to the meeting, and a vote taken, the recommendation was CARRIED.

RESOLVED – that the draft Work programme for Overview and Scrutiny Committee, as now detailed, be approved.

The meeting closed at 9.24 pm

Chairman
Date

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MINUTES OF A MEETING OF THE
OVERVIEW AND SCRUTINY COMMITTEE
HELD IN THE COUNCIL CHAMBER,
WALLFIELDS, HERTFORD ON TUESDAY 19
JUNE 2018, AT 7.00 PM

PRESENT: Councillor M Allen (Chairman)
Councillors D Abbott, S Bull, M Casey,
G Cutting, B Deering, I Devonshire,
H Drake, J Jones, P Moore, M Stevenson
and N Symonds

ALSO PRESENT:

Councillors D Andrews, E Buckmaster,
J Goodeve and P Ruffles

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Ben Cannell	- Front of House Manager
Fiona Corcoran	- Scrutiny Officer
Steven Dupoy	- Leisure and Environment Services Manager
Jess Khanom	- Head of Operations
Anjeza Saliaj	- Project Manager

Ian Sharratt	- Environmental Manager
Rhys Thomas	- Arts and Entertainment Programme Director
Liz Watts	- Chief Executive

ALSO IN ATTENDANCE:

Len Attrill	- WYG Consultancy
Malcolm Hewines	- Montagu Evans
Simon Lewis	- Buro4

48 UPDATE FROM EXECUTIVE MEMBER FOR HEALTH AND WELLBEING

The Executive Member for Health and Wellbeing provided a presentation on the process in relation to the leisure contract. He provided background information in relation to what decisions had been taken so far in terms of leisure provision and what capital commitments had been made to leisure facilities throughout the district. He also provided a summary of ongoing negotiations in general and the successes achieved in relation to securing external funding.

Councillor J Jones queried the progress made on Ward Freeman Pool. The Executive Member advised that the pool was owned by Hertfordshire County Council Leisure Facilities but that East Herts was doing all it could to enhance provision and improve its internal configuration.

The Committee Chairman, on behalf of Members thanked

the Executive Member for Health and Wellbeing for his presentation.

RESOLVED – that the presentation be received.

49 APPOINTMENT OF VICE CHAIRMAN

It was moved by Councillor G Cutting and seconded by Councillor P Moore that Councillor J Jones be appointed Vice Chairman for the civic year 2018 /19. Upon being put to be meeting and a voted taken the motion was declared CARRIED.

RESOLVED – that Councillor J Jones be appointed Vice Chairman for the civic year 2018/19.

50 APOLOGY

An apology was submitted on behalf of Councillor Mrs D Hollebon.

51 MINUTES

It was moved by Councillor M Allen and seconded by Councillor M Casey that the Minutes of the meeting held on 17 April 2018 be confirmed as a correct record and signed by the Chairman. After being put to the meeting and a vote taken the motion was declared CARRIED.

RESOLVED – that the Minutes of the meeting held on 17 April 2018 be confirmed as a correct record and signed by the Chairman.

52 CHAIRMAN'S ANNOUNCEMENTS

The Committee Chairman asked Members to support him in sending their good wishes to Councillor Mrs D Hollebon following the recent death of her husband.

The Committee Chairman reminded Members that in the interests of transparency and decision making, all recommendations needed to be formally moved and seconded with the exception of informative presentations.

The Committee Chairman also announced that Fiona Corcoran, Scrutiny Officer was leaving the Council to take up a position at the Centre for Public Scrutiny in London. On behalf of Members, he commented that Fiona had been an excellent asset and thanked her for her valuable contribution to the work of Scrutiny and wished her well for the future.

53 DECLARATIONS OF INTEREST

In relation to Minute 54 - Capital Development of Hertford Theatre, the following Members asked that their non-pecuniary interests be recorded:

Councillors D Abbott and N Symonds as Trustees of Rhodes Theatre in Bishop's Stortford;

Councillor J Jones had a family member employed by Hertford Theatre;

Councillor B Deering's wife worked as a volunteer at Hertford Theatre.

54 PROPOSED CAPITAL DEVELOPMENT OF HERTFORD THEATRE AND SURROUNDING AREAS

The Executive Member for Health and Wellbeing submitted a report on a proposed capital development of Hertford Theatre to improve the vibrancy of the town economically and socially. The report detailed a number of options. The report highlighted key areas of risk for the Council.

The Theatre Director and Arts Advisor gave Members a detailed and informative presentation about the theatre's past and current successes and patronage over the last eight years explaining why the development of the theatre now was essential in terms of its long term viability and so that it could continue to improve upon its cultural achievements. It was also felt that its development would create a dynamic hub of knowledge and heritage offering the visitor diverse experiences.

The Theatre Director provided a summary of the proposals, as detailed in the report, for the cinema, main auditorium, The Studio, Café/bar and The Motte and connections to Castle Gardens. He sought Members' support for the Option for "Growth and Legacy" in order to support social and economic viability and highlight the Council as an exemplar in supporting cultural development.

The Committee Chairman reminded Members that Essential Reference Papers B1 and B2 contained exempt information and that if Members wished to discuss the information contained therein, a motion to exclude the press and public would need to be moved.

While praising the presentation and the content of the report, Councillor B Deering queried what consultation had been undertaken and that the report made no suggestion of any Member involvement in the development of proposals. Councillor Deering suggested that the recommendation be amended to reflect this. Councillor G Cutting supported this proposal. He sought and was provided with clarification about the loan arrangements and echoed concerns about parking.

Councillor Deering thanked the theatre team for their excellent work in making the theatre such a success. He supported Councillor Cutting's concerns regarding parking generally and the need to protect the ancient condition of The Motte.

The Head of Operations reminded Members that expansion proposals for Hertford Theatre were agreed in the Service Plan in March 2018. She explained what consultation had been carried out, including with Hertford Town Council and acknowledged local parking difficulties. It was noted that negotiations were taking place locally with a supermarket to use parking facilities and the Theatre would be trying a number of initiatives in the hope that it would incentivise theatre users not to use their cars.

Councillor N Symonds expressed her concerns about parking at the theatre generally and arrangements for those with disabilities. The Theatre Director and Arts Advisor acknowledged the problem and explained the restrictions in being able to provide disabled parking on site. She sought and was provided with clarification regarding the lifespan of theatre subsidies.

The Head of Operations provided a general overview of the financial modelling and loan arrangements proposed.

Councillor H Drake referred to the new experiences being offered by Curzon Cinemas which offered the visitor a different type of cinema experience.

Councillor J Jones supported the opportunity for the Council and the theatre and was surprised to hear that proposals had developed to the stage they had and without consultation with Members and Local Members. Councillor D Andrews supported the proposal and cited examples of other cinemas within half an hour's drive which had multiple screens and better parking arrangements. He raised concerns about using St Andrew's Car Park for patrons and referred to the need to see stronger figures in terms of income generation. Councillor M Stevenson commented that she had been involved as part of the Health and Wellbeing Forum.

At 8:15pm it was moved by Councillor M Allen and seconded by Councillor M Casey that a motion to exclude the press and public be moved. Upon being put to the meeting and a vote taken, the motion was declared CARRIED.

Members sought and were provided with clarification in relation to the exempt papers in terms of issues in relation to the pay-back period and the project in terms of it being a major capital investment. A Member suggested the need to balance this against smaller quicker wins which might be better received by residents.

The press and public were later re-admitted to the meeting and Members discussed the positive feedback on a new initiative which the theatre had introduced including “pay what you feel” aimed at encouraging those from harder to reach backgrounds to pay after a performance.

Members expressed their appreciation to the Theatre Director and Arts Advisor for his engaging and comprehensive presentation.

It was moved by Councillor I Devonshire and seconded by Councillor G Cutting that the project be supported by increased Member involvement. After being put to the meeting and a vote taken, the recommendation was declared CARRIED.

It was moved by Councillor B Deering and seconded by Councillor G Cutting that the recommendations as amended and detailed be supported. After being put to the meeting and a vote taken, the recommendations were declared CARRIED.

RESOLVED – that the Executive be advised that Members support(A) investment on the basis of the preferred “Growth and Legacy” option, as now detailed; and

(B) increased Member involvement in the project .

(Councillors S Bull, M Casey, B Deering and N Symonds requested that their abstention from voting be noted).

55 CONTRACT OPTIONS FOR GROUNDS MAINTENANCE
CONTRACT - FINDINGS OF THE TASK AND FINISH GROUP

The Chairman of the Task and Finish Group submitted a report on the findings of the Grounds Maintenance Contract Task and Finish Group including soft market testing, and the implications for Hertfordshire County Council's (HCCs) verge maintenance.

Clarification was sought and provided in relation to the term of the contract.

Councillor M Stevenson expressed concern regarding the use of Glyphosate (to control weeds) and particularly in relation to its impact on earth worms. The Leisure and Parks Development Manager explained that this was widely used. Councillor G Cutting added that if the instructions were read correctly and used in dry weather, this had no impact on insects and earthworms and only impacted on foliage.

The Committee Chairman referred to the "top up" costs of £800,000 and reminded Members that this should be viewed within the term of the contract and was around £100,000 per annum. It was noted that HCC had been advised of the proposed changes relating to verge maintenance and on the "top up" arrangements. Officers commented that St Albans, Hertsmere and Three Rivers Councils had all removed the "top up" arrangement and that a joint public communications approach with HCC had helped to manage the change.

Councillor H Drake asked Officers to ensure that the size of litter bins be kept under review (and particularly in terms of the new contract) to reflect the needs of the area, e.g. placing larger bins near food establishments and shops.

In response to a query regarding numbers interested in tendering for the contract, the Leisure and Parks Development Manager explained that the Council was not at that stage yet, but that soft market testing had shown that five or six companies could be interested in tendering.

It was moved by Councillor M Allen and seconded by Councillor G Cutting that the recommendations as detailed be supported. After being put to the meeting and a vote taken, the recommendations were declared CARRIED.

RESOLVED – that the Executive be advised that Members support:

(A) a proposal to offer the contract for a term of 8 years with the potential for a 5 year extension;

(B) the design and tender of a contract which delivers the same quality standards (described in Essential Reference Paper “B” of the report submitted) across the district continuing with a performance / output approach as opposed to a scheduled delivery of works; and

(C) the need to make savings to offset the increase in costs of a new contract by no longer funding a “top up” to cut Hertfordshire County Council grass to the East Hertfordshire Council standard (saving approximately £800,000 over the contract term).

56 WORK PROGRAMME UPDATE

The Chairman of Overview and Scrutiny Committee submitted a report setting out the Committee’s future

work programme. The Scrutiny Officer provided a summary of the report and explained that there would be a further meeting on 10 July 2018 to consider the shared service arrangements in relation to IT and CCTV arrangements. Additionally, the Work Programme would be amended to include shared service arrangements in relation to Revenues and Benefits.

It was moved by Councillor M Allen and seconded by Councillor B Deering that the draft work programme, as amended and as detailed, be approved. After being put to the meeting and a vote taken, the recommendation was declared CARRIED.

RESOLVED – that the draft work programme as now amended, for Overview and Scrutiny Committee, be approved.

57 OLD RIVER LANE - BISHOP'S STORTFORD – UPDATE

The Chief Executive submitted a report on the progress of the Old River Lane (ORL) site in Bishop's Stortford and sought Members steer on the next phase of the development.

The Chief Executive drew Members' attention to the Essential Reference Papers which contained exempt information and reminded Members of the need to move a motion to exclude the press and public if they wished to consider the information in the open part of the meeting. She explained that she would present Members with a vision for the Old River Lane site (including some procurement options), followed by a presentation containing exempt information, by Mr Hewines (Consultant

for Montagu Evans) which would require the exclusion of the press and public.

The Chief Executive's presentation summarised the background to the project which included:

- A new arts/cultural and entertainment centre (500 seat theatre, 3-4 cinema screens, shared reception space, potential Bishop's Stortford library, and a one-stop shop for Council services, hot-desking work space, café/bar);
- Up to 180 homes (including a range of tenures and including affordable homes);
- Retail (shops and restaurants) ;
- Parking provision for the whole site;
- A new public square and high quality public realm;
- Castle Gardens connection;
- High quality accessible parking; and
- Sensitive scale and massing.

The Chief Executive explained the research and visits which had been undertaken by Members of the Arts Centre Working Group in terms of what arts and cultural centres might fit within the vision for ORL. It was noted that The Rhodes Centre had fully signed up to the vision for a new arts centre and was working with the Council through the signed Heads of Terms.

At 8:55pm it was moved by Councillor B Deering and seconded by Councillor M Casey that a motion to exclude the press and public be moved. Upon being put to the meeting and a vote taken, the motion was declared CARRIED.

Mr M Hewines (Consultant for Montagu Evans) provided Members with a presentation which summarised the business case for the development of the ORL site and his views following soft market and viability testing with developers on a number of core areas including:

- Developers' views of ORL as a major town centre regeneration opportunity;
- The content of the Masterplan; and
- Specific delivery issues, such as parking, place marking and accelerated delivery.

The Consultant provided a comprehensive summary on:

- the scheme's potential evolution in planning terms (including land costs and viability);
- a potential development package and delivery model;
- the financial implications (of delivery models) and income generation and a summary outputs and funding gaps; and
- Development and operational costs and risks associated with the project.

Members sought and were provided with clarification on:

- the issue of risk in relation to the options proposed (Members were keen to minimise risk);
- Charrington's House occupancy levels and current improvements and the absence of itemised demolition costs within the evaluations;
- the dependency of the ORL scheme on the multi-storey car park;
- land costs and disposal (including legislative restrictions) and whether the figures detailed included the costs associated with buying back the land originally sold to a developer;
- levels of affordable housing proposed and whether this was achievable in terms of the preferred option;
- whether properties could be included within the Council's portfolio;
- the need to accommodate successes (such as Launch Pad) within the new scheme arrangements;
- the need to have firm plans in relation to the arts centre;
- the funding gap and how this would be addressed;
- the use of Section 106 monies and proposed financial support by Bishop's Stortford Town Council to

support the scheme;

- Development proposals for the Arts Centre: the need for it to be centrally located and what consultation had been carried out over the last 18 months; proposed development proposals (including the need to install a “fly tower”) for the arts centre stage.

The Committee Chairman sought and was provided with clarification in relation to the financial risks associated with Options 2 and 3.

It was moved by Councillor M Allen and seconded by Councillor M Casey that the recommendations as detailed, be approved. After being put to the meeting and a vote taken, the recommendations were declared CARRIED.

RESOLVED – that the Executive be advised that Members support (A) the suggested delivery model as set out in the exempt Essential Reference Paper D (Business Case) and summarised in paragraph 2.2 of the report and the procurement phasing, set out in exempt Essential Reference Paper E (Procurement Strategy) and summarised in paragraph 2.4; and

(B) note the impact in relation to the Risk Register as detailed in Essential Reference Paper F.

58 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED – that under Section 100(A)(4) of the Local Government Act 1972 the press and public be excluded from the meeting during the discussion of Minute 54 (Proposed Capital Development of

Hertford Theatre and surrounding areas (in part) and Minute 57 Old River Lane Bishop's Stortford: Update (in part) on the grounds that they involved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of Schedule 12A of the said act.

59 POTENTIAL KINGSMEAD SCHEME

At 9.57 pm, the Chairman advised Members that Standing Orders would need to be suspended if they wished to consider the report about the Potential Kingsmead Scheme.

It was moved by Councillor M Allen and seconded by Councillor M Casey that Standing Order 9.1 (Duration of the Meetings) be suspended to allow the meeting to continue. After being put to the meeting and a vote taken, the recommendation was declared LOST.

It was moved by Councillor M Allen and seconded by Councillor B Deering that the item be deferred to the next meeting of Overview and Scrutiny Committee (on 10 July 2018). After being put to the meeting and a vote taken, the recommendation was declared CARRIED.

RESOLVED – that the matter be deferred to the next meeting of Overview and Scrutiny Committee.

The meeting closed at 9.58 pm

MINUTES OF A MEETING OF THE
HUMAN RESOURCES COMMITTEE HELD IN
THE COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON WEDNESDAY 18 APRIL
2018, AT 3.30 PM

PRESENT: Councillor C Woodward (Chairman)
Councillors P Boylan, S Bull, M McMullen,
P Ruffles and M Stevenson

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Vicki David	- Human Resources Officer
Claire Kirby	- Human Resources Officer
Kate Leeke	- Interim Head of Human Resources and Organisational Development

437 APOLOGY

An apology for absence was submitted on behalf of Councillor S Cousins.

438 MINUTES

Members referred to Minute 312 (Presentation by Occupational Health) and queried what action had been taken on the development of a Mental Health Policy. It was noted that the Council already had trained First Aiders and that Councillor P Moore was the Council's Mental Health Champion. The Interim Head of Human Resources and Organisational Development explained that staff involved with mental health would need to be well trained and the Council would need to be guided by clinicians in the development of any policy. Members asked the Interim Head to report back with a draft paper on how Mental Health First Aiders could be implemented to support staff.

Councillor P Boylan referred to Minute 310 (Minutes) and the fact that 25% of staff were "exceeding expectations" and reminded Officers that the Committee had asked for a report addressing the issue of talent management. It was noted that this would be addressed within the Human Resources Annual Report.

It was moved by Councillor P Ruffles and seconded by Councillor M Stevenson that the Minutes of the meeting held on 10 January 2018 be agreed as a correct record and signed by the Chairman. Additionally, that the Interim Head of Human Resources and Organisational Development report back on how mental health support can be addressed in the context of the Council's duty of care to its employees.

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

RESOLVED – that (A) the Interim Head of Human Resources and Organisational Development report back to Members on how mental health support can be addressed in the context of the Council's duty of care to its employees.;

(B) the Interim Head of Human Resources and Organisational Development address the issue of talent management within the HR Annual Report; and

(C) the Minutes of the meeting held on 10 January 2018 be agreed as a correct record and signed by the Chairman.

439 CHAIRMAN'S ANNOUNCEMENTS

The Committee Chairman referred to a new requirement for more visual and transparent decision making. To this end, all recommendations (including the Minutes) and recommendations made by the Local Joint Panel, needed to be formerly moved and seconded and be voted on.

440 PAY POLICY STATEMENT

The Interim Head of Human Resources and Organisational Development submitted a report setting out the annual Pay Policy Statement required under Sections 38 and 40 of the Localism Act. The Interim Head provided a summary of the report and advised that a 2 year staff pay award had been agreed from 1 April 2018.

Councillor P Boylan sought clarification of the pay award made to the Chief Executive. The Interim Head said that

1% had been offered nationally and this had been refused. The Interim Head said that the Chief Executive's salary was 6.2 times the average salary which was well within the target of 10 times the average salary of the lowest paid.

The Interim Head said she noted differing annual leave entitlements according to grade and as part of a wider review of remuneration this could be looked at in the long term. This was supported.

Clarification was sought and provided on progression schemes for Heads of Service and 360 degree appraisals.

Councillor P Boylan questioned what plans the Council had in terms of working towards a National Living Wage by a 2020 timeframe. Members supported the suggestion of an update at the next meeting.

It was moved by Councillor M McMullen and seconded by Councillor P Boylan that the Pay Policy Statement for 2018/19 be recommended for approval to Council. Additionally that a report on the progress made on a National Living Wage be presented at the next meeting and that a review be undertaken of annual leave discrepancies. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

The Committee supported the recommendations now detailed.

RESOLVED – that (a) the Pay Policy Statement for 2018/19 be recommended for approval to Council;

(B) Officers provide an update on the progress

towards a National Living Wage at the next meeting; and

(C) differing annual entitlements according to grade be reviewed and reported back to Members.

441 GENDER PAY GAP

The Interim Head of Human Resources and Organisational Development submitted a report on the Council's gender pay gap for 2017.

The Human Resources Officer provided a summary of the report, adding that this was a statutory requirement for organisations with 250 or more employees. She explained that the Council's mean gender pay gap was 8.46% and the median gender pay gap was 16.96%. There was no bonus pay gap as the Council did not make bonus payments. The Human Resources Officer said that this compared favourably with that of the UK as a whole as well as within the public sector.

The Human Resources Officer explained that there were more women in the lower pay scales with men concentrated in particular areas. Additionally, there was a greater proportion of men in the upper pay quartiles compared with lower pay quartiles and a greater proportion of women in the lower pay quartiles compared with upper pay quartiles. As such this had an impact on the Council's gender pay gap. The Human Resources Officer explained that as a result, the Council would be prioritising on a number of areas to reduce the gender pay gap :

- Recruitment – attracting more men into the Council, particularly into the lower graded roles
- Flexible working – in every role at every level;
- Breaking down gender stereotypes – in terms of traditionally “male or “female” areas of work.

The Committee Chairman sought and was provided with assurances on progress reports on the actions proposed.

In response to a query from Councillor M Stevenson, the Human Resources Officer explained what lower graded roles were, e.g., those in customer services, revenues and benefits, and business support functions. Following a review of recruitment data and processes, no pattern had been established as to why some applicants/interviewees were not offered roles.

It was moved by Councillor P Ruffles and seconded by Councillor M Stevenson that the Gender Pay Gap for 2017 as detailed, be noted. Additionally, that a progress report be presented on the initiatives outlined above, to reduce the gender pay gap.

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

The Committee supported the recommendations now detailed.

RESOLVED – that (A) the Gender Pay Gap for 2017 for 2018/19 be noted; and

(B) a progress report be presented on the initiatives outlined to reduce the gender pay gap.

442 HUMAN RESOURCES MANAGEMENT STATISTICS - QUARTERLY REPORT

The Interim Head of Human Resources and Organisational Development submitted a report setting out management statistics for the period 1 January 2018 to 14 March 2018. The Human Resources Officer summarised the report and highlighted a number of key areas. She referred to the current head count of 345 which equated to 301.44 full time equivalent posts. It was noted that the number of vacant posts was 50, which was 45.34 expressed as FTE posts.

Members were advised that turnover for the whole year 1 April 2017 to 31 March 2018 was 14.9% against a target of 10%. The current volunteer leavers' rate for quarter 4 was 1.7% and for the whole year 12.3% against a target of 10%. A summary of leaver turnover by service was provided. There were 9 involuntary leavers and involuntary turnover for the period was 0.3% and for the whole year this was 2.5%. A summary of sickness absence and work related accidents, reportable accidents (none) and equalities monitoring statistics were provided.

The Human Resources Officer provided a summary of the Learning and Development programme for 2017/18. It was noted that completed Performance Development Reviews now stood at 82%.

The Committee Chairman referred to the fact that there were 50 vacant posts and queried how long these had been vacant and whether the roles were needed. The HR Officer explained that the service was working with Heads

of Service to review establishments and give consideration as to whether these roles were needed.

Councillor M McMullen referred to the high volume of voluntary leavers. The Human Resources Officer explained that during 2017/18, a number of restructures had taken place and turnover had been high as a result. However, this had fallen each quarter and currently remained above the target.

Councillor S Bull expressed concern at the loss of Planning Officers and queried why they had left and that 21% across the organisation seemed a high figure for those choosing a different career. The Human Resources Officer explained that as a result of the high turnover, exit interviews were being closely monitored and results were largely positive with no trends having been identified. Staff were encouraged to complete exit questionnaires and submissions could be made anonymously. Confirmation was also provided that the Annual Turnover report 2017/18, which would be presented in July 2018, would give more detailed information. The Chairman suggested that if the high leaving figures continued, a further report be presented to Members. This was supported.

The Committee Chairman referred to the new General Data Protection Regulations and sought assurances that the Council was “up to speed”. The Interim Head provided an update and outlined what was proposed in terms of e-learning training platforms for both Officers and Members. She suggested a proposal to have mandatory training for some roles, e.g., health and safety. The Committee Chairman suggested that once a list of roles had been identified, the training could be rolled out to Town and

Parish Councils.

Councillor P Boylan was concerned that a number of Town Clerks felt “in the dark” about the forthcoming GDPR and needed training.

It was moved by Councillor S Bull and seconded by Councillor P Boylan, that the Human Resources statistics, as detailed be noted. Additionally that a further report be presented to Members should the high volume of leavers continues. After being put to the meeting and a vote taken, the motion was declared CARRIED.

The Committee supported the recommendations now detailed.

RESOLVED – that (A) the Human Resource Management Statistics for the period 1 January 2018 to 14 March 2018 as now submitted, be noted; and

(B) should the high volume of leavers continue, a report be presented to Members for consideration.

443 LOCAL JOINT PANEL - MINUTES OF THE MEETING: 21 MARCH 2018

It was moved by Councillor P Ruffles and seconded by Councillor M Stevenson that the Minutes of the Local Joint Panel be received. After being put to the vote and a vote taken, the motion was declared CARRIED.

RESOLVED – that the Minutes of the meeting held on 21 March 2018 be received.

(See also Minutes 444 to 446)

444 GRIEVANCE POLICY

The Committee considered the recommendation of the Local Joint Panel held on 21 March 2018.

It was moved by Councillor P Ruffles and seconded by Councillor M Stevenson that the Grievance Policy, as submitted, be approved. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that the Grievance Policy as submitted, be approved.

(See Minute 443 above)

445 RECRUITMENT, INDUCTION AND PROBATION POLICY

The Committee considered the recommendation of the Local Joint Panel held on 21 March 2018.

It was moved by Councillor S Bull and seconded by Councillor M McMullen that the Recruitment, Induction and Probation Policy as submitted, be approved. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that the Recruitment, Induction and Probation Policy as submitted, be approved.

(See Minute 443 above)

446 CLOSURE OF OFFICES ON CHRISTMAS EVE

The Committee considered the recommendation of the Local Joint Panel held on 21 March 2018.

The Interim Head of Human Resources and Organisational Development reminded Members that a member of staff via the suggestion scheme, had proposed that the offices close on Monday, as Christmas Day fell on a Tuesday.

The Interim Head explained that the Local Joint Panel had debated the issue at length and Members (including the Panel Chairman), were concerned about the impact an enforced closure might have on the public and the Emergency Teams.

The Interim Head explained that arising from the Local Joint Panel, she had followed up on the concerns raised with managers and service heads who had confirmed their reassurance that services' would have good communications in place and that the public would be given advance notification of a closure over a five day holiday period. It was noted that the Council would also achieve savings in terms of lighting and heating costs should the offices close for a five day period.

The Interim Head explained that the LJP had been advised about the options available to staff in terms of leave arrangements to accommodate a proposed Christmas Eve closure and the fact that Stevenage Council, (who shared some joint services with East Herts) would be asked to take a half day's leave.

In response to a query from the Committee Chairman, the

Interim Head explained the definition of cost neutral (given staff would take a day of leave to cover the day of absence).

Councillor P Boylan felt conflicted by the proposal to close on Christmas Eve, in terms of the impact this would have on the provision of public services and the precedent this might set. He added that if staff wanted Christmas Eve off, they could ask for it. Members were reminded that the closure would only happen every seven years and the need for managers to make decisions on possibly multiple leave requests, for the same day.

Councillor P Ruffles referred to the LJP meeting and the very strong concerns expressed by the Panel Members and echoed by the Panel Chairman.

The recommendation to close the offices on Christmas Eve was moved by Councillor S Bull but this was not supported by a seconder. Members felt that as a public service, the general public should have access to all of the Council's services and that the enforced closure of the offices covering a five day period, could impact negatively in terms of public perception and service delivery.

It was moved by Councillor P Boylan and seconded by Councillor P Ruffles, that Christmas Eve should be viewed as a normal working day and the offices should be open and accessible to the public, as usual. After being put to the vote and a vote taken, the motion was declared CARRIED.

RESOLVED – that Christmas Eve should be viewed as a normal working day and the offices should be

open and accessible to the public, in the usual way.

(See Minute 443 above)

447 HEALTH AND SAFETY : MINUTES 21 DECEMBER 2017

The Minutes of the Health and Safety Committee held on 21 December 2017 were submitted for information.

RESOLVED – that the Minutes of the meeting held on 21 December 2017 be received.

The meeting closed at 4.25 pm

Chairman
Date

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MINUTES OF A MEETING OF THE
DEVELOPMENT MANAGEMENT
COMMITTEE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
WEDNESDAY 25 APRIL 2018, AT 7.00 PM

PRESENT: Councillor T Page (Chairman)
Councillors M Allen, D Andrews, P Boylan,
R Brunton, S Bull, S Cousins, J Goodeve,
D Oldridge, P Ruffles, T Stowe and
K Warnell

ALSO PRESENT:

Councillor S Rutland-Barsby

OFFICERS IN ATTENDANCE:

Elaine Bell	- Solicitor
Rachael Collard	- Planning Officer
Thomas Howe	- Planning Student
Peter Mannings	- Democratic Services Officer
Kevin Steptoe	- Head of Planning and Building Control Services

463 APOLOGIES

Apologies for absence were submitted on behalf of Councillors M Casey, B Deering, J Jones and R Standley. It was noted that Councillors P Boylan, S Cousins, D Oldridge and P Ruffles were substituting for Councillors J Jones, M Casey, B Deering and R Standley

respectively.

464 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed back Elaine Bell to the Committee as cover for the Interim Legal Services Manager. The Chairman also welcomed Rachael Collard, Principal Planning Officer (Quality Places), to her first meeting of the Committee.

The Chairman summarised the new standardised procedure whereby all decisions must be proposed and seconded by Members before being voted on by the Committee.

The Chairman advised that application 3/17/1726/FUL - The construction of a new farmyard including 3 new agricultural buildings, associated yard area, cattle handling pens and silage storage area, landscaping and drainage at Tewin Water Farm, Churchfield Road, Tewin Water, Tewin AL6 0BW for William Brothers Partnership, had been withdrawn.

465 MINUTES - 27 MARCH AND 28 MARCH 2018

Councillor D Andrews proposed and Councillor M Allen seconded, a motion that the Minutes of the meeting held on 27 March 2018 be confirmed as a correct record and signed by the Chairman. After being put to the meeting and a vote taken, this motion was declared CARRIED.

Councillor P Boylan proposed and Councillor R Brunton seconded, a motion that the Minutes of the

meeting held on 28 March 2018 be confirmed as a correct record and signed by the Chairman. After being put to the meeting and a vote taken, this motion was declared CARRIED.

RESOLVED – that the Minutes of the meetings held on 27 and 28 March 2018, be confirmed as correct records and signed by the Chairman.

466 3/17/2216/OUT - OUTLINE APPLICATION FOR 27 NO. DWELLINGS ON LAND WEST OF HIGH ROAD, HIGH CROSS FOR CRADDICK OR C/O AGENT

The Head of Planning and Building Control recommended that in respect of application 3/17/2216/OUT, planning permission be refused for the reasons detailed in the report now submitted.

The Head summarised the application and detailed the relevant planning history. Officers had recommended approval of the application in a report that had been withdrawn by Officers from the Agenda for the Committee meeting held on 31 January 2018. The Annual Monitoring Report that was published in February 2018 had since indicated that the Council was able to demonstrate 6.2 years of housing land.

The Head emphasised that prior to February 2018, the National Planning Policy Framework (NPPF) had stipulated that sustainable developments should be approved unless the harm significantly and demonstrably outweighed the benefits. Officers had therefore recommended the application for approval back in January as, at that time, the lack of a 5 years'

supply of housing outweighed the harm.

The Head stated that this judgement was no longer relevant and had fallen away. The test of significant and demonstrable harm was no longer relevant. The development plan comprised the current Local Plan and the emerging District Plan which was currently at a very advanced stage of pre adoption.

The site was located outside of the identified village boundary in the East Herts Local Plan Second Review April 2007 and the District Plan. This incursion into the wider countryside area and the harm that would still be caused coupled with the ability of the Authority to demonstrate more than 5 years' supply of housing were the main reasons for the change in the recommendation now in front of the Committee.

Councillor S Bosson addressed the Committee as the Chairman of Thundridge Parish Council.

Councillor D Andrews referred to the application site being beyond the village boundary. He commented on the concerns of residents in respect of flooding and the unsuitability of the estate style of the proposed development for High Cross. He and local residents were also concerned in respect of the siting of the access opposite a school.

Councillor Andrews stated that a bus service that started late, finished early and did not run on Sundays did not constitute a sustainable transport service. The other village services fluctuated in that the village had lost a pub and had gained a shop. He concluded that

there were a raft of other issues but Officers were absolutely correct in their recommendation for refusal for a site that was outside the village boundary and was in the rural area beyond the Green Belt.

Councillor D Oldridge commented on whether the appeal decision at North Road had changed the situation regarding this application since the January meeting of the Committee. He queried whether there had been any official discussions with the primary school or whether a single governor had stated their own personal views.

The Head stated that the appeal for the application on North Road had had no significant bearing on this application. Members should focus on the relevant policy considerations to this application, when making a decision.

The Head advised that the education points had not been explored further although the appeal had resulted in some additional development that would no doubt generate some additional children for the primary school. Members were advised that this application might generate an as yet unquantified number of potential pupils for the school.

The Head confirmed to Councillor D Andrews that GBC policies had been applied as the site was located beyond the boundary of the village. He further confirmed that, if Members were minded to support the recommendation, Policy VILL2, as referred to by Councillor D Andrews, could be included in the reasons for refusal on that basis that the application was not in

accordance with this policy.

Councillor D Andrews proposed and Councillor M Allen seconded, a motion that the Committee support the recommendation for refusal, subject to the inclusion of policy VILL2 in the refusal reasons on the basis that the application was not in accordance with this policy.

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

The Committee accepted the recommendation of the Head of Planning and Building Control as now submitted subject to the inclusion of policy VILL2 in the reasons for refusal.

RESOLVED – that in respect of application 3/17/2216/OUT, planning permission be refused for the following amended reasons:

1. The proposed development would be sited outside the village boundary of High Cross within the Rural Area beyond the Green Belt and would result in harm to the rural landscape. As a result the proposals are contrary to Policies GBC3, GBC14 and OSV1 of the East Herts Local Plan Second Review April 2007, Policies GBR2, DES1 and VILL2 of the emerging East Herts District Plan and the National Planning Policy Framework.

Summary of Reasons for Decision

In accordance with the Town and Country Planning (Development Management

Procedure) (England) Order 2015. East Herts Council has considered, in a positive and proactive manner, whether planning objections to this application could be satisfactorily resolved within the statutory period for determining the application. However, for the reasons set out in the decision notice, the proposal is not considered to achieve an acceptable and sustainable development in accordance with the Development Plan and the National Planning Framework.

467 3/18/0290/FUL - CONSTRUCTION OF TWO STOREY VEHICLE STORAGE BUILDING IN ASSOCIATION WITH EXISTING CAR SALES BUSINESS AT 295 - 297 STANSTED ROAD, BISHOP'S STORTFORD CM23 2BT FOR MR COTTENDEN

The Head of Planning and Building Control recommended that in respect of application 3/18/0290/FUL, planning permission be granted subject to the conditions detailed in the report now submitted.

The Head referred to this being an application for full permission and the application was summarised for Members. The Head detailed the location of the site and summarised a number of key issues for the Committee. Members were advised that the proposed car deck to the rear of the workshop area would be 74 metres in height and 42 metres in depth. The ground level parking would be retained with the creation of 88 and 87 spaces respectively on the first and second storeys of vehicle storage on the site.

Members were advised that Officers considered that the proposed development was not out of character with the area. The Head detailed the conditions and referred to a contribution towards sustainable transport in respect of improvements to a nearby bus stop that had been requested by the Highway Authority. The Head also referred to a Section 278 agreement.

Mr Wade addressed the Committee in support of the application.

Councillor K Warnell commented on screening by trees to reduce the potential for overlooking. He commented on noise from vehicles using the metal access ramps at a nearby dealership with an identical car storage park located behind DIY sheds. He felt that noise mitigation should be considered for this site as this dealership was closer to residential properties.

Councillor P Boylan suggested that condition 6 should be amended so that deliveries and removals should only take place between the hours of 07:30 and 19:30 Monday to Friday, 07:30 and 18:30 on Saturdays and at no time on Sundays or Bank Holidays.

The Head confirmed that a condition could reasonably be applied in respect of the metal ramps and surfacing to keep noise to a minimum. Officers could also reasonably amend condition 6 as suggested by Councillor P Boylan. Councillor D Andrews suggested that a surface other than metal should be applied to the access ramps.

Councillor K Warnell proposed and Councillor M Allen seconded, a motion that in respect of application 3/18/0290/FUL, the Committee support the recommendation for approval subject to an additional condition that a surface other than metal be applied to the vehicle tracks on the access ramps and subject to an amended condition 6 regarding the removal of vehicles.

After being put to the meeting and a vote taken, this motion was declared CARRIED. The Committee accepted the recommendation of the Head of Planning and Building Control as now submitted, subject to the inclusion of an additional condition that a surface other than metal be applied to the vehicle tracks on the access ramps and the amendment of condition 6 regarding the removal of vehicles.

RESOLVED – that in respect of application 3/18/0290/FUL, planning permission be granted subject to the following amended conditions:

1. The development to which this permission relates shall be begun within a period of three years commencing on the date of this notice.

Reason: To comply with the requirements of Section 91 of the Town and Country Planning Act 1990.

2. The development hereby approved shall be carried out in accordance with the approved plans listed at the end of this Decision

Notice.

Reason: To ensure the development is carried out in accordance with the approved plans, drawings and specifications.

3. Prior to any building works being commenced samples of the external materials of construction for the building hereby permitted shall be submitted to and approved in writing by the Local Planning Authority and the development shall thereafter be implemented in accordance with the approved materials.

Reason: In the interests of the appearance of the development, and in accordance with policy ENV1 of the East Herts Local Plan Second Review April 2007.

4. Details of any external lighting proposed in connection with the development shall be submitted to and approved in writing by the Local Planning Authority prior to the commencement of development, and no external lighting shall be provided without such written consent. The development shall then be carried out in accordance with the approved details.

Reason: In the interests of the visual amenities of the area, and in accordance with policy ENV23 of the East Herts Local Plan Second Review April 2007.

5. The development hereby approved shall only be used for the storage of vehicles in association with the car sales business and for no other purpose.

Reason: In the interests of the appearance of the development, and in accordance with policy ENV1 and ENV24 of the East Herts Local Plan Second Review April 2007.

6. Deliveries of vehicles and the removal of vehicles from the site shall only take place between the hours of 7:30 and 19:30 Monday to Friday, 7:30 and 18:30 on Saturdays and at no time on Sundays or Bank Holidays.

Reason: In the interests of the residential amenity and in accordance with policy ENV1 and ENV24 of the East Herts Local Plan Second Review April 2007.

7. Notwithstanding the approved plan 770.17.2, prior to the commencement of the development, full details of both hard and soft landscape proposals shall be submitted to and approved in writing by the Local Planning Authority. These details shall include, as appropriate:
 - (a) Proposed finished levels or contours
 - (b) Means of enclosure

- (c) Car parking layouts
- (d) Other vehicle and pedestrian access and circulation areas
- (e) Hard surfacing materials
- (f) Planting plans
- (g) Written specifications (including cultivation and other operations associated with plant and grass establishment)
- (h) Schedules of plants, noting species, planting sizes and proposed numbers/densities where appropriate
- (i) Implementation timetables. Thereafter the development shall proceed in accordance with the approved details.

Reason: To ensure the provision of amenity afforded by appropriate landscape design, in accordance with policies ENV1, ENV2 and ENV11 of the East Herts Local Plan Second Review April 2007.

8. No development shall commence until a Construction Management Plan has been submitted to and approved in writing by the Local Planning Authority. Thereafter the construction of the development shall only

be carried out in accordance with the approved Plan. The Construction Traffic Management Plan shall include details of:

- a. Construction vehicle numbers, type, routing;
- b. Traffic management requirements;
- c. Construction and storage compounds (including areas designated for car parking);
- d. Siting and details of wheel washing facilities;
- e. Cleaning of site entrances, site tracks and the adjacent public highway;
- f. Timing of construction activities to avoid school pick up/drop off times;
- g. Provision of sufficient on-site parking prior to commencement of construction activities;
- h. Post construction restoration/reinstatement of the working areas and temporary access to the public highway.

Reason: To ensure that the development takes place in a comprehensive manner having due regard for highway safety and

capacity and to ensure that the impact of construction traffic on the local road network is minimised.

9. All hard and soft landscape works shall be carried out in accordance with the approved details. Any trees or plants that, within a period of five years after planting, are removed, die or become, in the opinion of the Local Planning Authority, seriously damaged or defective, shall be replaced as soon as is reasonably practicable with others of species, size and number as originally approved, unless the Local Planning Authority gives its written consent to any variation.

Reason: To ensure the provision, establishment and maintenance of a reasonable standard of landscaping in accordance with the approved designs, in accordance with policies ENV1 and ENV2 of the East Herts Local Plan Second Review April 2007 and national guidance in section 7 of the National Planning Policy Framework.

10. Prior to the first occupation of the development hereby permitted (or Prior to the commencement of the use hereby permitted), sufficient space shall be provided within the site to enable a car transporter vehicle to park, turn and re-enter the highway in a forward gear. This

area shall be levelled, surfaced and drained in accordance with a detailed scheme submitted to and approved in writing by the Local Planning Authority and retained thereafter available for that specific use.

Reason: In the interests of satisfactory development and highway safety.

11. In connection with all site demolition, site preparation and construction works, no plant or machinery shall be operated on the premises before 0730hrs on Monday to Saturday, nor after 1830hrs on weekdays and 1300hrs on Saturdays, nor at any time on Sundays or bank holidays.

Reason: To safeguard the amenity of residents of nearby properties, in accordance with policies ENV1 and ENV24 of the East Herts Local Plan Second Review April 2007.

12. The development hereby approved shall be carried out in accordance with the approved Flood Risk Assessment and Drainage Strategy carried out by MTC reference 2025 dated December 2017 submitted and the following mitigation measures detailed within the FRA:
 1. Limiting the surface water run-off rates to maximum of 5 l/s with discharge into existing wider site drainage system.

2. Provide attenuation to ensure no increase in surface water run-off volumes for all rainfall events up to and including the 1 in 100 year + climate change event.

Reason: To reduce the risk of flooding to the proposed development and future occupants.

13. No development shall take place until the final design of the drainage scheme is completed and sent to the LPA for approval. The scheme shall also include:
 1. Implementing the appropriate drainage strategy based on attenuation and discharge.
 2. Detailed engineered drawings of the proposed SuDS features including their, location, size, volume, depth and any inlet and outlet features including any connecting pipe runs and all corresponding calculations/modelling to ensure the scheme caters for all rainfall events up to and including the 1 in 100 year + 40% allowance climate change event. The plan should show any pipe 'node numbers' that have been referred to in network calculations and it should also show invert and cover levels of manholes.

3. Final detailed management plan to include arrangements for adoption and any other arrangements to secure the operation of the scheme throughout its lifetime.

Reason: To reduce the risk of flooding to the proposed development and future occupants.

- 14 Prior to commencement of the development hereby permitted, details of materials used for the surfacing of the ramps and structure, including the vehicle parking and manoeuvring areas shall be submitted to and agreed in writing by the Local Planning Authority. The details shall include information to demonstrate how the selected materials will minimise noise. Once agreed the development shall be carried out and retained in accordance with the approved details.

Reason: To ensure that noise caused by the use of the structure is minimised in the interests of the residential amenity in accordance with policy ENV1 and ENV24 of the East Herts Local Plan Second Review 2007.

Plan Numbers: HD17006/01 Rev A, HD17006/100, HD17006/02, HD17006/03, HD17006/04, HD17006/05, HD006/06,

HD17006/08, HD15006/150, 770.17.2, Flood Risk Assessment and Sustainable Drainage Strategy (MTC Engineering) 2025-FRA&DS-Dec2017, Transport Statement dated January 2018

Informatives:

1. This permission does not convey any consent which may be required under any legislation other than the Town and Country Planning Acts. Any permission required under the Building Regulations or under any other Act, must be obtained from the relevant authority or body e.g. Fire Officer, Health and Safety Executive, Environment Agency (Water Interest) etc. Neither does this permission negate or override any private covenants which may affect the land.
2. The applicant is advised that any unsuspected contamination that becomes evident during the development of the site shall be brought to the attention of the Local Planning Authority and appropriate mitigation measures agreed.
3. Storage of materials: The applicant is advised that the storage of materials associated with the construction of this development should be provided within the site on land which is not public highway, and the use of such areas must not

interfere with the public highway. If this is not possible, authorisation should be sought from the Highway Authority before construction works commence. Further information is available via the website: <https://beta.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/development-management/highwaysdevelopmentmanagement.aspx>

4. Obstruction of public highway land: It is an offence under section 137 of the Highways Act 1980 for any person, without lawful authority or excuse, in any way to wilfully obstruct the free passage along a highway or public right of way. If this development is likely to result in the public highway or public right of way network becoming routinely blocked (fully or partly) the applicant must contact the Highway Authority to obtain their permission and requirements before construction works commence. Further information is available via the website: <https://beta.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-and-developer-information/development-management/highwaysdevelopmentmanagement.aspx>
5. Road Deposits: It is an offence under section 148 of the Highways Act 1980 to deposit mud or other debris on the public

highway, and section 149 of the same Act gives the Highway Authority powers to remove such material at the expense of the party responsible. Therefore, best practical means shall be taken at all times to ensure that all vehicles leaving the site during construction of the development are in a condition such as not to emit dust or deposit mud, slurry or other debris on the highway. Further information is available via the website:

<https://beta.hertfordshire.gov.uk/services/highways-roads-and-pavements/business-anddeveloper-information/development-management/highways-developmentmanagement.aspx>

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; the National Planning Policy Framework and in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). The balance of the considerations having regard to those policies is that permission should be granted.

468 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 7.35 pm

Chairman
Date

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MINUTES OF A MEETING OF THE
DEVELOPMENT MANAGEMENT
COMMITTEE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
WEDNESDAY 23 MAY 2018, AT 7.00 PM

PRESENT: Councillor T Page (Chairman)
Councillors M Allen, D Andrews, R Brunton,
S Bull, S Cousins, B Deering, J Jones, J Kaye,
P Ruffles, T Stowe and K Warnell

ALSO PRESENT:

Councillors S Rutland-Barsby

OFFICERS IN ATTENDANCE:

Simon Aley	- Interim Legal Services Manager
Liz Aston	- Development Team Manager (East)
Rachael Collard	- Planning Officer
Eilis Edmonds	- Planning Officer
Thomas Howe	- Planning Student
Peter Mannings	- Democratic Services Officer

36 APPOINTMENT OF VICE-CHAIRMAN

The Chairman paid tribute to the support and dedication of the former Vice-Chairman of the Committee. He offered the Committee's support and congratulations to Councillor J Goodeve on her

appointment to the Executive.

It was proposed by Councillor D Andrews and seconded by Councillor M Allen that Councillor B Deering be appointed Vice-Chairman of the Development Management Committee for the 2018/19 civic year.

After being put to the meeting and a vote taken, Councillor B Deering was appointed Vice-Chairman of the Development Management Committee for the 2018/19 civic year.

RESOLVED – that Councillor B Deering be appointed Vice-Chairman of the Development Management Committee for the 2018/19 civic year.

37 APOLOGIES

Apologies for absence were submitted on behalf of Councillors P Boylan and M Casey. It was noted that Councillor S Cousins and J Kaye were substituting for Councillors M Casey and P Boylan respectively.

38 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Councillor S Bull back onto the Development Management Committee in place of Councillor R Standley. The Chairman thanked Councillor R Standley for her friendly demeanor, meaningful contributions and past support.

39 MINUTES - 25 APRIL 2018

Councillor D Andrews proposed and Councillor M Allen seconded, a motion that the Minutes of the meeting held on 25 April 2018 be confirmed as a correct record and signed by the Chairman. After being put to the meeting and a vote taken, this motion was declared CARRIED.

RESOLVED – that the Minutes of the meeting held on 25 April 2018, be confirmed as a correct record and signed by the Chairman.

40 3/18/0263/FUL - PROPOSALS FOR THE DEMOLITION OF OLD 'COMBINE' SHED AND FOR THE ERECTION OF TWO NEW DWELLINGS, NEW 3 BAY CART LODGE FOR YEW TREE HOUSE AND CAR PARKING SPACES FOR CURTILAGE HOUSES AT YEW TREE HOUSE, KETTLE GREEN LANE, MUCH HADHAM, HERTFORDSHIRE, SG10 6AJ FOR MS WRONG

The Head of Planning and Building Control recommended that in respect of application 3/18/0263/FUL, planning permission be granted subject to the conditions detailed in the report now submitted.

The Committee was invited to note the detail in the additional representations summary. The Head summarised the application and detailed a number of relevant issues for Members to consider.

The Head advised that the site was located within the conservation area and built up area of Much Hadham where the principle of development was acceptable.

The proposed dwellings would have individual driveways with access from Walnut Tree Close. The Head detailed some of the building materials to be used, the detail of which were covered by a condition requiring samples to be submitted to and approved by Officers.

The Head advised that no objections had been received from statutory consultees and there had been no adverse comments from the Conservation Officer. The Head highlighted a number of suggested conditions as detailed in the report. Officers considered that the proposed development was in compliance with both national and local policy and had been recommended for approval.

Mr Gilbert addressed the Committee in objection to the application. Mr Clark spoke for the application.

Councillors D Andrews, J Kaye, J Jones, S Bull and T Stowe commented on a range of matters included the grade 2 star listed building, the widening of roads and the construction management plan, the nature of road improvement works including drainage and the ownership of the land in front of this site that was intended for parking but was not in the ownership of the applicant. The Head confirmed that this land was not owned by the applicant meaning that permission from the landowner would be required before it could be used.

Councillors J Jones and T Stowe commented on the non-adopted road and whether this could be adopted by Hertfordshire Highways going forward. The Head

confirmed that as a private road was involved, Hertfordshire Highways would not be adopting this road.

The Head explained that concerns and issues regarding road surface works was a matter for the enforcement team as it related to a permission granted on land to the north of the application site. Members were advised of the detail contained in the construction management plan.

The Head responded to a query from Councillor J Jones by stating that the proposed road surface would be a gravel surface and appropriate drainage was planned in line with the details of a previous planning application relating to land to the north of the application site.

The Head confirmed to Councillor R Brunton that Hertfordshire Highways had commented on the application and had raised any objections. Officers were not aware of whether Highways had visited the site.

Councillor P Ruffles commented on planning conditions and the protection of an ash tree as well as protection of hedgerows. He referred in particular to paragraphs 8.25 and 8.27 of the report submitted.

The Head confirmed that the details regarding hard and soft landscaping in condition 4 would include the replacement hedge. A further condition could be applied to cover the protection of all trees and hedges that were not detailed on the submitted plans to be

removed. The ash tree was protected as the site was in a Conservation Area meaning that consent would have to be sought from East Herts Council for its removal.

The Interim Legal Services Manager confirmed to Councillor R Brunton that any additional conditions could be included in a motion to support the recommendation from Officers.

Councillor R Brunton proposed and Councillor S Bull seconded, a motion that in respect of application 3/18/0263/FUL, the Committee support the recommendation for approval subject to an additional condition in respect of the retention and protection of trees and hedges.

After being put to the meeting and a vote taken, this motion was declared CARRIED. The Committee accepted the recommendation of the Head of Planning and Building Control as now submitted, subject to the inclusion of an additional condition in respect of the retention and protection of trees and hedges.

RESOLVED – that in respect of application 3/18/0263/FUL, planning permission be granted subject to the following amended conditions:

1. Three Year Time Limit (0IT12)
2. Approved Plans (02E10)
3. Samples of Materials (02E12)

4. Notwithstanding the approved plans, prior to the commencement of the development, full details of both hard and soft landscape proposals shall be submitted to and approved in writing by the Local Planning Authority. These details shall include, as appropriate:
 - (a) Proposed finished levels or contours
 - (b) Means of enclosure
 - (c) Hard surfacing materials
 - (d) Planting plans, including details of replacement hedge planting
 - (e) Written specifications (including cultivation and other operations associated with plant and grass establishment)
 - (f) Details of the Sedum Roof
 - (g) Schedules of plants, noting species, planting sizes and proposed numbers/densities where appropriate
 - (h) Implementation timetables. Thereafter the development shall proceed in accordance with the approved details.

Reason: To ensure the provision of amenity afforded by appropriate landscape design, in accordance with policies ENV1, ENV2 and ENV11 of the East Herts Local Plan Second Review April 2007.

5. Landscape works Implementation (4P131)
6. Tree/Hedge retention and protection (4P05)

7. No development shall commence until a Construction Management Plan has been submitted to and approved in writing by the Local Planning Authority. Thereafter the construction of the development shall only be carried out in accordance with the approved Plan. The Construction Traffic Management Plan shall include details of:
 - a. Construction vehicle numbers, type, routing;
 - b. Traffic management requirements;
 - c. Construction and storage compounds (including areas designated for car parking);
 - d. Cleaning of site entrances, site tracks and the adjacent public highway;
 - e. Timing of construction activities to avoid school pick up/drop off times;
 - f. Provision of sufficient on-site parking prior to commencement of construction activities;
 - g. Post construction restoration/reinstatement of the working areas and temporary access to the public highway.

Reason: To ensure that the development takes place in a comprehensive manner having due regard for highway safety and capacity and to ensure that the impact of construction traffic on the local road network is minimised.

8. No development shall take place within the proposed development site until the applicant, or their agents, or their successors in title, has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation, which has been submitted to the planning authority and approved in writing. This condition will only be considered to be discharged when the planning authority has received and approved an archaeological report of all the required archaeological works, and if appropriate, a commitment to publication has been made.

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 first occupation of the development hereby permitted, the hardstanding areas used for the parking of vehicles shall be implemented in accordance with the approved plans and retained in that form thereafter and available for that specific use.

Reason: In the interests of satisfactory development providing suitable off street parking and in the interests of highway

safety.

10. Prior to commencement of the development hereby permitted, a scheme to deal with contamination of land and/or groundwater must be submitted to and approved in writing by the Local Planning Authority. The scheme shall include all of the following measures unless the Local Planning Authority dispenses with any such requirement specifically and in writing:
 1. A desk-top study carried out by a competent person to identify and evaluate all potential sources and impacts of land and/or groundwater contamination relevant to the site. The requirements of the Local Planning Authority shall be fully established before the desktop study is commenced and it shall conform to any such requirements. Copies of the desk-top study shall be submitted to the Local Planning Authority without delay upon completion.
 2. A site investigation shall be carried out by a competent person to fully and effectively characterise the nature and extent of any land and/or groundwater contamination and its implications. The site investigation shall not be commenced until
 - (i) A desk-top study has been

- completed satisfying the requirements of paragraph (1) above;
- (ii) The requirements of the Local Planning Authority for site investigations have been fully established; and
 - (iii) The extent and methodology have been agreed in writing with the Local Planning Authority.

Copies of a report on the completed site investigation shall be submitted to the Local Planning Authority without delay on completion.

3. A written method statement for the remediation of land and/or groundwater contamination affecting the site shall be agreed in writing with the Local Planning Authority prior to commencement and all requirements shall be implemented and completed to the satisfaction of the Local Planning Authority by a competent person.

Once agreed the works shall be carried out in accordance with the approved details and retained in that form thereafter.

Reason: To minimise and prevent pollution of the land and the water environment and in accordance with policy ENV20 of the East Herts Local Plan Second Review 2007 and

the national planning policy guidance set out in section 11 of the National Planning Policy Framework.

11. Boundary Walls and Fences (2E071)

12. No further windows (2E172)

13. Construction hours of working (6N071)

Informatives:

1. Other Legislation (01OL1)

2. Ownership (02OW1)

3. Archaeological Interest (04AI1)

4. Street Naming and Numbering (19SN5)

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; the National Planning Policy Framework and in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). The balance of the considerations having regard to those policies is that permission should be granted.

41 3/18/0692/HH - SINGLE STOREY SIDE EXTENSION,
CONVERSION OF GARAGE AND ERECTION OF PORCH ROOF
TO FRONT AND REAR AT 1 HOLLYDELL, HERTFORD, SG13
8BE FOR MR N HAESTIER

The Head of Planning and Building Control recommended that in respect of application 3/18/0692/HH, planning permission be granted subject to the conditions detailed in the report now submitted.

The Head referred to this being an application for householder planning permission and the application was summarised for Members. The Head detailed the location of the site and summarised a number of key issues for the Committee.

Councillor S Bull proposed and Councillor J Jones seconded, a motion that in respect of application 3/18/0692/HH, the Committee support the recommendation for approval, subject to the conditions detailed in the report now submitted.

After being put to the meeting and a vote taken, this motion was declared CARRIED. The Committee accepted the recommendation of the Head of Planning and Building Control, subject to the conditions detailed in the report now submitted.

RESOLVED – that in respect of application 3/18/0692/HH, planning permission be granted subject to the conditions detailed in the report now submitted.

42 ITEMS FOR REPORTING AND NOTING

RESOLVED – that the following report be noted:

(A) Planning Statistics.

The meeting closed at 7.33 pm

Chairman
Date