

MINUTES OF A MEETING OF THE  
EXECUTIVE HELD IN THE COUNCIL  
CHAMBER, WALLFIELDS, HERTFORD ON  
TUESDAY 4 JUNE 2019, AT 7.00 PM

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PRESENT: Councillor L Haysey (Chairman/Leader)  
Councillors G Williamson, P Boylan,  
E Buckmaster, G Cutting, J Goodeve,  
G McAndrew and S Rutland-Barsby.

ALSO PRESENT:

Councillors S Bull, P Ruffles, N Symonds  
and A Ward-Booth.

OFFICERS IN ATTENDANCE:

Richard Cassidy	- Chief Executive
Rebecca Dobson	- Democratic Services Manager
Ian Sharratt	- Environmental Manager
Helen Standen	- Deputy Chief Executive
Kevin Steptoe	- East Herts Garden Town Lead Officer
Alison Street	- Finance Business Partner
Alison Stuart	- Head of Legal and Democratic Services
Robert Winterton	- Financial Services Manager
Ben Wood	- Head of

38 LEADER'S ANNOUNCEMENTS

The Leader reminded all present that the meeting was being webcast. She welcomed the new Chief Executive, Richard Cassidy, and all new Members, to the Council.

Councillor Haysey said it was with pleasure that she could announce the recognition of the excellent achievements of two Officers, Kathrine Foy, from the Housing and Health team, who was the Council's Social Prescribing Officer and Mekhola Ray, the Community Wellbeing Programme Officer. Kathrine Foy and the social prescribing team had received the Dr Joan Crawley award for Public Health Excellence. Councillor Haysey congratulated the Officers and their colleagues.

39 MINUTES - 26 FEBRUARY 2019

Councillor G McAndrew proposed, and Councillor G Williamson seconded, a motion that the minutes of the meeting held on 26 February 2019 be approved as a correct record and signed by the Leader. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that the Minutes of the meeting of the Executive held on 12 February 2019 be approved as a correct record and signed by the Leader.

40 HARLOW AND GILSTON GARDEN TOWN GUIDANCE  
INFRASTRUCTURE DELIVERY PLAN STRATEGIC VIABILITY  
ASSESSMENT AND "HOW TO" GUIDE

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The Leader of the Council submitted a report seeking consideration of key documents relating to the extent and provision of infrastructure associated with the Harlow and Gilston Garden Town. Councillor Haysey said these documents were intended as guidance to developers so that development was provided with consistency and to a high standard.

The Garden Town Lead Officer explained the documents had been endorsed by the other participating councils. The approach being taken by each authority differed, but for this council, all technical documents were being approved by the Executive and then by full Council. The documents would continue to be reviewed and updated.

Councillor Haysey reminded Members that the strategic documents before them included land value capture and viability guidance, and the infrastructure delivery plan. These documents were essential to ensure the Council's residents obtained their fair share of the value of any uplift on land, and that it was used for the benefit of the community.

Councillor E Buckmaster said the site promoters would present their own IDP in their applications, which would capture specific elements, but that this document was a framework for the whole area. There was a high level of interest from the parishes involved, as ongoing stewardship as a principle which should include community ownership.

Councillor Haysey said she was aware that officers wished to add a further recommendation.

The Garden Town Lead Officer confirmed the intention in seeking a further recommendation was to enable the documents to be amended to reflect minor changes to references to National Planning Guidance which had been re-published since the documents had been prepared. Therefore he sought an additional recommendation that the Executive delegate to the Leader the authority to make consequential amendments to reflect updated National Planning Guidance.

Councillor L Haysey proposed, and Councillor S Rutland-Barsby seconded, a motion to support the recommendations detailed in the reports. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED that – (A) the Harlow and Gilston Garden Town Infrastructure Delivery Plan, Strategic Viability Assessment and How To Guide for Planning Obligations, Land Value Capture and Development Viability be agreed as material considerations for Development Management purposes; and

(B) the Leader be delegated authority to make minor consequential changes necessitated by the publication of the National Planning Guidance.

41 ANNUAL REPORT ON PERFORMANCE 2018 - 19

The Leader introduced a report on the Council's Annual Report for the year 2018/19, setting out key achievements, and detailing actions and performance indicators which supported the Council's corporate strategic plan priorities. Councillor Haysey said the report had been signed off by the previous Chief Executive, and set out a number of current projects. She invited the Head of Communications, Strategy and Policy to comment.

The Head of Communications, Strategy and Policy referred Members to the summary of achievements, which was included as a draft and would be produced in final form after this meeting. He said the main points to note were that the Council was performing well in respect of its statutory functions. Major projects were being progressed and there was a great deal of support being given to businesses.

Councillor G McAndrew questioned whether the top five pages referred to in the summary document would be subject to change if the dates shown were updated.

The Head of Communications, Strategy and Policy said these were the correct figures in relation to the year 2018/19, and would not change once minor changes to the document had been made.

In response to a question from Councillor Haysey regarding publicity for the Performance Report, the Head of Communications, Strategy and Policy said the summary would be publicised on the Council's website and through social media.

Councillor P Boylan said whilst he would not wish to detract from the successes shown in the report, he questioned whether the indicators remained appropriate. If the Council was meeting those indicators consistently, then what was the purpose in having them? He suggested a review of performance indicators should take place.

The Leader asked that the Chief Executive and Head of Communications, Strategy and Policy consider this suggestion and work with the Executive Member for Corporate Services on the performance indicators within his portfolio.

Councillor L Haysey proposed, and Councillor G Williamson seconded, a motion to support the recommendation in the report.

RESOLVED – that the Executive note the report.

#### 42 DRAFT STATEMENT OF COMMUNITY INVOLVEMENT

The Leader of the Council and the Executive Member for Planning and Growth submitted a report on the Statement of Community Involvement draft document for consultation.

Councillor Haysey said the consultation would ensure that the Council took account of the expectations of its residents.

The Garden Town Lead Officer explained this document had been updated under legislation which required the Council to review its statement setting out how it would

consult the community and other stakeholders in the preparation and review of the Local Plan and other documents in the consideration of planning applications. The document reflected changes in the National Planning Framework over that time and took account of collaborative work with other councils in developing the Harlow and Gilston Garden Town.

Councillor J Goodeve said this document would be the subject of a six week consultation. The Garden Town Lead Officer confirmed the consultation would be publicised via the website, social media and through identified contacts.

Councillor Haysey said it would be helpful to authorise through delegation necessary minor changes to the document.

Councillor J Goodeve proposed, and Councillor G McAndrew seconded, a motion to support the recommendations now detailed. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

RESOLVED – that (A) the draft Statement of Community Involvement, as set out in the documents submitted, be agreed, and published for a six-week period of consultation; and

(B) authority be delegated to the Head of Planning & Building Control to make minor or consequential changes to the document.

#### 43 RISK MANAGEMENT STRATEGY

The Executive Member for Financial Sustainability submitted a report on the Risk Management Strategy for 2019/20 for review. He explained that the Strategy had been considered by the Performance, Audit and Governance Oversight Committee and that no changes had been recommended by the Committee.

Councillor G Williamson proposed, and Councillor S Rutland-Barsby seconded, a motion to support the recommendations now detailed. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

RESOLVED - that (A) the updated Risk Management Strategy be approved; and

(B) recommendations that could enhance or streamline risk management and the associated monitoring process be noted.

#### 44 HERITAGE FUND LOTTERY

The Executive Member for Environmental Sustainability submitted a report seeking support for the allocation of additional expenditure to meet a funding gap between the existing Council contribution and the final value of the Heritage Lottery Fund grant to carry out improvement works to Castle Park.

Councillor McAndrew said that since receiving the grant from the Heritage Lottery Fund in 2016, and confirmation in 2018 that the application to move to Stage 2 of the



project had been successfully, revised designs to enable the budget to be met involved repurposing existing structures. He referred the Executive to the detail of the report setting out these works and the efficiencies that had been identified. Despite these efficiencies, there remained a shortfall of £124,000 .

Councillor Williamson confirmed his approval of the figures set out in the report.

Councillor Haysey said the Castle Park project was a very important initiative, adjacent to Old River Lane and forming part of the rejuvenation of Bishop's Stortford. She congratulated the Head of Strategic Finance and Property and Interim Head of Operations on her team in obtaining Heritage Lottery Funding. It was important that the Council delivered what it had promised.

Councillor G McAndrew proposed, and Councillor G Cutting seconded, a motion to support the recommendations now detailed. After being put to the meeting, and a vote taken, the motion was declared CARRIED.

The Executive supported the proposals as now detailed.

RESOLVED - that (A) capital funding of £124k be made available in 2019/20 to bridge the funding gap to enable the HLF project at Castle Park to proceed.

#### 45 GENERAL FUND REVENUE AND CAPITAL OUTTURN 2018/19

The Executive Member for Financial Sustainability submitted a report advising the Executive on the General

Fund Revenue Outturn for 2018/19 and providing explanations for significant variances against the approved Budget. The report also advised the Executive of the financing arrangements for the 2018/19 capital outturn and sought approval of slippage from 2018/19.

Councillor Williamson said the outturn figures were very good. Whilst there were some variances, there were also some investments which had performed better than anticipated. He referred to the capital programme showing many completed projects, and a number which would need to be re-scheduled to the present year.

Councillor Haysey congratulated officers on the work in preparing the report, and said she recognised that capital schemes could slip.

Councillor G Williamson proposed, and Councillor G McAndrew seconded, a motion to support the recommendations now detailed. After being put to the meeting and a vote taken, the motion was declared CARRIED.

RESOLVED – that (A) the transfer of the General Fund revenue outturn of £15,000 underspend be transferred to the General Reserve; and

(B) that Capital budgets of £5.611m be re-profiled from the 2018/19 capital programme to the 2019/20 programme to fund ongoing capital schemes.

The meeting closed at 7.30 pm

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