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NORTH HERTFORDSHIRE DISTRICT COUNCIL

CABINET

TUESDAY, 15TH DECEMBER, 2020

SUPPLEMENTARY AGENDA

Please find attached supplementary papers relating to the above meeting, as follows:

Agenda No Item

- 2 a) MINUTES - 28 JANUARY 2020 TO 22 OCTOBER 2020 (Pages 3 - 60)

To take as read and approve as a true record the minutes of the meeting of the Committee held on the following dates:

28 January 2020;
23 June 2020;
21 July 2020;
15 September 2020;
22 October 2020.

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Agenda Item 2a

The following Minutes are attached for the Cabinet to consider and approve:

28 January 2020;

23 June 2020;

21 July 2020;

15 September 2020;

22 October 2020.

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NORTH HERTFORDSHIRE DISTRICT COUNCIL

CABINET

MEETING HELD IN THE COUNCIL CHAMBER, COUNCIL OFFICES, GERON ROAD,
LETCWORTH GARDEN CITY
ON TUESDAY, 28TH JANUARY, 2020 AT 7.30 PM

MINUTES

Present: *Councillors: Martin Stears-Handscomb (Chair), Councillor Paul Clark (Vice-Chair), Ian Albert, Judi Billing, Elizabeth Dennis-Harburg, Gary Grindal, Keith Hoskins, Steve Jarvis, Ian Mantle, Sam North and Carol Stanier.*

In Attendance: *Councillor David Levett (Chair of the Overview and Scrutiny Committee), David Scholes (Chief Executive), Anthony Roche (Deputy Chief Executive), Jeanette Thompson (Service Director - Legal and Community), Ian Couper (Service Director - Resources), Steve Crowley (Service Director - Commercial), Ian Fullstone (Service Director - Regulatory), Nigel Smith (Strategic Planning Manager), Geraldine Goodwin (Revenues Manager), Christopher Robson (Senior Estates Surveyor), Peter Lapham (Interim Property Consultant), Jamie Sells (Service Manager - Waste and Recycling), Reuben Ayavoo (Policy and Community Engagement Manager), Claire Morgan (Community Engagement Team Leader) and Hilary Dineen (Committee, Member and Scrutiny Manager).*

Also Present: *At the commencement of the meeting approximately 4 members of the public.*

74 APOLOGIES FOR ABSENCE

Audio recording – Session 1 – 20 seconds

Apologies for absence were received from Councillors Ruth Brown and Kay Tart.

75 MINUTES - 17 DECEMBER 2019

Audio Recording – Session 1 – 32 seconds

It was proposed by Councillor Martin Stears-Handscomb, seconded by Councillor Paul Clark and:

RESOLVED: That the Minutes of the Meeting of the Committee held on 17 December 2019 be approved as a true record of the proceedings and be signed by the Chair.

76 NOTIFICATION OF OTHER BUSINESS

Audio recording – Session 1 – 47 seconds

There was no other business notified.

77 CHAIR'S ANNOUNCEMENTS

Audio recording – Session 1 – 51 seconds

- (1) The Chair welcomed those present at the meeting;
- (2) The Chair advised that, in accordance with Council Policy, the meeting would be audio recorded;
- (3) The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and reminded Members that, in line with the Code of Conduct, any Declarations of Interest needed to be declared immediately prior to the item in question;
- (4) The Chair reminded those present that the Council had declared a Climate Emergency and had not only set up a Cabinet Panel on the Environment, but were also beginning to work on issues within the organisation.

78 PUBLIC PARTICIPATION

Audio recording – Session 1 – 2 minutes 37 seconds

There were no presentations by members of the public.

79 ITEMS REFERRED FROM OTHER COMMITTEES

Audio recording – Session 1 – 2 minutes 41 seconds

6a ITEM REFERRED FROM LETCHWORTH COMMITTEE: 7 JANUARY 2020 – GRANT POLICY REVIEW

RESOLVED: That the referral from the Letchworth Committee meeting held on 7 January 2020 regarding the Grant Policy Review be considered with Item 11 (Minute 84 refers).

6b ITEM REFERRED FROM SOUTHERN RURAL COMMITTEE: 8 JANUARY 2020 – GRANT POLICY REVIEW

RESOLVED: That the referral from the Southern Rural Committee meeting held on 8 January 2020 regarding the Grant Policy Review be considered with Item 11 (Minute 84 refers).

6c ITEM REFERRED FROM HITCHIN COMMITTEE: 14 JANUARY 2020 – GRANT POLICY REVIEW

RESOLVED: That the referral from the Hitchin Committee meeting held on 14 January 2020 regarding the Grant Policy Review be considered with Item 11 (Minute 84 refers).

6d ITEM REFERRED FROM ROYSTON AND DISTRICT COMMITTEE: 15 JANUARY 2020 – GRANT POLICY REVIEW

RESOLVED: That the referral from the Royston and District Committee meeting held on 15 January 2020 regarding the Grant Policy Review be considered with Item 11 (Minute 84 refers).

6e ITEM REFERRED FROM BALDOCK AND DISTRICT COMMITTEE: 27 JANUARY 2020 – GRANT POLICY REVIEW

RESOLVED: That the referral from the Baldock and District Committee meeting held on 27 January 2020 regarding the Grant Policy Review be considered with Item 11 (Minute 84 refers).

6f ITEM REFERRED FROM FINANCE, AUDIT AND RISK COMMITTEE: 20 JANUARY 2020 – REVENUE BUDGET

RESOLVED: That the referral from the Finance, Audit and Risk Committee meeting held on 20 January 2020 regarding the Revenue Budget be considered with Item 17 (Minute 90 refers).

6g ITEM REFERRED FROM FINANCE, AUDIT AND RISK COMMITTEE: 20 JANUARY 2020 – INVESTMENT STRATEGY

RESOLVED: That the referral from the Finance, Audit and Risk Committee meeting held on 20 January 2020 regarding the Investment Strategy be considered with Item 18 (Minute 91 refers).

6h ITEM REFERRED FROM OVERVIEW AND SCRUTINY COMMITTEE: 21 JANUARY 2020 – FAIR COLLECTION POLICY

RESOLVED: That the referral from the Overview and Scrutiny Committee meeting held on 21 January 2020 regarding the Fair Collection Policy be considered with Item 13 (Minute 86 refers).

6i ITEM REFERRED FROM OVERVIEW AND SCRUTINY COMMITTEE: 21 JANUARY 2020 – GARDEN WASTE SERVICE

RESOLVED: That the referral from the Overview and Scrutiny Committee meeting held on 21 January 2020 regarding the Garden Waste Service be considered with Item 10 (Minute 83 refers).

6j ITEM REFERRED FROM OVERVIEW AND SCRUTINY COMMITTEE: 21 JANUARY 2020 – DRAFT DEVELOPER SPD

RESOLVED: That the referral from the Overview and Scrutiny Committee meeting held on 21 January 2020 regarding the Draft Developer SPD be considered with Item 10 (Minute 88 refers).

80 STRATEGIC PLANNING MATTERS

Audio recording – Session 1 – 3 minutes 34 seconds

The Executive Member for Planning and Transport presented the report entitled Strategic Planning Matters together with the following appendices:

- Appendix A – Host Authorities Joint Technical Response on London Luton Airport Expansion Statutory Consultation – October 2019;
- Appendix B – NHDC Response on London Luton Airport Expansion Statutory Consultation – October 2019.

The Executive Member for Planning and Transport advised of the following updates to the report including:

NHDC Local Plan

- The Local Plan Inspector had advised that there would be further hearings regarding the NHDC Local Plan and these were likely to take place during the weeks commencing 16 and 22 March 2020;
- Housing figures had been reduced to approximately 14,000, although the sites remained the same.

St Albans Local Plan

- This had been found to be unsound.

The following Members asked questions and took part in the debate:

- Councillor Steve Jarvis.

RESOLVED:

- (1) That the report on strategic planning matters be noted.
- (2) That the submissions in Appendices A and B be noted.

REASON FOR DECISIONS: To keep Cabinet informed of recent development on strategic planning matters and progress on the North Hertfordshire Local Plan.

81 BALDOCK, BYGRAVE AND CLOTHALL NEIGHBOURHOOD PLAN - REGULATION 16 CONSULTATION

Audio recording – Session 1 – 7 minutes 50 seconds

The Executive Member for Planning and Transport presented the report entitled Baldock, Bygrave and Clothall Neighbourhood Plan – Regulation 16 Consultation.

RESOLVED: That public consultation for the Baldock, Bygrave and Clothall Neighbourhood Plan be approved.

REASON FOR DECISION: To enable public consultation on the proposed submission Baldock, Bygrave and Clothall Neighbourhood Plan 2019 – 2031 before the neighbourhood plan is submitted for examination by an independent examiner.

82 STATEMENT OF COMMUNITY INVOLVEMENT - DRAFT FOR PUBLIC CONSULTATION

Audio recording – Session 1 – 8 minutes 52 seconds

The Executive Member for Planning and Transport presented the report entitled Statement of Community Involvement – Draft for Public Consultation together with the following appendices:

- Appendix A – Revised draft Statement of Community Involvement for public consultation – January 2020;
- Appendix B – Equalities Impact Assessment for the revised draft Statement of Community Involvement – January 2020.

The Strategic Planning Manager advised that the draft Statement of Community Involvement stated sites of 500 or more whilst the Constitution stated sites of 100 or more and these documents needed to be aligned.

RESOLVED:

- (1) That the Council's current Statement of Community Involvement be revised and replaced having regard to the factors outlined in this report;
- (2) That the revised draft Statement of Community Involvement (SCI), attached as Appendix A to this report, be noted and approved for a six-week public consultation.

REASON FOR DECISIONS: Officers consider that the SCI should be updated to reflect changes in legislation, technology and Regulations.

83 GARDEN WASTE SERVICE

Audio recording – Session 1 – 13 minutes 7 seconds

The Executive Member for recycling and Waste Management presented the report entitled Garden Waste Service.

Councillor David Levett, Chair of the Overview and Scrutiny Committee, presented the referral from the Committee meeting held on 21 January regarding the Garden Waste Service. He advised that the Committee supported the recommendations in the revised report.

The following Members took part in the debate:

- Councillor Judi Billing.

RESOLVED:

- (1) That the concessionary rates principles as proposed in para 8.2 be agreed;
- (2) That the decision regarding whether the implementation of Direct Debits is practicable for August 2020 be delegated to the Service Director - Place, in consultation with the Executive Member for Recycling and Waste Management.

REASONS FOR DECISIONS: To deliver objectives set out in the Councils plan and to implement the recommendations in 2020/21.

84 COMMUNITY GRANTS POLICY REVIEW

Audio recording – Session 1 – 21 minutes 46 seconds

The Executive Member for Community Engagement presented the addendum report entitled Community Grants Policy Review together with the following appendices:

- Appendix 1 - Draft Grant Policy Review;
- Appendix 2 - Draft Grant Policy Review – with comments from Area Committees;
- Appendix 3 - Final Grant Policy amended following consultation;
- Appendix 4 - Terms of Reference for the District Wide Community Facilities Capital & Revenue Grant Panel;
- Appendix 5 - Policy with comments from all Area Committees.

The Chair drew attention to the referrals from the Area Committee (6a – 6e) and Appendix 5 which summarised the comments made by the Area Committee.

RESOLVED:

- (1) That, subject to the following, the updated Community Grant policy and criteria be approved:
 - (i) That the heading in the table at Paragraph 3.1 of the Policy be amended to read “Eligible and Not Eligible”;
 - (ii) That it be made clear in the table at Paragraph 3.1 of the Policy that event hosted by community organisations and charities would be eligible;
 - (iii) That Paragraph 4.3 of the Policy be amended to read; “Community grant applications are considered at the relevant Committee or Panel and a listing of application deadlines is published on the Councils website.”
 - (iv) That Paragraph 6,2 of the Policy be amended to read: “The Council will require details of how the grant was spent and the provision of receipts within 1 year of the decision and that this be reported back to the relevant Committee or Panel.”
- (2) That the updated Terms of Reference for the District Wide Community Facilities Capital and Revenue Grant Panel be approved

REASON FOR DECISIONS: The awarding of grant funding awards to organisations, charities and voluntary groups, and the use of grant budgets devolved to Area Committees allows the Authority to further its aims and overarching Priorities of the Council and District.

85 CLIMATE CHANGE STRATEGY 2020-2025

Audio recording – Session 1 – 29 minutes 20 seconds

The Executive Member for Environment and Leisure presented the report entitled Climate Change Strategy 2020-2025 together with the following appendices:

- Appendix 1 – Climate Change Strategy;
- Appendix A - Completed Actions;
- Appendix B - Proposed Actions.

The following Members took part in the debate:

- Councillor Paul Clark;
- Councillor Martin Stears-Handscorn;
- Councillor Sam North.

Councillor Martin Stears-Handscorn proposed a further recommendation that the Policy and Appendices be kept under review and updated as required.

RESOLVED:

- (1) That Cabinet the amended Climate Change Strategy and accompanying appendices, which sets out the Council’s strategic priorities to reduce the organisation’s impact on the environment be approved;
- (2) That the following documents be adopted and updated as required:
 - Appendix 1 Climate Change Strategy 2020 -2025;
 - Appendix A – Completed Actions;
 - Appendix B – Proposed Actions.
- (3) That the Strategy and Appendices be kept under review and updated as required

REASON FOR DECISIONS: In 2019, the Council passed a motion to declare a Climate Emergency, in this motion the Council pledged their commitment to achieve a target of zero carbon emissions by 2030. The revised strategy sets out how the council will do this.

86 FAIR COLLECTION POLICY

Audio recording – Session 1 – 36 minutes 10 seconds

The Executive Member for Finance and IT presented the report entitled Fair Collection Policy together with the following appendices:

- Appendix 1 - Fair Collection Policy;
- Appendix 2 - Stop the Knock;
- Appendix 3 - Penham Excel Ltd - Information Leaflet;
- Appendix 4 - Penham Excel Ltd - Vulnerability Policy;
- Appendix 5 - Penham Excel Ltd - Vulnerability Policy Notes;
- Appendix 6 - Council Tax Protocol;
- Appendix 7 - Equality Impact Assessment;
- Appendix 8 - Standard Financial Statement.

Councillor David Levett, Chair of the Overview and Scrutiny Committee presented the referral from the meeting of the Committee meeting on 21 January 2020 regarding the Fair Collection Policy.

He advised that the Committee recommended to Cabinet that the Draft Fair Collection Policy be adopted.

RESOLVED:

- (1) That the Fair Collection Policy at Appendix 1 be adopted;
- (2) That the Council Tax Protocol at Appendix 6 2 be approved and adopted;
- (3) That it be noted that the Council now uses the Standard Financial Statement developed by the Money & Pension Service.

REASONS FOR DECISIONS:

- (1) To incorporate existing practices used for the collection of money owed to the Council into an overarching policy;
- (2) To confirm the Council's practices and procedures especially those relating to potentially vulnerable customers.

87 COUNCIL TAX PREMIUMS & DISCOUNTS ON EMPTY PROPERTIES

Audio recording – Session 1 – 40 minutes 52 seconds

The Executive Member for Finance and IT presented the report entitled Council Tax Premiums & Discounts on Empty Properties together with the following appendices:

- Council Tax Premiums Discounts on Empty Properties – Addendum;
- Appendix 1 – Summary of consultation responses;
- Changes to Council Tax Premiums, Discounts on Empty Properties - Appendix 1 – Addendum.

The Executive Member for Finance and IT proposed recommendations 2.1.2 and 2.2.

The Service Director – Customers explained that there was a balance to be struck between the intention of the proposal to encourage empty properties to be brought back into occupation and charging too much.

The following Members took part in the debate:

- Councillor Martin Stears-Handscomb.

RESOLVED:

- (1) That in accordance with Section 11B of the Local Government Finance Act 1992 as amended by Section 2 of the Rating (Properties in Common Occupation) & Council Tax (Empty Dwellings) Act 2018, that from 1 April 2020 a 100% Premium is levied on all properties empty for more than two years;
- (2) That under Section 11A of the Local Government Finance Act 1992, amended by Section 11 of the Local Government Finance Act 2012, the Council creates a locally defined Council Tax Discount of 100% for the first fifty-six days that a property is unoccupied and substantially unfurnished and does not fall into any Council Tax Exemption Class, and zero % for any period after fifty-six days.

REASONS FOR DECISIONS:

- (1) To support the principle of getting unoccupied properties back into occupation whilst also considering the implications of collection.
- (2) To provide more time to turn around empty properties and reduce the number of small value Council Tax bills produced.

88 DRAFT DEVELOPER CONTRIBUTIONS SPD

Audio recording – Session1 – 10 minutes 27 seconds

The Executive Member for Planning and Transport presented the report entitled Draft Developer Contributions SPD together with the following appendix:

- Appendix A - Draft Developer Contributions SPD.

Councillor David Levett, Chair of the Overview and Scrutiny Committee presented the referral from the meeting held on 21 January 2020 regarding the Draft Developer Contributions SPD.

He advised that the Committee recommended to Cabinet that:

- (1) That the draft Developer Contributions SPD, attached as Appendix A to this report, be endorsed and approved for a six-week public consultation;
- (2) That Officers be instructed to conduct a review a to consider the feasibility of introducing a Community Infrastructure Levy for residential sites of 10 units or less.

The Executive Member for Planning and Transport proposed that the words “of ten units or less” be removed from recommendation 2.2.

RESOLVED:

- (1) That the draft Developer Contributions SPD, attached as Appendix A to this report, be endorsed and approved for a six-week public consultation;
- (3) That Officers be instructed to conduct a review to consider the feasibility of introducing a Community Infrastructure Levy for residential sites.

REASONS FOR DECISIONS:

- (1) To allow the Developer Contributions SPD to be progressed so that it may be
 - (i) adopted at the same time as, or shortly after, any future decision to adopt the new Local Plan and
 - (ii) taken into account in relevant planning decisions.
- (2) To determine whether there is scope to introduce a levy for small sites which are not normally subject to requests for contributions but which, collectively, result in additional burdens upon local infrastructure.

89 PROPERTY ACQUISITION & DEVELOPMENT STRATEGY

Audio recording – Session 1 – 50 minutes 26 seconds

The Executive Member for Enterprise and Cooperative Development presented the report entitled Property Acquisition & Development Strategy together with the following appendices:

- Appendix A - Property Acquisition & Development Strategy;
- Appendix B - Property Scrutiny Group (PSG): Terms of Reference;
- Appendix C - Asset Criteria;
- Appendix D - Scoring Matrix;
- Appendix E - Statutory Powers & Provisions.

The Senior Estates Surveyor advised that this was a framework document which included the guiding principles and governance principles.

RECOMMENDED TO COUNCIL: That the Property Acquisition & Development Strategy, including Appendices be approved

REASONS FOR DECISION:

- (1) To give effect to the Property Acquisition & Development Strategy so NHDC has in place a clear basis for pursuing property opportunities that are for the purposes of its functions or the benefit, improvement or development of its area.
- (2) To put in place a framework of robust and practical guiding principles that apply governance and rigorous appraisal to property acquisition and development decisions by NHDC, in order to safeguard the necessary capital expenditure and taxpayers' resources.

90 **REVENUE BUDGET 2020/21**

Audio recording – Session1 – 52 minutes 57 seconds

The Executive Member for Finance and IT presented the addendum report entitled Revenue Budget 2020/21 together with the following appendices:

- Appendix A - Financial Risks;
- Appendix B - Savings and Investments;
- Appendix C - General Fund Estimates;
- Appendix C - General Fund Estimates (addendum).

The Leader of the Council introduced the referral from the Finance, Audit and Risk Committee meeting held on 20 January 2020 regarding the Revenue Budget and drew attention to the recommendations to Cabinet.

The following Member took part in the debate:

- Councillor Sam North.

RESOLVED:

- (1) That the decrease in the 2019/20 working budget of £187K, as detailed in table 6 be approved;
- (2) That the carry-forward of £88K of budget into 2020/21, as detailed in table 6 be approved.

RECOMMENDED TO COUNCIL:

- (1) That the transfers from reserves to the General Fund as detailed in 8.4.3 to 8.4.4 be approved;
- (2) That the forecast savings target for future years be noted and the approach to balancing the budget, as detailed at Paragraph 8.9.4 be confirmed;
- (3) That the position on the Collection Fund and how it will be funded be noted;
- (4) That the position relating to the General fund balance and that due to the risks identified a minimum balance of £2.45 million is recommended be noted;
- (5) That the saving and investments as detailed in Appendix B be approved;
- (6) That a net expenditure budget of £15.124m, as detailed in Appendix C be approved;
- (7) That a Council Tax increase of £5 for 2020/21 for a band D property, with other increases pro rata for this (as per the Medium Term Strategy) be approved.

REASON FOR DECISIONS:

- (1) To ensure that all the relevant factors are taken into consideration when arriving at the proposed Council Tax precept for 2020/21;
- (2) To ensure that Cabinet recommends a balanced budget to Full Council on 6 February 2020.

91 INVESTMENT STRATEGY (INTEGRATED CAPITAL AND TREASURY)

Audio recording – Session 1 – 1 hour 2 minutes 6 seconds

The Executive Member for Finance and IT presented the report entitled Investment Strategy (Integrated Capital and Treasury) together with the following appendices:

- Appendix A - Investment Strategy;
- Appendix A1- Full Capital Programme;
- Appendix A2- New Capital Schemes.

RECOMMENDED TO COUNCIL:

- (1) That the Investment Strategy (as attached at Appendix A), including the capital programme and prudential indicators be adopted:
- (2) That the four clauses in relation to the Code of Practice on Treasury management (as detailed in paragraphs 8.11 to 8.16) be adopted.

REASONS FOR DECISIONS:

- (1) To ensure that the capital programme meets the Council's objectives and officers can plan the implementation of the approved schemes;
- (2) To ensure the Council's compliance with CIPFA's code of practice on Treasury Management, the Local Government Act 2003, statutory guidance from the Ministry of Housing, Communities and Local Government and the CIPFA Prudential Code. As well as determining and managing the Councils risk appetite in respect of investments.

92 LAND ADJACENT TO 1 NORTH END, KELSHALL, HERTS

Audio recording – Session 1 – 1 hour 7 minutes 2 seconds

It was proposed by Councillor Keith Hoskins (Executive Member for Enterprise and Cooperative Development), seconded by Councillor Steve Jarvis and:

RESOLVED: That the item entitled Land Adjacent to 1 North End, Kelshall, Herts be deferred.

REASON FOR DECISION: To enable consideration at the appropriate time.

93 LAND ADJACENT TO 9 NORTH END, KELSHALL, HERTS

Audio recording – Session 1 – 1 hour 7 minutes 46 seconds

It was proposed by Councillor Keith Hoskins (Executive Member for Enterprise and Cooperative Development), seconded by Councillor Steve Jarvis and:

RESOLVED: That the item entitled Land Adjacent to 9 North End, Kelshall, Herts be deferred.

REASON FOR DECISION: To enable consideration at the appropriate time.

94 ROYSTON TOWN HALL ANNEXE SITE

Audio recording – Session 1 – 1 hour 8 minutes 5 seconds and Session 2 – 9 seconds

Councillor Carol Stanier declared a declarable interest in that she was a Member of Royston Town Council. She advised that she would speak under the Councillor speaking rights and then leave the room and take no part on the debate or vote.

Councillor Stanier moved to the public speakers chair.

The Executive Member for Enterprise and Cooperative Development presented the addendum report entitled Royston Town Hall Annexe Site together with the following appendix:

- Appendix A - Location Plan of Royston Town Hall.

Councillor Carol Stanier informed Members that:

- Royston Town Council had a repairing lease on the annexe;
- They currently used the building, which held the Clerk's office and meeting rooms;
- It was unclear how the Clerk could continue without access to the office;
- The meeting rooms increased revenue for the Town Council therefore removing these rooms would reduce income;
- The office and meeting rooms were in regular use;
- The annexe was old and underutilised and the Town Council was reluctant to spend money on a building that they did not own;
- Any development of the site should include an office and meeting rooms for Royston Town Council.

Councillor Stanier left the room.

The Part 2 report was considered, following which the meeting returned to Part 1 and it was:

RESOLVED:

- (1) That redevelopment options to replace the existing annexe building and redevelop for alternative uses be noted;
- (2) That following full negotiations with interested parties, including Royston Town Council, terms of any agreed transaction and form of development should be presented to the Cabinet for approval;

REASONS FOR DECISIONS:

- (1) To provide additional rental income for the District Council.
- (2) To reduce ongoing maintenance costs for this property
- (3) To bring a valuable town centre asset into full economic use.

95 **EXCLUSION OF PRESS AND PUBLIC**

Audio recording – Session 1 – 1 hour 15 minutes 18 seconds

RESOLVED: That under Section 100A of the Local Government Act 1972, the Press and Public be excluded from the meeting on the grounds that the following report will involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the said Act (as amended).

96 **ROYSTON TOWN HALL ANNEXE SITE**

Audio recording – This part of the meeting was not audio recorded

The Part 2 Report was considered following debate of the Part 1 report, but prior to any decisions on the Part 1 report.

Members considered the Part 2 report entitled Royston Town Hall Annexe Site and the associated appendix.

A detailed discussion took place following which it was:

RESOLVED: That the contents of the Part 2 Report entitled Royston Town Hall Annexe Site be noted.

The meeting closed at 9.30 pm

Chair

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NORTH HERTFORDSHIRE DISTRICT COUNCIL

CABINET

**MEETING HELD AS A VIRTUAL MEETING
ON TUESDAY, 23RD JUNE, 2020 AT 7.30 PM**

MINUTES

Present: *Councillors: Martin Stears-Handscomb (Chair), Paul Clark (Vice-Chair), Ian Albert, Judi Billing, Elizabeth Dennis-Harburg, Gary Grindal, Keith Hoskins and Steve Jarvis.*

Deputy Executive Members Councillors Ian Mantle and Carol Stanier

In Attendance: *David Scholes (Chief Executive), Anthony Roche (Deputy Chief Executive), Jeanette Thompson (Service Director - Legal and Community), Ian Couper (Service Director - Resources), Ian Fullstone (Service Director - Regulatory), Vaughan Watson (Service Director - Place), Sarah Kingsley (Communications Manager), Nigel Smith (Strategic Planning Manager), Chloe Hipwood (Service Manager - Waste and Recycling) and Hilary Dineen (Committee, Member and Scrutiny Manager)*

1 WELCOME AND INTRODUCTION

Audio Recording – 22 seconds

The Chair welcomed everyone to this virtual meeting of Cabinet that was being conducted with Members and Officers at various locations, communicating via audio/video and online and advised that there was the opportunity for the public and press to listen and view proceedings.

Attendance

A roll call of Members and Officers was undertaken to ensure that they could hear and be heard.

Live Streaming

The meeting was being streamed live on the Council's You Tube channel. If live streaming failed the meeting would adjourn. If the live stream was unable to be restored within a reasonable period then the remaining business would be considered at later date.

If for any reason the meeting was not quorate an Officer would notify attendees by interjecting the meeting. The meeting would adjourn immediately. Once the meeting was quorate the meeting would resume. If connection could not be restored within a reasonable period, then the remaining business would be considered at a later date.

Only Members present for the entire debate and consideration of an item were entitled to vote.

If technology fails for a Member during the debate and they rejoined the meeting, they would not be able to vote on that item.

If a Member dropped out of the meeting and was unable to connect an email had been sent to each Member with telephone options,

Noise interference

Electronic devices should be muted and all present should have the mute button on their tablet or computer activated when not speaking.

Rules of Debate

The raise hand button (located under participants) should be used to alert the Chair that you wish to speak. Please wait for the Chair to invite you to speak before doing so.

Voting

Voting would be undertaken using the Green tick for “Yes”, Red Cross for “No” and Blue Raise Hand for “abstain”, located in the participants section at the bottom of the screen. To enable the votes to be counted, votes should not be cleared until requested to do so.

Details of how Members voted would not be kept or minuted unless a Recorded Vote was requested or an individual requested that their vote be recorded, and it will not be heard or seen on the audio and YouTube recordings of the meeting.

Part 2 Items

There were Part 2 papers on the agenda. When the Committee had resolved to move into Part 2 the host would ask the Committee Members and relevant officers to join a Break Out Room where the Part 2 discussions would be held.

Once the Part 2 discussions had concluded Members would need to move back into the public part of the meeting.

Whilst the part 2 discussions were taking place the live stream of the meeting would not cease. The YouTube channel would remain live with a holding message.

The Chair, Councillor Martin Stears-Handscorn started the meeting proper.

2 APOLOGIES FOR ABSENCE

Audio Recording – 6 minutes 39 seconds

Apologies for absence were received from Councillors Ruth Brown and Sean Prendergast (Deputy Executive Members),

Councillor Kate Aspinwall (Chair Finance, Audit and Risk Committee) sent her apologies for absence.

3 NOTIFICATION OF OTHER BUSINESS

Audio recording – 7 minutes 22 seconds

There was no other business notified.

4 CHAIR'S ANNOUNCEMENTS

Audio Recording – 7 minutes 26 seconds

(1) The Chairs welcomed everyone to the first Cabinet meeting in the 2020/21 Civic Year.

- (2) The Chair advised that, in accordance with Council policy this meeting was being audio recorded as well as filmed. The audio recordings would be available to view on Mod.gov and the film recording via the NHDC YouTube channel.
- (3) Members were reminded that this Council had declared a Climate Emergency. This was a serious decision and meant that, as this was an emergency, all of us, officers and Members had that in mind as we carried out our various roles and tasks for the benefit of our District.
- (4) Members were reminded to make declarations of interest before an item, the detailed reminder about this and speaking rights is set out under Chair's Announcements on the agenda.
- (5) The Chair advised that Item 8 – Hitchin Market – New Contract had been withdrawn from the agenda. Negotiations continued and this item would be brought to Cabinet as soon as possible.
- (6) The Chair advised that he would take the agenda in the order published, with both Part 2 Items – Business continuity Update and Commercial Waste Collection Service Impacts of Covid-19 being heard together. The meeting would then return to Part 1 to take Part 1 decisions on both items at the end of the meeting.

5 PUBLIC PARTICIPATION

Audio recording – 9 minutes 2 seconds

There were no presentations by members of the public.

6 ITEMS REFERRED FROM OTHER COMMITTEES

Audio recording – 9 minutes 6 seconds

There were 7 referrals from Finance, Audit and Risk Committee and Overview and Scrutiny Committee. These would be taken with the relevant items on the agenda.

7 STRATEGIC PLANNING MATTERS

Audio Recording – 9 minutes 19 seconds

Councillor Paul Clark, Executive Member for Planning and Transport, presented the report entitled Strategic Planning Matters together with the following appendices:

- Appendix A – Response to Welwyn Hatfield Local Plan consultation.
- Appendix B – Letter to Secretary of State re. Local Plan Examination.
- Appendix C - Response to Baldock, Bygrave & Clothall Neighbourhood Plan consultation.
- Appendix D – Response to Hertfordshire Rail Strategy.
- Appendix E – Response to Hertfordshire CC North Central Growth & Transport Plan.

The following Members asked questions and took part in the debate:

- Councillor Martin Stears-Handscorn;
- Councillor Ian Albert.

Members comments included:

- That, although it was important to reinvigorate town centres, free car parking wasn't a panacea and that there was a need to get people to walk and cycle into towns;
- That the Council was facing a significant budget deficit due to the Covid-19 pandemic.

RESOLVED:

- (1) That the report on strategic planning matters be noted.
- (2) That the submissions in Appendices A to E be noted and endorsed.

REASON FOR DECISIONS: To keep Cabinet informed of recent developments on strategic planning matters and progress on the North Hertfordshire Local Plan.

8 DISTRICT WIDE SURVEY 2019 - KEY FINDINGS

Audio Recording – 16 minutes 50 seconds

Councillor Martin Stears-Handscomb, Leader of the Council, presented the report entitled District Wide Survey 2019 – Key Findings.

The recommendations from the Overview and Scrutiny Committee were considered as follows:

- (1) That Cabinet comment on and note the key findings and observations from the District Wide Survey.
- (2) That Cabinet note that the results will be considered by Senior Management Team in conjunction with Executive Members, to inform the service planning process and future consultation activity.

Following the vote it was:

RESOLVED:

- (1) That the key findings and observations from the District Wide Survey be noted:
- (2) That Cabinet note that the results are being considered by Senior Management Team in conjunction with Executive Members, to inform the service planning process and future consultation activity.

REASON FOR DECISIONS: To ensure that Cabinet is aware of the results and any trends from previous surveys and how the results will be used to inform future service delivery.

9 HITCHIN MARKET - NEW CONTRACT

The Chair had previously advised that this item had been withdrawn from the agenda.

10 CORPORATE PEER CHALLENGE ACTION PLAN

Audio Recording – 21 minutes 31 seconds

Councillor Martin Stears-Handscomb, Leader of the Council, presented the report entitled Corporate Peer Challenge Action Plan together with the associated appendix:

- Appendix A – Draft Corporate Peer Challenge Action Plan.

Councillor David Levett, Chair of the Overview and Scrutiny Committee, advised that the Committee felt that all Members should receive planning training and therefore had agreed an additional recommendation. The Committee had made the following recommendations to Cabinet:

- (1) That the draft Action Plan at Appendix A be approved.
- (2) That agreeing the timescales for the actions within the Action Plan be delegated to the Leader, Deputy Leader and Managing Director.
- (3) That Cabinet recommend to Full Council that the Special Reserve be used to fund a small transformation team for a period of 18 months from October 2020, with an estimated total cost of £150k (£50k in 2020/21 and £100k in 2021/22).
- (4) That agreeing the specification for, and intended outcomes of, the transformation programme be delegated to the Leader, Deputy Leader, Executive Member for Finance and IT, Managing Director and Service Director Resources.
- (5) That Cabinet consider making Planning training compulsory for all Members.

The following Members took part in the debate:

- Councillor Martin Stears-Handscomb;
- Councillor Paul Clark;
- Councillor Ian Albert;
- Councillor Steve Jarvis;
- Councillor Judi Billing.

Comments from Members included:

- That all Members should receive Planning training and a way forward was needed;
- The take up of training by Members was extremely low and Group Leaders needed to encourage take up of essential training;
- There was an opportunity to consider new ways of providing training such as Zoom.

Councillor Martin Stears-Handscomb proposed and Councillor Judi Billing seconded that:

“That the Learning and Development Champions be requested to investigate various methods of training delivery for Members”

Councillor Martin Stears-Handscomb propose, Councillor Paul Clark seconded and it was:

RESOLVED:

- (1) That the draft Action Plan at Appendix A be approved.
- (2) That agreeing the timescales for the actions within the Action Plan be delegated to the Leader, Deputy Leader and Managing Director.
- (3) That the Learning and Development Champions be requested to investigate various methods of training delivery for Members.

RECOMMENDED TO COUNCIL:

- (1) That the Special Reserve be used to fund a small transformation team for a period of 18 months from October 2020, with an estimated total cost of £150k (£50k in 2020/21 and £100k in 2021/22);

- (2) That agreeing the specification for, and intended outcomes of, the transformation programme be delegated to the Leader, Deputy Leader, Executive Member for Finance and IT, Managing Director and Service Director Resources.

REASON FOR DECISIONS: To ensure that the Council responds to the matters identified within the CPC report, ensuring that the benefits of the CPC process are realised.

11 SHAPING OUR FUTURE - ORGANISATIONAL DEVELOPMENT

Audio Recording 39 minutes 8 seconds

Councillor Martin Stears-Handscorn, Leader of the Council, introduced the report entitled Shaping our Future – Organisational Development together with the following appendix:

- Appendix A – Draft Terms of Reference ‘Shaping our Future’ Working Group.

The Deputy Chief Executive drew attention to the main issues in the report.

The following Members asked questions and took part in the debate:

- Councillor Steve Jarvis.

The Deputy Chief Executive made the following comment in response to questions:

- That a budget had been agreed for a Service Director-Transformation.
- That the Membership of the Working Group should be reconsidered.

RESOLVED:

- (1) That Cabinet endorse the outcomes set out at paragraph 8.2 of this report for the Shaping Our Future Programme, to be implemented by the Head of Paid Service.
- (2) That Cabinet endorse the terms of reference for a working group, attached at Appendix A, to be implemented by the Head of Paid Service.
- (3) The Membership of the Working Group be reconsidered.

REASONS FOR DECISIONS:

- (1) These recommendations are based on a need to create clarity about the purpose and need for Organisational Development and to clearly link this to the Council's Priorities and the Corporate Peer Challenge Action Plan.
- (2) The recommendations recognise that whilst much of the activity encompassed in the Shaping Our Future Programme is to do with the Management of the organisation and therefore focuses on officers it must be in line with the Council's Priorities. It is also important that values and behaviours are understood and demonstrated consistently by both officers and Members and that Members support and engage with the Shaping Our Future programme where it relates to them.
- (3) A working group will provide a focal point for ‘Shaping our Future’ and act to steer and facilitate actions that work towards the outcomes.

12 HOUSING DELIVERY TEST ACTION PLAN

Audio Recording – 47 minutes 15 seconds

Councillor Paul Clark, Executive Members for Planning and Transport presented the report entitled Housing Delivery Test Action Plan together with the following appendix:

- Appendix A – Housing Delivery Test Action Plan 2020.

RESOLVED:

- (1) That the HDT Action Plan, attached as Appendix 1, be approved for publication and implementation.
- (2) That the key messages and actions contained in the HDT Action Plan are incorporated as appropriate in actions and measures arising from implementation of the Corporate Peer Challenge Action Plan.

REASONS FOR DECISIONS:

- (1) To meet the requirements of national planning policy.
- (2) To ensure that measures are developed and implemented consistently and in an integrated fashion across the organisation.

13 REGULATION OF INVESTIGATORY POWERS ACT ('RIPA') UPDATE AND ANNUAL REVIEW

Audio Recording – 49 minutes 45 seconds

Councillor Martin Stears-Handscomb, Leader of the Council, presented the report entitled Regulation of Investigatory Powers Act (RIPA) Update and Annual Report together with the following appendices:

- Appendix A – IPCO Inspection Report;
- Appendix B – RIPA Policy amended draft showing tracked changes;
- Appendix C – RIPA Social Media Policy amended showing tracked changes.

The recommendation of the Overview and Scrutiny Committee was considered as follows:

That the RIPA Policy and Social Media in Investigations Policy as amended (in Appendices B-C) be approved.

It was noted that the Overview and Scrutiny Committee had suggested that Tik Tok be added to the list of popular social media in the Social Media Policy.

RESOLVED:

- (1) That Tik Tok be added to the list of current examples of popular forms of social media at Paragraph 3.3 of the Use of Social Media in Investigations Policy and Procedure.
- (2) That the content of this and the Investigatory Powers Commissioner's Office Inspection report (Appendix A) be noted.
- (3) That the RIPA Policy and Social Media in Investigations Policy as amended (Appendices B-C) be approved.

REASON FOR DECISIONS: To comply with the Inspector's recommendations and best practice.

14 REVENUE BUDGET OUTTURN 2019/20

Audio Recording – 51 minutes 50 seconds

Councillor Ian Albert, Executive Members for Finance and IT presented the report entitled Revenue Budget Outturn 2019/20.

He drew attention to the significant impact of Covid-19 on the Council's finances and that not all of these impacts would necessarily be covered by central Government.

The recommendation from the Finance, Audit and Risk Committee were considered as follows:

- (1) That the report be noted;
- (2) That a decrease of £129k in the 2019/20 net General Fund expenditure, as identified in table 3 and paragraph 8.1, to a total of £14.692 million be approved;
- (3) That the changes to the 2020/21 General Fund budget, as identified in table 3 and paragraph 8.2, a total £344k increase in net expenditure, be approved;
- (4) That the transfer, as referred to in paragraph 8.3, of £59k from the underspend on the General Fund to the strategic Priority fund to enable the Leadership Team to undertake invest to save and/or continuous improvement projects be approved.

That Cabinet recommend to Council:

- (1) The net transfer to earmarked reserves of £2.161million be approved.

It was proposed by Councillor Ian Albert, Seconded by Councillor Martin Stears-Handscorn and:

RESOLVED:

- (1) That the report entitled Revenue Budget Outturn 2019/20 be noted.
- (2) That a decrease of £129k in the 2019/20 net General Fund expenditure, as identified in table 3 and paragraph 8.1, to a total of £14.692million be approved.
- (3) That the changes to the 2020/21 General Fund budget, as identified in table 3 and paragraph 8.2, a total £344k increase in net expenditure be approved.
- (4) That, as referred to in paragraph 8.3, the transfer of £59k from the underspend on the General Fund to the Strategic Priority fund to enable the Leadership Team to undertake invest to save and/or continuous improvement projects be approved.

RECOMMENDED TO COUNCIL: That the net transfer to earmarked reserves, as identified in table 8, of £2.161million be approved.

REASONS FOR DECISIONS:

- (1) Members are able to monitor, make adjustments within the overall budgetary framework and request appropriate action of Services who do not meet the budget targets set as part of the Corporate Business Planning process.
- (2) Changes to the Council's balances are monitored and approved.

15 INVESTMENT STRATEGY (CAPITAL AND TREASURY) END OF YEAR REVIEW 2019/20

Audio Recording - 58 minutes 35 seconds

Councillor Ian Albert, Executive Member for Finance and IT presented the report entitled Investment Strategy (Capital and Treasury) End of Year Review 2019/20 together with the following appendices:

- Appendix A - Capital Programme Detail including Funding 2019/20 onwards;
- Appendix B - Treasury Management Annual Review.

He advised that the effects of the Covid-19 pandemic meant that a full review of the Council's finances would have to be undertaken in the coming months

The recommendation from the Finance, Audit and Risk Committee were considered as follows:

- (1) That the expenditure of £1.473million on 2019/20 on the capital programme, paragraph 8.3 refers, and in particular the changes detailed in table 3 which resulted in a net decrease on the working estimate of £0.055million, be noted;
- (2) That the adjustments to the capital programme for 2020/21 as a result of the revised timetable of schemes detailed in table 2, increasing the estimated spend in 2020/21 by £0.277million (re-profiled from 2019/20), be approved;
- (3) That the position of the availability of capital resources, as detailed in table 4 paragraph 8.6 and the requirement to keep the capital programme under review for affordability, be noted;
- (4) That the application of £0.639million of capital receipts towards the 2019/20 capital programme and the drawdown of £0.397million from set aside receipts, paragraph 8.6 refers, be approved;
- (5) That the position of Treasury Management activity as at the end of March 2020 be noted.

Cabinet recommend to Council:

- (1) That the actual 2019/20 prudential and treasury indicators be approved;
- (2) That the annual Treasury Report for 2019/20 be noted.

Councillor Ian Albert proposed, Councillor Martin Stears-Handscorn second and it was:

RESOLVED:

- (1) That the expenditure of £1.473million in 2019/20 on the capital programme, paragraph 8.3 refers, and in particular the changes detailed in table 3 which resulted in a net decrease on the working estimate of £0.055million be noted.
- (2) That the adjustments to the capital programme for 2020/21 as a result of the revised timetable of schemes detailed in table 2, increasing the estimated spend in 2020/21 by £0.277million (re-profiled from 2019/20) be approved.
- (3) That the position of the availability of capital resources, as detailed in table 4 paragraph 8.6 and the requirement to keep the capital programme under review for affordability be noted.
- (4) That the application of £0.639million of capital receipts towards the 2019/20 capital programme and the drawdown of £0.397million from set aside receipts, paragraph 8.6 refers be approved.

- (5) That the position of Treasury Management activity as at the end of March 2020 be noted.

RECOMMENDED TO COUNCIL:

- (1) That the actual 2019/20 prudential and treasury indicators be approved.
- (2) That the annual Treasury Report for 2019/20 be noted.

REASON FOR DECISIONS:

- (1) Cabinet is required to approve adjustments to the capital programme and ensure the capital programme is fully funded.
- (2) To ensure the Council's continued compliance with CIPFA's code of practice on Treasury Management and the Local Government Act 2003 and that the Council manages its exposure to interest and capital risk.

16 GARDEN WASTE COLLECTION SERVICE IMPACTS OF COVID

Audio Recording – 1 hour 3 minutes 6 seconds

Councillor Elizabeth Dennis-Harburg, Executive Member for Recycling and Waste Management, presented the report entitled Garden Waste Collection Service Impacts of Covid-19.

Councillor David Levett presented the recommendations of the Overview and Scrutiny Committee as follows:

That Council agrees an extension of the current 12 months payment period for green waste collection, for a further period of 2 months [The loss of income based on current (48%) uptake is approximately £186,000].

Councillor Levett commented that it had now been three years since this service was put in place and that the direct debit option for payment should be moved on.

The following Members took part in the debate:

- Councillor Martin Stears-Handscomb;
- Councillor Ian Albert.

Councillor Elizabeth Dennis-Harburg proposed, Councillor Martin Stears-Handscomb seconded and it was:

RESOLVED: That the Council agrees an extension of the current 12 months payment period for green waste collection, for a further period of 2 months [The loss of income based on current (48%) uptake is approximately £186,000].

REASON FOR DECISIONS: To acknowledge service disruption / suspension in our garden waste collection service and demonstrate to residents that the Council accepts the inconvenience caused during the seasonal peak of garden waste production.

17 BUSINESS CONTINUITY PLANNING UPDATE

Audio Recording – 1 hour 58 minutes 46 seconds

Once Members had returned to the Part 1 meeting, the Committee, Member and Scrutiny Manager undertook a roll call.

NB This Item was considered after the Part 2 Item (Minute 20 refers)

Councillor Martin Stears-Handscomb advised that a further recommendation had been agreed during the Part 2 deliberations.

RESOLVED:

- (1) That the further commissioning of legal services in relation to the holding company, to be agreed by the Service Director: Legal and Community, the Deputy Chief Executive [Managing Director] in consultation with the Leader and Deputy Leader be approved.
- (2) That the decision on establishment of the trading company, with business case to be presented to the Cabinet Sub-Committee as soon as possible for approval thereafter be delegated to the Deputy Chief Executive [Managing Director] in consultation with the Leader and Deputy Leader.
- (3) That Cabinet supports any additional initiatives such as the furloughed space grants suggested by the British Retail Corporation to support the economic recovery of the District, provided it is fully funded by the Government.
- (4) That Cabinet delegate authority to the Managing Director and Service Director Place to take decisions regarding services provided under the Leisure contracts, in consultation with the Executive Member for Environment and Leisure, the Service Director Resources and Executive Member for Finance and IT.

REASON FOR DECISIONS: To ensure that the Council is as prepared as it can be for contractor failure / withdrawal from major contracts.

18 COMMERCIAL WASTE COLLECTION SERVICE - IMPACTS OF COVID-19

Audio Recording – 2 hours 4 minutes 7 seconds

NB This Item was considered after the Part 2 Item (Minute 21 refers)

Councillor Elizabeth Dennis-Harburg advised that further recommendations had been agreed during the Part 2 deliberations

RESOLVED:

- (1) That the Q1 invoices for all customers who suspended their service with us and only resume charges upon the start of services be withdrawn (and reduce the invoices for those that asked for a temporary reduction in service level), leading to an estimated budget deficit of £34,000 for Q1.
- (2) That Cabinet note that for customers who are still liable to pay, where necessary, the Council will work with the customer to identify suitable alternative payment arrangements. This is in accordance with the Council's debt management processes.
- (3) That extended payment terms for Q2 to 60 days, and to 30 days for Q3 be agreed.

REASON FOR DECISIONS: To acknowledge the reduced service needs and hardship experienced by local businesses during the Covid 19 pandemic and government initiated lockdown. However at the same time there is a need to make sure that proposals are equitable and that any income lost will not be funded by local taxpayers

19 EXCLUSION OF PRESS AND PUBLIC

Audio Recording – 1 hour 13 minutes 5 seconds

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 3 and 5 of Part 1 of Schedule 12A of the said Act.

20 BUSINESS CONTINUITY PLANNING UPDATE

NB There is no audio recording as this was a Part 2 item

The Deputy Chief Executive presented the report entitled Business Continuity Planning Update and the additional information supplied.

The Service Director – Place provided information regarding Leisure Services in the District.

The following Members took part in the debate:

- Councillor Steve Jarvis;
- Councillor Ian Albert

RESOLVED: That the content of the Part 2 report entitled Business Continuity Planning Update be noted.

REASON FOR DECISION: To ensure that the Council is as prepared as it can be for contractor failure/ withdrawal from major contracts by creating a mechanism through which currently contracted out services can be delivered through a Council company in the short term whilst alternative options are considered.

21 COMMERCIAL WASTE COLLECTION SERVICE - IMPACTS OF COVID-19

NB There is no audio recording as this was a Part 2 item

Councillor Keith Hoskins advised that for transparency he would not take part in the vote as he paid for a commercial waste collection.

Councillor Elizabeth Dennis-Harburg presented the report entitled Commercial Waste Collection Service – Impacts of Covid-19 and the addendum report of the same name.

Councillor David Levett presented the referral from the Overview and Scrutiny Committee as follows:

That Cabinet consider two options being:

- (i) The recommendation contained in the Part 2 report
- (ii) The option detailed in Paragraph 4.3 of the original Part 2 report.

The following Members took part in the debate:

- Councillor Ian Albert;
- Councillor Martin Stears-Handscorn;
- Councillor Steve Jarvis.

The Service Manager Waste, Service Director – Resources and Chief Executive answered questions from Members.

RESOLVED: That the three recommendations contained in the Part 2 report and the addendum to the Part 2 report be agreed.

REASON FOR DECISIONS: To acknowledge the reduced service needs and hardship experienced by local businesses during the Covid 19 pandemic and government initiated lockdown. However at the same time there is a need to make sure that proposals are equitable and that any income lost will not be funded by local taxpayers.

The meeting closed at 9.37 pm

Chair

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NORTH HERTFORDSHIRE DISTRICT COUNCIL

CABINET

MEETING HELD AS A VIRTUAL MEETING ON TUESDAY, 21ST JULY, 2020 AT 7.30 PM

MINUTES

Present: *Councillors: Martin Stears-Handscomb (Chair), Paul Clark (Vice-Chair), Ian Albert, Judi Billing, Elizabeth Dennis-Harburg, Gary Grindal, Keith Hoskins, Steve Jarvis, Ian Mantle and Helen Oliver*

In Attendance: *Anthony Roche (Managing Director), Jeanette Thompson (Service Director - Legal and Community), Ian Couper (Service Director - Resources), Ian Fullstone (Service Director - Regulatory), Vaughan Watson (Service Director - Place), Nigel Smith (Strategic Planning Manager), Sam Dicocco (Planning Officer), Louise Randall (Leisure Contracts Manager), Rebecca Coates (Community Protection Manager), Reuben Ayavoo (Policy and Community Engagement Manager), Chloe Gray (Commercial Manager) and Hilary Dineen (Committee, Member and Scrutiny Manager)*

22 WELCOME AND INTRODUCTION

Audio recording – 55 seconds

The Chair welcomed everyone to this virtual meeting of Cabinet that was being conducted with Members and Officers at various locations, communicating via audio/video and online and advised that there was the opportunity for the public and press to listen and view proceedings.

The Committee, Member and Scrutiny Manager gave advice regarding the following:

Attendance

A roll call of Members and Officers was undertaken to ensure that they could hear and be heard.

Live Streaming

The meeting was being streamed live on the Council's You Tube channel. If live streaming failed the meeting would adjourn. If the live stream was unable to be restored within a reasonable period then the remaining business would be considered at later date.

If for any reason the meeting was not quorate an Officer would notify attendees by interjecting the meeting. The meeting would adjourn immediately. Once the meeting was quorate the meeting would resume. If connection could not be restored within a reasonable period, then the remaining business would be considered at a later date.

Only Members present for the entire debate and consideration of an item were entitled to vote.

If technology failed for a Member during the debate and they rejoined the meeting, they would not be able to vote on that item.

If a Member dropped out of the meeting and was unable to connect an email had been sent to each Member with telephone options.

Noise interference

Electronic devices should be muted and all present should have the mute button on their tablet or computer activated when not speaking.

Rules of Debate

The raise hand button (located under participants) should be used to alert the Chair that you wish to speak. Please wait for the Chair to invite you to speak before doing so.

Voting

Voting would be undertaken using the Green tick for "Yes", Red Cross for "No" and Blue Raise Hand for "abstain", located in the participants section at the bottom of the screen. To enable the votes to be counted, votes should not be cleared until requested to do so.

Details of how Members voted would not be kept or minuted unless a Recorded Vote was requested or an individual requested that their vote be recorded, and it will not be heard or seen on the audio and YouTube recordings of the meeting.

Part 2 Items

There were Part 2 papers on the agenda. When the Committee had resolved to move into Part 2 the host would ask the Committee Members and relevant officers to join a Break Out Room where the Part 2 discussions would be held.

Once the Part 2 discussions had concluded Members would need to move back into the public part of the meeting.

Whilst the part 2 discussions were taking place the live stream of the meeting would not cease. The YouTube channel would remain live with a holding message.

The Chair, Councillor Martin Stears-Handscorn started the meeting proper.

23 APOLOGIES FOR ABSENCE

Audio recording – 5 minutes 33 seconds

Apologies for absence were received from Councillor Carol Stanier and Sean Prendergast (Deputy Executive Members).

Councillor Kate Aspinwall, Chair Finance, Audit and Risk Committee offered her apologies for absence.

24 NOTIFICATION OF OTHER BUSINESS

Audio recording – 6 minutes 6 seconds

There was no other business notified.

25 CHAIR'S ANNOUNCEMENTS

Audio recording – 6 minutes 10 seconds

- (1) The Chair welcomed everyone to this meeting of Cabinet;
- (2) The Chair advised that, in accordance with Council policy, this meeting was being audio recorded as well as filmed. The audio recordings would be available to view on Mod.gov and the film recording via the NHDC Youtube channel;
- (3) Members were reminded that this Council had declared a Climate Emergency. This was a serious decision and meant that, as this was an emergency, all of us, officers and Members had that in mind as we carried out our various roles and tasks for the benefit of our District;
- (4) Members were reminded to make declarations of interest before an item, the detailed reminder about this and speaking rights was set out under Chair's Announcements on the agenda;
- (5) The Chair referred to statements made by Councillor David Williams, Leader Hertfordshire County Council in respect of potential Local Government reorganisation.

The Chair believed that all efforts should be put into supporting communities and businesses to recover from Covid-19.

It was disappointing to see the announcement by David Williams as all Districts had worked well with the County Council, Local Enterprise Partnership and Growth Board.

They had taken part on the basis that all future developments in North Herts would be decided locally for the benefit of residents.

Given the situation they would now work with the 9 Districts and Boroughs to consider and compare what is best, including the status quo.

They were not against change but any change must remain local and democratic.

The following Members took part in a short debate:

- Councillor Judi Billing;
- Councillor Martin Stears-Handscorn;
- Councillor Paul Clark
- Councillor David Levett.

- (6) The Chair advised that he would take the agenda in the order published up to and including item 12. The Part 2 items would then be considered following which the meeting would return to Part 1 to take Part 1 decisions on Item 13 at the end of the meeting.

26 PUBLIC PARTICIPATION

Audio recording – 13 minutes 36 seconds

There were no presentations by members of the public.

27 ITEMS REFERRED FROM OTHER COMMITTEES

Audio recording – 13 minutes 40 seconds

5a Item Referred from Finance, Audit and Risk Committee: 20 July 2020 – Risk Management Update

The Service Director – Resources introduced the referral from the Finance, Audit and Risk Committee and drew attention to the recommendation:

That the Annual Report on Risk Management be noted and then referred to Full Council.

It was moved by Councillor Martin Stears-Handscorn, seconded by Councillor Paul Clark and:

RESOLVED: That the Annual Report on Risk Management be noted.

RECOMMENDED TO COUNCIL: That the Annual Report on Risk Management be noted.

REASONS FOR DECISIONS:

- (1) The responsibility for ensuring the management of risks is that of Cabinet;
- (2) This Committee has responsibility to monitor the effective development and operation of Risk Management.

Audio recording – 15 minutes 56 seconds

5b Item referred from Finance, Audit and Risk Committee: 20 July 2020 – Financial Impacts of Covid-19

RESOLVED: That the referral from Finance, Audit and Risk Committee regarding Financial Impacts of Covid-19 be taken with Item 13

28 STRATEGIC PLANNING MATTERS

Audio recording – 16 minutes 11 seconds

The Executive Member for Planning and Transport presented the report entitled Strategic Planning Matters together with the following appendices:

- Appendix A – Response to MHCLG on Article 4 Direction (excluding appendices);
- Appendix B – Letter to Councillor Clark regarding the NHDC Local Plan Examination;
- Appendix C – Letter from the Planning Inspectorate regarding Household Projections.

He drew attention to the following:

- Provisional dates had been set for the Local Plan Examination Hearings to recommence via a virtual platform on 14, 21 and 28 September 2020;
- New housing figures had been released by the Office of National Statistics on 29 June 2020 and work was being undertaken regarding this information;

- Work was being undertaken in light of the reduction in housing numbers for Luton and the Council's Duty to Cooperate;
- Consultation regarding the Ashwell Neighbourhood Plan had now commenced;
- Luton Airport have announced their aim to become the most environmentally friendly airport.

The Strategic Planning Manager advised that:

- Article 4 directions had been issued to prevent offices and industrial buildings being changed to residential, however the Government had announced that office building could be demolished and replaced with residential without full permission.

Councillor Stears-Handscomb expressed concern at the announcement and proposed, Councillor Paul Clark seconded:

"That the Executive Member for Planning and Transport be requested to write to the Government minister to express concern, on behalf of the residents of North Herts District Council, at the turn of events regarding the proposed changes to planning legislation that will adversely affect employment areas."

It was moved by Councillor Paul Clark, seconded by Councillor Martin Stears-Handscomb and:

RESOLVED:

- (1) That the report on strategic planning matters be noted;
- (2) That the submission in Appendix A of the report be noted and endorsed;
- (3) That the Executive Member for Planning and Transport be requested to write to the Government minister to express concern, on behalf of the residents of North Herts District Council, at the turn of events regarding the proposed changes to planning legislation that will adversely affect employment areas.

REASON FOR DECISIONS: To keep Cabinet informed of recent developments on strategic planning matters and progress on the North Hertfordshire Local Plan.

29 DEVELOPER CONTRIBUTIONS SUPPLEMENTARY PLANNING DOCUMENT (SPD)

Audio recording – 24 minutes 42 seconds

The Executive Member for Planning and Transport presented the report entitled Developer Contributions Supplementary Planning Document (SPD) together with the following appendices:

- Appendix A – Draft Developer Contributions SPD;
- Appendix B – Regulation 12 Statement of Consultation.

He advised that:

- A report regarding CIL (Community Infrastructure Levy) would be presented to Cabinet in December 2020.

The following Members asked a questions:

- Councillor Steve Jarvis.

In response Councillor Paul Clark advised:

- That the Developer Contributions SPD would need to be revised if the Local Plan was not adopted or if CIL was adopted.

It was moved by Councillor Paul Clark, seconded by Councillor Martin Stears-Handscorn and:

RESOLVED:

- (1) That the Developer Contributions SPD, attached as Appendix A to this report be adopted, subject to the adoption of the new Local Plan within 12 months of the date of this Cabinet meeting;
- (2) That, in the interim, the proposed adoption version of the Developer Contributions SPD, be published and used as a material consideration in the determination of relevant schemes.
- (3) That authority to make minor amendments to the Developer Contributions SPD prior to its formal adoption be delegated to the Service Director - Regulatory in consultation with the Executive Member for Planning and Transport as and when any further updates to the new Local Plan require alterations.

REASON FOR DECISIONS: To allow the Developer Contributions SPD to be progressed so that it may be:

- (i) adopted at the same time as, or shortly after, any future decision to adopt the new Local Plan and
- (ii) taken into account in relevant planning decisions.

30 STATEMENT OF COMMUNITY INVOLVEMENT

Audio recording – 26 minutes 50 seconds

The Executive Member for Planning and Transport presented the report entitled Statement of Community involvement together with the following appendix:

- Appendix A - Statement of Community Involvement – amended June 2020.

It was moved by Councillor Paul Clark, seconded by Councillor Martin Stears-Handscorn and:

RESOLVED:

- (1) That the consultation response be noted;
- (2) That the changes to the draft Statement of Community Involvement (SCI) be approved and that the Statement of Community Involvement, attached as Appendix A be adopted.

REASON FOR DECISIONS: The Statement of Community Involvement sets out how the Council consults with the local community in preparing the Local Plan, other local planning documents, and in determining planning applications. It also sets out guidelines for those communities involved in neighbourhood planning.

31 COUNCIL PLAN 2021 - 2026 AND COUNCIL OBJECTIVES FOR 2021-2026

Audio recording – 27 minutes 40 seconds

The Leader of the Council presented the report entitled Council Plan 2021-2026 and Council Objectives 2021-2026 and drew attention to the following:

- That the Policy and Community Engagement Manager and Trainee Policy Officer were to be thanked for their work;
- There would be an all party workshop in August 2020 regarding the Plan and objectives;
- A detailed report would be presented to Cabinet followed by Council in September 2020;

It was moved by Councillor Martin Stears-Handscomb, seconded by Councillor Paul Clark and:

RESOLVED:

- (1) That Cabinet confirms its intention to recommend the retention of its five Objectives, other than a slight amendment to the first overarching Council Objective:
 - Continue to be a welcoming, inclusive, and efficient council,
 - Build thriving and resilient communities,
 - Respond to challenges to the environment,
 - Enable an enterprising and co-operative economy,
 - Support the delivery of good quality and affordable homes.
- (2) That the intention to finalise a draft of the complete Council Plan for Cabinet to consider in September, for referral on to Full Council for approval be noted. This will follow consideration with the leadership team and further engagement with all Members.

REASON FOR DECISIONS: The Council plan is a key element of the corporate business planning process, as a high level strategic document it sets out the Council's priorities for the next year. As an overarching policy framework document, it guides and influences the use of Council resources; providing a focus for activities, plans and services the Council provide. Confirming the intention to amend the first overarching Council Objective will allow a full draft to be developed that reflects this.

32 MODERN SLAVERY CHARTER UPDATE

Audio recording – 30 minutes 24 seconds

The Executive Member for Community Engagement presented the report entitled Modern Slavery Charter Update together with the following appendices:

- Appendix A – Previous Action Plan 2018-21 presented to Cabinet in June 2019;
- Appendix B – Modern Slavery & Human Trafficking Action Plan 2020-21;
- Appendix C – SHIVA review June 2020.

She informed Members that:

- The report detailed the work that had been undertaken;
- Although Hertfordshire had a low incidence of modern slavery, it was important to maintain awareness and ensure that procedures were up to date;
- 6 recommendations had already been completed.

It was moved by Councillor Judi Billing, seconded by Councillor Martin Stears-Handscorn and:

RESOLVED: That the actions to date [and proposed actions in the plan Appendix B], and that further updates will be provided as part of the Annual Safeguarding Report to Overview & Scrutiny be noted.

REASON FOR DECISION: To ensure that Cabinet is updated regarding the actions regarding Modern Day Slavery.

33 HITCHIN MARKET CONTRACT EXTENSION

Audio recording – 35 minutes 11 seconds

The Executive Members for Enterprise and Co-operative Development presented the report entitled Hitchin Market Contract Extension.

He advised Members that Hitchin Market had suffered over the last few months and more time was needed to consider their requirements.

The following Members took part in the debate:

- Councillor Ian Albert.

It was moved by Councillor Keith Hoskins, seconded by Ian Albert and:

RESOLVED: That the entering into a contract extension with Hitchin Market Limited for a further eight months up to 31 March 2021 be noted

REASONS FOR DECISION:

- (1) To seek approval of the proposed contract extension and to update Cabinet Members on the current position regarding Hitchin Markets Limited.
- (2) To ensure that Hitchin Market continues to operate.
- (3) To allow the Council more time to evaluate its options such as undertaking a tendering/procurement exercise.

34 COVID-19 LEISURE CONTRACTS RECOVERY

Audio recording – 37 minutes 35 seconds

NB This report was introduced prior to consideration of the Part 2 report of the same name. The decision was taken following consideration of the Part 2 report of the same name.

The Executive Member for Environment and Leisure presented the report entitled Covid-19 Leisure Contracts Recovery and drew attention to the following:

- The Leisure Centre had been closed since the middle of March 2020;
- Stevenage Leisure Ltd had furloughed many of their staff;
- They had made significant reductions in the services available;
- It was clear that the outdoor pools would be unable to open this year;

- The indoor pool was opening on 25 July 2020 with safety measure in place;
- It was expected that some customers would not return for some time;
- Stevenage Leisure had produced a plan detailing the level of services that could be provided.

The meeting moved into Part 2 at this point.

Audio recording – 1 hour 10 minutes 24 seconds

When the meeting returned to Part 1 the Committee, Member and Scrutiny Manager undertook a roll call to ensure that Members could hear and be heard.

It was moved by Councillor Steve Jarvis, seconded by Councillor Ian Albert and:

RESOLVED:

- (1) That Cabinet note and agree the approach set out in SLL's recovery plan and support SLL using the Open Book approach as recommended in the PPN 02/20, and further support included within LGA Options for councils in supporting leisure providers through Covid-19 Guidance from service closure;
- (2) That Cabinet note and agree that Officers will continue to work with SLL to agree ways in which income can be maximised and costs minimised whilst ensuring that operations continue to meet COVID-19 and other safety requirements.

REASON FOR DECISION: To seek approval for the SLL recovery plan and a phased approach toward recovery allowing flexibility through delegation, to ensure business continuity for the leisure contracts and for them to survive beyond the COVID-19 pandemic.

35 COVID-19 FINANCIAL IMPACTS

Audio recording – 1 hour 13 minutes 29 seconds

NB This report was considered after the Part 2 report of the same name.

The Executive Members for Finance and IT presented the report entitled Covid-19 Financial Impacts and drew attention to the following:

- Services were continuing to operate as normally as possible;
- The Government was supporting with part funding;
- Clarity was needed regarding future funding;
- Council Tax would have to increase by the maximum allowed without a referendum;
- The Council had sufficient reserves to avoid the requirement for an emergency budget.

The Executive Member for Finance and IT referred to the referral from Finance, Audit and Risk Committee including an additional recommendation that:

“a letter be sent to the relevant Government Minister and/or Prime Minister asking that the £200k forecasted spend on housing the Homeless for the entirety of the coronavirus pandemic be covered by the Government.”

The Strategic Director – Resources advised:

- The starting point was that the Council should absorb the first 5 percent of budgeted income;
- The areas of finance that would and would not be recoverable were outlined.

The following Members took part in the debate:

- Councillor Martin Stears-Handscomb;
- Councillor Paul Clark;
- Councillor Steve Jarvis;
- Councillor Judi Billing.

It was moved by Councillor Ian Albert, seconded by Councillor Martin Stears-Handscomb and:

RESOLVED:

- (1) That the forecast financial impact of Covid-19, but that this could be subject to significant change be noted. The budgets will be formally adjusted as part of the Quarter 1 revenue budget monitor;
- (2) That the delay of the capital spend of £2,809k to 2021/22 onwards, as detailed in table 6 be approved;
- (3) That a letter be sent to the relevant Government Minister and/or Prime Minister asking that the £200k forecasted spend on housing the Homeless for the entirety of the coronavirus pandemic be covered by the Government.

RECOMMENDED TO COUNCIL:

- (1) That Council notes the forecast impact of Covid-19 in comparison to available reserves and confirms that these reserves will be used to fund the impact. This means that an emergency budget is not required;
- (2) That Council approves that £350k is added to the Capital Programme for the resurfacing of the top deck of the Lairage Car Park, Hitchin;
- (3) That Council approves an addition to the Investment Strategy that would allow the Council to provide a loan to Hertfordshire Building Control of £65k, if it is required.

REASON FOR DECISION: To ensure that the financial impacts of Covid-19 are recognised and make the necessary changes to allow the Council to manage its budgets.

36 EXCLUSION OF PRESS AND PUBLIC

Audio recording – 44 minutes 59 seconds

It was proposed by Councillor Martin Stears-Handscomb, seconded by Councillor Paul Clark and:

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the said Act (as amended).

37 COVID-19 LEISURE CONTRACTS RECOVERY – PART 2

No audio recording was made regarding this Part 2 Item

NB This report was considered prior to the decision being taken on the Part 1 report of the same name.

The Executive Member for Environment and Leisure presented the Part 2 report entitled Covid-19 Leisure Contracts Recovery.

The Managing Director gave Members further details.

The following Members took part in the debate and asked questions:

- Councillor David Levett (Chair of Overview and Scrutiny Committee).

The Service Director-Place responded to the questions asked.

It was moved by Councillor Steve Jarvis, seconded by Councillor Martin Stears-Handscomb and:

RESOLVED: That the recommendations contained in the Part 2 report entitled Covid-19 Leisure Contracts Recovery be agreed.

REASON FOR DECISION: To seek approval for the SLL recovery plan and a phased approach toward recovery allowing flexibility through delegation, to ensure business continuity for the leisure contracts and for them to survive beyond the COVID-19 pandemic.

38 COVID-19 FINANCIAL IMPACTS - PART 2

No audio recording was made of this Part 2 Item.

NB This report was considered prior to consideration of the Part 1 report of the same name.

The Executive Member for Finance and IT presented the Part 2 report entitled Covid-19 Financial Impacts.

RESOLVED: That the Part 2 report entitled Covid-19 Financial Impacts be noted.

REASON FOR DECISION: To ensure that the financial impacts of Covid-19 are recognised and make the necessary changes to allow the Council to manage its budgets.

At this point the meeting returned to Part 1.

The meeting closed at 9.05 pm

Chair

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NORTH HERTFORDSHIRE DISTRICT COUNCIL

CABINET

MEETING HELD AS A VIRTUAL MEETING ON TUESDAY, 15TH SEPTEMBER, 2020 AT 7.30 PM

MINUTES

Present: *Councillors: Martin Stears-Handscomb (Chair), Paul Clark (Vice-Chair), Ian Albert, Judi Billing, Elizabeth Dennis-Harburg, Gary Grindal, Keith Hoskins and Steve Jarvis.*

Deputy Executive Members: Councillors: Ruth Brown, Ian Mantle, Helen Oliver and Carol Stanier

In Attendance: *Ian Fullstone (Service Director - Regulatory), Ian Couper (Service Director - Resources), Jeanette Thompson (Service Director - Legal and Community), Howard Crompton (Service Director - Transformation), Jo Dufficy (Service Director - Customers), Nigel Smith (Strategic Planning Manager) and Hilary Dineen (Committee, Member and Scrutiny Manager)*

39 WELCOME AND INTRODUCTION

Audio recording – 5 seconds

The Chair welcomed everyone to the meeting and advised that it was being conducted with Members and Officers at various locations, communicating via audio/video and online. There was also the opportunity for the public and press to listen and view proceedings.

The Committee, Member and Scrutiny Manager undertook a roll call of Members and Officers to ensure that they could hear and be heard and gave the following advice.

The meeting was being streamed live on the Council's You Tube channel and also recorded via Zoom. If live streaming failed the meeting would adjourn. If the live stream could not be restored within a reasonable period then the remaining business would be considered at a later date.

Please stay in view of the camera at all times.

If for any reason the meeting was not quorate an Officer would notify attendees by interjecting the meeting. The meeting would adjourn immediately. Once the meeting was quorate the meeting would resume. If connection could not be restored within a reasonable period, then the remaining business would be considered at a later date.

If a remote Member lost connection the Chair may adjourn the meeting for a short period to enable connection to be re-established. If the Chair did not adjourn the meeting the Member would be deemed to have left the meeting at the point of failure and be deemed to have returned at the point of re-establishment. Only Members present for the entirety of debate and consideration of an item are entitled to vote.

Mobile phones and other noise emitting devices should be muted and the mute button on tablets and computers should be muted when not speaking.

When requested to vote, voting would be via the Green tick for “Yes”, Red Cross for “No” and Blue Raise Hand for “abstain” functions.

The Chair, Councillor Martin Stears-Handscornb, started the meeting proper.

40 APOLOGIES FOR ABSENCE

Audio recording – 5 minutes 2 seconds

There were no apologies for absence.

41 NOTIFICATION OF OTHER BUSINESS

Audio recording – 5 minutes 12 seconds

There was no other business notified.

42 CHAIR'S ANNOUNCEMENTS

Audio recording – 5 minutes 16 seconds

- (1) The Chair welcomed everyone to this meeting of Cabinet;
- (2) The Chair advised that, in accordance with Council policy, this meeting was being audio recorded as well as filmed. The audio recordings would be available to view on Mod.gov and the film recording via the NHDC YouTube channel;
- (3) Members were reminded that this Council had declared a Climate Emergency. This was a serious decision and meant that, as this was an emergency, all of us, officers and Members had that in mind as we carried out our various roles and tasks for the benefit of our District;
- (4) Members were reminded to make declarations of interest before an item, the detailed reminder about this and speaking rights was set out under Chair's Announcements on the agenda;
- (5) The Chair advised that he would take the agenda in the order published up to and including item 13. The meeting would then consider the Part 2 Items – Item 16 Careline Future Provision and Item 17 Land Adjacent to 1 North End Kelshall and then return to Part 1 to take Part 1 decisions on Item 14 at the end of the meeting.

43 PUBLIC PARTICIPATION

Audio recording – 6 minutes 26 seconds

There were no presentations by members of the public.

44 ITEMS REFERRED FROM OTHER COMMITTEES

Audio recording – 6 minutes 30 seconds

5a Item Referred from Finance, Audit and Risk Committee: 7 September 2020 - Risk Management Update

Councillor Kate Aspinwall, Chair of Finance, Audit and Risk Committee presented the referral from the meeting of that committee held on 7 September 2020 regarding Risk Management Update the recommendations to Cabinet being;

- (1) That the Corporate Risk for the impact of Anti-Social Behaviour on Council Facilities be retained at a risk score of 7 instead of reduced to 5;
- (2) That the Novel Coronavirus (covid19) Corporate risk be retained at a risk score of 9 instead of reduced to 8;
- (3) That the New Corporate Risk, Covid19 – Leisure Management Contract, be proposed as a risk score of 8.
- (4) That the Route Optimisation of Collection Rounds Risk be archived.

The Executive Member for Finance and IT advised:

- That he would support the recommendations;
- That risks would be reviewed by the Risk Management Group;
- That it was important not to keep risks at a high level unnecessarily.

Councillor Ian Albert proposed, Councillor Martin Stears-Handscomb seconded and it was:

RESOLVED:

- (1) That the Corporate Risk for the impact of Anti-Social Behaviour on Council Facilities be retained at a risk score of 7 instead of reduced to 5;
- (2) That the Novel Coronavirus (covid19) Corporate risk be retained at a risk score of 9 instead of reduced to 8;
- (3) That the New Corporate Risk, Covid19 – Leisure Management Contract, be proposed as a risk score of 8;
- (4) That the Route Optimisation of Collection Rounds Risk be archived.

REASONS FOR DECISIONS:

- (1) The responsibility for ensuring the management of risks is that of Cabinet;
- (2) This Committee has the responsibility to monitor the effective development and operation of Risk Management.

5b Item Referred from Finance, Audit and Risk Committee: 7 September 2020 - First Quarter Revenue Monitoring

RESOLVED: That the referral from Finance, Audit and Risk Committee regarding First Quarter Revenue Monitoring be taken with Item 9.

5c Item Referred from Finance, Audit and Risk Committee: 7 September 2020 - First Quarter Investment Strategy

RESOLVED: That the referral from Finance, Audit and Risk Committee regarding First Quarter Revenue Investment Strategy be taken with Item 10.

5d Item Referred from Finance, Audit and Risk Committee: 7 September 2020 - Medium Term Financial Strategy

RESOLVED: That the referral from Finance, Audit and Risk Committee regarding Medium Term Financial Strategy be taken with Item 11.

5e Referral from Overview and Scrutiny Committee: 8 September 2020 - Careline Future Provision Part 2

RESOLVED: That the referral from Overview and Scrutiny Committee regarding Careline Future Strategy be taken with Item 16.

45 COUNCIL PLAN 2021 - 2026 AND COUNCIL OBJECTIVES FOR 2021-2026

Audio recording – 12 minutes 26 seconds

The Leader of the Council presented the report entitled Council Plan 2021 - 2026 and Council Objectives for 2021-2026 together with the following appendices:

- Appendix A – Revised Council Plan 2021 – 2026;
- Appendix B - Proposed Actions 2020;
- Appendix C – Achievements;
- Appendix C - Achievements – Addendum.

He advised that the workshops regarding the Council Plan had been well attended and that the minor typographical errors in the document would be corrected before publication.

It was proposed by Councillor Martin Stears-Handscorn, seconded by Councillor Paul Clark and:

RESOLVED:

- (1) That the draft completed Council Plan be approved; which provides a summary of objectives and of activity to support the progression of following Council Objectives below (an amended first overarching Council objective whilst the other four remain the same);

- Be a welcoming, inclusive, and efficient council;
- Build thriving and resilient communities;
- Respond to challenges to the environment;
- Enable an enterprising and co-operative economy;
- Support the delivery of good quality and affordable homes.

RECOMMENDED TO COUNCIL: That Cabinet reviews and recommends to Full Council the adoption of the following:

- Appendix A – Council Plan 2021 -2026
- Appendix B – Proposed Actions
- Appendix C – Achievements

REASON FOR DECISIONS: The Council plan is a key element of the corporate business planning process, as a highlevel strategic document it sets out the Council's priorities for the next year. As an overarching policy framework document, it guides and influences the use of Council resources; providing a focus for activities, plans and services the Council provide. The draft Council plan has reflected the amendment to the first overarching Council Objective.

46 STRATEGIC PLANNING MATTERS

Audio recording – 18 minutes 3 seconds

The Executive Member for Planning and Transport presented the report entitled Strategic Planning Matters together with the following documents:

- Strategic Planning – Addendum;
- Appendix A - Baldock, Bygrave and Clothall Neighbourhood Plan Examination Report.

He drew attention to the addendum document which contained an additional recommendation numbered 2.2.

The Strategic Planning Manager advised that the Draft Design SPD, mentioned in the report would not be considered at this meeting.

Councillor Martin Stears-Handscomb proposed, Councillor Keith Hoskins seconded and it was:

RESOLVED:

- (1) That the report on strategic planning matters be noted;
- (2) That the Service Director – Regulatory in consultation with the Executive Member for Planning & Transport:
 - i. Develops modifications to the Examiner's recommendations in consultation with the Baldock, Bygrave and Clothall Neighbourhood Planning Group; and
 - ii. Approves public consultation on those modifications to inform a decision on the Inspector's report to be made by Cabinet at the earliest opportunity.

REASON FOR DECISIONS: To keep Cabinet informed of recent developments on strategic planning matters and progress on the North Hertfordshire Local Plan.

47 DRAFT DESIGN SPD

Audio recording – 20 minutes 24 seconds

The Chair advised that the Item entitled Draft Design SPD had been withdrawn from the agenda.

48 FIRST QUARTER REVENUE MONITORING 2020/21

Audio recording – 22 minutes 42 seconds

The Executive Member for Finance and IT presented the report entitled First Quarter Revenue Monitoring 2020/21.

Councillor Kate Aspinwall, Chair of Finance, Audit and Risk Committee presented the referral from the meeting of that committee held on 7 September 2020 regarding First Quarter Revenue Monitoring 2020/21 the recommendations to Cabinet being;

- (1) That the report entitled First Quarter Revenue Monitoring 2020/21 be noted;
- (2) That the changes to the 2020/21 General Fund budget, as identified in table 3 and paragraph 8.2, a £1.468million increase in net expenditure, be approved;
- (3) That the changes to the 2021/22 General Fund budget, as identified in table 3 and paragraph 8.2, a total £186k increase in net expenditure, be noted. These will be incorporated in the draft revenue budget for 2021/22;
- (4) That the write-off of debtor invoices totalling £17,442.64 raised to Hitchin Markets Limited, as explained in paragraphs 8.3 and 8.4, be approved.

RESOLVED:

- (1) That the report entitled First Quarter Revenue Monitoring 2020/21 be noted;
- (2) That the changes to the 2020/21 General Fund budget, as identified in table 3 and paragraph 8.2, a £1.468million increase in net expenditure be approved;
- (3) That the changes to the 2021/22 General Fund budget, as identified in table 3 and paragraph 8.2, a total £186k increase in net expenditure be noted. These will be incorporated in the draft revenue budget for 2021/22;
- (4) That the write-off of debtor invoices totalling £17,442.64 raised to Hitchin Markets Limited, as explained in paragraphs 8.3 and 8.4 be approved.

REASON FOR DECISIONS: Members are able to monitor, make adjustments within the overall budgetary framework and request appropriate action of Services who do not meet the budget targets set as part of the Corporate Business Planning process.

49 FIRST QUARTER INVESTMENT STRATEGY (CAPITAL AND TREASURY) REVIEW 2020/21

Audio recording – 28 minutes 2 seconds

The Executive Member for Finance and IT presented the report entitled First Quarter Investment Strategy (Capital and Treasury) Review 2020/21 together with the following appendices:

- Appendix A - Capital Programme Detail including Funding 2020/21 onwards;
- Appendix B - Treasury Management Update.

Councillor Kate Aspinwall, Chair of Finance, Audit and Risk Committee presented the referral from the meeting of that committee held on 7 September 2020 regarding First Quarter Investment Strategy (Capital and Treasury) Review 2020/21 the recommendations to Cabinet being;

- (1) That the forecast expenditure of £10.519million in 2020/21 on the capital programme, paragraph 8.3 refers, be noted;
- (2) That the adjustments to the capital programme for 2020/21 onwards as a result of the revised timetable of schemes detailed in table 2, increasing the estimated spend in 2021/22 by £0.296million, be approved;
- (3) That the position of the availability of capital resources, as detailed in table 3 paragraph 8.6 and the requirement to keep the capital programme under review for affordability, be noted;
- (4) That the position of Treasury Management activity as at the end of June 2020, be noted.

Councillor Ian Albert proposed, Councillor Martin Stears-Handscomb seconded and it was:

RESOLVED:

- (1) That the forecast expenditure of £10.519million in 2020/21 on the capital programme be noted, paragraph 8.3 of the report refers;
- (2) That the adjustments to the capital programme for 2020/21 onwards as a result of the revised timetable of schemes detailed in table 2 of the report, increasing the estimated spend in 2021/22 by £0.296million be approved;
- (3) That the position of the availability of capital resources, as detailed in table 3 paragraph 8.6 of the report and the requirement to keep the capital programme under review for affordability be noted;
- (4) That the position of Treasury Management activity as at the end of June 2020 be noted.

REASONS FOR DECISIONS:

- (1) Cabinet is required to approve adjustments to the capital programme and ensure the capital programme is fully funded.
- (2) To ensure the Council's continued compliance with CIPFA's code of practice on Treasury Management and the Local Government Act 2003 and that the Council manages its exposure to interest and capital risk.

50 MEDIUM TERM FINANCIAL STRATEGY

Audio recording – 30 minutes 54 seconds

The Executive Member for Finance and IT presented the report entitled Medium Term Financial Strategy together with the following appendix:

- Appendix A - Medium Term Financial Strategy.

He advised that:

- It was vital to have a Medium Term Financial Strategy;
- Government funding remained uncertain;
- The spending review and funding arrangements had yet again been postponed;
- There was unlikely to be any additional funding from Government;
- This had made medium term financial planning extremely difficult;
- The timing of projects would need to be considered carefully;
- There would be an impact, due to Covid-19, on Council Tax and Business Rate income, although this would effect the 2021-22 financial year;
- The MTFs assumed that the Local Plan would be adopted, although there would be a time lag to when people would move into new housing and start paying Council Tax;
- Thanks were due to the Service Director – Resources and his team for their hard work in preparing this and other financial documents.

The Chair of the Finance, Audit and Risk Committee presented the referral from that Committee and advised that:

- The Finance, Audit and Risk Committee had held a detailed discussion particularly regarding the Council Tax reductions scheme and the effect on collection rates;

- They acknowledged the difficulties in preparing the document with the many uncertainties;
- The Committee also acknowledged the incredibly difficult and challenging job that the Service Director – Resources and his team have done.

It was proposed by Councillor Ian Albert, seconded by Councillor Martin Stears-Handscomb and:

RECOMMENDED TO COUNCIL: That the Medium Term Financial Strategy 2021-26 as attached at Appendix A be adopted.

REASON FOR DECISION: Adoption of a MTFs and communication of its contents will assist in the process of forward planning the use of Council resources and in budget setting for 2021/2022 to 2025/2026, culminating in the setting of the Council Tax precept for 2020/21 in February 2021.

51 COUNCIL TAX REDUCTION SCHEME 2021/2022

Audio recording – 41 minutes 24 seconds

Prior to discussing the report, the Executive Member for Finance and IT drew informed Members that this was Howard Crompton's last meeting as Service Director – Customers. He thanked Mr Crompton for all of his support and wished him good luck in his retirement.

The Executive Member for Finance and IT presented the report entitled Council Tax Reduction Scheme 2021/22 and informed Members:

- Uncertainties regarding future impact of Covid-19 and future Government funding had made modelling very difficult;
- It was proposed that no changes be made to the Council Tax Reduction Scheme for 2021/22;
- Consideration would need to be given as to whether the funding currently paid to Parish Councils could continue in future years.

Councillor Ian Albert proposed, Councillor Martin Stears-Handscomb seconded and it was:

RESOLVED:

- (1) That the CTRS position relating to this and previous financial years be noted;
- (2) That that a full review of the CTRS has commenced and been postponed due to the consequences on the Scheme of the COVID-19 pandemic be noted;
- (3) That the decision as to whether to continue with the amount to be distributed to Parish, Town & Community Councils and if so whether this should be maintained at £38,885 be delegated to the Service Director – Customers and the Service Director – Resources in consultation with the Executive Member for Finance & IT, taking into account the financial settlement for 2021/2022;
- (4) That no changes to the CTRS be made for 2021/2022.

REASON FOR DECISIONS: To update Cabinet on how the Scheme is working and to consider whether any changes need to be made for 2021/2022.

52 CONSOLIDATION OF BUSINESS RATES AND COUNCIL TAX DISCRETIONARY POLICIES

Audio recording – 46 minutes 34 seconds

The Executive Member for Finance and IT presented the report entitled Consolidations of Business Rates and Council Tax Discretionary Policies together with the following appendices:

- Appendix 1 – Discretionary Non-Domestic Rate Relief Policy;
- Appendix 2 - Council Tax Discretionary Reduction in Liability Policy.

The Executive Member for Finance and IT advised:

- That this was purely a consolidation of two policies;
- No changes to the content were being made;
- Cabinet was being asked to give authority to the Service Director - Customers in consultation with the Executive Member for Finance and IT to make minor amendments in future.

Councillor Ian Albert proposed, Councillor Martin Stears-Handscorn seconded and it was:

RESOLVED:

- (1) That the Discretionary Non-Domestic Rate Relief Policy (Appendix 1) and the Council Tax Discretionary Reduction in Liability Policy (Appendix 2) be approved;
- (2) That the policies be reviewed every three years and authority to make minor amendments be delegated to the Service Director – Customers in consultation with the Executive Member for Finance & IT;
- (3) That any significant changes or new policies to be added be approved by Cabinet.

REASON FOR DECISIONS: To consolidate the plethora of legislation in single documents to make them more transparent, easier for the public to access and easier for the Council to maintain.

53 CARELINE FUTURE PROVISION

Audio recording – 1 hour 24 minutes 28 seconds

NB This report was considered after the Part 2 report of the same name.

The Committee, Member and Scrutiny Manager undertook a roll call of Members and Officers to ensure that those present could hear and be heard.

Prior to the Part 2 Item of the same name being considered Councillor Judi Billing had declared a declarable interest in that she was also a Hertfordshire County Council Member. She did not consider this to be a significant interest therefore she would take part in the debate and vote.

Prior to the Part 2 Item of the same name being considered Councillor Steve Jarvis declared a declarable interest in that he was also a Hertfordshire County Council Member. He did not consider this to be a significant interest therefore he would take part in the debate and vote.

Councillor Martin Stears-Handscorn proposed, Councillor Gary Grindal seconded and it was:

RESOLVED:

- (1) That the report entitled Careline Future Provision be noted;
- (2) That the Service Director – Customers and Service Director - Resources in consultation with the Executive Member for Housing & Environmental Health and Executive Member for Finance and IT be authorised to continue discussions with Hertfordshire County Council and to enter into a formal agreement for the expansion of the Careline Service, provided this remains cost neutral for the Council.

REASON FOR DECISIONS: To secure the on-going viability of the Careline Service and the excellent service to customers that it provides.

54 EXCLUSION OF PRESS AND PUBLIC

Audio recording – 48 minutes 54 seconds

Prior to moving into the confidential meeting to discuss the item entitled Careline Future Provision, Councillor Judi Billing declared a declarable interest in that she was also a Hertfordshire County Council Member. She did not consider this to be a significant interest therefore she would take part in the debate and vote.

Prior to moving into the confidential meeting to discuss the item entitled Careline Future Provision, Councillor Steve Jarvis declared a declarable interest in that he was also a Hertfordshire County Council Member. He did not consider this to be a significant interest therefore he would take part in the debate and vote.

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the said Act (as amended).

55 CARELINE FUTURE PROVISION

This Item was not audio recorded or filmed.

The Committee, Member and Scrutiny Manager undertook a roll call of Members and Officers to ensure that all present could hear and be heard.

NB This report was considered prior to the decision being taken on the Part 1 report of the same name.

The Executive Member for Housing and Environment Health presented the Part 2 report entitled Careline Future Provision together with the following document:

- Careline Future Provision – Addendum.

Councillor Kate Aspinwall, Vice-Chair of the Overview and Scrutiny Committee presented the Part 2 referral from the committee meeting held on 8 September 2020 regarding Careline Future Provision.

The Service Director – Customers gave an update and presented the addendum report.

A detailed debate took place.

Councillor Gary Grindal proposed, Councillor Martin Stears-Handscomb seconded and it was:

RESOLVED:

- (1) That the report entitled Careline Future Provision – Part 2 be noted;
- (2) That the Service Director – Customers and Service Director - Resources in consultation with the Executive Member for Housing & Environmental Health and Executive Member for Finance and IT be authorised to continue discussions with Hertfordshire County Council and to enter into a formal agreement for the expansion of the Careline Service, provided this remains cost neutral for the Council.

REASON FOR DECISION: To secure the on-going viability of the Careline Service and the excellent service to customers that it provides.

56 LAND ADJACENT TO 1 NORTH END, KELSHALL, ROYSTON, HERTFORDSHIRE

This Item was not audio recorded or filmed

The Executive Member for Enterprise and Co-operative Development presented the Part 2 report entitled Land Adjacent to 1 North End, Kelshall, Hertfordshire together with the following appendices:

- Appendix A - Plan of land to be disposed;
- Appendix B - Cabinet report 24 March 2020;
- Appendix C - Opinion of Senior Planning Officer;
- Appendix D - Offer e-mail from owner of 1 North End (current garden licensee).

Councillor Keith Hoskins proposed, Councillor Martin Stears-Handscomb seconded and it was:

RESOLVED: That the recommendations contained in the Part 2 report entitled Land Adjacent to 1 North End, Kelshall, Royston, Hertfordshire be agreed.

REASON FOR DECISION: To provide a financial receipt to help fund NHDC's capital programme.

The meeting closed at 9.01 pm

Chair

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NORTH HERTFORDSHIRE DISTRICT COUNCIL

CABINET

MEETING HELD AS A VIRTUAL MEETING ON THURSDAY, 22ND OCTOBER, 2020 AT 7.30 PM

MINUTES

Present: *Councillors: Martin Stears-Handscomb (Chair), Paul Clark (Vice-Chair), Ian Albert, Judi Billing, Elizabeth Dennis-Harburg, Keith Hoskins and Steve Jarvis.*

Deputy Executive Members: Councillors: Ruth Brown and Ian Mantle

In Attendance: *Anthony Roche (Managing Director), Jeanette Thompson (Service Director - Legal and Community), Ian Couper (Service Director - Resources) and Hilary Dineen (Committee, Member and Scrutiny Manager)*

57 WELCOME AND INTRODUCTION

Audio recording – 8 seconds

The Chair welcomed everyone to the meeting and advised that it was being conducted with Members and Officers at various locations, communicating via audio/video and online. There was also the opportunity for the public and press to listen and view proceedings.

The Committee, Member and Scrutiny Manager undertook a roll call of Members and Officers to ensure that they could hear and be heard and gave the following advice.

The meeting was being streamed live on the Council's You Tube channel and also recorded via Zoom. If live streaming failed the meeting would adjourn. If the live stream could not be restored within a reasonable period then the remaining business would be considered at a later date.

Please stay in view of the camera at all times.

If for any reason the meeting was not quorate an Officer would notify attendees by interjecting the meeting. The meeting would adjourn immediately. Once the meeting was quorate the meeting would resume. If connection could not be restored within a reasonable period, then the remaining business would be considered at a later date.

If a remote Member lost connection the Chair may adjourn the meeting for a short period to enable connection to be re-established. If the Chair did not adjourn the meeting the Member would be deemed to have left the meeting at the point of failure and be deemed to have returned at the point of re-establishment. Only Members present for the entirety of debate and consideration of an item are entitled to vote.

Mobile phones and other noise emitting devices should be muted and the mute button on tablets and computers should be muted when not speaking.

When requested to vote, voting would be via the Green tick for "Yes", Red Cross for "No" and Blue Raise Hand for "abstain" functions.

The Chair, Councillor Martin Stears-Handscorn, started the meeting proper.

58 APOLOGIES FOR ABSENCE

Audio recording – 3 minutes 12 seconds

Apologies for absence were received from Councillors Gary Grindal, Sam North, Helen Oliver, Sean Prendergast, Carol Stanier and Kay Tart.

59 CHAIR'S ANNOUNCEMENTS

Audio recording – 3 minutes 32 seconds

- (1) The Chair welcomed everyone to this meeting of Cabinet;
- (2) The Chair advised that, in accordance with Council policy, this meeting was being audio recorded as well as filmed. The audio recordings would be available to view on Mod.gov and the film recording via the NHDC YouTube channel;
- (3) Members were reminded that this Council had declared a Climate Emergency. This was a serious decision and meant that, as this was an emergency, all of us, officers and Members had that in mind as we carried out our various roles and tasks for the benefit of our District;
- (4) Members were reminded to make declarations of interest before an item, the detailed reminder about this and speaking rights was set out under Chair's Announcements on the agenda.

60 HERTFORDSHIRE GROWTH BOARD - PROPOSED JOINT COMMITTEES

Audio recording – 4 minutes 20 seconds

The Leader of the Council presented the report entitled Hertfordshire Growth Board – Proposed Joint Committees together with the following appendix:

- Appendix HGB - Hertfordshire Growth Board Integrated Governance Framework cover report.

The Service Director – Legal and Community advised that:

- If it were agreed to establish the committee and the delegations, then Council would be recommended to adopt the Growth Board Governance Framework into the Council's Constitutional Framework.

The following Members asked questions and took part in the debate:

- Councillor Steve Jarvis;
- Councillor Paul Clark;
- Councillor Judi Billing;
- Councillor Ian Albert.

In response to questions the Managing Director advised that the method of reporting the work of the Growth Board would be through the regular Strategic Planning Matters report.

Councillor Martin Stears-Handscomb Proposed, Councillor Paul Clark seconded and it was:

RESOLVED:

- (1) That the content of the report entitled Hertfordshire Growth Board – Proposed Joint Committees and attached joint cover report Appendix HGB “Hertfordshire Growth Board Integrated Governance Framework” be noted;
- (2) That Cabinet agrees, as per Appendix HGB summary of functions, to the extent that these are Executive Functions, to delegate the exercise of such functions to enable HGB to pursue and achieve the purposes in paragraphs 4.1 and 4.2 of the Terms of Reference, and to undertake any actions necessary, incidental or ancillary to achieving those objectives.

RECOMMENDED TO COUNCIL

- (1) To confirm the establishment of the Growth Board and Growth Board Scrutiny Joint Committees (to hold their inaugural meetings in January/February 2021 and then HGB Scrutiny aligned to confirmation of securing Government funding in 2021);
- (2) To adopt the Growth Board Integrated Governance Framework into the Councils own constitutional framework;
- (3) To agree the Council’s nominated representatives on the Growth Board as Councillor Martin Stears-Handscomb (as Leader of the Council), Deputy Councillor Paul Clark (as Deputy Leader of the Council) and Scrutiny Committee as Councillor David Levett (as Chair of the Overview and Scrutiny Committee), Deputy Councillor Kate Aspinwall (as Vice-Chair of the Overview and Scrutiny Committee).

REASON FOR DECISIONS: To provide longer term joint place leadership.

61 BUSINESS RATE POOL 2021/22

Audio recording – 21 minutes 27 seconds

The Executive Member for Finance and IT introduced the report entitled Business Rate Pool 2021/22 together with the addendum of the same name.

The Service Director – Resources advised that the report and addendum was being presented under urgency provisions due to the deadline for applications being 23rd October 2020. He then guided Members through the detail of the report and addendum.

The following Members took part in the debate:

- Councillor Ruth Brown.

Councillor Ian Albert proposed, Councillor Martin Stears-Handscomb seconded and it was:

RESOLVED

- (1) That Cabinet approve that the Council is part of a Hertfordshire Business Rates pool in 2021/22;
- (2) That Cabinet delegate to the Service Director: Resources (in consultation with the Executive Member for Finance and IT) authority to approve the detailed arrangements in relation to the Pool, such as a Memorandum of Understanding.

REASON FOR DECISIONS: So that the Council could benefit financially from being part of a Business Rates pool.

The meeting closed at 8.06 pm

Chair