

NORTH HERTFORDSHIRE DISTRICT COUNCIL

DECISION SHEET

Meeting of the Cabinet held in the Foundation House,
Icknield Way, Letchworth Garden City
on Tuesday, 27th March, 2018 at 7.30 pm

1 APOLOGIES FOR ABSENCE

There were no apologies for absence.

2 MINUTES - 23 JANUARY 2018

RESOLVED: That the Minutes of the meeting of the Cabinet held on 23 January 2018 be approved as a true record of the proceedings and be signed by the Chairman.

3 NOTIFICATION OF OTHER BUSINESS

There was no notification of other business.

4 CHAIRMAN'S ANNOUNCEMENTS

- (1) The Chairman announced that Members of the public and the press may use their devices to film/photograph, or do a sound recording of the meeting, but she asked them to not use flash and to disable any beeps or other sound notifications that emitted from their devices. In addition, the Chairman had arranged for the sound at this particular meeting to be recorded;
- (2) The Chairman 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;
- (3) The Chairman asked that, for the benefit of any members of the public present at the meeting, Officers announce their name and their designation to the meeting when invited to speak;
- (4) The Chairman announced that, due to an administrative oversight, Item 6(A) - the referral from the Cabinet Sub-Committee on Options for Housing Investment Company – had not been included on the most recent version of the Council's Forward Plan, and neither had a notice been published stating that part of the meeting (to consider Item 19, the Part 2 item on the same matter) would be held in private. However, following the agreement of the Chairman of the Overview and Scrutiny Committee, she was invoking the urgency provisions in the Council's Constitution to allow both of these items to be considered at this evening's meeting.
- (5) The Chairman advised of the following changes to the order of business on the agenda:
 - Item 6A – the referral from the Cabinet Sub-Committee on Options for Housing Investment Company would be moved to immediately before Item 16 on the agenda (Exclusion of Press and Public); and
 - The Part 1 Items 14 (Hitchin Market), 15 (Crematorium) and 6(A) would therefore take place immediately before Item 16 (Exclusion of Press and Public) and the Cabinet would then consider Items 17, 18 and 19, the Part 2 items on the same matters. The press and public would be invited back into the meeting to hear the Cabinet's decisions on all three of these items in Part 1 of the meeting.

5 PUBLIC PARTICIPATION

- (a) Mr Colin Dunham (Hitchin resident) re: NHDC communication with residents
- (b) Mrs Helen Oliver (Letchworth Garden City resident) re: Proposed Closure of Linnet Close Play Area

6 ITEM REFERRED FROM CABINET SUB-COMMITTEE (LOCAL AUTHORITY TRADING COMPANIES' SHAREHOLDER): 15 MARCH 2018 - OPTIONS FOR HOUSING INVESTMENT COMPANY

[Note: This item was considered both before and after Minute 112 below - the Part 2 item on the same matter.]

[Prior to the consideration of this item and Minute 112 below, Councillor David Levett made a Declarable Interest in that he was a director of a property letting company which was currently dormant, but that he had applied to Companies House to wind up this company.]

RESOLVED: That the principle of setting up a wholly owned holding company and trading companies for the purposes of development; and letting existing and future assets be approved, and the Chief Finance Officer and Executive Member for Finance and IT be given delegated authority to determine the detail of the structure.

7 ITEM REFERRED FROM OVERVIEW & SCRUTINY COMMITTEE: 20 MARCH 2018 - PERFORMANCE MANAGEMENT MEASURES FOR 2018/19

RESOLVED: That the Performance Indicators (PIs) and any associated targets that will be monitored throughout 2018/19 by the Overview and Scrutiny Committee be approved.

8 ITEM REFERRED FROM FINANCE, AUDIT & RISK COMMITTEE: 21 MARCH 2018 - RISK MANAGEMENT UPDATE

RESOLVED: That the reduction in score from a 5 to a 3 of the Office Accommodation Corporate Risk be approved.

9 ITEM REFERRED FROM FINANCE, AUDIT & RISK COMMITTEE: 21 MARCH 2018 - THIRD QUARTER REVENUE MONITORING 2017/18

RESOLVED: That consideration of this referral takes place in conjunction with agenda item number 8 (see Minute 101 below).

10 STRATEGIC PLANNING MATTERS

RESOLVED: That the report on Strategic Planning Matters be noted.

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

11 THIRD QUARTER REVENUE MONITORING 2017/2018

RESOLVED:

- (1) That the report be noted;

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- (2) That the changes to the 2017/18 General Fund Budget, as identified in Table 2 and Paragraph 8.2 of the report, and involving a £60,000 increase in net expenditure, be approved;
- (3) That unspent Area Committee funds of £70,000 be carried forward from 2017/18 to 2018/19; and
- (4) That the changes to the 2018/19 General Fund Budget, as identified in Table 2 and Paragraph 8.2 of the report, and involving a £85,000 increase in net expenditure, be approved.

REASON FOR DECISION: To monitor and request appropriate action of Services who do not meet the budget targets set as part of the Corporate Business Planning process; and to ensure that changes to the Council's balances are monitored and approved.

12 THIRD QUARTER CAPITAL MONITORING 2017/2018

RESOLVED:

- (1) That the forecast expenditure of £10.903million in 2017/18 on the Capital Programme, as set out in Paragraph 8.2 of the report, be noted, and the changes detailed in Table 3 of the report, which resulted in a net decrease on the working estimate of £0.028million, be approved;
- (2) That the changes to the Capital Programme for 2018/19 onwards as a result of the revised timetable of schemes detailed in Table 2 of the report, increasing the estimated spend in 2018/19 by £4.139million (re-profiled from 2017/18), be approved; and
- (3) That the position of the availability of capital resources, as detailed in Table 4 of the report, and the requirement to keep the Capital Programme under review for affordability, be noted.

REASON FOR DECISION: To approve revisions to the Capital Programme, and to ensure that the Capital Programme is fully funded.

13 TREASURY MANAGEMENT THIRD QUARTER MONITORING 2017/2018

RESOLVED: That the position of Treasury Management activity as at the end of December 2017, as set out in the report, be noted.

REASON FOR DECISION: 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.

14 INFLATIONARY INCREASE IN OFF-STREET CAR PARKING TARIFFS FOR 2018/19

RESOLVED:

- (1) That the proposed off-street car park tariffs for 2018/19, as set out in Tables 1 to 5 of Appendix B of the report, be adopted;
- (2) That the proposed increase in season tickets prices of 5.1%, for 2018/19, as set out in Table 6 at Paragraph 9.2 of the report, be agreed for each of the Council's long stay car parks in Hitchin, Letchworth Garden City and Royston;
- (3) That it be agreed not to increase the charges for resident permits, visitor permits, business permits or visitor tickets for resident permit zones for 2018/19; and

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- (4) That the proposed tariff changes, as agreed in Resolutions (1) and (2) above, be implemented as soon as practicable, and that officers, in consultation with the Executive Member for Policy, Transport and Green Issues, proceed with the implementation as required.

REASON FOR DECISION: To effectively manage the use of the car parks in accordance with the Council's Fees and Charges Policy as set out in its Medium Term Financial Strategy (MTFS).

15 DISTRICTWIDE SURVEY 2017 - KEY FINDINGS AND ACTIONS

RESOLVED:

- (1) That the key findings and observations from the District Wide Survey 2017 be noted; and
- (2) That it be noted that the results will be used by the Senior Management Team, in conjunction with Executive Members, to inform the service planning process and to update relevant performance measures.

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

16 GREEN SPACE MANAGEMENT STRATEGY

[Prior to the consideration of this item. Councillor Tony Hunter made a Declarable Interest, as he was personally involved in a business case for the retention of Betjeman Road and Farrier Court play areas in Royston. Following advice, he stated that he would remain in the meeting for the debate on the other items, and withdraw from the meeting immediately prior to the debate on the Royston items and vote on the report recommendations. Due to the uncertainty that this caused, Councillor Hunter was then advised during the item to leave the meeting for the ongoing debate and vote.*]

RESOLVED:

- (1) That a three month period of time be given for the evaluation of the business case submitted by Templars Football Club for the football changing pavilion at Bakers Close, Baldock;
- (2) That, subject to the sustainability of the business case, the decision to enter into a lease with Templars Football Club or to demolish the building be delegated to the Head of Finance, Performance & Asset Management and the Head of Leisure & Environmental Services;
- (3) That the football changing rooms at St. Johns Road, Cadwell Lane and Walsworth Common, Hitchin be demolished and returned to green space;
- (4) That the Council enters into a contract with Great Ashby Community Council for them to fund the maintenance and replacement of equipment for the play areas at Chilterns, Cleveland Way and Merrick Close, Gt. Ashby;
- (5) That the Council continues to maintain the play equipment at Rosehill, Hitchin up to April 2022, or an earlier date if a new play area is provided in the locality by an independent provider, at nil cost to the Council. The existing Rosehill play area will then be decommissioned;

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- (6) That for Betjeman Road and Farrier Court play areas Royston, the Council allows a period of time of up to three months for confirmation of funding sources from third parties; and for Symonds Road, Hitchin and Linnet Close, Letchworth, the Council allows a period of up to three months to assess whether a business case could be developed with local community groups;
- (7) That the equipment be removed from play areas at Ivel Road, Baldock, Dacre Road Hitchin, and Jackmans Recreation Ground and Oaktree Close, Letchworth. Sites to be landscaped as green space and, where appropriate, include elements of natural play such as grass mounds, logs and benches; and
- (8) That the play area at Fairfield Crescent, Great Ashby be no longer be considered and managed as a formal play area. The existing facilities will be monitored and managed as part of the overall green space.

REASON FOR DECISION: To enable the retention of the green space within the budgets available to the Council.

17 FUTURE MANAGEMENT OF HITCHIN MARKET

[Note: This item was considered both before and after Minute 110 below - the Part 2 item on the same matter.]

RESOLVED:

- (1) That a decision on whether to manage Hitchin market in-house be deferred, until there is greater clarity on the deliverability of the proposals for the Churchgate Centre and Hitchin Market and further consideration has been given to the model for operating the market in-house; and
- (2) That the Deputy Chief Executive, in consultation with the Head of Leisure and Environmental Services, the Executive Member for Finance and IT and the Executive Member for Leisure, be authorised to agree with Hitchin Markets Ltd the terms of an extension of their existing management contract in the short term.

REASON FOR DECISION: To await greater clarity on the deliverability of the proposals for the Churchgate Centre and Hitchin Market and further consideration has been given to the model for operating the market in-house.

18 PROPOSED CREMATORIUM AT WILBURY HILLS - PROGRESS UPDATE

[Note: This item was considered both before and after Minute 111 below - the Part 2 item on the same matter.]

RESOLVED:

- (1) That progress made to date be noted, and the heads of terms for the proposed lease, option agreement and agreement for lease, as set out in Section 8 of this report and Section 8 of the Part 2 report, be approved; and
- (2) That the Head of Leisure and Environmental Services, in consultation with the Council's Contracts Lawyer and Head of Finance, Performance and Asset Management, be authorised to:
 - complete the option agreement to reflect the heads of terms in the report; and
 - complete the agreement for lease and the lease in due course, in the event that the prospective tenant exercises the option.

REASON FOR DECISION: To progress the development of a Crematorium at Wilbury Hills, Letchworth Garden City.

19 EXCLUSION OF PRESS AND PUBLIC

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

20 FUTURE MANAGEMENT OF HITCHIN MARKET

[Note: this item was considered after Minute 107, but before a decision was made on the matter in Part 1 of the meeting.]

RESOLVED: That the contents of the report be noted.

REASON FOR DECISION: To consider commercially sensitive information to inform the decision making on proposals for the future management of Hitchin Market.

21 PROPOSED CREMATORIUM AT WILBURY HILLS - PROGRESS UPDATE

[Note: this item was considered after Minute 108, but before a decision was made on the matter in Part 1 of the meeting.]

RESOLVED: That the contents of the report be noted.

REASON FOR DECISION: To ensure that the Cabinet is made aware of the commercially sensitive in respect of the proposed Crematorium at Wilbury Hills, Letchworth Garden City.

22 OPTIONS FOR HOUSING INVESTMENT COMPANY

[Note: this item was considered after Minute 96, but before a decision was made on the matter in Part 1 of the meeting.]

RESOLVED: That the contents of the report be noted.

REASON FOR DECISION: To consider commercially sensitive information to inform the decision making on proposals for a housing investment company.