

NORTH HERTFORDSHIRE DISTRICT COUNCIL



7 October 2019

Our Ref Environment Panel 15.10.19
Your Ref.
Contact. Hilary Dineen
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To: Members of the Committee: Councillors Elizabeth Dennis-Harburg (Chairman), Steve Jarvis (Chairman), Val Bryant, Sam Collins, Ian Moody, Gerald Morris, Michael Muir, Claire Strong and Kay Tart

Substitutes: Councillors Mike Hughson, David Levett, Adem Ruggiero-Cakir and Richard Thake

You are invited to attend a

MEETING OF THE CABINET PANEL ON THE ENVIRONMENT

to be held in the

**COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES, GERNON
ROAD, LETCHWORTH GARDEN CITY**

On

TUESDAY, 15TH OCTOBER, 2019 AT 7.30 PM

****MEMBERS PLEASE ENSURE THAT YOU DOWNLOAD ALL
AGENDAS AND REPORTS VIA THE MOD.GOV APPLICATION
ON YOUR TABLET BEFORE ATTENDING THE MEETING****

Yours sincerely,

Jeanette Thompson
Service Director – Legal and Community

Agenda **Part I**

Item		Page
1.	APOLOGIES FOR ABSENCE	
2.	CHAIRMAN'S ANNOUNCEMENTS Members are reminded that any declarations of interest in respect of any business set out in the agenda, should be declared as either a Disclosable Pecuniary Interest or Declarable Interest and are required to notify the Chairman of the nature of any interest declared at the commencement of the relevant item on the agenda. Members declaring a Disclosable Pecuniary Interest must withdraw from the meeting for the duration of the item. Members declaring a Declarable Interest, wishing to exercise a 'Councillor Speaking Right', must declare this at the same time as the interest, move to the public area before speaking to the item and then must leave the room before the debate and vote.	
3.	MINUTES - 11 SEPTEMBER 2019 To take as read and approve as a true record the minutes of the meeting of the Cabinet Panel on the Environment held on the 11 September 2019. These Minutes will be published on 11 October 2019.	
4.	PUBLIC PARTICIPATION To receive petitions, comments and questions from the public.	
5.	DISCUSSION REGARDING PLANNING AND TRANSPORT The Chairman to lead a discussion regarding Planning and Transport.	
6.	INFORMATION NOTE - WORK PROGRAMME AND ACTION TRACKER 2019/20 INFORMATION NOTE OF THE POLICY AND COMMUNITY ENGAGEMENT MANAGER To consider the Information note regarding the Panel's Work Programme and Action Tracker.	(Pages 3 - 6)

CABINET PANEL ON THE ENVIRONMENT 15 OCTOBER 2019

*PART 1 – PUBLIC DOCUMENT

TITLE OF INFORMATION NOTE: WORK PROGRAMME AND ACTION TRACKER FOR 2019/20

INFORMATION NOTE OF THE POLICY AND COMMUNITY ENGAGEMENT MANAGER

EXECUTIVE MEMBER – ENVIRONMENT AND LEISURE EXECUTIVE MEMBER AND RECYCLING AND WASTE MANAGEMENT

PRIORITY: RESPONSIVE AND EFFICIENT

1. SUMMARY

- 1.1 This note highlights items scheduled in the work programme for the Cabinet Panel on the Environment for 2019/20 following the initial meeting. This allows the Cabinet Panel to set a work programme which enables open discussion that may lead to recommendations to Cabinet /the relevant Executive Members or Service Director, regarding actions that they believe that the Council should be taking to address climate and environmental issues.

2. STEPS TO DATE

- 2.1 Cabinet approved the establishment of the Cabinet Panel for the Environment for 2019/20 at the 27 June meeting. It agreed the Membership, Terms of Reference and procedure for the panel as noted here -

<http://srvmodgov01.north-herts.gov.uk/documents/s5515/APPENDIX%20A%20-%20Cabinet%20Panel%20on%20Environment%2027.06.19.pdf.pdf>

- 2.2 The work programme and action tracker have been updated following the initial meeting. Future meetings will be announced shortly to ensure good engagement with the community.

3. INFORMATION TO NOTE

- 3.1 An Environment inbox is being created to allow members of the public or organisations to provide suggestions/presentations for the panel's consideration.
- 3.2 The Panel will seek to ensure that consideration of agenda items minimises additional burdens on staff resources. Wherever possible, requests are made for the presentation of documents already in existence rather than the production of new documents specifically for the Panel. Suggestions from outside sources, as detailed in paragraph 3.2 will only be placed on the work programme if agreed by one of the alternating Chairs or at a meeting of the Panel.

- 3.3 Attendance from external bodies and members of the public is actively encouraged.
- 3.4 This is a non-decision making advisory body and therefore this or any notes/reports to the Panel do not include a recommendation on a key Executive decision and have not been referred to in the Forward Plan. However, recommendations for action from the Panel for consideration by Cabinet may do so. This will therefore need to be borne in mind for any recommendations of the Panel.

4. NEXT STEPS

Other Topics for Consideration

- 4.1 Other topics for consideration and inclusion in the Panel's work programme will be considered at each meeting. When considering additional topics, their risk assessment and prioritisation will ensure that the most appropriate items are taken forward to the work programme

5. APPENDICES

- 5.1 Appendix A Work programme and Action Tracker

6. CONTACT OFFICERS

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Hilary Dineen, Committee, Member and Scrutiny Manager, 01462 474353
Hilary.Dineen@north-herts.gov.uk

7. BACKGROUND PAPERS

- 7.1 Cabinet report and Appendix A 27 June 2019

**POTENTIAL PROGRAMME FOR FUTURE CABINET PANEL ON THE ENVIRONMENT
MEETINGS 2019-20**

Meeting 1. 11th September 2019	Introductory Session Guidance Terms of Reference Announcements Public Participation and Q&A Work Programme
Meeting 2. 15th October 2019	Planning (Street lighting, decommissioning of solar farms and energy)
Meeting 3. TBC	Transport, travel and Air Quality
Meeting 4. TBC	Waste, Recycling and Food Waste
Meeting 5. TBC	Bio-Diversity (Trees and landscaping)
Meeting 6. TBC	
	To be Scheduled.

CABINET PANEL ON THE ENVIRONMENT – ACTION TRACKER: October 2019

Date and Min No	Action/Resolution	Action/Response/Outcome	Status (Complete/in progress)
11092019 EP1	Meeting Two to be amended to cover - 'Transport, Travel and Air Quality'		Complete
11092019 EP2	Swap the running order of meetings 2 and 3. Planning will now be meeting two and Transport will be meeting three		Complete
11092019 EP3	Meeting four will include consideration of food waste		Complete
11092019 EP4	Meeting five will include Trees and Landscaping		Complete
11092019 EP5	Meeting Two will include Street lighting, the decommissioning of solar farms and energy		Complete
11092019 EP6	To consider the investigation of environmental breaches with North Hertfordshire		On-going
11092019 EP7	Ensure Environment page is updated to publicise Panel's activity.		On-going
11092019 EP8	Proposal of surveying clients at Best Before Café/Hitchin Food Rescue to assess needs/client base		To be agreed