

# NORTH HERTFORDSHIRE DISTRICT COUNCIL

## DECISION SHEET

Meeting of the Cabinet held as a Virtual Meeting  
on Tuesday, 16th March, 2021 at 7.30 pm

### 1 WELCOME AND REMOTE/PARTLY REMOTE MEETINGS PROTOCOL SUMMARY

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 undertook a roll call and drew attention to the Remote/Partly Remote Meetings Protocol Summary which gave advice regarding the following:

- Attendance;
- Live Streaming;
- Noise interference;
- Rules of Debate;
- Voting; and
- Pat 2 Items.

Members were advised that, due to an upgrade on zoom the usual voting system no longer worked as required. Voting would take place using the blue raised hand symbol.

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

### 2 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Carol Stanier (Deputy Executive Member).

### 3 MINUTES - 26 JANUARY 2021

Councillor Martin Stears-Handscornb proposed, Councillor Paul Clark seconded and it was:

#### **RESOLVED:**

- (1) That the Minutes of the Meeting of the Committee held on 26 January 2021 be approved as a true record of the proceedings.
- (2) That, with the authorisation of the Chair, his electronic signature and initials be attached to the Minutes approved in (1) above.

### 4 NOTIFICATION OF OTHER BUSINESS

There was no other business notified.

### 5 CHAIR'S ANNOUNCEMENTS

- (1) 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.

- (2) 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. More details were included on the agenda front sheet.
- (3) 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.
- (4) The Chair advised that he would be taking Items 20 and 21 following Item 19.

## 6 PUBLIC PARTICIPATION

The Chair confirmed that the three registered speakers were present and that he would ask them to make their presentations immediately prior to the relevant item.

## 7 ITEMS REFERRED FROM OTHER COMMITTEES

### 7a - Referral from Cabinet Panel on the Environment - 23 February 2021 – Discussion (Climate Change Strategy)

The Chair advised that this referral would be considered with Item 9

### 7b - Referral from Hitchin Committee - 2 March 2021 – Community Asset Transfer - Hitchin Bridge Club

The Chair advised that this referral would be considered with Item 8

### 7c - Referral from Hitchin Committee - 2 March 2021 – Ward Matters and Outside Organisations (Community Space)

#### **RESOLVED:**

- (1) That consideration be given to the need for community space in Hitchin for a number of organisations, including Hitchin Band, Citizens Advice North Herts and Hitchin Bridge Club;
- (2) That Officers be encouraged to engage with these groups in order to make initial enquiries regarding need and future options that may be available.

**REASON FOR DECISION:** To support, wherever possible, organisations to identify appropriate community space therefore encouraging them to continue and grow.

### 7d - Referral from Hitchin Committee - 2 March 2021 – Ward Matters and Outside Organisations (Parking Tariffs)

The Chair advised that this referral would be considered with Item 16

### 7e - Referral from Finance, Audit and Risk Committee - 8 March 2021 – Risk Management Update

#### **RESOLVED:**

- (1) That there be no change to the risk score for Corporate Planning risks, subject to the note 'representation prepared with regard the speculative expansion of London Luton Airport to four runways' being archived as deemed no longer relevant.

- (2) That there be an increase in the risk score from 5 to 7 and a target risk score of 6 for the Increased Homelessness Corporate risk;
- (3) That there be no change to the risk score for the review of the Waste Corporate risks subject to the risk score being agreed and signed off by the Executive Member for Waste and Recycling.
- (4) That that the Workforce Planning Corporate Risk be archived. Original Risk score 5, final risk score 5.

**REASON FOR DECISIONS:**

7f - Referral from Finance, Audit and Risk Committee - 8 March 2021 – Third Quarter Revenue Monitoring

The Chair advised that this referral would be taken with Item 17

7g - Referral from Finance, Audit and Risk Committee - 8 March 2021 - Third Quarter Investment Strategy (Capital and Investment)

The Chair advised that this referral would be taken with Item 18

7h - Referral from Overview and Scrutiny Committee - 9 March 2021 – Update on Corporate Peer Challenge Action Plan

The Chair advised that this referral would be taken with Item 12

7i - Referral from Overview and Scrutiny Committee - 9 March 2021 – Local Plan Implementation

The Chair advised that this referral would be taken with Item 13

7j - Referral from Overview and Scrutiny Committee - 9 March 2021 - New Year Performance Indicators to be Monitored

The Chair advised that this referral would be taken with Item 15

**8 COMMUNITY ASSET TRANSFER: HITCHIN BRIDGE CLUB**

Mrs Margaret Eddleston thanked the Chair for the opportunity to address Cabinet in respect of the report entitled Community Asset Transfer: Hitchin Bridge Club.

The Chair thanked Mrs Eddleston for her presentation.

**RESOLVED:**

- (1) That, subject to (2) below, an in-principle decision to grant a leasehold interest in land at Cadwell Lane, Hitchin to Hitchin Bridge Club be agreed;
- (2) That, as the above is progressed, careful consideration is given to appropriate mitigation of environmental and accessibility impacts such as generation of power, electric vehicle charging points and landscaping..

**REASONS FOR DECISIONS:** To signal officers to commence exploring the feasibility of the proposed leasehold transfer to HBC, in accordance with the Detailed Development Stage of NHDC's Community Asset Transfer (CAT) policy. This with a view to reporting back to Cabinet at a later date.

## 9 CLIMATE CHANGE STRATEGY 2021-2026

### **RESOLVED:**

- (1) That the following documents be adopted;
  - Appendix 1 Climate Change Strategy 2021-2026
  - Appendix A Proposed Actions
  - Appendix B Achievements.
- (2) That the target date for achieving Net Zero Carbon District status be brought forward to 2040.

**REASON FOR DECISION:** In 2019, the Council passed a motion to declare a Climate Emergency, in this motion the Council pledged their commitment to do everything within their power to make North Hertfordshire carbon zero by 2030. The revised strategy sets out how the council will do this. At the beginning of 2020, the Council adopted a revised strategy to reflect the undertaking of this motion and reflect the latest legislation and most pertinent international research regarding Climate Change.

## 10 STRATEGIC PLANNING MATTERS

### **RESOLVED:**

- (1) That the report on strategic planning matters be noted;
- (2) That the correspondence in Appendices A to C be noted and that Appendices A and B be endorsed.

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

## 11 LOCAL PLAN FURTHER MODIFICATIONS

### **RESOLVED:**

- (1) That the range of additional documentation produced for the Examination since the Cabinet decision of 10 December 2018 and listed in Appendix A be noted and endorsed
- (2) That officers be authorised to conduct a consultation on the proposed Further Main Modifications, attached as Appendix B, and relevant supporting documents.
- (3) That the Service Director: Regulatory in consultation with the Executive Member for Planning and Transport make any such necessary arrangements for that consultation.

**REASON FOR DECISIONS:** To ensure that North Hertfordshire continues to progress a new Local Plan for management of development in the District.

## 12 UPDATE ON CORPORATE PEER CHALLENGE ACTION PLAN

**RESOLVED:** That the progress made on the Corporate Peer Challenge Action Plan as set out at Appendix A be noted.

**REASON FOR DECISION:** To ensure that Cabinet maintains an overview of the Council response to the matters identified within the CPC report, ensuring that the benefits of the CPC process are realised.

### 13 LOCAL PLAN IMPLEMENTATION

Mr John Web and Mr Roger Lovegrove Transition Town Letchworth, thanked the Chairman for the opportunity to address Cabinet regarding the Local Plan.

The Chair thanked Mr Webb and Mr Lovegrove for their presentation.

**RESOLVED:**

- :
- (1) That the North Hertfordshire Masterplanning Guidance, attached as Appendix A, be approved and recognised as a material consideration in the determination of relevant planning applications with the following amendment;
    - (i) That Paragraph 3.2 be amended to include references to Neighbourhood Planning Groups and the Design SPD.
  - (2) That officers be authorised to commence work on a revised and updated programme of Supplementary Planning Documents and supporting evidence as set out in this report to support the Council's corporate priorities.
  - (3) That to support resolution (2) above, Cabinet:
    - a. Resolve not to pursue the preparation of a Community Infrastructure Levy for the District at this time;
    - b. Approve the reallocation of the existing approved revenue budgets for Community Infrastructure Levy (£87,000) and the potential Single Issue Review of the Local Plan (£80,000) to create a budget for the delivery of the work on a revised and updated programme of Supplementary Planning Documents;
    - c. That information included on the NHDC website regarding assets of community value be reviewed and further information, particularly in respect of process, included.
  - (4) That a Member working group be arranged to discuss the Design and Sustainability SPDs prior to consideration of these by Cabinet.

**REASON FOR DECISIONS:** To ensure that resources are used most effectively to support the implementation of the new Local Plan for North Hertfordshire and to improve delivery upon corporate priorities relating to place leadership and the declared climate change emergency.

### 14 UPDATE ON OUR MAJOR LEISURE FACILITIES

**RESOLVED:**

- (1) That the decision to open both Letchworth and Hitchin outdoor pools this summer season be supported:
- (2) That, subject to usage, Covid-19 restrictions and affordability. the extension of the opening season and the extension of opening hours by 2 hours on one evening a week for a period of 2 months for each outdoor pool be supported;
- (3) That Cabinet delegate authority to the Service Director Place to take decisions regarding the extension period of the outdoor pools, which will be dependent upon Covid-19 restrictions and affordability, in consultation with the Executive Member for Environment and Leisure, the Service Director Resources and Executive Member for Finance an IT so that a timely decision can be made.

**REASON FOR DECISIONS:** To ensure the Council continues to deliver leisure services that support the health and wellbeing of our residents throughout the Coronavirus pandemic.

**15 PERFORMANCE MANAGEMENT MEASURES FOR 21/22**

**RESOLVED:** That the PIs and any associated targets that will be monitored throughout 2021/2022 by Overview & Scrutiny be approved.

**REASON FOR DECISION:** An approved range of indicators provides the Cabinet with assurance that service delivery in a number of key services will be monitored throughout 2021/22.

**16 PROPOSED INCREASE IN CAR PARKING TARIFFS 2021-22**

**RESOLVED:**

- (1) That the proposed off-street car park tariffs for 2021/22 as set out in Tables 1 to 5 at Appendix A be adopted;
- (2) That the proposed increase in season tickets prices of 2%, for 2021/22, as set out in Table 6 at Appendix A, for each of its long stay car parks in Hitchin, Letchworth Garden City and Royston be agreed;
- (3) That it be agreed not to increase the charges for business permits for 2021/22 for its car park at St. Martins Road in Knebworth as set out in Table 7 at Appendix A.
- (4) That it be agreed not to increase the charges for resident permits, visitor permits, business permits or visitor tickets for resident permit zones for 2021/22.
- (5) That the proposed tariff changes, as detailed in (1) and (2) above be agreed and be implemented as soon as practicable after lockdown ends, but not before 1 September 2021 and that officers in consultation with the Executive Member and Deputy for Planning and Transport proceed with the implementation as required.
- (6) That officers be encouraged to explore and prepare a business case for alternative methods of payment for on and off-street parking, including investigation of pay on exit within the council's multi-storey car parks.
- (7) That delegated powers be granted to the Service Directors – Regulatory and Resources in consultation with the Executive Members and Deputy for Planning and Transport and for Finance and IT to consider and agree requests for subsidised parking within the council operated car parks.

**REASON FOR DECISIONS:** To implement an increase in car parking tariffs and season ticket prices in order to effectively manage their use and in accordance with the Council's fees and charges policy as set out in its Medium Term Financial Strategy (MTFS). To set car parking tariffs that support the achievement of modal shift away from private car use and to help support the vitality of town centres.

**17 THIRD QUARTER REVENUE MONITORING 2020/21**

**RESOLVED:**

- (1) That the report entitled Third 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 £624k increase in net expenditure be approved. Noting that this net movement is expected to be covered by an increase in the Sales, Fees and Charges compensation from Government that has been applied.

- (3) That the changes to the 2021/22 General Fund budget, as identified in table 3 and paragraph 8.2, a total £17k decrease in net expenditure 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.

## 18 **THIRD QUARTER INVESTMENT STRATEGY (CAPITAL AND TREASURY) REVIEW 2020/21**

### **RESOLVED:**

- (1) That the forecast expenditure of £2.354million 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 £1.102million 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 it be approved that the £0.050million budget to refurbish the Gym Floor at the North Herts Leisure Centre be reprofiled into 2020/21. The budget has been approved to spend in 2021/22 but with the Leisure Centre closed due to Covid-19 there's an opportunity to bring this work forward and avoid closing the gym once Covid-19 restrictions have been lifted.

### **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.

## 19 **CONTRACT PROCUREMENT RULES WAIVER REFERRAL**

*NB: The Committee, Member and Scrutiny Manager undertook a roll call to ensure all present could hear and be heard.*

*NB: This Item was discussed after the Part 2 Item of the same name (Minute 117 refers)*

**RESOLVED:** That a waiver to the Council's Contract Procurement Rules to appoint the nominated specialist services as set out in the Waiver Report (Part 2 exempt Appendix A) without carrying out a tender exercise be approved.

**REASON FOR DECISION:** The Council is required under the Council's Contract Procurement Rules to undertake certain procurement processes. Under certain circumstances set out under Rule 22, a waiver can be applied and in certain situations a waiver may be referred to Cabinet for approval by the relevant Services Directors for Legal and Community and Resources. Otherwise see Part 2 Appendix A.

**20 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 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).

**21 CONTRACT PROCUREMENT RULES WAIVER REFERRAL**

*NB: This Part 2 Item was not audio recorded or filmed*

*NB: The Committee, Member and Scrutiny Manager undertook a roll call to ensure that all present could hear and be heard.*

**RESOLVED:** That Appendix A to the report entitled Contract Procurement Rules Waiver Referral be noted.

**REASON FOR DECISION:** To ensure that Part 2 Appendix A to the report entitled Contract Procurement Rules Waiver Referral is considered prior to the report of the same name.