

## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### CABINET

**MEETING HELD AS A VIRTUAL MEETING  
ON TUESDAY, 16TH MARCH, 2021 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 and Ian Mantle.*

**In Attendance:** *Anthony Roche (Managing Director), Ian Fullstone (Service Director - Regulatory), Ian Couper (Service Director - Resources), Vaughan Watson (Service Director - Place), Steve Crowley (Service Director - Commercial), Isabelle Alajooz (Legal Commercial Team Manager and Deputy Monitoring Officer), Christopher Robson (Senior Estates Surveyor), Louise Symes (Strategic Infrastructure and Projects Manager), Nigel Smith (Strategic Planning Manager), Reuben Ayavoo (Policy and Community Engagement Manager), Chloe Gray (Commercial Officer) and Hilary Dineen (Committee, Member and Scrutiny Manager)*

**Also Present:** *At the commencement of the meeting approximately 3 members of the public, including registered speakers.*

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

Audio recording – 25 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 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-Handscomb, started the meeting proper.

**98 APOLOGIES FOR ABSENCE**

*Audio recording – 3 minutes 27 seconds*

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

**99 MINUTES - 26 JANUARY 2021**

*Audio recording – 3 minutes 41 seconds*

Councillor Martin Stears-Handscorn 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.

**100 NOTIFICATION OF OTHER BUSINESS**

*Audio recording – 4 minutes 42 seconds*

There was no other business notified.

**101 CHAIR'S ANNOUNCEMENTS**

*Audio recording – 4 minutes 47 seconds*

- (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.

**102 PUBLIC PARTICIPATION**

*Audio recording – 5 minutes 48 seconds*

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.

103 ITEMS REFERRED FROM OTHER COMMITTEES

*Audio recording – 6 minutes 11 seconds*

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)

Councillor Ian Albert, Chair of Hitchin Committee, presented the referral from the meeting of that Committee held on 2 March 2021 regarding – Ward Matters and Outside Organisations (Community Space). The following recommendations had been made by the Committee:

- (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.

The following Members took part in the debate:

- Councillor Judi Billing;
- Councillor Elizabeth Dennis-Harburg;
- Councillor Paul Clark.

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

**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

Councillor Kate Aspinwall, Chair of Finance, Audit and Risk Committee, presented the referral from the meeting of that Committee held on 8 March 2021 regarding Risk Management Update. The following recommendations had been made by the Committee:

- (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.

In response to a question the Executive Member for Recycling and Waste confirmed that she had reviewed and was satisfied with the risk score for the review of the Waste Corporate Risks and that this would continue to be monitored.

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

**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

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

*Audio recording – 21 minutes 44 seconds*

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

- The officer had provided a very thorough report, which included a lot of documents provided by the Hitchin Bridge Club;
- Since the start of the Covid pandemic the activities of the Bridge Club had moved online and this had enabled them to increase the number of sessions from 5 to 9.
- This increase demonstrated the need for HBC to expand.
- Benefits of playing bridge in person included keeping minds active, improving mental health and reducing isolation;
- As a result of the discussion at Hitchin Committee regarding community space Hitchin Band and Charnwood Community Management Association were looking to work together regarding community space;
- Different types of organisations required different types of accommodation;
- If Cabinet agreed to the proposal in principal to provide a lease, Hitchin Bridge Club would provide a business plan, apply for planning permission and submit a lease for approval by Council.

The following Members asked questions:

- Councillor Judi Billing;
- Councillor Ian Albert.

In response to question Mrs Eddleston advised:

- That they used an online bridge platform to play online;
- That they would continue to provide some online sessions, although this did not provide personal contact;
- They would be happy to have a piece of land anywhere but felt that this was the least obtrusive location;
- They would be happy to share the accommodation, but the layout would not be suitable for organisations such as the Town Band or activities such as dancing;
- The types of organisations and activities suitable to share with would be board game clubs. Lectures and tutoring;
- They would not ask for pre-planning advice but would submit a full planning application.

The Chair thanked Mrs Eddleston for her presentation.

*Audio recording – 34 minutes 16 seconds*

The Executive Member for Enterprise and Cooperative Development presented the report entitled Community Asset Transfer: Hitchin Bridge Club together with the following appendices:

- Appendix A - Site Plan of NHDC's Freehold Recreation Ground;
- Appendix B - Site Plan of HBC's Proposed Lease Demise;
- Appendix C - HBC's Expression of Interest;
- Appendix D - Comments from HBC Members on Benefits of Playing Bridge;
- Appendix E - HBC and its Relationship with Hitchin, the Local and Wider Community;
- Appendix F - Membership Breakdown of HBC;
- Appendix G - HBC During Covid-19 Lockdown;
- Appendix H - NHDC's insight on Community Asset Transfer request by HBC;
- Appendix I - Equality Analysis;
- Appendix J - Environmental Impact Assessment.

Councillor Ian Albert, Chair of Hitchin Committee, presented the referral from the meeting of that Committee held on 2 March 2021 regarding Community Asset Transfer - Hitchin Bridge Club. The following recommendation had been made by that Committee:

That Cabinet provides its decision in principle to grant a leasehold interest in land at Cadwell Lane, Hitchin to Hitchin Bridge Club as per Recommendation 2.1 in the report due to be considered by Cabinet on 16 March 2021.

Councillor Ian Albert proposed and Councillor Martin Stears-Handscomb seconded that recommendation 2.1 in the report be agreed.

Councillor Steve Jarvis proposed an amendment that Recommendation 2.1 in the report be agreed, subject to consideration of environmental and accessibility issues such as generation of power, electric vehicle charging points and landscaping.

Councillor Keith Hoskins agreed to the amendment.

The following Members took part in the debate:

- Councillor Steve Jarvis
- Councillor Ian Albert

Members' comments included:

- That accessibility to the site was not ideal and consideration should be given to access to the site;
- That the environmental and loss of green space impacts should be mitigated;
- Hitchin Bridge Club would need to consider how to mitigate traffic impacts.

**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.

## 105 CLIMATE CHANGE STRATEGY 2021-2026

*Audio recording – 49 minutes 17 seconds*

The Executive Member for Environment and Leisure presented the report entitled Climate Change Strategy 2021-2026 together with the following appendices:

- Appendix 1 - Climate Change Strategy 2021-2026;
- Appendix A - Proposed Actions;
- Appendix B – Achievements.

He drew attention to the following:

- There were three strands to the strategy:
  1. Taking Action – taking direct action to reduce the Council's carbon emissions.
  2. Enabling Carbon Savings – ensuring that our policies enable citizens and businesses to reduce their emissions.
  3. Inspiring the Community – encouraging citizens and businesses to take action to go further and faster in cutting carbon emissions.
- This strategy did not progress waste management, biodiversity or air quality.

Councillor Elizabeth Dennis-Harburg, Joint Chair of the Cabinet Panel on the Environment, presented the referral from the meeting held on 23 February 2021 regarding Discussion (Climate Change Strategy). The following recommendations had been made by the Panel:

- (1) That the revised Climate Change Strategy be endorsed;
- (2) That the target date for achieving Net Zero Carbon District status be brought forward to 2042.

The following Members took part in the debate:

- Councillor Paul Clark;
- Councillor Gary Grindal;
- Councillor Ian Albert;

Points raised by Members included:

- The Council needed to do as much as possible within the capacity available;
- Officers were going above and beyond;
- The key for addressing climate change was to have public involvement;
- Careful consideration of priorities was needed to identify what could be delivered within financial constraints;
- There would be challenges along the way;
- Expectations needed to be managed;
- The Council needed to publicise achievements and actions more widely.

Councillor Steve Jarvis proposed, Councillor Elizabeth Dennis-Harburg seconded and it was:

**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.

**106 STRATEGIC PLANNING MATTERS**

*Audio recording – 1 hour 8 minutes 58 seconds*

The Executive Member for Planning and Transport presented the report and addendum report together with the following appendices:

- Appendix A – Letter from Cllr Clark to Rt. Hon. Sir Oliver Heald QC MP;
- Appendix B – NHDC Response to Luton Airport Arrivals Airspace Consultation;
- Appendix C – Letter from Rt. Hon. Christopher Pincher MP to Rt. Hon. Sir Oliver Heald QC MP.

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

**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.

**107 LOCAL PLAN FURTHER MODIFICATIONS**

*Audio recording – 1 hour 14 minutes 23 seconds*

The Executive Member for Planning and Transport presented the report and addendum report entitled Local Plan Further Modifications together with the following appendices:

- Appendix A - Examination Documents Submitted by NHDC to the Examination between July 2019 and March 2021;
- Appendix B – Schedule of Further Proposed Modifications to the North Hertfordshire Local Plan 2011-2031 - Issued March 2021.



The following Members took part in the debate:

- Councillor Steve Jarvis;
- Councillor Martin Stears-Handscomb.

The Executive Member for Planning and Transport, the Strategic Planning Manager responded to questions including that:

- Cabinet were committed to reviewing the Plan in 2023;
- The Plan would be supported by supplementary planning documents and strategies.

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

**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.

## 108 UPDATE ON CORPORATE PEER CHALLENGE ACTION PLAN

*Audio recording – 1 hour 21 minutes 59 seconds*

The Leader of the Council presented the report entitled Update on Corporate Peer Challenge Action Plan together with the following appendix:

- Appendix A - Updated Corporate Peer Challenge Action Plan.

Councillor David Levett, Chair of the Overview and Scrutiny Committee presented the referral from the meeting of that Committee held on 9 March 2021 regarding Update on Corporate Peer Challenge Action Plan. The Committee had made the following recommendation:

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

The following Member took part in the debate:

- Councillor Martin Stears-Handscomb.

*NB: Councillor Paul Clark advised that, as he had been off camera during the debate, he would not take part in the vote.*

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

**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.

## 109 LOCAL PLAN IMPLEMENTATION

*Audio recording – 1 hour 26 minutes 32 seconds*

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

- They were pleased and impressed that the Council was considering National design codes;
- Transition Town Letchworth keenly welcomed the development of the SPDs;
- They were experienced in responding to the Local Plan and had built up a knowledge base of building standards in regard to energy;
- They had provided Members with a document that included a comparison of 2013 standards with Passivhaus and BREEAM building standards;
- They requested that they be able to participate in the development of SPDs at an early stage of development;
- Although they understood that the Council was extremely busy, consideration of the 2031-2050 Local Plan should start now, particularly in regard to the optimum solution for growth being the planning of a New Town.

The Leader of the Council advised that the Council would wish to involve the public and that planning for this period was taking place through the Hertfordshire Growth Board.

He thanked Mr Webb and Mr Lovegrove for their presentation.

*Audio recording – 1 hour 33 minute 33 seconds*

The Executive Member for Planning and Transport presented the report entitled Local Plan Implementation together with the following appendix:

- Appendix A – North Hertfordshire Masterplanning Principles.

He drew attention to the following:

- The Inspector had not made any substantial changes to the submitted Plan;
- There was a lot of new Government legislation and advice that needed to be considered;
- An enhanced Design SPD was required including more detail regarding local character was required;
- A Sustainability SPD would consider issues holistically such as transport, building performance and green infrastructure;
- A Biodiversity SPD would be developed;
- The evidence base for the SPDs required updating including character assessments and ecological mapping;
- Community Infrastructure Levy had been put in abeyance for the present.

Councillor David Levett, Chair of the Overview and Scrutiny Committee presented the referral from the meeting of that Committee held on 9 March 2021 regarding Local Plan Implementation. The Committee had made the following recommendations:

- (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.
- (3) That to support recommendation 2.2, Cabinet:
  - a. Resolve not to pursue the preparation of a Community Infrastructure Levy for the District at this time; and
  - b. Authorise the reprofiling of existing, approved revenue budgets for Community Infrastructure Levy (£87,000) and the potential Single Issue Review of the Local Plan (£80,000) to deliver this work;
- (4) That a Member working group be arranged to discuss the Design and Sustainability SPDs prior to consideration of these by Cabinet.

Councillor Paul Clark proposed and Councillor Martins Stears-Handscomb seconded the recommendations contained in the report, the recommendations contained in the referral from the Overview and Scrutiny Committee.

The following Members took part in the debate:

- Councillor Ian Albert;

Members comments included:

- There was a need to engage with communities regarding taking over of pubs;
- Paragraphs 14.21 and 14.22 set out the legislation and Compulsory Purchase Options regarding pubs, but details were required regarding how the Council would carry this out and engage with local groups;
- It was important that Cabinet challenge and scrutinise budgets allocated to the Local Plan project.

The Strategic Planning Manager and Service Director – Resources answered questions including:

- This document set out the powers available regarding assets of community value. It was for the Service Director – Resources to chose whether to use them;
- A lot of information was provided to those enquiring about community assets;
- Consideration would be given to making information clearer regarding this on the NHDC website.

*NB: Cabinet took a comfort break at 21.22..*

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

The Strategic Director - Regulatory advised:

- That officers, together with the Executive Member had assessed a high level cost of consultancy;
- The evidence base would be key and needed to be robust;
- The cost was estimated to be £150,000 for consultancy.

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

**RESOLVED:**

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- (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.

## 110 UPDATE ON OUR MAJOR LEISURE FACILITIES

*Audio recording – 2 hours 6 minutes 58 seconds*

The Executive Member for Environment and Leisure presented the report entitled Update on Our Major Leisure Facilities and drew attention to the following:

- The costs were likely to be less than had been previously expected;
- The Council had been successful in applying for a Government grant;
- It was planned that the outdoor pools be opened on the last weekend of May 2021;
- It was currently unclear as to how and when these pools may be used;
- On a sunny day the pools covered their costs, on a wet day they cost a lot of money to keep open;
- Delegation of the decision regarding extending the season would enable the Council to consider the extent of use and any regulations/guidance;
- Consideration had been given to extending opening hours and it could be feasible to extend hours by 2 hours on 1 evening a week for each pool for a period of 2 months.

The following Members took part in the debate:

- Councillor Ian Albert;
- Councillor Paul Clark.

Member comments included:

- That SLL be thanked for their openness regarding finances;
- That the Council needed to be careful not to direct swimmers later in the evening to a multi-storey car park that may be closed.

Councillor Steve Jarvis proposed, Councillor Ian Albert seconded and it was:

**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.

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

*Audio recording – 2 hours 17 minutes 51 seconds*

The Leader of the Council presented the report entitled Performance Management Measures for 21/22.

Councillor David Levett, Chair of the Overview and Scrutiny Committee presented the referral from the meeting of that Committee held on 9 March 2021 regarding New Year Performance Indicators to Be Monitored In 2021/22. The Committee had made the following recommendation:

That Cabinet considers and formally approves the PIs and any associated targets that will be monitored throughout 2021/2022 by Overview & Scrutiny.

The Chair of the Overview and Scrutiny Committee drew attention to the information that had been provided to the Committee which compared attendance at physical meetings in 2019/20 with live and later views of YouTube recording of meetings in 2020/21 and highlighted that there had been a significant increase in public participation since meetings had moved online.

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

**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.

## 112 PROPOSED INCREASE IN CAR PARKING TARIFFS 2021-22

*Audio recording – 2 hours 22 minutes 40 seconds*

The Executive Member for Planning and Transport presented the report and addendum entitled Proposed Increase in Car Parking Tariffs 2021-22 together with the following appendix:

- Appendix A - Proposed 2021/2022 Tariff Increases for NHDC Off-Street Managed Car Parks.

He drew attention to the following:

- Car park charges had not been increased last year;
- The Council had a duty to cover the costs of parking facilities;
- There were some concerns regarding recovery of town centres;
- Implementation of the increases could be delayed until June 2021 or September 2021.

Councillor Ian Albert, Chair of Hitchin Committee, presented the referral from the meeting of that Committee held on 2 March 2021 regarding Ward Matters and Outside Organisations (Parking Tariffs), The Committee had made the following recommendations:

- (1) That the Proposed 2021/2022 Inflationary Tariff Increases for NHDC Off-Street Managed Car Parks be implemented;
- (2) That Officers be encouraged to review the balance of short, mid-term and long stay spaces in the car parking estate in Hitchin;
- (3) That Officers be encouraged to explore options for pay-on-exit or other alternative payment collection systems to facilitate ease of use and accurate charges.

The following Members took part in the debate:

- Councillor Ruth Brown;
- Councillor Judi Billing;
- Councillor Steve Jarvis;
- Councillor Keith Hoskins;

Member comments included:

- That the parking situation at the Biggin needed to be progressed;
- That the increased charges should be implemented in September 2021;
- That full review of parking was needed, including consideration of alternative payment methods;
- That Members should be aware of the financial forecast difference between implementing the increases in July and September

The Strategic Infrastructure & Projects Manager advised that:

- The charging bands had been discussed by Cabinet in March 2020;
- This proposals being considered were as a result of building on the previously agreed figures;
- Resident parking/season tickets would be discussed with the Executive Member for Planning and Transport and the Service Director – Resources;

The Service Director – Resources advised Members:

- That the forecast would depend on the level of demand;
- The impact in the first 3 months if the increases not implemented would be less as the Government guarantee would apply;
- After that guarantee each quarter delay would cost £25.000. This figure assumed that usage in all quarters were equal throughout the year;
- July and August were high usage months.

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

**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.

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

*Audio recording – 2 hours 49 minutes 53 seconds*

The Executive Member for Finance and IT presented the report entitled Third Quarter Revenue Monitoring 2020/21 together with the following document:

- Third Quarter Revenue Monitoring 2020/21 - Updated Table 5

The Chair advised that the referral from the meeting of the Finance, Audit and Risk Committee held on 8 March 2021 regarding Third Quarter Revenue Monitoring 2020-21 made the following recommendations:

- (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.

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

**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.

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

*Audio recording – 2 hours 57 minutes 16 seconds*

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

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



The Chair advised that the referral from the Finance, Audit and Risk Committee meeting held on 8 March 2021 regarding Third Quarter Investment Strategy (Capital and Treasury) Monitoring 2020/21 made the following recommendations:

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

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

**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 Covic-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.

**115 CONTRACT PROCUREMENT RULES WAIVER REFERRAL**

*Audio recording – 3 hours 9 minutes 10 seconds*

*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)*

The Executive Member for Enterprise and Cooperative Development presented the report entitled Contract Procurement Rules Waiver Referral.

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

**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.

## 116 EXCLUSION OF PRESS AND PUBLIC

*Audio recording – 3 hours 1 minute 7 seconds*

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

**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).

## 117 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.*

The Executive Member for Enterprise and Cooperative Development introduced the report entitled Contract Procurement Rules Waiver Referral.

The Legal Commercial Team Manager & Deputy Monitoring Officer provided Members with detail regarding the report.

The following Member took part in the debate:

- Councillor Ian Albert.

**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.

The meeting closed at 10.42 pm

Chair