

NORTH HERTFORDSHIRE DISTRICT COUNCIL



6 November 2020

Our Ref Cabinet Panel on the Environment – 17
November 2020
Contact. Committee Services
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To: Members of the Committee: Elizabeth Dennis-Harburg (Chair), Steve Jarvis (Vice-Chair), Val Bryant, Sam Collins, Ian Moody, Gerald Morris, Michael Muir, Adem Ruggiero-Cakir and Claire Strong

Substitutes: Councillors Ruth Brown, Mike Hughson, David Levett, Carol Stanier and Richard Thake

NOTICE IS HEREBY GIVEN OF A

MEETING OF THE CABINET PANEL ON THE ENVIRONMENT

to be held as

A VIRTUAL MEETING

On

TUESDAY, 17TH NOVEMBER, 2020 AT 7.30 PM

Yours sincerely,

Jeanette Thompson
Service Director – Legal and Community

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

Agenda **Part I**

Item	Page
1. WELCOME AND REMOTE/PARTLY REMOTE MEETINGS PROTOCOL SUMMARY Members are requested to ensure that they are familiar with the attached summary of the Remote/Partly Remote Meetings Protocol. The full Remote/Partly Remote Meetings Protocol has been published and is available here: https://www.north-herts.gov.uk/home/council-and-democracy/council-and-committee-meetings .	(Pages 5 - 6)
2. APOLOGIES FOR ABSENCE	
3. CHAIR'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 Chair 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.	
4. ITEMS REFERRED FROM OTHER COMMITTEES Any Items referred from other committees will be circulated as soon as they are available.	
5. PRESENTATION BY SERVICE MANAGER - WASTE & RECYCLING To receive a presentation by the Service Manager – Waste & Recycling.	
6. PUBLIC PARTICIPATION To receive petitions, comments and questions from the public including: <ul style="list-style-type: none">• Morrison's Community Champion	
7. STATEMENT & VIDEO: BEST BEFORE CAFÉ To receive a statement and view a video from the Best Before Café.	
8. DISCUSSION REGARDING CONTRIBUTIONS TO THE MEETING The Chair to lead a discussion regarding the contributions made at the meeting.	

9. INFORMATION NOTE - WORK PROGRAMME AND ACTION TRACKER
INFORMATION NOTE OF THE POLICY AND COMMUNITY ENGAGEMENT
MANAGER

(Pages 7
- 16)

To highlight items scheduled in the work programme of the Cabinet Panel on the Environment for 2020/21 following the initial meeting.

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REMOTE/PARTLY REMOTE MEETINGS PROTOCOL SUMMARY

A protocol regarding remote meetings has been devised as a result of The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392 ('the Regulations') to provide guidance for the conduct of any remote meeting of the Council, and its various Committees and Sub-Committees, held under the provisions of the Regulations and subsequent changes to the Constitution.

The full Remote / Partly Remote Meetings Protocol has been published and is available to view on the Council's website via the following link: <https://www.north-herts.gov.uk/home/council-and-democracy/council-and-committee-meetings>

The Council's adopted Constitution will continue to apply to meetings of the Council and its various Committees and Sub-Committees. Where there is a conflict between the protocol and Constitution the Constitution takes precedence.

The protocol applies to this meeting. It outlines processes for conducting remote meetings. Some key points are highlighted here for guidance:

- Prior to the start of a meeting the Committee, Member and Scrutiny Officer/Manager ('The Officer') will confirm the meeting is being streamed live. They will confirm that they can see and hear all participating Members, Officers and/or members of the public at the start or upon reconvening a meeting.
- Any person attending the meeting remotely should join no later than 15 minutes prior to allow for technical checks. They should ensure that their name on screen appears in the agreed format, as indicated in the Protocol. They should mute their microphone when not speaking. Their background should be nondescript or virtual/blurred if possible. Headsets are recommended to reduce audio feedback.
- Remember to stay in view of the camera. While on camera everything you do is visible; please observe as far as possible the etiquette you would as if attending a meeting in person.
- Be careful to prevent exempt or confidential papers being seen within the video-feed. When a meeting is in private session there should be only those entitled to be present in the room. The live stream will continue with a holding card displayed.
- If a Member wishes to speak, they should use the raise hand function. Please wait to be invited by the Chair to address the meeting. The normal procedure rules with respect to debate and speaking times will apply as per the Constitution.
- If a Member has declared a Disclosable Pecuniary Interest and is required to leave the meeting during the consideration of an item, they will be placed in the waiting room. It is the responsibility of the Member in question to remind the Chair at the start of such item. The Officer will remind the Chair to return the Member as appropriate.
- Members will need to use the tools in the "Participants" function to vote: using a green tick to indicate 'for', a red cross to indicate 'against', or the "raise hand" tool to indicate an abstention. Where a Member has had to dial into the meeting by telephone, the Chair will ask for verbal confirmation as to how they wish to vote. Leave the vote in situ until told otherwise by either the Chair or Officer.
- The Officer will clearly state the result of the vote and the Chair will then move on.
- Details of how Members voted will not be kept or minuted unless a Recorded Vote is requested or an individual requests that their vote be recorded, although voting may be seen and/or heard on the video recording.
- If there are Part 2 (confidential) items Members will be invited to join a breakout room for these items. You must accept this invitation.
- Once Part 2 (confidential) discussions have concluded Members will need to leave the breakout room. Please do not leave the meeting.

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CABINET PANEL ON THE ENVIRONMENT
17 November 2020

***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 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 2020/21 following the initial meeting. As at Appendix A, the Work Programme/Action Tracker allow the scene to be set for evaluation and the agreement of topics for 2020. 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 at the 27th June 2019 meeting. The amended terms of reference were tabled for the Full Council meeting on the 4th June:

<https://democracy.north-herts.gov.uk/documents/s10892/Appendix%20C%20-%20Revised%20Terms%20of%20Reference%20for%20Cabinet%20Panel%20on%20Community%20Engagement%20Enterprise%20and%20C.pdf>

2.2 By way of update to the Panel, the Corporate Policy Team have been involved in the following work:

EdiCiNet

Officers have been liaising with the key partner, the University of Brighton, regarding the future of the EdiCitNet project. We are now waiting to hear from the University of Brighton in regard to next steps.

Contributions to the Hertfordshire Climate Change and Sustainability Partnership (HCCSP)

The Policy team are active supporters of the Hertfordshire Climate Change and Sustainability Partnership (HCCSP). The overarching mission of this group is to be the lead partnership organisation through which Hertfordshire's local authorities and the Hertfordshire Local Enterprise Partnership (LEP) can work collaboratively on environmental, climate change and wider sustainability issues.

NHDC are leading a Biodiversity Subgroup within this partnership and have been co-ordinating meetings with the other subgroup members. The next step for the subgroup is to

develop a scope document and action plan for consideration by the wider partnership. This will set a direction for local authorities to adopt regarding Biodiversity in the county.

Liaising on Environment Related Issues

We have liaised with both internal and external partners on various Environment-related issues such as: Affinity Water, the Woodland Trust, East Suffolk council, the Cambridge City Council regarding a Climate Charter and Plastic Free North Herts, whose meeting we attended.

3. INFORMATION TO NOTE

- 3.1 An Environment inbox has been set up to allow members of the public or organisations to provide suggestions/presentations for the panel's consideration. The address is - EnvironmentPanel@north-herts.gov.uk. The Policy and Community Engagement Manager will also provide a verbal update to the Panel.
- 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

- 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 Programme of meetings and Action Tracker

6. CONTACT OFFICERS

Reuben Ayavoo, Policy and Community Engagement Officer, 01462 474212
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7. BACKGROUND PAPERS

7.1 Appendix A

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APPENDIX A

POTENTIAL PROGRAMME FOR FUTURE CABINET PANEL ON THE ENVIRONMENT MEETINGS 2020 -21

Meeting 1. 7th July 2020	Introductory Session: Reducing emissions from transport and travel Guidance Announcements Review of last year's discussions and actions, plus ongoing actions Set the work programme Transport Presentation from Daniel Washington Public Participation Actions, possible additions to the work programme
Meeting 2. 9th September 2020	The New 'Normal': Recovering from a Pandemic (Including biodiversity, council operations moving forward)
Meeting 3. 17th November 2020	Food Waste and Recycling (Including food waste reduction, and capture from the residual stream)
Meeting 4. 23rd February 2021	Air Quality and Round-up Meeting (Including review of achievements and climate change strategy)

CABINET PANEL ON THE ENVIRONMENT – ACTION TRACKER: October 2019

Date and Min No	Action/Resolutions	Action/Response/Outcome	Status (Complete/in progress)	Additional commentary
a11092019 EP1	Meeting Two to be amended to cover - 'Transport, Travel and Air Quality'	Policy and comm. Engagement Manager	Complete	
11092019 EP2	Swap the running order of meetings 2 and 3. Planning will now be meeting two and Transport will be meeting three	Policy and comm. Engagement Manager	Complete	
11092019 EP3	Meeting four will include consideration of food waste	Policy and comm. Engagement Manager	Complete	
11092019 EP4	Meeting five will include Trees and Landscaping	Policy and comm. Engagement Manager	Complete	
11092019 EP5	Meeting Two will include Street lighting, the decommissioning of solar farms and energy	Policy and comm. Engagement Manager	Complete	
15102019 EP10 Page 12	That the Service Director – Regulatory informs Members of the Luton airport expansion consultation dates and locations: https://futureluton.llal.org.uk/	Circulated by Policy and Community Engagement Manager. Links also circulated via FB and Twitter feeds on external website.	Complete	
15102019 EP11	That the Service Director – Regulatory circulates to the Panel the Future Homes Standards consultation. https://www.gov.uk/government/consultations/the-future-homes-standard-changes-to-part-l-and-part-f-of-the-building-regulations-for-new-dwellings	Circulated by Policy and Community Engagement Manager. Links also circulated via FB and Twitter feeds on external website.	Complete	
15102019 EP12	That the Service Director – Regulatory circulates to the Panel details of Stirling Awards 2019 – The project for Norwich City Council: https://www.architecture.com/awards-and-competitions-landing-page/awards/riba-stirling-prize	Circulated by Policy and Community Engagement Manager. Links also circulated via FB and Twitter feeds on external website.	Complete	
15102019 EP13	That the Chair ensures re-iteration of NHDC's Climate Change Emergency through NHDC communication channels (Outlook, external website etc.)	External Webpage has been updated with a permanent direct link in the ' Popular Now' section to the Climate change/Environment Panel	Complete	

Date and Min No	Action/Resolutions	Action/Response/Outcome	Status (Complete/in progress)	Additional commentary
		pages. Latest Outlook magazine features a range of articles relating to the environment and climate change.		
15102019 EP15	That the relevant Executive Member/Service Director draft a letter to the other 10 Hertfordshire District Councils to express concerns regarding the proposed Luton Airport expansion.	Policy and Community Engagement Manager	Complete	
281102019 EP18	Circulate Dr Porter email address to panel and all attendees for additional questions. Philip Porter - p.r.porter@herts.ac.uk	Policy and Community Engagement Manager	Complete	
28112019 EP19	Circulate Alex Inza details to Greenspace manager regarding tree planting list	Policy and Community Engagement Manager	Complete	
15102019 EP9 Page 13	That the Service Director – Regulatory provides an update with regard empty dwellings within in the district and how, where appropriate, these can be brought back into use as homes.	Service Director – Regulatory	Complete	
15102019 EP14	That the Executive Member for Planning and Transport consider the possibility of a Design Standards Committee.	Executive member – Planning and Transport	Complete	
15102019 EP16	That the Service Director - Regulatory be requested to explore whether there was an opportunity to identify, in the Local Plan, which sites were most sustainable and whether these could be developed first.	Service Director – Regulatory	Complete	
05032020 EP43	Circulate details of Air Quality website to Panel members	Policy and Community Engagement Manager	Complete	
28112019 EP21	Acknowledgement of high water consumption in Hertfordshire. Circulate water saving measures (Affinity Water and Environment Agency) on Council social media accounts.	Policy and Community Engagement Manager	Complete and On-going	

Date and Min No	Action/Resolutions	Action/Response/Outcome	Status (Complete/in progress)	Additional commentary
11092019 EP8	Proposal of surveying clients at Best Before Café/Hitchin Food Rescue to assess needs/client base	Policy and Community Engagement Manager	On-going	Initial survey results received. Further action to refine information
28112019 EP17	Himalayan presentation from November panel – will be circulated by Dr Porter in January 2020.	Policy and Community Engagement Manager	Complete	On NHDC YouTube channel
2811019 EP20	Explore the possibility of Community composting	Executive member for Recycling and Waste	On-going	Executive member and Deputy to prioritise identified actions against demands of Waste service delivery during Covid-19 pandemic
06012020 EP24	Investigate costs of Weekly update in Comet/ Monthly billboards	Executive member for Recycling and Waste	On-going	As EP 20
06012020 EP25	Investigate the options of installing chewing gum bins in the district (GUMDROP)	Executive member for Recycling and Waste	On-going	As EP 20
06012020 EP26	Investigate the renewal of a Furniture Reuse facility	Executive member for Recycling and Waste	On-going	As EP 20
06012020 EP27	NHDC publicised activity of schools in recycling	Executive member for Recycling and Waste	On-going	As EP 20
06012020 EP28	Investigate a less formal approach to litter picking (survey users to make sure this service is accessible and working well; issues with depositing at the tip)	Executive member for Recycling and Waste	On-going	As EP 20
06012020 EP29	Investigate the process to access an empty shop for Terracycle and other voluntary organisations	Executive member for Recycling and Waste	On-going	As EP 20
06012020 EP20	Investigate the possibility of recycling points in the district	Executive member for Recycling and Waste	On-going	As EP 20

Date and Min No	Action/Resolutions	Action/Response/Outcome	Status (Complete/in progress)	Additional commentary
06012020 EP31	Encourage more volunteers to consider recycling opportunities	Executive member for Recycling and Waste	On-going	As EP 20
06012020 EP33	Investigate the option of litter picking stations (include schools)	Executive member for Recycling and Waste	On-going	As EP 20
06012020 EP34	Establish a 'Eco-credentials' of food outlets(Similar to food hygiene scoring)	Executive member for Recycling and Waste	On-going	As EP 20
06012020 EP35	County Council to increase signage of being more litter aware.	Executive member for Recycling and Waste	On-going	As EP 20
06012020 EP36	Investigate 'Rocket' composting sites	Executive member for Recycling and Waste	On-going	As EP 20
06012020 EP37	Investigate the service change of 4 weekly collections/smaller bins/incentivise better recycling habits	Executive member for Recycling and Waste	On-going	As EP 20
06012020 EP38	Encourage the use of recyclable cups at district events.	Executive member for Recycling and Waste	On-going	As EP 20
06012020 EP40	Highlight existing repair and re-purpose campaigns and promote new initiatives	Executive member for Recycling and Waste	On-going	As EP 20
06012020 EP41	Monthly educational campaigns	Executive member for Recycling and Waste	On-going	As EP 20
06012020 EP42	Establish Community composting workshops	Executive member for Recycling and Waste	On-going	As EP 20
05032020 EP46	Anti-idling policy development	NHDC Legal team/ Environmental Health	On-going	To be further developed as part of the Sustainable North Herts programme
05032020 EP47	Smart Card option bus use in district	Transport officer	On-going	As EP46
05032020 EP48	Review criteria of cycle to work scheme eligibility (HCC or NHDC)	Either HCC or NHDC	On-going	As EP46

Date and Min No	Action/Resolutions	Action/Response/Outcome	Status (Complete/in progress)	Additional commentary
05032020 EP49	Consider the instituting of car free days in Hitchin	HCC highways/Transport officer	On-going	As EP46
06012020 EP22	Circulate details of Zero Waste Europe to Panel	Executive member for Recycling and Waste	Outstanding	
06012020 EP23	Circulate Herts Waste Partnership data to Panel (Trending data, make up/volume/percentage of contaminated waste)	Executive member for Recycling and Waste	Outstanding	
06012020 EP30	Add other external recycling organisation onto the NHDC website	Executive member for Recycling and Waste	Outstanding	
06012020 EP32	Identify an officer for Plastic Free initiative	Executive member for Recycling and Waste	Outstanding	
06012020 EP39	Re-advertise real nappy campaign/exchange	Executive member for Recycling and Waste	Outstanding	
07072020 EP50 16	That the Joint Chairs of the Panel be requested to engage with the Executive Member for Planning and Transport to discuss actions required to develop a plan for a cycle network in North Herts;	Engagement on-going at Member and Officer level as appropriate	On-going	
07072020 EP51	That the Executive Member for Planning and Transport be requested to engage with community groups and members of the public in the process for developing a plan for a cycle network in North Herts.	Engagement on-going at Member and Officer level as appropriate.	On-going	Policy and Community Engagement Manager liaising with Transport Officer to ensure relevant community/interest groups are engaged with