

**NORTH HERTFORDSHIRE DISTRICT COUNCIL**



28 May 2021

Our Ref Cabinet Panel on the Environment/8 June  
2021  
Contact. Committee Services  
Direct Dial. (01462) 474655  
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To: Members of the Committee: Steve Jarvis (Co-Chair), Amy Allen (Co-Chair), Val Bryant, Juan Cowell, George Davies, Sarah Dingley, Keith Hoskins, Gerald Morris and Adem Ruggiero-Cakir

Substitutes: Councillors Mike Hughson, Michael Muir, Carol Stanier, Kay Tart, Richard Thake and Tom Tyson

**NOTICE IS HEREBY GIVEN OF A**

**MEETING OF THE CABINET PANEL ON THE ENVIRONMENT**

to be held as

**A REMOTE MEETING**

On

**TUESDAY, 8TH JUNE, 2021 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**

- | <b>Item</b> |  | <b>Page</b>       |
|-------------|--|-------------------|
| <b>1.</b>   | <b>WELCOME AND REMOTE/PARTLY REMOTE MEETINGS PROTOCOL SUMMARY</b><br>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: <a href="https://www.north-herts.gov.uk/home/council-and-democracy/council-and-committee-meetings">https://www.north-herts.gov.uk/home/council-and-democracy/council-and-committee-meetings</a> .   | (Pages 5<br>- 6)  |
| <b>2.</b>   | <b>APOLOGIES FOR ABSENCE</b><br>Members are required to notify any substitutions by midday on the day of the meeting.<br><br>Late substitutions will not be accepted and Members attending as a substitute without having given the due notice will not be able to take part in the meeting.   |                   |
| <b>3.</b>   | <b>MINUTES - 23 FEBRUARY 2021</b><br>To take as read and approve as a true record the minutes of the meeting of the Panel held on 23 February 2021.  | (Pages 7<br>- 12) |
| <b>4.</b>   | <b>CHAIR'S ANNOUNCEMENTS</b><br>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. |                   |
| <b>5.</b>   | <b>NOTIFICATION OF OTHER BUSINESS</b><br>Members should notify the Chair of other business which they wish to be discussed at the end of either Part I or Part II business set out in the agenda. They must state the circumstances which they consider justify the business being considered as a matter of urgency.  |                   |

The Chair will decide whether any item(s) raised will be considered.

6. **INFORMATION NOTE - WORK PROGRAMME AND ACTION TRACKER** (Pages  
REPORT OF THE POLICY AND COMMUNITY ENGAGEMENT MANAGER 13 - 24)

To highlight items scheduled in the work programme of the Cabinet Panel on the Environment for 2021/22.

7. **PRESENTATION BY WASTE AWARENESS OFFICER**  
To receive a presentation by the Waste Awareness Officer.

8. **PUBLIC PARTICIPATION**  
To receive petitions, comments and questions from the public including:

- Yvette Churchman, Morrison's Community Champion

9. **DISCUSSION REGARDING CONTRIBUTIONS TO THE MEETING**  
The Chair to lead a discussion regarding contributions made at the 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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## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### CABINET PANEL ON THE ENVIRONMENT

MEETING HELD AS A VIRTUAL MEETING  
ON TUESDAY, 23RD FEBRUARY, 2021 AT 7.30 PM

#### MINUTES

**Present:** *Councillors: Councillor Elizabeth Dennis-Harburg and Councillor Steve Jarvis (Chair), (Vice-Chair), Val Bryant, Sam Collins, Gerald Morris, Michael Muir, Adem Ruggiero-Cakir and Claire Strong*

**In Attendance:** *Reuben Ayavoo (Policy and Community Engagement Manager), Georgina Chapman (Policy Officer), William Edwards (Committee, Member and Scrutiny Officer), Darryl Simmonds (CSC – IT Support)*

**Also Present:** *At the commencement of the meeting approximately 9 members of the public, including registered speakers.*

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

*Audio Recording – 8 seconds.*

The Chair, Councillor Elizabeth Dennis-Harburg, welcomed everyone to this virtual meeting of the Cabinet Panel on the Environment.

The Committee, Member and Scrutiny Officer gave advice on the following:

- Attendance;
- Live streaming;
- Noise interference;
- Voting;

The Chair, Councillor Elizabeth Dennis-Harburg, started the meeting proper.

#### 28 APOLOGIES FOR ABSENCE

*Audio recording – 4 minutes.*

Apologies for absence were received from Councillor Ian Moody.

Having given due notice Councillor David Levett advised he would be substituting for Councillor Ian Moody.

#### 29 MINUTES - 5 MARCH 2020 TO 17 NOVEMBER 2020

*Audio Recording – 4 minutes 13 seconds.*

**RESOLVED:** That the Minutes of the Meeting of the Cabinet Panel held on 5 March 2020, 7 July 2020, 9 September 2020 and 17 November 2020 be approved as a true record of the proceedings and the Committee, Member and Scrutiny Officer be authorised to apply the Chair's digital signature.

### 30 CHAIR'S ANNOUNCEMENTS

*Audio recording – 5 minutes 44 seconds.*

- (1) The Chair welcomed those present at the meeting, especially those who had attended to give a presentation;
- (2) The Chair advised that, in accordance with Council Policy, the meeting would be audio recorded;
- (3) The Chair drew attention to the item on the agenda front pages regarding Declarations of Interest and 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.
- (4) The Chair advised that the theme of the meeting would be a round-up of the Panel's work in the previous year and a discussion of the foregoing Climate Change Strategy;
- (5) The Chair noted that the topic of Air Quality had not been included in the agenda and advised that the Environmental Health team that manage the Monitoring information and produce the Annual Status report had been diverted to work around the COVID pandemic and the withdrawal from the European Union. The aim is to have this as future agenda item to fully explore the impact of COVID on areas with poor air quality.
- (6) The Chair advised that Item 8 – Work Programme & Action Tracker would be taken before Item 6 – Public Participation.
- (7) The Chair advised that item 8 – Work Programme & Action Tracker would aim to include a discussion regarding the review of the Climate Change Strategy.

### 31 NOTIFICATION OF OTHER BUSINESS

*Audio recording – 7 minutes 47 seconds.*

There was no other business notified.

### 32 PUBLIC PARTICIPATION

*Audio recording – 14 minutes 31 seconds.*

The Chair invited Julia Sonander, Transition Town Letchworth (TTL), to address the Panel.

Julia Sonander gave a presentation on Transition Town Letchworth's suggestions for future climate action policy, including:

- TTL had observed that 5 minute speaking slots per group for contributions at Panel meetings were not sufficient, especially for a group which could engage with a discussion on a range of themes;
- It was unclear whether the Panel had properly scrutinised papers submitted by members of the public and discussions after presentations often focussed on verbal presentation rather than papers;
- Issues which engaged multiple decision making bodies had been directed to the Panel as they concerned the environment which hampered potential changes in policy;
- It had been unclear to which body within the Council a given issue should be addressed, e.g cycle infrastructure;
- TTL had encouraged NHDC to adopt an ambitious emissions reduction target to be introduced through planning policy and to ensure that all new homes met the highest energy efficiency standards allowed under the National Planning Policy Framework;



- The government had released the response to its Future Homes Standard consultation carried out in 2019;
- The government had acknowledge that there was a need to remind local planning authorities (LPAs) of the role that government expects Local Plans to play in developing a greener built environment;
- The government had announced it would not amend the Planning and Energy Act 2008 and that LPAs would retain the power to set local energy efficiency standards for new homes;
- This announcement was important for NHDC as the local plan examinations were coming to an end and developments were already being proposed for planning approval;
- TTL wanted to see supplementary planning documents requiring the highest energy efficiency standards and 0-Carbon readiness in new housing developments, and for NHDC to establish a working group to examine the potential of these retained powers;
- In conversation with other groups in the Transition Town network, TTL had looked at the approach to public engagement taken by other local authorities and encouraged the creation of working groups, and moving away from the Panel format focussed on talking towards seeing actions taken.

The Chair thanked Julia Sonander for her presentation.

The Chair opened a discussion with Members, Officers and public participants including:

- SPDs and planning regulations work was ongoing to bring about a Passivhaus standard;
- The Transport Users Forum existed to examine work on things like cycling infrastructure and was actively working on that topic;
- The Cabinet Panel on the Environment existed to discuss issues and generate policy and was supportive of moving towards taking more direct action;
- Papers and presentations submitted by the public were of great use to the Panel and essential in benchmarking the goals of the Panel and policies of the Council;
- Cross-cutting issues that engaged a range of Council bodies and outside partners were difficult, e.g biodiversity and water use minimisation;
- Work was ongoing on water use minimisation including discussions with Affinity Water and public awareness/encouragement campaigns;
- The Local Plan and associated SPDs had been in development for a long time and the legislative framework did not always allow the Council to push for environmental standards; this was now a regular feature of planning discussions; e.g electric vehicle charging points were a standard condition of every approval;
- The Task & Finish Groups arising from the Overview and Scrutiny Committee were a good working model the Panel could benefit from emulating;
- Planning and discussion over delivery was a problem across government;
- Members of the Panel would appreciate the Leader of the Council attending meetings and increased public scrutiny;
- If the Local Plan is approved a significant number of Section 106 agreements are likely to come in future generating funds for infrastructure projects including cycle paths;
- There were a range of voluntary groups and other organisations in the District which could be mobilised to assist with actions on cycle paths, tree planting, and other environmental works;
- Internal briefings ensured that the Leader of the Council and senior officers were up to date with the work of the Panel;
- The problems facing Council implementation and action on climate policies included budgetary concerns but also logistical problems like workforce and land holdings; e.g tree planting, where there was budget land was harder to find;
- Rewilding options were being considered by the Council's green space management team in consultation with the Countryside Management Service;

- Local residents' action groups such as Action for Insects had worked productively with the Council in the past and were keen to continue this working relationship and take on more sites and projects;
- The Green Space Management Policy was being reviewed to reflect a change in emphasis to biodiversity and there was scope to involve local groups to utilise resources the Council did not have access to e.g volunteers and specific expertise;
- Local landowners could be engaged with to volunteer to meet the Council's land resourcing needs;
- Ongoing management plans were essential for any tree planting efforts undertaken by the Council;
- Explaining to residents that rewilding measures and changes to mowing patterns on grass verges and other green spaces was a deliberate policy decision not a failure of maintenance was an ongoing issue; volunteers had promoted public awareness campaigns on this;
- The Climate and Ecological Emergency Bill was an opportunity for the Council to take a public leadership stance on ecological issues.

The Chair thanked Members, officers and public speakers for participating in the debate.

*N.B the Chair called for a comfort break at 5 minutes to 9:00 PM.*

*The Panel reconvened at 9:01PM and the Committee, Member and Scrutiny Officer conducted a rollcall.*

### **33 DISCUSSION LED BY THE CO-CHAIR**

*Audio Recording – 1 hour 31 minutes.*

The Policy & Community Engagement manager gave a presentation on the revised Climate Change Strategy and highlighted points including:

- The Council was acting in partnership with organisations across the district including Herts County Council Climate Strategy Partnership, Affinity Water, the Environment Agency, and other public interest groups e.g Plastic Free Letchworth;
- NDHC climate policies had sought to reduce its carbon footprint significantly and other efficiencies in terms of water, single use plastics and emissions reduction in vehicle fleets and no-idling licensing requirements were being put in place;
- The Climate Change Strategy review proposed development under three headings of reducing the Council's carbon emissions, facilitating businesses and citizens to reduce their carbon emissions through policy development, and to guide and encourage outside bodies (citizens and businesses) to go further with their environmental impact goals;
- Specific actions included ensuring that Council estate buildings use energy efficient and zero carbon measures; putting green clauses in leases and licenses of properties; exploring on-site generation of energy; replacing Council fleet vehicles with ultra-low emission vehicles; exploring opportunities for low-emission refuse freighters; quantifying how much land would need to be planted to offset some carbon emissions; instituting a once a year cut-and-lift regime on verges; strengthening hedgerows and preserving scrubland; ensuring masterplans are designed around foot travel rather than private vehicles; bringing Passivhaus or similar standards in to design SPDs; signposting residents to retrofitting services to boost energy efficiency; working with Herts Waste Partnership; encouraging support for community tree planting initiatives.

The Executive Member for Environment and Leisure highlighted the following:

- The revised climate change strategy aimed to do three things; bringing the Council's estate up to the highest environmental standards, ensuring decisions made by the

Council in areas like planning promoted environmental protections as a priority, and working with outside partners to assist and encourage environmental policies beyond the resources of the Council;

- The revised strategy would set out a road map on the Council's carbon emissions reduction journey with an accurate assessment of its starting position, a target for net zero, and goals along the way.

The Chair led a discussion on contributions to the meeting and the revised Climate Change Strategy with Members, Officers and public participants including:

- There were differences in carbon emissions assessments and assessment of the District's emissions came from central government, whereas NHDC was able to assess its own emissions as a Council;
- Net Zero and Carbon Neutral were subtly different measures to do with whether third party emissions were considered;
- NHDC would have to rely on some degree of carbon sequestration but was able to do this in-District;
- There was a Natural Environment Readiness Fund available from central government which could provide funds to projects to allow them to attract further investment;
- The Council should aim for a more ambitious target than the national objective of 2050;
- The target date for achieving zero carbon should be ambitious but achievable;
- Too short a date could lead to a failure in finding lasting and sustainable reduction policies; long term solutions were required;
- The Climate Change Strategy and environmental policies more generally relied on the Council convincing the public and other bodies to make progress themselves;
- Explaining the reasons behind climate change related policies to the public was essential;
- The existing housing stock in the District was a significant emissions/energy efficiency problem and a way forward to bring existing houses up to standard was required;
- Building regulations were set nationally and while the Council had good working relationships with housing providers in the district, NHDC primarily had a lobbying and supporting role in bringing existing housing stock up to energy efficient standards;
- The Council would continue to work within HCCSP to encourage change county-wide and magnify its influence with outside bodies;
- NHDC should sign post and provide support for residents seeking to retrofit and to housing associations, and highlight the successes of business and groups with high environmental standards;
- The revised Climate Change Strategy was a positive step forward and the Panel was satisfied with its aims and intentions but keen to strengthen its target date.

It was:

***RECOMMENDED TO CABINET:***

- (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.

***REASON FOR DECISION:***

- (1) To promote policies which allow NHDC to take a leadership role in local efforts to address the climate emergency.
- (2) To ensure the Cabinet Panel on the Environment's feedback on the strategy is heard by Cabinet.

**34 INFORMATION NOTE - WORK PROGRAMME & ACTION TRACKER**

*Audio Recording – 8 minutes 24 seconds.*

*N.B The Chair invited the Policy & Community Engagement Manager to present the Information Note prior to taking the Public Participation item.*

The Policy and Community Engagement Manager presented the Information Note entitled Work Programme and Action Tracker, drawing attention to the following:

- 2.2 of the Information Note on the EdiCitNet Project;
- NHDC officers were working with the Hertfordshire Climate Change and Sustainability Partnership and leading on biodiversity policy development;
- EP24 on the Action Tracker; it was found that a weekly notice was not financially viable but alternatives were being investigated;
- EP29 on TerraCycling where the Communications team had worked with the Morrison's Community Champion to arrange a TerraCycle point at the store in Letchworth;
- A Waste Awareness Officer working on a campaign as per EP41 had been recruited;
- EP42 on community composting workshops had led to an advert for subsidised home composting equipment on the external website;
- On EP30 & 39 links to home furniture recycling and real nappy information was available on NHDC websites & social media platforms.

The following Members asked questions:

- Councillor Claire Strong

The Chair advised that developments in blister pack recycling policy was able to be monitored by the Herts Waste Partnership but was of low impact and primarily led by private sector agencies and in view of current resourcing demands was not a priority target.

**RESOLVED:** That the Information Note entitled Work Programme and Action Tracker be noted.

**REASON FOR DECISION:** To ensure the Cabinet Panel on the Environment is able to plan its workload and monitor actions.

The meeting closed at 10.13 pm

Chair

**CABINET PANEL ON THE ENVIRONMENT  
8 June 2021**

**\*PART 1 – PUBLIC DOCUMENT**

**TITLE OF INFORMATION NOTE: WORK PROGRAMME AND ACTION TRACKER FOR 2021/22**

EXECUTIVE MEMBERS – Environment & Leisure and Recycling & Waste Management

PRIORITY: RESPONSIVE AND EFFICIENT

**1. SUMMARY**

- 1.1 This note highlights the proposed course of the Environment Panel meeting on 8<sup>th</sup> June and the proposed methods of scheduling the work programme for 2021/22.

The meeting will refresh the chairs and panel as to the role and format of the Environment Panel, and receive presentation from the Waste Awareness Officer on waste-related initiatives. The meeting will also include a discussion of potential topics for the rest of the year's meetings. A proposed schedule for the year will then be presented to the panel in July. This is to allow for a dialogue on proposed topics, once chairs and panel members have been confirmed at the meeting of Full Council on 26<sup>th</sup> May. The Cabinet Panel aims to set a work programme which will enable 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. The Work Programme/Action Tracker at Appendix A allow the scene to be set for evaluation of such actions, and the agreement of topics for 2021/22 year.

**2. STEPS TO DATE**

- 2.1 Cabinet approved the establishment of the Cabinet Panel for the Environment at the 27<sup>th</sup> June 2019 meeting. The amended terms of reference were tabled for the Full Council meeting on the 4<sup>th</sup> 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:

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

As lead of the Biodiversity Subgroup, we are currently engaging with stakeholders to receive comment on the Biodiversity Action Plan which was approved at the March HCCSP meeting, and to further develop it. Stakeholders engaged with thus far include The Herts and Middlesex Wildlife Trust, Herts Ecology, Herts Greenspace Managers, Herts Planners, and Butterfly Conservation. The deadline for comment is the end of May.

Countryside Management Services (CMS) are continuing work to secure a county-wide biodiversity baseline and are currently engaging in pre-tender market engagement to get a preliminary sense of costings. CMS will manage the procurement process on HCCSP's behalf.

CMS' work on a wilding audit for each of the Hertfordshire district councils continues.

### Monthly Eco-Actions

In February, the corporate policy team started a new initiative to encourage council staff to adopt eco-friendly habits by publishing a themed article each month in the staff newsletter with five easy suggestions on how to be more environmentally friendly.

This has now been expanded to the council's publications for residents including NH Insight and NH Now in order to reach and engage residents on these topics as well. The recycling and waste email bulletin has also been adapted in order to include these monthly suggestions. The email bulletin alone is sent to over 11,000 members of the public.

Furthermore, these articles have also been modified in order to be published as shorter, weekly posts on social media, linking to the overall theme for each month. In order to increase engagement, these posts have been further developed and include interesting environmental facts, polls, links to helpful websites and resources, quizzes and a themed image has now been designed for each month in order to make the posts recognisable and familiar.

Monthly topics so far have covered: 'Heating Habits', Electricity, Water, 'Nature and Biodiversity' and 'Eating for the Environment'.

### Climate Change Strategy

The updated Climate Change Strategy 2021-26 was approved at the March Cabinet meeting and is now available on NHDC's Climate Change webpage, along with the Appendices which outline the Completed and Proposed Actions. We are preparing to make available a more reader-friendly and visually appealing version of the Strategy which encompasses the completed and proposed actions in one document.

## **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  
[Reuben.ayavoo@north-herts.gov.uk](mailto:Reuben.ayavoo@north-herts.gov.uk)

William Edwards, Member, Committee and Scrutiny Officer, 01462 474295  
[William.edwards@north-herts.gov.uk](mailto:William.edwards@north-herts.gov.uk)

Alice Sims, Trainee Policy Officer 01462 474220  
[Alice.Sims@north-herts.gov.uk](mailto:Alice.Sims@north-herts.gov.uk)

Georgina Chapman, Policy Officer, 01462 474121  
[Georgina.chapman@north-gov.uk](mailto:Georgina.chapman@north-gov.uk)

#### **7. BACKGROUND PAPERS**

- 7.1 Appendix A

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## APPENDIX A

### PROGRAMME FOR FUTURE CABINET PANEL ON THE ENVIRONMENT MEETINGS 2021-22

<b>Meeting 1. 8<sup>th</sup> June 2021</b>	<b>Introductory Session:</b> Waste Awareness Presentation Discussion around topics for upcoming meetings
<b>Meeting 2. 6<sup>th</sup> July 2021</b>	<b>tbc</b>
<b>Meeting 3. 7<sup>th</sup> September 2021</b>	<b>tbc</b>
<b>Meeting 4. 16<sup>th</sup> November 2021</b>	<b>tbc</b>
<b>Meeting 5. 22<sup>nd</sup> February 2022</b>	<b>tbc</b>

**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 18	That the Service Director – Regulatory informs Members of the Luton airport expansion consultation dates and locations: <a href="https://futureluton.llal.org.uk/">https://futureluton.llal.org.uk/</a>	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. <a href="https://www.gov.uk/government/consultations/the-future-homes-standard-changes-to-part-l-and-part-f-of-the-building-regulations-for-new-dwellings">https://www.gov.uk/government/consultations/the-future-homes-standard-changes-to-part-l-and-part-f-of-the-building-regulations-for-new-dwellings</a>	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: <a href="https://www.architecture.com/awards-and-competitions-landing-page/awards/riba-stirling-prize">https://www.architecture.com/awards-and-competitions-landing-page/awards/riba-stirling-prize</a>	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	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	
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.

Date and Min No	Action/Resolutions	Action/Response/Outcome	Status (Complete/in progress)	Additional commentary
				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	Complete	Not financially viable but looking into ways the waste team can widen comms reach
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	Policy and Community Engagement Team	Complete	The Community Engagement has facilitated the

Date and Min No	Action/Resolutions	Action/Response/Outcome	Status (Complete/in progress)	Additional commentary
				installation of a Terracycle collection point at the Morrisons store at Letchworth.
06012020 EP20	Investigate the possibility of recycling points in the district	Executive member for Recycling and Waste	On-going	As EP 20
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.	Cllr Hone in county capacity	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	Recruited a Waste Awareness officer who is compiling a programme for East and North Herts

<b>Date and Min No</b>	<b>Action/Resolutions</b>	<b>Action/Response/Outcome</b>	<b>Status (Complete/in progress)</b>	<b>Additional commentary</b>
06012020 EP42	Establish Community composting workshops	Executive member for Recycling and Waste	<b>On-going</b>	<b>Advertisement of Subsidised home compost bins/wormeries on external site</b>
05032020 EP46	Anti-idling policy development	NHDC Legal team/ Environmental Health	<b>On-going</b>	<b>To be further developed as part of the Sustainable North Herts programme</b>
05032020 EP47	Smart Card option bus use in district	Transport officer	<b>On-going</b>	<b>As EP46</b>
05032020 EP48	Review criteria of cycle to work scheme eligibility (HCC or NHDC)	Either HCC or NHDC	<b>On-going</b>	<b>As EP46</b>
05032020 EP49	Consider the instituting of car free days in Hitchin	HCC highways/Transport officer	<b>On-going</b>	<b>As EP46</b>
06012020 EP22	Circulate details of Zero Waste Europe to Panel	Executive member for Recycling and Waste	<b>Outstanding</b>	
06012020 EP23	Circulate Herts Waste Partnership data to Panel (Trending data, make up/volume/percentage of contaminated waste)	Executive member for Recycling and Waste	<b>Outstanding</b>	
06012020 EP30	Add other external recycling organisation onto the NHDC website	Executive member for Recycling and Waste	<b>Complete</b>	<b>Link on external website for reuse of Furniture and Household items</b>
06012020 EP32	Identify an officer for Plastic Free initiative	Executive member for Recycling and Waste	<b>Outstanding</b>	<b>We've done this I think? Check with Jen</b>
06012020 EP39	Re-advertise real nappy campaign/exchange	Executive member for Recycling and Waste	<b>Complete</b>	<b>Link on External website and further links to WasteAware Real Nappy website</b>

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				and North Herts Library Facebook page
07072020 EP50	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 groups are engaged

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