

8 September 2023

Our Ref Cabinet/19 September 2023  
Contact. Committee Services  
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To: Members of the Cabinet:

Councillor Elizabeth Dennis (Chair), Councillor Ian Albert, Councillor Amy Allen, Councillor Ruth Brown, Councillor Keith Hoskins MBE, Councillor Steve Jarvis, Councillor Sean Prendergast, Councillor Alistair Willoughby, Executive Member for Communities and Partnership

Deputy Executive Members: Councillor Matt Barnes, Councillor Mick Debenham, Councillor Dominic Griffiths, Councillor Ian Mantle, Councillor Tamsin Thomas, Councillor Tom Tyson and Councillor Dave Winstanley

**NOTICE IS HEREBY GIVEN OF A**

**MEETING OF THE CABINET**

to be held in the

**COUNCIL CHAMBER, DISTRICT COUNCIL OFFICES, GERON  
ROAD, LETCHWORTH GARDEN CITY, SG6 3JF**

on

**TUESDAY, 19TH SEPTEMBER, 2023 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>APOLOGIES FOR ABSENCE</b>	
<b>2.</b>	<b>MINUTES - 27 JUNE 2023</b> To take as read and approve as a true record the minutes of the meeting of the Committee held on the 27 June 2023.	(Pages 5 - 20)
<b>3.</b>	<b>NOTIFICATION OF OTHER BUSINESS</b> 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.	
<b>4.</b>	<b>CHAIR'S ANNOUNCEMENTS</b> <u>Climate Emergency</u> The Council has declared a climate emergency and is committed to achieving a target of zero carbon emissions by 2030 and helping local people and businesses to reduce their own carbon emissions.  A Cabinet Panel on the Environment has been established to engage with local people on matters relating to the climate emergency and advise the council on how to achieve these climate change objectives. A Climate Change Implementation group of councillors and council officers meets regularly to produce plans and monitor progress. Actions taken or currently underway include switching to green energy, incentives for low emission taxis, expanding tree planting and working to cut food waste.  In addition the council is a member of the Hertfordshire Climate Change and Sustainability Partnership, working with other councils across Hertfordshire to reduce the county's carbon emissions and climate impact.  The Council's dedicated webpage on Climate Change includes details of the council's climate change strategy, the work of the Cabinet Panel on the Environment and a monthly briefing on progress.  <u>Declarations of Interest</u> 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.

**5. PUBLIC PARTICIPATION**

To receive petitions, comments and questions from the public.

**6. ITEMS REFERRED FROM OTHER COMMITTEES**

Any Items referred from other committees will be circulated as soon as they are available.

**7. DLUHC'S SINGLE HOMELESSNESS ACCOMMODATION PROGRAMME** (Pages  
**REPORT OF SERVICE DIRECTOR – HOUSING & ENVIRONMENTAL** 21 - 26)  
**HEALTH**

To review the Department for Levelling Up, Housing and Communities (DLUHC) to submit a bid to its Single Homelessness Accommodation Programme (SHAP) in partnership with Hertfordshire County Council.

**8. REFUGEE RESETTLEMENT AND HOME OFFICE FUNDING UPDATE** (Pages  
**REPORT OF SERVICE DIRECTOR – HOUSING & ENVIRONMENTAL** 27 - 32)  
**HEALTH**

To update Cabinet on the current position regarding refugees and to provide a flexible approach to meeting increased housing demands whilst also ensuring appropriate support is provided to refugees.

**9. PROPOSED OFF-STREET CAR PARKING TARIFFS FOR 2023/24** (Pages  
**REPORT OF: SERVICE DIRECTOR - REGULATORY** 33 - 54)

To agree proposed car parking tariff increases for 2023-24 in accordance with the Council's fees and charges policy as set out in the Medium Term Financial Strategy.

**10. STATEMENT OF COMMUNITY INVOLVEMENT - ADOPTION** (Pages  
**REPORT OF THE SERVICE DIRECTOR – REGULATORY** 55 - 98)

To consider the responses received on the draft of the Statement of Community Involvement (SCI) during public consultation and approve the subsequent amendments to the Statement of Community Involvement.

**11. CHESFIELD CONSERVATION AREA** (Pages  
**REPORT OF: SERVICE DIRECTOR – REGULATORY** 99 - 184)

To consider the representations made in response to the consultation on the draft Chesfield Conservation Area Appraisal and Management Plan (CAAMP) and the proposed designation of the Chesfield Conservation Area.

**12. HITCHIN, LETCHWORTH AND ROYSTON BUSINESS IMPROVEMENT** (Pages  
**DISTRICT (BID) RENEWALS** 185 -  
**REPORT OF THE ECONOMIC DEVELOPMENT OFFICER** 202)

To obtain Cabinet's endorsement of proposals to progress to renewal ballots for the Business Improvement Districts (BIDs) for Hitchin, Letchworth Garden City and Royston.

- 13. FIRST QUARTER INVESTMENT STRATEGY (CAPITAL AND TREASURY) REVIEW 2023/24** (Pages 203 - 234)  
REPORT OF THE SERVICE DIRECTOR - RESOURCES
- To update Cabinet on progress with delivering the capital and treasury strategy for 2023/24, as at the end of June 2023.
- 14. FIRST QUARTER REVENUE BUDGET MONITORING 2023/24** (Pages 235 - 246)  
REPORT OF THE SERVICE DIRECTOR - RESOURCES
- To inform Cabinet of the summary position on revenue income and expenditure forecasts for the financial year 2023/24, as at the end of the first quarter.
- 15. Q1 23-24 UPDATE ON THE COUNCIL DELIVERY PLAN** (Pages 247 - 284)  
REPORT OF SERVICE DIRECTOR – RESOURCES
- A report on the projects, risks and performance indicators supporting delivery of the Council Plan.
- 16. NEW FINANCIAL SYSTEM** (Pages 285 - 290)  
REPORT OF SERVICE DIRECTOR - RESOURCES
- To inform Cabinet of the expected benefits and costs of the new finance software system.