

3 March 2025

Our Ref Overview and Scrutiny Committee 11  
March 2025  
Contact. Committee Services  
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To: Members of the Committee: Councillors Matt Barnes (Chair), Tom Tyson (Vice-Chair),  
Tina Bhartwas, Jon Clayden, Elizabeth Dennis, Ralph Muncer, Louise Peace,  
Martin Prescott, Laura Williams, Claire Winchester, Donna Wright and Daniel Wright-Mason

Substitutes: Councillors David Barnard, Clare Billing, David Chalmers, Emma Fernandes,  
Keith Hoskins, Vijaiya Poopalasingham, Sean Prendergast and Claire Strong

**NOTICE IS HEREBY GIVEN OF A**

**MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE**

to be held in the

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

On

**TUESDAY, 11TH MARCH, 2025 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>
<p><b>1. APOLOGIES FOR ABSENCE</b> Members are required to notify any substitutions by midday on the day of the meeting.</p> <p>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.</p>	
<p><b>2. MINUTES - 4 FEBRUARY 2025</b> To take as read and approve as a true record the minutes of the meeting of the Committee held on the 4 February 2025.</p>	<p>(Pages 5 - 16)</p>
<p><b>3. 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.</p> <p>The Chair will decide whether any item(s) raised will be considered.</p>	
<p><b>4. CHAIR'S ANNOUNCEMENTS</b> 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.</p>	
<p><b>5. PUBLIC PARTICIPATION</b> To receive petitions, comments and questions from the public.</p>	
<p><b>6. URGENT AND GENERAL EXCEPTION ITEMS</b> The Chair to report on any urgent or general exception items which required their agreement. At the time of printing the agenda, the Chair had not agreed any urgent or general exception items.</p>	

**7. MEMBERS' QUESTIONS**

To receive and respond to any questions from Members either set out in the agenda or tabled at the meeting.

**8. CALLED-IN ITEMS**

To consider any matters referred to the Committee for a decision in relation to a call-in of decision.

(Pages  
17 - 92)

At the time of publication, one item had been accepted as a Call-In, under 6.3.11 of the Constitution, regarding the Cabinet decision taken on 11 February 2025 on Proposed Parking Tariffs for 2025/26.

Following agreement from the Chair of Overview and Scrutiny Committee, it was agreed this item would be considered within this scheduled meeting, rather than as an extraordinary meeting.

**9. PLANNING AND TRANSPORT PORTFOLIO UPDATE  
REPORT OF THE SERVICE DIRECTOR – REGULATORY**

(Pages  
93 - 126)

At the February meeting of Overview and Scrutiny it was agreed to trial focusing meetings based on areas of Executive Member responsibility. This report provides the Committee with an update on the Planning and Transport Portfolio, supported by the latest updates on the relevant projects, risks and performance indicators within this area.

**10. EXCLUSION OF PRESS AND PUBLIC**

To consider passing the following resolution: That under Section 100A of the Local Government Act 1972, the Press and Public be excluded from the meeting on the grounds that the following report will involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the said Act (as amended).

**11. MUSEUM STORAGE OPTIONS - PART 2  
REPORT OF THE CULTURE AND FACILITIES SERVICE MANAGER AND  
PRINCIPAL ESTATES SURVEYOR**

127 -  
178

To consider the proposed acquisition of Unit 1, City Park, Letchworth Garden City on a long leasehold basis at a peppercorn rent (i.e. zero) for the Museum Storage Facility on the terms set out in the Part 1 and Part 2 reports.

**12. MUSEUM STORAGE OPTIONS - PART 1  
REPORT OF THE CULTURE AND FACILITIES SERVICE MANAGER AND  
PRINCIPAL ESTATES SURVEYOR**

(Pages  
179 -  
198)

To consider the proposed acquisition of Unit 1, City Park, Letchworth Garden City on a long leasehold basis at a peppercorn rent (i.e. zero) for the Museum Storage Facility on the terms set out in the Part 1 and Part 2 reports.

- 13. CORPORATE PEER CHALLENGE REPORT AND ACTION PLAN** (Pages  
REPORT OF THE MANAGING DIRECTOR 199 -  
240)

The Council recently undertook a Corporate Peer Challenge (CPC) between 4 and 7 November 2024, where we were visited by a peer team supported by the Local Government Association. The peer team met with a large number of staff and councillors, as well as external stakeholders such as contractual partners, neighbouring authorities and members of our community. The peer team produced a feedback report, attached at Appendix A, which was reported to Cabinet on 14 January 2025. An Action Plan has now been developed, attached at Appendix B.

- 14. RIPA ANNUAL REPORT** (Pages  
REPORT OF THE LEGAL MANAGER AND DEPUTY MONITORING 241 -  
OFFICER 274)

This Report provides an update on the Council's current use of RIPA and reports on the annual policy review. The Report also provides an update on the proposed amendments to the Council's RIPA Policies following its annual review.

- 15. OVERVIEW AND SCRUTINY WORK PROGRAMME** (Pages  
REPORT OF THE SCRUTINY OFFICER 275 -  
292)

This report highlights items scheduled in the work programme of the Overview and Scrutiny Committee for the 2024-25 civic year. It also includes items that have not yet been assigned to a specific meeting of the Committee.