

8 July 2024

Our Ref Cabinet Panel on the Environment 17 July  
2024  
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To: Members of the Committee: Councillors (Chair), (Vice-Chair), Amy Allen, Tina Bhartwas,  
Mick Debenham, Joe Graziano, Dominic Griffiths, Bryony May, Lisa Nash and Claire Strong

Substitutes: Councillors Emma Fernandes, Caroline McDonnell, Paul Ward,  
Claire Winchester, Donna Wright and Daniel Wright-Mason

**NOTICE IS HEREBY GIVEN OF A**

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

to be held in the

**REMOTE MEETING VIA ZOOM**

On

**WEDNESDAY, 17TH JULY, 2024 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. APOLOGIES FOR ABSENCE</b>	<p>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>	
<b>2. MINUTES - 20 MARCH 2024</b>	<p>To take as read and approve as a true record the minutes of the meeting of the Committee held on the 20 March 2024.</p>	(Pages 5 - 10)
<b>3. CHAIR'S ANNOUNCEMENTS</b>		
	<p><u>Climate Emergency</u></p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	
	<p><u>Ecological Emergency</u></p> <p>The Council has declared an ecological emergency and is committed to addressing the ecological emergency and nature recovery by identifying appropriate areas for habitat restoration and biodiversity net gain whilst ensuring that development limits impact on existing habitats in its process.</p>	

The Council has set out to do that by a) setting measurable targets and standards for biodiversity increase, in both species and quantities, seeking to increase community engagement, b) to work with our partners to establish a Local Nature Partnership for Hertfordshire and to develop Nature Recovery Networks and Nature Recovery Strategy for Hertfordshire and c) to investigate new approaches to nature recovery such as habitat banking that deliver biodiversity objectives and provide new investment opportunities.

#### Declaration of Interest

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. NOTIFICATION OF OTHER BUSINESS**

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.

#### **5. PUBLIC PARTICIPATION**

To receive petitions, comments and questions from the public.

#### **6. INFORMATION NOTE: WORK PROGRAMME 2024/25**

This note highlights suggested topics for the work programme for the Cabinet Panel on the Environment for 2024/25 and asks members to feed in their suggestions and/or confirm their preferences. The Work Programme at Appendix A highlights these suggestions as well as previous topics covered.

(Pages  
11 - 20)

#### **7. INTRODUCTION TO CLIMATE AND SUSTAINABILITY WORK AT THE COUNCIL**

To introduce Members to the climate and sustainability work ongoing at the Council.

#### **8. REVIEW OF THE ENVIRONMENT PANEL ACTION TRACKER**

To review the current progress made by the Panel against the Action Tracker.

#### **9. WORK PROGRAMME SCOPING FOR THE PANEL FOR FUTURE MEETINGS**

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## NORTH HERTFORDSHIRE DISTRICT COUNCIL

### CABINET PANEL ON THE ENVIRONMENT

MEETING HELD IN THE REMOTE MEETING  
ON WEDNESDAY, 20TH MARCH, 2024 AT 7.30 PM

#### MINUTES

**Present:** Councillors: Amy Allen (Chair), Steve Jarvis, Dominic Griffiths, Chris Hinchliff and Juan Cowell.

**In Attendance:** Georgina Chapman (Policy & Strategy Team Leader), Ellie Hollingsworth (Policy & Strategy Trainee), Caroline Jenkins (Committee, Member and Scrutiny Officer), James Lees (Climate Change and Sustainability Project Manager), Jeanette Lowden (Contracts Manager - Waste), Andrew Mills (Service Manager - Green Space) and Louise Overington (Service Development and Support Manager).

**Also Present:** There were no members of the public present for the duration of the meeting.

#### 89 APOLOGIES FOR ABSENCE

*Audio recording – 2 minutes 7 seconds*

Apologies for absence were received from Councillors David Levett, Gerald Morris and Louise Peace.

Having given due notice, Councillor Juan Cowell substituted for Councillor Morris.

Councillors Cathy Brownjohn and Michael Muir were absent.

#### 90 MINUTES - 6 DECEMBER 2023

*Audio Recording – 2 minutes 27 seconds*

Councillor Amy Allen, as Chair, proposed and Councillor Steve Jarvis seconded and, following a vote, it was:

**RESOLVED:** That the Minutes of the Meeting of the Committee held on 6 December 2023 be approved as a true record of the proceedings and be signed by the Chair.

#### 91 CHAIR'S ANNOUNCEMENTS

*Audio recording – 2 minutes 58 seconds*

- (1) The Chair advised that, in accordance with Council Policy, the meeting would be audio recorded.
- (2) 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.

- (3) The Chair reminded Members that the Council had declared both a Climate Emergency and an Ecological Emergency. These are serious decisions, and mean 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.

## 92 NOTIFICATION OF OTHER BUSINESS

*Audio recording – 3 minutes 35 seconds*

There was no other business notified.

## 93 WORK PROGRAMME AND ACTION TRACKER REVIEW

*Audio recording: 3 minutes 39 seconds*

The Policy and Strategy Team Leader presented the Information Note entitled 'Work Programme and Action Tracker Review', and advised that:

- The Action tracker highlighted the work programme for the year 2023/24 and the progress over that year.
- Any completed items on the tracker had now been removed and archived.
- Details had been added about the North Hertfordshire Local cycling and walking infrastructure plan.
- The Council was looking at opportunities to reduce engine idling in the district. There were pieces of legislation that were being explored to enable this enforcement. So far, no neighbouring authorities had commented that they currently were able to enforce this, due to resourcing issues and demonstrating the poor air quality in those areas affected. It was noted that Hertfordshire County Council had banned Idling at all their sites, including care homes and household waste recycling centres.
- Feedback had been provided by stakeholders at the Hertfordshire Climate Change Sustainability Partnership (HCCSP) event in November and officers had now completed working through the feedback received on the biodiversity plan, for which North Herts was lead. Key items had been noted and incorporated into the revised action plan, which would be ready when the Local Nature Strategy for Hertfordshire was completed.
- The Adaptation subgroup was compiling a draft climate risk log to look at risk to council services and the district from changing climate. This was now being reviewed by the internal officer group, with a view to creating an action plan on adaption.
- The second round of Solar Together had now closed with 185 homes accepting their solar PV recommendations. The average price saving achieved was 34% cheaper than the market price for an equivalent system.
- Installations had now begun with 289 installations completed over Hertfordshire and 50 of those in North Hertfordshire.
- The home upgrade grant scheme remained open. This provided free home improvements to enable energy efficiency and reduce risk of fuel poverty. This was only available to off gas homes with a D, E, F or G rating. The income threshold had been increased from £31,000 to £36,000 enabling more eligible residents.
- An application had been placed by the Council with the public sector decarbonization scheme which had been successful. The Council had secured around £7M in funding for the decarbonisation of leisure centres, which would include the installation of air source heat pumps, solar PV and other energy efficiency measures.
- Studies were required to be undertaken and a project board set up before work could commence. The project needed to be completed by March 2026 and was estimated to save 1176 tonnes of carbon annually.
- The Community Investment Fund was open for community groups to apply for funding for capacity building activities.

- Funding had been used in Baldock to develop a piece of land into 30 extra allotment half plots.

The Policy and Strategy Trainee advised that:

- The Climate Hive had been running for a year and was proving successful in engaging with residents and updating them on climate and sustainability topics.
- In March 2023 there had been 100 subscribers, which had now risen to around 350 subscribers.
- Information had been provided on energy efficiency schemes, sustainability tips and products, green skills information, adaptation and district wide surveys.
- In January 2024 a successful question and answer platform on sustainability was held. Residents sent in their questions on topics such as solar PV, wildlife, biodiversity, active travel and transport, retrofitting and waste.
- The Council continued to update residents on actions regarding climate and sustainability, and information on how to help towards sustainability targets.

The Climate Change and Sustainability Project Manager presented an update on 'Solar for Business' and advised that:

- This project was recently reviewed at Cabinet and would be funded by an allocation from the UK Shared Prosperity Fund from the Government, together with investment from the Council to enable pilot of the scheme.
- The Scheme would involve the Council installing Solar Panels onto commercial units to generate renewable electricity to be used by the business in the unit. This would enable a much-discounted cost of electricity compared with units from the national grid.
- The multiple benefits included generating renewable electricity with low carbon emissions, contributing towards the aim to reach net zero by 2040.
- This would save the businesses money on their electricity bills and would provide a revenue for the Council, thereby providing a long-term sustainability.
- A similar scheme had been run by West Suffolk Council for a number of years, who had installed over 80 solar panels for businesses in their area.
- The scheme would be aimed at businesses that were high users of electricity, for example commercial units on industrial estates rather than High Street shops.
- The next steps would be to identify those businesses with an outreach plan.

The Service Development and Support Manager and the Contracts Manager presented the update on 'Flex Collect' and advised that:

- The Council were currently trialling soft plastic recycling in certain areas of North Herts to help with increasing recycling rates.
- The Environmental Act 2021 included details of what can and cannot be recycled.
- Local authorities had a duty to clear the waste stream of their area. This included paper, card, food waste and metal waste.
- From 2027, North Herts Council would be required by legislation to include soft plastics, such as wrapping paper, plastic bags, crisp packets and wrappers in recycling collections, which were not currently collected. However, a renewal of this contract in 2025 would enable this.
- In 2023 there was an opportunity to join a trial with the Flexible Plastics Fund for the collection of soft plastics from smaller properties. The trial was fully funded and only 7 local authorities were selected to take part.
- It enabled councils to gain an insight into the different types of soft plastics presented, views of resident participation and any operational issues with collection and processing.

- The current waste contractor and material recycling processor were approached, and it was mutually agreed to use the dry material-based survival bags.
- Facilities in St Albans were initially chosen over facilities in Buntingford due to the proximity of the recycling facility and the risk of distance to be travelled by the crews.
- In November 2023, 2000 properties in Knebworth trialled the scheme. There was an initial leaflet drop with details of materials to be included and the collection bags were hand delivered through letterboxes.
- Residents were asked to fill the bags and tie them at the top. Collection staff checked for ripped or untied bags as they would then contaminate the paper collection.
- Since the start there had been 6500 blue bags collected, weighing 2.5 tonnes, and 36% of residents taking part. Feedback received from residents had been positive.
- Issues were with bag delivery, possible breakdown of vehicles, time and resource of delivery, budgets, space and capacity at the depot.
- There were no concerns with collection or contamination. The trial was received well by residents who were keen to see expansion of the trial area.
- Phase 2 of the trial saw the blue bags being mixed with the dry mixed recycling, such as glass and cans, to see whether the bags would be damaged during the collection. Overall, this was a success with a few bags split or untied during the process.
- Phase 2.1 saw the collection being transferred to the facilities in Buntingford. There were no issues with the capacity at the site, haulage or processing and was again an overall success. The trial would now continue to use the facilities in Buntingford, which would make this easier for the crews who are based in Letchworth.
- Phase 3 would be from July 2024, aiming to further expand the trial to around 10,000 properties across North and East Hertfordshire.

The following Members asked questions:

- Councillor Dominic Griffiths
- Councillor Steve Jarvis

In response to questions, the Service Development and Support Manager and the Contracts Manager advised that:

- The only queries received from residents were comments about whether their areas would be included in the trial soon.
- The items available for recycling in this trial were tried and tested first in other areas. Residents were then given details of what was acceptable or not via two separate leaflets. There was also a supporting website, and the bags had information printed on them.
- For the purpose of the trial, it was vital to contain the soft plastics from the other forms of recycling, to avoid contamination. In future, with a higher capacity to sort the recycling, it was thought that the bags would be unnecessary, therefore avoiding additional plastic bags.

The Service Manager – Greenspace presented the update on 'Wilding and Bee Corridors', and advised that:

- A trial of rewilding in Royston started during lockdown in 2020.
- A larger wilding audit was undertaken by Countryside Management Services to consider the available open spaces and any opportunity to improve Biodiversity in the parks and verges.
- A location on Letchworth Gate with large grass verges was trialled and officers were encouraged by the initial enthusiastic reception.
- The rich habitats in the area were places such as Oughtonhead Common, Norton Common and Weston Hills.



- The focus would be placed on the Town Centres. Flower habitats for bees would be introduced around Letchworth Gate and the Avenue Park traffic lights, with the wildflower seed mixes containing annuals and cornflower. These would be managed and cultivated areas with seed sown yearly, and therefore not true wilding.
- Expectations are to be managed, as a wildflower meadow is not expected. These take many years to develop and establish.
- From the original trial in Royston, many residents had become proactive and worked together with Royston Town Council to identify new sites.
- Introductions of insect and bug hotels improve the biodiversity.
- An idea to start bee corridors was being implemented. This was designed for the community to use their own space to provide corridors for insects and wildlife to link together wildlife areas that had already been established.
- Promotion leaflets were circulated to residents and extra planting had been undertaken to attract pollinators to the area.
- Bulbs had been planted, together with bee bombs to be used in a collective way. This would provide insects and wildlife a pathway through our towns, with a food source throughout.
- As from 1 April 2024, a budget had been secured to expand the bee corridors over Royston, Baldock and Hitchin.

In response to questions from Councillor Steve Jarvis, the Service Manager – Greenspace advised that:

- The ground conditions in the district were variable, with some places being chalky soil and others more favourable to planting. It was noted that the same seed mix had been used in all locations with different results. True wilding prefers poorer soil conditions.
- Chalk soils were noted to be more alkaline based and therefore more difficult for species of planting to be successful.
- Changes in grass cutting regimes were being trialled, along with changes to the usual seasonal bedding planting, which avoided plants being cultivated in peat, heated in greenhouses and transport costs. This was carried out twice yearly and plants were thrown away at the end. Wilding allowed a more natural growth to the planting and more consideration to the area.

## 94 PUBLIC PARTICIPATION

*Audio recording – 1 hour, 10 minutes, 27 seconds*

There was no public participation during this meeting.

The meeting closed at 9.30 pm

Chair

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**CABINET PANEL ON THE ENVIRONMENT**  
**17th July 2024**

**\*PART 1 – PUBLIC DOCUMENT**

**TITLE OF INFORMATION NOTE: WORK PROGRAMME SUGGESTIONS FOR 2024/25**

EXECUTIVE MEMBERS FOR: Environment and Leisure & Recycling and Waste Management

PRIORITY: SUSTAINABILITY / A BRIGHTER FUTURE TOGETHER

**1. SUMMARY**

- 1.1 This note highlights suggested topics for the work programme for the Cabinet Panel on the Environment for 2024/25 and asks members to feed in their suggestions and/or confirm their preferences. The Work Programme at Appendix A highlights these suggestions as well as previous topics covered.
- 1.2 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.
- 1.3 Given that this is the first meeting of The Panel this civic year and that there are new members on The Panel, this meeting will take the opportunity to inform members about current projects and the various groups and partnerships that we work within on Climate, Sustainability, and Environmental issues.
- 1.4 The Action Tracker has been reviewed and completed actions archived. This meeting will include a review of the Tracker and how we use it going forwards.

**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<sup>1</sup>. The Constitutional Amendment Report of the 18<sup>th</sup> April 2023<sup>2</sup> recommended that this Panel be the only remaining panel going forward.

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

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

The second round of Solar Together is now closed. 185 households in North Herts accepted their solar pv recommendation. The price achieved for the average 14-panel system within this scheme is 34% cheaper than the typical market price for an equivalent system according to iChoosr's market research. As of mid-June 540 Installations across Hertfordshire have been completed.

The Hertfordshire Growth Board have now launched their missions, one of which is Sustainable County. Sustainability is also mentioned within several of the other missions. The HCCSP is referred to in the missions and given a specific remit around developing a local area energy plan for Hertfordshire. A working group will be formed for this shortly.

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<sup>1</sup> [Appendix B - Revised Terms of Reference for Cabinet Panel on the Environment.pdf \(north-herts.gov.uk\)](#)

<sup>2</sup> [Constitutional amendment report 18.4.23.docx \(north-herts.gov.uk\)](#)

Work towards compiling the county wide retrofit guidance has finished, with the guide due to be published on the HCCSP website very soon.

## **2.4 Local Nature Recovery Strategy**

Local Nature Recovery Strategies (LNRS) are statutory spatial strategies which will agree priorities for nature recovery and propose actions to achieve these priorities. These strategies are legislated for in The Environment Act 2021. Development of the LNRS for Hertfordshire is being led by Hertfordshire County Council (HCC), working in conjunction with the district councils and other stakeholders. The Strategy will contain a local habitat map and a written statement of biodiversity priorities. HCC has proposed that each district host a LNRS stakeholder engagement event over the summer and has asked districts to suggest venues and build a list of local stakeholders who we can promote the event and broader engagement opportunities to. We have begun building our stakeholder list which so far includes councillors, parish and town councils, BIDs, schools, community groups such as Friends Of groups, our regular Environment Panel attendees, as well as mailing lists including the Green and Growing Network. We have also included larger organisations such as the Herts and Middlesex Wildlife Trust, and the Environment Agency. We welcome any suggestions from the panel as to who else should be included on the stakeholder list. Stakeholders will have the opportunity to feed in their knowledge about local nature to help shape priorities for nature recovery.

## **2.5 Home Upgrade Grant 2 (HUG2)**

The Home Upgrade Grant phase 2 remains open to applications. The scheme aims to provide free home improvements to those at risk of fuel poverty by increasing the energy efficiency of their homes. There has been a recent change in the eligible income threshold. Applicants previously had to have a household income of below £31,000 per year, but this has been amended to £36,000 to increase the number of eligible applicants. This was following lower than expected uptake levels across the country. A bid to further amend this threshold to increase the amount of successful applicants was unfortunately unsuccessful. The scheme is available for off-gas properties with an EPC rating of D, E, F, or G. We have completed mailouts to the key target areas of Hitchwood, Offa, and Hoo; Weston and Sandon; and Ermine. We have also had social media posts 'boosted' to key postcode areas. Posters and leaflets are available to anyone who would like to promote the scheme in their local area. More information about the scheme and how to sign up can be found on our webpage. [Home Upgrade Grant Phase 2 | North Herts Council \(north-herts.gov.uk\)](https://www.north-herts.gov.uk/home-upgrade-grant-phase-2)

## **2.6 Public Sector Decarbonisation Scheme**

We were successful in securing £7,743,224 from the Public Sector Decarbonisation Scheme for decarbonisation works at our leisure centres. These works include installing air source heat pumps at Hitchin Swim Centre, North Herts Leisure Centre, and Royston Leisure Centre, as well as solar pv, and various energy efficiency measures such as insulation. These initiatives aim to achieve annual savings of up to 1,176 tonnes of carbon. Cabinet approved further budget for these works at their meeting on 25<sup>th</sup> June 2024. We are continuing to progress the project.

## **2.7 Climate Engagement**

The North Herts engagement hub for climate change and sustainability, the Climate Hive has now been running for a year and has proven successful so far in engaging with and updating residents around climate and sustainability topics. The Hive had just over 100 subscribers in March 2023 and now has around 380.

Over the course of the year we have provided updates on energy efficiency schemes, sustainability tips and products, local events, details for the cabinet panel on the environment, weather adaptation information, green skills, ways to help nature, a number of county-wide surveys and lots more. We have engaged with residents through discussion topics on reaching our net zero targets and finding out what contributions residents are making towards climate action.

We will continue to keep residents updated on action the council is taking and provide information on how residents can help towards our sustainability targets.

## **2.8 North Herts Prosperity Fund (UK Shared Prosperity Fund)**

The UK Shared Prosperity Fund (SPF) was originally Launched by DLUHC in April 2021 as part of the government's commitment to level up all parts of the UK. The SPF was to provide funding to every English and Welsh District and Unitary Authority over three years from April 2022 to April 2024. North Herts Council submitted an Investment Plan in July 2022 to access the allocation of £1,499,525.00 for the three-year period. The final third year funding allocations were agreed by at a Cabinet meeting on the 19th March 2024 and included £210,000 for a North Herts Prosperity Fund, designed to be used for parish and community projects.

Parish councils and community groups can apply for funding for a range of projects, including projects that relate to sustainability and environment. This includes community and neighbourhood infrastructure projects; creation of and improvement to local green spaces; support for active travel enhancements; impactful volunteering and/or social action projects; capacity building and infrastructure support amongst local groups; community engagement or local regeneration schemes; and relevant feasibility studies.

The fund will launch and be open to applications from 5<sup>th</sup> July. The deadline for applications is 1<sup>st</sup> September. For more information please visit: [North Herts Prosperity Fund | North Herts Council \(north-herts.gov.uk\)](https://www.north-herts.gov.uk/north-herts-prosperity-fund)

## **3. INFORMATION TO NOTE**

3.1 Our Environment inbox is a means for members of the public or organisations to provide suggestions/presentations for the panel's consideration. The address is - EnvironmentPanel@north-herts.gov.uk

3.2 The Panel could choose to accept suggestions from outside the meeting including:

- Suggestions by Members of the public or organisations either at the meeting or by email.
- Recommendations from Council, Cabinet or any other Committee.
- Suggestions by any Member of the Council.
- Suggestions by any Officer of the Council.

3.3 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.

3.4 Attendance from external bodies and members of the public is actively encouraged.

3.5 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 – Work Programme Suggestions and Action Tracker 2024/25

#### **6. CONTACT OFFICERS**

Georgina Chapman, Policy & Strategy Team Leader, 01462 474121  
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**APPENDIX A – WORK PROGRAMME AND ACTION TRACKER 2024/25**

**PROGRAMME FOR CABINET PANEL ON THE ENVIRONMENT MEETINGS 2024-25**

<b>Meeting 1.</b> 17 <sup>th</sup> July 2024	<b>Setting the scene and work scoping</b>
<b>Meeting 2.</b> 16 <sup>th</sup> October 2024	<b>TBC</b>
<b>Meeting 3.</b> 22 <sup>nd</sup> January 2025	<b>TBC</b>
<b>Meeting 4.</b> 2 <sup>nd</sup> April 2025	<b>TBC</b>

**Topics Previously Discussed include:**

**Sustainability Supplementary Planning Document (SPD)**

**Water Sustainability (with Affinity, Anglian, and Thames water)**

**Biodiversity - Biodiversity Net Gain; greenspace team projects**

**Climate Change Adaptation**

**Waste – reducing food waste; reducing waste at Christmas**

**Air Quality**

**Carbon Reduction**

**Suggested topics for future meetings:**

**Local Nature Recovery Strategy**

**District Design Code (planning)**

**Retrofitting (following the upcoming HCCSP retrofitting guide)**

**CABINET PANEL ON THE ENVIRONMENT – ACTION TRACKER: July 2024**

Date and Min No	Action/Resolutions	Action/Response/Outcome	Status (Complete/in progress)	Deadline for Implementation	Additional commentary
11092019 EP8	Proposal of surveying clients at Best Before Café/Hitchin Food Rescue to assess needs/client base	Community/Partnerships Team	On-going		Initial survey conducted and results received during the pandemic. Community Partnerships liaising with Best Before Café and Hitchin Food Rescue Hub to determine whether any further action is needed on this.
06012020 EP27	Explore what educational content schools provide on waste and recycling, and enable the sharing of best practice on this.	Executive member for Recycling and Waste	Not started		Action to be reviewed once the waste awareness officer is in post (2024)
06012020 EP34	Consider how we can promote eco-friendly action around waste, packaging, and recycling to local food outlets.	Executive member for Recycling and Waste	Not started		Action to be reviewed once the waste awareness officer is in post (2024)
06012020 EP38	Encourage the use of recyclable cups at district events.	Executive member for Recycling and Waste	On-going		The Council's licensing policy states that as part of an application or Event Management Plan, the applicant should include a full environmental assessment of the event with measures to address waste management arrangements including maximising recycling. The policy also states that where plastic vessels are used at a premises, the Council

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Date and Min No	Action/Resolutions	Action/Response/Outcome	Status (Complete/in progress)	Deadline for Implementation	Additional commentary
					<p>encourages the use of compostable and/or biodegradable plastics and that suitable recycling provisions should be in place.</p> <p>To be reviewed once the waste awareness officer is in post (2024).</p>
<p>05032020 EP46</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 17</p>	<p>Consider opportunities to reduce idling in the district.</p>	<p>HCC/HCCSP/Licensing/Policy&amp;Strategy</p>	<p><b>On-going</b></p>		<p>NHC's Taxi Licensing Policy states that all taxi and private hire vehicles must switch off engines when stationary and all are required to display an anti-idling sticker provided by the council to remind drivers to switch engines off when stationary.</p> <p>The County Council investigated what approach should be taken on idling on their sites, and have now banned vehicle engine idling at all sites it owns or manages, including schools, care homes, day centres and household waste recycling centres. Some printed assets are also available for schools who have travel plans and these can be received by</p>

Date and Min No	Action/Resolutions	Action/Response/Outcome	Status (Complete/in progress)	Deadline for Implementation	Additional commentary
Page 18					<p>contacting HCC's Active and Safer Travel Team.</p> <p>Sustainability officers from Hertfordshire local authorities have discussed their current approaches to anti-idling. There are several pieces of legislation which could support local authorities to enforce against idling. However, no council in Hertfordshire reported that they currently enforce against idling. This is due to issues in resourcing enforcement and in demonstrating that there is an air quality issue in the areas where anti-idling enforcement would be pertinent.</p> <p>HCC and Public Health have developed a microsite to inform, assist and keep residents updated on the latest developments, including local pollution alerts. It also provides campaign resources and information on various issues pertaining to air quality including <a href="#">idling</a>. See:</p>

Date and Min No	Action/Resolutions	Action/Response/Outcome	Status (Complete/in progress)	Deadline for Implementation	Additional commentary
05032020 EP49	Consider how we can best encourage active or public transport to and within our town centres	HCC highways/Transport officer	<b>On-going</b>		<p data-bbox="1591 310 1818 337"><a href="#">Let's clear the air</a></p> <p data-bbox="1591 342 1976 639">The North Herts Local Cycling and Walking Infrastructure Plan was adopted in September 2023. The proposed changes can be viewed <a href="#">here</a>. We will consider opportunities for promoting the changes when relevant.</p> <p data-bbox="1591 678 1955 769">Consider campaign opportunities such as World Car Free Day.</p>

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