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At a meeting of **FULL COUNCIL** held in the Penn Chamber, Three Rivers House, Rickmansworth, on **Tuesday 23 October 2018** from 7.30pm to 10.00 pm.

Present: Councillors Phil Williams (Chairman), David Coltman (Vice-Chairman), Diana Barber, Rupert Barnes, Matthew Bedford, Sara Bedford, Marilyn Butler, Joanna Clemens, Valarie Coltman, Stephen Cox, Steve Drury, Donna Duncan, Peter Getkahn, Stephen Giles-Medhurst, Alex Hayward, Paula Hiscocks, Margaret Hofman, Heather Kenison, Angela Killick, Joan King, Stephen King, Chris Lloyd, David Major, Joy Mann, Keith Martin, Alex Michaels, Debbie Morris, Sarah Nelmes, Ralph Sangster, David Sansom, Alison Scarth, Andrew Scarth, Roger Seabourne, Jon Tankard, Martin Trevett, Alex Turner, Kate Turner, and Alison Wall.

**CL43/18      APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Reena Ranger

**CL44/18      MINUTES**

The Minutes of the Council Meeting held on 17 July 2018 were agreed and signed by the Chairman subject by the following amendment proposed and duly seconded by Councillor Alex Hayward:

CL32/18, Paragraph 6 add the following: 'the Chief Executive suggested that the report was late due to incompetence'.

**CL45/18      RECOMMENDATION FROM THE POLICY AND RESOURCES COMMITTEE**

Council considered the recommendations of the Policy and Resources Committee from its meetings held on 4 September 2018 and the Extraordinary meeting held on 22 October 2018.

**PR14/18 Calendar of Meetings 2019/2020**

Councillor Sara Bedford moved, duly seconded, the recommendation to approve the Council Calendar for 2019/20.

Councillor Alex Hayward proposed an amendment to the calendar that the Council meeting on 21 October 2019 be moved to 15 October 2019. This amendment was not supported as the dates were set around the Hertfordshire school calendar.

On being put to Council the motion was declared **CARRIED** by the Chairman of the Council the voting being unanimous.

**RESOLVED:**

That subject to the amendment to the October Leisure, Environment and Community Committee meeting the Council Calendar of meetings for 2019/20 be approved.

**PR18/18 Business Rates Pilot for 2019/20**

Councillor Matthew Bedford moved, duly seconded, the recommendation with regard to the Business Rates Pilot for 2019/20.

On being put to Council the motion was declared CARRIED by the Chairman of the Council the voting being unanimous.

RESOLVED:

Approved that the Council be part of the Hertfordshire Bid.

**PR21/18 Budget Monitoring – Month 4 (July)**

Councillor Matthew Bedford moved, duly seconded, the recommendations with regard to the Budget Monitoring – Month 4 (July).

On being put to Council the motion was declared CARRIED by the Chairman of the Council the voting being 20 For, 0 Against and 18 Abstentions.

RESOLVED:

a) That the following revenue and capital budget variations be approved and incorporated into the three-year medium-term financial plan:-

<b>Variance</b>	<b>2018/19</b> <b>£</b>	<b>2019/20</b> <b>£</b>	<b>2020/21</b> <b>£</b>
<b>Revenue</b> - (Favourable)/ Unfavourable	216,950	286,990	46,050
<b>Capital</b> - Increase / (Decrease)	216,570	1,281,340	805,000

b) To award the financial advice call-off contract to Grant Thornton for up to five years.

**PR25/18 Croxley Green Neighbourhood Plan: Progress to Referendum**

Councillor Martin Trevett moved, duly seconded, the recommendation on the Croxley Green Neighbourhood Plan: Progress to Referendum

On being put to the Council the motion was declared CARRIED by the Chairman of the Council the voting being unanimous.

RESOLVED:

That the modifications to the Croxley Green Neighbourhood Plan be made in accordance with the Examiner's Report (Appendix 1) and that the modified Croxley Green Neighbourhood Plan (Appendices 2 & 3) proceed to referendum on 6 December 2018.

**CL46/18**

**AMENDMENTS TO THE SCHEME OF DELEGATION IN THE COUNCIL CONSTITUTION**

Councillor Sarah Nelmes proposed, duly seconded, that Members agree the amendments to the Responsibility of Functions for the Planning Committee and to the amendments to Scheme of Delegation to Officers. This would enable the Local Planning Authority to determine requests for the removal of a public call box or public call services from a site in accordance with the

requirements of the Communications Act 2003 and that the constitution be amended accordingly.

Councillor Paula Hiscocks moved an amendment that in Paragraph 2.3 of the report the word 'may' to be changed to 'will'. This amendment was agreed by the proposer of the motion.

*POST MEETING NOTE:*

*The Paragraph comes from the Ofcom publication 'Guidance on procedures for the removal of public call boxes' which the LPA is required to comply with. The guidance states "Such persons might include other local public bodies, for example the parish or community council". Changing the word may to will does not alter the constitutional change.*

On being put to Council the motion was declared CARRIED by the Chairman of the Council the voting being unanimous.

RESOLVED:

That Members agree the amendments to the Responsibility of Functions for the Planning Committee and to the amendments to Scheme of Delegation to Officers and that the constitution be amended accordingly.

**CL47/18 COMMITTEE MEMBERSHIP**

To agree changes in the Committee Membership for the Planning Committee

- Councillor Marilyn Butler to replace Councillor Alex Hayward.
- Councillor Valerie Coltman to replace Councillor Marilyn Butler as the named substitute on the Planning Committee.

Councillor Heather Kenison would be leaving the Three Rivers Times Editorial Working Party and would not be replaced.

RESOLVED:

That the changes to the Committee membership be agreed.

**CL48/18 TO RECEIVE ANY PETITIONS UNDER PROCEDURE RULE 19**

None received.

**CL49/18 QUESTIONS FROM THE PUBLIC UNDER PROCEDURE RULE 15**

None received

**CL50/18 CHAIRMAN'S ANNOUNCEMENTS**

The Chairman said how uplifting it had been to meet with the various organisations including the Youth Council, the Cycle Hub in Leavesden and 9Lives. He encouraged Members to support the Chairman's Charity Quiz Night taking place on Friday 9 November.

The Chairman moved that under Procedure Rule 6 (2) he would take the Single Use Plastics Motion after his Chairman announcements at item 9.

**CL51/18        MOTIONS UNDER PROCEDURE RULE 11**

Councillor Alex Michaels moved, seconded by Councillor Sara Bedford, under Notice duly given as follows:

**Single Use Plastics**

Council agrees that single use plastics should be eliminated as far as possible on Three Rivers Premises and we should do all possible to influence behaviours of those that we work with and the local community.

300 million tons of plastic is made each year, half of it is thrown away and can last hundreds of years in the ground and further damage the environment and wildlife.

Council resolves to:

- Eliminate plastic cups from rooms and meetings (including at water coolers and vending machines) at Three Rivers House. Replace these with crockery/glass tumblers.
- Actively encourage TRDC staff to use reusable cups/mugs when bringing in beverages from outside the premises.
- Watersmeet to offer reusable cups for sale and a £0.25 discount when these are used for hot drinks.
- Watersmeet to only provide straws on request and to use paper not plastic straws when existing stocks run out.
- Watersmeet to replace all single use plastic glasses with reusable ones within the bar
- Police, Rivertech and Batchworth Depot to be encouraged to follow our lead. TRDC to explore future ways of inserting clauses in contracts to ensure our future partners are aware of our expectations around responsible working solutions to single use plastics.

All these costs are to come from within existing budgets.

On being put to Council the Motion was declared CARRIED by the Chairman of the Council the voting being unanimous.

Councillor Alex Michaels wished to thank Chloe and the Youth Council members for all their work and for suggesting the motion to Council.

**RESOLVED:**

- Eliminate plastic cups from rooms and meetings (including at water coolers and vending machines) at Three Rivers House. Replace these with crockery/glass tumblers.
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## **CL52/18      REPORTS AND QUESTIONS TO THE LEADER AND LEAD MEMBERS**

### **LEADER OF THE COUNCIL**

The Leader of the Council congratulated the Leisure Team on the ongoing work carried out at Leavesden Country Park including the opening of the café and the Cycle Hub.

She had attended the ground breaking for Phase 2 of the South Oxhey development and mentioned the apprentices who, on completion of their training, had secured permanent jobs with contractors either in South Oxhey or elsewhere.

The temporary accommodation was in the process of going up at the Bury.

The Council had been fortunate to have appointed two new Members onto the Independent Remuneration Panel who would provide both new skills and resilience to the Panel. She thanked Anne Morgan and her team for their work on this.

She thanked the crews at the Depot for their 'can do' attitude, It was never too much trouble for them to sort out overgrown hedging or resolve other problems.

She went on to name the following individuals:

- Debbie Sandling for receiving the RSPCA National Recognition Award for her work on animal welfare.
- Michelle Wright for her work dealing with Anti-Social Behaviour and cuckooing and the recognition she had received from the Police on this work.
- Thanked Claire May, Marko Kalik and Lauren McCullagh on the work they had carried out on the Local Plan, which had been completed efficiently and on target.
- The Leader of the Council along with the Lead Member for Leisure wanted to record their thanks to Charlotte Gomes for the work she had done on Leisure, the speed of her responses and dedication shown.

***Question to the Leader of the Council (Cllr Sara Bedford) from Councillor Diana Barber.***

*Due to time constraints at the July session of Full Council, (recognising the benefits of cycling, the reduction of pollution and traffic congestion) the motion to support 'exploration without commitment at this stage into a joint bike hire scheme' was passed.*

*Can the Leader now confirm that 'exploration without commitment ' means that there will be no financial cost to Three Rivers District Council (TRDC) for either this or the report to be brought to the I.E.H.D by the end of 2018?'*

The Leader of the Council passed the question to the Lead Member for Infrastructure, Housing and Economic Development, who confirmed that there was no cost for the exploration of the scheme. A report would be coming to the next Committee meeting.

## **INFRASTRUCTURE, HOUSING AND ECONOMIC DEVELOPMENT**

Councillor Stephen Giles-Medhurst, Lead Member for Economic Development, reported as follows:

- The Leavesden Cycle Hub opened on 30 September. There were cycles available to rent as well as training on how to use them.
- Over 1,500 addresses in Croxley Green had been consulted on the proposed new parking controls to promote parking for local people, local business and their visitors. The consultation would run until 16 November 2018. Lamp post notices would go up the following week. The results would be reported ahead of the formal consultation on the Traffic Regulation Orders, planned to take place in the Spring of 2019 which, subject to objections, a scheme could be brought in soon after.
- The South West Herts Transport Plan formal response had been submitted to Herts County Council.
- Northway car park had been cleaned by the Depot staff. Netting would be installed as a prevention measure once the pigeon nesting had subsided, around the onset of winter. A further deep clean had then been requested.
- Aquadrome Parking surveys were being carried out to assess commuter parking issues – Ward Councillors had been informed.
- A productive meeting had been held with the Ward Members and the Parish Council with the progression of a further plan which would be part funded by the Council. This would soon go out to formal consultation.
- 2,187 PCN notices had been issued in the first two quarters of this financial year. The overall parking income from PCNs and permits was over £108,000 from the first two quarters. Parking income from car parks was now above £250,000, well in excess of last year. The original target of reducing the deficit on the parking account by £180,000 would be exceeded.
- All 167 parking signs would be renewed as part of the contract with Hertsmere.

Councillor Martin Trevett, Lead Member for Infrastructure and Planning Policy, reported as follows:

- The Local Plan was beginning to move forward. It had been agreed at the Extraordinary Policy and Resources Committee Meeting on 22 October that there would be a non-statutory consultation on potential sites. This consultation would commence on 26 October 2018, the purpose being to seek views and any additional information from the relevant stakeholders. No decision had been made on any of the sites to date. It was anticipated that following further consultation the publication of the draft Local Plan would be around October 2019. This document would contain the details of the sites proposed and the development management policies associated with them. The adoption of the plan would be towards the end of 2020.
- He wished to extend his thanks to Officers for their advice and assistance with for the Croxley Green Neighbourhood plan. Chorleywood Parish Council and Batchworth Parish Council were in the process of compiling their plans and lessons would be learnt from the Croxley Green plan.

Councillor Andrew Scarth, Lead Member for Housing, reported as follows:

- that he had attended the National Landlords Association Three Rivers District Council Forum on 8 October.
- He was pleased to see the Bury progressing well.

***Question to the Lead Member for Housing (Cllr Andrew Scarth) from Cllr Paula Hiscocks***

*The Bury homeless project has overrun its original budget due to the increased costs of the water course treatment and the enlarged and higher priced prefab units. Could you give this Council a total of the variance in costs and a breakdown according to each criterion?*

This question had been passed to Councillor Matthew Bedford, Lead Member for Resources and Shared Services, who advised that the extra cost provision for the pumped surface water drainage system was £40k. The additional cost associated with the increased floor area was of the order of £380k. In view of the enhancements to the standard of accommodation that is value for money. There was sufficient budget within the overall temporary accommodation capital programme scheme.

*Councillor Paula Hiscocks raised a further question as to why the address on the original planning application for the WRVS, Bury Hall, Bury Lane, Rickmansworth, had been changed to 15 Bury Lane, Rickmansworth for a planning condition change, for putting in Solar Panels. This had not been included in the original budget. Local residents would have liked the name to be retained.*

The Lead Member for Resources and Shared Services agreed to provide a written response with the additional cost of the Solar Panels to be provided.

***Question to the Lead Member for Housing (Cllr Andrew Scarth) from Cllr Alex Hayward***

*With the development for the homeless at the Bury now started and the further ones agreed for Queens Drive and Bowring Green, can you please confirm how many homeless people could these developments optimally rehome and update the Members with the figures for those currently needing rehoming in Three Rivers?*

The Lead Member for Housing replied that 15 Bury Lane can accommodate 17 homeless households and the three agreed garage sites a further 18 homeless households, (six households on each scheme).

There were currently (as of end of 17/10) 50 homeless households in temporary accommodation, including 17 homeless households in SOI properties and 13 homeless households currently out of the District. There were a total of 699 households with a live Housing Register application who had a housing need (i.e. in Band A to D).

It was confirmed that a household could be anything from one person up to five.

***Questions to the Lead Member for Economic Development (Cllr Stephen Giles-Medhurst) from Cllr Paula Hiscocks***

*The Liberal Democrat led Council in Watford is now charging after 2 hours to use the public car park at Cassiobury Park which has been a recipient of major public lottery funding. Could Ward Councillors and residents have assurances that this Liberal Democrat administration is not going to propose any charges for parking in the Aquadrome especially as Rickmansworth residents already pay a precept for this park?*

The Lead Member for Economic Development replied that Officers were still investigating a number of parking measures throughout the District. This included measures which could deter or control long term parking, especially commuters, in the Aquadrome car park.

*Councillor Paula Hiscocks asked a supplementary question as to whether the Council agreed that parks should not penalise those with young families and pensioners, who may not be able to afford the extra £1or £2 per day and realise the importance of encouraging people of all ages to use public facilities to improve public health?*

The Lead Member for Economic Development advised that there were no plans to introduce charges for parking for leisure use at this stage. The decision for the investigation was made by the former Sustainable Development, Planning and Transport Committee on 13 March 2018, and also the Parking Services Working Party on 17 May 2017. It was a priority to ensure leisure facilities were not used for long term parking. Work was being carried out with Officers to improve the car park to benefit users of the Aquadrome.

*Could we ask that the small loss of revenue incurred by the early closure of the lower level car park in Rickmansworth for the Christmas Fair is not charged to the town team who are already struggling to put this event on?*

The Lead Member for Economic Development confirmed that there would be no recharge to the Rickmansworth CIC for the loss of revenue from the early closure of the car park on 30 November 2018.

***Question to the Lead Member for Economic Development (Cllr Stephen Giles-Medhurst) from Cllr Rupert Barnes***

*Why has the Council installed parking machines at the Aquadrome, in the Ferry Car Park and Shire Lane Car Park in Chorleywood, when expressing that there is no intention to activate them, and at what exact cost for each meter and its installation?"*

The Lead Member for Economic Development replied that the parking ticket machines installed were not to do with short-stay charging, but were part of a District-wide introduction of machines in all free car parks, required by the new parking enforcement contractor. These were intended for future use for free-vend machines to prevent long stay car parks being abused

Each parking payment machine cost £3,595. Exact installation costs were £470 each. It was more cost effective to install and purchase them on block.

*Councillor Rupert Barnes asked a supplementary question stating the machines can be puzzling for people trying to work out whether they are meant to be paying for a car parking ticket when parking is free. Would it be practical to move these ticket machines to car parks where there are queues at present?*

The Lead Member for Economic Development advised that an additional payment machine was on order to be installed at the Northway Car Park. Consideration was being given to having other pay and display machines relocated. However, the current pay and display machines were hooded and they clearly stated 'not in use'.

A consultation would be taking place looking at the need for local worker permits in the Ferry Lane Car Park and local streets which had been agreed at the Infrastructure, Housing and Economic Development Committee Meeting on 14 August 2018.

***Question to the Lead Member for Infrastructure and Planning Policy (Cllr Martin Trevett) from Cllr David Sansom***

*Will this Council agree to use its powers within the Local Plan to limit the number of Gambling Establishments within an area or street?*

The Lead Member for Infrastructure and Planning Policy responded that there were policies in the Local Plan that enabled the Council to resist applications for the change of use in retail centres on the basis that they do not support the retail function. Gambling establishments are 'sui generis' and would need planning permission. Each application would be assessed on its own merits. This policy would be reviewed and carried forward into the new Local Plan.

**LEISURE, ENVIRONMENT AND COMMUNITY**

Councillor Chris Lloyd, the Lead Member for Leisure, reported as follows:

- Following the Chiltern Conservation Board encouraging people to walk and cycle in the Chilterns, he had walked the Chiltern Way raising funds for the Macmillan Centre.
- Work would be starting on the Croxley Green Skate Park on 24 October, users and parents had been advised.
- The 200<sup>th</sup> Park Run in South Oxhey would be taking place on 10 November.
- Members were encouraged to attend the Snow White and the Seven Dwarfs Chairman's Civic Night on 14 December.
- Christmas Carols would be taking place in Leavesden on 12 December.
- Herts Sports Awards would be taking place on 27 November.
- The South West Herts Astronomical 50<sup>th</sup> Anniversary Exhibition was currently taking place at Watersmeet ending on 3 November.

Councillor Alex Michaels, the Lead Member for Environmental Services, reported as follows:

- He reiterated the congratulations to Debra Sandling for the RSPCA recognition.
- An increase in the use of the Garden Waste service by 0.5% and a 0.3% increase on users signing up.
- Thanked Jennie Probert, the Environmental Strategy Manager, who spoke at the City of London Corporation about the work taking place across Hertfordshire on Fly Tipping and the work she had carried out making this Council the best Authority in Hertfordshire and the 7<sup>th</sup> best in England.

Councillor Roger Seabourne, Lead Member for Community Safety and Partnerships, reported as follows:

Thanked Michelle Wright for the work she had carried out on closure orders for which the Police were very extremely grateful. The Chief Inspector had taken the time to write to thank her for her hard work.

Councillor Andrew Scarth also thanked Michelle Wright for the talk she had given to Neighbourhood Watch.

***Question to the Lead Member for Environmental Services (Cllr Alex Michaels) from Cllr Heather Kenison***

*It is apparent from talking to residents in Three Rivers and observing receptacles placed outside properties on refuse collection day that many residents do not use the food pod. While some residents may compost vegetable waste, there are items of food waste such as meat and bones which cannot be placed in compost bins for fear of attracting vermin. Therefore most homes will have items which should be placed in a food pod. Could the Lead Member provide figures regarding the usage of the food pod across the District?*

*Does this Council have any plans to introduce incentives for residents who do use the food pod? Conversely are there any indicators to penalise residents who fail to use the pod?*

The Lead Member for Environmental Services advised that 3,150 tonnes of food waste were recycled in Three Rivers in 2017/18. The Council did not record 'participation rates' (the number of people actually placing these out)

The Council had previously stickered all refuse bins across the District, with the message 'Please, No food waste, no garden waste and no recyclables', to remind residents not to place food in their refuse bin. All replacement refuse bins go out with this sticker on. Regular reminders were published online and on social media about food recycling and the vehicle banners were currently promoting this. WasteAware ran a food waste campaign last year and we will continue to promote.

Presently there are no plans to introduce incentives for residents who do use the food pod. There are also no plans to penalise residents who fail to use the pod.

*Councillor Heather Kenison asked a supplementary question that having heard concerns on the use of plastics and the effects on the environment, currently residents are allowed to wrap food waste in plastic bags before placing in their food pod. Does the Council have any plans to prohibit the use of plastic in the food pod and revert to newspaper and corn starch bags as previously.*

The Lead Member for Environmental Services advised that plastic helps prevent animals smelling the food and accessing the food pods. There was a machine at the recycling centre in St Albans that rips the plastic off the food. The system could be reviewed if required.

***Question to the Lead Member for Environmental Services (Cllr Alex Michaels) from Cllr Alex Hayward***

*The Council recycling guide lists 6 options for paper. Plastic is just stated as 'plastic' but we know there are many varieties of plastic packaging. How is this Liberal Democrat Administration educating the residents and providing services to maximise the variety of plastic recycling?*

The Lead Member for Environmental Services replied that the leaflet on the Council website, which was regularly included in Three Rivers Times, explained more about plastics and listed bottles, pots, tubs and food trays. The leaflet could be found at:

<https://www.threerivers.gov.uk/egcl-page/rubbish-waste-and-recycling>  
and  
<https://www.threerivers.gov.uk/egcl-page/recycling-bins>.

It had been made as clear as possible, without having to list all items.

The Herts Waste Partnership was currently carrying out a piece of work to look at consistency of websites across the County, which may result in some minor adjustments in the future.

*Councillor Alex Hayward asked a supplementary question about China being in the current news for not accepting plastic and whether this would affect TRDC plastic recycling?*

The Lead Member for Environmental Services replied that it affects the cost across Hertfordshire that the Council pay jointly through a shared contract. The Council would continue to monitor the costs. As other Countries build ports to take the plastics the price should get cheaper.

***Question to the Lead Member for Environmental Services (Cllr Alex Michaels) from Councillor Paula Hiscocks***

*As this Council now had responsibility and a budget for weeding our pavements and gutters, could the Lead Member tell us how often our pavements and roads have been sprayed since the start of this year?*

The Lead Member for Environmental Services replied that spraying had taken place three times this year. This was a Hertfordshire County Council responsibility that Three Rivers carried out on a cost recovery and cost recharge basis on HCC's behalf due to the standard of work.

*Councillor Paula Hiscocks asked a supplementary question, that there was a particular problem in the Batchworth area with regard to the spraying of weeds on the pavements and in the gutters?*

The Lead Member for Environmental Services advised that he would look into this but TRDC followed a schedule laid out and paid for by HCC. If that was not sufficient he would be happy to lobby them. He would discuss the spraying of pavements and gutters in the Batchworth area with Councillor Hiscocks.

**Question to the Lead Member for Leisure (Cllr Chris Lloyd) from Councillor Joan King**

*The Ann Shaw Gardens Play Area near Filton House was opened in June. What has subsequently been done to modify the kerb near the site to allow unfettered wheelchair access?*

The Lead Member for Leisure replied that arrangements had been put in place, by Countryside, to complete the necessary works by the end of October.

*Councillor Joan King asked a supplementary question as to whether the play area was up and running and fit for purpose?*

The Lead Member for Leisure replied that he had asked all three Ward Members and himself to be notified once the work had been completed

**Questions to the Lead Member for Leisure (Cllr Chris Lloyd) from Cllr David Sansom**

*The lift at William Penn has not been working for months, when will it be fixed?*

The Lead Member for Leisure had been advised that the part, a control board, was due to arrive on 30 October and would be fitted the same day.

*Councillor David Sansom asked a supplementary question on whether this level of service for the lift was acceptable?*

The Lead Member for Leisure replied that he had asked what impact this had made on people attending classes at William Penn 'The Council were unaware of any one individual who had decided not to use the site due to the lift issues. However we had tried to provide solutions to groups or individuals that wished to access the areas the lift serviced. These included the moving of the Parkinson's Dance group to a ground floor room, allowing access to the poolside via the first aid room which again meant it had level access. Beyond this the staff had been on hand to help customers down or upstairs with buggies.

Via the comments system two people had mentioned issues with access and were provided access via different means as described above.' So although it had been out of order for a while, no one had been impacted.

*The Government has strategies and targets for all physical activities to improve health, is there a government target for soft play?*

The Lead Member for Leisure replied there was no Government target for soft play.

*Councillor David Sansom asked a supplementary question asking did the Lead Member think it was acceptable that we are going to end up moving a lot of sports and physical activities for which the Government did not have targets.*

The Lead Member for Leisure read out an extract from the Hertfordshire Public Health Strategy 2017, which detailed how much physical activity was required for children and young people, this was a lot more than the recommended adult levels, therefore the Council needed to be looking at providing an increased opportunity for children and young people to take part, in what they term, "active play".

**'5.1.5 Children & young people physical activity**

Physical activity is important for all children and young people as it strengthens muscles and bones, helps control body fat, means they are less likely to

become overweight, decreases the risk of developing type 2 diabetes, lowers blood pressure and cholesterol levels and means they have a better outlook on life. Besides enjoying the health benefits of regular exercise, children who are physically fit sleep better. They are also better able to handle physical and emotional challenges — from running to catch a bus to studying for a test. Children should do some form of physical activity from birth. Before they can walk this could be playing on the floor. Once they are able to walk they should be physically active for at least 3 hours a day, with that time spread across the day. Children and young people aged from 5 to 18 years old need to do a minimum of 60 minutes of physical activity each day. This should range from moderate activity, such as cycling and playground activities, to vigorous activity, such as running and tennis. As well as increasing physical activity it is important that children reduce the amount of time they spend being physically inactive e.g. playing video games and watching television. Being sedentary for long periods is damaging to health.

What needs to be done? Herts County Council agreed to:

1. Support Children's Centres and early year settings (e.g. nurseries) to continue to promote active play.
2. Work in partnership with schools to encourage physical activity as part of the normal daily routine to keep children fit, help their mental wellbeing and resilience and help them do better at school.
3. Focus on increasing physical activity in teenagers, particularly teenage girls whose activity levels tend to decrease significantly during secondary school age.
4. Work with others to promote walking/cycling to school.

***Question to the Lead Member for Leisure (Cllr Chris Lloyd) from Cllr Alex Hayward***

*What is the purpose of this Council carrying out a public consultation on the leisure facilities when irrespective of the results this Liberal Democrat Administration overrides Officer recommendations and disregards the voices of the residents who have taken the time to complete these consultations?*

The Leader of the Council replied that a public consultation is presently being undertaken and therefore no Officer recommendations had been made.

*Councillor Alex Hayward pointed out that the reason for this question was due to the Chorleywood Playground Leisure Report item 7, 2.18 which stated that 'It is therefore recommended that the Wonder Wood be put on hold until there is more conclusive evidence, showing that the local community are in favour.' Will this Administration apply the same consideration to the William Penn consultation?*

The Leader of the Council replied that the Chorleywood Play Area consultation came out with a lot of people being in support of the Play Area. However this was discussed at length and it was decided it would be best to take time to reflect on the views of the public and to decide the best and most practical way forward.

**RESOURCES AND SHARED SERVICES**

The Lead Member for Resources and Shared Services advised there was nothing specific to report.

***Question to the Lead Member for Resources and Shared Services (Cllr Matthew Bedford) from Cllr Alison Wall***

*Why were there problems putting a petition online recently. Surely this should be straightforward?*

The Lead Member for Resources and Shared Services said the request was made to the Council on Sunday 30 September 2018 to start an e-petition to "Save the William Penn Sports Hall for the future."

Therefore, it would have been Monday 1 October before Officers would have been able to acknowledge receipt. The Council's e-petition portal should provide an email notification to the Committee petition team when a request for an e-petition is made via the e-petition portal on the website.

It was identified, following consultation with the ICT service desk, that the email notifications had been blocked by the Council's mail filter. This was why Officers had to rely on a message being received from Councillor Wall that a request had been made from a resident to start an e-petition. This notification then alerted the Committee Team to the fault. The fault had now been rectified to ensure the block is removed.

Once the request was brought to our attention it was acknowledged as being received on 8 October to the lead petitioner and activated on 9 October on the website. Details were then sent to the lead petitioner that the e-petition had gone live. A telephone call was made to Councillor Wall who brought the matter to the Committee team's attention and an explanation provided on the delay. In addition the Lead Member for Leisure was advised that the e-petition had been activated. The e-petition is due to run until 23 November 2018. The e-petition guidance does state that it may take 5 working days before any e-petition request is published online. This is because the Council has to check the content of the petition is suitable before it is made available for signature.

*Councillor Alison Wall said she was concerned at the reputational risk of the Council, it took nine days for the e-petition to go on line and it was not satisfactory for members of the public to have to contact the Council to get the petition on-line. It was originally put on for six weeks but had now been extended to 3 months.*

***Question to the Lead Member for Resources and Shared Services (Cllr Matthew Bedford) from Cllr Ralph Sangster***

*The Special Expenses charged to the Batchworth Community Council area includes a charge for cleaning the War Memorial in the grounds of Parish Church of St Mary the Virgin. Can the Lead Member provide the dates over the past four years when the Memorial was cleaned?*

The Lead Member for Resources and Shared Services advised that due to an error recording and transferring the information owing to various staff changes it appeared to have been missed. The Council were therefore using the funds saved to carry out a deep clean of the memorial and would add an annual clean as part of our work programme. If it is possible, we will carry this out

before 11 Nov. However it will probably need specialist attention and we may have to tender for this.

**Question to the Lead Member for Resources and Shared Services (Cllr Matthew Bedford) from Cllr Stephen King**

*Does this authority believe that the works being undertaken at Station Approach are “disabled friendly”?*

The scheme is designed, approved and built in accordance with all current design guides, in consultation with Herts County Council.

*Councillor Stephen King advised that he had a report from Joan Marshall, Orientation and Mobility Specialist on the problems and would forward a copy to the Lead Member for Resources and Shared Services.*

**Question to the Lead Member for Resources and Shared Services (Cllr Matthew Bedford) from Cllr Stephen Cox**

*Can I have a copy of the lease granted to RSC in Oxhey Drive?*

The Lead Member for Resources and Shared Services advised that Councillor Stephen Cox had received a copy of the lease that afternoon.

*Councillor Stephen Cox advised that the time delay since requesting the document on 27 August was unacceptable. And that the absence of a clause to confine the overall activities of the garage and the parking of cars associated for sale of ahead of servicing outside the curtilage of the site without permission of the Council is regrettable and what could be done about it?*

The Lead Member for Resources and Shared Services replied that he could not comment on the delay. In terms of the lease, the Council could not restrict anyone from parking where it was legal on the highway.

**Questions to the Lead Member for Resources and Shared Services (Cllr Matthew Bedford) from Cllr Angela Killick**

*What plans does the Council have for drawing up a Property Management Strategy of the property it owns within Three Rivers, on the lines of that published by Dacorum?*

The Council already had its own Property Strategy.

*A supplementary question from Councillor Angela Killick, advised that the paper on property was commercial investment property. She was not aware that there was a strategy for owned property within the District?*

The Lead Member for Resources and Shared Services advised that the Council does have an Asset Management property.

He advised that the Chief Executive of the Council had advised that he wrote to Councillor Angela Killick on 21 June 2018 as follows:

The Asset Register held in the Finance Department is a list of all the land and property and other movable capital assets such as waste lorries to chairs. Behind this list are only valuations of each item for the purposes of our balance sheet. The Register is that scrutinised by the Audit Committee and it is that

register with which you are familiar and about which you asked your Policy and Resources question.

The Asset List contains an identical version of the Asset Register's list of land and property only but behind that list is a mapping system that shows ownership where appropriate by TRDC or, in some limited cases, Herts County Council. However, we use that mapping system under licence and there is no general access to it so it can only be viewed at the office with help from its operator. It is this basic list which is on our website and there is no access to the mapping by the general public.

The Property Strategy is not to divest ourselves of any properties unless a number of criteria are met which either reduces our cost or gives us a capital receipt or a running revenue receipt.

Councillor Angela Killick advised that her question specifically referred to Dacorum who have a property management strategy that is separate from having a list of property.

*What is the estimated net saving to the Council from ceasing the compilation, print and delivery of Three Rivers Times? Will the Council consider an augmented information sheet when it delivers the annual notification of bin collection arrangements at the turn of the year?*

The Council are not ceasing the compilation of Three Rivers Times. The estimated savings in ceasing the printing and distribution of a hard copy version is £22,000 per annum.

We do not deliver annual collection calendars any more. They are included in Three Rivers Times (on a page, rather than an insert). So it is not possible to include an information sheet along with the calendar. Calendars are also online and we want to advise as many people as possible to get these without the need for printed versions.

***Questions to the Lead Member for Resources and Shared Services (Cllr Matthew Bedford) from Cllr David Sansom***

*Will new Councillors have to sit an IT examination before they can stand for election?*

The Lead Member for Resources and Shared Services advised no.

*Why paper agendas are not available for the public when we were told this is a legal requirement?*

The Lead Member for Resources and Shared Services reported that paper agendas were available. The legislation [Local Government Act 1972 Section 100B(6)] requires that "a reasonable number of copies" are made available. Paper copies are available. One copy is provided at every meeting for members of the public and additional copies can be provided if requested. Members of the public are directed to the Council meeting page on the website when they arrive at meetings so they can read from their own phones or other devices. To date the Committee Team has been asked to provide a paper on two occasions. Paper copies are not encouraged due to this Council's commitment to becoming paperless and reducing the impact on the

environment. I have also asked officers to investigate options for making a device available to members of the public in order to view agenda items electronically.

*Two supplementary questions were asked by Councillor David Sansom. Would we be excluding Councillors who have no IT experience?*

*Why was a member of the public told at the Leisure, Environment and Community Committee meeting that there were no paper copies of the agenda available?*

The Lead Member for Resources and Shared Services replied that on the IT issue, training had and could be provided. He was unable to comment on the paper agenda issue as he was not present.

*Why is the sound system in Penn Chamber so rubbish?*

The Lead Member for Resources and Shared Services advised that the system works but people need to know how to use it. Training as to using the system to its full capability was available. The Council were constrained by the fact that there were no fixed desks or fixed microphones and the microphones were very directional, so they did not pick up background noise.

A Project Information Document was being prepared to review the sound system and audio visual equipment in the Penn Chamber/Dickinson Room/O'Connor Room for next year. This would be subject to budget approval.

*Councillor David Sansom asked a supplementary question on whether the Lead Member for Resources and Shared Services was aware that members of the public were unable to hear, and that the microphones work intermittently?*

The Lead Member for Resources and Shared Services confirmed that he was aware.

***Question to the Lead Member for Resources and Shared Services (Cllr Matthew Bedford) from Cllr Valerie Coltman***

*Are we keeping accurate records of recurrent IT problems and the loss of valuable Councillor contact time?*

The Lead Member for Resources and Shared Services advised that the ICT Service kept records of all issues logged through the Helpdesk. It was not possible to keep records of any issues that were not logged through the Helpdesk.

*Has anyone created a graph depicting the most common problems?*

The Lead Member for Resources and Shared Services advised that all issues logged through the Helpdesk were reviewed to identify trends and the root cause so that solutions could be found to prevent reoccurrence of the same problem.

Repeating issues were identified and progressed under a Problem Management process. We also update our knowledge base (shared with Amicus) with documentation of resolutions to common problems, so that as a minimum, if a similar call is logged, the knowledge base will provide a quicker answer for engineers to resolve.

There are two current / very recent examples:

1. The McAfee antivirus issues that have been experienced recently by Councillors and Officers – this is an issue that can be simply fixed. This analysis required extensive investigation via a range of sources and the resolution was not simple to identify.
2. The response last week to the power cut at Three Rivers House and the subsequent loss of some network services required a detailed root cause analysis to identify the specific legacy server that was causing the problem. Once this was identified a plan was put in place to replace it and get full service up and running again as quickly as possible. In the interim however we put other solutions in place where they were available to enable people to continue working.

***Question to the Lead Member for Resources and Shared Services (Cllr Matthew Bedford) from Cllr Joanna Clemens***

*How much of TRDC's pension liability of £21.724 million (at 31 March 2018) is funded? How is it funded?*

The Lead Member for Resources and Shared Services advised that the net £21,724 liability shown in the 2017/18 Statement of Accounts compares the value of the assets held by the scheme 31 March 2018 against the estimated liabilities at that date. The value of the assets was entirely dependent upon the market value of assets at the date the estimate was made and sensitive to movements in market values. The overall funding level of the pension fund was based on an assessment by actuaries of the future value of assets assessed over the long term compared to estimated future liabilities. The Council's and employees' contributions to the scheme are determined by the Actuary with the aim of meeting the Council's estimated long-term liabilities. The last full actuarial valuation of the Hertfordshire LGPS was carried out as at 31 March 2016 at which point the scheme was 91% funded. Employer's contributions are then set with the aim of achieving full funding over the medium term. The next full actuarial valuation will be carried out as at 31 March 2019. That is where any requirement to provide additional funds would be fed back to the Council.

*Councillor Joanna Clemens asked a supplementary question that with an estimated shortfall in our funding of about 10% of £21,000,000, as of the 31 March 2018, why had the Council been borrowing £8,000,000 to gamble on a property market which most commentators expect, with the advent of Brexit and worsening economic outlook, in the near future to deflate rather than carrying out their statutory duty to address the retirement needs of Three Rivers District Council workers?*

The Lead Member for Resources and Shared Services advised that the Council were meeting our statutory requirements to fund employee's pension liabilities. The statutory requirements were set by the three yearly actuarial valuation. If there was a change to the required contributions that would be fully funded by the Council in future as well. The money that had been borrowed had not been

speculated on the property market, it had been lent to an extremely high grade quasi-public sector body, Thrive Homes, and it was not at risk.

**CL52/18      REPORTS AND QUESTIONS TO THE CHAIRMEN OF THE AUDIT, PLANNING, LICENSING AND REGULATORY SERVICES COMMITTEES (RULE 14)**

**AUDIT COMMITTEE**

The Chairman of Audit Committee, Councillor Keith Martin, reported that the annual accounts for 2017/18 were signed off on 31 July 2018 and were available to read on the Council Website.

**PLANNING COMMITTEE**

The Chairman of Planning Committee, Councillor Sarah Nelmes, commented that the reports received from the Planning Team were of a high quality which very much assisted with the decision making process.

Councillor Sarah Nelmes had been involved with the Committee Section looking at ways of making information better available to the public in the Penn Chamber during Committee Meetings.

Councillor Alex Hayward requested data on the number of appeals that had been lost.

Councillor Sarah Nelmes agreed to provide a written response on the number of enforcement appeals lost in the last year. Councillor Alex Hayward noted that details were provided in the Members' Information Bulletin every month.

***POST MEETING NOTE: The following reply was sent to Councillor Alex Hayward:***

*1 April 2017- 31 March 2018 (Full Year)*

*66 Appeal Decisions*

*44 Dismissed = 67% dismissed*

*22 Allowed = 33% allowed (including 4 Committee overturns)*

*Total planning applications = approximately 1224 (excludes DIS, NMA, Prior Approval etc.)*

*2018-2019 (Q1 & Q2, 1 April – 30 September 2018)*

*19 Appeal Decisions*

*11 Dismissed = 58% dismissed*

*8 Allowed \* = 42% allowed*

*\* 1 Appeal was allowed in relation to single storey front and garage conversion, officers had raised no objections to these aspects. Was dismissed regarding the loft extension, it was on this ground that planning permission had been refused.*

*Total planning applications = approx. 569 (excludes DIS, NMA, Prior Approval etc.)*

**LICENSING**

The Chairman of Licensing Committee, Councillor Steve Drury, advised that an Extraordinary Licensing Committee meeting had been held on 15 October, and the 'No Casino Policy' had been reconfirmed.

## **REGULATORY SERVICES**

Councillor Steve Drury moved, duly seconded, the recommendations from the 15 October Extraordinary Regulatory Services Committee relating to changes to animal licensing legislation.

Councillor Debbie Morris raised the following points which Councillor Steve Drury agreed to provide written responses to.

1. The report was not published in time and the report came out was after the 12.00 deadline that questions needed to be submitted.

### *POST MEETING NOTE:*

*All Members were advised that an Extraordinary Regulatory Services Committee meeting was required to agree recommendations on Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 on 26 September 2018. The reports for the meeting were published on 5 October 2018 and circulated to all members of the Council. The papers were again published with the Council Summons on 13 October as the recommendations from the meeting on 15 October could only be ratified by Full Council.*

*Rule 14(2) allows for questions to be submitted up to midday the day before the Council meeting. In addition, Rule 14(6) allows for a Member who has an urgent question that has arisen since the question deadline, with the Chairman's permission s/he may ask it of one of the Members covered by this rule. This must be submitted in writing to the Committee Section by noon before the meeting.*

2. Councillor Debbie Morris was already dealing with one of the Officers with an element of the query and was disappointed that Councillor Steve Drury could not clarify what calendar year means.

### *POST MEETING NOTE:*

*In previous legislation all licences expired on 31 December regardless of when in that calendar year they were issued. Under the new legislation the licence remains in force for the full term (12, 24 or 36 months) from the date it was issued, for example licence issued on 1 April 2019 would expire either on 31 March 2020 or 31 March 2021 or 31 March 2022.*

3. The regulations were made on 16 April 2018 and came into force on 1 October 2018, therefore the Council had five and a half months to ensure provisions were in place for compliance, but it didn't and was now belatedly playing "catch-up" in attempting to redress the situation.

### *POST MEETING NOTE:*

*DEFRA did not release the regulations and statutory conditions until the third week of August 2018 with implementation on 1 October 2018 despite them being made on 16 April 2018. All Authorities were in the same position and did not have sight of the actual regulations until w/c 20*

*August. This left a very short period for Officers to implement and inform Members of the changes to the legislation. The mandatory application forms to be used were not released by DEFRA until 2 October 2018. Members of the Committee were notified on 20 September of the need for an extraordinary meeting of the Regulatory Services Committee so that recommendations could be made to Council on 23 October.*

4. The measures to be introduced are:

Incomplete – because the fees to be charged for the applications and grant of licences have yet to be determined (Paragraph 2.2.7 of the report) which suggests that fee-setting will be going to the Leisure, Environment and Community Committee but no date is specified for this. Please can you let me know the date.

*POST MEETING NOTE:*

*The fees will now be presented to the Policy and Resources Committee on 5 November 2018 so that a fee structure is in place at the earliest opportunity. These are cost recovery only fees and there is no discretion in fee setting. The fees have been established based on the service on-costs provided by the finance team and in line with DEFRA's guidance on fee setting procedures.*

5. Inadequate – because they fail to cover the scenarios of licence applications being received in the 1 October – 31 December 2018 period (licences being limited to the “calendar-year framework”) although there may be a mistake in para 2.2.6 which perhaps should read “12 month framework”? Please clarify.

*POST MEETING NOTE*

*Applications may also be received from new businesses in the interim or those who didn't realise that their activities were licensable.*

*Applications are not limited to the calendar year framework (see the response above). The existing licences are in place until 31 December 2018 therefore the Council are using this as a transition period to ensure that our systems can accommodate the new payment scheme. New applicants have been personally advised that they will be notified of how to apply once the Council's systems have been rebuilt.*

6. A resident who has a fledgling business, had applied for a licence and been quoted £402 and been told this must be paid as a lump sum and that must not continue to charge for dog boarding or care until the licence was granted. No licence can be granted under the new provisions because we don't have a fee structure so where does the £402 come from?

*POST MEETING NOTE:*

*Officers know that the cost for an annual licence based on on-costs will be £177. However, licence duration can be extended to 2 or 3 years depending on how the services provided by the applicant meet the criteria of the statutory conditions. The fee will be adjusted accordingly. If a resident wishes to operate 2 activities i.e., home boarding and dog day care, the fee for a one year licence will be £211 (this equates to one*

*application fee plus 2 activity fees). We do not know where the figure of £402 said to have been quoted comes from.*

7. A solution to the problem could be that Officers grant temporary licences until the new regulations are fully operational.

*POST MEETING NOTE:*

*There are no provisions in the new legislation to allow this.*

On being put to Council the motion was declared CARRIED by the Chairman the voting being 23 For, 0 Against and 15 Abstentions.

RESOLVED:

That the Council agrees to make all the necessary amendments to the Constitution including in the Scheme of Delegation to Officers to provide

- i) That the conditions of licensing are adopted and included in the Constitution;
- ii) That the necessary changes are made to the Council's Constitution to reflect the changes in the legislation;
- iii) That the Terms of Reference of Service Committees are updated as appropriate;
- iv) That where the constitution refers to Animal Control Enforcement Officer this to be changed to Animal Welfare and Licensing Inspector and all documents amended accordingly;
- v) That Appeals from businesses disputing a star rating or a decision to vary, suspend or revoke a license will be made to the Director of Community and Environmental Services who will have delegated authority to determine such appeals in accordance with the Regulations and the Scheme of Delegation, which will be amended accordingly; and
- vi) that the Chief Executive be given delegated authority to finalise all the necessary amendments in consultation with the Chairman and Spokespersons of the Committee.

**CL53/18      MOTIONS UNDER PROCEDURE RULE 11**

*2) Councillor Alison Wall, seconded by Councillor Rupert Barnes moved under Notice duly given as follows:*

**Change in Planning Protocol**

This Council is comprised of Councillors who are elected to best serve their residents. Therefore when planning has been granted, subject to certain conditions, and those conditions are breached, we would request a change in Planning Protocol. We would request that local Councillors are automatically contacted when a breach takes place outside the planning conditions, and

before a possible decision to proceed to an Enforcement notice is taken. How can we do our job without the tools (i.e. relevant information) to do it.

On being put to Council the Motion was declared LOST by the Chairman of the Council the voting being 15 For, 20 Against and 3 Abstentions.

RESOLVED:

The Motion was LOST.

*3) Councillor Angela Killick, seconded by Councillor Alex Hayward moved under Notice duly given as follows:*

That this Council produce a paper setting out the estimated savings to be gained by moving to "All out elections" once every 4 years in respect of Three Rivers District Council, and that it also considers other possible concurrent elections.

Due to the lateness of the meeting this motion will be carried over to the 11 December Full Council meeting.

RESOLVED:

This Motion be DEFERRED to the December meeting.

*POST MEETING NOTE:*

*Following the Full Council meeting on 23 October 2018, a report was presented to the Policy and Resources Committee meeting on 5 November 2018 where they agreed to note the report and take no further action. Therefore the motion will not now be presented to Full Council on 11 December 2018. The report for the meeting can be viewed using the weblink below:*

<https://www.threerivers.gov.uk/meeting/policy-and-resources-committee-5-november-2018>

*4) Councillor David Sansom, seconded by Councillor Alex Hayward, to move under Notice duly given as follows:*

This Council notes that Councillors have been elected to take decisions for the benefit of local residents and that presently there are a growing number of areas where significant powers have been delegated.

This Council agrees that the decision making process and the decisions themselves should be open to public scrutiny. This can only be done by having public meetings with fully published agendas and public access. Accordingly working parties will no longer be used; all significant decisions will go to an appropriate public committee for deliberation and decision

RESOLVED:

This Motion be DEFERRED to the December meeting.

**CHAIRMAN**