
At a meeting of **FULL COUNCIL** held in the Penn Chamber, Three Rivers House, Rickmansworth, on **Tuesday 26 February 2019** from 7.30pm to 9.51pm.

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

CL68/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors David Sansom and for part of the meeting from Councillor Rupert Barnes.

Councillor Marilyn Butler was not present.

CL69/18 MINUTES

Councillor Alex Hayward moved, duly seconded, a motion on the accuracy of the minutes from the Council meeting held on 11 December 2018. This related to the response by Councillor Andrew Scarth to questions raised by Councillor Paula Hiscocks on "Who is going to manage The Bury Homeless Units and the maintenance of the building? and "When is the formal opening of the Homeless Units" (Page A10, first and second paragraphs)

In order for the minutes to be entirely accurate the word "early" in the second line of the first paragraph should be changed to "January" and again in the second line of the second paragraph.

The Minutes of the Council Meeting held on 11 December 2018 were then agreed and signed by the Chairman with the amendment.

The Chairman advised that the three Group Leaders and the Chairman of the Council all had the opportunity to comment on the minutes and make any amendments or suggestions with regard to their accuracy before they are published.

POST MEETING NOTE:

Officers can confirm, having listened again to the recording of the meeting held on 11 December 2018, that the word used by Councillor Andrew Scarth was "early" on both occasions at the meeting. It followed that the minutes as presented to Council for agreement were accurate and would therefore not be changed and the amendment not be included.

The Minutes of the Council Meeting held on 11 December 2018 would therefore be signed by the Chairman without the amendment.

CL70/18 RECOMMENDATIONS FROM THE POLICY AND RESOURCES COMMITTEE

The Council received the recommendation from the Policy and Resources Committee meeting held on 22 January 2019.

PR55 / 18 FIXED PENALTY NOTICES; OFFENCES UNDER SECTION 34(6) RELATING TO SECTION 34(2A) ENVIRONMENTAL PROTECTION ACT 1990 WHICH DEAL WITH THE UNAUTHORISED DISPOSAL OF HOUSEHOLD WASTE BY OCCUPIERS OF DOMESTIC PROPERTY

The amendment to the Council's Constitution – Scheme of Delegation (para 11.18.4) to include authorisation for all Environmental Enforcement Officers both to require an occupier of domestic property to give the occupier's name and address if the officer proposes to give the occupier an FPN and to issue Fixed Penalty Notices for offences under section 34 (6) relating to section 34 (2A) Environmental Protection Act 1990.

The level of FPN is set at £300 (reduced to £200 if paid within 10 days).

To delegate to the Chief Executive the ability to amend the scheme of delegation to authorise other relevant officers both to require an occupier of domestic property to give the occupier's name and address if the officer proposes to give the occupier an FPN and to issue Fixed Penalty Notices for offences under section 34 (6) relating to section 34 (2A) Environmental Protection Act 1990.

Councillor Sara Bedford moved, duly seconded, the recommendation with regard Fixed Penalty Notices.

On being put to Council the motion was declared CARRIED by the Vice-Chairman in the Chair the voting being unanimous.

RESOLVED:

The amendment to the Council's Constitution – Scheme of Delegation (para 11.18.4) to include authorisation for all Environmental Enforcement Officers both to require an occupier of domestic property to give the occupier's name and address if the officer proposes to give the occupier an FPN and to issue Fixed Penalty Notices for offences under section 34 (6) relating to section 34 (2A) Environmental Protection Act 1990.

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CL71/18 COMMUNITY GOVERNANCE REVIEW ABBOTS LANGLEY

Councillor Sara Bedford moved, duly second, the recommendations from the Community Governance Review for Abbots Langley.

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

RESOLVED:

1. That Abbots Langley Parish boundaries be revised from the LGBCE proposed 7 parish wards to 6 parish wards retaining the same number of seats as follows:
 - i. Abbots Langley 4 seats
 - ii. Bedmond 1 seat
 - iii. Abbots Langley West 2 seat
 - iv. Hunton Bridge 1 seat
 - v. Leavesden 5 seats
 - vi. Primrose Hill 2 seats
 - vii. Total No. 15 seats
2. That the proposed following amendments be agreed which all the responding parties are in full agreement with:
 - a) Abbots Langley West to increase its representation from 1 to 2 parish councillors to address the significant under-representation in the parish ward.
 - b) Hunton Bridge & Langleybury and Hunton Park wards to amalgamate into one single parish ward to be called Hunton Bridge Ward to be represented by 1 parish councillor. This re-unites the Hunton Bridge community.
3. That the existing wards, county division and polling district boundaries along with Polling Stations remain unchanged.
4. That the proposal in regards to a boundary change to run down the centre of Upper Highway (Appendix 3) which was objected to by the parish council, be not included.
5. To delegate to The Returning and Electoral Services Manager to take any and all necessary steps in the CGR process to implement the recommendations from the Review, including the making of the Reorganisation Order and to publicise the outcome of the CGR Review and recommendations.

CL72/18 SOUTH WEST HERTS PARTNERSHIP MEMORANDUM OF UNDERSTANDING

Councillor Sara Bedford moved, duly second, the recommendations on the South West Herts Partnership Memorandum of Understanding.

The Partnership had met fortnightly since September last year. The membership included the Chief Executives of the five Districts, the Leaders, the relevant Officers and the County Council. They had looked at the strategic planning needed for the area as a whole although it was important to remember that it was not just about house numbers but about people lives. We should not talk about boundaries as our residents do not look at boundaries when they go to school, to work or visit the leisure activities or use the roads. The Memorandum of Understanding was a way to work together for the common good of the residents across the five Districts. She believed that two of the Councils had already agreed the Memorandum of Understanding and the remaining two would do so within the next couple of weeks. Herts County Council would do so in March.

Councillor Angela Killick asked when details would come back to this Council with regard to infrastructure.

Councillor Sara Bedford advised that the vast majority of the infrastructure was being looked at by the County Council and the Herts Growth Board which she and the Chief Executive were Members. There was a £6 billion list of infrastructure which was required for the next 20 years with the overall majority for the County Council in terms of roads, schools, social care and community facilities to be addressed through individual planning applications, applications to other agencies and the Government.

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

RESOLVED:

Endorsed the Memorandum of Understanding, in order to provide place leadership for South West Herts and to develop and deliver a vision for the SWHP area up to 2050, promoting healthy sustainable growth for our communities.

CL73/18 PUBLIC SPACES PROTECTION ORDER (PSPO) WITH RESTRICTIONS FOR DOGS

Councillor Roger Seabourne moved, duly seconded, the recommendations on the PSPO and the restrictions for Dogs. The PSPO was a continuation of what the Council already had in place over the last few years with a minor amendment to the wording for assistance dogs to keep up with legislation.

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

RESOLVED:

- a) That approval is given to extend the current PSPO relating to dog control for a further 3 years;
- b) That the restrictions in the current PSPO be maintained; and
- c) That the Council adopts paragraphs (a) – (c) in the definition of Assistance Dogs as outlined in Appendix 3

CL74/18 COUNCIL PAY POLICY STATEMENT 2019

Councillor Sara Bedford moved, duly seconded, that the Council Pay Policy Statement for 2019 be agreed.

Councillor Alex Hayward asked if Mr Head still worked for the Council.

Councillor Sara Bedford said that he was now working fewer hours than before in a slightly different role as he moved towards retirement.

Councillor Alex Hayward asked if he was now at a lower level in the organisation. The CEO advised that a written response would be provided to include who had taken responsibility for the South Oxhey Initiative.

Councillor Sara Bedford said Mr Head still had responsibility for the South Oxhey Initiative but had lost other responsibilities which had moved to the new Head of Property, Mr Adrian Smallwood.

Councillor Joan King asked who Members should go to in Mr Head's absence as the initiative was only half way through. Councillor Sara Bedford advised that most issues were passed to the developers but if Members had a problem they could go to the Head of Property or the Director for Community and Environmental Services.

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

RESOLVED:

That the report be agreed.

POST MEETING NOTE:

Mr Head did still work for TRDC having requested to move to part-time work in preparation for his eventual retirement. Mr Adrian Smallwood had been recruited to Mr Head's former role of Head of Property Services. They had divided the workloads with Mr Head working on existing projects such as the South Oxhey Initiative whilst Mr Smallwood was working on new projects and ensuring that every aspect of our estate management is up to date and working at maximum effectiveness.

On the question concerning South Oxhey: "Who is dealing with day to day running of the South Oxhey project?" Countryside Developments direct or via the Community Board who are responsible for the day to day running of the project. Anything that needed to be referred to Three Rivers could be dealt with by Alan, Adrian or Geof Muggeridge.

CL75/18 AMENDMENTS TO THE COUNCIL CONSTITUTION

For Council to note minor amendments to the Council Constitution which had been made under the Chief Executive's powers to make amendments to the Constitution.

Councillor Sara Bedford moved, duly seconded, that the amendments be noted.

Councillor Alex Hayward asked if the amendments were being noted or voted on.

Councillor Sara Bedford said she could move items for noting or voting or for lots of other reasons. In the Council Constitution there was delegation to the Chief Executive to make changes without needing to bring them to Council. The amendments were being brought forward on the grounds of transparency.

Councillor Paula Hiscocks was concerned about the change to the Beat the Killer Cold scheme. She asked why this prominent all Party scheme introduced by the late Council Leader Ann Shaw had been discontinued. She found it strange that there had been no Member discussion, Officer report or notes.

Councillor Sara Bedford said the scheme, had seen the number of people coming forward for money diminishing because the Council were not able to pay cash and a number of people were turning down payments into their bank account. Paying cash provided an audit issue for the Council. The people who had received the benefit were not necessarily the worst off in the community and we were only able to help a few people. The decision had been made that the money the Council would have added to the sum raised as an average would be used to fund the CAB and other organisations that alleviate poverty.

The Council were encouraging people who wished to donate to do so directly to the foodbanks in South Oxhey, Watford or Rickmansworth or to one of the CAB's. The Council had been donating to the same 100 people every year when there were a far larger number of people in need. The decision was made that the Council did not have the administration to manage the small payments every year and would rather it go further to more people.

Councillor Ralph Sangster said that as a previous signatory of the account he wondered if there were any funds left over at the end of last year and could the Leader advise what plans there were for those funds.

Councillor Sara Bedford said there was a significant amount in a number of accounts and an extra account had been found. The decision was made that the monies would go to the CAB and the Foodbanks. Some Tesco gift cards had been found which were given to the Foodbank. The Finance team and Sarah Haythorpe were organising that admirably and she thought this had now been done. Details could be provided but everything was done in consultation with the Shaw family.

Councillor Paula Hiscocks said she hoped anyone who may have been relying on this money had been notified well in advance that it would not be coming this year. She felt that something like this should have come for Member scrutiny but a decision had been made with no Member involvement.

Councillor Debbie Morris asked for details on the Change to Paragraph 6.1 "to allow settlement of cases on advice from Council's Solicitor as well as external Counsel and whether there was a proposed upper financial limit." A written reply would be provided.

POST MEETING NOTE:

Prior to April 2018 the Council's Scheme of delegation allowed the Solicitor to the Council to negotiate an out of court settlement upon advice from Counsel. Strictly interpreted this meant that the Solicitor to the Council could not make such a recommendation herself or rely on a recommendation to settle proceedings from external Solicitors. Clearly there were and are occasions where matters are well within the remit and experience of the Council's own in house lawyers and there are occasions where external Solicitors are acting and advising rather than Counsel. The matter came to light when our experienced employment lawyer wanted to recommend settling a low level employment tribunal case without the need to incur the additional costs of advice from Counsel. The CE agreed the minor amendment on the 23 April 2018.

There has never been an upper financial limit proposed in the scheme of delegation. Clearly the experience of both the CE and Solicitor to the Council would ensure that there was sufficient and adequate reporting of anything that would have a major financial impact on the Council.

Councillor Alex Hayward asked that when any future amendments to the Council Constitution came forward a link/attachment to the Constitution be provided so that the amendments could be cross referenced as the meetings were now paperless.

RESOLVED:

That the amendments be noted.

CL76/18 FINANCIAL PLANNING

To consider the recommendations from the Administration on the Financial Plan.

Members had been provided in the Council Summons with details on Procedural Rule 17 for budget setting from the Council Constitution.

Councillor Matthew Bedford was very proud to present the Liberal Democrat budget for Three Rivers. In the coming year the Council would be asking households to pay an extra £5 on the Council Tax which was less than 10p a week. This was a fraction of what the County Council and the Police Commissioner were asking households to pay.

Despite further reductions in funding from the Government the Council had maintained high levels of service. They had been able to fund enhancements and provide additional investments in some critical services that residents valued. Investment was being increased in community safety, leisure facilities and housing which would provide homes for local people and save money. The Council were continuing to invest in updating our own infrastructure to ensure the high standards expected by residents would be maintained. Since the start of the Government's austerity programme in 2010, the Council's revenue support grant had reduced from around £3million to zero in the coming year. Over several years the Council had avoided making any large cuts to its services as a result of two successful implemented initiatives. The first of these was to ensure that it was as efficient as possible. Efficiency gains were defined as those that did not impact directly on the level of services offered to residents. These had been achieved consistently year after year at an average rate of around £300,000. The Council was planning further savings in the coming years albeit at a slower rate. The initiative to bring in new sources of income had been extremely successful and the goal of achieving a million pounds of investment income was now fully contributing to the budget and helping to continue to deliver good services.

He was disappointed the other two Groups had not proposed any changes to the budget, suggestions for improvements to services, efficiency savings or alternative sources of income. He was pleased the Liberal Democrats had once again come up with plans that safeguarded and enhanced services to residents while protecting the Council's reserves and ensuring a long term efficiently run Council.

He moved the budget as proposed and urged all Members to support it. Councillor Sara Bedford seconded the budget proposed.

Councillor Roger Seabourne, Lead Member for Community Partnerships and Safety, said Members would have heard the presentations by Andy Stovold at the Leisure, Environment and Community Committee noting the amount and

range of engagement and work and the intuitive ways he had of addressing them. He did not promote enough the amount of money he managed to match fund and bring into this Council to allow him and his team to achieve so many things. Most of the work in Community Safety was demand led reacting to what was happening. In 2017/18 he managed to bring in match funding of just under £120,000, to supplement the Council's budget and in 2018/19 he and his team brought in over £113,000. The amount of work they put into the bids and in finding partners to match fund was really intense and time consuming and required specialist knowledge and contacts. He would be happy to circulate a breakdown of this funding to all Members.

In 2019/20, although budgets were being set across the country and the figure was not yet finalised Andy had already secured £41,000 of match funding. A lot of this funding was in partnership with other authorities and organisations. If all the bids from the joint ventures were successful we could get up to £820,000 between us and our partners. This contribution and the amount of funding they managed to receive year after year to help the budgetary process was staggering and he admired them and their success.

Councillor Paula Hiscocks said it was great to hear and hoped that all Officers were looking at available grants. There was a lot of red and amber in the risk assessment for this budget and she sincerely hoped that the Administration had not taken risks with residents' hard earned money that would cause serious financial or strategic problems. In just two years our capital expenditure reserves would drop from £2,006,000 to £932,000. In another two years hence would our once very capital rich Council be in deficit? She was happy that just under one million would be put towards the other £500,000 for the Batchworth Depot. The Administration had allowed the Depot to fall into squalor. The Conservative Group would be watching that this money was spent on the hard working employees.

Councillor Andrew Scarth was pleased that investment was being put into the temporary housing sites which would benefit the community. The money would be wisely and sensibly invested.

Councillor Stephen Giles-Medhurst said he was proud of Three Rivers and emphasised the following particular achievements:

Cycling – the Grand Union Canal towpath (Kings Langley (Water Lane) northwards towards Hemel Hempstead), completing over 5 miles of nearly traffic-free walking and cycling routes.

The completion of the Rickmansworth informal contraflow (along the Caravan Lane)

The Old Mill Road new walkway also supported by Herts County Council.

Although works were still ongoing was the Leavesden Cycle Hub, he understood it was the most successful cycle hub at the moment in this part of the County with hundreds of people using it. A hugely worthwhile investment for our community and which would encourage sustainable transport by means of cycling in the future.

We were also promoting the Rickmansworth Station Cycle Hub parking which had been funded by this Council.

We were funding new additional lighting in the Leavesden Country Park which should be installed in the very near future.

In this coming financial year there were 11 other schemes under investigation; with two joint schemes being progressed with the County Council at Ebury Roundabout and Rickmansworth High Street and also the new cycle hoops.

Buses were not our statutory responsibility as that rests with the County Council. Where most other Councils in Hertfordshire had withdrawn their support for local buses we had not. Unlike the County Council we had not made a staggering 87% cut in funding for supported buses in the last 10 years! This Council had maintained its spending.

We were spending £90,000 this year on supporting routes such as the R16 (South Oxhey to North Watford), R17 (South Oxhey – Carpenders Park - Hatch End) the 8 in South Oxhey, the W19 and had agreed a contribution to the R8 (Abbots Langley - North Watford) route. We were protecting the communities in South Oxhey, Carpenders Park and Abbots Langley who would lose these services were they not being provided by the District Council.

The Council continue to provide support to Highways with an enhancement budget for this coming year of £116, 000 meaning that we can do those parking bays and minor street improvements that so many residents want but which the County Council do not support.

We have a retail parade budget for the coming year of £153,000. Some of the projects would be ongoing such as the Delta Gain retail parade refurbishment and the proposals for the electrical charging points. He hoped the Councillors in Carpenders Park would support the budget which delivers for their residents

Rivertech was an outstanding success for this Authority since its start up in June 2016 with more than 40 new start-up businesses benefiting from the facilities and investment the Council had put in.

Councillor Chris Lloyd said the Administration were continuing to invest in play areas, were working in partnership at Leavesden Country Park and the BLYM development was progressing well. The Council would also continue to support the CAB. The work Andy Stovold was doing with our partners was bringing benefits right across the District and alternative sources of funding were being considered. We continued to provide leisure facilities for our residents which was important for people's wellbeing.

Councillor Alex Hayward endorsed the comments about Andy Stovold. She had been working with him on Mission Employable in her Ward and his expertise was brilliant as indeed all the Officers were. She was proud of the Three Rivers District and of the U-turn on the William Penn sports hall. The figures in this budget seemed to bounce around year after year. The £500,000 for Batchworth Depot had been there for 4 to 5 years with the staff working in bad conditions. She was disturbed by the lack of honesty in the figures. Council were presented with the revised budget with the original budget not there although it was for the capital. Whatever was agreed it would just be bounced around every quarter revised and suddenly put back on target again.

Councillor Sara Bedford said this was one of the weirdest budget debates she had sat through. She could not recall a budget where the opposition had nothing of their own but just put forward abuse and vague points about secret/hidden budgets. At the County Council the Opposition always put

forward budget amendments on both capital and revenue and stated how this would be funded having consulted with Finance. For the main Opposition party not to do so showed a distinct lack of ambition. She was immensely proud of this Council. She saw Officers most days of the week across the entire spectrum of the Council, seeing them work in the evenings when they are told not to because they want to sort things out and get things done and are intensely proud. She received comments from residents about the work they do and how grateful they were. Underpinning that was this Administration, the finance and support that comes from here and the sign off of the budget. This could not be done without leadership and we did our best to supply that. It seemed to be working because every time there was an omnibus survey Three Rivers came out as the highest rated Council by residents. Every year the audit was signed off clean with compliments about our use of resources. We should all in this room be proud of this Council, and the things it does but understand that it does not all happen by magic

Councillor Matthew Bedford picked up on Councillors Hayward's and Hiscocks' comments. Having checked the budget papers, the revenue budget was included at Appendix 1 on Page 5 and Appendix 1A on Page 6. They were not secret and were published on the Council website every time the Council published its budget monitoring report. The capital reserves figure picked out was only one capital reserve figure out of a dozen listed in Appendix 4. The totals at the bottom of that appendix show at the end of the current year the reserves were just over £20 million and by the end of the mid-term financial plan the total reserves were still nearly £18 million. It was not true to suggest that they were being dramatically diminished. The risks showed firstly the impact if no action was taken and secondly it detailed the risks and the actions we do take. It then gives a score after those actions have been taken with not one single red risk remaining. It was unhelpful to have these false statements made.

On being put to Council the Administration Budget was declared CARRIED by the Chairman of the Council the voting being 20 For, 0 Against and 17 Abstentions and in accordance with budget setting legislation a recorded vote was requested the details of which were as follows:

For: Councillors Matthew Bedford, Sara Bedford, Steve Drury, Peter Getkahn, Stephen Giles-Medhurst, Margaret Hofman, Chris Lloyd, David Major, Joy Mann, Keith Martin, Alex Michaels, Sarah Nelmes, Alison Scarth, Andrew Scarth, Roger Seabourne, Jon Tankard, Martin Trevett, Alex Turner, Kate Turner and Phil Williams.

Against: Zero

Abstentions: Councillors Diana Barber, Rupert Barnes, Joanna Clemens, David Coltman, Valerie Coltman, Donna Duncan, Alex Hayward, Paula Hiscocks, Heather Kenison, Angela Killick, Debbie Morris, Reena Ranger, Ralph Sangster, Alison Wall. Stephen Cox, Joan King and Stephen King.

The Chairman declared the motion had been CARRIED the voting being 20 For, 0 Against and 17 Abstentions.

RESOLVED:

1. The Council notes the following pressures on its budget:

- Revenue Support Grant (RSG) has reduced from £3.0m in 2013/14 to zero in 2019/20;
 - The significant increase in costs associated with processing mixed dry recycles. This is largely due to a change in policy of China's import restrictions. This has already had a major impact in 2018/19 and is predicted to continue in future years. All Districts within the County are in a similar position.
 - The continuing demand on the Council's obligation to provide temporary accommodation for those families who present themselves as homeless. The Council is therefore investing a capital sum £2.4m from 2019/20 to redevelop 2 ex garage sites into 12 two bed properties in South Oxhey, which will support the demand and reduce the cost of expensive alternatives such as private Bed & Breakfast.
2. Council further notes the following achievements, enabling services to be protected without steep increases in its council tax:
- Cashable efficiency savings averaging over £0.3m per year, sustained over the last fourteen years; and further cashable efficiency gains and additional income planned over the course of the medium term financial plan;
 - Increased income, excluding Government grants and council tax, rising from £6.1m in 2013/14 to £8.6m in 2020/21. This includes returns on the investment into property asset of £1m, which may be funded from a combination of internal borrowing or prudential borrowing.
3. Since 2013, local authorities in England have had the power to charge a council tax premium of up to 50% on 'long-term empty dwellings' – that is, homes that have been unoccupied and substantially unfurnished for two years or more. This premium is in addition to the usual council tax charge that applies to that property.

To help reduce the number of long-term empty properties further, at the November 2017 Budget, the Chancellor announced the Government's intention to legislate to bring the maximum in England up to 200%. The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018 has brought in this power with effect from the 2019-20 financial year, amendment is schedule under Section 12 (2) of the Local Government Finance Act 2012. This would give local authorities the tools to increase council tax up to 300% on long-term empty homes, and the incentive for owners of such properties to bring them back into use.

As at January, 2019, Three Rivers District Council has 74 properties that have been empty over 2 years, and the breakdown of properties against individual Bands is as follows;

Band	A	B	C	D	E	F	G	H
No. of Properties Empty over 2 years	7	18	12	13	4	6	6	8

Three Rivers District Council currently applies an additional 50% premium on properties that have been continuously empty and unfurnished for more than 2

years, agreed at a Council meeting in January, 2013. With effect from 1 April 2019, it is proposed to change as follows;

- From April 2019 onwards to charge a 100% premium
- From April 2020 onwards to increase the premium to 200% for properties that have been empty for more than 5 years.
- From April 2021 onwards to increase the premium to 300% for properties that have been empty for more than 10 years.

The Government's intention behind the decision to provide billing authorities with the power to charge a premium was not to penalise owners of property that is genuinely on the housing market for sale or rent, but to strengthen local authorities' attempts to bring empty homes back in to use in order to provide additional housing given the current housing climate"

4. Council agrees the following actions;

- (a) That the 2018/19 revised revenue budget be approved giving a balance on the general fund at 31 March 2019 of **£4.086 m.**
- (b) That the revenue budget for 2019/20 totalling net expenditure of **£12.433m** and the draft revenue estimates for the period 1 April 2020 to 31 March 2022 giving a balance on the general fund at 31 March 2022 of **£3.591m** be approved. **(Appendix 1)**
- (c) That **£2.0m** be considered as a prudent minimum balance for the general fund.
- (d) That the changes to the charges for Long Term Empty Properties be approved and implemented from 1 April 2019.
- (e) That the total capital investment programme for 2018/19 of **£33.314m** and the arrangements for funding the programme resulting in an estimated balance of capital resources at 31 March 2019 of **£9.102m** be approved. **(Appendix 2 pages 17 & 18)**
- (f) The total capital investment programme for 2019/20 of **£14.624m** and the capital strategy for the period 1 April 2019 to 31 March 2022 be approved and notes the capital balances carried forward for future years. **(Appendix 2 pages 17 & 18)**
- (g) A report is presented to the Policy and Resources Committee regarding further options to generate additional property investment income to support the Council's general fund.
- (h) That the financial and budgetary risks be approved and their management monitored by the Audit Committee. **(Appendix 3)**
- (i) That the Council notes the position on the reserves **(Appendix 4)** and the Director of Finance's advice on the robustness of the estimates and the adequacy of the financial reserves.

CL77/18 COUNCIL TAX – DISTRICT ELEMENT

This item (item 10 - Council Tax – District Element) had not been available five clear days before the meeting, as information from other authorities had not been available, but was of sufficient urgency to be considered by Council to enable the Council to despatch Council Tax bills by the required deadline.

Councillor Matthew Bedford proposed, duly seconded, the recommendations in the report.

Councillor Paula Hiscocks asked why Batchworth Community Council were picking up the whole of the special expenses. In Appendix 1 the Aquadrome (£93,940) used to be split between all the unparished areas but the unparished areas were no longer paying anything in special expenses. There were huge sways of the Aquadrome in the other unparished areas and she thought it was very unfair.

Councillor Matthew Bedford said as the allocation of special expenses was agreed at an earlier Council meeting it was now set and could not be changed tonight. His understanding was that the entire Aquadrome lies within the Batchworth Community Parish area and not within the unparished area. This would be confirmed.

POST MEETING NOTE: Although the Aquadrome is a unique facility, the play and recreational areas and pathways that are in the confines of the Aquadrome are treated as special expense in the same manner as the play areas and recreational areas in the Playing Fields and Open Spaces function, with water-based activities being specifically excluded. The boundary of the Aquadrome for which the Council is responsible for includes both the Batchworth and Bury Lakes, but not Stockers Lake, as this is directly managed and maintained by the Herts & Middlesex Wildlife Trust. As the whole of the Aquadrome is located in the Batchworth area and treated in the same way as a Playing Field and Open Space function, it is therefore deemed a special expense because the same function is provided elsewhere in the district by the other Parishes.

Councillor Paula Hiscocks asked why Watersmeet which did falls within Rickmansworth, appears to be split between Batchworth and the unparished areas and the unparished areas pay more.

Councillor Matthew Bedford said the services were allocated based on parts of the Council where those services were provided by the Parishes in other parts of the Council. For those parts of the District where a Parish provided a Community Hall then that charge was levied through the parishes. But for the parts of the cost of Watersmeet that related to the Community Hall function, those were allocated across the two parts of the District where that function was not provided by a Parish (the unparished area and the Batchworth Parish), as against the open spaces which were allocated to the area where they were provided.

Questions were raised by Members with regard to the rules of debate at Council meetings. Provided as an attachment to the minutes is Rule 16 from the Council Constitution which details the rule of debate at Council meetings

On being put to Council the Council Tax – District Element was declared CARRIED by the Chairman of the Council the voting being 23 For, 2 Against and 12 Abstentions and in accordance with budget setting legislation a recorded vote was requested the details of which were as follows:

For: Councillors Matthew Bedford, Sara Bedford, Stephen Cox, Steve Drury, Peter Getkahn, Stephen Giles-Medhurst, Margaret Hofman, Joan King, Stephen King, Chris Lloyd, David Major, Joy Mann, Keith Martin, Alex Michaels, Sarah Nelmes, Alison Scarth, Andrew Scarth, Roger Seabourne, Jon Tankard, Martin Trevett, Alex Turner, Kate Turner and Phil Williams.

Against: Councillors Paula Hiscocks and Ralph Sangster.

Abstentions: Diana Barber, Rupert Barnes, Joanna Clemens, David Coltman, Valerie Coltman, Donna Duncan, Alex Hayward, Heather Kenison, Angela Killick, Debbie Morris, Reena Ranger and Alison Wall.

RESOLVED:

That the following amounts be calculated for the year 2019/20, in accordance with Sections 31 to 36 of the Local Government Finance Act 1992:-

- (a) £50,018,124 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by parish councils.
- (b) £41,257,710 being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
- (c) £8,760,414 being the amount by which the aggregate (a) above exceeds the aggregate at (b) above.
- (d) £224.10 being the amount at (c) above divided by the council tax base, as the basic amount of its Council Tax for the year (including parish precepts).
- (e) £3,133,724 being the aggregate amount of all special items (parish precepts and special expenses)
- (f) £143.94 being the basic amount of its Council Tax for the year for dwellings in those parts of the area to which no special item relates.

(g)

Abbots Langley	228.25
Batchworth	227.14
Chorleywood	237.73
Croxley Green	222.65
Sarratt	231.99
Watford Rural	212.07
Unparished	211.07

being the amounts given by adding to the amount at (f) above the amounts of the special item or items relating to the dwellings in those parts of the Council's area listed above divided by the council tax base, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

(h)

Parts of the Council's Area	Valuation Band							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Abbots Langley	152.17	177.53	202.89	228.25	278.97	329.69	380.42	456.50
Batchworth	151.43	176.66	201.90	227.14	277.62	328.09	378.57	454.28
Chorleywood	158.49	184.90	211.32	237.73	290.56	343.39	396.22	475.46
Croxley Green	148.43	173.17	197.91	222.65	272.13	321.61	371.08	445.30
Sarratt	154.66	180.44	206.21	231.99	283.54	335.10	386.65	463.98
Watford Rural	141.38	164.94	188.51	212.07	259.20	306.32	353.45	424.14
Unparished	140.71	164.17	187.62	211.07	257.97	304.88	351.78	422.14

being the amounts given by multiplying the amounts at (g) above by the proportion in paragraph 3.7.

CL78/18 SETTING THE COUNCIL TAX

This item (item 11 - Setting the Council Tax) had not been available five clear days before the meeting, as information from other authorities had not been available, but was of sufficient urgency to be considered by Council to enable the Council to despatch Council Tax bills by the required deadline.

Councillor Matthew Bedford proposed, duly seconded, the recommendations in the report.

On being put to Council the Setting the Council Tax was declared CARRIED by the Chairman of the Council the voting being 31 For, 6 Against and 0 Abstentions.

In accordance with budget setting legislation a recorded vote was requested the details of which were as follows:

For: Councillors Matthew Bedford, Sara Bedford, Stephen Cox, Steve Drury, 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, Reena Ranger, Ralph Sangster, Alison Scarth, Andrew Scarth, Roger Seabourne, Jon Tankard, Martin Trevett, Alex Turner, Kate Turner, Alison Wall and Phil Williams.

Against: Councillors Diana Barber, Rupert Barnes, Joanna Clemens, David Coltman, Valerie Coltman and Donna Duncan.

Abstentions: Zero.

RESOLVED:

That it be noted that for the year 2019/20 the Hertfordshire County Council and the Police and Crime Commissioner for Hertfordshire have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwelling shown below:-

Precepting Authority	Valuation Band							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Hertfordshire County Council	842.78	983.22	1,123.70	1,264.15	1,545.08	1,825.99	2,106.93	2,528.30
Hertfordshire County Council Adult Social Care	63.85	74.51	85.14	95.79	117.07	138.37	159.64	191.58
Police & Crime Commissioner	125.33	146.22	167.11	188.00	229.78	271.56	313.33	376.00
Total	1,031.96	1,203.95	1,375.95	1,547.94	1,891.93	2,235.92	2,579.90	3,095.88

That, having calculated the aggregate in each case the Council in accordance with Section 30 (2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2019/20 for each of the categories of dwellings shown below:-

Parts of the Council's Area	Valuation Band & Charges							
	A	B	C	D	E	F	G	H
	£	£	£	£	£	£	£	£
Abbots Langley	1,184.13	1,381.48	1,578.84	1,776.19	2,170.90	2,565.61	2,960.32	3,552.38
Batchworth	1,183.39	1,380.61	1,577.85	1,775.08	2,169.55	2,564.01	2,958.47	3,550.16
Chorleywood	1,190.45	1,388.85	1,587.27	1,785.67	2,182.49	2,579.31	2,976.12	3,571.34
Croxley Green	1,180.39	1,377.12	1,573.86	1,770.59	2,164.06	2,557.53	2,950.98	3,541.18
Sarratt	1,186.62	1,384.39	1,582.16	1,779.93	2,175.47	2,571.02	2,966.55	3,559.86
Watford Rural	1,173.34	1,368.89	1,564.46	1,760.01	2,151.13	2,542.24	2,933.35	3,520.02
Unparished	1,172.67	1,368.12	1,563.57	1,759.01	2,149.90	2,540.80	2,931.68	3,518.02

CL79/18 TO RECEIVE ANY PETITIONS UNDER PROCEDURE RULE 18

None received.

CL80/18 QUESTIONS FROM THE PUBLIC UNDER PROCEDURE RULE 15

None received.

CL81/18 CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised he was still enjoying the role and was able to see the wonderful areas of the community although he admitted he did not do a lot outside the District. He tried to attend events within the District and said the work that people do in this community was absolutely fantastic. He was very proud that he was able to go and see the work they do and endorsed everything they did.

CL82/18 REPORTS AND QUESTIONS TO THE LEADER AND LEAD MEMBERS

LEADER OF THE COUNCIL

Councillor Sara Bedford said Officers were busy preparing for the visit from the Local Government Association Peer Review Team. She knew it had proved difficult to try and arrange the meetings but wished to thank Gordon Glenn who had worked very hard arranging meetings, briefings and focus groups. The

Council Officers were well prepared and excited to have the opportunity to showcase what the Council had achieved, would continue to achieve and the exciting plans for the Council's future.

She was delighted to spend an evening with the Royal Navy Reserve at HMS Wildfire who would be celebrating their 20 anniversary next year. She had been shown a certificate signed by the former Council Chief Executive Alistair Robertson and one by Graham Williams the then Chairman of the Council. The Royal Navy Reserve wanted to inform her and other people within the District what they do, their three main aims being to inform employers of the advantage of recruiting a member of the Royal Reserve; to inform residents and staff of the advantages of joining up, and to build community links. The Commanding Officer realised they could do more in Three Rivers. She had suggested a few ways in which they could get involved, particularly forging links in South Oxhey through the Fun Day and Youth groups. She felt this would be very positive bringing interesting things for the young people.

She referred to the Memorandum of Understanding for the South West Herts approved earlier in the meeting. A huge amount of work had been done as a Partnership to look at each Council's particular issues. Residents expected us to work together and expected the infrastructure to be provided across the Districts. We need to be supporting the infrastructure to be provided across the area and look at what we can do to pool resources to provide the best infrastructure we can. We are well ahead in South West Herts and were one of the first groups of Councils in the country to get this work done.

She praised Jennie Probert who was mentioned at a Herts County Council meeting last week. The Lead Member had described her as being a vital part of the Herts Waste Partnership (HWP) and a driving force within the HWP for flytipping. She had thanked the Lead Member for mentioning Jennie. He had also said how helpful and dynamic he found Jennie and her attitude towards getting things done.

She also mentioned Tracy Langley who had been masterminding the moves to free up office space to accommodate the CAB within this building. She understood this would happen by the end of next month. This would ensure space was being used as efficiently as possible. As a modern Council it does not mean that we have to have 95% of our staff sitting behind a desk for 95% of the working week. Tracy was working very hard to make sure that this had happened seamlessly.

She praised Jess Hodges who is the Park Ranger at Leavesden Country Park. Since she joined last summer she had been a whirlwind of fresh air with many new ideas. Jess had provided a programme of activities during the half term and she had received many residents praise both personally and on social media on the work Jess had done, her enthusiasm and how she got the children involved in the activities. There were a lot of children there with their parents enjoying the activities.

She also thanked Nigel Pollard. Nigel was her go to person for everything on Finance. For a non-Finance person like herself it was wonderful to be able to ring up Nigel for his patient explanations..

INFRASTRUCTURE, HOUSING AND ECONOMIC DEVELOPMENT

Reports from the Lead Member for Economic Development (Cllr Stephen Giles-Medhurst), Lead Member for Infrastructure and Planning Policy (Cllr Martin Trevett), Lead Member for Housing (Cllr Andrew Scarth).

Councillor Stephen Giles-Medhurst, Lead Member for Economic Development wished to thank Councillors Andrew Scarth and Phil Williams who, acting as community champions, had raised direct with Arriva the issues over the late running and non-arrival of the buses in their parts of the District. He had also raised this with Officers who were compiling a list of complaints. He had also raised this with County officers who were aware of an increased number of complaints from residents about bus services performing poorly and that had generated a number of emails to County Councillors. In order to inform Members he advised what the procedures were for dealing with bus complaints. The County Council had spoken to the Driver Vehicle Standards Agency (DVSA) about the level of service from bus operators and the complaints that they get via the County Councils own system at: feedback.ptu@hertfordshire.gov.uk

The DVSA had advised they themselves take the regulatory action and forward any concerns to the Traffic Commissioner. All complaints in the first instance have to be directed to the operator of the buses. Before anybody can help with the complaint the customer needs to contact the operator and give them time and the opportunity to respond. He knew that the constituents of both the Councillors Wards had done this. Customers can copy in their complaint to their Councillor and indeed the County Council so that they are aware of the position. The County Council, and this Council for the routes we support, have control and influence, while on the commercial routes, which was 90% of the network, the County Council and us have no control or powers. The DVSA can progress the matter to the Traffic Commissioner about the punctuality and reliability standards using a network called bus users UK for which there is a website.

<https://www.bususers.org/england/contact-us>

The complaint goes through a procedure called alternative dispute resolution which deals with passenger complaints although this may change under the European Rights Legislation which had not been promulgated into UK legislation so what will happen after 29 March we do not know. Arriva had a huge amount of problems over driver shortages, engineering staff leaving against part of the Brexit issues and a higher than normal vehicle failure rate

He had attended a briefing on the South West Herts Growth and Transport Plan before it went to the County Council. Some of the unanimous IHED Committee views had been taken on board. The plan was being amended and reworded in a number of respects.

Councillor Joan King said the Administration had taken the credit for the meeting with the bus company but what they failed to say was that both she and Councillor Stephen King were at the meeting and had instigated it following contact from a member of the public. Councillor Scarth had suggested a meeting with the bus company.

Councillor Sara Bedford asked if the Lead Member for Economic Development had seen the email from Councillor Andrew Scarth setting up the meeting and inviting both Councillor Joan and Stephen King. Did he also have a copy of the invitation and emails between the Managers at Arriva and Councillor Andrew

Scarth? The Lead Member confirmed he had. Councillor Joan King said what they could not have possibly seen was a telephone call.

Councillor Angela Killick sought clarification that the County Council apparently had no powers over 90% of the routes which were commercial. She had received an email from the County Council saying the contrary.

Councillor Stephen Giles Medhurst said she could consult the County Councillor in her Group who had received exactly the same email which had been sent to 78 Members. As far as he was aware he was factually correct. These were private commercial routes which the County Council could liaise with the bus operators. He hoped a good quality bus partnership which was supported across the political spectrum at County Hall, would then give them similar but not the same powers as Transport for London in the future. This would then give the County Council some control over the bus network and some say on how the bus operators operate. This would provide for a more regulated and properly organised bus service. On the commercial routes we can complain about it to Arriva or whoever was running the service but we can't force them to do exactly what we want.

Question to Councillor Stephen Giles-Medhurst, Lead Member for Economic Development, from Councillor Diana Barber

As allegations that parking charges have had a negative impact on traders in Rickmansworth are continually being denied, can we have the income breakdown for the parking meters, information about the percentage of tickets for one hour only and those for more than an hour would be useful.

Councillor Stephen Giles-Medhurst replied that the parking machine recorded income was £164,783 to the third quarter. The short stay parking machine recorded income was £72,832. On free tickets as a percentage of the total tickets issued in short-stay car parks it was 83% (336,872 tickets out of 403,431 that were issued)

Councillor Diana Barber said that it had confirmed that 83% was a high turnover of people parking free and had increased churn.

Councillor Stephen Giles-Medhurst said it had increased churn and indicated that more people were coming to Rickmansworth by private vehicle. This was therefore increasing the throughput and had the desired effect of bringing more people into the town.

Question to Councillor Stephen Giles-Medhurst, Lead Member for Economic Development, from Councillor Paula Hiscocks

How are we checking that Hertsmere is complying with our parking enforcement contract and that residents are getting value for money?

Councillor Stephen Giles-Medhurst said since the start of the parking contract with Hertsmere BC (HBC) in April 2018 Officers had met regularly with the Parking Services Manager and also received quarterly reports containing operational data. In addition, their Finance Director, Head of Service and Parking Manager had met with Steven Halls, Geof Muggerridge and Kimberley Rowley on at least two occasions since commencement of the Partnership. Kimberley Rowley was meeting with the Parking Services Manager and her deputy, on average on a monthly basis. He had also met with Senior Managers

at HBC to discuss the progress and particularly on their support work for parking controls and their scheme in Croxley.

Officers closely monitored the Partnership to ensure it was delivering the agreed service. As a result of the Partnership TRDC had moved to virtual permits for residential and some visitor permits. It was anticipated this would continue to be rolled out across all permits further reducing paper and increasing back office and enforcement efficiencies.

Councillor Paula Hiscocks said with the introduction of the virtually paperless permits the only people checking them were the traffic wardens. How were we checking the wardens as she had seen cases where they walked up and down the road and were not checking the cars?

Councillor Stephen Giles-Medhurst said that they were being monitored by their Supervisor as part of the contract. If the Councillor had any evidence or indication that tickets were not being issued then this should be reported rather than raising a question here. The evidence in terms of penalty charge notices issued in the first three quarters was 3,587 of which on street was 2,301. It showed a dramatic increase in the number of penalty charge notices issued and what was interesting as a result of that some £67,665 was received on the discounted rate (those paying the penalty early) and £23,053 on the full rate. It was also evident from the quarterly report that more tickets were being issued as a result of this with the number of complaints dropping to two in the last quarter. The parking service had increased the income as expected in the first three quarters of this year. There had been drop in surgeries where residents had come along. This issue had not been raised as far as he was aware from the 75 people who had been seen at Three Rivers House.

Question to Councillor Stephen Giles-Medhurst, Lead Member for Economic Development, from Councillor Alison Wall

The Council's parking review for Croxley Green has not been circulated, as further analysis has been requested. Can we please be told why and what exactly is being requested?

Councillor Stephen Giles-Medhurst advised that further analysis had not been requested. Following a request by a Local Ward Councillor, the IHED Committee decided that the report would be presented to a future meeting therefore the programmed scheme had been delayed.

The initial report had been produced by Hertsmere BC on the outcomes of the Stage 2 consultation of which he had a copy. It was very substantial report.

Once the Croxley Councillors had read and digested the report, he would like to meet with them to discuss before a report with any recommendations was brought to the next IHED Committee in June. Such matters were normally delegated to the Director in consultation with the Lead Member and Ward Members but bringing this back to the Committee had delayed progress. However that was the wish of the Committee and Croxley Councillors. The report was draft at this stage and confidential because it contained information which may be able to be traced back to individual respondents therefore not for public publication.

Councillor Alison Wall thanked Councillor Giles-Medhurst for the response. She had contacted Officers asking where the Council were with the review and was

told that it was in draft form but had been sent back to Hertsmere for further analysis. That was why she tabled the question. The review was first introduced in 2015 so was now four years down the line. She was happy that progress was being made and looked forward to reading the report.

Councillor Stephen Giles-Medhurst replied that the consultation had been carried out between October and December 2018 with 536 individual items of correspondence to be analysed. This was a particularly good response rate for this type of consultation and that was one of the reasons why it had taken a bit longer. He wanted to make sure as indeed did the Officers that all the information was analysed in the report correctly.

Question to Councillor Stephen Giles-Medhurst, Lead Member for Economic Development, from Councillor Alex Hayward

Can we be advised what position this Council is taking in response to the Heathrow Consultation?

Councillor Stephen Giles-Medhurst had seen the consultation documents. He understood a County Officer was dealing with this as part of the Strategic Transport Team and would take any input from Three Rivers. A County wide response would be produced. He invited Councillor Matthew Bedford to give a more detailed response as he had attended the exhibition at Heathrow.

Councillor Matthew Bedford advised that the consultation session at Heathrow was organised for local authorities across the south east. The consultation was not about the principal of expansion at Heathrow it was about the general areas and general sectors of air space which would accommodate the future flight paths. The presumption which currently exists was in favour of a westerly take-off and landing rather than an even handed approach between easterly and westerly take-off and landing which does not wholly depend on the way the wind blows. Currently when the wind was slight enough in either direction the presumption was for a westerly take-off and landing which actually effects the residents of this District more than easterly. They were reviewing whether or not to continue with that presumption in favour of the westerly take-off and landing or whether to change it. Mr Peter Simons was liaising with County Officers to draft a response in time for the closing date which was early next week.

Councillor Alex Hayward asked when Councillor Bedford attended the consultation session and which Committee it would be reported back to. Councillor Matthew Bedford was unable to advise when the consultation session had taken place but would circulate the information if it was of use although it had been within the last 2/3 weeks. The report back was being done that evening.

Councillor Sara Bedford said the invitation was sent to her as the Leader of the Council but she was unable to attend. Councillor Matthew Bedford was interested in flight paths and had attended instead.

Councillor Stephen Giles-Medhurst added that there had been 40 public meetings held and any Members could have attended or could have responded online to the consultation.

Councillor Alex Hayward said that no detail had been provided on the position Councillor Matthew Bedford advised that the response was currently being drafted.

Question to Councillor Stephen Giles-Medhurst, Lead Member for Economic Development, from Councillor Angela Killick

Has there been any TRDC involvement with *EXTRA regarding the possible construction of a motorway service station between Junctions 16/17 of the M25?*

Councillor Stephen Giles-Medhurst advised that the proposed development was outside the boundary of Three Rivers District Council (TRDC) and as such there had been no discussions with TRDC Planning Officers or any Senior Council officers. The Senior Council officers were shown the public consultation preliminary plans as a matter of courtesy but they would have no say in the pre-application process which is not party to this authority. Should a formal planning application be made a shared planning service of South Bucks and Chiltern District Councils would then of course be expected to be consulted as part of that process. Preliminary plans showed the Service Station would be accessed only from the M25 with no links to any local roads in Three Rivers. Highways England would have a large say in the matter and have their own planning powers.

Councillor Martin Trevett reported on the Local Plan consultation at the end of last year which produced over 3,000 responses on the potential sites. Officers were in the process of analysing them. One of the spin offs of the consultation was it alerted other land owners with a further 25 sites put forward across the District. These sites would be evaluated along with the others and would come forward later in the process. The first meeting of the Local Plan sub-committee had been held which had received a presentation on where we were in the process and set the scene for future meetings. The next meeting was on 7 March 2019 where it was planned to have a resume of the main points and start looking at the sites. There was a lot of work to do and Claire May was keen to get dates in the diary for sub-committee meetings. Although substitutes were allowed it was important that Members of the sub-committee as far as possible attend the meetings so that they were fully up to speed with the process. News received at the end of last week from the Government was that they had decided not to use the Office of National Statistics (ONS) household projection figures. Our projected housing needs would therefore be the 2014 projection of 620. It made you wonder what the point was in having up to date figures if the Government was going to pick figures to suit themselves. The Leader had written to the Minister in the past but we should maybe take it up further with our local MPs who may not be aware.

He reported on the amount of CIL money that had been collected and distributed to the Parishes over the last year. A total of £1,299,060.96 was collected of which £324,578.10 was available for distribution to the parishes. The breakdown of this was as follows:

Abbots Langley - £72,701.29

Batchworth Community Council - £112,715.90

Chorleywood - £38,037.87

Croxley Green - £19,329.23 although that would increase next year as Croxley now had a neighbourhood plan and the percentage would have gone up by another 10%

Sarratt - £616.81 as there had not been a lot of development in Sarratt

Watford rural is rated at zero for CIL purposes and does not receive a payment.

Councillor Paula Hiscocks asked why no CIL was being collected for South Oxhey. Councillor Martin Trevett advised that the payment of CIL would be reviewed as part of the new Local Plan but if his recollection was correct it was deemed to be an area of deprivation but they did receive Section 106 money which does counteract that.

Councillor Stephen Cox asked if the Lead Member would welcome the nil CIL contribution being binned for Watford Rural.

Councillor Sara Bedford said it was not something the Council can have a democratic vote on. The methodology was laid down in the Act and the Council cannot just say the rate. We need to have evidence and use consultants who have the expertise in land values and land development to bring this forward. There was no doubt that the increase in land prices locally were in part down to the fact that there was regeneration in South Oxhey. When we do a review of the CIL contributions, as part of the Local Plan process, we will see an uplift across the board.

Councillor Martin Trevett added that this was an examination which was carried out externally from the Council and was not a decision within the Council's powers.

Question to Councillor Martin Trevett, Lead Member for Infrastructure and Planning Policy, from Councillor Stephen Cox

Does he agree with me that it would be a shame if land previously used for sports and leisure activities were to be given over to housing in the new local plan presently being formalised?

Councillor Sara Bedford responded that National Planning Policy Framework (NPPF) required that we demonstrate we had looked at every opportunity for development with a view to accommodating our housing needs. The target was a moving feast as the Government decided which methodology to use. The NPPF states that land that is currently used for sport and leisure should not be built on but as you are referring to land that was previously used this does not apply. Therefore it has to be taken with the same methodology and supporting reports to put it in the whole process the same as everything else. To not follow that for all of the sites which fall into that category would leave us open to possible legal challenge on the reports that are there.

Councillor Stephen Cox said the Leader would fully appreciate the benefit that playing sport brings to people and reminded her of her comments in the Watford Observer regarding the Oxhey Jets football club site. She had promised residents that she did not see this being lost on her watch. She was quoted as saying the site had been in use for many years for leisure and sport activities and she can see no reason why that should change and she would press for this to be the case in the new Local Plan. Could she give him a cast iron guarantee that Oxhey Jets would be left alone and that the CSF52 site would not be put into the Local Plan for housing.

Councillor Sara Bedford said that the question Councillor Cox asked was about land previously used as sport and leisure it did not say land currently used for sport and leisure which was why he got an answer about land previously in use for sport and leisure. Now he had made it clear he was actually talking about land currently in use for sport and leisure this was entirely different under the NPPF.

She believed and Councillor Cox was correct that land currently in use does have different protection under the NPPF and in the Local Plan to land that was formerly used. She had spent time talking to the Oxhey Jets Club and looking at the work they do. As Councillor Cox was aware she serves on the Management Committee of grass roots football clubs and does other work with grass roots football and is very keen to see that there and not to see it lost on her watch. This was why at the end of last month she wrote a letter to the Chief Executive of the County Council explaining exactly why (she was happy for him to see a copy of the letter) the Oxhey Jets site should not be built on. She had gone through various things within the year of leisure and sport that the county council had had and pointed out some of the objectives that are within that and how those are met by Oxhey Jets. She mentioned how South Oxhey was an area which had a lot of flats and small gardens and there was not a lot of room for people to play football on their own land.

She was able to find an article which the County Council Chief Executive wrote when Director of Resources in the Local Government Chronicle where he stated "the Council wanted to influence good quality place spacing, infrastructure and design looks like." She thought place shaping would be far more than just housing design and that the loss of the Oxhey Jets as a community asset would run totally counter to place shaping strategies that the County Council says they support. Mr Mapley continued that as part of this work during 2016 they had exploring the potential for the Council to better make use of surplus urban land and she had pointed out that this land was not surplus for the South Oxhey community in any way. She had asked therefore to remove the part of the site that was used by Oxhey Jets and for use by the MUGA and to ensure that is removed from the Local Plan as we cannot rule it out now but the County Council can do so. We have to go through a set process and what would come out of that we all have very clear ideas on what should happen to land that is currently in use but we must go through the necessary steps. Whilst it was correct that Three Rivers can decide that it can only decide that at the end of the process. If we remove the site there was the opportunity for the County Council to go back to the examination public and ask that the site be reconsidered for housing. She had asked Mr Mapley to confirm that if that happens the County Council would not come back to the public enquiry and ask for that piece of land to be reconsidered.

She had given a very good explanation on the needs of the South Oxhey community, the role that Oxhey Jets played not only as a sport and leisure venue. She also advised details on the use of the community facility and some of the things that had happened there recently in terms of sponsored football matches supporting the family that were burnt out of their home two days before Christmas, supporting the child who had had a stroke and various other community things and specifically the need for the physical activity within the South Oxhey an area. She intended to support South Oxhey Jets as best she could. She would not give false hope and any absolute that would rule herself or anyone else out of giving a fair and open comment on the Local Plan or planning applications when they come along as Councillor King would know as a member of the Planning Committee that was something we cannot do. She had made a promise publicly in the Watford Observer that she intended to stick to that.

Councillor Andrew Scarth reported he had attended a Portfolio Holders meeting at Welwyn and Hatfield Council with Mr Alan Marsden from Housing which had

been very informative. Sharing practices amongst other Portfolio Holders across the county was very valuable with affordable housing a key issue. The Homelessness Reduction Act was also discussed along with rough sleeping, social housing and armed forces housing allocation consultation. That morning he and the Head of Housing had visited Thrive Homes head office in Kings Langley to meet the CEO and the Operations Director with the aim to understand which direction our largest housing association was going in Three Rivers and explore more ways of working in partnership

Finally he wished to praise Kimberley Grout and her team for producing the Housing, Homeless and Rough sleeping strategy 2017 to 2022. He sincerely hoped Members had read it. There were 39 pages of carefully worded text and as usual it was of an exceptionally high standard

Questions to Councillor Andrew Scarth, Lead Member for Housing, from Councillor Diana Barber

How many people remain stuck in accommodation in other Districts outside TRDC as a result of the delay at the Bury?

Councillor Andrew Scarth advised that there were currently 11 households in temporary accommodation outside the District in Harlow.

Councillor Diana Barber asked how soon we felt that they may be relocated back to Three Rivers.

Councillor Andrew Scarth said once The Bury was completed there was a good chance they could make use of the facilities but really it was a moveable feast. The number that he was given by the housing people could change so he could not give a precise date.

Questions to Councillor Andrew Scarth, Lead Member for Housing, from Councillor Paula Hiscocks

When will the homeless hostel in The Bury, Rickmansworth be finished and when will our first Three Rivers homeless families be moving in?

Apart from the initial drainage problems what exactly has caused the delay of The Bury hostel?

Councillor Andrew Scarth said that the anticipated completion date was week commencing the 26 April with households moving in the following month with the word anticipated being a key word. He advised at that last meeting when a similar question was raised, which he understood Councillor Hiscocks was unable to attend, could we use the word temporary accommodation rather than homeless hostel because this was what it was temporary and wonderful accommodation

Councillor Sara Bedford said there had been delays in completing the temporary accommodation. She did agree with her colleague, this was not a hostel, these were people's homes, temporary it might be but still a home. The delay was the direct result of the overall poor performance of the main contractor. There had been several problems and as a result officers had notified the contractor that the remedies within the contract for liquidated and ascertained damages for failing to complete the works by the agreed programme date would be applied. The total value currently deducted was £69,445 and rising steadily.

Specific examples of the delays included:

- factory delays with the steel components which delayed the original delivery date;
- a failure of the contractor to properly discharge delivery requirements with the Highways department at HCC which meant the original dates had to be rescheduled;
- problems with the contractor not fulfilling building regs. as required;
- a failure to adequately manage utility connections leading to late connections; and
- an incorrect order of the walkway which is key part of the building and meant that a second order had to be made.

All of these are in the process of being rectified and obviously we will not be using the contractor again. They did go through a full process to gain the contract and as usual we are in the hands of the private sector and how they perform. It is quite sad to see people who opposed temporary housing being built in various parts of this District were now crying because it was not being built quickly enough. We are not paying any extra costs as part of this; they are down to the contractor, and on top of that the contractor is paying us damages as well. That is not helpful we would rather have the accommodation but it is at least a small thing to have.

Councillor Paula Hiscocks asked for details on the reasons for the delay to be sent to her as residents were concerned and wanted to know why scaffolding went up twice considering how expensive it is and what the ascertained damages are for the building please.

Councillor Sara Bedford said that details would be included in the minutes but what Members all needed to know was we are not covering the extra costs these are down to the contractor and on top of that the contractor is paying us damages.

LEISURE, ENVIRONMENT AND COMMUNITY

Reports from the Lead Member for Leisure (Cllr Chris Lloyd), Lead Member for Environmental Services (Cllr Alex Michaels), Lead Member for Community Safety and Partnerships (Cllr Roger Seabourne) and questions.

Councillor Alex Michaels wished to thank the Committee Team, Tracy Langley and Facilities for organising the Member's reusable cups. These would help cut down on our plastic waste by eliminating the need for single use plastic cups.

He wished to say thank you to the recycling and refuse crews who braved the bad weather a few weeks ago. Pretty much every single bin across the District was emptied which was very impressive and was down to the hard work and good organisation of the individuals who go out every single day.

Question to Councillor Alex Michaels, Lead Member for Environmental Services, from Councillor Angela Killick

When will this Council ensure that routine litter picking takes place along the Junction 17 Motorway spur to Maple Cross, and in what months of each year will these litter picks take place?

Councillor Alex Michaels advised that dialogue with Ringway was taking place and he hoped that litter picking would take place in March and September.

Councillor Angela Killick asked if he was aware that she had been pressing for this for 3 years. She was glad to hear that he was in dialogue with Ringway and hoped that work would start in March and later in the summer every year. Could he give her a little more hope than he had managed to do so far?

Councillor Alex Michaels advised that this was the first time he had been aware of this and it had not been mentioned before. They were in active dialogue at the moment and do plan to ensure a litter pick up twice a year. It was quite complicated as the road needed to be closed on certain nights and this would need to be coordinated with Ringway so the road was only closed once. He thanked Officers for their hard work on this.

Councillor Peter Getkahn asked if the Lead Member was aware that the renewal of the Ringway contract was opposed by this Council because of its poor performance. The Lead Member was very aware of that.

Councillor Roger Seabourne had nothing to report.

Question to Councillor Roger Seabourne, Lead Member for Community Safety and Partnerships, from Councillor Alex Hayward

Sarratt Parish Council has arranged free lifeline alarms for their elderly residents. Can the Lead Member advise what other initiatives either by TRDC or other Parish Councils are operating to provide community safety to the residents of TRDC?

Councillor Roger Seabourne said as far as he understood Sarratt Parish Council had not arranged free life line alarms as there was nothing on their website to indicate they did. He had a whole page of what they did under Sarratt Care but did not mention providing life lines. He understood Sarratt and Chipperfield Community Foundation (SCCF) in conjunction with the Parish Council had equipped some vulnerable residents with panic alarms. He had asked SCCF for more information but they had not responded. Previously they had been provided by Thrive Homes or Watford Community Housing Trust (WCHT) but they were now provided by Herts Care. Information was available on the website.

Councillor Chris Lloyd wished to thank the volunteers in the community. He also thanked all Members of the Committee for all their contributions and thanked the Leisure officers who support the Committee on many different projects that we have been discussing over the past 12 months.

RESOURCES AND SHARED SERVICES

Report from the Lead Member for Resources and Shared Services (Cllr Matthew Bedford) and questions.

Councillor Matthew Bedford wished to remind Members to complete the form for the declaration of Related Party Transactions. Everyone would have had an email which included the form to return them back to Committee or Finance teams.

The development at the former Grapevine pub in South Oxhey was expected to be completed at the end of March. The show flat for the shared ownership properties he believed was opening next week to start the process of selling those properties. A total of 33 flats with a mix of affordable rent, social rent and affordable properties had been built through a joint venture with WCHT.

Question to Councillor Matthew Bedford, Lead Member for Resources and Shared Services, from Councillor Joan King

The proposed market square in the South Oxhey redevelopment should be a space to encourage people to visit the market and shops being proposed for this area. However, in order to ensure that the envisaged market thrives and provides an environment that makes shopping a pleasant experience, it is imperative that the traders are encouraged to use this space.

Watford Rural Parish Council has been told by developers that a toilet for stallholders may be installed but no details have been provided despite frequent requests. As with the parking provision, this has been discussed with Three Rivers Officers but, despite discussions and requests from the Parish Council for this problem to be resolved, nothing has been received.

The Parish Council cannot commence negotiations with market managers until these two questions are resolved. So, in order to ensure that a vibrant and commercially viable market is ready to be put in place when the market square is ready, please could you advise why the issues regarding parking for stall holders and the provision of toilets and washing facilities for them to use has not yet been resolved?

Councillor Matthew Bedford advised that the toilets for the market traders were not part of the original plans, however Countryside had taken on board the comments raised by this Council and the Parish Council and they confirmed that they were now planning to incorporate a toilet and a store into their scheme. This was subject to (a) the necessary planning consents and (b) agreement with whoever will be running the market that they will take on the ongoing legal and management arrangements including fair contributions to building maintenance, management and insurance. Countryside would also need to agree performance standards for its upkeep of the toilets and appropriate controls around access and usage.

In terms of parking arrangements the arrangements which exist for the existing market would be replicated that is to say traders would need to unload and then find unrestricted parking nearby. We have previously discussed, that the parking arrangement in the streets around the South Oxhey Initiative area would need to be reviewed and the Council had already committed to doing this at an appropriate time.

Councillor Joan King asked if Countryside could put that answer in writing to the Parish Council because they had been waiting for this. They could not approach the managing company for any market until they had that information. On the parking it was no good saying they can park on the roads when we don't have parking now. The parking in South Oxhey is appalling we have a garage that says it does not park there when it does, we have the centre which was being developed and we understand that would cause problems making the parking a lot worse. All we are asking if there was some way to give permits so that they can park somewhere in the area or have permits they can pay for or something is put in place so that they know when they have unloaded they don't take pot luck on whether they can get their vehicles parked.

Councillor Matthew Bedford said the toilets were something that needed to be raised with Countryside through the Community Board and certainly now that we have been given formal confirmation to the Council he could not see why they wouldn't put that in writing to the Parish Council. He asked the Director if he encouraged that to be done. The parking was a separate issue and that probably needed to be taken forward through the parking department of the Council rather than through the South Oxhey Initiative because the parking spreads beyond the Initiative area. He was well aware of the pressures on parking that currently exist and the concerns that residents have for the future. The Council had already committed that it would review the parking arrangements around the centre of South Oxhey. He was sure that the requirements and requests of the market traders can be built into that review but he did not believe there was a firm date for that review but it would be forthcoming because we are conscious it needs to be addressed.

POST MEETING NOTE: A meeting between Councillors Joan King, Pam King and Valerie Coltman, representing the Parish Council, and Countryside Properties and TRDC, was held on 20 March to discuss the provision of a toilet & washing facilities for the Market Stallholders. It was agreed that such facilities will be incorporated into the scheme.

Question to Councillor Matthew Bedford Lead Member for Resources and Shared Services from Councillor David Sansom

Will the accounts for the three limited companies that the Council has set up with residents' money be included in the budget?

If not when will the annual accounts for the three new TRDC limited companies be reported to the Council?

Councillor Matthew Bedford advised that the companies were separate legal entities and should not be included in the Council's budget. What we will do is include any money where the Council is making a direct investment or a loan or had some other direct transaction with one of the companies concerned. So obviously any interest received or other payments received from those companies would appear in the Council's budget but the budgets of those entities will not be part of the Council's budget.

If not when will the annual accounts for the three new TRDC limited companies be reported to the Council?

Councillor Matthew Bedford advised that they were separate legal entities so they would not be directly reported to Council. The accounts of the three companies were publicly available via the Companies House website. For completeness, Members should note that the Council wholly owns only one company. The other two are joint venture companies owned 50/50 with Clarendon Living Ltd, which is a company itself owned by Watford Community Housing Trust.

Question to Councillor Matthew Bedford Lead Member for Resources and Shared Services from Councillor Joanna Clemens

Can I please have a complete list of the names of all our computer hardware providers, not the companies that sell them to us but the companies which make our computers, servers etc.

Councillor Matthew Bedford said it was not really appropriate for Councillors to get involved with decisions about which supplier the Council may be using to supply different types of IT hardware. Nevertheless he ran through the list of suppliers who currently are involved:

- Servers – Dell, HP & Qmatic
- Desktops – Lenovo
- Tablets – Linx & Microsoft
- Access Control - Novatech
- Laptops – Samsung
- switches – Cisco
- Firewalls – Juniper
- WiFi – Aruba
- Storage – Nimble
- Printers – Ricoh/Canon
- Telephony – Avaya
- scanners – Fujitsu
- Monitors - Benq, Iiyama

Councillor Joanna Clemens thanked Councillor Bedford for the reply and clarification. The reason for the question was with regard to the procurement process from the perspective of security. Members may have seen the intervention from GCHQ yesterday reflecting on the Chinese technical giant as being a threat to security.

Councillor Matthew Bedford noted the comments and said the Council does subscribe to the relevant certification and levels of security that are prescribed by Central Government by the Cabinet office and we are in compliance with those at the moment.

**CL83/18 REPORTS AND QUESTIONS TO THE CHAIRMEN OF THE AUDIT, PLANNING, LICENSING AND REGULATORY SERVICES COMMITTEES (RULE 14)
AUDIT COMMITTEE**

Report from and questions to the Chairman of the Audit Committee (Cllr Keith Martin).

Councillor Keith Martin had nothing to report as the Committee had not met since the last Full Council meeting. The next meeting was towards the end of March.

PLANNING COMMITTEE

Report from and questions to the Chairman of the Planning Committee (Cllr Sarah Nelmes).

Councillor Sarah Nelmes reported that we continue to run planning in the District very efficiently and noted that the ONS showed that 94.4% of our applications are dealt with within 8 weeks which is a high performance for the county. Also we had a highly skilled set of Officers with a low overturn rate on appeal although

the overturns which do happen were when the Committee did not follow the Officer recommendation.

Because of the microphone problems we are having she wished to thank Sarah Haythorpe and Tracy Langley for organising for various companies to demonstrate new audio and visual equipment. She was invited to see the demonstrations because planning was one of the biggest users of the equipment. It was fascinating seeing the demonstrations with some more useful than others and letting Members have their views without seeing the prices. She was sure that sometime in the future we would have a sensible solution. At least two of the offers had used a modernised version of the current microphones so we would not have any new skills to learn.

LICENSING

Report from and questions to the Chairman of the Licensing Committee (Cllr Steve Drury).

Councillor Steve Drury reported that the Committee was due to have a meeting in February but it was cancelled.

REGULATORY SERVICES

Report from and questions to the Chairman of the Regulatory Services Committee (Cllr Steve Drury).

Councillor Steve Drury reported that the Committee was due to have a meeting in February but it was cancelled.

CL84/18 MOTIONS UNDER PROCEDURE RULE 11

Councillor Stephen Cox, seconded by Councillor Stephen King, moved under Notice duly given as follows:

This Council believes modern day slavery should be tackled and eradicated at every opportunity. In furtherance of that the Council resolves to:

1. Train staff who undertake procurement tasks to understand modern slavery through the Chartered Institute of Procurement and Supply's (CIPS) online course on Ethical Procurement and Supply.
2. Require its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for non-compliance.
3. Challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.
4. Highlight to its suppliers that contracted workers are free to join a trade union and are not to be treated unfairly for belonging to one.
5. Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.
6. Require its tendered contractors to adopt a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery.
7. Review its contractual spending regularly to identify any potential issues with modern slavery.
8. Highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies to be addressed.

9. Refer for investigation via the National Crime Agency's national referral mechanism any of its contractors identified as a cause for concern regarding modern slavery.
10. Report publicly on the implementation of this policy annually.

Councillor Sara Bedford proposed to the Proposer of the Motion (Cllr Stephen Cox) and Seconder (Cllr Stephen King) the following amendments:

To delete all the words within the square brackets [] and to insert the text which is underlined

This Council believes modern day slavery should be tackled and eradicated at every opportunity. Noting the work already undertaken by Three Rivers' officers, together with the police and other appropriate agencies, [In furtherance of that the] the Council resolves to continue to:

1. Train staff who undertake procurement tasks to understand modern slavery through the Chartered Institute of Procurement and Supply's (CIPS) online course on Ethical Procurement and Supply, or other equivalent training.
2. Require its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for non-compliance.
3. Challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.
4. [Highlight to its] Ensure that contractors and suppliers are aware that [contracted] workers are free to join a trade union and are not to be treated unfairly for belonging to one.
5. Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.
6. Require its tendered contractors to adopt a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery.
7. Review its contractual spending regularly to identify any potential issues with modern slavery.
8. Highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies to be addressed.
9. Refer for investigation via the National Crime Agency's national referral mechanism any of its contractors identified as a cause for concern regarding modern slavery.
10. [Report publicly on the implementation of this policy annually].

Council further resolves to publish the Three Rivers Community Safety Partnership's Modern Slavery Action Plan and its outcomes on an annual basis.

Both the proposer and seconder of the motion accepted the amendments.

Members wished to thank Michelle Wright and Shivani Dave for all their work on modern day slavery.

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

RESOLVED:

This Council believes modern day slavery should be tackled and eradicated at every opportunity. Noting the work already undertaken by Three Rivers' officers, together with the police and other appropriate agencies, the Council resolves to continue to:

1. Train staff who undertake procurement tasks to understand modern slavery through the Chartered Institute of Procurement and Supply's (CIPS) online course on Ethical Procurement and Supply, or other equivalent training.
2. Require its contractors to comply fully with the Modern Slavery Act 2015, wherever it applies, with contract termination as a potential sanction for non-compliance.
3. Challenge any abnormally low-cost tenders to ensure they do not rely upon the potential contractor practising modern slavery.
4. Ensure that contractors and suppliers are aware that workers are free to join a trade union and are not to be treated unfairly for belonging to one.
5. Publicise its whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery.
6. Require its tendered contractors to adopt a whistle-blowing policy which enables their staff to blow the whistle on any suspected examples of modern slavery.
7. Review its contractual spending regularly to identify any potential issues with modern slavery.
8. Highlight for its suppliers any risks identified concerning modern slavery and refer them to the relevant agencies to be addressed.
9. Refer for investigation via the National Crime Agency's national referral mechanism any of its contractors identified as a cause for concern regarding modern slavery.
10. Council further resolves to publish the Three Rivers Community Safety Partnership's Modern Slavery Action Plan and its outcomes on an annual basis.

CHAIRMAN

RULE 16

RULES OF DEBATE FOR COUNCIL MEETINGS

- (1) A motion or amendment shall be stated and moved by the proposer thereof as soon as s/he indicates a wish to address the Council and before making any speech, and unless notice has already been given in accordance with Rule 11 it shall, if required by the Chairman, be put in writing and handed to the Chairman before it is further discussed or put to the meeting.
- (2) A Member when seconding a motion or amendment may, if s/he then declares his/her intention to do so, reserve his/her speech until any point later in the debate.
- (3) A Member when speaking shall stand and address the Chairman. If two or more Members rise, the Chairman shall call on one to speak; the other or others shall then sit. While a Member is speaking the other Members shall remain seated, unless rising to a point of order or in personal explanation.
- (4) A Member shall direct his/her speech to the question under discussion or to a personal explanation or to a point of order. Except with the consent of the Council **a Member**

moving a motion (other than a motion under paragraph (13) of this Rule) shall be entitled to speak for not more than ten minutes, but, except as aforesaid, no Member shall speak for more than five minutes.

- (5) A Member who has spoken on any motion shall not speak again whilst it is the subject of debate, except:-
- (a) to speak once on an amendment moved by another Member;
 - (b) if the motion has been amended since s/he last spoke, to move a further amendment;
 - (c) if his/her first speech was on an amendment moved by another Member, to speak on the main issue, whether or not the amendment on which s/he spoke was carried;
 - (d) in exercise of a right of reply given by paragraph (11) or (13) of this Rule;
 - (e) on a point of order; and
 - (f) by way of personal explanation.
- (6) An amendment shall be relevant to the motion and shall be either:-
- (a) to refer a subject of debate to a Committee for consideration or reconsideration;
 - (b) to leave out words;
 - (c) to leave out words and insert or add others;
 - (d) to insert or add words;
- but such omission, insertion or addition of words shall not have the effect of negating the motion before the Council.
- (7) Only one amendment may be moved and discussed at a time and no further amendment shall be moved until the amendment under discussion has been disposed of, providing that the Chairman may permit two or more amendments to be discussed (but not voted on) together if circumstances suggest that this course would facilitate the proper conduct of the Council's business.
- (8) If an amendment be lost, other amendments may be moved on the original motion. If an amendment be carried, the motion as amended shall take the place of the original motion and shall become the motion upon which any further amendment may be moved.
- (9) A Member may, with the further consent of his/her seconder and with the consent of the Council, alter a motion which s/he has moved provided the alteration is one which could be made as an amendment thereto.
- (10) A motion or amendment may be withdrawn by the mover with the consent of his/her seconder and of the Council, which shall be signified without discussion, and no Member may speak upon it after the mover has asked permission for its withdrawal, unless such permission shall have been refused.
- (11) The mover of a motion has a right of reply at the close of the debate on the motion, immediately before it is put to the vote but be time limited to five minutes. If an

amendment is moved, the mover of the original motion shall also have the right of reply at the close of the debate on the amendment, and shall not otherwise speak on the amendment. The mover of the amendment shall have no right of reply to the debate on his/her amendment.

- (12) When a motion is under debate no other motion shall be moved except the following:-
- (a) to amend the motion;
 - (b) to adjourn the meeting;
 - (c) to adjourn the debate;
 - (d) to proceed to the next business;
 - (e) that the question be now put;
 - (f) that a Member be not further heard;
 - (g) by the Chairman under Rule 21(2) that a Member do leave the meeting;
 - (h) a motion under Section 100(A)(4) of the Local Government Act 1972 to exclude the public;
 - (i) to postpone consideration of the motion.
- (13) Subject to the provisions of paragraph (5) of this Rule and paragraph (3) of Rule 33, a Member may move without comment at the conclusion of a speech of another Member, "That the Council proceed to the next business", "That the question be now put", "That the debate be now adjourned", or "That the Council do now adjourn", on the seconding of which the Chairman shall proceed as follows:-
- (a) on a motion to proceed to next business; unless in his/her opinion the matter before the meeting has been insufficiently discussed s/he shall first give the mover of the original motion a right of reply and then put to the vote the motion to proceed to next business;
 - (b) on a motion that the question be now put; unless in his/her opinion the matter before the meeting has been insufficiently discussed s/he shall first put to the vote the motion that the question be now put and if it is passed then proceed in accordance with paragraph (11) of this Rule;
 - (c) on a motion to adjourn the debate or the meeting; if in his/her opinion the matter before the meeting has not been sufficiently discussed and cannot reasonably be sufficiently discussed on that occasion s/he shall put the adjournment motion to the vote without giving the mover of the original motion his/her right of reply on that occasion.
- (14) A Member may rise on a point of order or in personal explanation and shall be entitled to be heard forthwith. A point of order shall relate only to an alleged breach of a Rule or statutory provision and the Member shall specify the Rule or statutory provision and the way in which s/he considers it has been broken. A personal explanation shall be confined to some material part of a former speech by him in the present debate which may appear to have been misunderstood.
- (15) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be open for discussion.

- (16) Whenever the Chairman rises during a debate a Member then standing shall resume his/her seat and the Council shall be silent.
- (17) Smoking shall not be permitted.
- (18) This Rule, except those parts which relate to standing and speaking more than once, shall, with any necessary modification, also apply to Committee and Sub-Committee meetings.