
POLICY AND RESOURCES COMMITTEE**MINUTES**

Of a meeting held in the Penn Chamber, Three Rivers House, Rickmansworth, on Monday 22 July 2019 between 7.30pm and 8.32pm.

Councillors present:

Sara Bedford (Chairman) (Local Plan)
Matthew Bedford (Resources and Shared Services)
Stephen Giles-Medhurst (Transport & Economic Development)
Steve Drury (Infrastructure and Planning Policy)
Marilyn Butler (for Cllr Alex Hayward)

Chris Lloyd (Vice-Chairman) (Leisure)
Andrew Scarth (Housing)
Reena Ranger
Sarah Nelmes (for Cllr Roger Seabourne)
David Raw (for Cllr David Sansom)
Michael Revan (for Cllr Alison Wall)
Phil Williams (Environmental Services and Sustainability)

Officers Present: David Hill, Interim Chief Executive
Joanne Wagstaffe, Director of Finance
Geof Muggerridge, Director of Community and Environmental Services
Sarah Haythorpe, Principal Committee Manager

PR10/19 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Stephen Cox, Alex Hayward, David Sansom, Roger Seabourne and Alison Wall with the substitute Members being Councillors Marilyn Butler, David Raw, Sarah Nelmes and Michael Revan.

PR11/19 MINUTES

The Minutes of the Policy and Resources Committee meeting held on 17 June 2019 were confirmed as a correct record and were signed by the Chairman.

PR12/19 NOTICE OF OTHER BUSINESS

The Chairman ruled that the following item of business had not been available 5 clear working days before the meeting but was of sufficient urgency for the following reason:

SARRATT NEIGHBOURHOOD AREA DESIGNATION APPLICATION

To enable the Council to designate the area submitted by Sarratt Parish Council.

PR13/19 DECLARATION OF INTERESTS

None received.

PR14/19 REVIEW OF TRDC'S EXISTING HACKNEY CARRIAGE, PRIVATE HIRE AND OPERATOR POLICIES

The purpose of the report was for the Committee to ratify the decision of the Regulatory Services Committee (Minute RG05/19) held on 19 June 2019 with regard to the review of TRDC's Hackney Carriage, Private Hire and Operator Policies.

The Chairman moved the recommendation, duly seconded, and advised this was a thorough and detailed report and supported the progression of the policy.

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

RESOLVED:

1. To adopt the amended Policy (including appendices) attached to the report and request that the Policy and Resources Committee adopt the policy subject to the following:

- Page 16 item 18.6 to be amended to state that there should be no idling of vehicles;
- Page 68 Item 4 to be amended to state that the proprietor has the choice to display either a sticker or magnetic sign;
- Public to be made aware through social media, the website and the digital Three Rivers Times that driver non-compliance with the new policy can be reported to the Council;
- pages p.49, p.64 & p.69 amended stating door stickers can be magnetised at a cost to the driver,

2. Paragraph 2.8 Contravention Points System, if a licensed driver reaches 12 points within a 12 month period, the license will be referred to the Lead Licensing Officer to make a decision or she be delegated to refer the matter to the Regulatory Sub-Committee for review with Members having the final say.

PR15/19 MEMBER TRAINING

The purpose of the report was for the Committee to set a framework for Member training in 2019/20.

A Member asked about the relevance of providing details of any outside training attended but not organised by the Council. The Chairman advised that a Member may attend outside training which was relevant to their role as a Councillor with examples being IT or safeguarding training which could have been completed in another role as a County or Parish Councillor, School Governor, through a Community organisation or outside body.

Councillor Stephen Giles-Medhurst moved an amendment that the implementation date for mandatory Planning, Licensing and Regulatory Services of May 2020 be brought forward to as early as possible. This motion was supported by the Chairman.

The Chairman advised that in some instances training was provided by other Council's on planning, licensing or regulatory but this may not be relevant for the type of decisions Members made at this Council. Therefore it was important that Members undertake the training provided by this Council.

With regard to the LGA training there was a need to have an authorisation process in place with the relevant Group Leader and Head of Paid Service/CEO to ensure that Officers could monitor the budget and record Member attendance. A Member said they had attended a LGA Planning Committee course as part of succession planning for becoming Chairman of the Committee.

Members asked if as much notice as possible could be provided for future training dates to ensure good Member attendance.

The Chairman wished to thank Sarah Haythorpe for her work on the report.

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

RESOLVED:

1. Noted the Individual Member Training record for 2018/19; and
2. Agreed the framework for Member Training for 2019/20;

RECOMMEND:

To Council

That annual training for Members on the Licensing/and Regulatory and Planning Committees, any newly appointed Committee Members and any named substitute Members be mandatory from May 2020 or before and that the Terms of Reference of the Committees be amended accordingly.

That the Head of Paid Service/CEO be delegated to:

1. Authorise attendance at LGA Leadership and other LGA courses in consultation with the relevant Group Leader.
2. Authorise attendance at other external training courses which are not free in consultation with the relevant Group Leader where there are exceptional circumstances.

PR16/19 SARRATT NEIGHBOURHOOD AREA DESIGNATION APPLICATION

The report asked whether the Council should designate the area submitted by Sarratt Parish Council as a Neighbourhood Area.

On being put to the Committee the recommendation was declared CARRIED by the Chairman the voting being unanimous.

RESOLVED:

Agreed the application submitted by Sarratt Parish Council for a Neighbourhood Area covering the whole of Sarratt Parish.

PR17/19 EXEMPTION FROM PROCUREMENT PROCEDURE RULES – WATERSMEET CINEMA SCREEN REPLACEMENT

The Committee were advised that an exemption to the Procurement process was approved by the Director of Community and Environmental Services under the exceptional circumstances exemption as permitted by the Council Constitution.

A Member asked if under the rules of budgetary constraints Officers were able to contact companies directly to put forward a quote. The Director of Community Environmental Services advised that 11 organisations had considered the opportunity to bid but no bids were submitted. Following this several companies were contacted directly with one responding who provided a quote within budget. All this had been completed within the budgetary rules. In total two tender exercises had been completed.

A Member said at the Grove they had been holding cinema events provided through an external company who organised all the publicity and pop up screens. He asked if this would be suitable for Watersmeet. The Director of Community and Environmental Services advised that a permanent screen for Watersmeet was required in line with the framework for the events held at there. Having a pop up screen would be more expensive and not appropriate.

The framework for the cinema nights had been built up over a number of years and details had been discussed by the Leisure, Environment and Community Committee. The proposed new screen would be state of the art and would provide for better viewing for all those attending events there.

In response to a Member question, the Director of Community Environmental Services advised that the Council did take on board any feedback from other Councils which may of undertaken similar procurements. It was noted that the maintenance contract had been included as part of the contract.

Councillor Chris Lloyd moved, duly seconded, that the report be noted.

On being put to the Committee the Chair declared the recommendation CARRIED the voting being unanimous.

RESOLVED:

Noted the action take.

PR18/19 WORK PROGRAMME

The Committee received their work programme.

RESOLVED:

That the work programme be agreed.

PR19/19 EXCLUSION OF THE PRESS AND PUBLIC

The Chairman moved, duly seconded, the following motion and it was agreed:

that under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined under paragraph 3 of Part I of Schedule 12A to the Act. It has been decided by the Council that in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

PR20/19 PROPERTY INVESTMENT MATTERS

The Committee received a report on Property Investment matters.

Councillor Sarah Nelmes moved, seconded by Councillor Stephen Giles-Medhurst that the recommendations be agreed.

On being put to the Committee the motion was declared CARRIED the voting being 8 For, 4 Against and 0 Abstentions.

RESOLVED:

1. Agreed the recommendations as set out in the report;
2. That public access to the report and appendices be denied; and
3. That public access to the decision be denied until the transaction was completed.

CHAIRMAN