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**POLICY AND RESOURCES COMMITTEE****MINUTES**

Of a virtual/remote meeting held on 7 September 2020 at 7.30pm to 8.40pm.

**Councillors present:**

Sarah Nelmes (Chair) (Local Plan)  
Matthew Bedford (Vice-Chair) (Resources  
and Shared Services)  
Stephen Cox  
Steve Drury (Infrastructure & Planning  
Policy)  
Alex Hayward  
Stephen Giles-Medhurst  
(Transport and Economic Development)

Chris Lloyd (Leisure)  
Andrew Scarth (Housing)  
Reena Ranger  
Roger Seabourne (Community Safety and  
Partnerships)  
Alison Wall  
Phil Williams (Lead Member for  
Environmental Services & Sustainability)

**Others Councillors in attendance:**

Councillor Alex Michaels

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**Officers Present:** Joanne Wagstaffe, Chief Executive  
Geof Muggerridge, Director of Community and Environmental Services  
Alison Scott, Interim Director of Finance  
Rebecca Young, Acting Head of Community Partnerships  
Claire May, Head of Planning Policy and Projects  
Marko Kalik, Senior Planning Officer  
Shivani Dave, Partnerships Manager  
Jason Hagland, Housing Supply Manager  
Sarah Haythorpe, Principal Committee Manager

**PR34/20 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Paula Hiscocks.

**PR35/20 MINUTES**

There had been an amendment to the minutes of the meeting of 20 July Minute PR15/20 Member Training to read 'Officers were asked to consider organising a diversity of training'

PR12/20 Councillor Alex Hayward had asked for an explanation as to whether a meeting had taken place with the Secretary of State. The answer given in the minutes referred to a question raised at Full Council asking whether the Secretary of State had been 'written to' whereas clarification was required as to whether a meeting had taken place. In addition, to expect someone to refer back to previous minutes which did not answer what was asked was unacceptable. It was agreed that a post meeting note would be added the wording to be agreed in consultation with the Chair of the meeting and Cllr Hayward.

The Minutes of the Policy and Resources Committee meetings held on 20 July to include the amendments, 24 August and 1 September 2020 were confirmed as a correct record by general assent and would be signed by the Chair.

**POST MEETING NOTE:**

In 2019 the Leader of the Council was offered a meeting with the then Secretary of State James Brokenshire who was subsequently replaced by Robert Jenrick in the Cabinet reshuffle. There was no further offer of a meeting and therefore a meeting did not take place.

**PR36/20 NOTICE OF OTHER BUSINESS**

There were none.

**PR37/20 DECLARATION OF INTERESTS**

None received.

**PR38/20 LOCAL PLAN**

The Local Plan Sub Committee (LPSC) had considered a number of reports on draft policies for inclusion in the new Local Plan. This report brought together the recommendations from the meetings on 25 September 2019 and 2 July 2020 for approval by the Policy and Resources Committee.

The report covered Affordable Housing, Housing Mix and Type and Parking Standards.

A Member said there had been confusion over the Parking Standards. The Head of Planning Policy and Projects confirmed that there had been a lot of discussion but the original recommendations had been retained.

A Member believed that the lower parking standard had been opted for. The Chair of the meeting said a boundary around railway stations had been agreed with a lower number.

A Member requested an opportunity for the Committee to discuss whether to agree the existing parking standards rather than a reduction for future developments. All Ward Councillors had been contacted about inadequate and anti-social parking and the report said that the high car ownership level, with an ageing population, associated disability and even with superstores and hypermarkets meant that zonal reduction would not be appropriate. The Chair said there had been discussion on the balance between lower Parking Standards or losing more Green Belt and that the Council should be encouraging more sustainable methods of transport. A Member said further debate could be undertaken when the Parking Standards went into the Local Plan. Residents would also have an opportunity to voice their opinions.

Councillor Matthew Bedford moved, seconded by Councillor Phil Williams, the recommendations from the Local Plan Sub Committee.

On being put to the Committee the recommendations were declared CARRIED the voting being unanimous.

**RESOLVED:**

1. Approved the policies recommended to them by the Local Plan Sub Committee for inclusion in the new Local Plan as set out in Appendices 1 – 5 of the report; and
2. That delegated authority be granted to the Head of Planning Policy & Projects and the Director of Communities and Environmental Services in consultation with the Lead Member (Local Plan) to make changes to all draft policies.

**PR39/20 LOCAL PLAN UPDATE: LOCAL DEVELOPMENT SCHEME**

The purpose of this report was:

- to provide Members with an update on the progress on the evidence based studies yet to be completed for the Local Plan,
- to propose an additional consultation stage –‘Preferred Options’
- to present a revised timetable for the production of the Local Plan in a revised Local Development Scheme

The Chair of the meeting moved, seconded by Councillor Phil Williams, the recommendations from the Local Plan Sub Committee

On being put to the Committee the recommendations were declared CARRIED the voting being unanimous.

RESOLVED:

1. Noted the contents of the report;
2. Noted the 3 month amendment to the timetable for the production of the Local Plan; and

RECOMMEND:

3. Agreed the revised Local Development Scheme (which includes a Preferred Options consultation) as set out in Appendix 1 of the report.

**PR40/20 CHORLEYWOOD NEIGHBOURHOOD DEVELOPMENT PLAN: PROGRESS TO REFERENDUM**

The purpose of the report was to enable the Committee to consider recommending to Full Council that the Chorleywood Neighbourhood Development Plan, as modified by the Examiner, proceed to public referendum on 6 May 2021.

A Member asked for the words ‘if possible’ to be included before the date of the referendum. The Head of Planning Policy and Projects confirmed that the Covid-19 regulations on the Chorleywood Plan Referendum stated 6 May so if there were any changes the referendum date would be changed.

The Chair moved, duly seconded, the recommendation in the report.

On being put to the Committee the recommendations were declared CARRIED the voting being unanimous.

RECOMMEND:

1. That the modifications to the Chorleywood Neighbourhood Development Plan be made in accordance with the Examiner’s Report (Appendix 1) and that the modified Chorleywood Neighbourhood Development Plan (Appendix 2) proceeds to referendum on 6 May 2021 (Option 1, as noted at Paragraph 4.1); and

2. That the decision statement is published.

## **PR41/20 COUNCIL CALENDAR OF MEETINGS**

The purpose of the report was to consider the draft Calendar of Meetings for the Local Government Year 2022/23.

A Member asked when the dates for the newly established sub-committees would be available so as much notice as possible could be given to external speakers and Members. The Chair would encourage the dates to be confirmed for this year and next year as soon as possible.

The Chair moved the recommendation as set out in the report.

On being put to the Committee the recommendations were declared CARRIED the voting being unanimous.

### **RECOMMEND:**

That the attached Calendar of Meetings for 2022/23 be approved subject to any comments received by Members to the Committee Team by 30 September 2020.

## **PR42/20 REFUGEE MOTION FUNDING**

On 1 September 2020 Council was due to hear a motion proposed by Councillor Alex Michaels for the Council to resettle 20 refugees within the District (full motion found at appendix one). If Council agreed the motion for the Council to resettle more refugees, there was a requirement for an additional £20,000 per year to be provided to Housing Services. If agreed, it was requested that this resource was provided by way of a part-time resource.

A Member wanted to clarify that the £20,000 indirect cost for Officer time had been planned in the 2021 budget. The Community Team would have an important role to play in the post in the search for housing. He was hopeful this search could begin as soon as possible in order to draw down on the grant. The Chief Executive advised that whilst it was built into the budget, the funding would come directly from reserves although it was not stated in the report. It would be an additional cost over and above the current budget and would come forward as part of the next year's budget. The Acting Head of Community Partnerships confirmed that the Community Partnerships team would be very much involved in the project and they had experience of working on this type of project before. They would work very closely with housing to deliver the project to ensure the refugees are settled well in the area.

The Chair moved, seconded by Councillor Andrew Scarth, the recommendation in the report.

On being put to the Committee the recommendations were declared CARRIED the voting being unanimous.

### **RESOLVED:**

1. An additional part-time resource being recruited into the Housing Services team, for the Council to resettle more refugees; (post meeting note the motion was agreed by Full Council on 1 September 2020);
2. The management of refugees pre and post arrival remains with the Housing team, but work in collaboration with the Community Partnerships team; and

3. The resettlement programme does not begin until the new financial year of 2021/22.

**PR43/20**

**REVISED TERMS OF REFERENCE – THREE RIVERS LOCAL STRATEGIC PARTNERSHIP**

The report sought the adoption of the revised terms of reference for the Three Rivers Local Strategic Partnership Board (LSP) by Policy and Resources Committee.

A review had taken place and the Terms of Reference were updated and agreed by the LSP in June.

A Member said he was delighted that Ascend were on the Board.

The Chair moved, seconded by Councillor Roger Seabourne, the recommendation in the report.

On being put to the Committee the recommendations were declared CARRIED the voting being unanimous.

RESOLVED:

That the new Local Strategic Partnership terms of reference be agreed and adopted following the LSP Board Agreement in June and internal Community Partnerships Audit in February and be included in the appendices in the Council Constitution.

**PR44/20**

**EXEMPTION FROM PROCUREMENT PROCEDURE – REVIEW OF BUILDING CONTROL STATUTORY SIGNOFF PROCEDURES**

The report advised Members that an exemption to the procurement process was approved by the Director of Community and Environmental Services under the Limited Market exemption as permitted by the Council's Constitution for the provision of services by Capita to undertake a review of the Building Control statutory sign off procedures.

The Chair moved, seconded by Councillor Andrew Scarth, the recommendation as set out in the report.

On being put to the Committee the recommendations were declared CARRIED the voting being unanimous

RESOLVED:

Noted the action taken.

**PR45/20**

**COMMUNITY AND VOLUNTARY SECTOR INFRASTRUCTURE SUPPORT**

The Acting Head of Community Partnerships gave a background to the Watford and Three Rivers Trust (W3RT) report.

A Member thanked Officers for all the work and was all for the partnership working but would have liked the addition of an acknowledgement to the work the Parish Councils had been doing. The Chair agreed and said all the Parish Councils and Community Associations should be commended for the work they did during the Covid 19 pandemic.

A Member asked whether the £20,000 was split between Watford and Three Rivers and if the sum of money was to explore how to strengthen the community links or would there be criteria for how the money would be spent. The Acting

Head of Community Partnerships advised that the £20,000 was just to cover Three Rivers. The CVS covered both areas but Watford Borough Council funded W3RT separately. Watford had taken over Three Rivers when the current CVS was disbanded. This would be a new SLA with Three Rivers which would include different parameters about how many CVS groups they need to work with. The money was to deliver the CVS support, working with new and existing organisations and community centres, identifying funding opportunities, helping to fill in bids and helping with guidance for constitutions. There had been a lot of contact from charities about new Covid 19 responsibilities.

A Member asked for the addition at paragraph 2.3.10 of the Baptist Church in Gosforth Lane which was had a foodbank and was providing free meals weekly for people in need. The Acting Head of Community Partnerships advised that this, together with the previous point would be added to the report.

Councillor Chris Lloyd moved, seconded by the Chair of the meeting, the recommendation in the report.

On being put to the Committee the recommendations were declared CARRIED the voting being 11 For. Councillor Phil Williams had left the meeting.

RESOLVED:

1. Agreed to develop a Service Level Agreement and partnership with Watford and Three Rivers Trust to offer the community and voluntary sector infrastructure support across Three Rivers; and
2. To undertake a review and assessment for subsequent longer term funding as appropriate.

Councillor Phil Williams re-joined the meeting.

**PR46/20**

### **COVID-19 RESPONSE SUB-COMMITTEE**

The Committee received the recommendations from the Covid-19 Sub Committee Meeting on 3 September 2020 as follows:

Service: Restoration Priorities

Agree the report and appendix 1 - Service Restoration Priorities to Policy and Resources Committee for adoption.

Service Restoration Resources and Target Date

Agree the report and appendix 1 Service Restoration - Resources and Target Date to be Fully Restored Document for adoption.

The Chair moved, seconded by Councillor Matthew Bedford, both the recommendations from the Covid-19 Sub-Committee meeting on 3 September.

On being put to the Committee the recommendations were declared CARRIED the voting being unanimous.

RESOLVED:

Service: Restoration Priorities:

Agreed the report and appendix 1 - Service Restoration Priorities to Policy and Resources Committee for adoption.

Service Restoration Resources and Target Date:

Agreed the report and appendix 1 Service Restoration - Resources and Target Date to be Fully Restored Document for adoption.

**PR47/20 CORPORATE FRAMEWORK, SERVICE AND FINANCIAL PLANNING 2021-2024**

The Interim Director of Finance introduced the report which was to seek agreement to the process whereby the Council will determine its three-year medium-term strategic plan for 2021-2024, the related service plans, and the allocation of financial resources to achieve them.

Councillor Matthew Bedford moved, seconded by the Chair of the meeting, the recommendations in the report.

On being put to the Committee the recommendations were declared CARRIED the voting being unanimous.

RESOLVED:

1. That the assumptions to use in preparing the detailed budgets for the period shown in Appendix 1 be agreed;
2. That the scheme used to prioritise revenue & capital growth shown in Appendix 2 be agreed;
3. That the draft timetable at Appendix 3 be agreed; and
4. That the format of any budget consultation if agreed be approved by the Director of Finance in consultation with the Lead Member for Resources

**PR48/20 BUDGET MONITORING – PERIOD 4 (JULY)**

This report sought approval to a change in the Committee's 2020-2023 medium-term revenue financial plan. The report shows the Council's overall consolidated medium term financial plan for both revenue and capital.

The Interim Director of Finance explained that the favourable variant of £1.3m was in relation to the budget that this Committee re-set in June which included the initial estimates of Covid 19 expenditure. Since then the estimate of income lost had decreased, particularly around property income and trade waste. Also the Government had announced their income guarantee scheme. There was still half a million pound overspend on the original budget.

A Member asked the following questions, responded to by the Interim Director of Finance:

- Q - Should kerbside recycling be going up with many more people at home? People were struggling to get rid of textiles – was there any scope in doing any additional collections.
- R – Textile recycling had not been taking place during the pandemic and therefore the income had fallen. The Lead Member advised that the service was currently under review.
- Q - The Abbots Langley Project was always to be funded through Section 106/CIL money, should it have been almost zero?

- R - The budget provision was made initially until it was confirmed that the requirements had been met of the Section 106 so it could be applied against that project.
- Q – What was happening with the investment portfolio in Nottingham?
- R - Members would be aware that Jigsaw had filed for the CVA. Officers were working with Property and Legal on a response to that. They had assumed the worst case for this in the report and were monitoring the situation closely. If they do not survive alternative tenants would be sought.
- Q – Point 3.1 - Temporary Accommodation and statutory obligation. The garage sites were 12 two bed properties. Were two bed properties what is required?
- R – Officers had been working closely with the Head of Housing and at present the requirement at this site was for 2 bed properties.
- Q - Nappy sacks, if they do not go into normal waste could we look at local shops to stock them?
- R – It was requested that Councillor Ranger email the Director of Community and Environmental Services with further details and a written reply would be provided.
- Q - Page 23, £50,000 for advisors, was this additional to the previous advisors or coming out of the budget from before?
- R - The £50,000 was the final payment to the advisors.
- Q - At Full Council it was noted that the latest updated figure for business rates owed was up to £875,000 from £825,000, what percentage could be recouped?
- R – The Vice-Chair said the total amount of business rates collected on behalf of Central Government does not immediately impact on this Authority. The Interim Director of Finance advised that recovery action had now started so final reminders were being sent out to business rate payers. A clearer view would be available at the next meeting. The Discretionary Grant had helped payments to be made. The report provided details on what the long term impact could be. The deficit was also shared with County Council.
- Q - Discretionary Grants, what percentage of business owners were contacted and did they get their temporary relief?
- R - The Interim Director of Finance said a final report outlining the number of grants and the amount paid out would be produced, and confirmed all the Statutory Money given by Government for the Statutory Business Grants had been paid out, bar £9,000.
- Q – Page 27, it stated that work at the Depot would be started imminently.
- R - The Director of Community and Environmental Services advised that inspections and various other statutory undertakings were required first before any work could be started on the construction.

#### POST MEETING NOTE:

Physical works on the Depot have not yet started. What has been happening is a redraw of the plans following the decision not to increase the budget to accommodate the previously approved plans. Members wanted to ensure the

building was of a high sustainability standard as well which does increase costs. These were able to be reduced back down by taking account of the need for less desk space following our move to agile working. The revised plans unfortunately need to go back to Planning and this is due in October. As I stated at the meeting there is a lot of paperwork for such a project with utilities companies and the Environment Agency involved and this is already happening. Physical work will commence after plans are approved at Planning and a full programme will be provided by the contractor Western Building Services. At present it is still expected that work will take place over the winter and be completed by early March.

Councillor Matthew Bedford, seconded by the Chair, moved the recommendation in the report.

On being put to the Committee the recommendations were declared CARRIED by the Chair of the meeting the voting being 9 For, 0 Against, 3 Abstentions.

**RECOMMEND:**

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

<b>Variance</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Revenue -</b> (Favourable)/ Unfavourable	(1300,166)	4,352	(35,648)
<b>Capital - Increase</b> / (Decrease)	(230,000)	241,000	10,000

**PR49/20 WEST HERTS CREMATORIUM JOINT COMMITTEE – LOAN AGREEMENT**

The Interim Director of Finance advised that this report was to seek Council approval for Three Rivers as one of the partner authorities of the West Herts Crematorium Joint Committee, to enter into a loan facility agreement with Dacorum Borough Council for a loan facility of £6 million as part funding towards a c.£8 million development of a new crematorium in Hemel Hempstead. The report also sought Council approval to sign a Deed of Contribution and Indemnity with all five partner authorities of the West Herts Crematorium Joint Committee and thereby underwriting one fifth of the loan should the Joint Committee default on repayment of the loan.

The Chair moved, duly seconded, the recommendation in the report.

On being put to the Committee the recommendations were declared CARRIED the voting being unanimous.

**RECOMMEND:**

1. That Three Rivers, as one of the partner authorities to the West Herts Crematorium Joint Committee, signs the loan facility agreement between Hertsmere Borough Council, St Albans City and District Council, Three Rivers District Council and Watford Borough Council as borrowers with Dacorum Borough Council as lender for £6 million to part fund a new Crematorium in Hemel Hempstead, subject to all the other 4 borrowing authorities passing similar resolutions;

2. That Three Rivers also signs a Deed of Contribution and Indemnity with all five partner authorities of the West Herts Crematorium Joint Committee, namely Dacorum Borough Council, Hertsmere Borough Council, St Albans City and District Council, Three Rivers District Council and Watford Borough, subject to all the other member authorities passing similar resolutions;
3. Notes that in agreeing to 1.1 and 1.2 in report that Three Rivers are underwriting one fifth of the £6 million loan facility should the West Herts Crematorium Joint Committee default on repayment of the loan; and
4. That delegated approval is given to the Interim Director of Finance to approve the final terms of both agreements.

#### **PR50/20 WORK PROGRAMME**

The Committee received the work programme.

RESOLVED:

Agreed the items included in the work programme.

#### **PR51/20 EXCLUSION OF PRESS AND PUBLIC**

The Chair of the meeting moved 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 7 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.”

#### **PR52/20 THREE RIVERS COMMUNITY SAFETY PARTNERSHIP HATE CRIME ACTION PLAN 2020-21**

The report sought approval of the Three Rivers Community Safety Partnership Hate Crime Action Plan 2020-21.

A Member asked for clarification as to what information contained in the report should not be disclosed. The Acting Head of Community Partnerships advised that there was data in the report that was confidential and there was classified information from the police with an agreement signed not to share the information. The Hate Crime Action Plan would not be shared publically. Officers could put together information that could be made public.

On being put to the Committee the recommendations in the report were declared CARRIED by the Chair of the meeting the voting being 11 For, 0 Against and 1 Abstention.

RESOLVED:

1. That public access to the report be denied because it deals with information relating to any action taken or to be taken in connection with the prevention, investigation and prosecution of crime.
2. Agreed and supported the Hate Crime Action Plan outlined in the Report and Appendix 1 and 2.

3. That public access to the decision be made when the minutes are published.

To Council

4. That a budget of £20,000 is allocated to resource a 0.6fte Hate Crime Support Officer post to deliver on the Hate Crime Action Plan and areas of work noted above and this be agreed by Full Council.

**CHAIR**