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# **POLICY AND RESOURCES COMMITTEE**

## **MINUTES**

Of a meeting held in the Penn Chamber, Three Rivers House, Rickmansworth, on Monday 13 June 2016 between 7.30pm and 9.30pm.

Councillors present:

Sara Bedford (Chairman)

Alison Scarth (Health)

Phil Brading (Public Services)

Stephen Cox

Stephen Giles-Medhurst (Economic Development, Sustainability and Transport)

Ty Harris

Paula Hiscocks

Rupert Barnes

Alex Hayward

Matthew Bedford (Vice-Chairman) (Resources and Shared Services)

Chris Lloyd (Leisure, Community and Wellbeing)

Ralph Sangster

David Sansom

Roger Seabourne (Community Safety)

Martin Trevett (Housing, Planning and Strategic Schemes)

Ann Shaw (substitute for Cllr Alison Scarth)

Also in attendance: Councillors

Officers Present:

Steven Halls, Chief Executive

Kimberley Rowley, Head of Regulatory Services

Bob Watson, Head of Finance

Renato Messere, Head of Sustainability and Economic Development

Joanne Wagstaffe, Director of Finance

Martin Wells, Senior Planning Officer

Sarah Haythorpe, Principal Committee Manager

### **PR01/16 APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Alison Scarth.

### **PR02/16 MINUTES**

The minutes of the meeting held on 21 March 2016 were agreed by the Committee and were signed by the Chairman subject to the following amendment:

#### **PR103/15 Lease of land within Woodcock Hill Cemetery**

That the lease term be until 2129 in order to make it co-terminous with the other graves within the same section.

**PR03/16 NOTICE OF OTHER BUSINESS**

The Chairman ruled that the following items, which had not been available for five clear days before the meeting were of sufficient urgency to be considered by the Committee for the reasons indicated:

Item 8: Summary of the Financial Outturn for 2015/16 - to enable amendments to be made to the revenue and capital budget.

**PR04/16 DECLARATION OF INTERESTS**

None received.

**PR05/16 LOCAL DEVELOPMENT SCHEME**

This report seeks Members' approval for the revised Local Development Scheme as required by Section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011).

Councillor Martin Trevett, seconded by Councillor Ann Shaw, moved the recommendation that the revised Local Development Scheme (LDS) as set out in Appendix 1 to come into effect from 14 June 2016.

A Member asked if the first consultation period with respect to the Core Strategy (Review) and Site Allocations (Review/Update) could be moved as it would conflict with the purdah election period. Officers agreed they would avoid this period and the consultation period would be held in February/March 2017.

RESOLVED:

Approved the revised Local Development Scheme (LDS) as set out in Appendix 1 (with consultation period amended to avoid purdah period) to come into effect from 14 June 2016.

**PR06/16 CONSIDERATION OF AN ARTICLE 4 DIRECTION TO REMOVE PERMITTED DEVELOPMENT RIGHTS**

This report sought Members' approval to proceed with an Article 4 Direction to remove permitted development rights in relation to the conversion of office space (Use Class B1a) and light industrial (Use Class B1c) to residential (Use Class C3) on three of the employment sites allocated in the Council's adopted Local Plan.

Officers circulated around some proposed amendments to the recommendations which included adding the following additional recommendation:

Approved a notice period of 12 months, prior to the Article 4 Directions (outlined in Recommendations 1 and 2) taking effect.

Councillor Sara Bedford moved, duly seconded, one further amendment as follows:

- 1) To review the need for an Article 4 Direction in other parts of the District, including the Leavesden area, as part of the Council's Annual Monitoring Report.

Councillor Ralph Sangster moved, duly seconded, a further amendment to consider submitting a separate application for the Rickmansworth area as a secondary application with further details and feasibility being provided for the next meeting.

**RESOLVED:**

1. Approve the making of an Article 4 Direction at the earliest possible date to withdraw permitted development rights for office (Use Class B1a) to residential (Use Class C3) on each of the three Employment Site Allocations at:

Croxley Business Park-site ref: E(a),  
Tolpits Lane-site ref: E(b),  
Maple Cross/Maple Lodge-site ref: E(d).

2. Approve the making of an Article 4 Direction to withdraw permitted development rights for light industrial (Use Class B1c) to residential (Use Class C3) at Tolpits Lane-site ref: E(b). This permitted development right is due to come into force for a three-year period from 30 September 2017 until 1 October 2020, as outlined in paragraph 2.3 of this report;
3. Approved a notice period of 12 months, prior to the Article 4 Directions (outlined in Recommendations 1 and 2) taking effect.
4. Note the possibility that the Secretary of State may refuse all or part of an Article 4 Direction at these locations;
5. That delegated authority is given to the Director of Community & Environmental Services in consultation with the Lead Member for Housing, Planning and Strategic Schemes to make the Article 4 Directions as outlined in recommendations 1 and 2.
6. To review the need for an Article 4 Direction in other parts of the District, including the Leavesden area, as part of the Council's Annual Monitoring Report.
7. To consider submitting a separate application for the Rickmansworth area as a secondary application with further details and feasibility being provided for the next meeting.

**PR07/16 CROSSOVER POLICY**

Members thanked the Officer for the report and the efforts in simplifying the process but considered more work was required.

Members raised concerns regarding the need to reapply once a new occupier moved to the property, should the consent not be tied with the land? Concern was expressed at the planning fee but the Case Officer confirmed this was a nationally set planning application fee. Members had concerns that residents were expected to maintain their crossovers.

Members asked how many crossovers there were in the District. Members were also concerned as to the number of unauthorised crossovers in the District and if this process would be applied to them?

The Officer confirmed TRDC currently have 24 crossovers with a licence. This procedure would be applied retrospectively to these existing licence arrangements. If Officers were notified of unauthorised crossovers on TRDC land members of the Asset and Property team would investigate.

The Chief Executive advised the Committee that they should be considering covering the Council's costs for maintenance work and acknowledged that some residents are enjoying the benefit of the crossover without any charge. Members could consider looking at the cost per sqm and looking to budget for an annual payment (by direct debit) which could be transferred if the owner sold the house. If a resident failed to pay for the licence it could be revoked. Members asked that any further comments be sent to Kimberley Rowley and Lyn Ware.

Councillor Stephen Cox, seconded by Councillor Stephen Giles-Medhurst, moved that the report be deferred to the July meeting and that the points raised be considered in the report.

RESOLVED:

That the report be deferred to the July meeting.

## **PR08/16 SUMMARY OF THE FINANCIAL OUTTURN FOR 2015/2016**

This report shows the 2015/16 outturn position for both revenue and capital. The report also makes the following recommendations:-

- to carry forward to 2016/17 unspent revenue budgets and;
- to re-phase those capital budgets that require completion in 2016/17.

A key feature of reporting the outturn for the financial year is to compare it against the latest budget which provides an indication of the accuracy and robustness of financial control and the achievement of the strategic objective to manage resources to deliver the Council's strategic priorities and service needs.

With regard to appendix 3 of the report, Members requested a representation of the appendix particularly relating to the outturn and asked that this be circulated by the end of the week.

The Conservative Group wished to abstain from voting on the recommendations.

RECOMMEND:

- 1) That the net direct cost of services variance at Appendix 1, the supplementary figures at Appendix 2 and the overall revenue outturn and general fund balance at Appendix 3 be noted.
- 2) That the capital outturn position as summarised in Appendix 6 be noted.
- 3) Approval to carry forward the unspent service budgets from 2015/16 to 2016/17 which total **£406,900** as detailed at Appendix 5.

- 4) Approval of the re-phasing on capital projects from 2015/16 to 2016/17 which total **£2,346,885** as detailed at Appendix 6.

**PR09/16 THE FUTURE OF ICT**

This report provided an update to Members on the progress of ICT since the last report in November 2015 and also outlines the new proposals for ICT and Managed Print from July 2016.

RESOLVED:

To note the progress of ICT since the last report in November 2015 and also to note the outlined new proposals for ICT and Managed Print from July 2016.

**PR10/16 ADVERTISING REVEUE GENERATION**

This report outlined progress of the advertising revenue generation project because this Committee requested an update on progress last year.

Members asked for a further report to the July meeting to advise what revenue generating figures officers had indicated were agreed by Members and what funding was required in order to generate the advertising revenue.

RESOLVED:

That the report be deferred to the July meeting.

**PR11/16 WORK PROGRAMME**

To agree the Committees work programme. Members noted the work programme and agreed to add the following items:

RESOLVED:

That the work programme be noted.

**PR12/16 EXCLUSION OF PRESS AND PUBLIC**

“that under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined under paragraphs 1 and 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.”

**PR13/16 HARDSHIP DISCRETIONARY RATES RELIEF APPEAL – HARDSHIP GROUNDS**

To consider an appeal against the award of Discretionary rate relief.

Members supported the appeal and agreed to a discretionary rate relief of 9 weeks out of 52 but wished it to be noted that they would not wish to set a precedent for future appeals.

RESOLVED:

- To award the full 100% of hardship discretionary rate relief for 9 weeks out of 52 weeks;
- That public access to the decision be immediate
- That public access to the report be denied.

**PR14/16 DISCRETIONARY RATES RELIEF APPEAL**

To consider an application for hardship discretionary rate relief.

Members resolved to defer the application until the next meeting in July and until after the Leisure, Wellbeing and Health Committee meeting in July.

RESOLVED:

1. That the report be deferred to the July meeting.
2. That public access to the decision be immediate
3. That public access to the report be denied.

**PR15/16 THE FUTURE OF ICT**

Members considered Appendix 4 to the report on the Future of ICT.

RESOLVED:

That the Appendix be noted.

That public access to the appendix be denied.