

Appendix A

Consultation letters sent to specific consultation bodies at each stage

Planning, Transport and Building Control

Your ref:
Our ref: LP/14/2A
Direct line: 020 8207 7516
Ext: 5850
Email: mark.silverman@hertsmere.gov.uk
Fax: 020 8207 7516
Date: 24 February 2006

Dear Sir/Madam,

Hertsmere Local Development Framework

I am pleased to enclose a copy of the Hertsmere Local Development Framework (LDF) Issues and Options Report.

Hertsmere Borough Council is preparing a new plan, the Local Development Framework, to shape the use of land in the Borough until 2021. Key questions for the Framework include:

- Deciding the most sustainable locations for new housebuilding
- Ensuring there is sufficient land for community facilities and infrastructure
- How to ensure that younger households remain in the Borough
- How to respond to the needs of an increasing proportion of elderly people
- Maintaining and improving the appearance of the urban and rural environment
- Dealing with levels of car use and the need to travel further for services
- How best to maintain vibrant and viable town centres

This is an important opportunity for you to shape the future of Hertsmere. I hope that you will take the time to read this report and let us know how you would like to see the Borough planned over the next 15 years.

To accompany the publication of its LDF Issues and Options report, the Council is holding a series of important public meetings. Council representatives will be there to answer questions and find out what you want from this new plan. Please take this opportunity to influence the future of your local area. The meetings are as follows:

Monday 13 th March	Christ Church Hall, Watling Street, Radlett	7.30pm – 9.30pm
Thursday 16 th March	Bushey Country Club, High Street, Bushey	7.30pm – 9.30pm
Tuesday 21 st March	Civic Offices, Elstree Way, Borehamwood	7.30pm – 9.30pm
Thursday 23 rd March	King Charles the Martyr Church 368 Mutton Lane, Potters Bar	8.00pm – 10.00pm

There will also be an **informal drop-in session** where Council representatives will be available to discuss the options for the future development of Hertsmere:

Saturday 18th March Aberford Hall, Aberford Road, Borehamwood 10.00am – 11.30am

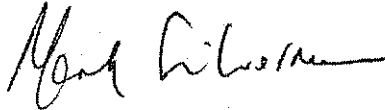
I very much hope that you will be able to attend. To plan well for the future, the Council needs to know what you think.

To confirm your attendance at one of the public meetings, please fill in the attached form and return it by post in the freepost envelope enclosed, fax it to the stated number or email your response to mark.silverman@hertsmere.gov.uk by Friday 10th March.

Please note that places are limited and will be allocated on a first response basis. We will confirm your place when we have received your response.

I look forward to hearing from you soon.

Yours faithfully,



Mark Silverman
Policy and Transport Manager

HERTSMERE BOROUGH COUNCIL
LOCAL DEVELOPMENT FRAMEWORK
PUBLIC MEETINGS

Please indicate which public meeting you will be attending:

Monday 13 th March	Christ Church Hall, Watling Street, Radlett	7.30pm – 9.30pm	<input type="checkbox"/>
Thursday 16 th March	Bushey Country Club, High Street, Bushey	7.30pm – 9.30pm	<input type="checkbox"/>
Tuesday 21 st March	Civic Offices, Elstree Way, Borehamwood	7.30pm – 9.30pm	<input type="checkbox"/>
Thursday 23 rd March	King Charles the Martyr Church 368 Mutton Lane, Potters Bar	7.30pm – 9.30pm	<input type="checkbox"/>

Name

.....

Organisation

.....

Email

**Contact telephone
number**

Please fax this form to Mark Silverman, Policy and Transport Manager at Hertsmere Borough Council, on 020 8207 7527, email confirmation to mark.silverman@hertsmere.gov.uk or post it in the freepost envelope enclosed.

Planning and Building Control

Your ref:
Our ref: LP14-2b
Email: core.strategy@hertsmere.gov.uk
Fax: 020 8207 7444
Date: 1 November 2007

Dear Colleague

Hertsmere Local Development Framework Core Strategy Preferred Options consultation

Please find enclosed a copy of the Core Strategy Preferred Options report.

The Core Strategy will set out the guiding principles for development in the Borough until 2021 and the enclosed report contains the Council's proposed policies across a range of important land use issues. The preparation of this report follows considerable public consultation in 2006 on a wide range of issues and options.

The Council is consulting on these preferred options so that the local community and other stakeholders have a further opportunity to influence the Core Strategy before it is submitted for independent examination.

A separate Sustainability Appraisal has also been prepared which considers the social, environmental and economic effects of the Core Strategy. This Appraisal can be viewed on the Council website at www.hertsmere.gov.uk and copies of all documentation have been deposited at all libraries and area offices.

To accompany the publication of the Core Strategy preferred options, a series of public exhibitions and drop-in sessions are being held where Council representatives will be in attendance to answer your questions. These are being held as follows:

Tuesday 13th November:
Shenley Cricket Centre, Radlett Lane 4.30pm – 8.30pm

Thursday 15th November:
Wylliotts Centre, Darkes Lane 4.30pm – 8.30pm

Tuesday 20th November:
Radlett Centre, Aldenham Road 4.30pm – 8.30pm

Thursday 22nd November
Borehamwood FC, Broughinge Road 4.30pm – 8.30pm

Tuesday 27th November
Bushey Country Club, High Street 4.30pm – 8.30pm

Responses to the Core Strategy consultation can be made at www.hertsmere.gov.uk where an interactive response form can be found. However, a hard copy response form is attached to this letter and this can also be used. If not making a submission on-line, responses can be sent by email to core.strategy@hertsmere.gov.uk or by post to:

Core Strategy consultation
Policy and Transport team
Hertsmere Borough Council
Civic Offices
Elstree Way
Borehamwood
Herts WD6 1WA

The consultation on the preferred options ends at **5pm on Monday 17th December 2007** and it is important that all submissions are received by this date.

Should you have any queries relating to the Core Strategy, please contact me on 020 8207 7516 or a member of the Policy and Transport team on 020 8207 7582.

Yours sincerely



Mark Silverman
Policy and Transport Manager



Planning and Building Control

Your ref: NA
Our ref: NA
Email: core.strategy@hertsmere.gov.uk
Fax: 020 8207 7444
Date: 7th January 2011

Dear Sir/Madam,

Hertsmere Local Development Framework: Draft Revised Core Strategy

Town and Country Planning Act 2004 (As amendment)

I am writing to you as you have previously made comments on the Core Strategy or expressed an interest in the progress of this important document, which will guide development in the Borough over the next 15 years. I am pleased to inform you that the Council has now published a draft Revised Core Strategy for consultation. This replaces the submission Core Strategy withdrawn in January 2010. An updated sustainability appraisal and a range of technical reports accompany the revised plan.

The main changes to the Core Strategy take account of the government's stated intention to abolish Regional Plans and their associated housing targets. The revised core strategy sets out a preferred option to reduce the overall target for housebuilding but also considers a number of other options available for future development. Further information can be found in the leaflet with this letter.

You can view and download the draft revised Core Strategy, supporting documents and a response form online at www.hertsmere.gov.uk/planning. You can also inspect a copy at the Civic Offices, Local Libraries, Local Area Offices and Parish Council Offices. Comments on the plan can be made from Monday 10th January 2011 to Monday 21st February 2011. The deadline for responses is 5pm on Monday 21st February.

Responses can be sent by email to core.strategy@hertsmere.gov.uk, by post to Policy and Transport Team, Planning and Building Control, Civic Offices, Elstree Way, Borehamwood, Herts WD6 4RA or by fax on 020 8207 7444.

If you have any queries please do not hesitate to contact the Policy and Transport Team on 020 8207 7582 or by email at core.strategy@hertsmere.gov.uk.

Yours faithfully

Mark Silverman
Policy and Transport Manager

Planning and Building Control

Your ref:
Our ref: LP14-2b
Email: core.strategy@hertsmere.gov.uk
Fax: 020 8207 7444
Date: As postmark

Dear Sir/Madam,

Hertsmere Local Development Framework Core Strategy for submission to the Secretary of State

I am pleased to enclose a copy of the Hertsmere Borough Council Core Strategy which was approved at a meeting of the full Council on 19th November 2008 for submission to the Secretary of State for Communities and Local Government. The Council also resolved to approve the Core Strategy for interim development control purposes, subject to the outcome of public consultation, for the determination of all planning applications registered on or after 3rd February 2009.

The Core Strategy will guide the development of the borough over the next 15 years and once adopted, it will become an important document for assessing planning applications. It addresses national and regional policy requirements, as well as local community needs. This plan will also influence how and where land is allocated for development, but, does not deal with specific sites. Sites for development will be identified in the Site Allocations Plan, which we will consult on in 2009.

The preparation of this document follows considerable public consultation and the Council is now inviting representations on the Core Strategy ahead of its submission to the Secretary of State, and subsequent consideration at a public examination in 2009.

A separate Sustainability Appraisal has also been prepared which considers the social, environmental and economic effects of the Core Strategy. A copy of this report is enclosed, together with the Council's Statement of Community Involvement, as required by the *Town and Country Planning (Local Development) (England) Regulations 2004 (as amended)*.

You are asked to use the enclosed representation response form when responding and to submit your response to the Council by **5pm on Monday 2nd February 2009**. Additional copies of the response form and accompanying guidance notes are available to download from the Council's website at www.hertsmere.gov.uk and submissions can either be made in writing to:

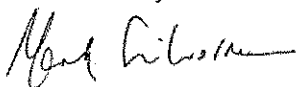
Policy and Transport team
Hertsmere Borough Council
Civic Offices
Elstree Way
Borehamwood
Herts WD6 1WA

Or electronically to:

core.strategy@hertsmere.gov.uk

The Council looks forward to receiving your response.

Yours faithfully



Mark Silverman
Policy and Transport Manager

Planning and Building Control

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Email: core.strategy@hertsmere.gov.uk
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Date: 1 November 2007

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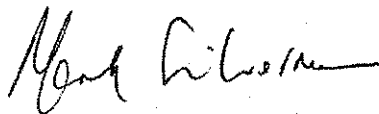
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Core Strategy consultation
Policy and Transport team
Hertsmere Borough Council
Civic Offices
Elstree Way
Borehamwood
Herts WD6 1WA

The consultation on the preferred options ends at **5pm on Monday 17th December 2007** and it is important that all submissions are received by this date.

Should you have any queries relating to the Core Strategy, please contact me on 020 8207 7516 or a member of the Policy and Transport team on 020 8207 7582.

Yours sincerely



Mark Silverman
Policy and Transport Manager

Appendix B

Consultation letters sent to general consultation bodies at each stage

Planning and Building Control

Your ref:
Our ref: LP14-2b
Email: core.strategy@hertsmere.gov.uk
Fax: 020 8207 7444
Date: As postmark

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To accompany the publication of the Core Strategy preferred options, a series of public exhibitions and drop-in sessions are being held where Council representatives will be in attendance to answer your questions. These are being held as follows:

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Core Strategy consultation
Policy and Transport team
Hertsmere Borough Council
Civic Offices
Elstree Way
Borehamwood
Herts WD6 1WA

If you have any queries, please call the Policy and Transport team on 020 8207 7582.

The consultation on the preferred options ends at **5pm on Monday 17th December 2007** and it is important that all submissions are received by this date.

The Council looks forward to receiving your response to this consultation.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mark Silverman', written in a cursive style.

Mark Silverman
Policy and Transport Manager

Planning and Building Control

Your ref:
Our ref: LP14-2b
Email: core.strategy@hertsmere.gov.uk
Fax: 020 8207 7444
Date: As postmark

Dear Sir/Madam,

Hertsmere Local Development Framework Core Strategy for submission to the Secretary of State

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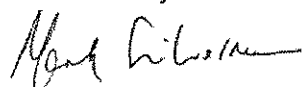
Policy and Transport team
Hertsmere Borough Council
Civic Offices
Elstree Way
Borehamwood
Herts WD6 1WA

Or electronically to:

core.strategy@hertsmere.gov.uk

The Council looks forward to receiving your response.

Yours faithfully



Mark Silverman
Policy and Transport Manager



Planning and Building Control

Your ref: NA
Our ref: NA
Email: core.strategy@hertsmere.gov.uk
Fax: 020 8207 7444
Date: As postmark

Dear Sir/Madam,

Hertsmere Local Development Framework: Draft Revised Core Strategy

I am writing to inform you that on 8th December 2010 the Council's Executive approved a draft Revised Core Strategy for consultation. It was also resolved that the document be approved for interim development control use in the determination of all planning applications registered on or after 22nd December 2010.

The publication of the revised draft Core Strategy follows the withdrawal of the submission core strategy in January 2010. The revised document has now been produced to reflect additional work on the Council's evidence base and within the context of the government's intention to abolish regional plans and their associated housing targets.

The consultation period for the Core Strategy document and updated Sustainability Appraisal will formally run for six weeks from Monday 10th January 2011 to Monday 21st February 2011 pursuant to Regulation 25 of the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008. Responses will be used to inform a final submission version of the core strategy which is expected to be published in mid 2011.

You can download and view the draft revised Core Strategy and updated sustainability appraisal online at www.hertsmere.gov.uk/planning. It is also available to view at the Civic Offices, Local Libraries, Local Area Offices and Parish Council Offices.

The deadline for responses is 5pm on Monday 21st February which can be sent by email to core.strategy@hertsmere.gov.uk, by post to Policy and Transport Team, Planning and Building Control, Civic Offices, Elstree Way, Borehamwood, Herts WD6 4RA or by fax on 020 8207 7444. If you have any queries please do not hesitate to contact the Policy and Transport Team on 020 8207 7582 or by email at core.strategy@hertsmere.gov.uk

Yours faithfully

Mark Silverman
Policy and Transport Manager

Appendix C

Correspondence with EERA prior to its abolition

Chairman: John Reynolds

Chief Executive: Brian Stewart

Policy & Transport Team
Hertsmere Borough Council
Civic Offices
Elstree Way
Borehamwood,
Herts
WD6 1WA

Please ask for: Paul Bryant
Direct Dial: 01284 729448
Fax: 01284 729429
Email: paul.bryant@eera.gov.uk
Date: 26th January 2009

Dear Sir / Madam

Re: Hertsmere Local Development Framework: Core Strategy for Submission to the Secretary of State

Thank you for consulting the Assembly on this matter.

The Regional Planning Panel Standing Committee considered a report on Hertsmere's submission Core Strategy at its meeting on 23rd January 2009 and endorsed the recommendation that the document is in general conformity with the East of England Plan.

This letter and copy of the Standing Committee report (attached) constitute the Assembly's formal response.

If you have any queries concerning the content of the report or any other issue relating to conformity with the Regional Spatial Strategy, please contact either myself or James Cutting, Team Leader: Strategy & Implementation.

Yours faithfully



Paul Bryant
Assistant Planning Officer
Strategy & Implementation

Regional Planning Panel Standing Committee

23rd January 2009

Subject: Hertsmere Borough Council Core Strategy – Submission Version

Report by: *Report by Regional Secretariat*

Purpose

To give a response to the Hertsmere Borough Council Core Strategy - Submission Version consultation document.

Recommendation

The Standing Committee is asked to consider the recommendation that the comments in Appendix A constitute the Assembly's formal response to this consultation.

1. Introduction

- 1.1 Hertsmere Borough Council has published for consultation the Submission Version of its Core Strategy. This, the principle document in the Council's Local Development Framework (LDF), will guide development in the borough to 2021 and beyond.
- 1.2 Preparation of this submission document has followed extensive consultation. The RPP Standing Committee has previously considered reports at both the Issues & Options stage¹ and at the Preferred Options stage.² Both documents were assessed against the then most up-to-date version of the emerging East of England Plan. At the Preferred Options stage, Hertsmere's Core Strategy was considered to be in general conformity.
- 1.3 The closing date for comments is Monday 2nd February 2009. Further details can be found on [Hertsmere Borough Council's website](#).
- 1.4 A copy of the Core Strategy Key Diagram is included at Appendix B.

2. Background

- 2.1 The Borough of Hertsmere, which covers an area of c.100 sq. km (38 sq. miles), is situated immediately to the north of London. Its southern edge is only 12 miles from the centre of the capital. Some 80 per cent of the borough is designated as Green Belt land, with the four main settlements of Borehamwood, Bushey, Potters Bar and Radlett constituting the only urbanised areas. The population, which currently stands at 97,000 (est.), is expected to rise to about 107,000 over the next 20 years.

¹ RPP Standing Committee 27 Mar 2006 (Agenda item 3)

² RPP Standing Committee 07 Dec 2007 (Agenda item 1)

- 2.2 Hertsmere benefits from good road and rail communications. The M25, M1 & A1(M) all pass through the area and all four major settlements are served by mainline rail services into Central London. Whilst bringing benefits, these transport routes also increase the development pressures and mean that there will continue to be high levels of freight and people moving through the district. With the exception of the M25 most of these routes run broadly north - south.

3. Regional context

- 3.1 Regional planning guidance for Hertsmere is contained within the adopted East of England Plan (May 2008), hereafter referred to as the RSS, and the remaining 'saved' policies of the Hertfordshire Structure Plan (adopted in 2003). The RSS replaces guidance previously contained within RPG9 (Regional Planning Guidance for the South East).
- 3.2 The RSS identifies Hertsmere as one of nine local authorities that fall within the London Arc policy area. The latter is a complex mix of market towns, commuter settlements and new towns over which London has a powerful influence. In addition to generic policies promoting sustainable development, the RSS requires Hertsmere to provide a minimum 5,000 new homes during the RSS plan period 2001 - 2021, and an apportioned contribution toward Hertfordshire's indicative target of 68,000 new jobs by 2021.
- 3.3 Hertsmere's Submission Core Strategy has been assessed against all policies contained within the adopted RSS.

4. Comments

- 4.1 Overall, Hertsmere Borough Council's Submission Core Strategy is considered to be in general conformity with the RSS.

5. Recommendations

- 5.1 The Standing Committee is asked to consider the recommendation that the comments in Appendix A constitute the Assembly's formal response to Hertsmere Borough Council's Submission Core Strategy.

Contact: Paul Bryant
Assistant Planning Officer

Tel: 01284 729448
E-mail: paul.bryant@eera.gov.uk

Appendix A

LOCAL DEVELOPMENT DOCUMENT CHECKLIST

PART ONE – DOCUMENT INFORMATION

LOCAL PLANNING AUTHORITY	Hertsmere Borough Council
DOCUMENT TITLE	Core Strategy
DOCUMENT TYPE	DPD
DOCUMENT STAGE	Submission Version
CONSULTATION START DATE	Monday 8 th December 2008
CONSULTATION END DATE	Monday 2 nd February 2009

PART TWO – GENERAL POINTS

QUESTION	ANSWER	COMMENTS
Does the area covered lie within the Eastern Region?	Yes	
Are all references to the East of England Plan correct?	Yes	The Council is reminded that the East of England Plan should not be referred to as 'RSS14'.
Does the area covered include a Key Centre for Development and Change?	No	
Are there any key issues covered by the document that are of strategic or regional importance?	Yes	Hertsmere lies within the London Arc Sub-region (policy LA1). RSS policies E3 and E4 support the continued growth of mature and emerging clusters, e.g. the multimedia clusters at Elstree Studios in Borehamwood.

PART THREE – CONSISTENCY / CONFORMITY CHECKLIST

(* Where local policy has been referenced against relevant RSS policy and there is no comment, it is considered to be in general conformity.)

QUESTION	RSS POLICY	LOCAL POLICY *	COMMENTS
Is there a clear push for sustainable development?	SS1	All	
Does policy seek to maximise the use of previously developed land (PDL)?	SS2	SP1 (2.23 - 2.36)	Through its Urban Capacity Study, the Council has identified sufficient land to accommodate more than 90% of the required RSS housing target on brownfield (PDL) sites.
Is there a clear pattern of development for Key Centres and/or other urban and rural areas?	SS3, SS4	Table 7, p.25 CS5	Local Policy CS5 supports the provision of affordable housing in rural areas on "exception" sites.
Is the role of city and town centres clear? Is there a clear retail hierarchy?	SS6	CS24 - CS27	
If appropriate, is there a policy dealing with the Green Belt?	SS7 (LA1)	CS2, CS12 Paragraphs 2.23 - 2.36 & 5.6 - 5.8	No Green Belt review at Hertsmere is proposed in the RSS. In recognising that the majority of new growth can and will be accommodated on PDL, and that the Council is aware of potential brownfield sites that could come forward (Core Strategy para. 2.28), the Assembly notes that some limited release of greenfield or Green Belt land may be required towards the end of the plan period. The strategy also recognises the needs of businesses in the green belt. The described process for the strategic gap is understood but this should not compromise the integrity of the remaining area.
Is there a policy dealing with land in the urban fringe (if appropriate)?	SS8	CS12	
Is the RSS employment target met?	E1	Objective 11 Chapter 4	While it will continue to push for compliance, the Assembly acknowledges that the job targets set out in E1 are indicative, and that no specific target has been set for Hertsmere. The Core Strategy gives an adequate account of the local economic conditions, particularly the demand and supply of different types of business premises, to explain the development of employment land policies.

QUESTION	RSS POLICY	LOCAL POLICY *	COMMENTS
Is employment land protected and is its designated usage consistent with relevant RSS policies?	E2 - E4	Chapter 4 CS8 - CS11	Appropriate large scale employment locations are identified. The Core Strategy also seeks to identify and maintain a supply of smaller 'locally significant' employment sites, and promotes the retention of the media cluster around Borehamwood.
Is the RSS housing target met?	H1	CS1, (CS3)	
Is there an affordable housing policy and does it meet the RSS target?	H2	CS4	The increase in the level of affordable housing provision being sought on qualifying sites is noted. (Up from 25 per cent at the Preferred Options Stage to 35 per cent). The proposed tenure mix is consistent with regional policy.
Is there a clear policy for meeting the accommodation needs of Gypsies and Travellers?	H3	CS6	
Are cultural issues addressed?	C1, C2	CS16, CS17	
Is there a policy that seeks to change travel behaviour?	T2	SP1, CS14, CS21, CS23	
Does policy seek to enhance provision of non-motorised forms of transport?	T9	CS23	
Are any major transport generators covered by appropriate policies?	E7, T11, T12	n/a	There are no major transport generators within the district.
Do any transport schemes promoted match regional priorities?	T15		No major transport schemes are being promoted.
Is there a policy on green infrastructure?	ENV1	CS12, CS14	
Are landscape, wildlife and geological conservation issues addressed?	ENV2, ENV3	SP1, CS12, CS14, CS15	

QUESTION	RSS POLICY	LOCAL POLICY *	COMMENTS
Is agricultural land & soil conservation covered by a policy?	ENV4	CS12	
Are woodlands protected by a policy?	ENV5	CS14	Appropriate protection is afforded to Watling Chase Community Forest.
Is conservation and enhancement of the historic environment addressed?	ENV6	CS13	
Is there a policy that seeks to achieve a high quality built environment, including sustainable construction?	ENV7	SP1, CS7, CS15, CS20	The Core Strategy provides an appropriate framework for ensuring that future development is of both high quality and that it is has due regard for sustainability issues.
Is there is a policy dealing with the reduction of CO ₂ emissions?	ENG1	CS15	Local policy CS15 directs developers towards the Hertfordshire Planning Authorities 'Building Futures'. This provides guidance on all aspects of sustainable development. It is the Councils intention that that 'Building Futures' will be formally approved as a material planning consideration to help ensure it is carried through into practice by the development industry.
Is there a policy on renewable energy, including the setting of a target?	ENG2	CS15 (ii) CS15 (vii)	
Is there a policy that promotes water efficiency?	WAT1	CS15 (iii)	
Is Flood Risk Management addressed?	WAT4	CS15 (i) CS15 (iii)	
Is there a policy promoting Sustainable Urban Drainage technologies?			
Are there any policies relating to waste management?	WM1 - WM8	CS15 (viii) (CS19)	[See comments above re local policy CS15.]
Are there any policies relating to minerals?	M1	CS12 (para 5.11)	Sand and gravel reserves within the district are identified in the Hertfordshire County Council's Minerals Local Plan. ³

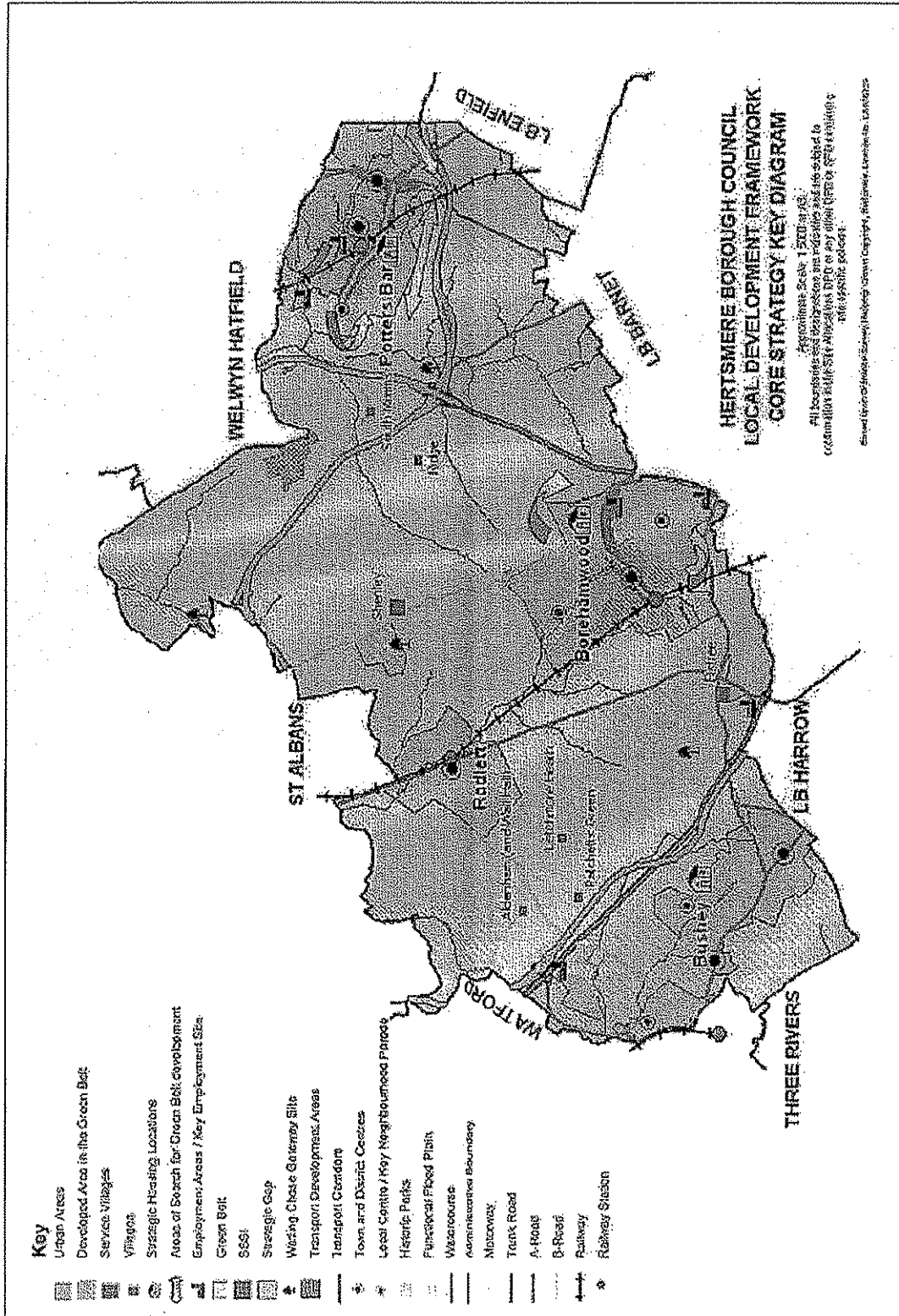
³ <http://www.hertsdirect.org/envroads/environment/plan/hccdevplan/mbp/>

QUESTION	RSS POLICY	LOCAL POLICY *	COMMENTS
Are any policies developed in accordance with policies for KCDCs or sub-regions?	(LA1)		The Core Strategy is consistent with policy LA1.
Are there any policies dealing with implementation and monitoring?	IMP1, IMP2	CS3, Chapter 9	

PART FOUR – OVERALL ASSESSMENT

QUESTION	ANSWER	COMMENTS
Is the Submission Core Strategy in general conformity with the RSS? If the answer to the above is 'no', what is needed to rectify this?	Yes	Overall, Hertsmere Borough Council's Submission Core Strategy is considered to be in general conformity with the RSS.

Appendix B



[Source: Hertsmere Borough Council - Core Strategy DPD (December 2008), page 31]

Appendix D

Minutes from Executive and Full Council Meetings on 9 and 16
November 2011 respectively

HERTSMERE BOROUGH COUNCIL

EXECUTIVE

**Minutes of the meeting held in the Council Chamber, Civic Offices,
Elstree Way, Borehamwood**

9 November 2011

Present:

Voting Members:

Councillors Bright (Chairman), Donne, Goldstein, Graham, Heywood and Quilty

Non-Voting Members:

Councillors R Butler, Dr Cohen, Gilligan, Harrison, Hoeksma, Parnell, Patnick and Strack

Officers:

D Graham	Chief Executive
S Bijle	Director of Resources
G Wooldrige	Director of Environment
H Shade	Head of Corporate Support
M Silverman	Policy and Transport Manager
K Harwood	Housing Services Manager
J Edmond	Private Sector Housing Co-ordinator
S Warner	Senior Planning Officer
J Smith	Principal Democratic Services Officer

Guests:

S Richardson	local resident
C Brock	local resident
R Thompson	RPT Consulting

Other Officers in Attendance:

A Forbes	Webcaster
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Note: All decisions taken at this meeting are non-urgent, and therefore subject to the provisions of the call-in procedure unless otherwise specified.

37. **COMMUNICATIONS AND APOLOGIES**

The Chairman welcomed Members and Officers to the meeting and two guests in attendance for item 6.2 (Monk Parakeets), Simon Richardson and Christine Brock.

The Chairman advised Members that a late report (Report EX/11/75) for item 7.1: On-street Car Parking Charges - Suspension for the Christmas Holiday Period had been published earlier today, copies of which were tabled at the meeting. Copies of the report for part II item 2.1 (agenda item 11), Leisure Management Contracts Award – Detailed Evaluation, would be tabled at the appropriate point in part II of the agenda.

Apologies were received from Councillor Batten.

38. **DECLARATIONS OF INTEREST**

No Members had an interest to declare in any of the items of business on the agenda.

39. **SPEECHES BY NON-EXECUTIVE MEMBERS**

The Chairman advised that the usual arrangements for speeches by non-Executive Members would be in place for this meeting.

40. **MINUTES**

The minutes of the meeting of the Executive held on 7 September 2011 were approved and signed as a true record.

41. **NON-KEY DECISIONS**

41.1 **MONK PARAKEETS**

Decision that:

1. the two papers attached to Report EX/11/66 at Appendices A and B be noted;
2. further research be carried out on how parakeet colonies are dealt with in other countries;
3. DEFRA be advised that:

- a) there is no automatic right for DEFRA to enter the Council's land to carry out the culling of monk parakeets;
- b) any decision to allow DEFRA onto Council land must be on a case-by-case basis and that, before permission is granted, DEFRA must make the strongest of cases to the Council's Environmental Health Officers as to why it needs to carry out its planned actions; and
- c) in the event that DEFRA wish to enter onto Council land and is able to make the case for carrying out such actions, firstly (in accordance with the request of the campaigners), no shooting be allowed on Council land and, wherever possible (as mentioned in campaigners' request number 7), rather than killing these birds, nests be removed by approved contractors under veterinary supervision and any birds or hatchlings caught be taken to nearby aviaries.

Reasons for the Decision

The decision indicated how the Council intended to respond to further applications from the Department for Environment, Food and Rural Affairs (DEFRA) and took account of the local representations made against the proposed actions by DEFRA.

Alternative Options Considered and Rejected

None as a response to both parties was required.

Key Points Arising from the Discussion

- Mr Simon Richardson, co-author with colleague Christine Brock, of a report against the eradication of monk parakeets in the UK (Appendix B to EX/11/66 refers), gave a 10-minute presentation to the meeting.
- Following the presentation, the Portfolio Holder for Housing and Economic Development asked how other authorities, such as those in Barcelona and Madrid, dealt with the issue of control. Mr Richardson replied that he believed some humane steps were taken to control the numbers of parakeets such as the inclusion of contraceptives in sunflower seeds.
- Four non-Executive Members spoke in turn against the proposed control measures citing reasons that included the following: no justification as these birds were no different from any other birds and as such no more dangerous to humans; evidence showed that their numbers were not increasing; shooting was completely unacceptable; waste of money; culling made no sense as the birds could still be imported and kept as pets (if truly dangerous, the first

action that should be taken should be to prevent importation). The Executive was strongly urged to resist the actions proposed by DEFRA.

- During discussion amongst the Executive Members, it was agreed that further research should be carried out to ascertain how other countries with similar climates to the UK had dealt with the issue. It was also agreed categorically that no shooting should take place on Council land.
- The Chairman, on behalf of the Executive, thanked the two local residents who had led the campaign against the culling of monk parakeets and attended the meeting that evening and DEFRA for its report. Summing up, he referred Members to the requests made by the campaigners (agenda page 34) and emphasised that it was important to understand that the Executive could only make decisions where it had the power to do so, specifically it could make decisions on some but not all of the requests. Accordingly, taking account of the implications of report para 2.3, he proposed a number of recommendations, as set out above, that were agreed by the Executive.

(Action: Head of Street Scene)

41.2 **GROUNDS MAINTENANCE - CONTINUED PROVISION**

Decision that the options appraisal process and timetable, as detailed in the Report EX/11/54, aimed at ensuring the continuance of a grounds maintenance service in accordance with the Authority's legal responsibilities, be endorsed.

Reasons for the Decision

The Authority's grounds maintenance requirements were currently met through a contract with John O'Connor Ltd. The contract was due to expire on 28 February 2013, completing an 8-year arrangement, and there was a requirement to continue to provide a grounds maintenance service after this date.

Alternative Options Considered and Rejected

There was no alternative option to continuing to provide a grounds maintenance service as this was a statutory requirement. All viable options would be considered during the options appraisal process with a further report and recommendations on the future of the service to be presented to a future meeting of the Executive.

(Action: Head of Street Scene)

41.3 **ADDITIONAL FUNDING - HOUSING/HOMELESSNESS BUDGET**

Decision that:

1. the additional expenditure required to date and the projected forecast for the end of the financial year in the provision of temporary accommodation for homeless applicants in the Borough be noted; and
2. the use of £95k from contingency funding be approved; should this prove to be insufficient, further monies to be taken from the revenue contingency fund for the financial year 2011/12 and a further update brought to a future meeting of the Executive.

Reasons for the Decision

Due to the increased need to place homeless families into bed-and-breakfast accommodation, additional funding was required from this year's budget. Partly as a result of landlords selling up because of capital gains tax changes and partly due to cuts to housing benefits, larger families were applying for assistance. The Council had been expecting changes to local housing allowance caps on larger size accommodation to come into force in October 2011. However, these had been brought forward to April 2011. The Council frequently needed to place large families into two rooms in a hotel and, under the housing benefit rules, was only able to claim 50% of the cost for this accommodation with the shortfall having to be met by the applicant who was often unable to afford it.

The cost of placing a family with four children into bed-and-breakfast accommodation was currently £630.00 per week. The maximum weekly subsidy cap for four-bedroom need that the Council was able to claim from Housing Benefit was £375.00, leaving a shortfall of £255.00 per week which was very often not able to be recovered from the applicant. The Council had limited accommodation of its own, which was constantly 100% occupied, and this did not cover the current housing needs within the Borough.

Alternative Options Considered and Rejected

No other options were available at that time. Providing accommodation for homeless families was a statutory requirement under The Housing Act 1996 Part V11 (as amended 2002).

Key Points Arising from the Discussion

- Responding to a question from the Finance and Property Portfolio Holder, the Portfolio Holder for Housing and Economic Development confirmed that there were currently four families in bed-and-breakfast accommodation and undertook to report the

latest figures at the Council meeting the following week. Referring to report paragraph 7.3 which confirmed that the funding would come from the revenue budget central contingency, the Finance and Property Portfolio Holder said that he fully supported the recommendation.

(Action: Housing Services Manager)

41.4 **HERTSMERE LOCAL DEVELOPMENT FRAMEWORK - REVISED CORE STRATEGY**

Decision that:

1. the revised Core Strategy be endorsed and recommended for approval by the Council on 16 November 2011, subject to any minor changes to be agreed by the Head of Planning and Building Control in consultation with the Portfolio Holder for Planning and Performance, for:
 - (i) submission to the Secretary of State for Communities and Local Government for public examination; and
 - (ii) interim development control purposes for use in the determination of all valid planning applications registered on or after 28 November 2011; and
2. the findings of the Sustainability Appraisal Report and other key technical studies referred to in the report, including the updated Strategic Housing Land Availability Assessment and the outcome of previous public consultation on the draft revised Core Strategy, be noted.

Reasons for the Decision

To enable a report to be presented to the Council, seeking approval of the Core Strategy for submission to the Secretary of State for public examination in accordance with the requirements of Regulations 27 to 30 of the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008.

Alternative Options Considered and Rejected

The Executive could have elected not to recommend the publication and submission of a revised Core Strategy but, given the need to have an up-to-date statutory plan in place and the significant risks associated with not proceeding with a revised Core Strategy, there was considered to be little justification in pursuing such a course. The draft National Planning Policy Framework emphasised that there would be a presumption in favour of 'sustainable development' where existing plans were out-of-date, silent or indeterminate and developers with major land

holdings in the Green Belt might be encouraged to submit speculative applications in the absence of an up-to-date Core Strategy and housing target.

The Council had also invested considerable resources in technical studies to underpin its Core Strategy. A delay in revising the Core Strategy increased the risk that these studies would become out-of-date and need to be recommissioned and/or rewritten by officers. In addition, without setting a housing target and allocating sites which might otherwise not receive planning permission, potential income from the Government's New Homes Bonus would be more limited, as would standard charge/Section 106 income from these sites.

Key Points Arising from the Discussion

- A non-Executive Member said that it was vital that the Council had a strategy in place and that her only concern about the reduction in the overall figures was the proportional reduction in affordable housing. Another non-Executive Member urged the Executive to make it a priority to identify new traveller sites. Responding, the Policy and Transport Manager assured Members that, whilst the overall numbers had reduced, no change was proposed to the size of site where affordable housing would be sought which meant that the anticipated number of affordable homes coming forward would not be reduced. With regard to traveller sites, he reported that three additional pitches had been approved recently by Hertfordshire County Council at Sandy Lane in Bushey. This had followed close co-operation between Hertsmeire Borough Council and the County Council both to secure government funding for the new pitches and to ensure the submission of an acceptable planning application.
- In response to further concerns expressed about the effect of development in the Elstree Way Corridor on the infrastructure (report para 2.5 refers), the Policy and Transport Manager advised that recent progress had been made by Hertfordshire Highways in this regard and detailed options for Elstree Crossroads were currently being considered.

(Action: Policy and Transport Manager)

42. **KEY DECISIONS**

42.1 **SUSPENSION OF PARKING CHARGES OVER CHRISTMAS PERIOD**

Decision that the suspension of parking restrictions applicable to the 1 to 2 hour on-street parking bays be approved for the Christmas holiday period, commencing on 5 December 2011 and ending on 3 January 2012.

Reasons for the Decision

It had been a challenging year for the UK economy, local councils, residents and businesses alike. Throughout this period, the Council had sought to support local communities, business and the voluntary sector with direct and indirect support through its work within Hertsmere and at the regional level. Financial forecasts indicated that the festive period approaching would be particularly challenging for retailers in the country's high streets. The Council wished to provide additional assistance to retailers under such trying times by suspending on-street parking charges for the festive period.

Alternative Options Considered and Rejected

The decision might have been made not to suspend the charges but this option was rejected in favour of the reasons for the suspension outlined above.

Key Points Arising from the Discussion

- The proposal was welcomed as a gesture of goodwill in difficult economic circumstances and the hope expressed that the initiative would be treated sensibly.

(Action: Parking Services Manager)

42.2 PRIVATE SECTOR LEASING SCHEME

Decision that:

1. the usage of a Private Sector Leasing Scheme to provide good quality, well managed temporary accommodation for homeless applicants within the Borough be approved; and
2. funding of £30,000 towards this initiative be funded from the existing housing budget; should this prove to be insufficient, funding to be taken from the overall revenue contingency fund for the current financial year 2011/2012.

Reasons for the Decision

The cost of temporary accommodation had risen exponentially in the past three years creating an unsustainable expense for the Council. It was therefore essential that a robust alternative was found to enable the Council to mitigate the cost.

Secondly, hostel accommodation was not ideal for families and should only be used as a last option. The lack of space and privacy and shared sanitary and cooking facilities worsened an already difficult

situation, particularly for families. In addition, temporary accommodation, which could sometimes only be offered outside the Borough, could affect and disrupt children's education and the family support network. Alternative, private, self-contained accommodation in the Borough was considered to be by far the best option.

Alternative Options Considered and Rejected

To continue to use bed-and-breakfast accommodation. However, this option was not supported due to the associated escalation of costs to the Council.

Key Points Arising from the Discussion

- The scheme was approved and commended by Executive and non-Executive Members alike. Responding to a question as to whether fraud inspections were built into the scheme, the Portfolio Holder for Housing and Economic Development advised that he would be discussing this element with Officers shortly.
- The Chairman thanked the Housing Services Manager and Private Sector Housing Co-ordinator for their work on the scheme and their attendance at the meeting.

(Action: Housing Services Manager)

42.3 **DRAFT REVISED AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT (SPD)**

Decision that the draft revised Affordable Housing Supplementary Planning Document (SPD) be approved for public consultation in December 2011, subject to any minor changes to be agreed by the Head of Planning and Building Control in consultation with the Portfolio Holder for Planning and Performance.

Reasons for the Decision

The reason for the decision was to ensure that the Council fulfilled its obligation to have in place an up-to-date Affordable Housing SPD that provided the necessary information for developers and planning officers.

Alternative Options Considered and Rejected

The Executive could have chosen not to make changes to the SPD and leave any review later in the Local Development Framework process. However, such a decision would have left the Council with an outdated SPD, potentially jeopardizing its ability to defend planning decisions

based on advice in the SPD and possibly resulting in applications for cost if unsuccessful at appeal.

(Action: Senior Planning Officer)

42.4 **LEISURE MANAGEMENT CONTRACTS AWARD**

Decision that:

1. Hertsmere Leisure Trust (HLT) be awarded the contracts for both Lots 1 and 2 following consideration of the detailed evaluation outlined in Report EX/11/74 in part II of the agenda of this meeting and appointed as preferred bidder;
2. Sports and Leisure Management Limited (SLM) be appointed as reserve bidder should the finalisation of the fine-tuning of the contract with HLT fail to be completed;
3. the delivery of play, 50+ programme and parks events be included in the contract and the staff be transferred to HLT in accordance with the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) 2006 legislation as part of the contract award process referred to in resolution (1) above; and
4. the Contract Procedure Rules be suspended to secure the services of Robin Thompson Consulting (RPT) for the first year of the contract to support Officers in ensuring the effective implementation and embedding of the new contracts.

Reasons for the Decision

The final tenders had been subject to a detailed evaluation process, as outlined in Report EX/11/74 in part II of the agenda for this meeting. The evaluation criteria had been set up to ensure that the Council and service users received value for money and the Council's assets were well managed and maintained. The award of contracts was made in accordance with those criteria and with the requirement of regulation 18 of the Public Contracts Regulations 2006, as outlined below, to award the contract to the company that scored the highest marks in the evaluation process.

Allowing a standstill period of 10 days, prior to the signing of binding contracts, was a mandatory requirement under the procurement directives. Accordingly, HLT was appointed as the preferred bidder with SLM appointed as reserve bidder in case the arrangement with HLT failed.

Alternative Options Considered and Rejected

The decision could have been made not to award the contracts to HLT. However, regulation 18 (section 27) of the Public Contracts Regulations 2006 stipulated that: *'The Contracting authority shall assess the tenders received on the basis of the award criteria specified in the contract notice or descriptive document and shall award the contract to the participant which submits the most economically advantageous tender in accordance with regulation 30(1)(a).'* According to regulation 30(1)(a), the Council could award a public contract on the basis of the offer which, from the Council's point of view, was "the most economically advantageous".

The most economically advantageous tender was the bid that scored the highest mark against the evaluation criteria agreed by the Project Board at the commencement of the contract, as detailed in part II Report EX/11/74. The option of not awarding the contract to HLT would have been contrary to the above mentioned regulations and was therefore not supported.

Key Points Arising from the Discussion

- The Finance and Property Portfolio Holder, in presenting the report, drew Members' attention to the fact that it concerned the largest contract award the Council was likely to make. He referred Members in particular to paragraphs 2.4, 2.6 and 2.7 which, respectively, listed the range of services to be provided, described the 'competitive dialogue' process and listed the final bidders and he emphasised the robustness of the tendering process. The Finance and Property Portfolio Holder added that the fact that the report recommended the award of contracts to HLT with SLM as the reserve indicated how competitive the process had been. He proposed that the report's recommendations be approved, subject to the consideration of the detailed evaluation in the following item in part II of the agenda.
- The Chairman of the Member Project Board, Councillor Patnick, advised that the Board had been involved in the weighting process of the evaluation exercise and was confident a good decision had been reached. Responding to a question from the Chairman, he confirmed that the Board's composition had been cross-party and its decision unanimous.
- The Chairman thanked all Councillors, Officers and bidders who had been involved in the leisure procurement process and informed Members that, following consideration of the detailed evaluation report in part II of the agenda, the meeting would return to this item in part I for the final decision.

- On returning to this item at the conclusion of the above mentioned part II item, the Chairman of the Project Board thanked RPT Consulting for its support, adding that the award of this major contract was very good news for the Council's residents, both in providing employment opportunities and protecting a wide range of services. The report's recommendations were agreed.

(Action: Chief Executive)

43. **DATE OF NEXT MEETING**

Noted that the next meeting of the Executive was scheduled to be held on Wednesday, 7 December 2011 at 6.00pm.

44. **EXCLUSION OF THE PUBLIC**

RESOLVED that, under S100A(4) of the Local Government Act 1972, the 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 in Part I, Schedule 12A to the said Act:-

<u>Part II Agenda Item</u>	<u>Paragraphs in Schedule 12A</u>
1. <u>KEY DECISIONS</u>	
1.1 None.	
2. <u>NON-KEY DECISIONS</u>	
2.1 Leisure Management Contracts Award – Detailed Evaluation	3

45. **LEISURE MANAGEMENT CONTRACTS AWARD - DETAILED EVALUATION**

Decision that the outcome of the detailed evaluation and scoring matrix be noted and the recommendations of the Leisure Management Project Board be approved in part I of the agenda (see Minute 42.4 above).

Reasons for the Decision

As outlined in Minute 42.4 above.

Alternative Options Considered and Rejected

As outlined in Minute 42.4 above.

CLOSURE: 8.07 pm

CHAIRMAN

HERTSMERE BOROUGH COUNCIL

MEETING OF THE COUNCIL
HELD IN THE COUNCIL CHAMBER
CIVIC OFFICES, ELSTREE WAY, BOREHAMWOOD

16 November 2011

Present:

Councillors Knell (Mayor), Strack, Batten, Bright, E Butler, R Butler, Calcutt, Choudhury, Dr Cohen, David, Dobin, Donne, Goldstein, Graham, Griffin, Harrison, P Hodgson-Jones, S Hodgson-Jones, Hoeksma, Keates, Kieran, Morris, O'Brien, Parnell, Patnick, Quilty, Ricks, Sevincli, Silver, Wayne, West, Winters, Worster and Zucker

Officers:

D Graham
S Bijle
G Wooldrige
P Hughes

Chief Executive
Director of Resources
Director of Environment
Democratic Services Manager

Also Present:

H Shade
M Silverman

Head of Corporate Support
Policy and Transport Manager

443. **PRAYERS**

Prayers were said by the Mayor's Chaplain, the Reverend Peter Bevan of St Mary the Virgin and All Saints Church, Potters Bar.

444. **COMMUNICATIONS AND APOLOGIES FOR ABSENCE**

- (a) The Mayor drew attention to the substantial volume of business before the meeting and noted that sufficient regard had to be paid to each item. While not wanting to discourage contributions, he asked Members to make their contributions as focussed and precise as possible.
- (b) Apologies for absence had been received from Councillors David, Gilligan, Gunasekera and Heywood.

445. **DECLARATIONS OF INTEREST (IF ANY)**

Councillors R Butler, Parnell and Strack declared a personal interest in the monk parakeets item on the Leader's report at agenda item 8.

No other Member had an interest to declare under any of the items of business on the agenda.

446. **MINUTES**

The minutes of the Council meeting held on 14 September 2011 were approved and signed as a correct record.

447. **ANNOUNCEMENTS BY THE MAYOR**

The Mayor fondly recalled former Councillor Ron Morris who had passed away on 23 September 2011. He said Councillor Morris had been his mentor and had always been proud of the work done by this Authority. Councillor Bright recalled that Councillor Morris had represented the Furzefield Ward for sixteen years and had been a Councillor for Potters Bar for a total of twenty one years. He had been re-elected in May this year and had always focused on helping Potters Bar residents, as well as fighting fiercely for that area. Councillor Bright recalled his last speech to Council, in which he pledged to do all he could to ensure Potters Bar retained its post office. Councillor Morris had been the father of the house and had always spoken plainly, he had said what he felt and was respected for that. Councillor Harrison said that Councillor Morris had cared deeply about Potters Bar and had worked hard on behalf of its residents. The Mayor then thanked Councillor E Butler and Councillor Strack and her husband for the care they provided to Councillor Morris at the last Council meeting.

The Mayor reminded Council of the Charity Antiques Road Show at Bushey Golf Club on 26 November in aid of his Mayoral Charities. He asked Members who wished to donate items for the auction at this event to leave them in the Mayor's Parlour.

On 19 April 2012, the Mayor said he would hold a golf day at Potters Bar Golf Club in aid of MacMillan Cancer Support. The day would include a buffet lunch and advised all to book early.

The Mayor also reminded Members that the Civic Dinner would be held in Elstree Studios on 24 March 2012.

The two evening football tournaments held at the Arsenal training ground last month had, said the Mayor, been very successful and had raised some £2,500 for his charities. The team of the Council's Chief Executive had been successful.

The Mayor reported that he had represented the Borough at a number of remembrance events across the Borough last Sunday. He had been pleased to see a large number of Councillors at these services.

448. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

No questions had been received from members of the public.

449. **URGENT DECISIONS EXEMPT FROM CALL-IN**

Noted that no decisions had been taken with the approval of the Mayor as matters of urgency in accordance with the provisions of the Constitution – Overview and Scrutiny Procedure Rule 14(j).

450. **SPECIAL URGENCY DECISIONS QUARTERLY REPORT**

The Leader reported that, in the last quarter, no key decisions had been taken in circumstances of Special Urgency, as set out in Rule 16 of the Constitution's Access to Information rules.

451. **REPORT OF THE LEADER OF THE COUNCIL**

Leader's Report

The Leader spoke on the following list of topics, which had been circulated to Members prior to the meeting. The two items marked with an asterisk were covered separately in the agenda and were discussed under those items. Discussion ensued on the other items and the Leader and Executive Members responded to Members' questions.

● **Executive**

The Executive had met once on 9 November 2011 since the last Leader's report. The major areas discussed were as follows:

Monk Parakeets – The Leader reported that the Executive had received a report from DEFRA with proposals to cull monk parakeets in the area, along with a report and presentation from two local residents who strongly opposed the proposals. A number of Members also spoke against the proposals. The Executive agreed a response to DEFRA taking account of these representations which included not allowing

entry onto Council land without permission and a complete veto of any shooting on Council land.

Grounds Maintenance – Hertsmere's grounds maintenance requirements were currently met by John O'Connor Ltd. This contract will expire on 28 February 2013 and there was a requirement to continue to provide a grounds maintenance service after this date. The Executive endorsed the options appraisal process thus ensuring a continuance of the grounds maintenance service in accordance with the Authority's legal responsibilities.

Additional Funding – Housing/Homeless Budget - The Executive noted the additional expenditure to date and the projected forecast for the end of the financial year in the provision of temporary accommodation for homeless applicants in the Borough. The Executive approved £95k from contingency and if this proved to be insufficient, further monies will be requested from the revenue contingency fund for the financial year 2011/12. A further update would be discussed at a future meeting of the Executive.

Hertsmere Local Development Framework – Revised Core Strategy *

This matter was on the agenda for this Council meeting so no discussion took place at this stage.

Suspension of Parking Charges over Christmas Period - The decision was taken to suspend the Borough's parking restrictions applicable to the 1 to 2 hours on-street parking bays for the festive period between 5 December 2011 and 3 January 2012, as a gesture of goodwill to residents in a time of financial uncertainty.

Adoption of Private Sector Leasing Scheme - In order to provide good quality, well managed temporary accommodation for homeless applicants in the Borough, the Executive approved funding of £30,000 from the existing housing budget. If these funds prove to be insufficient, then funding will be requested from the overall revenue contingency for the current financial year 2011/12

Draft Revised Affordable Housing – Supplementary Planning Document (SPD) - The Council's current Supplementary Planning Document (SPD) on Affordable Housing was adopted in 2008. Within the SPD, the Council stated that this should be reviewed after three years. As a result, a revised SPD has been produced taking into account local experience over the last three years along with national changes, including most significantly, reforms introduced by the government in respect of affordable rent and the wider affordable housing development regime. The Executive approved the Affordable Housing SPD for public consultation next month.

Leisure Management Contracts Award* - This matter was on the agenda of this Council meeting so no discussion took place at this stage.

- **Audit Committee**

Presentation and Approval of Statement of Accounts for 2010/11 - The Council's Approval of Statement of Accounts Committee had, at their meeting

on 11 July, approved the accounts for submission to the Council's external auditors. This audit resulted in a number of minor adjustments being made and these had been incorporated in the final accounts, which were now before this Committee.

The Audit Committee noted that the external auditor had found that the Council's working papers were excellent; the transition to IFRS had been well managed; no significant adjustments were necessary. The Committee was pleased to note that an unqualified opinion would be given.

External Auditors' Annual Governance Report - Grant Thornton, the Council's external auditor, reported to the Committee on the key issues that had arisen from the Council's 2010/11 financial statement. The Committee noted that the transition to preparing accounts under IFRS had been well managed by the Council and that the Council continued to produce good quality accounts, which were reflected in the small number of adjustments made to the draft accounts. The auditor anticipated providing an unqualified opinion on the Council's financial statements.

On value for money, the auditor was satisfied that, in all significant respects, the Council had put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources for the year ending 31 March 2011.

External Auditors' Recommendations - The Committee received a report on progress made with implementing agreed recommendations made by the Council's external auditors.

Audit Committee Progress Report - The Committee received a report detailing progress made by the Shared Internal Audit Service in delivering the Audit Plan; audit findings for the period June to September 2011; proposed amendments to the Audit Plan; implementation of previously agreed audit recommendations, and a performance management update as at 15 September 2011.

The Committee approved amendments to the Audit Plan, and asked Officers to make an annual report to the Committee listing all the

recommendations made by Internal Audit reports and progress with their implementation of the recommendations.

Anti-Fraud Report - The Committee noted information on the performance of the Anti-Fraud Team during the period April to August 2011. It was also noted that a recent case had resulted in a fraudulent claimant receiving a 10 month prison sentence, suspended for 24 months, 250 hours of unpaid work and £2,000 costs.

International Financial Reporting Standards: The Effect on the Valuation of the Council's Properties - The Committee received details of work undertaken to classify and value the Council's properties in accordance with International Financial Reporting Standards.

- **Licensing Committee**

The Licensing Committee met on 20 September 2011 and received an oral update report in respect of:

- licensed premises in Borehamwood and Potters Bar that had recently been the subject of Licensing Sub-Committee hearings;
- animal welfare in respect of a circus at Little Bushey Lane (no problems);
- recent taxi checks (only minor defects found);
- a new system for the inspection of licensed premises was now in operation, whereby the premises were given notice of the Licensing Officer's visit, which had revealed a need for the variation of several licences because of changes to the premises since the original licences had been granted;
- progress in respect of establishing Consent Streets for street trading;
- films to be received for classification for the Jewish Film Festival;
- clothing collections, and the prosecution of an illegal operator based in London;
- the need to establish a policy in respect of sexual entertainment venues in the district, particularly as an enquiry had been received from a licensed premises in the area regarding a sexual entertainment licence.

In addition, the Committee received information in respect of Local Authority Lotteries.

A summary of the principal amendments to the Licensing Act 2003 contained in the Policing Reform and Social Responsibility Act 2011 was also received.

The Committee also met on the 24 and 31 October to view and classify two films to be shown in Borehamwood for the UK Jewish Film Festival 2011, because neither film had been

classified by the British Board of Film Classification. The Committee classified them as U and 12 respectively.

- **“Get Connected” Month**

Last month was “Get Connected” month and a number of improvements have been made to our website in order to make it easier for people to use.

“Get Connected” month formed part of a wider Customer Focus Project which aimed to make it as easy as possible for residents to get in touch with us and access our services. For residents who were not online, they can still get in touch in the usual ways – by phone, post or in person at one of our offices.

- **Stirling Corner**

Two weeks ago, it was announced by Transport for London (TfL) that the part time traffic signals were to be switched back on at Stirling Corner. The Council, campaigners and local residents were pleased that TfL listened to their concerns and the signals have returned.

- **First Impressions**

As part of the First Impressions Project headed by volunteers from the Elstree Screen Heritage, a steel mounted mural has been located outside Elstree and Borehamwood Station. This project had already seen Hollywood-style stars installed at the station forecourt and banners of iconic films made in the area, hoisted above Shenley Road.

- **Recycling Rates**

The Leader was pleased to announce that the recycling rate for the first two quarters of 2011/12 was 48% which, he said, was excellent news.

- **Raising the Roof**

Raise the Roof Productions, owned by Phil Spencer and Kirsty Allsop, contacted Hertsmere Borough Council, along with a number of other local authorities to take part in a tv programme about empty homes in which they wanted to renovate an empty property. Phil Spencer was closely linked to a homeless charity called Broadway who specialise in getting homeless people involved in renovating properties which they then live in and it was this link that inspired Phil to approach Channel 4 to commission such a programme.

Hertsmere was chosen to feature in the programme and our role was speak on behalf of Empty Homes Officers and highlight best practice in the options available to Local Authorities to bring empty properties back into use. Hertsmere were chosen due to our success in renovating our empty properties. The programme also wanted to compare inner city homes with suburban empty homes showing there was a problem in both areas, and using our knowledge and best practice helped them to highlight the message.

The Leader believed the programme was to air on Channel 4 at the beginning of December. He congratulated the officers involved for their work.

- **Armed Forces Covenant**

The Leader reported that a meeting had taken place during the summer with local representatives of the Armed Forces, the Royal British Legion and the reserve and cadet associations to discuss the development of a Hertfordshire Armed Forces Covenant. The meeting heard the issues faced by the armed forces and the sort of help needed, such as housing, health services, schools, skills and employment services for men and women and their families. All the Districts in Hertfordshire and other partners proposed to work together with a view to signing a pledge later in November. The idea was to create a multi-agency group to develop the detailed covenant which would contain a series of practical pledges to help raise the profile and honour the role of the armed forces in Hertfordshire. A multi-agency steering group had been set up to develop the covenant with a view to signing it by spring next year. The group had met for the first time last week, at a well attended meeting representatives from a wide variety of partner organisations were present including the Enterprise Partnership, the Bus and Coach Operators Association, the British Legion, District Councils and the Armed Forces. A clear way forward was agreed with named

leads for each of the themes of the covenant. Hertsmere would lead on leisure. Progress will be reviewed at the next meeting in January 2012 with the aim of agreeing and publishing the covenant by April/May 2012. The intention was that the covenant would bring together and build upon existing good work that has already been done by local authorities and other bodies. The Leader said Hertsmere was proud to play its part in securing additional help and recognition for the armed forces.

452. **REPORT OF THE OVERVIEW AND PERFORMANCE CHAIRMAN**

The Chairman of the Overview and Performance Committee gave an oral report on the work of the Overview and Performance and two Scrutiny Committees.

● **Environment Scrutiny Committee - 18 October 2011**

Allotments provision - The Committee received a presentation on allotments and noted that demand for them was high. The costs of an allotment had to be kept to a 'reasonable' level and in recent years Hertsmere price rises had been higher than previously and rent levels were now on a par with other providers in Hertfordshire. The Committee agreed to establish a Councillor working group to research the detailed costs of providing allotments and to investigate options for reducing these costs.

Herts & Essex Energy Partnership – the Committee received details of the outcome of the Herts and Essex Energy Partnership programme for tackling fuel poverty and reducing carbon emissions between 2009 and 2011.

Building Regulations Application Charge Review - the Committee received a report on the effect of the new building regulations application charges. Members noted that under the new regulations the service had to break even on a yearly basis and no cross-subsidy between commercial and residential business was now permitted.

Highway locality budgets - Hertfordshire County Council had made new arrangements for local highways budgets, these were proposed to replace the Highways Joint Member Panels in 2012. The meeting noted that the new arrangements and possible options for liaison between borough and county would be presented to the Hertsmere Highways Joint Member Panel on 19 October 2011.

- **Resources Scrutiny Committee - 1 November 2011**

Complaints handling – the Committee noted that there was a downward trend in the number of formal complaints, as officers were resolving complaints at the informal stage. Since the introduction of the complaints system, the Council was able to generate statistical reports and so was better able to monitor service performance.

Equalities Policy 2012 – this Policy was now a requirement under UK law and the Committee noted it provided a framework for the Council to meet its equality duties.

Finance, Revenues and Benefits Software System – the Committee noted that the key benefit of the new software was document scanning, which made data fully accessible and reduced the need for hardcopy storage. The next step would be to get claimants to make online submissions. The project timescales had been met and there was an overall surplus of £452,726 in the whole life of the project. The Committee discussed the need for Members to receive specific training on understanding the spread sheets etc. used at the council, given their responsibility to monitor the council's spend on projects etc.

Community Centres Review – the Committee noted that information on community centres had now been supplied. Some of the information was unknown and the next step would be to identify the information gaps and develop a proposal for addressing those gaps.

- **Overview & Performance Committee - 7 November 2011**

Financial monitoring – the Committee noted that there was currently a surplus forecast by budget monitoring. Most of the surplus was due to vacancies or income increases, which had been factored into the 2012/13 budget. The main adverse variances were for the homelessness increases and a decrease in design & print income.

Review of the Council's Constitution – the Committee had concluded that there was no need for a scrutiny review of the Constitution as it was a case of updating the Constitution to reflect changes already approved. However, the Committee wanted policy briefings on the provision of the Localism Bill. This would enable Councillors to be kept up-to-speed on this important piece of legislation and other national policies. The Committee agreed that scrutiny of the procurement process, energy efficiency and voluntary sector funding would take place.

Section 106 activity and appeals – the Committee noted the main trends of the past two years; and of the past 6 months' appeals. In future Officers would report on a two-year rolling basis. The Committee found the monitoring report useful and asked that it be circulated to

Planning Committee Members at their technical briefing sessions on a twice-yearly basis.

Service Plan template – the Committee noted that service plans were used during the twice-yearly staff appraisals for setting key responsibility areas and were retrospectively reviewed via staff appraisals, Chief Officer Board, Head of Service reports and Performance Panel. Members commented that a mechanism was required to monitor the delivery of the service plans, which might be a scrutiny role.

Hertsmere Local Development Framework – The Committee received an update on the Revised Core Strategy Strategy.

453. **LEISURE MANAGEMENT CONTRACTS**

Report C/11/39 advised the Council of the award of a ten year contract to manage the Council's leisure services. This significant procurement process had been undertaken by the Chief Executive and other officers, with the support of a cross party panel of Members. External advisers had provided project management and legal skills.

The meeting noted that final tenders had been submitted by three bidders and, following detailed evaluation, that the Executive had appointed Hertsmere Leisure Trust as the preferred bidder. Following expiration of the mandatory standstill and the call-in periods, contracts will be awarded in early December for a contract start date of 1st February 2012.

RESOLVED that information contained in this report be noted.

454. **HERTSMERE LOCAL DEVELOPMENT FRAMEWORK - REVISED CORE STRATEGY**

Report C/11/30 outlined the proposed changes made to the revised Core Strategy, prior to its submission to the Secretary of State for public examination. The changes follow a period of public consultation held earlier in 2011 on the draft revised Core Strategy and also took account of the recent judicial review involving Cala Homes, which resulted in Local Authorities having to disregard the Government's stated intention to revoke Regional Spatial Strategies. Following consideration by the Executive, approval of full Council was required for the revised Core Strategy to be submitted to the Secretary of State and public examination.

RESOLVED that

(1) the revised Core Strategy be approved, subject to any minor changes to be agreed in consultation between the Portfolio Holder for Planning and Performance and the Head of Planning and Building Control, for:

- (i) submission to the Secretary of State for Communities and Local Government for public examination
- (ii) interim development control purposes for use in the determination of all valid planning applications registered on or after 28th November 2011.

(2) that the findings of the Sustainability Appraisal Report and other key technical studies referred to in this report, including the updated Strategic Housing Land Availability Assessment, as well as the outcome of previous public consultation on the draft revised Core Strategy, be noted.

455. **MEMBERS' DEVELOPMENT STRATEGY**

Report C/11/36 sought the approval of Council to a Member Development Strategy and Training Schedule. The Strategy was designed to enable Councillors to develop their skills and knowledge so that they had the capacity to successfully lead the Council.

The Strategy and Schedule were also necessary to take forward the Council's commitment to achieving accreditation under the East of England Charter for Member Development. The overall aim of the Charter was to ensure that all Members had access to the training and development opportunities they need to fulfil their responsibilities to the local community and provide clear leadership and effective scrutiny of local council functions.

RESOLVED that

(1) the Member Development Strategy and Training Schedule, attached as Appendix A to report C/11/36, be approved.

(2) the Chief Executive be instructed to implement the Strategy and Training Schedule so that accreditation under the East of England Charter for Member Development can be sought in 2012.

456. **STANDARDS - THE FUTURE**

Report C/11/38 set out the views of the Standards Committee on the situation that will apply after the current standards regime ends. It went on to suggest a way forward that would help the Council determine a process that would maintain its reputation and show that appropriate standards of member conduct were a matter of importance in Hertsmere.

With the permission of Council the Chair of the Standards Committee, Mrs Brenda Griffiths, addressed the meeting and pointed out that significant changes were to be made to the standards regime. She said the present arrangements for standards and the discharge of code of conduct responsibilities had worked well and had given confidence to the public that proper standards of conduct mattered in Hertsmere. Mrs Griffiths said that the Standards Committee had anticipated the changes and had made a number of recommendations that would allow the Council to meet its new legislative responsibilities. She proposed that the present standards apparatus continue in a modified form, with the important independent member element continuing to play a major role. Council was told that the Standards Committee did not consume a lot of resources and its members were keen to continue their contribution to public life. Mrs Griffiths concluded by saying that standards were important to Hertsmere Councillors and that the present Standards Committee was experienced and able to provide the Council with protections from accusations of self-regulation.

A number of Members acknowledged the excellent work carried out by the Standards Committee but it was noted that only 13 cases had been before the Committee since 2007. Of these only one Member had been found to have breached the Code. The Locality Act placed new responsibilities on local authorities and a local authority now had the ability to set its own rules, something that Hertsmere should consider further. Members said this was an opportunity for Hertsmere to set its standards regime to accord with local circumstances, rather than have to abide by Government set standards and procedures.

RESOLVED that the recommendations of the Standards Committee proposing a future standards regime be rejected.

457. **STATUTORY POLLING DISTRICT REVIEW 2011**

The Council is required by statute to review its Parliamentary polling districts and polling places at least every four years. The current review must be concluded by 31st December 2011.

As part of the process of the review, the convenience for electors and, where possible, the accessibility for voters with disabilities, has to be taken into account. Current and potential housing developments in the short to mid-term period had also been taken into account and as such

it was unlikely that they would have any adverse impact on the polling district structure. The opportunity had also been taken to propose some practical changes to ensure the scheme met its statutory requirements. In this respect it was proposed that all polling districts be identified by a geographic location in addition to the letter codes as used at present.

Report C/11/37 proposed changes in Aldenham East Ward, Aldenham West Ward, Borehamwood Brookmeadow Ward, Bushey Park Ward, Potters Bar Oakmere Ward and Potters Bar Parkfield Ward.

RESOLVED that

(1) recommendations (1) Aldenham East Ward, (2) Aldenham West Ward, (3) Borehamwood Brookmeadow Ward and (5) Potters Bar Oakmere Ward be adopted,

(2) recommendation (4) Borehamwood Brookmeadow Ward be rejected. It was requested that the voting on this recommendation be recorded and was as follows:

In favour: Councillors E Butler, R Butler, Harrison and Hoeksma (4).

Against: Councillors Batten, Bright, Calcutt, Choudhury, Cohen, Collins, Dobin, Donne, Goldstein, Graham, Griffin, P Hodgson-Jones, S Hodgson-Jones, Keates, Kieran, Knell, Morris, O'Brien, Parnell, Patnick, Quilty, Ricks, Sevincli, Silver, Strack, Wayne, West, Winters, Worster and Zucker (30).

(3) recommendation (6) Potters Bar Parkfield Ward be rejected. It was requested that the voting on this recommendation be recorded and it was as follows:

In favour: Councillors E Butler, R Butler, Harrison and Hoeksma (4).

Against: Councillors Batten, Bright, Calcutt, Choudhury, Cohen, Collins, Dobin, Donne, Goldstein, Graham, Griffin, P Hodgson-Jones, S Hodgson-Jones, Keates, Kieran, Morris, O'Brien, Parnell, Patnick, Quilty, Ricks, Sevincli, Silver, Strack, Wayne, West, Winters, Worster and Zucker (29).

Abstained: Councillor Knell (1).

458. **DISSOLUTION OF RIDGE PARISH COUNCIL**

Report C/11/32 advised Council of the difficulties Ridge Parish Council had experienced in filling all of the Councillor positions on that Parish Council over the past three years. The Parish Council had undertaken consultation with Parishioners but no interest had been expressed in

becoming a Parish Councillor. In these circumstances the Parish Council had resolved to close down.

Hertsmere Council noted the position Ridge Parish Council found itself but also had in mind the new Locality Act, which promoted decision making by local people. In view of this new legislation the meeting considered it appropriate for further efforts to be made to assess local enthusiasm in Ridge for continuation of the Parish Council.

RESOLVED that consideration of the recommendation to terminate Ridge Parish Council be deferred to allow efforts to be made locally to assess the level of interest in Ridge Parish Council continuing.

459. **AMENDMENTS TO THE CONSTITUTION**

Report C/11/40 proposed that the allocation of functions to the Director of Environment and Director of Resources be amended to take account of recent changes in their responsibilities for functions.

The Mayor drew attention to an amendment to the list of duties of the Chief Executive and, in relation to their areas of responsibility, Directors. He pointed out that the period of time mentioned in paragraph 7 of the section relating to staffing issues should be seven days and not three days.

RESOLVED that the responsibilities of the Director of Environment and the Director of Resources for functions be as detailed in the Appendix to Report C/11/40 and Part 3.3 of the Constitution of Hertsmere Borough Council be amended accordingly.

460. **COMPLAINTS BY COUNCIL CUSTOMERS**

Report C/11/33 provided information both on the outcome of Local Government Ombudsman cases during the year 1 April 2010 to 31 March 2011 and information on complaints dealt with under the Council's own complaints procedure for the same period.

RESOLVED that the information contained in Report of Officers C/11/33 be noted.

461. **STATEMENT OF ACCOUNTS FOR 2010/11**

Report of Officers C/11/35 provided information on the Council's audited Statement of Accounts for 2010/11. All Members had received a copy of the audited Statement of Accounts and a version was available on the Council's website.

External auditors had provided the accounts with an unqualified audit report as well as an unqualified value for money conclusion on the Council's arrangements for ensuring economy, efficiency and effectiveness in its use of resources.

The external auditor had commented on the high quality of financial administration provided by Hertsmere staff and Members congratulated the staff concerned on their efforts.

RESOLVED that the audited Statement of Accounts 2010/11, approved by the Accounts Approval Committee on 27th September 2011 and issued with an unqualified audit report by the Council's external auditors, be noted.

At this point, the time being 10 p.m., the Mayor asked the meeting if they wished to continue the meeting.

RESOLVED that the meeting consider all of the matters on the agenda this evening.

462. **APPOINTMENT TO COMMITTEE**

Report C/11/34 asked the Council to make an appointment to the Audit Committee, a position previously held by Councillor Ron Morris.

RESOLVED that Councillor Rosemary Gilligan be appointed to serve as a member of the Audit Committee for the remainder of the 2011/12 Municipal Year or until a successor is appointed.

463. **QUESTIONS FROM MEMBERS OF THE COUNCIL**

Five questions had been received in accordance with Council Procedure Rule 11 as follows:

1) From Councillor Hoeksma to the Housing and Economic Development Portfolio Holder Councillor Quilty:-

"What are the unemployment figures for Hertsmere? How many are women and how many are under 25? How do these figures compare with those of 2010? How does the level of unemployment vary across Hertsmere and Hertfordshire?"

Councillor Quilty replied that according to job seeker allowance claimant figures in October 2011 there were 1,499 unemployed people out of a population of nearly 1000,000 in Hertsmere. The majority of unemployed people were registered under the job seekers allowance (JSA) claimant scheme as they needed to pay towards their national insurance. However there were some who did not claim under the JSA and were therefore not counted but they were few in number. There were 586 females unemployed out of a female population of 51,200. He said there were 390 18-24 year olds unemployed, however this figure could not be broken down into men and women as that information was not available. Turning to the comparison of these figures with 2010, August 2009 saw the number of those aged between 18-24 claiming JSA peak at 490. However from October 2010 to October 2011 the figure remained between 350 and 405. In October 2010 390 young people were unemployed, the same as for October 2011. For women there were 564 claiming JSA in October 2010 compared with 586 in October 2011. This figure did peak earlier this year in March 2011 when the figure went up to 624. The unemployment figures were the second lowest in Hertfordshire, Three Rivers was the lowest with 1164 JSA claimants in October 2011. The highest was Dacorum at 2397, while Stevenage had 2155.

Councillor Hoeksma asked, as a supplementary question, for information on the levels of unemployment within Hertsmere, in the areas of Borehamwood, Bushey, Radlett and Potters Bar.

Councillor Quilty said he did not think such information was available. He said the request was narrow but he would try and get it and, if successful, he would circulate it.

2) From Councillor Hoeksma to the Housing and Economic Development Portfolio Holder Councillor Quilty:-

“How much progress has been made by Hertsmere Borough Council in developing our Tenancy Strategy?”

Councillor Quilty replied that comprehensive guidance on tenancy strategies would be produced now that the Localism Bill had received Royal Assent. The Council had received information that the Government would regard it as good practice for each local authority to produce a strategy by 1 April 2012. He said work had been carried out on: research into how properties have been let since choice-based lettings began in December 2008; production of profiles of households in Bands B, C, D and E; studying the draft strategies which have been produced by other local authorities and adopting examples of good practice from their strategies; and monitoring the work being carried out by fellow local authority members of the Herts Choice Homes Consortium. Now the Localism Bill had received Royal Assent, specific guidance would be produced on tenancy strategies. The Council would

set up a project plan to produce its own tenancy strategy. Hertsmere Housing Forum would act as a consultation forum for the development of the strategy.

Councillor Hoeksma asked, as a supplementary question, about the rights of tenants from other authorities who participate in the Council's Choice Based Letting scheme. Councillor Quilty said that Hertsmere was producing its own strategy and what it provided for would apply.

3) From Councillor Harrison to the Housing and Economic Development Portfolio Holder Councillor Quilty:-

"In the light of the need to approve an additional £95K from contingency for the provision of temporary accommodation and the possibility of even more being needed by the end of the financial year is it not time for this Council to reverse its previous decision and purchase accommodation (house and flats) to provide this accommodation? This action would turn a revenue drain into additional income."

Councillor Quilty replied that the Council had given thought to this matter over the years and had decided that the way to stop the revenue drain was to run a private sector leasing scheme. The Private Sector Leasing Scheme would see the Council enter into long term agreements with local landlords to provide the Council with good quality family accommodation that will be used as homeless temporary accommodation. It was estimated that between 10 and 15 properties will be available under this scheme. This was subject to an additional report for Members to consider.

Councillor Quilty went on to advise Council that 2 families were currently in bed and breakfast accommodation and that their children were attending schools in Hertsmere.

Councillor Harrison asked, as a supplementary question, why when house purchase was the first choice of so many, did the Council persist in seeing leasing as a better option than buying. Councillor Quilty said that the Council used resources for the benefit of tax payers in a wise way. The Private Sector Leasing Scheme would not cost the Council anything, it was cost neutral. If the Council had to purchase property then it would face fluctuations in property values and bills for maintenance. He said the Private Sector Leasing Scheme was the most economical way forward and would be pursued by the Council.

4) From Councillor R. Butler to the Leisure Culture and Health Portfolio Holder, Councillor Batten:-

"Two new estates are being built in Elstree way and a further estate is in planning not to mention all the housing proposed in the Elstree Way development plan – yet the County Council is planning to close the last youth facility in the area in Maxwell Park.

What steps is this Council taking to prevent the closure by Hertfordshire County Council of the Maxwell Park facility?"

Councillor Batten said that this Council supported the development of the new community facility at 96 Shenley Road, formerly the Borehamwood Village Halls site adjacent to All Saints Church in the centre of the town. This facility had been in the pipeline for a number of years with the County Council taking the lead as project sponsors and the main potential service provider from this site. The project comprised of a three storey building on the Shenley Road frontage which would include a new library, museum and a multi-purpose community facility with hall and rooms to the rear which could be used by a range of agencies and community groups to provide services for young people, the active elderly as well as a range of other community groups.

The Maxwell Park Centre dated from the 1960's and at this time the principal user was the youth service in the evenings, with wider community use during the day time. There had been no youth work there for some time. The County Council also used to own the Lair Youth Centre located on the former Lyndhurst School Site. The school site was sold in 2006 but one of the planning obligations attached to the planning permission required the County Council to replace the facility by using a ring fenced S106 contribution. It was determined that a town centre location was in keeping with the Youth Service Strategy.

In addition, the current library in Elstree Way did not meet the standards set out in "Libraries for the 21st Century" and there had been a long held ambition to relocate the library into the main retail area of the town.

The All Saints site provided a rare opportunity to achieve the aspirations for these services as well as providing an opportunity to develop an innovative multi agency project that had the potential to provide a range of integrated services that would benefit from the synergy afforded by their co-location in a central town centre site.

The County Council agreed funding for the project in 2008 including the contribution of capital receipts from both the previous and the consequential sale of surplus county council assets which included both the library site and Maxwell Community Centre. It was the County Council's intention to sell the Maxwell Park Community Centre site for housing development as soon as possible after the building was vacated.

Work had commenced on the development of the new facility at 96 Shenley Road and this Council was supporting this project through provision of:

- enhanced community facilities catering for all local residents in the heart of Borehamwood

- an opportunity to contribute to the overall regeneration of the Borehamwood town centre assisting the delivery policies set out in the Hertsmere Local Plan; and
- new facilities for young people in Borehamwood.

Councillor Batten then said that the Council was keen to support and to provide facilities for young people. An example of this was the series of open meetings held to ascertain the views of young people as to what sort of provision they would like to see in the future. That would allow the Council to work toward the provision of positive activities for young people in the whole of Hertsmere.

Councillor R. Butler asked, as a supplementary question, whether or not the Portfolio Holder agreed with her colleagues at the County Council, that the centre should be pulled down. Councillor Batten replied that she could not answer that question because the County Council had their own agenda. She said the Council had worked with the County Council on this project since the beginning and it was now a reality, and added the Hertsmere would work with the County Council to ensure that the users were relocated.

5) From Councillor Harrison to the Leisure Culture and Health Portfolio Holder, Councillor Batten:-

"Could the portfolio holder please obtain from county and provide to this council the outline revenue budget for the New Borehamwood Village Hall?

Can the portfolio holder assure this council that all groups currently using the Maxwell Community centre can be accommodated at the new village hall or elsewhere in Borehamwood and that the fees charged will not be increased by more than inflation?"

Councillor Batten replied that the County Council was not able to provide at present the revenue budget for the new facility at 96 Shenley Road as this will be determined once detailed mechanical and electrical design has been agreed. Revenue outgoings will be apportioned against use of the building for example use by the library, youth services or the museum. Consideration will also be given to communal areas such as reception and corridors and revenue charges for shared areas such as the halls and meeting rooms will be determined when agreements have been made with all partners regarding their requirements for occupation. It was noted that many of these services were currently operating in existing facilities and hence there was already revenue provision for the operation of these services in their current locations.

Fees and charges for community use will be agreed between all partners prior to building completion. However the rear building had

been designed to provide a community hall that had capacity to serve both the community centre and youth services, as well as providing flexibility of use for wider community use and hire. It had always been envisaged that this space would provide for the users of the previous Village Hall at All Saints, the Maxwell Park Centre functions and for the County Council services to young people, as well as wider community use.

The overall size of the hall had been designed to accommodate indoor bowls currently delivered at Maxwell Park Community centre and there was provision for the hall to be sub divided to accommodate smaller group activities and other community use. There was storage provision with the hall space for equipment.

Councillor Batten said that the borough council would support and work in conjunction with the County Council to prepare options for the continuation of activities present at the Maxwell Park Community Centre and, where appropriate, activities would transfer from the current Maxwell Park Community Centre to the new facility at 96 Shenley Road. In this regard the Trustees of the Maxwell Park Community Centre provided to the County Council, in October, a schedule of current users. Officers from the County and Borough Councils would work together to develop proposals for all users in much the same way as was undertaken for the closure of the original Village Hall and this work would start later this year and continue into next year and until the building was completed.

Councillor Harrison asked, as a supplementary question, whether the Portfolio Holder was aware that the feasibility study for the Elstree Way Development indicated that a new guide premises for the Maxwell Park facility would be developed. The Portfolio Holder replied that she was not aware of such a plan.

464. **NOTICES OF MOTION**

No notices of motion had been received.

465. **OPPOSITION BUSINESS**

No items of Opposition Business had been received for inclusion on the agenda.

466. **DATE OF NEXT MEETING**

Noted that the next meeting of the Council would take place at 7.30pm on Wednesday 18 January 2012.

CLOSURE: 10.25 pm

MAYOR

Appendix E

Statement of Fact February 2012

HERTSMERE BOROUGH COUNCIL LOCAL DEVELOPMENT FRAMEWORK

STATEMENT OF FACT NOTICE FOR SUBMISSION OF THE REVISED CORE STRATEGY DEVELOPMENT PLAN DOCUMENT (DPD)

**Planning and Compulsory Purchase Act 2004
Regulation 30 of the Town and Country Planning (Local Development) (England) (Amendments) Regulations 2008**

Title of Document: Revised Core Strategy

Hertsmere Borough Council has submitted the Core Strategy to the Secretary of State for independent examination. The Core Strategy sets out a vision and high level planning policies for the whole Borough for the next 15 years.

The Core Strategy has been submitted with the following documents:

- Hertsmere Revised Core Strategy
- Representations received on the Hertsmere Revised Core Strategy
- Regulation 30(d) consultation statement
- Regulation 30 (e) representations statement
- Adopted Hertsmere Statement of Community Involvement
- Final Sustainability Appraisal Report and enclosures
- Evidence base and schedule of documentation
- Proposed minor modifications

This notice is prepared in accordance with the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008.

In accordance with regulation 30 3 (a), the Local Development Framework Core Strategy DPD and other documents required by regulation 30 (1) are available for inspection at the Civic Offices, the Council's area offices at Potters Bar and Bushey, and at Aldenham Parish Council offices and local libraries. And also on the Council's website: www.hertsmere.gov.uk/planning

The location and opening times of these venues follow:

Address	Opening times	Address	Opening times
Civic Offices Elstree Way Borehamwood WD6 1WA	Monday - Thursday: 8.30am - 5.15pm Friday 8.30am - 5.00pm	Aldenham Parish Council Radlett Centre 1 Aldenham Avenue Radlett WD7 8HL	Monday - Friday: 9.00am - 4.00pm
The Bushey Centre High Street Bushey WD23 1TT	Tuesdays, Wednesdays and Thursdays: 9.30am - 2.00pm	Wyllyotts Centre Wyllyotts Place Darkes Lane Potters Bar EN6 2HN	Tuesdays, Wednesdays and Thursdays: 9.30am - 2.00pm
Borehamwood Library Elstree Way Borehamwood WD6 1JX	Monday and Wednesday: 09.00 - 19.00 Tuesday: 14.00-19.00 Thursday: 11.00-19.00 Saturday: 09.00-16.00 Friday and Sunday: Closed	Radlett Library 1 Aldenham Avenue Radlett WD7 8HL	Monday & Thursday: 14.00 - 18.00 Tuesday & Friday: 09.00 - 18.00 Saturday: 09.00 - 16.00 Wednesday and Sunday: Closed
Bushey Library Sparrows Herne Bushey WD23 1FA	Monday and Wednesday: 14.00-8.00 Tuesday and Friday: 09.00-18.00 Thursday and Sunday: Closed Saturday: 09.00-16.00	Oakmere Library High Street Potters Bar EN6 5BZ	Monday and Wednesday: 09.00 - 18.00 Tuesday and Friday: 14.00 - 18.00 Thursday and Sunday: Closed Saturday: 09.00 - 16.00

For further information please contact the Planning Policy Team:

Planning Policy Team, Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood, Herts WD6 1WA
Telephone: 0208 207 7567
Fax: 020 8207 7444
E-mail: core.strategy@hertsmere.gov.uk

Donald Graham, Chief Executive
Hertsmere Borough Council
13th February 2012

Appendix F

Letter sent to specific consultation bodies 17 February 2012

Planning and Building Control

Your ref:
Our ref: RCS SB-S1
Email: core.strategy@hertsmere.gov.uk
Fax: 020 8207 7444
Date: 17th February 2012

Dear Sir/Madam,

Hertsmere Local Development Framework Notification of submission of Core Strategy to the Secretary of State

I am writing to advise you that Hertsmere Borough Council submitted its Core Strategy to the Secretary of State for Communities and Local Government on 10th February 2012 for independent examination.

I also enclose a CD containing copies of documentation as required by Regulation 30(3)(c) of the *The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008*. The CD contains the submitted Hertsmere Revised Core Strategy, the regulation 30(d) consultation statement, the Regulation 30 (e) representations statement, a copy of the adopted Hertsmere Statement of Community Involvement, final Sustainability Appraisal Report and enclosures, copies of the evidence base and schedule of documentation and a schedule of proposed minor modifications for the Core Strategy in light of some the representations received.

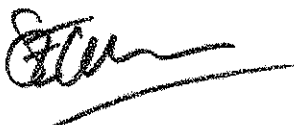
The Core Strategy will guide the development of the Borough over the next 15 years and its submission follows a six week period in which representations were invited on the published document and which closed on 9th January 2012. An Inspector will now be appointed by the Planning Inspectorate to consider the representations received on the Core Strategy before carrying out the examination.

A dedicated web page for the submission and examination has been set up containing all relevant documents, including the submission documents, copies of representations made on the Core Strategy; this will also include details of the hearing sessions, once known. The web page can be viewed at www.hertsmere.gov.uk/corestrategy and is being maintained by the Programme Officer.

If you sought changes to the Core Strategy between November and January and expressed a wish to be heard at the examination, you should be contacted in due course by the appointed Programme Officer for the examination, Ms Carmel Edwards. A limited number of individuals or organisations, who did not specifically ask to attend, may also be invited by the Inspector to the examination. Following submission of the Core Strategy, I would ask that you liaise with the Programme Officer on all procedural matters relating to the examination. Her contact details are as follows:

Ms Carmel Edwards
Hertsmere Core Strategy Programme Officer
c/o Planning – Hertsmere Borough Council
Civic Offices, Elstree Way
Borehamwood
WD6 1WA
Tel: 07969 631930 Email: programme.officer@hertsmere.gov.uk

Yours faithfully



Simon Warner
Senior Planning Officer

Planning and Building Control

Your ref:
Our ref: RCS DP-S1
Email: core.strategy@hertsmere.gov.uk
Fax: 020 8207 7444
Date: 17th February 2012

Dear Sir/Madam,

Hertsmere Local Development Framework Notification of submission of Core Strategy to the Secretary of State

I am writing to advise you that Hertsmere Borough Council submitted its Core Strategy to the Secretary of State for Communities and Local Government on 10th February 2012 for independent examination.

I enclose a CD containing copies of documentation submitted to the Secretary of State. The CD contains the submitted Hertsmere Revised Core Strategy, the regulation 30(d) consultation statement, the Regulation 30 (e) representations statement, a copy of the adopted Hertsmere Statement of Community Involvement, final Sustainability Appraisal Report and enclosures, copies of the evidence base and schedule of documentation and a schedule of proposed minor modifications for the Core Strategy in light of some the representations received. The CD also includes a copy of the all representations received under Regulation 27.

We would be most grateful if you could make the CD publicly available to allow members of the public to view its content.

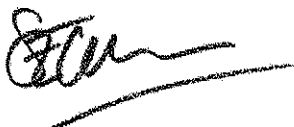
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A dedicated web page for the submission and examination has also been set up containing all relevant documents, including the submission documents, copies of representations made on the Core Strategy; this will also include details of the hearing sessions, once known. The web page can be viewed at www.hertsmere.gov.uk/corestrategy

A hard copy of the Core Strategy was sent to you in November and if you or any customers have any queries regarding this publication or require further copies of the document, please contact the Planning Policy team, using the details at the top of this letter.

Thank you for your assistance in this matter.

Yours faithfully



Simon Warner
Senior Planning Officer

Enc: CD 'Core Strategy - Representations (Regulation 27) January 2012; Evidence Base; and Submission documentation'

Appendix G

Letter sent to general consultation bodies 21 February 2012

Sarah Churchard

From: Simon Warner GCSX
Sent: 29 February 2012 15:56
To: Sarah Churchard
Subject: FW: Hertsmere Local Development Framework Notification of submission of Core Strategy to the Secretary of State
Attachments: Submission_Statement_of_fact.pdf

From: Simon Warner GCSX
Sent: 21 February 2012 17:04
Subject: FW: Hertsmere Local Development Framework Notification of submission of Core Strategy to the Secretary of State

Dear Sir/Madam,

I am writing to advise you that Hertsmere Borough Council submitted its Core Strategy to the Secretary of State for Communities and Local Government on 10th February 2012 for independent examination.

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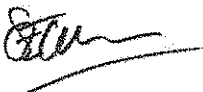
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Yours faithfully,



Simon Warner

Senior Planning Officer

Did you know you could save time by visiting us online at www.hertsmere.gov.uk

Here you can tell us information, pay bills and even apply for things. Visit us today!

Hertsmere Borough Council is working towards reducing waste and becoming more energy efficient: please do not print this email or its attachments unless you really need to.

The information in this message should be regarded as confidential and is intended for the addressee only unless explicitly stated. If you have received this message in error it must be deleted and the sender notified.

The views expressed in this message are personal and not necessarily those of Hertsmere Borough Council unless explicitly stated.

Planning and Building Control

Your ref:
Our ref: RCS GB-S1
Email: core.strategy@hertsmere.gov.uk
Fax: 020 8207 7444
Date: 20th February 2012

Dear Sir/Madam,

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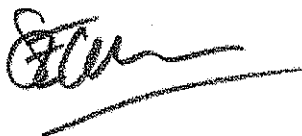
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Yours faithfully,



Simon Warner
Senior Planning Officer

Appendix H

Newspaper cuttings for public notices 23 and 24 February 2012

HERTSMERE BOROUGH COUNCIL
LOCAL DEVELOPMENT
FRAMEWORK (LDF)

NOTICE OF THE SUBMISSION OF THE
HERTSMERE CORE STRATEGY

Planning and Compulsory Purchase Act 2004 Regulation 30 of the Town and County Planning (Local Development) (England) (Amendments) Regulations 2008

Hertsmere Borough Council has submitted the Core Strategy to the Secretary of State for independent examination. The Core Strategy sets out a vision and high level planning policies for the Borough for the next 15 years. The Core Strategy and supporting documents can be viewed online at www.hertsmere.gov.uk. It is also available to view at the Civic Offices in Borehamwood, Local Libraries, Area Offices and offices of Aldenham Parish Council, Radlett, as set out below

Civic Offices, Elstree Way, Borehamwood WD6 1WA
 Monday to Thursday 8.30am to 5.15pm,
 Friday 8.30am to 5pm

Council Offices, The Bushey Centre, High Street, Bushey, WD23 1TT. Council Offices, Wyllyotts Centre, Wyllyotts Place, Darkes Lane, Potters Bar EN6 2HN between 9.30am and 2pm on Tuesdays, Wednesdays and Thursdays.

Aldenham Parish Council, Radlett Centre, 1 Aldenham Avenue, Radlett, WD7 8HL
 Monday - Friday: 09.00-16.00


Borehamwood Library, Elstree Way, Borehamwood, WD6 1JX
 Monday & Wednesday: 09.00 - 19.00
 Tuesday: 14.00 - 19.00
 Thursday: 11.00 - 19.00
 Saturday: 09.00 - 16.00
 Friday and Sunday: Closed

Bushey Library, Sparrows Herne, Bushey, WD23 1FA
 Monday & Wednesday: 14.00 - 18.00
 Tuesday & Friday: 09.00 - 18.00
 Thursday & Sunday: Closed
 Saturday: 09.00 - 16.00

Oakmere Library, High Street, Potters Bar, EN6 5BZ
 Monday & Wednesday: 09.00 - 18.00
 Tuesday & Friday: 14.00 - 18.00
 Thursday & Sunday: Closed
 Saturday: 09.00 - 16.00

Radlett Library, 1 Aldenham Avenue, Radlett, WD7 8HL
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 Tuesday & Friday: 09.00 - 18.00
 Saturday: 09.00 - 16.00
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Donald Graham
 Chief Executive
 Hertsmere Borough Council
 23 February 2012



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Donald Graham
 Chief Executive
 Hertsmere Borough Council
 23 February 2012



PUBLIC NOTICES

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LOCAL DEVELOPMENT
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