
POLICY AND RESOURCES COMMITTEE NOTICE AND AGENDA

For a meeting to be held in the Penn Chamber, Three Rivers House, Northway, Rickmansworth on Monday, 12 June 2023 at 7.30 pm in the Penn Chamber, Three Rivers House, Rickmansworth

Councillors:

Sarah Nelmes (Chair)

Stephen Giles-Medhurst (Vice-Chair) (Lead Member for Planning Policy and Economic Development)

Keith Martin (Lead Member Resources)

Oliver Cooper

Paul Rainbow (Lead Member, Public Services)

Philip Hearn

Steve Drury (Lead Member, Community Partnerships)

Abbas Merali

Jon Tankard (Lead Member Sustainability and Climate)

Stephen Cox

Chris Lloyd (Lead Member, Leisure)

Chris Mitchell

Andrew Scarth (Lead Member Housing, Public Health and Wellbeing)

*Joanne Wagstaffe, Chief Executive
Friday 2 June 2023*

The Council welcomes contributions from members of the public on agenda items at the Policy and Resources Committee meetings. Details of the procedure are provided below:

For those wishing to speak:

Members of the public are entitled to register and identify which item(s) they wish to speak on from the published agenda for the meeting. Those who wish to register to speak are asked to register on the night of the meeting from 7pm.

Please note that contributions will be limited to one person speaking for and one against each item for not more than three minutes.

In the event of registering your interest to speak on an agenda item but not taking up that right because the item is deferred, you will be given the right to speak on that item at the next meeting of the Committee.

Those wishing to observe the meeting are requested to arrive from 7pm.

In accordance with the Openness of Local Government Bodies Regulations 2014 any matters considered under Part I business only of the meeting may be filmed, recorded or photographed.

1. APOLOGIES FOR ABSENCE

- 2. MINUTES** (Pages 7 - 16)
- To confirm as a correct record the minutes of the Policy and Resources Committee meeting held on 13 March 2023.
- 3. NOTICE OF OTHER BUSINESS**
- Items of other business notified under Council Procedure Rule 30 to be announced, together with the special circumstances that justify their consideration as a matter of urgency. The Chair to rule on the admission of such items.
- 4. DECLARATIONS OF INTEREST**
- To receive any declarations of interest.
- 5. HEALTH AND SAFETY POLICY STATEMENT 2023** (Pages 17 - 26)
- The Council is required to publish a formal statement of its responsibilities regarding managing health and safety at work.
- Recommendation**
That the Health and Safety Policy Statement is agreed.
- 6. CUSTOMER EXPERIENCE STRATEGY 2023-2026** (Pages 27 - 46)
- A new Customer Experience Strategy has been developed to continue to drive forward the council's customer experience agenda for the next three years 2023-2026.
- Recommendation:**
That: Policy & Resources Committee approve and recommend to Full Council adoption of the Customer Experience Strategy 2023-2026.
- 7. DRAFT SARRATT NEIGHBOURHOOD PLAN FOR CONSULTATION** (Pages 47 - 250)
- Sarratt Parish Council have formally submitted their draft Neighbourhood Plan to Three Rivers District Council. It is now a statutory requirement for Three Rivers to consult on the draft Neighbourhood Plan and this report seeks agreement from the Policy and Resources Committee to go out for consultation.
- Recommendation:**
The Policy & Resources Committee note the report and agree the Sarratt NDP for consultation.
- 8. LIVESTREAMING AND VIRTUAL/REMOTE MEETINGS PROTOCOL** (Pages 251 - 254)
- This report is being presented to the Committee to consider the protocol for the livestreaming of the Council's public meetings held in the Penn Chamber at the Council offices and virtual/remote meetings.
- The report also advises that external advisors/consultants can attend meetings remotely along with officers.
- Following a three month trial a review of remote attendance will consider extending to members of the public wishing to make representation at the meetings on Part I business.

Recommendation:

To consider and agree the protocol provided at Appendix 1.

To note that external advisors/consultants and officers will be able to attend meetings remotely.

Following 3 months trial, officers will review the remote attendance and consider extending to members of the public wishing to make representation at the meetings on Part I business.

9. SUBSTITUTE MEMBERS ON LICENSING COMMITTEE

At the Annual Council meeting on 23 May 2023 Members raised concern on a recommendation within the report on appointments to committee that substitute members are not allowed on the Licensing Committee or any sub-committee.

At the meeting Members voted agreement to this but then subsequently rescinded the decision under Rule 22(1a) and voted to allow substitute members on the licensing committee and sub-committee.

The report is being presented to the Committee to advise that under the Licensing Act 2003, ss.6(1), 7(1) and 9(1) substitutes are not lawfully permitted. There is recent case law that confirms substitutes are not permitted: R (Bridgerow Limited) v Cheshire West and Chester Borough Council and another (2014) and MuMu Enterprises (Weston) Limited v North Somerset District Council (2014).

Recommendation:

That this Committee recommends to full Council to rescind the decision of full Council made on 23 May 2023 which permitted substitutes to sit on Licensing Committee.

10. APPOINTMENT TO THE SUB-COMMITTEES OF POLICY AND RESOURCES COMMITTEE

(Page
s 255
- 262)

The report is being presented to the Committee to re-establish the following sub-committees for 2023/24: Constitution, Local Plan and Equalities and appoint the members to the sub-committees.

The report also proposes that the Members appointed to them be proportional based on the number of seats each Group has on the Council with the proportionality details provided in Paragraph 2.2 of the report with the Members appointed being:

Constitution (x9): Stephen Giles-Medhurst, Tony Humphreys, Chris Lloyd, Sarah Nelmes, Chris Whately-Smith, Stephen Cox, Oliver Cooper, Debbie Morris, Ciaran Reed

Local Plan (x11): Matthew Bedford, Stephen Giles-Medhurst, Chris Lloyd, Sarah Nelmes, Phil Williams, one member to be advised at the meeting, Stephen Cox, Chris Mitchell, Oliver Cooper, Rue Grewal, Philip Hearn

Equalities (x9): Raj Khuroya, Khalid Hussain, Anne Winter, Kevin Raeburn, Louise Price, Stephen Cox, Rue Grewal, Lisa Hudson, Reena Ranger OBE

Any Member of the Council is able to be appointed as a Member of a sub-committee and any Member can be a substitute.

It is proposed that the Covid-19 Response sub-committee is not re-established.

Recommendation:

That Members appointed to all the sub-committees be proportional based on the number of seats each Group has following the election on 4 May.

The proportionality to be as provided in Paragraph 2.2 of the report with the Members appointed being:

Constitution (x9): Stephen Giles-Medhurst, Tony Humphreys, Chris Lloyd, Sarah Nelmes, Chris Whately-Smith, Stephen Cox, Oliver Cooper, Debbie Morris, Ciaran Reed

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Equalities (x9): Raj Khuroya, Khalid Hussain, Anne Winter, Kevin Raeburn, Louise Price, Stephen Cox, Rue Grewal, Lisa Hudson, Reena Ranger OBE That no decision-making powers be delegated to the sub-committees;

That any Member of the Council can be appointed a Member of the sub-committees and all Members can be substitute Members.

To not re-establish the Covid-19 Response sub-committee.

11. CIL SPENDING APPLICATION - PEDESTRIAN BRIDGE, AQUADROME, RICKMANSWORTH

(Pages 263 - 286)

The report seeks to allocate a total of £320,524 of CIL funding to local infrastructure projects to support growth in Three Rivers. The application is for CIL funds towards the costs of replacing the bridge connecting Riverside Drive, Rickmansworth and the Aquadrome, Rickmansworth.

Recommendation:

That Members approve CIL funding for the following schemes detailed in Table 1 of this report and summarised in the table below for 2023/2024:

Applicant & Project Name	Infrastructure
Three Rivers District Council Rickmansworth Aquadrome Pedestrian Bridge replacement	Replacement of existing pedestrian bridge Riverside Drive

12. CIL SPENDING APPLICATIONS – MILL END COMMUNITY CENTRE

(Pages 287 - 300)

The report seeks to allocate a total of £9,000 of CIL funding from Rickmansworth Unparished area funds for a local infrastructure project.

Recommendation:

- (i) approve CIL funding for the following schemes detailed in Table 1 of

this report and summarised in the table below:

Table 1.

Applicant & Project Name	Infrastructure	Total Cost	CIL Amount	Year required
Mill End & District Community Association	Replacement Roof	£20,000.	£5,000.	2023
	Electrical Works	£4,000.	£4,000.	2023
			TOTAL: £9,000	

And

(ii) any changes to the scheme proposals or variation of the financial requirements by up to 25% of the agreed commitment to be delegated to the Associate Director to determine in consultation with the Lead Member.

13. SUMMARY OF THE FINANCIAL YEAR END POSITION FOR 2022/23

(Pages
301 -
322)

This report sets out the financial position for the year ending 31 March 2023 for the Council's revenue and capital budgets. The following recommendations are included in the report:

- to carry forward to 2023/24 certain unspent revenue budgets and;
- to rephase those capital budgets that require completion in 2023/24

Recommendation:

The Policy and Resources Committee recommend to Council:

9.1 That the favourable revenue year end variance after carry forwards of £138,356 to be noted.

9.2 That the capital year end position as summarised in paragraph 2.6 and Appendix 3 be noted.

9.3 To approve to carry forward the unspent service budgets from 2022/23 to 2023/24 which total £490,772 to enable completion of projects as detailed at Appendix 2.

9.4 To approve the rephasing of capital projects from 2022/23 to 2023/24 which total £10,885,484 as detailed at Appendix 4.

9.5 To approve the creation of a new Commercial Risk earmarked reserve to

manage financial risk associated with commercial ventures.

14. WORK PROGRAMME

(Pages
323 -
330)

To receive and make any comments on the Committee's work programme

15. OTHER BUSINESS - if approved under item 3 above

16. EXCLUSION OF PRESS AND PUBLIC

If the Committee wishes to consider the remaining item in private, it will be appropriate for a resolution to be passed in the following terms:-

“that under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined under paragraphs 1 to 7 of Part I of Schedule 12A to the Act. It has been decided by the Council that in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

(Note: If other confidential business is approved under item 3, it will also be necessary to specify the class of exempt or confidential information in the additional items.)

17. OTHER BUSINESS - If approved under item 3 above

livestreaming details

The link to watch the livestream of the Policy and Resources Committee meeting (Part I business) is provided below:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_M2lxNWZiNDQtN2Q4NS00ZDQxLThkZTktMjc2ZDQ2YmYyOWUx%40thread.v2/0?context=%7B%22id%22%3A%2258420664-1284-4d81-9225-35da8165ae7a%22%2C%22oid%22%3A%2258c99d6e-8c11-4f06-9519-c296e92897fc%22%2C%22isBroadcastMeeting%22%3Atrue%2C%22role%22%3A%22a%22%7D&btype=a&role=a

General Enquiries: Please contact the Committee Team at

committeeteam@threerivers.gov.uk

1. APOLOGIES FOR ABSENCE

2. MINUTES

(Pages
13 - 22)

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4. DECLARATIONS OF INTEREST

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5. HEALTH AND SAFETY POLICY STATEMENT 2023

(Pages
23 - 32)

The Council is required to publish a formal statement of its responsibilities regarding managing health and safety at work.

Recommendation

That the Health and Safety Policy Statement is agreed.

6. CUSTOMER EXPERIENCE STRATEGY 2023-2026

(Pages
33 - 52)

A new Customer Experience Strategy has been developed to continue to drive forward the council's customer experience agenda for the next three years 2023-2026.

Recommendation:

That: Policy & Resources Committee approve and recommend to Full Council adoption of the Customer Experience Strategy 2023-2026.

7. DRAFT SARRATT NEIGHBOURHOOD PLAN FOR CONSULTATION

(Pages
53 - 256)

Sarratt Parish Council have formally submitted their draft Neighbourhood Plan to Three Rivers District Council. It is now a statutory requirement for Three Rivers to consult on the draft Neighbourhood Plan and this report seeks agreement from the Policy and Resources Committee to go out for consultation.

Recommendation:

The Policy & Resources Committee note the report and agree the Sarratt NDP for consultation.

8. LIVESTREAMING AND VIRTUAL/REMOTE MEETINGS PROTOCOL

(Pages
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