



Strategic Planning & Environment

Overview & Scrutiny

Agenda

WEDNESDAY 22 SEPTEMBER 2021 AT 7.30 PM

Council Chamber

The Councillors listed below are requested to attend the above meeting, on the day and at the time and place stated, to consider the business set out in this agenda.

Membership

Councillor Beauchamp
Councillor Birnie (Chairman)
Councillor England
Councillor Harden
Councillor P Hearn
Councillor McDowell
Councillor Rogers

Councillor Silwal (Vice-Chairman)
Councillor Stevens
Councillor Taylor
Councillor Timmis
Councillor Wilkie
Councillor C Wyatt-Lowe

For further information, please contact Corporate and Democratic Support or 01442 228209

AGENDA

1. **MINUTES** (Pages 3 - 12)
To agree the minutes of the previous meeting.
2. **APOLOGIES FOR ABSENCE**
To receive any apologies for absence.
3. **DECLARATIONS OF INTEREST**
To receive any declarations of interest.
4. **PUBLIC PARTICIPATION**
5. **CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE IN
RELATION TO CALL-IN**
6. **ENVIRONMENTAL AND COMMUNITY PROTECTION Q1 PERFORMANCE REPORT**
(Pages 13 - 21)

7. **ENVIRONMENTAL SERVICES Q1 PERFORMANCE REPORT** (Pages 22 - 28)
8. **PLANNING, DEVELOPMENT AND REGENERATION PERFORMANCE Q1** (Pages 29 - 35)
9. **FINANCIAL Q1 PERFORMANCE** (Pages 36 - 41)
10. **STEWARDSHIP & OPEN SPACES POLICY INTERIM REPORT** (Pages 42 - 47)
11. **WORK PROGRAMME** (Pages 48 - 55)

STRATEGIC PLANNING & ENVIRONMENT OVERVIEW & SCRUTINY MINUTES

7 JULY 2021

Present

Councillor Birnie (Chair)
Councillor Beauchamp
Councillor Freedman
Councillor Harden
Councillor Rogers
Councillor Silwal (Vice Chair)

Councillor Stevens
Councillor Taylor
Councillor Timmis
Councillor Tindall
Councillor Wyatt Lowe

Also attending:

Councillor Barrett

Officers

Richard LeBrun	Assistant Director Neighbourhood Delivery
Sara Whelan	Group Manager – Development Management & Planning
Philip Stanley	Team Leader Development Management (Specialist Services)
Layla Fowell	Corporate and Democratic Support Officer

Lizzy Kenyon	Keep Britain Tidy
Duncan Jones	Herts Waste Partnership

The meeting started at 7.00pm

1 MINUTES

The minutes from the meeting of previous meeting were agreed by the members present to be signed by the Chairman. There were no matters arising.

2 APOLOGIES FOR ABSENCE

Apologies were received from Councillors McDowell, with Cllr Tindall attending as a substitute and Cllr England with Cllr Freedman substituting.

Cllr Wilkie and Cllr Hearn also submitted apologies.

Cllr Wyatt Lowe left the meeting at 8.05pm.

3 DECLARATIONS OF INTEREST

There were no declarations of interest.

4 PUBLIC PARTICIPATION

There was no Public Participation

5 CONSIDERATION OF ANY MATTER SUBJECT TO CALL-IN

None.

6 ANNUAL PLANNING ENFORCEMENT REPORT

The Chair advised that he would be changing the running order of the evening to consider Item 7 first in deference to external attendees.

The Chair returned to this item when Item 7 had concluded and referred to the very well written report included with the agenda and asked Members to address any questions they may have to PStanley.

PStanley briefly introduced the report, advising it sets out to achieve a position where Officers have a manageable case load by focusing on historic cases in manageable chunks and new cases based on the potential harm they may cause.

Cllr Birnie referred to Pg. 17, Para 56, specifically reference to the case load of 600 live cases which are unresolved. In Para 4 on Pg. 1 Cllr Birnie observed that figures show the number of cases resolved in 2014-2020, suggesting that based on these figures there would be 297 unresolved cases. Therefore he was unsure where the 600 figure came from.

PStanley responded that there would have been cases left over from previous years prior to 2014, therefore the cumulative and accurate total is 600.

Cllr Birnie referred to Pg. 12, Para 28 where it details a table of how cases are dealt with. He asked the Officer to explain how you can have minus numbers in that table.

PStanley advised that in this situation, minus numbers are a good thing using the example that in February there were 21 fewer live cases at the end of the month versus the beginning of the month, stating that we would hope to have a minus figure at the end of each month throughout the financial year as it is a subtraction of cases left live. If a figure is red it demonstrates that we have more cases left at end of month, if it is a green figure it represents fewer live cases.

Cllr Harden thanked the Officer for a good and easy to follow report, going on to suggest there is an element of education required in understanding the perception of a member of the public. Cllr Harden noted from the report a change in how members of the public are to contact the service, allowing some control in how to manage a case load and how it comes in. Cllr Harden asked whether technology was being used to best advantage, especially in reducing the workload.

PStanley responded by confirming that education is a priority, explaining that it has been set as one of their priorities for this year. The Officer set out that in terms of a quick resolution point; most of the complaint emails received are where someone has failed to receive a response to an earlier notification of a perceived breach. This generally happens within a 3 month period, so if we can resolve cases more quickly, we will reduce the amount of such emails.

In terms of technology, PStanley advised that there has been investment in the system, including introducing a range of ways in which an Officer's workload can be made easier.

One example is the auto generation of communication once a decision has been reached; for example, if 'no breach' is selected for a case that action will auto generate the response to the complainant to reduce manual work load. The Officer added that they will be continually reviewing the system to identify suitable automation and template development. PStanley advised there would also be a benefit from reviewing our website, where we encourage complaints to come to us via the web form, as that provides answers to questions we need when reviewing the complaint.

SWhelan added that there have been conversations about a front facing web page as, based on customer feedback and it would be a great tool to have. Customers would log in and see what stage their enforcement issue had reached within the process.

Cllr Birnie commented that it would be useful for there to be something on the website to help residents understand the process. A monthly report for Members might be useful in the way a weekly report is generated on planning applications.

PStanley referred to Para 69 of the report and confirmed that he would be happy to increase communication with Members.

Cllr Beauchamp thanked the Officer for the comprehensive report, referring to appeals in Para 46 & 47 and commenting that the report refers to 13 appeals, but only 8 have been dealt with. He therefore queried if the other 5 are still pending.

PStanley responded that Para 46 looks at appeals that we have received or we were already processing. Para 47 looks at the appeals that have been decided. It is the case with the Planning Inspectorate that these appeals often have low priority, so we often have to wait a long time following an enforcement letter for the start notice. The number of appeals we receive will therefore not necessarily equal the number we reach a decision on within that year.

Cllr Timmis welcomed this very detailed report and voiced her appreciation of the pressure the service are under. One reference in the report is 'level of harm' which would impact the priority attached to a complaint. Cllr Timmis observed that the term 'harm' is very subjective and asked; how one would therefore define harm here.

Cllr Timmis also asked if more resources could be considered to mitigate the overwhelming workload.

Cllr Timmis also commented on the importance of acknowledging complaints so the public can see Officers were working on their issues and asked, whether acknowledgements would still take place to reassure the customer.

PStanley responded to each of the questions raised by the Cllr Timmis;

In regards to defining harm level, PStanley confirmed there is no intention to remove the priority level which relates to how quickly we visit a site in the first instance. In cases of TPO's and listed buildings, these remain priority 1 and we have to attend these within 24 hours. Priority 2 is a visit within 10 days and priority 3 is within 15 days. Once a visit has taken place, a harm level is then assigned. The 5 harm levels and the action we will take based on that harm level are listed in the report.

With regard to resources, PStanley agreed that the report emphasised efficiency measures. There are ways that processes can be changed to streamline the process. But there is a resource issue due to the accumulation of cases over time and in response to this there is an additional Officer post to be introduced on a fixed term basis. There is also the issue that

enforcement is a discretionary power; even if there is a breach we are not obliged to take action, so, again, this is a decision based on the level of harm.

SWhelan added that someone within the team had recently handed in their notice so DBC will be working quickly to try and ensure there is not a gap in full time members of staff.

Cllr Birnie referred to the temporary member of staff and asked whether this post will fulfil other functions within planning.

PStanley responded that this is a dedicated Planning Enforcement Officer post.

PStanley referred to the final question raised by Cllr Timmis and the importance of communicating with customers. The quarterly reports do not give Members details of the full scope of work carried out but he is very keen to draft and share a monthly report with Members on these matters. In terms of general updating; there is always a balance to be made between how much time we spend talking to complainants versus how much time we need to get on with the investigation. Cases can be quite lengthy and there is rarely a quick turnaround. We will advise the complainant if we receive a planning application so they can comment, or if we receive a notice. We will update them when we close the case. The difficulty arises during the investigation when customers may want to know what stage we are at. As SWhelan mentioned, if we could achieve better use of our website to signpost them to check progress it would be beneficial.

Cllr Timmis responded that a web system would help where customers can check and know their case has not been forgotten.

Cllr Birnie added that a general background note setting out how a case proceeds which was available on the website would be useful because a member of the public who had a grievance and read that, would be less likely to keep chasing for information.

PStanley advised there is a flow chart that could be pulled out and put more on a front page.

Cllr Silwal asked if site visits were currently on hold.

PStanley responded that site visits are taking place. There has to be a risk assessment prior to any visit and we are still not able to carry out unannounced visits inside site, but we are doing visits that relate to externals, subject to appropriate risk assessments.

Cllr Silwal asked for an explanation of the fast track system and how it is implemented.

PStanley advised this relates to cases of minor breaches that we consider of little or no harm and where it may not be good use of enforcement time to investigate. The enforcement Officers have dedicated time in diaries for these fast track cases where they have a day a week they attend sites and a day a week to write up the outcomes.

Cllr Tindall stated that problems with Building Control have arisen in the past and to resolve this we joined Hertfordshire Authorities Group. He asked whether, given that this is probably an issue for most planning authorities, we have given consideration to speaking to neighbouring authorities about a joint approach.

SWhelan advised that she sits on a group with the heads of development management across Hertfordshire and there has been a lot of comparing of resources etc. and how each authority has coped with the 30% increase in planning applications which impacts on enforcement. What tends to happen is that the planning application function takes up the majority amount of time and the function of enforcement varies dramatically across Hertfordshire. This is demonstrated by the number of notices issued across different

authorities. Because this is a discretionary function, not all authorities will be looking at this equally.

Cllr Tindall responded to the point of enforcement being discretionary and asked whether, given government intendeds to review planning, we are likely to see changes where the discretionary function becomes mandatory.

SWhelan advised that is not a question that she can answer, adding that she needs to manage expectations and the priority over the coming years is the 400 plan. Any consideration of digital solutions or reviews of any wider help and support would likely occur in the next financial year. It is not possible to look at everything at this time.

Cllr Stevens commented that the 400 plan is a good management tool and this is a good report. Referring to the type of reports Members might want, he expressed a wish to avoid creating work, stating that the most meaningful reports will be those that tell us that formal action has been entered into.

PStanley advised that the quarterly performance report issued for DMC fulfils that function and asked; whether Members would prefer that report monthly.

Cllr Birnie suggested this is something that could be discussed between the Officers and Portfolio Holder, adding that he would be happy to participate in those discussions and feed back to the committee.

Cllr Beauchamp referred to members of the public having access to the progress of their case, commenting that he believes the existing planning portal gives access to those things and asked, if members of the public were given their application number, should that be where they are directed?

PStanley responded that complainants are provided with an enforcement number and we can signpost them to the website. But we need to make sure that the website has the level of progress reporting that the customer would find useful.

The Chair thanked the Officers for attending and presenting such a comprehensive report, which was noted by Members.

7 WHERE DOES DACORUM'S WASTE GO?

This item was considered ahead of Item 6 due to external attendees.

LKenyon from Keep Britain Tidy attended, introducing Keep Britain Tidy as an environmental charity which is very well known for litter work but which actually has 3 main aims; to eradicate litter & reduce waste, to improve the quality of public space and to help people live more sustainably.

LKenyon stated that her area of interest is research & innovation, specialising in behavioural research to look at why people behave the way they do, for example produce too much litter, produce too much waste, fly tip. She is interested in evidence led approaches, using those insights to make more effective interventions to get to the core triggers and barriers to behaviours.

LKenyon talked the committee through the slides as presented on screen (these will be made available following the meeting).

Household Fly Tipping

KBT launched a national action plan in 2016; identifying 'fly tipping' as a catch all term. Research from 2016-2018 was focused particularly on household fly tipping and not criminal fly tipping. The presentation set out a number of reports. The 2017 report was carried out in Hertfordshire, including spending time with crews.

The report sets out why insight matters and how the public understand fly tipping, which individuals may be doing without realising their behaviour is fly tipping.

The presentation also addressed the public expectation that fly-tips will be collected quickly and without repercussion and why perpetrators might not realise the behaviour was incorrect as they do not get that feedback when an item is just removed.

There was information on intervention and the impact of fly tipping and resident perception where people perceive fly-tipping as low impact. Focus group participants were not aware of the social, environmental and financial impact this actually has.

The presentation highlighted building new narratives around the issue of domestic fly tipping and using neighbourhood level messaging to resonate with residents. It also covered interventions carried out in pilot areas and residents' perception of those interventions.

Research has found that some Council policies are unintentionally driving fly tipping, such as time banded waste collections and street sweeping where litter left on the street for some time attracts illegitimate fly tipping to those spots. There were considerations on what can be done to respond to this.

Littering

LKenyon explained that the presentation sets out what we know about littering behaviour, which is heavily influenced by lots of things, including location/context and the item being disposed of. As with fly tipping, some behaviours are viewed as more acceptable than others. It included information about addressing perceived acceptability such as how to engage businesses in anti-littering campaigns at the point where items are purchased or advising members of the public in how to manage their rubbish after a day out.

The slides included various graphics and statistics around perceptions and outcomes of pilots to address these behaviours and what positive drivers can be taken forward into campaigns and interventions to address littering concerns.

LKenyon summed up by advising that there is a whole range of publications that highlight other insights and useful findings that LKenyon or her colleagues will be happy to share.

The Chair invited questions.

Cllr Timmis thanked the speaker for a very interesting presentation and asked if any research had been done into littering by children and any link to how they have been brought up. If so, is there a way to impart messages to families?

LKenyon responded that there is no specific research on family dynamics, but there is a schools programme with a lot of engagement with primary school age groups.

Cllr Harden referred to the introduction of containers to keep commercial rubbish by the roadside and asked whether any feedback was obtained from refuse waste collectors regarding having to open doors.

LKenyon responded this was not a problem in this pilot as it focused in an area with Council collectors but it does pose a question for a larger roll out. There is a need to start a dialogue at national level and push some of this burden on to commercial contractors who collect this waste about how this can be containerised so we are not normalising that rubbish can just be placed out on the street.

Cllr Stevens commented on a great presentation with helpful insights. He referred to the fact that people are not recognising they are fly tipping and commented that in this area, we have changed the way waste recycling centres operate with them being closed 2 days a week. Cllr Stevens asked whether anything has been done to look at if there is an impact of not having that sort of facility open 7 days a week on levels of fly tipping.

LKenyon invited DJones to respond on this matter and he advised that the County Council amended the hours of Household Recycling Centres and there was an understandable perception that this would increase fly tipping. But this was not the case and by March 2020 we had driven fly tipping down to its lowest annual level in 5 years. There is no direct link between opening hours and fly tipping incidents.

Cllr Birnie referred to the suggestion that the intervention of putting stickers and notices around where individual fly tipping takes place results in a reduction and asked how long that reduction lasted for.

LKenyon responded that during the pilot they monitored for many weeks post intervention and it continued to have an impact, but acknowledged it will not last for ever. She went on to explain that during the trial interventions, the pilot Council rotated to different areas, achieving that reduction and moving on and using the interventions on a rotating basis. This seemed to work well. These interventions are suitable in some areas and not in others, so a multi angled approach is necessary.

Cllr Freedman echoed other comments regarding a good presentation well delivered. He then referred to the data collected on interventions and asked; as this seems to be site specific data, how do you tie something to a site and relate it to data? He further queried the presence of any hybrid policies. Cllr Freedman also highlighted the point about suitability of policies and how they are labelled as an issue within this area, expressing his view that some harsh hostile language is communicated at those who visit a waste centre to find it full, and who then leave the waste and get branded as fly tippers.

LKenyon responded that in terms of pilot it is very specific to the Council being worked with to define their particular target location based on what makes sense based on their local knowledge of the issues in that area. Every project will be slightly different dependent on the scale and nature of the intervention, but they try to work with what the Council was already doing in terms of existing monitoring etc. Any project starts with a baseline period, followed by an intervention period and then a post intervention period. They like to wrap the resident perception around the 'on the ground' monitoring as they are very interested in seeing how the perception changes and the actual problem reduces.

In terms of hybrid policies, LKenyon responded that she does not have any specific answer to that. Advising they have worked with some Councils who work on waste prevention i.e. how they get residents to better utilise the capacity they have to recycle properly etc. This particularly applies to those councils who consider excess waste left out next to a bin to be fly tipping.

The Chair thanked LKenyon for a very interesting presentation and encouraged her to send copies of any literature that might be of use to Member Services to be circulated.

The Chair then introduced DJones of Hertfordshire Waste Partnership (HWP) to deliver a presentation on 'Where our waste goes'.

DJones advised that HWP works jointly across all 11 waste authorities and the County Council in Hertfordshire.

DJones talked the committee through the slides as presented, which would be made available following the meeting, and introduced key background points:-

- Together, Hertfordshire authorities spend £88.35m a year on collection and disposal services
- In 2019/20 Hertfordshire recycled and composted 52.3% of waste (this is a provisional figure which may rise) and diverted 83.8% from landfill

The previous Joint Waste Strategy expired in 2012, at which point all Hertfordshire authorities signed a Herts Waste Partnership Agreement which governs the way we work together.

A new Resources & Waste Strategy (RWS) will govern how we work for next 30 to 40 years.

The presentation included graphics on upward trends in recycling and a downward trend in organics. Organic waste is garden waste and the downward trend is impacted by change in climate. Residual waste (i.e. the non-recyclable waste) is on an ongoing decline. Total household waste is reducing and DJones stressed that we need to see this reduction as there is both a financial and environmental cost to waste. As a species we need to get our consumption down by half to get in front of the climate challenge. The HWP recycling rate is on an ongoing increase; nationally, Three Rivers and St Albans both rank highly in achieving recycling rates. Dacorum falls 4th within the 11 authorities in Hertfordshire.

A graphic setting out what happens with waste collected within Hertfordshire showed;

- the vast majority of residual waste goes to the Waterdale Transfer Station within Hertfordshire. It is then transported to various energy recovery facilities in London, Buckinghamshire and Oxfordshire. Long term it will be difficult to make use of these facilities for Hertfordshire. Some of this waste still goes to landfill in Buckinghamshire.
- for organic waste, including garden waste and kerbside food waste, the ideal waste management solution, particularly from a climate change perspective, is to try to handle it as soon as it arises. In Hertfordshire some out of County facilities are used for our garden waste, but we are increasingly dealing with it within Hertfordshire borders. We have two facilities in South Mimms, one a composting facility and the other a farm where food waste goes for reprocessing for green power.

In UK as a whole in terms of end destinations for HWP recyclables, in 2019/20, 86.52% was recycled. Within that 54.7% was dealt with in the Eastern Region. Just under 13.5% of what is collected as dry recycling goes to markets across Africa, EU and the Far East. These are commercial decisions taken by private sector programmes. It is an aspiration that we do not export any of this abroad, but at present the alternative would be sending more material to landfill as we do not have the facility to process everything within the UK. Hertfordshire is one of 51 waste partnerships across the country who work together to try to encourage the private sector to move away from shipping abroad.

DJones then referred to the RWS 2018, a huge document with 3 key elements that concern Local Government;

1. Deposit Return Schemes (DRS): Government is proposing to bring such a scheme back. There are two proposals, one as an 'on the go' scheme where you purchase, consume and return packaging to a retailer to claim the deposit. The second is an 'all in' scheme applying to 'on the go' as well as kerbside materials. This scheme may encourage people to collect items from litter to claim deposits
2. Extended Producer Responsibility (EPR): At moment this is the largest cost to Local Authorities (LA's.) Under a EPR scheme, the manufacturers will have to pay money into a fund allowing LA's. to dip in to help fund the post-consumer management of all packaging, whether through recycling or disposal. This funding is likely to come with conditions. Encouraging manufacturers to step away from any form of single use packaging by significantly increasing the cost to them of using it is the main aim, intended to lead to more reusable packaging.
3. Consistency: Government is dissatisfied with LA's. reinventing collection processes across borough boundaries. Under a proposed consistency agenda; all LA's will have to collect the same range of materials. The collection methods will be determined by the individual Council, but government would prefer this to be worked at jointly across waste partnerships. From 2023 it will be mandatory for all LA's. to provide a weekly food waste collection (Dacorum already does this but 3 of the Hertfordshire LAs do not).

RWS has carried out two consultations across the county, one in 2019 the second that has just closed and Officers are putting together responses which can be available for anyone that wants to see them.

DRS responses conclude that we in Hertfordshire support an all-out approach to this, but only as part of and after EPR. This is a common viewpoint nationally. We would also like this to be extended to single use coffee cups. The HWP does not support the inclusion of glass in the deposit scheme because we already capture 92.5% in Hertfordshire. Scotland is due to launch a scheme next year and it is likely that the English scheme will follow and will be significantly influenced by the design of the Scottish scheme.

EPR responses conclude that this should fund the full net costs of dealing with post-consumer packaging. Timing of introduction of any scheme needs to be consistent. to avoid funding gaps for LA's.

The Chair thanked the presenter and invited questions.

Cllr Tindall thanked the presenter for a fascinating and very informative presentation, expressing his interest in one of the slides which indicated one of the landfill segments was starting to increase slightly, asking if there is a reason for this and if we are able to combat it. He also asked whether landfill costs will continue to rise.

DJones responded that this is due to our not having an in-county solution for our County waste. Twice Hertfordshire democratic processes have agreed permission for a local facility, but twice government has overruled that decision. Without an in-county facility we have no choice but to send residual waste to landfill and he confirmed that landfill fees will increase year on year.

Cllr Taylor referred to the purchase of plastic bottles and the usual labelling on the side that says 'widely recycled'. He asked, what moves there were to standardise that labelling.

DJones responded that a key part of national strategy is labelling. A clear instruction that an item can be recycled at kerbside or cannot is required. One thing we do not know at the

moment is whether or not that label will need to include information about the DRS and/or include smart codes. There will also need to be a system that will work across all countries of the UK.

Cllr Timmis asked if it is true that Hertfordshire has a lot of landfill waste from London.

DJones responded that there is not a lot, but that yes, we do take commercial landfill and on occasion, some small levels of household waste from London. There is a duty to cooperate.

Cllr Timmis referred to the Clean, Safe & Green Department having arranged a visit to a recycling facility some years ago and asked if it would be possible to have such a visit again.

DJones responded positively, asking Members to make contact via Officers so that he can put something together.

Cllr Birnie noted that the green garden waste goes to Suffolk, commenting that it seems to be counter to the principle of dealing with waste as near to possible to where it is generated, particularly as there is a composting facility locally.

DJones responded that there are historical contractual obligations to fulfil. But as such legacy contracts come to an end we continue to move facilities within county borders.

The Chair thanked the guest for a very interesting and informative presentation and commented that he looks forward to receiving the slides.

The Chair returned to Item 6.

8 WORK PROGRAMME

There were no items for discussion.

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The meeting ended at 9.17pm



**Agenda item: Q1- Performance Report
for Environmental and Community
Protection**

Report for:	Strategic Planning and Environment Overview and Scrutiny Committee
Date of meeting:	22nd September 2021
Part:	1
If Part II, reason:	

Title of report:	Q1- Performance Report for Environmental and Community Protection
Contact:	Julie Banks, Portfolio Holder for Community and Regulatory Services Author/Responsible Officer Emma Walker, Group Manager (Environmental and Community Protection) Bill Buckley, Interim Assistant Director (Neighbourhood Delivery) Richard LeBrun Assistant Director (Neighbourhood Delivery)
Purpose of report:	To provide Members with the performance report for quarter 1 in relation to Environmental and Community Protection.
Recommendations	For Information only.
Corporate objectives:	Resources and Value For Money; Optimise Resources and Implement Best Practice.
Implications:	<u>Financial</u> None.
'Value for money' implications	<u>Value for money</u> Monitoring Performance supports the Council in achieving Value for Money for its citizens.
Risk implications	Risk Assessment completed for each service area as part of Service planning and reviewed quarterly. Key risks are recorded on the Council's Risk Register which has been Updated recently. The key risks relate to not achieving statutory targets and failing to protect the public/businesses from Environmental Health Risks : <ul style="list-style-type: none"> • If statutory targets are not achieved the service can be Taken over and managed by the Government.

	<ul style="list-style-type: none"> • Potentially the public & businesses put at risk • Legal action taken against the Council • Reputational damage to Council
Equality Impact Assessment	
Health and safety Implications	None
Consultees:	
Background papers:	Quarterly Performance Report – Quarter 1 (attached).
Historical background <i>(please give a brief background to this report to enable it to be considered in the right context).</i>	
Glossary of acronyms and any other abbreviations used in this report:	

1. Background

1.1 For the purpose of this report, 'Environmental and Community Protection' includes the following services:

- Environmental Health Team (Covid 19 Outbreak Control, Food Safety, Health and Safety, Statutory Nuisances, Contaminated Land, Drainage, Private Water Supplies, Infectious Diseases, Air Quality Management, High Hedges)
- Operations Team (Public Health, Pest Control, Dog Warden Services, Environmental Enforcement, Covid Advisors)
- Corporate Health, Safety and Resilience Team (Internal Health and Safety Advice, Technical Support, Emergency Planning and Business Continuity).

2. Environmental and Community Protection – Q1 Performance Indicators

2.1 In Q4, the KPI ECP09 was 29% (25/84). Proactive food inspections were suspended on the 23rd March 2020 due to Covid 19 at the request of the Food Standards Agency. We had written to all 0, 1 and 2 rated premises to remind them of their duties throughout this period and have been responding to complaints. The food hygiene inspection programme was restarted on the 1st September so we have to catch up on Q1 and 2. There was no further correspondence from the FSA on further suspension of the programme, we had

access problems during lockdown. Officers being diverted onto Covid 19 Work, and unable visit other premises where officer's visits would risk introducing Covid -19 into high risk settings have been difficulties in reaching this target. This has resulted in a backlog of the remaining 63% due in 20/21 that will be visited in this financial year alongside this year's allocation. The officers are prioritising the high risk premises but it will be some time before this KPI is up to date. Additional contractors have been brought in the support this function to deal with the new registered premises, these are not covered by the KPI.

2.2 89.6% (52/58) of Noise cases were closed within 60 days. The team have worked hard to ensure that the cases are dealt with as swiftly as possible, as expected this has vastly improved in Q1.

2.3 74% (1348/1804) of Food Premises are 4 or 5 rated in Dacorum. This is below target as the premises that are being visited are generally either in response to a complaint or those that have a poorer history of compliance meaning that the rating issued by officers is likely to be lower. I would expect this to rise as the food inspection programme catches up throughout the year.

2.4 96% (2733/2821) of service requests are acknowledged within 3 working days. Members will note that the number of requests that has trippled since the same time period last year. This is not exclusively down to Covid 19 requests although it is a proportion of this. The demand for business as usual functions has increased.

2.5 86% (824/952) of Fly-Tips were visited by an Enforcement Officer within 3 working days. This is slightly below target due to staff sickness.

2.6 100% (280/280) of Development Control Consultations with Environmental and Community Protection have a formal response within 20 working days. Significant work has been put into responding to planning enquiries.

2.7 52 accidents occurred associated with DBC work activities in Q1.

2.8 There was 2 accident associated with DBC work activity that were reported to the HSE in Q1.

3. Environmental Health Team

3.1 Covid- 19 Continues to have a significant impact on resources.

- Incident Management teams set up with partner agencies to address significant outbreak at two schools. Target hardening addressed with Covid Advisors visiting nearby premises to ensure Covid secure processes were in place.
- EHO's, Covid Advisors and Public Health Team continued to support and advise large events on compliance. Covid Advisors and EHO's continued to monitor the premises throughout Q1.

- Incident Management Team set up to deal with South African Variant case that visited the borough.
- Ten Section 20 Health and Safety Notices were served to formally request the Covid-19 Risk Assessments from Take Away Premises.
- Covid Improvement Notice served on a premises in Old Town, Hemel Hempstead.
- 360 premises were written too by the department ahead of step three in the Coronavirus Road Map.

3.2 Recruitment and retention has remained an issue throughout Q1 with many temporary posts being filled and staff leaving for more permanent positions. Currently vacant positions are Two Covid Advisor Posts, One Test and Trace Officer Post, One Student Environmental Health Officer Post which is currently out to advert. Neil Polden Lead Environment Health Officer has resigned from his post to take up promotion in another authority.

3.3 Draft Annual Air Quality Status Report has been submitted to DEFRA for comment.

4. Corporate, Health, Safety and Resilience Team

4.1 Cody Fleming Joins the Corporate Health, Safety and Resilience Team.

4.2 Service continues to support departments in drafting and redrafting of Covid-19 Risk Assessments. The team have also been auditing front line services against Covid control measures to ensure compliance. Other Covid- 19 Activities include;

- Lateral Flow Test Guidance has been written for staff and approved through IMT.
- Team Provided support for reopening the splash park
- Training provided to all election staff
- Temporary staff member (Matt Stone) hired to support teams with Covid compliance for events.

4.3 The team act as a conduit between the Local Resilience Forum Response and the Councils Incident Management Team, to ensure that the Councils Covid response is tied in with our Local Resilience Forum Partners.

4.4 In terms of Business Continuity the department have been on Incident Management Team Meetings providing feedback from the Multi-Agency Strategic Co-ordinating Group (SCG) Tactical Co-ordinating Group (TCG) and various cells that sit underneath including Personal Protective Equipment (PPE), Swabbing Cell, and Environmental Health Advisory Cell.

4.5 Team report weekly from Dacorum Safety Advisory Group to County Strategic Safety Advisory group to advice on upcoming events and ensure consistence advice on the ever changing Covid guidance and legislation.

4.6 Members were provided with a Health and Safety Presentation as part of the members training sessions. Russell Ham and Paul O'Day were available to ask questions and provide information to members.

4.7 The following policies were reviewed by the team, Noise Policy, Bonfire and Burning of Commercial Waste Policy, Legionella Management System, Violence and Aggression Policy.

4.8 Team assisted partners in dealing with a roof collapse at an address in Hemel Hempstead. Officers liaised with Fire Control, Hertfordshire Resilience Team, Building Control, Housing, Communications and Members Support Teams.

5. Operations Team

5.1 There has been an increase in animal welfare cases this quarter. This often relating to animal behaviours with the increase in pet ownership and owners returning to work. There has also been an increase on dog attacks both on people and other dogs. Joint working with the police with these incidents has led to more positive outcomes. Three Community Protection warnings (CPW) have been served for dog behaviour.

5.2 6 Stray dogs were seized this quarter, 3 reunited with owners, 2 were sent for rehoming, the remaining animal is in DBC care pending investigation due to the poor condition.

5.3 Two clearances of Filthy and Verminous properties that were served notice in Q4 have been cleared. Work has been on-going to provide support to these people. Tenancy Sustainment and Adult care services have been involved. A Warrant for a premises in Hemel Hempstead, was obtained and officers visited the premises with police, a further Public Health Act notice was served as the premises was found in a Filthy/Verminous state. This case is being monitored closely as the resident has made attempts to clear the property.


5.4 Fly-tipping figures have slightly reduced in Q1. 5 Abandoned vehicles have been removed and destroyed. 11 Fixed Penalty notices have been served for fly-tipping offences. 1 Fixed Penalty Notice for duty of care offences and 7 fixed penalty notices for littering offences.


5.5 Six Fixed penalty notices for breach of the Town Centre PSPO (Cycling). Mr Hardy was prosecuted for non-payment of a Fixed Penalty Notice relating to cycling offences in the PSPO area, he was ordered to pay £194, which consisted of £75 fine, £34 victim surcharge and £85 costs. A further prosecution for non-payment of a fixed penalty notice for cycling in the town centre PSPO area, for Mr Baptiste. The court ordered payment of £220 fine, £34 victim surcharge and £400 Costs.

- 5.6 The Environmental Enforcement team have 6 cases currently pending court action. The delays with the court system due to the pandemic has effected this team more than other teams in the department.
- 5.7 The Covid Advisors Team have been set up and report to Ben Stevens. The Team carried out 1654 interventions in Q4. They have been well received by the public, staff and members.

OSC Report - Strategic Planning & Environment - Neighbourhood Delivery Jun-2021

Indicator Name	Results Jun-2021	Last Months Results Mar-21	Last Years Results Jun-20	RAG	Comments	Actions
Dacorum Delivers - Performance excellence						
ECP09 - Percentage of high risk (A-D) food inspections/interventions achieved within the Quarter.	29.76% 25 / 84 Target: 95%	36.69% 62 / 169 Target: 95%	0% 0 / 78 Target: 95%	4 0 0	No Comments	No Info
Safe and Clean Environment - Maintain a clean and safe environment						
CSG01a - Number of dog fouling reports actioned within the set timescale of 7 days	64 Info Only	105 Info Only	36 Info Only		No Comments	No Info
CSG02a - Number of fly tips collected within the set timescale of 7 days	391 Info Only	417 Info Only	354 Info Only		No Comments	No Info
CSG01 - Percentage of dog fouling reports actioned within the set timescale of 7 days	91.43% 64 / 70 Target: 95%	99.06% 105 / 106 Target: 95%	97.3% 36 / 37 Target: 95%	0 1 3	Approver Comments: 2 reports over 7 days to complete. 4 x reports still open.	No Info
CSG02 - Percentage of fly tips collected within the set timescale of 7 days	97.75% 391 / 400 Target: 95%	96.53% 417 / 432 Target: 95%	97.25% 354 / 364 Target: 95%	0 0 4	Approver Comments: 6 reports over 7 days to complete. 3 reports still open.	No Info
CSG04a - % of litter area inspections graded A or B - Litter	No Data Info Only	No Data Info Only	No Data Info Only		Approver Comments: No data collected due to reduced staffing levels	No Info
WR01a - Justified Missed collections (Excluding Assisted Collections)	881 Bins Target: 750 Bins	810 Bins Target: 750 Bins	1187 Bins Target: 750 Bins	4 0 0	Approver Comments: Slightly over target due to increase in inaccessible roads as a result of increased home working and parked cars	No Info
WR03 - Number of justified missed assisted collections	181 Collections Target: 120 Collections	155 Collections Target: 120 Collections	214 Collections Target: 120 Collections	4 0 0	Approver Comments: Slightly over target due to increase in inaccessible roads as a result of increased home working and parked cars	No Info

Indicator Name	Results Jun-2021	Last Months Results Mar-21	Last Years Results Jun-20	RAG	Comments	Actions
ECP07 - Number of Environmental Enforcement Actions (PACE Interviews, Informal Letters, CPNs, FPN's, Simple Cautions and Prosecutions)	1282 Info Only	1458 Info Only	766 Info Only		No Comments	No Info
ECP01 - Percentage of Noise Nuisance cases closed within 60 days	89.66% 52 / 58 Target: 0.85%	41.98% 34 / 81 Target: 85%	90.63% 58 / 64 Target: 85%	1 2 1	No Comments	No Info
ECP02 - Percentage of registered food premises that have a rating of 4 or 5.	74.72% 1348 / 1804 Target: 0.9%	76.33% 1338 / 1753 Target: 90%	79.15% 1325 / 1674 Target: 90%	3 0 1	No Comments	No Info
ECP03 - Percentage of ECP Service Requests responded to within target	96.88% 2733 / 2821 Target: 0.95%	95.07% 2159 / 2271 Target: 95%	90.46% 882 / 975 Target: 95%	2 0 2	No Comments	No Info
ECP05 - Percentage of Fly tips reported assessed by an Enforcement Officer within 3 working days	86.55% 824 / 952 Target: 90%	94.94% 995 / 1048 Target: 90%	64.02% 507 / 792 Target: 90%	0 1 3	No Comments	No Info
ECP06 - Development Control Consultations to ECP with a first formal response within 20 days.	100% 318 / 318 Target: 0.9%	100% 280 / 280 Target: 0.9%	99.66% 291 / 292 Target: 90%	0 0 4	No Comments	No Info
WR08 - % change in commercial waste customers in the quarter	No Data Info Only	No Data Info Only	No Data Info Only		Approver Comments: Significant loss in commercial waste customers due to covid pandemic	No Info
HS01 - All reported accidents/incidents (Including those required to be reported to the HSE)	52 Info Only	26 Info Only	38 Info Only		No Comments	No Info
WR06 - Total tonnage of garden waste collected	3822.36 Tonnes Info Only	1144.85 Tonnes Info Only	4340.24 Tonnes Info Only		No Comments	No Info

Indicator Name	Results Jun-2021	Last Months Results Mar-21	Last Years Results Jun-20	RAG	Comments	Actions
WR07 - Tonnage of food waste.	1314.44 Tonnes Target: 1020 Tonnes	1493.69 Tonnes Target: 1020 Tonnes	1382.96 Tonnes Target: 1020 Tonnes		Approver Comments: Validated. More people working from home = increase waste	No Info
WR05 - Dry recycling Collected	4082.66, Tonnes Target: 3600, Tonnes	4408.53, Tonnes Target: 3600, Tonnes	4331.24, Tonnes Target: 3600, Tonnes	0 0 4	Approver Comments: Validated. More people working from home = increase waste	No Info
HS02 - Accidents / incidents that are notifiable to the HSE under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) This includes occupational diseases	2 Info Only	0 Info Only	1 Info Only		No Comments	No Info



Agenda Item 7

Report for:	SPAE Overview & Scrutiny Committee
Date of meeting:	22nd September 2021
PART:	1
If Part II, reason:	

Title of report:	Quarter 1 Performance 2020/21
Contact:	Councillor Graham Barrett, Portfolio Holder for Environmental Services Craig Thorpe, Group Manager, Environmental Services
Purpose of report:	1.To report on Quarter 1 performance
Recommendations	1.That the report be noted
Corporate objectives:	To provide a clean, safe and green environment and to increase recycling rates in the borough.
Implications:	<u>Financial</u> None as a result of this report
'Value For Money Implications'	<u>Value for Money</u> None as a result of this report.
Risk Implications	None as result of this report
Equalities Implications	N/A
Health and Safety Implications	None as a result of this report
Consultees:	Officers within Environmental Services
Background papers:	
Historical background <i>(please give a brief background to this report to enable it to be considered in</i>	This report has been produced to provide an update to Members on performance against key objectives and an overview of progress on a number of ongoing projects

<i>the right context).</i>	
Glossary of acronyms and any other abbreviations used in this report:	<p>CSG – Clean, Safe and Green</p> <p>T's and W's – Trees and Woodlands</p> <p>CPC – Driver Certificate of Professional Competence</p> <p>EPD – Elderly Persons Dwelling</p>

Environmental Services Overview and Scrutiny Quarter 1 – Performance Review

Introduction

Environmental Services consists of the following:

Refuse and Recycling – Domestic and Commercial Waste Collections.

- Providing scheduled collections of waste and recycling materials from over 65,000 domestic properties and 800 commercial waste customers
- Collection of over 1000 “paid for” bulky collections per annum
- Collection of cess waste from private dwellings

Waste Transfer Site – ISO 14001 compliant

- Storage and bulking of over 24,000 tonnes of recycling materials for onward processing and sale
- Separation, storage and disposal of hazardous waste including asbestos, dead animals, paints, light bulbs, electrical equipment and other flammables.

Clean, Safe and Green (CSG)

- Scheduled grass cutting on behalf of Herts County, Housing Landlord and on Dacorum owned land
- Maintenance of hedges, shrub beds and some roundabouts
- Maintenance of parks and open spaces including play equipment
- Maintenance of sports pitches
- Weed spraying
- Clearance of fly tips
- Removal of graffiti
- Removal and disposal of road kill
- Management of Trees on behalf of Herts County, Housing, Dacorum owned land, parks and open spaces and woodlands
- Management of Rights of Way and Countryside access

Environmental Projects

- Initiate environmental and/or seasonal campaigns to promote the waste hierarchy through events, online challenges, social media, website etc.
- Plan and implement new service additions, such as recycling and food waste.
- Monitoring Waste Services, Clean, Safe & Green and social media data, including tonnages, contamination and fly tipping, and collating into reports.
- Supporting the waste hierarchy in schools through presentations, quarterly e-newsletters and projects.
- Organise anti-littering campaigns with local residents and businesses.
- Produce all artwork and literature for press releases, corporate articles, collection calendars and designs for vehicles
- Represent Dacorum Borough Council as a partnering member of the Hertfordshire Waste Partnership.

Fleet Management (Vehicle Repair Shop)

- Servicing and maintenance of all the Councils fleet of vehicles to ensure legal compliance with Road Transport Law and effective running of front line services.

Resources

- Record and produce key performance data such as waste tonnages
- Check and allocate all customer service requests including the bulky item service
- Deal with resident and Customer Service Unit enquiries
- Manage the weighbridge service
- General administration of services including the cesspool emptying requests, sharps box collections and the additional garden waste service.

Service Updates

Waste Services Operations

- Maintained collections during COVID lockdown restrictions despite staffing level issue with low availability of LGV drivers (nationwide issue)
- Sent four loaders for LGV training, two passed, 8 more to follow
- Undertook relevant vehicle familiarisation training to new fleet

Clean, Safe and Green

- Splash Park opened with COVID restrictions in place - online booking system implemented and event security team/covid advisors employed. Although numbers were reduced users reported feeling safe whilst using the facility.
- Summer bedding and baskets completed
- Grass cutting started - 3rd cut for standard grass round, 4th cut for specialist and priority rounds eg EPD's (Elderly Peoples Dwellings). Length of grass a challenge due to weather conditions of rain and warm weather.
- Football season extension completed and went well, although a challenge on resource due to staff shortages.
- A414 central reservation, cut the grass, hedge, litter picked and swept the gullies. These works require a permit and traffic management.

Parks, Open Spaces, Trees and Woodlands

- Whips (2 – 3yr old trees) planted (Gadebridge Park, Leys Road) - growing well, and establishing. One block in Keens Field has not established, possibly due to weather conditions and topography of the site (sloped, NW facing). Dead whips will be replaced this autumn / winter.
- Ash trees are rapidly being affected by Ash Dieback and seems tree removal is required much sooner than previously thought due to safety concerns about the resultant brittle timber. In consultation with HCC and Herts Highways about this.
- Oak Processionary Moth disease continues to be identified within the borough by Forestry Commission surveyors and is being tracked annually. Caterpillars of the moth can present a health hazard to the public. Presently, spraying is carried out to new moth nests by Forestry Commission contractors but DBC will soon need to fund additional spraying as this becomes mandatory.
- Work on developing the Arboretum Site at Gadebridge Park is progressing well with the first of Woodland planting being completed as well as a number of Specimen Trees planted. The Meadow area has also been defined and signage installed.
- Wildflower signs and solitary bee signs in place and bio diversity web page has been created.
- Canal fields play area tender out and new play area on the Moor installed in partnership with Berkhamsted town council.
- Miswell Lane Friends Group community painting project completed.
- Working with Legal and Planning pulling together the S106 agreement in regards adoption of the Open Spaces for LA1 (New development off the Link Road, over 350 properties).

- Work is continuing in partnership with the Environmental Agency and other stake holders in regards the River Gade improvements project.

Educational Awareness

- Joanna Boyd started in the team on an 8 month temporary contract to cover Shared Parental Leave. 5 virtual school talks and 7 face-to-face scout talks with litter picks have been held over the last two months.
- Held compost giveaway supported by Waste Services where we gave away 10 tonnes of compost to over 400 residents.
- Ordered 90 x 1100 litre recycling bins to increase capacity of the flats with the lowest recycling capacity.
- The Great British Spring Clean ran in May and June with over 1000 volunteers registered over 55 litter picking events, collecting 300 bags of rubbish and 202 bags of recycling.
- Street Champions registrations going well with 305 currently signed up around the borough. Ordered new high-vis waistcoats printed with “Dacorum Street Champions” and “Junior Street Champion” printed on the back.
- Took part in St Albans Sustfest with Herts WasteAware. The service hosted and supported 4 of the 7 WasteAware events (a market stall and 3x virtual events; food waste talk, plastic free periods and reusable nappy talks

Fleet Services

- Took delivery of; 10 x New Refuse Collection Vehicles (Mercedes Econic/ Geesink), 2 x Light Vehicles (Vauxhall), 26 x Handheld Power Tools for CSG

Quarterly Performance Report - by Group Manager			Reporting Period - June 2021	
Indicator Name	Indicator Owner	Updater & Secondary updater	Results Jun-21	Last Months Results Mar-21
Environmental Services				
Safe and Clean Environment - Maintain a clean and safe environment				
CSG01 - Percentage of dog fouling reports actioned within the set timescale of 7 days	Craig Thorpe	Shirley Hermitage Melanie Parr	91.42% 64/70 Target: 95	99.06% 105/106 Target: 95
CSG01a - Number of dog fouling reports actioned within the set timescale of 7 days	Craig Thorpe	Shirley Hermitage Melanie Parr	64 Info Only	105 Info Only

CSG02 - Percentage of fly tips collected within the set timescale of 7 days	Craig Thorpe	Shirley Hermitage Melanie Parr	97.75% 391/400 Target: 95	96.53% 417/432 Target: 95
CSG02a - Number of fly tips collected within the set timescale of 7 days	Craig Thorpe	Shirley Hermitage Melanie Parr	391 Info Only	417 Info Only
CSG04a - % of litter area inspections graded A or B - Litter	Craig Thorpe	Shirley Hermitage Melanie Parr	No Data Info Only	No Data 0/0 Info Only
CSG05a - Number of Graffiti removed from Dacorum Structures within 7 days	Craig Thorpe	Shirley Hermitage Melanie Parr	23 Info Only	24 Info Only

WR01a - Justified Missed collections (Excluding Assisted Collections)	Craig Thorpe	Shirley Hermitage Melanie Parr	881 Bins Target: 750	810 Bins Target: 750
WR03 - Number of justified missed assisted collections	Craig Thorpe	Shirley Hermitage Melanie Parr	181 Collections Target: 120	155 Collections Target: 120
WR05 - Dry recycling Collected	Craig Thorpe	Shirley Hermitage Melanie Parr	4082.66, Tonnes Target: 3600	4408.53, Tonnes Target: 3600
WR06 - Total tonnage of garden waste collected	Craig Thorpe	Shirley Hermitage Zoe Wiggins	3822.36 Tonnes Info Only	1144.85 Tonnes Info Only
WR07 - Tonnage of food waste.	Craig Thorpe	Shirley Hermitage Melanie Parr	1314.44 Tonnes Target: 1020	1493.69 Tonnes Target: 1020
WR08 - % change in commercial waste customers in the quarter	Craig Thorpe	Shirley Hermitage Vacant	No Data Info Only	No Data Info Only

			DBC Outgoing Weights / Rocket Data		
2021-22	CoMingled Materials(Dry Recycling)		Food Waste		Garden Waste
Q1	4082.66	Q1	1341.53	Q1	3819.52
Q2		Q2		Q2	
Q3		Q3		Q3	
Q4		Q4		Q4	

End



Report for:	Strategic Planning and Environment Overview and Scrutiny Committee
Date of meeting:	22 September 2021
Part:	1
If Part II, reason:	

Title of report:	Planning, Development and Regeneration Quarter 1 Performance Report 2021-22
Contact:	Cllr Alan Anderson, Portfolio Holder for Planning and Infrastructure Author/Responsible Officer: James Doe, Assistant Director – Planning, Development and Regeneration
Purpose of report:	To set out the performance outturn for the service for Quarter 1 of 2021-22
Recommendations	That the report is noted.
Corporate objectives:	All Corporate Objectives are relevant with this annual review of service performance.
Implications:	<u>Financial</u> None arising from decisions on this report though the financial indicators for Planning fees and Local Land Charges report an under recovery of income against target levels.
'Value for money' implications	<u>Value for money</u> None arising from this report.
Risk implications	None arising from this report. Risks addressed through service level risk register.

Community Impact Assessment	Not applicable for this report.
Health and safety Implications	Not applicable for this report.
Consultees:	Mark Gaynor, Corporate Director Housing and Regeneration Chris Taylor, Group Manager Strategic Planning and Regeneration Philip Stanley, Group Manager Development Management and Planning
Background papers:	Performance report (appendix 1)
Glossary of acronyms and any other abbreviations used in this report:	None.

1. This report presents the performance outturn for the Planning, Development and Regeneration service for the first quarter (April-June) of the business year 2021-22. The full performance report is at Appendix 1.
2. Of 15 indicators, eight are running at green; three at red; one at amber; and three are for information only.

Income

3. Planning fees income (FIN 16). The year has started strongly with receipts at just over £420k, representing performance of 20% ahead of trajectory for budgeted income at this stage of the financial year. Members will recall from the last report to the Committee on Q4 for 2020/21, there was a strong end to the year but there was a slight under-recovery as income had dropped significantly during the early months of the Covid19 pandemic in early 2020.
4. For now, the strong trend continues and in Q1 a total of 908 planning and related applications were received (DMP02), representing an increase of over 6% on the volume received in Q4 of last year.
5. Land Charges Income (FIN17). As with planning fees, the current year has also started strongly and this income stream is also 20% ahead of budgeted target by the end of Q1 with receipts of just under £69.5k.
6. Members should note that full relief on Stamp Duty for property purchases was tapered down from purchases of £500,000 or over to £250,000 or over at the end of June, and this will revert to the original threshold of £125,000 or over by the start of October. The effect of the withdrawal of this temporary relief on the housing market is yet to be fully seen, but for now, activity

remains strong as reported further ahead in relation to Local Land Charges performance.

7. Trends in both planning and land charges income will be monitored closely as activity here has a strong correlation to the local and national economic climate.

Development Management Performance

8. As outlined above, incoming caseload remains high at 908 applications received in Q1, up over 6% on Q4 of 2020/21.
9. This has been a strong month for performance with all three indicators (DMP04, 05 and 06) all at green and with improvements on the previous quarter.
10. 100% of all major applications (DMP04) were determined on time, though there were only 3 proposals due for decision.
11. Minor applications (DMP05) moved from the amber category at just under 65% determined within 8 weeks of receipt in Q4 to 70% in Q1. This 5% increase in performance also needs to be seen in the context of the volume of caseload in this category rising by one third from the previous quarter, and is a good indication of the work of the service to clear down older cases being successful.
12. Performance the 'others' category improved from 84% determined on time within 8 weeks of the statutory period (DMP06) to just under 90% in Q1. As with minor applications, there was a higher workload – up 16% from the previous quarter – and more decisions made. This category includes the smallest scale cases such as house extensions and other domestic development, where the service has put in place fast track arrangements for processing.
13. Performance on the Council's success rate in defending planning appeals in Q1 (DMP30) has improved again, and out of the red category with just over 80% of appeals being dismissed. The appeal caseload was also significantly up, with decisions made on 21 cases compared to 16 cases in the previous quarter.
14. The validation of planning applications (DMP08) has fallen into the red category for Q1 at 53% of cases validated within three days of receipt, and down from the very good performance of 88% in Q4 previously. A combination of staff time lost due to sickness, election duty early in the business year and annual leave has contributed to this.
15. Importantly though, the length of time to validate applications has only typically been between four and five days from receipt rather than the one to two days which has been typical of performance in this area. Overall, the revised systems in the service have been delivering very fast validation over the past year or so. Validation is an important part of the planning application process as a fast turnaround helps to enable good performance on speed of processing applications, for which there has been improvements this quarter.

Enforcement

16. The other indicators showing as red for Q1 relate to first visits to enforcement cases under Priorities 1 and 2 in the Local Enforcement Plan (PE01 and PE02) which are running at just over 57% for visits to Priority 1 cases and just under 46% for Priority 2.
17. In the last report to the Committee regarding Q4 performance it was set out that a combination of an increase in enforcement caseload and a build-up of cases from last year during Covid19 restrictions – which prevented sites being visited in person by officers – have caused this. Also that the service is working to a twelve-month improvement plan, known as the ‘Enforcement 400 Plan’ to tackle the issue. A further officer, on a twelve-month contract was brought in earlier this year as part of this.
18. The improvements will take some time to work through. Members should note that although performance has not improved markedly since Q4 last year, the caseload in Priority 1 and 2 cases have both grown since then.
19. There will be further challenges with managing the workload over the rest of the year due to staff changes. The Team Leader, Philip Stanley has been promoted to Group Manager for Development Management and Planning; the Assistant Team Leader and one of the Enforcement Officers both moved on to new positions outside of the Council this summer.
20. At the time of writing, interviews to fill the vacant Team Leader position will be held this September. The Assistant Team Leader post has been filled, for now, on an interim basis. The Enforcement Officer brought in on the twelve-month contract has now been appointed into the permanent vacancy left by one of the departures in the summer. The service is looking to fill the remaining temporary post urgently, and make a permanent appointment into the Assistant Team Leader post.

Local Land Charges


21. The only indicator at amber for Q1 is for the average time to process land charge searches (LC04). This is running at just over 10 days, which is the target. As reported above under the section on Finance, there has been a strong growth in casework and the slightly longer processing time is due to this factor.

OSC Report - Strategic Planning & Environment - Planning, Development and Regeneration Jun-2021

Indicator Name	Results Jun-2021	Last Months Results Mar-21	Last Years Results Jun-20	RAG	Comments	Actions
Dacorum Delivers - Efficiencies						
DMP05 - Percentage of minor applications determined within 8 weeks	70.09% 82 / 117 Target: 70%	64.77% 57 / 88 Target: 70%	59.14% 55 / 93 Target: 70%	0 2 2	Updater Comments: Target met No Comments	High level of applications determined
DMP06 - Percentage of other applications determined within 8 weeks	89.83% 318 / 354 Target: 70%	84.31% 258 / 306 Target: 70%	74.8% 190 / 254 Target: 70%	0 0 4	Updater Comments: Target met and exceeded Approver Comments: Target met and high level of decisions	No Info
FIN16 - Planning Fees ytd actual against profiled budget	£420057 Target: £349910	£1150691 Target: £1204320	£236508 Target: £301080	1 2 1	Updater Comments: 20% up at month 3 due to some large one-off planning fees and PPA fees Approver Comments: Good outcome but we can expect fee income to level off as rate of new applications is beginning to reduce from very high peak.	No Info
FIN19 - Search Fees ytd actual against profiled budget	£69351 Target: £57750	£206781 Target: £231000	£22279 Target: £57750	3 0 1	Updater Comments: Strong start to the year at 20% up on target. The relaxation of stamp duty rules continues to have a positive effect on this income stream. Approver Comments: Very encouraging outcome so far but the rate of income increase can be expected to reduce as the stamp duty holiday is fully phased out by October.	No Info
Dacorum Delivers - Performance excellence						
DMP03 - Percentage of planning application refusals appealed against	12.7% 8 / 63 Target: 35%	21.67% 13 / 60 Target: 35%	2.94% 1 / 34 Target: 35%	1 0 3	Updater Comments: Well within target Approver Comments: Noted well within target	No Info
DMP04 - Percentage of major applications determined within 13 weeks (YTD)	100% 3 / 3 Target: 60%	62.5% 10 / 16 Target: 60%	100% 8 / 8 Target: 60%	0 0 4	No Comments Approver Comments: Great result at 100%	No Info

Indicator Name	Results Jun-2021	Last Months Results Mar-21	Last Years Results Jun-20	RAG	Comments	Actions
DMP07 - Percentage of planning applications refused	8.13% 61 / 750 Target: 10%	7.99% 60 / 751 Target: 10%	9.63% 34 / 353 Target: 10%	0 0 4	Updater Comments: Target Met Approver Comments: Good result	No Info
DMP08 - Percentage of planning applications validated within 3 working days	53% 524 / 983 Target: 70%	88% 928 / 1053 Target: 70%	94% 832 / 883 Target: 70%	1 0 3	No Comments Approver Comments: Impacted by staff covering elections, having an operation and general leave accrued from last year. The overall delay to applications has not been lengthy 4-5 days rather than 1-2 days	No Info
PE01 - Priority 1 site visits	57.14% 4 / 7 Target: 100%	50% 1 / 2 Target: 100%	100% 4 / 4 Target: 100%	3 0 1	No Comments Approver Comments: Noted this will be below target for another 6 -12 months considering queue of work, needing to complete risk assessments ahead of visits	replace Assistant Team Leader who is leaving
PE02 - Priority 2 site visits	45.9% 28 / 61 Target: 100%	40% 10 / 25 Target: 100%	81.82% 9 / 11 Target: 100%	4 0 0	Updater Comments: This is a reflection, both in terms of the large number of site visits and the % out of time, that the team are beginning to resume site visits on a larger scale. Approver Comments: Noted this will be below target for 6 -12 months depending on recruitment to ATL post	No Info
LC04 - Average time taken to process an official Local Land Charges search	10.16 Days Target: 10 Days	9.83 Days Target: 10 Days	5.5 Days Target: 10 Days	1 1 2	Updater Comments: Turnaround time is on target for this quarter. Approver Comments: good to see turn around below target considering high volumes of work	No Info
DMP30 - Appeals dismissed	80.95% 17 / 21 Target: 70%	60% 6 / 10 Target: 70%	100% 9 / 9 Target: 70%	2 0 2	Updater Comments: Target met and exceeded Approver Comments: Good result over all in quarter	No Info
Dacorum Delivers - Value for money						
SPR20 - Level of CIL receipts	No Data Info Only	1393496 Info Only	74590 Info Only		No Comments	No Info

Regeneration - Deliver a Regeneration Plan for Dacorum

Indicator Name	Results Jun-2021	Last Months Results Mar-21	Last Years Results Jun-20	RAG 	Comments	Actions
SPR05 - Number of new homes completed	132 Homes Info Only	223 Homes Info Only	38 Homes Info Only		No Comments	No Info
DMP02 - Number of planning applications received	908 Applications Info Only	853 Applications Info Only	672 Applications Info Only		No Comments Approver Comments: Higher level of apps received compared to last quarter	No Info

Agenda Item 9



Report for:	Strategic Planning and Environment Overview and Scrutiny Committee
Date of meeting:	22 September 2021
PART:	1
If Part II, reason:	

Title of report:	Budget Monitoring Quarter 1 2021/22
Contact:	Cllr Graeme Elliot, Portfolio Holder for Finance and Resources Nigel Howcutt, Assistant Director (Finance & Resources) Fiona Jump, Group Manager – Financial Services
Purpose of report:	To provide details of the financial outturn position for the: <ul style="list-style-type: none"> • General Fund • Capital Programme
Recommendations	That Committee note the financial position for the Council for 2021/22 as at Quarter 1.
Corporate objectives:	Delivering an efficient and modern council.
Implications:	<u>Financial</u> This report outlines the financial position for the Council for 2021/22 and so summarises the financial implications for service decisions for the financial year. <u>Value for Money</u> Regular budget monitoring and reporting supports the effective use of the financial resources available to the Council.
Risk Implications	This reports outlines the financial position for the Council for 2021/22 and in so doing quantifies the financial risk associated with service decisions for the financial year.
Community Impact Assessment	The content of this report does not require a Community Impact Assessment to be undertaken.
Health And Safety Implications	There are no Health and Safety implications arising from this report.
Consultees	The position reported within this report has been reviewed and discussed with relevant Council Officers.

Glossary of acronyms and any other abbreviations used in this report:	GF – General Fund HRA – Housing Revenue Account HCC – Herts County Council AFM – Alternative Financial Model
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1. Executive Summary

- 1.1 General Fund revenue outturn – General Fund revenue budgets are forecasting a deficit of c. £1m. This pressure is a combination of £0.7m that is attributable to the ongoing effects of Covid-19, and £0.3m which is non-Covid related. The Covid pressure of £0.7m is scheduled to be funded from the Economic Recovery Reserve which was specifically set up for this purpose, once the overall year end position is confirmed later in the financial year.
- 1.2 Strategic Planning and Environment Capital budgets – at this stage of the financial year, capital budgets are reporting to budget.

2. Introduction

- 2.1 The purpose of this report is to present the Council's forecast outturn for 2021/22 as at 30 June 2021. The report covers the following budgets with associated appendices:
- General Fund - Appendix A. A pressure against budget of c. £1m is forecast.
 - Capital Programme - Appendix B.

3. General Fund Revenue Account

- 3.1 The General Fund revenue account records the income and expenditure associated with all Council functions, except the management of the Council's own housing stock, which is accounted for within the Housing Revenue Account (HRA).
- 3.2 Appendix A provides an overview of the General Fund forecast outturn position.
- 3.3 The table below provides an overview by Scrutiny area of the current forecast outturn for controllable budgets within the General Fund.

Table 1	Current Budget £000	Forecast Outturn £000	Variance	
			£000	%
Finance & Resources	7,457	7,542	85	1.1%
Strategic Planning and Environment	10,871	11,417	546	5.0%
Housing & Community	1,779	2,045	266	15.0%
Total Operating Cost	20,107	21,004	897	4.5%
Core Funding	(20,107)	(20,052)	55	(0.3%)
Contribution (to)/ from General Fund Working Balance	0	952	952	

3.4 Core Funding - £55k pressure against budget

Government grant income has been received as follows:

- £325k of additional government grant income has been received as follows:
 - £250k of support relating to the administration of Covid-19.
 - £75k of new burdens funding to meet new Local Authority statutory requirements.
- Pressure of £250k in Investment Income. A pressure on the budget is anticipated, as interest rates remain very low following Bank of England base-rate reduction in March 2020.
- Pressure of £130k in additional costs incurred from the costs of repairs to void Temporary Accommodation properties. The higher than budgeted cost reflects the current high usage of properties for Temporary Accommodation. A revised schedule and scope of works is being undertaken given the current demand levels.

3.5 The following sections provide an analysis of the projected outturn and major budget variances shown by Scrutiny area.

4. Strategic Planning and Environment

Table 2 - Strategic Planning & Environment	Current Budget	Forecast Outturn	Variance	
	£0	£0	£0	%
Neighbourhood Delivery	9,954	10,464	510	5.1%
Planning, Development and Regeneration	899	935	36	4.0%
Finance & Resources	18	18	0	0.0%
Total	10,871	11,417	546	5.0%

4.1 Neighbourhood Delivery - £510k pressure against budget

- A pressure of £300k relates to Waste services employees' costs and vehicle hire costs. This is due to ongoing access issues from residents continuing to work from home and staffing challenges.
- A pressure of £120k relates to income from the Alternative Financial Model (AFM). No income is expected from the AFM due to high levels of residual waste (loss of £260k income). This is partially offset by additional income from recycling credits which is expected to over-achieve budget by £140k from increased tonnage.
- A pressure of £50k relates to the income budget for Commercial Waste, which is still being impacted by the effect of the Covid-19 pandemic,

- A pressure of £40k relates to the cost of fly-tipping clearances. This carries a high cost, particularly when asbestos disposal is required.

5. Capital Programme

5.1 Appendix B shows the projected capital outturn in detail by scheme.

The table below summarises the overall capital outturn position by Scrutiny committee area.

The current budget is the original budget approved by Cabinet in February 2021, plus approved amendments.

The 'rephasing' column refers to projects where expenditure is still expected to be incurred, but will now be in 2022/23 rather than 2021/22 ('slippage'), or conversely, where expenditure planned initially for 2022/23 has been incurred in 2021/22 ('accelerated spend').

The 'Variance' column refers to projects which are expected to come in under or over budget and projects which are no longer required.

Table 3	Current Budget £000	Rephasing £000	Revised Budget £000	Forecast Outturn £000	Variance	
					£000	%
Strategic Planning and Environment	4,783	0	4,783	4,783	0	0.0%

5.2 General Fund Major Variances

There are no major variances.

6. Conclusions and recommendations

- 6.1** As at Quarter 1 2021/22, there is a forecast pressure of c. £1m against General Fund budgets.
- 6.2** As at Quarter 1 2021/22, Strategic Planning and Environment capital budgets are reporting to budget.
- 6.3** Members are asked to note the financial position for the Council for 2021/22 as at Quarter 1.



Dacorum Borough Council
Revenue Budget Monitoring Report for June 2021 (Cost of Services Analysis By Scrutiny Committee)

	<i>Month</i>			<i>Year-to-Date</i>			<i>Full Year</i>		
	Budget £000	Actuals £000	Variance £000	Budget £000	Actuals £000	Variance £000	Budget £000	Forecast Outturn £000	Variance £000
Cost of Services									
Finance and Resources	319	540	221	2,337	562	(1,775)	7,457	7,542	85
Housing and Community	276	(25)	(301)	485	31	(454)	1,779	2,045	266
Strategic Planning and Environment	611	3,185	2,574	2,271	4,846	2,575	10,871	11,417	546
Net Cost of Services	1,206	3,700	2,494	5,093	5,439	346	20,107	21,004	897
Other Items									
Investment Income	(35)	(2)	33	(106)	7	113	(425)	(175)	250
Interest Payments and MRP	86	0	(86)	259	0	(259)	1,037	1,037	0
Parish Precept Payments	0	0	0	1,000	1,000	0	1,000	1,000	0
Government Grants	(164)	(2,322)	(2,158)	(492)	(8,561)	(8,069)	(1,968)	(2,293)	(325)
Revenue Contribution to Capital	29	0	(29)	88	0	(88)	350	350	0
Taxation (Council Tax and Business Rates)	(1,291)	2,061	3,352	(3,874)	6,183	10,057	(15,494)	(15,494)	0
Surplus / Deficit on Provision of Services	(1,503)	(432)	1,071	(4,797)	(3,508)	1,289	(15,500)	(15,575)	(75)
Transfers between Reserves / Funds									
Net Recharge to the HRA	(384)	167	551	(1,152)	177	1,329	(4,607)	(4,477)	130
Net Movement on General Fund Working Balance	(532)	3,435	3,967	(409)	2,108	2,517	0	952	952

CAPITAL PROGRAMME MONITORING BY SCRUTINY COMMITTEE FOR JUNE 2021

APPENDIX B

Scheme	Budget Holder	Original Budget	Prior Year Slippage	In-Year Adjustments	Current Budget	YTD Spend	Projected Outturn	Forecast Slippage	Projected Over / (Under)
General Fund									
Strategic Planning and Environment									
Commercial Assets and Property Development									
126 Allotment Improvement Programme	Richard Rice	40,000	9,590	0	49,590	0	49,590	0	0
127 Stone Works to Charter Tower	Richard Rice	18,000	0	0	18,000	0	18,000	0	0
128 Nickey Line Bridge Refurbishment	Richard Rice	50,000	0	0	50,000	0	50,000	0	0
		108,000	9,590	0	117,590	0	117,590	0	0
Development Management and Planning									
132 3D Modelling Software for Planning	Sara Whelan	0	60,000	0	60,000	0	60,000	0	0
133 Tablets for Planning	Sara Whelan	0	20,000	0	20,000	0	20,000	0	0
		0	80,000	0	80,000	0	80,000	0	0
Environmental Services									
137 Wheeled Bins & Boxes for New Properties	Craig Thorpe	100,000	0	0	100,000	59,790	100,000	0	0
138 Waste & Recycling Service Improvements	Craig Thorpe	25,000	0	0	25,000	0	25,000	0	0
140 Resurfacing Works and Building Improvement to Depot	Craig Thorpe	0	60,000	0	60,000	0	60,000	0	0
141 Chipperfield Common Car Park Resurfacing	Craig Thorpe	200,000	0	0	200,000	0	200,000	0	0
142 Fleet Replacement Programme	Craig Thorpe	3,111,905	901,345	0	4,013,250	1,887,712	4,013,250	0	0
		3,436,905	961,345	0	4,398,250	1,947,502	4,398,250	0	0
Strategic Planning and Regeneration									
144 Urban Park/Education Centre (Durrants Lakes)	Chris Taylor	0	134,015	0	134,015	0	134,015	0	0
149 The Bury - Conversion into Museum and Gallery	Chris Taylor	0	53,150	0	53,150	7,800	53,150	0	0
		0	187,165	0	187,165	7,800	187,165	0	0
Totals: Strategic Planning and Environment		3,544,905	1,238,100	0	4,783,005	1,955,302	4,783,005	0	0

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Agenda Item 10



Agenda item:

Summary

Report for:	Strategic Planning & Environment Overview and Scrutiny Committee
Date of meeting:	22nd September 2021
Part:	1
If Part II, reason:	

Title of report:	Update on the development of the Open Space Stewardship SPD
Contact:	<p>Cllr Alan Anderson, Portfolio Holder for Planning and Infrastructure</p> <p>Responsible Officer: James Doe - Assistant Director, Planning, Development & Regeneration</p> <p>Authors: Alex Robinson - Strategic Planning Manager Claire Covington – Assistant Team Leader – Strategic Planning</p>
Purpose of report:	To update the Committee on the current work taking place on developing an approach to stewardship and management arrangements of new open space arising from development.
Recommendations	The Committee notes the work undertaken to date and further activities to prepare a Supplementary Planning Document on Stewardship.
Corporate objectives:	<p>Stewardship of open space helps support the following corporate objectives:</p> <p>Safe and clean environment: e.g. contains policies relating to the design and layout of new open space that promotes security and safe access;</p> <p>Community Capacity: e.g. provides a framework for local communities to be involved in the design, maintenance and management of open space;</p> <p>Dacorum delivers: e.g. provides a clear framework upon which planning decisions on the adoption of open space can be made; and</p> <p>The Climate and Ecological Emergency: e.g. helps guide how</p>

	the design and layout of open space can support mitigation and adaptation to climate change and improve biodiversity.
Implications:	<u>Financial</u>
'Value for money' implications	<p>Funding to prepare the Draft Stewardship SPD is provided from existing base budgets.</p> <p><u>Value for money</u></p> <p>The Draft Stewardship SPD has been commissioned from APSE, a body that works for councils and draws on expertise from local authority professionals in the relevant sector.</p> <p>The scope of works includes research of best practice and a robust appraisal of the options available for the management of new open space provided by development. This evidence will inform the Council's approach to adopting new open space.</p> <p>Where new open space within a development is to be adopted by the Council, the work will provide a mechanism for calculating commuted sums to ensure sufficient funding is secured to cover maintenance costs over a set period.</p>
Risk implications	<p>Given the scale of future growth likely to come forward across the Borough, it is important that the Council has planning guidance in place to ensure that new open space from development is secure for the long term and is maintained appropriately.</p> <p>The Council's preferred Stewardship route must be supported by robust evidence to withstand external challenge through the planning application process.</p> <p>There are financial implications for the Council if it cannot calculate and secure commuted sums for the maintenance of land to be adopted by the Council.</p> <p>The Council needs the ability to ensure that landscaped areas in new development are established and maintained to high standards.</p>
Community Impact Assessment	A Community Impact Assessment (CIA) will be prepared to support the preparation of the Stewardship SPD and will be regularly reviewed.
Health and safety Implications	Liability for the execution of maintenance and public safety arising from the use of new open space will form part of the site's legal agreement. The Council will become liable for land it adopts. The Stewardship SPD will set out the adoption process to ensure the open space is fit for purpose at the time of transfer to the Council and also the establishment requirements if open space is maintained by any other organisation. For the adoption of land by the Council this will include the transfer of any warranties and a defects period.

Consultees:	<p>Mark Gaynor (Corporate Director for Housing and Regeneration)</p> <p>The following sections have been consulted on the work undertaken to date</p> <p>Development Management</p> <p>Strategic Planning</p> <p>Hemel Garden Communities</p> <p>Clean, Safe and Green</p>
Background papers:	<ol style="list-style-type: none"> 1. Dacorum Borough Local Plan (adopted 2004) 2. Hemel Garden Communities Charter 3. Dacorum Strategic Design Guide SPD – Part 2 – Design Principles 4. Statement of Community Involvement
Historical background:	The Stewardship SPD will be a new document for the Council.
Glossary of acronyms and any other abbreviations used in this report:	<p>APSE: Association for Public Service Excellence</p> <p>HCC: Hertfordshire County Council</p> <p>HGC: Hemel Garden Communities</p> <p>ManCo: Management Companies</p> <p>SCI: Statement of Community Involvement</p> <p>SPD: Supplementary Planning Document</p> <p>SuDS: Sustainable Drainage Systems</p> <p>TCPA: Town and Country Planning Association</p>

1. Introduction

1.1 The Council has commissioned the Association of Public Service Excellence (APSE) to work with officers across Planning and Environmental Services to prepare a Supplementary Planning Document (SPD) setting out the responsibilities for the management and maintenance of new open spaces provided on development sites. The overarching approach is for open spaces to be of high quality and sustainably managed over the long term.

1.2 This is an interim report to brief members of work undertaken to date to develop the proposed policy. A further report will be presented later in the year setting out the conclusions reached along with the draft SPD for consideration.

2. Background

2.1 Historically, it has been the Council's established practice to adopt parks, open spaces and other areas of the public realm provided alongside new developments. These areas have been provided by the developer and transferred to Council ownership with the up-front payment of a commuted sum for maintenance, typically calculated for a 25-year period.

2.2 The types of new open spaces adopted by the Council have included amenity spaces, play areas and areas for nature and wildlife. These have added to the overall recreation space that is publicly available to the benefit of all the community.

- 2.3 The Council's more recent experience, in common with many others, is that adoption of open space by the local authority is being challenged by developers, who are increasingly reluctant to follow this traditional route and prefer to set up Management Companies ('ManCos') which are supported by some form of 'sink fund' and a service charge on new residents.
- 2.4 In addition, once the type of open space, design and future management arrangements are confirmed through a legal agreement, Clean, Safe and Green can still find that when a development reaches adoption the landscaping has not been prepared to an acceptable standard, and significant time is spent on negotiating remedial works before the transfer of land can proceed.
- 2.5 Finally, the Council needs confidence that the financial payment secured through the commuted sum sufficiently covers the additional service demand that will be placed on Clean, Safe and Green to maintain the area, and can subsequently be reflected in their resources and capacity. The incremental additional demand on Clean, Safe and Green will continue as development comes forward through the current and emerging new Dacorum Local Plan.
- 2.6 The requirement to provide open space, including particular features relating to a specific site, is set out in the Council's adopted Local Plan. Core Strategy Policy CS23 (Social Infrastructure) sets out that all new development will be expected to contribute towards the provision of social infrastructure and for larger developments this may include land and/or buildings. Policy CS35 (Infrastructure and Developer Contributions) states that all development will provide or contribute to the provision of the on-site, local and strategic infrastructure required to support the development. On the management of new open space, Dacorum's saved Policy 76 Leisure Space in New Residential Developments in Dacorum Borough Local Plan (adopted April 2004) states that:
- 'New leisure spaces should either be offered for adoption by the local authority with an appropriate commuted sum to cover maintenance, or be the subject of covenanted, long term, community management arrangements'.*
- 2.7 However, currently there is no further guidance on how this should come into effect, what the commuted sum payments are, the arrangements for transfer and the quality standards that the Council expects to be delivered. As a result of this, and developers' preference for a ManCo, negotiations with developers have become increasingly time consuming causing significant delays to the planning determination process.

3. Purpose of the Stewardship SPD

- 3.1 The Stewardship SPD will set out the Council's expectations for the management of new open space provided through development. It will provide detailed guidance to planning officers, developers and the community on the Council's expectations in this area. This will include design requirements, maintenance standards and the Council's approach to costing.
- 3.2 The SPD will be used by:
- Applicants when preparing development proposals and delivering and maintaining on-site landscape schemes;
 - Planning officers, to negotiate with applicants/agents on landscape schemes within development, including future management arrangements and adoption requirements;

- Clean, Safe and Green officers, when calculating maintenance costs, inspecting on-site landscape schemes and negotiating with developers on adoption requirements;
- Legal officers when preparing legal agreements for the provision, management and adoption of landscape schemes;
- Elected Councillors when assessing development proposals in advance of and at planning committee; and
- Local communities and residents of new development seeking guidance on the Council's approach to stewardship and expected maintenance standards.

3.3 The SPD will be a material consideration in the determination of planning applications where new open space is to be provided through development. It will ensure consistency and standards in the management of public areas, and control the purpose of open space, how it evolves to serve the community and its role in tackling climate change. In particular it will:

- Set out a framework of expectations for all developers in order for them to have clarity at the earliest opportunity in the development process
- Ensure transparency and fairness for all parties
- Avoid elongated negotiations
- Ensure the effective and efficient long-term management and maintenance of open spaces within new developments
- Maximise the contributions that open spaces within new developments make to community needs and aspirations and secure these in perpetuity
- Maximise the positive impact and minimise the negative impact on the environment

3.4 The SPD will include a detailed grounds maintenance specification for a typical range of open space and associated features based on Clean, Safe and Green's operations and good horticultural practice. This will focus on the standards to be achieved, rather than defining the precise method that will be required to perform the service.

3.5 Members will note that the following elements are not within the scope of the work or Stewardship SPD:

- the setting of quantity standards for open space, which is within the remit of local plan policy;
- the maintenance of parks and open spaces that are already managed by the Council, or community involvement in these areas; and
- the adoption of land by Hertfordshire County Council (HCC), or the maintenance arrangements of HCC adopted land by the Council on behalf of HCC.

3.6 The content of the Draft Stewardship SPD is expected to cover:

- Strategic context
- Value of open spaces
- Typology
- Standards of design and installation
- Standards of maintenance
- Delivery and monitoring mechanisms
- Community engagement
- Financial requirements
- Adoption and transfer arrangements

4. Progress to Date

Appraisal of management options

4.1 A key stage of preparing the Stewardship SPD will be ensuring robust evidence is gathered and a robust appraisal of the different models available for the management and maintenance of open spaces within developments is undertaken. Examples of types of maintenance arrangements are listed below for information purposes only.

- Maintenance arranged by the developer and delivered via a Management Company (ManCo).
- Maintenance delivered directly by the developer.
- Maintenance delivered by a contractor on behalf of the developer.
- Adoption by the council with maintenance delivered directly.
- Adoption by the council and transferral to a management company that the council directs.
- Adoption by the council with maintenance delivered via a contractor, managed by the council.
- Adoption by the council and transferral to a Trust.

4.2 APSE are currently in the process of preparing a full evidence report looking at the implications of each approach as well as undertaken an appraisal of each. Officers are also looking to commission further evidence to analyse industry best practice to ensure this is reflected in the new SPD. The full evidence report and appraisal of options will be shared with members later in the year and views sought on the recommended route for open space stewardship.

4.3 Early results from the initial research undertaken indicate that the Council may need to consider different management and maintenance arrangements for different types of development sites (large/small, greenfield/higher density) to reflect the particular circumstances that exist on each site. Also, it may not be appropriate for the Council to adopt sustainable drainage systems (SuDS). These features typically require specialist maintenance that does not form part of Clean, Safe and Green's usual operations.

5. Next steps and Timeframes

5.1 A further report will be presented in due course setting out the results of the management option appraisal along with the draft Supplementary Planning Document. Subject to the views of this Committee, and subsequent approval by Cabinet, formal public consultation on the draft Stewardship SPD will take place in accordance with the Council's Statement of Community Involvement (SCI).

5.2 Following the consultation the Council will consider the views raised and make any changes it feels are necessary to the document before bringing the final Draft back to this committee and then on to Cabinet and Full Council for adoption.

Agenda Item 11

SPAE OSC : Work Programme 2021/22

Meeting Date	Report Deadline	Items	Contact Details	Background information
Tues 27 April 2021	Fri 16 April 2021	Action Points (from previous meeting)		
		Environmental Services performance Q3 Environmental Services Annual Review	Group Manager for Environmental Services craig.thorpe@dacorum.gov.uk	
		South West Herts Joint Strategic Plan	Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk Chris Outtersides, SW Herts Joint Strategic Plan Director Chris.outtersides@dacorum.gov.uk	Update report on progress on the proposed Joint Strategic Plan
		Water & Sewerage	Group Manager for Strategic Planning and Regeneration Chris.taylor@dacorum.gov.uk	Background on infrastructure planning for water supply and sewerage provision in the Borough
Tues 15 June 2021	Fri 4 June 2021	Action Points (from previous meeting)		
		Quarter 4 2020/21 Reports:	Assistant Director for Planning, Development &	Quarterly performance

		Planning, Development and Regeneration performance	Regeneration james.doe@dacorum.gov.uk	report
		Environmental Services performance Q4	Group Manager for Environmental Services craig.thorpe@dacorum.gov.uk	
		Environmental and Community Protection Performance Report Q4	Group Manager for Environmental and Community Protection Emma.walker@dacorum.gov.uk	
		Abandoned Vehicle Policy	Lead Enforcement Officer Operations ECP ben.stevens@dacorum.gov.uk	
		Environmental improvements to the River Gade	Interim Assistant Director Neighbourhood Delivery Bill.Buckley@dacorum.gov.uk May change	
Wed 30 June 2021	Mon 21 June 2021	Action Points (from previous meeting)		
		Dacorum Local Plan emerging Strategy for Growth	Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	To report on the outcome of the draft strategy for growth consultation and next steps
Wed 7 July 2021	Mon 28 June 2021	Action Points (from previous meeting)		

		Annual Planning Enforcement Report	Team Leader Development Management Philip.stanley@Dacorum.gov.uk	
		Where does Dacorum waste go	Group Manager for Environmental Services craig.thorpe@dacorum.gov.uk	
		Waste presentation from the HWP	The Herts Waste Partnership Duncan.Jones@hertfordshire.gov.uk	
Wed 22 Sept 2021	Mon 13 Sept 2021	Action Points (from previous meeting)		
		Planning, Development and Regeneration performance Q1	Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	
		Environmental Services performance Q1	Group Manager for Environmental Services craig.thorpe@dacorum.gov.uk	
		Environmental and Community Protection Performance Report Q1	Group Manager for Environmental and Community Protection Emma.walker@dacorum.gov.uk	
		Stewardship & Open Spaces Policy interim report	James Doe Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk & Interim Assistant Director Neighbourhood Delivery	To review progress on the new policy for stewardship and
		KEEP – with further		

		report when complete	Bill.Buckley@dacorum.gov.uk (Probably new AD in post)	management arrangements for open spaces secured through new developments in the Borough
Change to 2 Nov 2021		Action Points (from previous meeting)		
		Q2 Budget Monitoring	Nigel Howcutt/Fiona Jump	
		Q2 Planning, Development and Regeneration performance	Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	Quarterly performance report
		Climate and Ecological Emergency Action Plan	Corporate Director for Housing and Regeneration mark.gaynor@dacorum.gov.uk	
		Environmental Services performance Q2	Group Manager for Environmental Services craig.thorpe@dacorum.gov.uk	
		Environmental and Community Protection Performance Report Q2	Group Manager for Environmental and Community Protection Emma.walker@dacorum.gov.uk	

Wed 24 Nov 2021	Fri 15 Nov 2021	Action Points (from previous meeting)		
		Hemel Garden Communities	James Doe Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	Update report on progress on the Hemel Garden Communities programme including major study work
		Stewardship & Open Spaces Policy update	James Doe Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk & Interim Assistant Director Neighbourhood Delivery Bill.Buckley@dacorum.gov.uk	To review progress on the new policy for stewardship and management arrangements for open spaces secured through new developments in the Borough
		Hemel Hempstead Town Centre Strategy and Design Code for Paradise, Hemel Hempstead	Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	To report on progress on the Strategy for Hemel Town Centre and to set out proposals for the proposed Paradise Design Code

				for public consultation
		Economic Development Update	Group Manager for Strategic Planning and Regeneration Chris.taylor@dacorum.gov.uk	Annual update on activity from the Council's economic development service and Hemel Hempstead Market
		Environment & Community Protection Enforcement Policy	Group Manager for Environmental and Community Protection Emma.walker@dacorum.gov.uk	
		Food Service Plan	Group Manager for Environmental and Community Protection Emma.walker@dacorum.gov.uk	
Wed 1 Dec 2021	Monday 25 Nov 2021	Action Points (from previous meeting)		
		Joint Budget <i>Ideally no further items to be added</i>	Corporate Director, Finance & Operations James.deane@dacorum.gov.uk	
Tue 11 Jan 2022	Fri 31 Dec 2021	Action Points (from previous meeting)		

		Fire Safety Policy	Group Manager for Environmental and Community Protection Emma.walker@dacorum.gov.uk	
		Developer Contributions Update	James Doe Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	Annual report on funds received through new developments via s106 agreements and Community Infrastructure Levy (CIL)
		Commercial Waste Service- update	Group Manager for Environmental Services craig.thorpe@dacorum.gov.uk	
		Waste Resources review update on Government Consultation	Group Manager for Environmental Services craig.thorpe@dacorum.gov.uk	
Tues 2 Feb 2022	Monday 24 Jan 2022	Action Points (from previous meeting)		
		Joint Budget <i>Ideally no further items to be added</i>	Corporate Director, Finance & Operations James.deane@dacorum.gov.uk	
		Luton Airport expansion proposals	Assistant Director for Planning, Development and Regeneration james.doe@dacorum.gov.uk	To set out a proposed response to London Luton Airport Ltd on the proposals

Wed 16 March 2022	Mon 7 March 2022	Action Points (from previous meeting)		
		PSPO & Enforcement Annual review	Group Manager for Environmental and Community Protection Emma.walker@dacorum.gov .uk	
		Planning, Development and Regeneration performance Q3	Assistant Director for Planning, Development & Regeneration james.doe@dacorum.gov.uk	Quarterly performance report
		Environmental Services performance Q3	Group Manager for Environmental Services craig.thorpe@dacorum.gov. uk	
		Environmental and Community Protection Performance Report Q3	Group Manager for Environmental and Community Protection Emma.walker@dacorum.gov .uk	