

**SUPPLEMENTARY DOCUMENTS FOR
COUNCIL
7.30 pm on Thursday 31 October 2019
In the Council Chamber - Civic Centre**

The attached documents are due to be considered at the meeting listed above and were unavailable for circulation when the agenda for the meeting was published. The agenda item to which the documents relate is noted below.

AGENDA

12. Minutes of Cabinet and Committee Meetings

To note the following Cabinet and Committee minutes:

- e) Minutes of meeting Tuesday, 15 October 2019 of Scrutiny Committee (Pages 2 - 29)
- f) Minutes of meeting Wednesday, 16 October 2019 of Development Management Committee (Pages 30 - 31)
- g) Minutes of meeting Thursday, 17 October 2019 of Cabinet (Pages 32 - 36)

**MINUTES OF THE SCRUTINY COMMITTEE
HELD ON**

15 October 2019

7.30 - 8.40 pm

PRESENT

Committee Members

Councillor Bob Davis (Chair)
Councillor Simon Carter
Councillor Joel Charles
Councillor Tony Edwards
Councillor Maggie Hulcoop
Councillor Shannon Jezzard
Councillor Emma Toal
Councillor Chris Vince

Officers

Simon Freeman, Head of Finance and Deputy to the Chief Executive
Jane Greer, Head of Community Wellbeing
Simon Hill, Head of Governance
Christine Howard, Youth and Citizenship Manager
Adam Rees, Governance Support Officer

Also Present

Jean Atkin, Leisure and the Environment
Paul Greateorex, Leisure and the Environment
Graham Jones, Leisure and the Environment

22. **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Councillors David Carter and Shona Johnson.

23. **DECLARATIONS OF INTEREST**

None.

24. **MINUTES**

RESOLVED that the minutes of the meeting held on 3 September 2019 are agreed as a correct record and signed by the Chair subject to the addition of Councillor Joel Charles to the list of those present.

25. **MATTERS ARISING**

None.

26. **WRITTEN QUESTIONS FROM MEMBERS OF THE PUBLIC**

None.

27. **WRITTEN QUESTIONS FROM COUNCILLORS**

None.

28. **RESPONSES OF THE CABINET TO REPORTS OF THE SCRUTINY COMMITTEE**

None.

29. **REVIEW OF PADDLING POOLS - PRESENTATION**

Jean Atkin, Paul Greatorex, and Graham Jones (all Leisure and the Environment) gave a presentation which gave an overview of the findings from the community consultation on Harlow's paddling pools. A copy of the presentation is appended to the minutes.

Jane Greer, Head of Community Wellbeing, said that the final report was due at the meeting on 3 December. This would include costings for any options.

RESOLVED that the presentation was noted.

30. **REVIEW OF YOUTH CLUB PROVISION - SCOPING REPORT**

The Committee considered a scoping report on a review of youth club provision within Harlow. It was agreed that a comparison with neighbouring councils such as East Herts District Council would be included within the scope of the review.

RESOLVED that the scope of the review of youth club provision, as set out in the report, was agreed subject to the addition of a comparison with neighbouring councils.

31. **REVIEW OF OVERVIEW AND SCRUTINY - INITIAL REPORT**

The Committee considered a report which recommended that a Working Party was established to conduct a review of the Council's overview and scrutiny functions. It also recommended that the process for adding items to the Committee's work plan was amended as an interim measure.

RESOLVED that the Committee:

- A** Set up a Working Party (with the terms of reference attached as Appendix A to the report) to carry out a review of the Council's overview and scrutiny functions. The Working Party's

membership would be Councillors David Carter, Bob Davis and Tony Edwards.

- B** Amended its process for determining its work plan to take into account the suggestions in paragraphs 9 to 17 of this report, pending any alternative proposals from the review.
- C** Recommended to Cabinet that the Cabinet Overview Working Group's Work Plan is developed in line with paragraph 17 of the report.

32. **WORK PLAN**

The Committee received a report summarising its work plan for 2019/20. The Committee agreed to remove the Review of Educational Provision from the Work Plan.

RESOLVED that:

- A** The Review of Educational Provision be removed from the work plan.
- B** The work plan be noted.

33. **REFERENCES FROM OTHER COMMITTEES**

None.

34. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE



Harlow Paddling Pools Review

Community Consultation – Overview of Findings

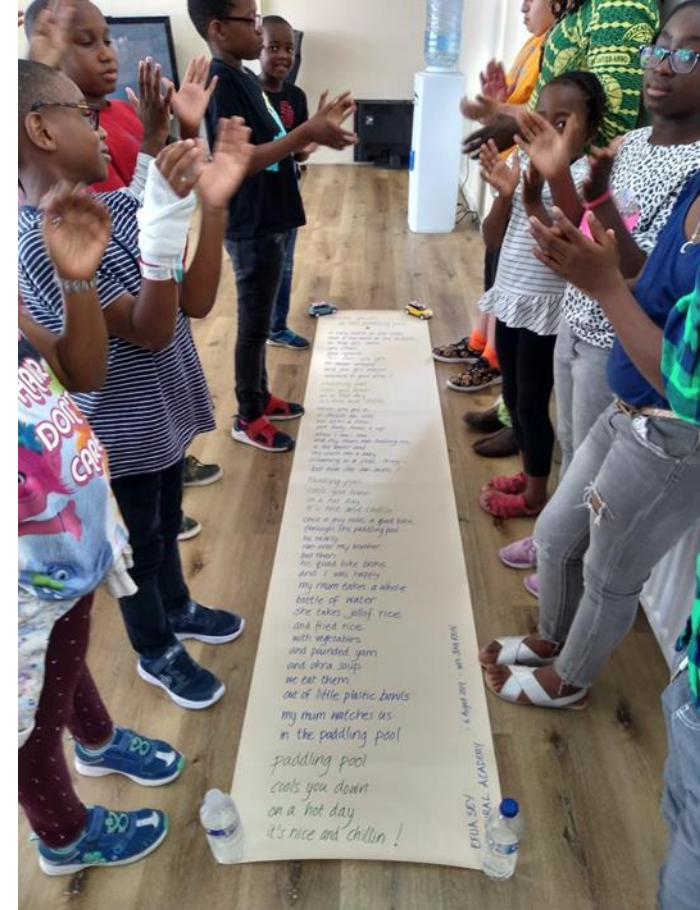


Introduction

- Our team and roles – Paul Greateorex, Jean Atkin, Graham Jones, Adrian Voce
- The wider review e.g. costs, maintenance, health and safety etc.
- Our work – community consultation and engagement; including children and young people
 - Questionnaire Surveys – residents household survey; children; and community groups
 - Direct consultation and engagement – community and children – face to face meetings

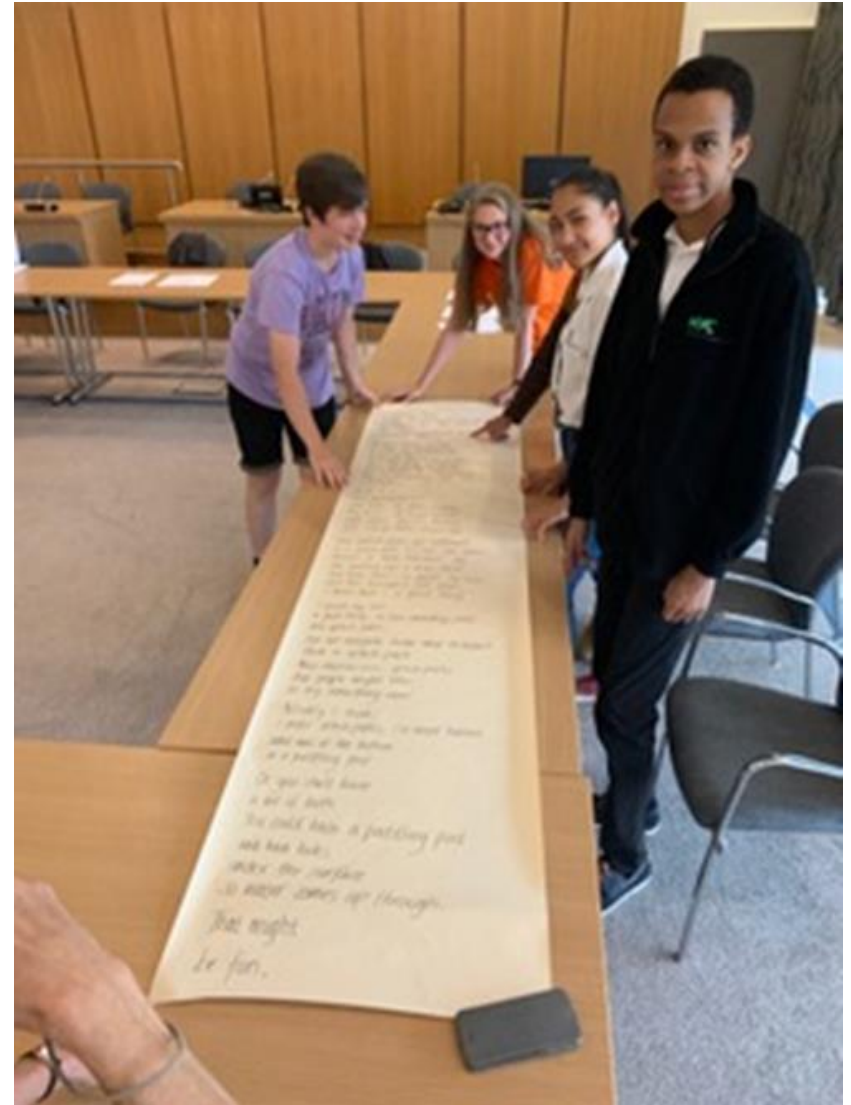
Overview of Presentation

- Children and young people – findings
- Community Consultation – findings
- Sub area analysis
- General Observations and Next Steps



Children and Young People

- Children's Survey
- Direct Engagement
 - Harlow Youth Council
 - Efua Sey Cultural Academy
 - Play Day
 - Sam's Place
 - School Readiness Programme
 - Over 130 local children and young people were talked to





Summary of Findings – Children and young people

- Water-play is overwhelmingly valued by participants. In the survey - 76% responded 'Love it' for paddling pools and 51% said 'Love it' for splash parks.
- The paddling pools are used when empty by 55% of respondents for activities (in order of popularity): running, bike/BMX, 'other', rollerskating and skateboarding.
- 71% of respondents want to keep the paddling pools and improve them. 29% of children and young people would like to see them replaced with splash parks.
- The young people made various suggestions for additional ideas that might improve facilities including toilets and picnic benches
- Only a minority of the disabled children at Sam's Place had ever visited any of the pools, and no-one attended regularly. Staff identified the lack of toilets as a significant barrier

“It helps you to learn to swim. You float, you splash, you swim!”

“We use it in winter, for skateboarding”

“and now, we don’t paddle any more, we’d just splash each other, but it’s chillin’ just sitting there, socialising”

“splash parks are fun, but the paddling pool is more social”

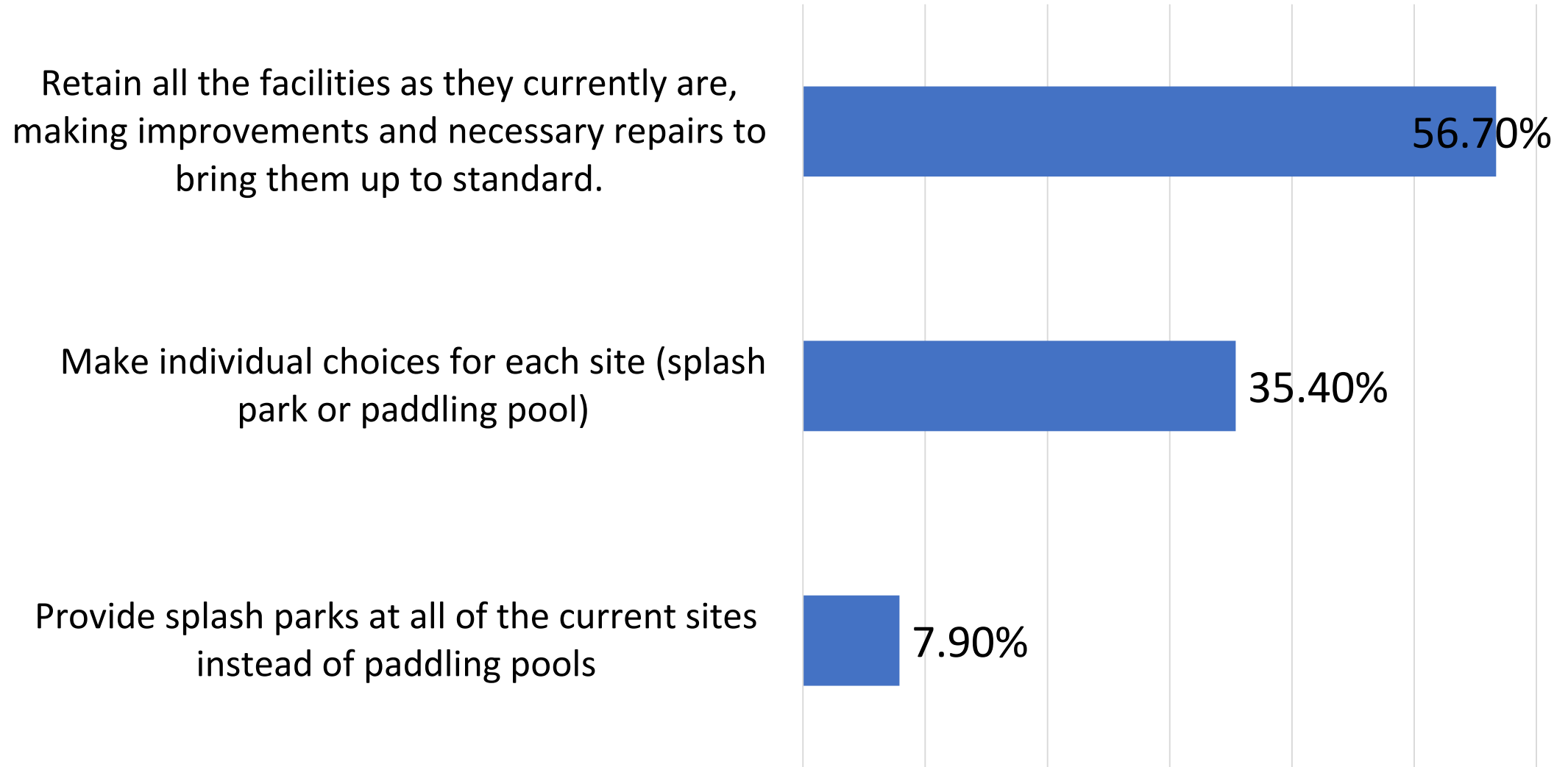
“not everyone knows what to expect from a splash park”

“you could have a bit of both, a paddling pool with holes under the surface so the water comes up through. That might be fun”

Community Consultation – Value, Heritage and Benefits – Residents Household Survey

- In total 1376 household surveys completed
- 76% strongly agree and an additional 16% agree that that the paddling pools are an important part of Harlow's heritage.
- Importance of water play facilities: On a scale of 1 to 10 the average rating was 9.6.
- Main benefits: over 85% note: free to use; a place for children and young people to meet friends; an opportunity for family outings, picnics etc; a chance for children to take fun informal exercise outdoors.

Options for future development



Preferences for individual sites

- Other than for Potter Street a majority of respondents noted that their preference was for a paddling pool facility, most notably for:
 - Harlow Town Park (70%)
 - Norman Booth (65%)
 - Sumners (61%)
- For Potter Street there is a clear preference to retain the Splash Park.
- For most individual sites (other than the Town Park) around 20% said that they had no opinion on how the sites should develop in the future.

Use of Water Play Facilities

- Over 92% of respondents visit or make use of at least one of Harlow's water play facilities during the summer.
- The sites that most respondents had visited were the Town Park (69%) and Norman Booth (44%).
- These sites were also the facilities that the greatest proportion reported visiting most often.

Need for additional Water Play Facilities?

- Just over 87% of respondents reported that distance and time is not a barrier to making visits - 13% reported that it is.
- Of the 13% who said it was a barrier 74% said that this did not mean there is a need for a paddling pool/splash park
- The most common areas where residents suggested there may be a need were Church Langley and Newhall.

Play and Community Groups Survey - Value, Heritage and Quality

- All ten of the local groups rated the water play facilities as being “very important” for Harlow’s children, young people, their families and the wider community.
- All of the groups “strongly agree” that the paddling pools are an important part of Harlow’s heritage.
- Norman Booth and the Town Park paddling pools were particularly highly rated in terms of quality

Community Groups - Future Development

- A majority of the local groups would like the Council to make individual choices for each site (splash park, paddling pool or a combination).
- Make choices for individual sites - following additional consultation with local communities
- All the paddling pools require renovating and facilities added such as toilets.
- Need to ensure there are adequate changing and toilet facilities for people with disabilities.
- It would be useful to have a special needs afternoon session available for families.

Community Groups – Face to Face meetings

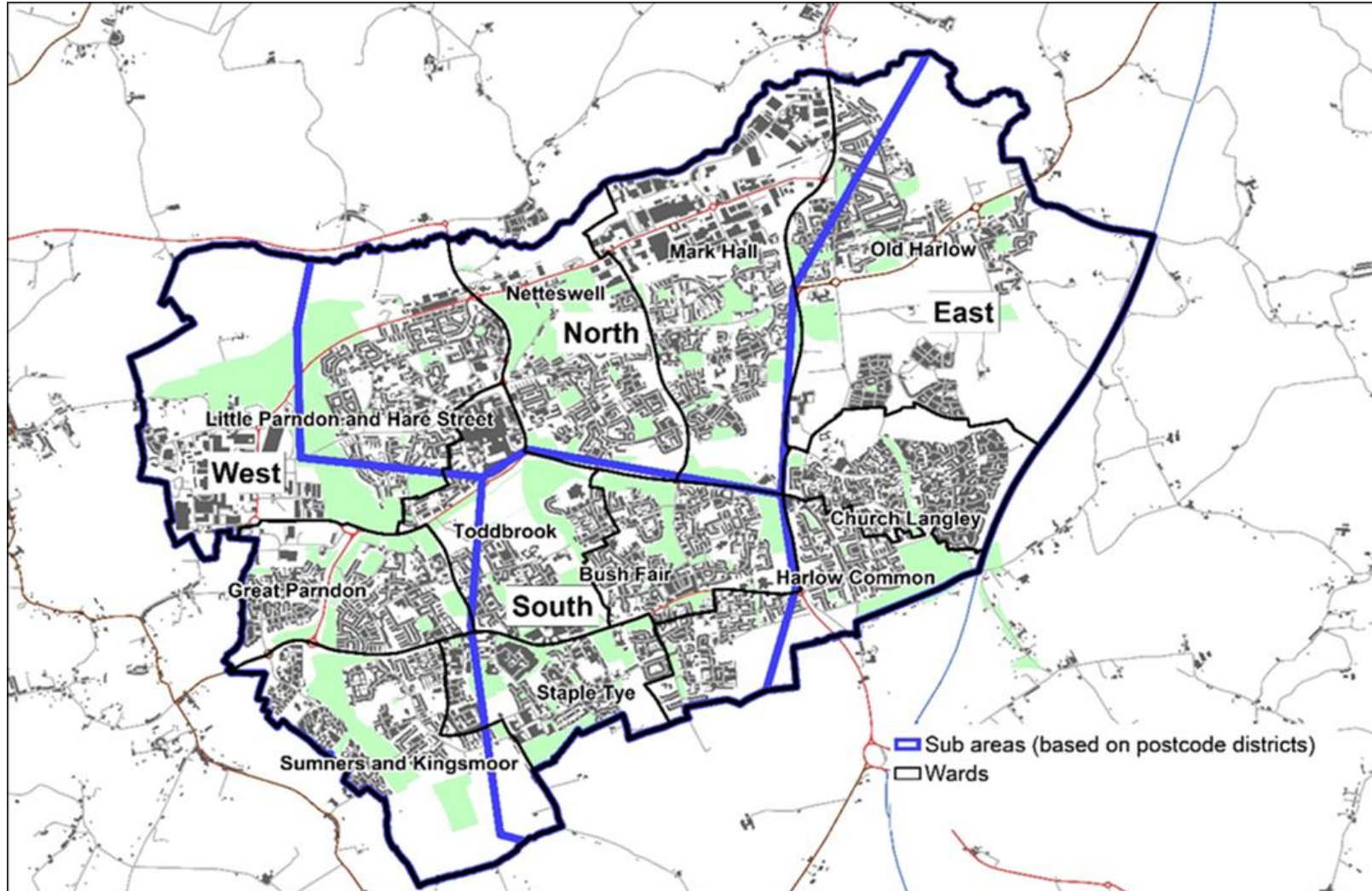
In the main the meetings reinforced the views already expressed in earlier sections.

- The Town Park Users Group (TPUG): the Town Park paddling pool should remain, but with improved facilities e.g.an additional adjoining splash park. Toilets nearby are the priority.
- TPUG: many people may not know what a splash park is: pilot one in the Town Park before changes to other sites.

Community Groups – Face to Face meetings

- PACT: no uniform solution - provision should be varied to take account of local circumstances - offer variety across Harlow. Need for toilets, changing rooms & car parking.
- Tye Green Community Centre: toilets are essential, and a kiosk useful.; have further local input into any specific proposals.
- The Petition Organiser group emphasised that the paddling pool sites had all year round use as the empty pools are used for play; early introduction to water for young children

Sub Area Profile



Preferred Options for Development

- Clear preference across the local authority to *retain the Town Park and Norman Booth Paddling Pools* as paddling pools.
- 3 out of 4 areas wanted to *retain the Bush Fair Paddling Pool*. Clear preference across the local authority to *retain the Potter Street Splash Park* as such a facility.
- 3 out of 4 sub areas expressed a strong preference to *retain the Staple Tye Paddling Pool*. Exception was for residents from the East area, the majority of which had no opinion.
- 3 out of 4 sub areas strongly prefer to *retain the Sumners Paddling Pool*. Exception was for residents from the East sub area, where there was a shared majority between 'no opinion' and 'paddling pool'.

Access to facilities (1)

- **Bush Fair (South sub area):** Those living locally, in the South area largely walk. Pool is also well-used by respondents from North area, but the majority of whom will drive/be driven. Up to 10 minutes is the travel time for most local users.
- **Town Park (North sub area):** Those living locally in the North sub area largely walk. Those from other sub areas largely drive/are driven. Journey times often longer than 10 minutes longer (indicating popularity?)
- **Norman Booth (East sub area):** Respondents from all sub areas rely heavily on driving/being driven. Journey times are often longer than 10 minutes (indicating popularity?) Most locals will take between 1 - 15 minutes to get to the venue.

Access to facilities (2)

- **Potter Street (East sub area):** Respondents from all of the sub areas rely heavily on driving/being driven here. Journey times are often longer than 10 minutes. Most locals will take between 1 -15 minutes to get to the venue.
- **Staple Tye (West sub area):** On the border between West and East sub areas. Large numbers of respondents from these two areas walk to the facility. Most respondents from other sub areas drive/are driven. Most locals will take between 1 -15 minutes to get to the venue.
- **Sumners (West sub area):** Most respondents from the South area state walk here - indicating ease of access. Users from host sub area also largely walk. Journey times are often longer than 10 minutes longer. Most locals will take between 1 -15 minutes to get to the venue.

General Observations

- Residents overwhelmingly welcomed being asked about their views of the water play facilities and will be interested in consultation findings and future developments.
- They clearly value the water play facilities as important local play/recreation facilities, recognise the benefits they provide and see the paddling pools as part of the heritage of the town.
- The Town Park site is seen as an iconic community hub - important destination for families and the wider community - part of the character of the town.

General Observations 2

- Options: residents tend to opt for what they know i.e. people want paddling pools where they use them and a splash park where they use it.
- Replacing any of the existing paddling pools with splash parks without further community engagement at the local level may well be unpopular with a large number of residents.
- Inaccessibility of the sites to disabled children - provision of toilets and changing facilities would considerably mitigate this.
- Future provision in areas of growth should be kept under review. i.e. parts of Harlow where there has been recent growth are not as well served in terms of access to either paddling pools or splash pads.

Appendices

Appendix 1 – Consultation Plan

Appendix 2 – Copies of Surveys

Appendix 3 – Full Findings from Surveys (spreadsheet)

Appendix 4 – Sub Area Profile

Appendix 5 – Online and Hard Copy surveys (assessed separately)

Appendix 6 – Qualitative comments from surveys (spreadsheet)

Next Steps

- The draft Consultation Report and its appendices will be considered and analysed by the Paddling Pool Review Project
- The consultation findings will feed into the wider review process, alongside other work being completed such as costs, maintenance considerations, health and safety etc.
- The full Paddling Pool Review Report will be considered at the Scrutiny Committee meeting on 3rd December

“With the cost of living rising and parents struggling to get through the holidays all of these facilities are a fabulous way to get children outside and active without costing money. With childhood obesity being an issue I think this is very important”.

Replacing the pools with splash parks will reduce the fun for children and less people would visit them. When the pools are closed the kids who hang out and use them for wheeled sports would make a nuisance of themselves elsewhere and could end up in a rise of unsociable behaviour.

Mix of splash parks and paddling pools. If splash parks are easier to control opening then have these to ensure that facilities can be used for longer. Also think about the young ones that can't use paddling pools because of disability but can enjoy splash parks as wheelchairs can move around them with ease.

I do not mind any of the options, however, all need to include toilets close to hand.

**MINUTES OF THE DEVELOPMENT MANAGEMENT COMMITTEE
HELD ON**

16 October 2019

7.30 - 9.00 pm

PRESENT

Committee Members

Councillor Phil Waite (Chair)
Councillor Nancy Watson (Vice-Chair)
Councillor Jean Clark
Councillor Bob Davis
Councillor Michael Garnett
Councillor Michael Hardware
Councillor Maggie Hulcoop
Councillor Sue Livings
Councillor Stefan Mullard
Councillor Clive Souter

Officers

Hannah Criddle, Governance Support Officer
Amanda Julian, Legal Service Manager
Mark Philpott, Development Manager
Tanusha Waters, Planning and Building Control Manager

32. **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

None.

33. **DECLARATIONS OF INTEREST**

Councillor Jean Clark declared a non-pecuniary interest in agenda items 7 (Wych Elm House) and 8 (60 Hare Street Springs) as Little Parndon and Hare Street Ward Councillor.

34. **MINUTES**

RESOLVED that the minutes of the meeting held on 18 September 2019 are agreed as a correct record and signed by the Chair.

35. **MATTERS ARISING**

None.

36. **WRITTEN QUESTIONS**

None.

37. **PROCEDURE FOR CONSIDERATION OF PLANNING APPLICATIONS**

RESOLVED that the procedure for the conduct of the meeting is noted.

38. **HW/FUL/19/00241 - WYCH ELM HOUSE, WYCH ELM**

The Committee received a report and application (HW/FUL/19/00241) on the planning permission for the demolition of existing buildings and the erection of a 2-11 storey building comprising of 122 residential units and 763 sq. m of ground floor commercial floor space together with associated works and public realm improvements.

Presentations were heard from three objectors and the agent for the applicant.

Councillor Bob Davis (seconded by Councillor Michael Garnett) proposed an amendment to the recommendation to ensure that library contributions are allocated to Harlow libraries only. The amendment was carried.

RESOLVED that planning permission is **GRANTED** subject to the applicant entering into an appropriately worded Section 106 Agreement which includes provisions to ensure that financial contributions for libraries are allocated towards libraries located within the Harlow District only and the Conditions and Informatives as detailed in the report.

39. **HW/FUL/18/00490 - 60 HARE STREET SPRINGS**

The Committee received a report and application (HW/FUL/00490) on the planning permission for the demolition of a garage and outbuilding and construction of a two storey side and single storey rear extension to an existing temporary accommodation facility to increase capacity from 6 bedrooms to 9 bedrooms.

Presentations were heard from three objectors.

RESOLVED that planning permission is **GRANTED** subject to the Conditions and Informative Clauses as detailed in the report.

40. **REFERENCES FROM OTHER COMMITTEES**

None.

41. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE

**MINUTES OF THE CABINET
HELD ON**

17 October 2019

7.30 - 8.05 pm

PRESENT

Committee Members

Councillor Mark Ingall, Leader of the Council

Councillor Eugenie Harvey, Deputy Leader and Portfolio Holder for Community and Wellbeing

Councillor Mike Danvers, Portfolio Holder for Resources

Councillor Tony Durcan, Portfolio Holder for Economic Growth

Councillor Danny Purton, Portfolio Holder for Environment

Councillor John Strachan, Portfolio Holder for Regeneration

Councillor Mark Wilkinson, Portfolio Holder for Housing

Additional Attendees

Councillor Tony Edwards

Other Councillors

Councillor Simon Carter

Councillor Joel Charles

Councillor Andrew Johnson

Officers

Brian Keane, Chief Executive

Andrew Bramidge, Head of Environment and Planning

Jane Greer, Head of Community Wellbeing

Simon Hill, Head of Governance

Andrew Murray, Head of Housing

Adam Rees, Governance Support Officer

Cara Stevens, Area Housing Manager

58. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Lanie Shears.

59. **DECLARATIONS OF INTEREST**

Councillor Simon Carter declared a pecuniary interest in items 12 and 13 as a remunerated Council appointed director of HTS (Property and Environment) Ltd. He said he would leave the room whilst the items were considered

60. **MINUTES**

RESOLVED that the minutes of the meeting held on 12 September 2019 are agreed as a correct record and signed by the Leader.

61. **MATTERS ARISING**

None.

62. **WRITTEN QUESTIONS FROM THE PUBLIC**

None.

63. **WRITTEN QUESTIONS FROM COUNCILLORS**

None.

64. **PETITIONS**

None.

65. **FORWARD PLAN**

The item 'Local Development Plan – Modifications Prior to Consultation' had been withdrawn from the agenda for this meeting at the request of the Planning Inspector pending submission of their final letter. The item 'Adoption of Local Development Plan' would no longer be considered at the meeting on 23 January 2020 as a result.

The item 'Town Wide Employment Sites Article 4 Direction' would no longer be considered at this meeting as the Templefields' Direction had received no objections and therefore did not need Cabinet approval. Directions for the other sites had been re-advertised. If they received objections these would be considered at the meeting on 5 December 2019.

Finally, the item 'Contract Award for the Demolition of the Old Lister House Site, Perry Road' was no longer to be considered by Cabinet as the contract was of a value less than £250,000, meaning it did not require Cabinet approval.

RESOLVED that the Forward Plan is noted.

66. **RECENT RELEVANT DECISIONS TAKEN BY THE LEADER, DEPUTY OR PORTFOLIO HOLDER(S)**

None.

67. **LOCAL DEVELOPMENT PLAN - MODIFICATIONS PRIOR TO CONSULTATION**

This item had been withdrawn from the agenda for the meeting.

68. **HOMELESSNESS AND ROUGH SLEEPER STRATEGY**

Cabinet considered a report to adopt an updated Homelessness and Rough Sleeper Strategy.

Proposed by Councillor Mark Wilkinson (seconded by Councillor Mark Ingall) it was:

RESOLVED that:

- A The updated Harlow Homelessness and Rough Sleeping Strategy and updated Delivery Plan be approved as attached as Appendix A to the report.

69. **CONTRACT AWARD - NEXUS BUILDING MANAGEMENT**

Councillor Simon Carter left the meeting.

Cabinet considered a report to award two contracts to HTS (Property and Environment) Ltd to carry out facilities and landscape maintenance for the Nexus Building.

Proposed by Councillor Tony Durcan (seconded by Councillor Mark Ingall) it was:

RESOLVED that subject to the submission of acceptable business cases and formal contract:

- A Two maintenance contracts (for facilities and landscape management) be entered into with HTS (Property & Environment) Limited (HTS) for a period of five years with an option, at the sole discretion of the Council, to break the contract at the end of year one by giving no less than four months' notice subject to agreement of the terms and conditions and clarification on the final cost of the new services.
- B Delegated authority be given to the Chief Executive, in consultation with the Portfolio Holder for Economic Development, to make the necessary legal and financial arrangements to award the contract.

70. **HTS (PROPERTY AND ENVIRONMENT) LTD - CONTRACT AWARD FOR TWO YEAR PROGRAMME FOR COMPLIANCE, GARAGES AIDS AND ADAPTATIONS**

Cabinet received a report to award a number of business cases to HTS (Property and Environment) Ltd to be completed over a two year period.

Proposed by Councillor Mark Wilkinson (proposed by Councillor John Strachan) it was:

RESOLVED that Cabinet:

- A Awarded the following Business Cases to HTS (Property and Environment) Ltd (HTS) for completion over two years (2020-

2021 and 2021-2022), for housing work-streams and aggregated contract values as set out below:

- i) Disabled Aids and Adaptations (DAA's) - £1,800,000
 - ii) Compliance - £3,600,000
 - iii) Garages - £1,000,000
- Total - £6,400,000

B Delegated authority to the Head of Housing, in consultation with Portfolio Holder for Housing, to complete all Business Case contractual formalities.

71. **COMMUNICATIONS FROM COMMITTEES/WORKING GROUPS/PARTIES AND PANELS**

- a) Referral from Scrutiny Committee - Review of Overview and Scrutiny
Councillor Simon Carter returned to the meeting.

Cabinet considered referral from the Scrutiny Committee to amend the process in which the Cabinet Overview Working Group's work plan is developed.

Proposed by Councillor Mark Ingall (seconded by Councillor Eugenie Harvey) it was:

RESOLVED that:

- A** The process for developing the Cabinet Overview Working Group's Work Plan is adapted in line with paragraph 17 of the original report, attached as Appendix 1 to the report.

72. **MINUTES OF PANELS/WORKING GROUPS**

RESOLVED that the minutes of the following meetings are noted.

- a) Minutes of meeting Tuesday, 20 November 2018 of Housing Standards Board
- b) Minutes of meeting Tuesday, 19 March 2019 of Housing Standards Board
- c) Minutes of meeting Thursday, 5 September 2019 of Harlow Local Highways Panel

- d) Minutes of meeting Tuesday, 2 July 2019 of Housing Standards Board

73. **MATTERS OF URGENT BUSINESS**

None.

LEADER OF THE COUNCIL