

**SUPPLEMENTARY DOCUMENTS FOR  
COUNCIL  
7.30 pm on Thursday 17 September 2020  
Zoom - Online**

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 items to which the documents relate is noted below.

**AGENDA**

11. Minutes of Cabinet and Committee Meetings

To note the following Cabinet and Committee minutes:

- e) Minutes of meeting Thursday, 27 August 2020 of Audit and Standards Committee (Pages 2 - 4)
- f) Minutes of meeting Tuesday, 1 September 2020 of Scrutiny Committee (Pages 5 - 14)
- g) Minutes of meeting Wednesday, 2 September 2020 of Development Management Committee (Pages 15 - 19)

**MINUTES OF THE AUDIT & STANDARDS COMMITTEE  
HELD ON**

27 August 2020

7.30 - 8.11 pm

**PRESENT**

**Committee Members**

Councillor Stefan Mullard (Chair)

Councillor Simon Carter

Councillor Jean Clark

Councillor Jodi Dunne

Councillor Tony Edwards (substitute for Councillor Frances Mason)

Councillor Maggie Hulcoop

Councillor Eddie Johnson

**Officers**

Hannah Criddle, Governance Support Officer

Natalie Hook, Senior Auditor

Simon Freeman, Head of Finance and Deputy to the Chief Executive

Sarah Marsh, Internal Audit Manager

Karen Gardner, Internal Auditor

Adam Rees, Governance Support Officer

14. **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Councillors Michael Hardware, Shannon Jezzard, Frances Mason and Russell Perrin.

Councillor Tony Edwards attended as a substitute for Councillor Frances Mason.

15. **DECLARATIONS OF INTEREST**

Councillor Simon Carter declared a pecuniary interest in agenda item 8 as a remunerated Council appointed director of HTS (Property and Environment) Ltd.

16. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 10 June 2020 are agreed as a correct record and signed by the Chair.

17. **MATTERS ARISING**

None.

18. **WRITTEN QUESTIONS AND PETITIONS**

None.

19. **NON CONTENTIOUS BUSINESS**

None.

20. **COMMITTEE WORK PLAN**

The Committee received its current work plan. Sarah Marsh, Internal Audit Manager, advised the Committee that the Progress Report had been omitted from the work plan by mistake and would be considered at the November committee.

**RESOLVED** that the work plan is noted.

21. **PERIOD 8 INTERNAL AUDIT ACTIVITY REPORT 2020/21**

The Committee received a report on the activity of the Internal Audit service. The Committee also received the revised Code of Corporate Governance, Anti-Fraud and Corruption Strategy and Internal Audit Charter.

**RESOLVED that** the Committee:

- A** Approved the revised Code of Corporate Governance (attached as Appendix B to the report)
- B** Approved the revised Anti-Fraud and Corruption Strategy (attached as Appendix C to the report)
- C** Approved the Internal Audit Charter (attached as Appendix D to the report).

22. **REVIEW OF AUDIT & STANDARDS COMMITTEE EFFECTIVENESS AND TERMS OF REFERENCE**

The Committee received a report on the review of the effectiveness of the Committee and its terms of reference.

**RESOLVED** that the Committee:

- A** Agreed no changes are required to its Terms of Reference.
- B** Considered the results of the review of effectiveness of the Audit Committee and note progress against last year's action.

23. **ANNUAL GOVERNANCE STATEMENT 2019/20**

The Committee received the Annual Governance Statement for 2019/20.

**RESOLVED that** the Committee:

- A** Reviewed and approved the Council's Annual Governance Statement for 2019/20 (attached as Appendix A to the report).

24. **REFERENCES FROM OTHER COMMITTEES**

None.

25. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE

**MINUTES OF THE SCRUTINY COMMITTEE  
HELD ON**

1 September 2020

7.30 - 8.25 pm

**PRESENT****Committee Members**

Councillor Tony Edwards (Chair)  
Councillor David Carter (Vice-Chair)  
Councillor Simon Carter  
Councillor Joel Charles  
Councillor Bob Davis  
Councillor Maggie Hulcoop  
Councillor Shannon Jezzard  
Councillor Shona Johnson  
Councillor Emma Toal  
Councillor Nancy Watson

**Officers**

Simon Hill, Head of Governance  
Adam Rees, Governance Support Officer

**11. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

None.

**12. DECLARATIONS OF INTEREST**

Councillor Simon Carter declared a pecuniary interest in Item 9 as a remunerated Council appointed Director of HTS (Property and Environment) Ltd.

Councillor Joel Charles declared a pecuniary interest in Item 9 as a remunerated Council appointed Director of HTS (Housing and Regeneration) Ltd. He also declared a non-pecuniary interest in the same item as a Council appointed Director of HTS Group Ltd Board.

Councillor Emma Toal declared a pecuniary interest in Item 9 as a remunerated Council appointed Director of HTS (Housing and Regeneration) Ltd.

Councillor Bob Davis declared a pecuniary interest in Item 9 as a remunerated Council appointed Director of HTS (Property and Environment) Ltd. He also declared a non-pecuniary interest in the same item as a Council appointed Director of HTS Group Ltd Board.

13. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 14 July 2020 are agreed as a correct record and signed by the Chair.

14. **MATTERS ARISING**

a) Minute 4 - Matters Arising

The Committee noted that information on Permitted Development had been circulated which set out the action which had been taken following the Committee's recommendation to Cabinet that Article 4 Directions were sought for employment sites within the town.

The note also included information on progress following the review of paddling pools. The Committee were advised that more detailed information would be circulated in the next couple of weeks once it became available.

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

None.

16. **WRITTEN QUESTIONS FROM COUNCILLORS**

None.

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

**RESOLVED** that the following responses of the Cabinet to reports of the Scrutiny Committee were noted.

a) Review of Overview and Scrutiny - Final Report

18. **REVIEW OF OVERVIEW AND SCRUTINY - FAST TRACK PROCESS**

The Committee received a report which recommended the addition of a fast track process for reviews into the Cabinet-Scrutiny Protocol.

**RESOLVED** that the amended Cabinet-Scrutiny Protocol attached as Appendix A to the report be adopted.

19. **SCRUTINY COMMITTEE WORK PLAN 2020/21**

The Committee received a report setting out its potential work plan for 2020/21. The Committee agreed to amend the scope of the review of Housing and Accommodation Requirements for Adults with a Moderate /Severe Learning Disability and the review of Delivery of Council House Building Programme so that they were as appended to the minutes.

The Committee also agreed to the removal of the Review of Youth Club Provision and Review of Adult Social Care in Harlow from the work plan pending the reviews being submitted through the revised review submission process.

It was agreed that the scope for the potential review of Allotments would be reconsidered at the meeting in February 2021 and that the scope of the review of Domestic Abuse in Harlow During Covid-19 Lockdown would be considered work being carried out by the Community Impact Officer workstream for Covid-19 recovery.

Finally, at the meeting on 13 October 2020, the Committee would consider the scope and questions for the Review of Policing in the Town, with the Police being invited to attend a subsequent meeting.

**RESOLVED** that:

- A** The work plan, as appended to the minutes, be agreed.
- B** The scope of the review of Housing and Accommodation Requirements for Adults with a Moderate /Severe Learning Disability and the review of Delivery of Council House Building Programme so that they were as appended to the minutes.

20. **REFERENCES FROM OTHER COMMITTEES**

None.

21. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE

## Scrutiny Committee Work Plan 2020/21

Work	Tuesday 14 July 2020	Tuesday 1 September 2020	Tuesday 13 October 2020	Tuesday 1 December 2020	Tuesday 9 February 2021	Tuesday 16 March 2021
Review of Policing in the Town			Agreement of scope and questions			
Review of Overview and Scrutiny	Final Report	Report on Fast Track Process				
Housing and Accommodation Requirements for Adults with a Moderate /Severe Learning Disability		Topic Submission Form	Update on Consultancy Progress			
Allotments		Topic Submission Form			Topic Submission Form	
Delivery of Council House Building Programme		Topic Submission Form	Update on Consultancy Progress			
Domestic Abuse in Harlow During Covid-19 Lockdown		Topic Submission Form				

## Scrutiny Committee – Review Topic Submission Form

<b>Councillor Name and other Councillors supporting submission</b>	Tony Edwards, David Carter, Simon Carter, Maggie Hulcoop and Shannon Jezzard
<b>Review Topic</b>	<b>Housing and Accommodation Requirements for Adults with a Moderate /Severe Learning Disability and</b>
<b>Links to the Council’s priorities</b>	<b>More and Better Housing</b> To provide for the diverse housing needs of adults with a moderate/severe learning disability
<b>What priority level is this item?</b>	Medium
<b>Terms of reference (to include the scope of the review)</b>	<p>It is estimated that there are approx. 1600 Adults with a learning disability living in Harlow of which approx. 330 have a severe learning disability. (JSNA)</p> <p>To map and review the current range of housing provision for this population</p> <p>To estimate the anticipated need (over next 10 years)</p> <p>To identify any gaps in provision</p> <p>To devise a clear plan as to how needs will be met</p> <p>To identify targets and milestones and criteria for identifying success.</p> <p>To identify barriers to delivery.</p>
<b>Purpose and objective of the review</b>	<p>To have a clear understanding of the housing and accommodation needs of residents with a learning disability.</p> <p>To have a clear understanding of the housing and accommodation needs for residents with other additional needs</p> <p>To have a clear plan as to how any gaps in provision will be met.</p>
<b>Methodology/approach (methods to be used for gathering evidence)</b>	<ul style="list-style-type: none"> <li>• Review of data held by Housing Department</li> <li>• Consultation with Essex County Council regarding existing HA supported housing and residential provision and estimates of unmet</li> </ul>

	<p>need.</p> <ul style="list-style-type: none"> <li>• Consultation with Service Users/Carers as to unmet need and the types of provision they require.</li> </ul>
<b>Written evidence required</b>	JSNA Corporate Plan
<b>Potential witnesses</b>	<ul style="list-style-type: none"> <li>• Head of Housing</li> <li>• Cabinet member for Housing</li> <li>• Adult Social Services</li> <li>• Adults with Learning Disabilities and their Carers</li> <li>• Mencap</li> <li>• Upwards with Downs</li> <li>• PACT</li> </ul>
<b>Potential Stakeholder involvement (who are the stakeholders and how will their views be sought)</b>	<ul style="list-style-type: none"> <li>• Adults with Learning Disabilities and their Carers</li> <li>• Mencap</li> <li>• Upwards with Downs</li> <li>• PACT</li> <li>• Harlow College</li> <li>• Officer/Consultant led survey</li> <li>• Written submissions from Organisations</li> </ul>
<b>Site visits (where and when)</b>	Not applicable
<b>Publicity (methods to be used)</b>	Publicity in local media Written invitations to Users and Carers. {Where known)
<b>Resources (people, expenditure)</b>	Qualified staff or Consultant time to undertake the work required
<b>Barriers/dangers/risks (any weaknesses or potential pitfalls in the review)</b>	Lack of resources to undertake the work.
<b>Measures of success</b>	<ul style="list-style-type: none"> <li>• Evidence of engagement with Learning Disability population and their carers</li> <li>• A clear understanding of the current range of housing provision for this population</li> </ul>

	<ul style="list-style-type: none"><li>• An understanding of any gaps in provision</li><li>• A clear plan with SMART targets as to how unmet needs in service provision will be met</li></ul>
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## Scrutiny Committee – Review Topic Submission Form

<b>Councillor Name and other Councillors supporting submission</b>	Cllr Simon Carter, Cllr David Carter, Cllr Shona Johnson and Cllr Joel Charles.
<b>Review Topic</b>	<b>Delivery of Council House Building Programme</b>
<b>Links to the Council’s priorities</b>	<b>More and Better Housing</b> Delivering the house building programme with a wider choice of housing types of all tenures which include affordable, social rented and council housing.
<b>What priority level is this item?</b>	High
<b>Terms of reference (to include the scope of the review)</b>	To review the progress of the council in delivering more and better housing including a wider choice of housing types of all tenures which include affordable, social rented and council housing. How the council is including housing innovation. The council's approach to assisted living. How the Council is assessing the impact of our ageing population on the requirements for social and affordable council housing. To identify targets and milestones and criteria for identifying success. To identify barriers to delivery.
<b>Purpose and objective of the review</b>	To monitor the success of a high profile and long standing priority of the council for the benefit of the residents of Harlow. Review the Council’s longer-term strategy for house building over a 5 to 10 year planning horizon. How is the Council achieving buy-in from residents and tenants on its Housing Strategy? Community ownership of future housing is becoming more important.
<b>Methodology/approach (methods to be used for gathering evidence)</b>	To check housing delivery against Corporate Plans and Housing Business Plans over the last three years.

<b>Written evidence required</b>	<p>Corporate Plan 2018/19  HRA Business Plan 2017-47  Corporate Plan 2019/20  HRA Business Plan 2018-48  Corporate Plan 2020-21  HRA Business Plan 2019-2049  Site plans and building specifications</p>
<b>Potential witnesses</b>	<p>Head of Housing  Cabinet member for Housing  Leader of the Council  Cabinet member for Growth and Prosperity  Head of Community Wellbeing  Head of Finance and Property and Deputy to the Chief Executive  John Phillips – HTS  Michael Harrowven - HTS</p>
<b>Potential Stakeholder involvement (who are the stakeholders and how will their views be sought)</b>	<p>Applicants on the Housing Needs Register  Tenants forums  Defend Council Housing  Streets 2 Homes</p>
<b>Site visits (where and when)</b>	Not applicable
<b>Publicity (methods to be used)</b>	<p>Housing Needs team.  Tenants forums and resident associations.  A poll on social media to invite comments from residents about future housing needs.</p>
<b>Resources (people, expenditure)</b>	<p>Clerical support to analyse the Council reports and identify new builds.  Qualified staff to draft plans and review strategies.</p>
<b>Barriers/dangers/risks (any weaknesses or potential pitfalls in the review)</b>	Lack of resources to undertake the work.
<b>Measures of success</b>	<p>Identification of volume of new social housing against plan and the reasons for any non-achievement.  Timescale and deadlines to deliver a new house</p>

	<p>building strategy, the capital funding arrangements for house building projects.</p> <p>Development of a plan to understand what is needed to build housing that meets the needs of age and mobility.</p>
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**MINUTES OF THE DEVELOPMENT MANAGEMENT COMMITTEE  
HELD ON**

2 September 2020

7.30 - 9.15 pm

**PRESENT**

**Committee Members**

Councillor Phil Waite (Chair)  
Councillor Nancy Watson (Vice-Chair)  
Councillor Jean Clark  
Councillor Mike Danvers  
Councillor Michael Garnett  
Councillor Michael Hardware  
Councillor Maggie Hulcoop  
Councillor Sue Livings  
Councillor Clive Souter

**Officers**

Alex Chrusciak, Interim Planning and Building Control Manager  
Patricia Coyle, Principal Planning Officer  
Hannah Criddle, Governance Support Officer  
Emma Crouch, Corporate Support Officer  
Nicholas Fu, Senior Planning Officer  
Julie Galvin, Legal Services Manager  
John Harrison, Senior Development Management Officer

52. **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Councillor Bob Davis.

53. **DECLARATIONS OF INTEREST**

Councillor Mike Garnett declared a non-pecuniary interest in agenda item 7 as an Old Harlow Ward Councillor and Harlow North County Councillor and in agenda item 10 as Harlow North County Councillor.

Councillor Michael Hardware declared a non-pecuniary interest in agenda item 8 as Harlow West County Councillor.

Councillor Sue Livings declared a non-pecuniary interest in agenda item 7 as an Old Harlow Ward Councillor.

Councillor Clive Souter declared a non-pecuniary interest in agenda item 8 as Harlow West County Councillor.

Councillor Phil Waite declared a non-pecuniary interest in agenda item 8 as a Toddbrook Ward Councillor.

Councillor Nancy Watson declared a non-pecuniary interest in agenda item 10 as a Netteswell Ward Councillor.

54. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 19 August 2020 are agreed as a correct record and signed by the Chair.

55. **MATTERS ARISING**

None.

56. **WRITTEN QUESTIONS**

None.

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

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

58. **HW/REM/20/00085 - PHASE 3A COUNTRYSIDE, HIGH CHASE, NEWHALL**

The Committee received a report and application (HW/REM/20/00085) on the planning permission and approval of some reserved matters (appearance, landscaping, layout and scale) relating to the development of the 3A site to provide 109 residential units (use class C3) and associated car parking and infrastructure works associated with the approved outline applications (HW/PL/04/00302 Phase 2, Newhall).

The Committee also received a supplementary report containing information which had been received after the publication of the agenda. The information included additional representations received from the applicant.

Presentations were heard from the applicant's agent.

**RESOLVED** that planning permission is **GRANTED** subject to the conditions as detailed in the report.

59. **HW/FUL/20/00209 - LAND SOUTH OF BARN MEAD, PARTRIDGE ROAD, HARLOW**

The Committee received a report and application (HW/FUL/20/00209) on the planning permission for the installation of 9 car parking spaces, including 1 no. disabled parking bay and proposed knee-rail fence along the parameter of the existing green.

Presentations were heard from two objectors and Councillor Frances Mason.

Councillor Maggie Hulcoop (seconded by Councillor Michael Hardware) proposed that planning permission is deferred to allow officers to raise points on disabled parking and the materials being used with the Applicant to secure alterations and to allow for further consultation with Councillors.

**RESOLVED** that planning permission is **DEFERRED**.

The Deferment is to allow officers to raise the following points with the Applicant with a view to securing alterations to the proposal:

- (i) Investigate the provision for disabled parking
- (ii) Consider whether parking can be accommodated on the adjacent green space
- (iii) Undertake full consultation with the Ward and County Cllrs
- (iv) Review the materials being used

60. **HW/HSE/20/00175 - 11 GREAT LEYLANDS, HARLOW**

The Committee received a report and application (HW/HSE/20/00175) on the planning permission for the demolition of an existing outbuilding and erection of a two-storey side and single-storey front extension.

The Committee also received a supplementary report containing information which had been received after the publication of the agenda. The information included the “impact on neighbours” section which had been omitted from the original report.

Presentations were heard from one objector.

**RESOLVED** that planning permission is **REFUSED** for the following reasons:

*The extension is disproportionate in size. It fails to be subservient to the existing property creating the appearance of a terrace which is out of character with the local area, contrary to Policy BE1 of the Adopted Replacement Harlow Local Plan (2006) and the Harlow Design Guide Supplementary Planning Document Adopted October 2011.*

61. **HW/FUL/20/00151 - 97-126, THE HIDES, HARLOW**

The Committee received a report and application (HW/FUL/20/00151) on the planning permission for the renovation of the facades and roofs of the existing 3 storey block of 30 no. flats, including new windows, doors, site lighting, surface materials to external walkways, stairs, soffits, external insulations, renders, new soft and hard landscaping, new external

boundary walls and metalwork fencing, including amendments to the main landscape space, new 11 car parking spaces off the main street, new signage, access control, bin stores, and other miscellaneous and associated alterations.

The Committee also received a supplementary report containing information which had been received after the publication of the agenda. The information included the “conclusion” section which was corrupted in the original report.

Presentations were heard from three objectors.

Councillor Mike Danvers (seconded by Councillor Clive Souter) proposed that the substantive part of the application be agreed and amendments be made to the application in respect of the green area to the front, the car parking and cycle rack parking and brought back to the Committee.

Councillor Michael Garnett (seconded by Councillor Jean Clark) proposed an additional condition for the working hours. The amendment was carried.

**RESOLVED** to delegate powers to the Planning and Building Control Manager to APPROVE the application subject to:

- (i) The Applicant agreeing to amending the description of development and to withdraw from the application any proposals for:
  - the positioning of the fence on the green/public space and the proportion of green space to be fenced off,
  - car parking, and
  - the cycle rack
- (ii) Work with the Applicant to review the proposals for the excluded elements with a view that they would come forward in a separate future application.
- (iii) The addition of the following informative on working hours:

*No construction work shall be carried out or plant operated other than between the following hours: 08:00 hours to 18:30 hours on Mondays to Fridays; and between 08:00 hours to 13:00 hours on Saturdays. no construction work shall take place on Sundays, Bank Holidays or Public Holidays.*

## 62. **REFERENCES FROM OTHER COMMITTEES**

None.

63. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE