

**MINUTES OF THE SCRUTINY COMMITTEE  
HELD ON**

7 December 2021

7.30 - 8.45 pm

**PRESENT**

**Committee Members**

Councillor Tony Edwards (Chair)  
Councillor David Carter (Vice-Chair)  
Councillor Tony Durcan  
Councillor Eugenie Harvey

**Also Present**

Councillor Simon Carter

**Officers**

Andrew Bramidge, Director of Strategic Growth and Regeneration  
Simon Hill, Director of Governance and Corporate Support  
Adam Rees, Senior Governance Support Officer

28. **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies for absence were received from Councillors Shona Johnson and Nicky Purse.

29. **DECLARATIONS OF INTEREST**

Councillor David Carter declared a non-pecuniary interest as a site rep for Harlow Allotment Association.

30. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 14 September 2021 are agreed as a correct record and signed by the Chair.

31. **MATTERS ARISING**

None.

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

None.

33. **WRITTEN QUESTIONS FROM COUNCILLORS**

None.

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

None.

35. **DELIVERY OF COUNCIL HOUSE BUILDING PROGRAMME - UPDATE**

The Chair said that this item had been withdrawn from the agenda as the Portfolio Holder responsible had been changed. A report would now be considered at the February meeting.

It was agreed that Councillors Simon Carter and Dan Swords would be invited to the meeting.

36. **ALLOTMENTS - INITIAL REPORT**

The Committee considered an initial report on allotments. The Committee agreed to add the following terms of reference to the review:

- i) To understand the different types of people who use allotments;
- ii) To look at examples of best practice;
- iii) To identify how allotments can be linked into the Council's corporate priorities in the emerging Corporate Strategy;
- iv) To understand how younger people can be encouraged to use allotments; and
- v) To identify potential grant funding opportunities

**RESOLVED** that:

**A** A Councillor Task and Finish group comprising Councillors David Carter and Tony Durcan, supported by officers from appropriate Council services and HTS (P&E), be established to review existing allotment provision.

**B** The terms of reference, set in paragraph 6 of the report, as amended above, be agreed.

37. **REVIEW OF TURNOUT IN LOCAL ELECTIONS - FINAL REPORT**

The Committee received a report of turnout in local elections. It was agreed that a copy of the postal vote form would be included in the next edition of Harlow Times.

**RESOLVED** that:

**A** The Returning Officer be requested to develop an action plan to deal with issues identified by the survey that are within the control of the Council on:

- i) Specific issues raised about polling stations; and
- ii) Communications on voting options and absent voting.

**B** A copy of the postal vote form would be included in the next edition of Harlow Times.

38. **WORK PLAN**

The Committee received a report summarising its work plan.

**RESOLVED** that the work plan be noted as appended to the minutes.

39. **REFERENCES FROM OTHER COMMITTEES**

None.

40. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE COMMITTEE