



**WATFORD
BOROUGH
COUNCIL**

OVERVIEW AND SCRUTINY COMMITTEE

Thursday, 16th June, 2016

7.00 pm

Town Hall, Watford

Publication date: 8 June 2016

Contact

If you require further information or you would like a copy of this agenda in another format, e.g. large print, please contact Sandra Hancock in Democracy and Governance on 01923 278377 or by email to legalanddemocratic@watford.gov.uk .

Welcome to this meeting. We hope you find these notes useful.

Access

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Visitors may park in the staff car park after 4.00 p.m. This is a Pay and Display car park. From 1 April 2016 the flat rate charge is £2.00.

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An audio recording may be taken at this meeting for administrative purposes only.

Committee Membership

Councillor K Hastrick (Chair)

Councillor J Dhindsa (Vice-Chair)

Councillors J Fahmy, Asif Khan, R Martins, A Rindl, N Shah, D Walford and T Williams

Agenda

Part A - Open to the Public

1. **Apologies for Absence/Committee Membership**
2. **Disclosure of interests (if any)**
3. **Minutes**

The minutes of the meeting held on 3 March 2016 to be submitted and signed.

Copies of the minutes of this meeting are usually available seven working days following the meeting.

(All minutes are available on the Council's [website](#).)

4. **Executive Decision Progress Reports 2015-16 and 2016-17 (Pages 7 - 24)**

The Scrutiny Committee is asked to review the last edition of the Executive Decision Progress Report for 2015/16 and the first edition for 2016/17.

5. **Hertfordshire County Council's Health Scrutiny Committee**

Councillor Hastrick, the Council's appointed representative to the County Council's Health Scrutiny Committee to provide an update.

Scrutiny Panels and Task Groups

6. Membership for the Neighbourhood Forum Task Group (Pages 25 - 26)

Report of the Committee and Scrutiny Officer

The report asks the scrutiny committee to agree the membership for the Neighbourhood Forum Task Group.

7. Scrutiny proposal - The Parking Strategy (Year 1 recommendations) (Pages 27 - 40)

Report of Committee and Scrutiny Officer

The report asks the scrutiny committee to consider a proposal for a new task group.

8. Management of Conservation Areas Task Group - Cabinet's response (Pages 41 - 48)

Report of Committee and Scrutiny Officer

The report asks the scrutiny committee to review Cabinet's response and consider when it wishes to review the recommendations.

9. Budget Panel

Since the last Overview and Scrutiny Committee there have been no Budget Panel meetings. The next meeting is scheduled to be held on

- Tuesday 28 June 2016

Budget Panel's minutes are available on the Council's website – www.watford.gov.uk/budgetscrutiny

10. Outsourced Services Scrutiny Panel

Since the last Overview and Scrutiny Committee there have been no Outsourced Services Scrutiny Panel meetings. The next meeting is scheduled for –

- Thursday 7 July 2016

Outsourced Services Scrutiny Panel's minutes are available on the Council's website - <http://watford.moderngov.co.uk/ieListMeetings.aspx?Committeeld=223>

11. Membership of the Community Safety Partnership Task Group for 2016/17 (Pages 49 - 52)

Report of the Committee and Scrutiny Officer

The report asks the scrutiny committee to agree the membership for the Community Safety Partnership Task Group.

12. Work Programme (Pages 53 - 54)

The scrutiny committee is asked to review the current version of the work programme and consider any additional areas members wish to scrutinise.

13. Dates of Next Meetings

- Wednesday 22 June 2016 (For call-in only)
- Thursday 21 July 2016
- Wednesday 28 September 2016



Executive Decision Progress Report

May 2015 – May 2016

Contact Officer: Sandra Hancock
Committee and Scrutiny Officer

Telephone: 01923 278377

Email: legalanddemocratic@watford.gov.uk

7 June 2016

All officer decisions are available on the [Officer Decision Register](#) or on the full [Decision Register](#). Only officer key decisions are shown below. Further information about [forthcoming decisions](#) are available online.

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Award contract for provision of CMS technology to support delivery of a new website	Community and Customer Services	Head of Community and Customer Services	1 July 2015	Key decision In accordance with the Access to Information Procedure Rule 15 the Chair of Overview and Scrutiny Committee was notified that the decision was to be taken by Head of Community and Customer Services on 1 July. Agreed by Head of Community and Customer Services on 1 July 2015 Not Called-in
Croxley Rail Link	Managing Director	Cabinet	July 2015	Key decision Considered by Cabinet on 13 July 2015 Not called in
Sutton, Gade and Church car park variation	Regeneration and Development	Cabinet	July 2015	Key decision Considered by Cabinet on 13 July 2015 Not called in

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Approval of strategy for Watford Business Park	Regeneration and Development	Cabinet	July 2015	Key decision and Part B This report is covered by Paragraph 3, Schedule 12A, as it included commercially sensitive information. Considered by Cabinet on 13 July 2015 Not called in
Financial Outturn for 2014/15	Director of Finance	Cabinet	July 2015	Key decision Considered by Cabinet on 13 July 2015 (following consideration by Budget Panel on 7 July) Not called in
Watford Health Campus – to approve the revised business plan for the LABV	Managing Director	Cabinet	July 2015	Key decision Considered by Cabinet on 13 July 2015 Not called in

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Approval to extend lease at Ascot Road	Regeneration and Development	Portfolio Holder	August 2015	<p>Key Decision</p> <p>The Chairman of the Council, in the absence of the Chair of Overview and Scrutiny Committee, agreed that the decision could be dealt with in accordance with Access to Information Procedure Rule 16 of the Constitution, "Special Urgency".</p> <p>The report is covered by Paragraph 3, Schedule 12A, as it contained commercially sensitive information.</p> <p>Approved by Portfolio Holder for Regeneration and Development on 29 September 2015</p> <p>Not called in</p>
Approval of Economic Development Strategy	Regeneration and Development	Cabinet	July 2015	<p>Key decision</p> <p>Originally due to be considered by Cabinet on 13 July 2015</p> <p>Considered by Cabinet on 7 September 2015</p> <p>Not called in</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Approval of Commissioning Framework	Corporate Strategy and Client Services	Cabinet	September 2015	Key decision Considered by Cabinet on 7 September 2015 Not called in
Cemetery Review	Corporate Strategy and Client Services	Cabinet	September 2015	Key decision Considered by Cabinet on 7 September 2015 Not called in
Award of contract to provide the Rough Sleeper Outreach Contract	Community and Customer Services	Head of Community and Customer Services	September 2015	Key decision and Part B (in part) Some of the documents are covered by Paragraph 3, Schedule 12A, as they contain commercially sensitive information. Agreed by Head of Community and Customer Services on 17 September 2015 Not called in

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Update on the progress of the Cassiobury Park Heritage Lottery Fund Project and to sign off and approve contract for construction work.	Corporate Strategy and Client Services	Cabinet Mayor	October 2015	<p>Key decision and Part B (in part)</p> <p>The appendix to the report is covered by Paragraph 3, Schedule 12A, as it contains commercial information relating to tender.</p> <p>This decision was originally due to be taken by Cabinet on 5 October, due to the cancellation of Cabinet the decision was made by the Mayor.</p> <p>Agreed by Mayor on 6 October 2015</p> <p>Not called in</p>
Release of covenant for land at Leggatts Campus	Regeneration and Development	Portfolio Holder	November 2015	<p>Key decision and Part B</p> <p>The report is covered by Paragraph 3, Schedule 12A, as it contains commercially sensitive information.</p> <p>Considered by Portfolio Holder the Regeneration and Property Section Head on 30 November 2015</p> <p>Not called in</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Disposal of the freehold interest in 73-83 and 83b Tolpits Lane, Watford	Regeneration and Development	Portfolio Holder	November 2015	Key decision Originally due to be considered by Portfolio Holder in November 2015 Considered by the Regeneration and Property Section Head on 26 January 2016 Not called in
Capita Progress report: to set out the provisional exit plan and approve a procurement exemption	Managing Director	Cabinet	November 2015	Key decision Considered by Cabinet on 30 November 2015 Not called in
Business Park Development	Regeneration and Development	Cabinet	November 2015	Key decision and Part B The report is covered by Paragraph 3, Schedule 12A, as it contains commercially sensitive information. Considered by Cabinet on 30 November 2015 Not called in

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
29-35 High Street Poundland-Choice Unit New Lease	Regeneration and Development	Cabinet	November 2015	<p>Key decision and Part B</p> <p>The report is covered by Paragraph 3, Schedule 12A, as it contains commercially sensitive information.</p> <p>In accordance with the Access to Information Procedure Rule 15 the Chair of Overview and Scrutiny Committee was notified that the decision was to be taken by Cabinet in November.</p> <p>Considered by Cabinet on 30 November 2015</p> <p>Not called in</p>
Draft Revenue and Capital Estimates 2016/2019 and Treasury Management Strategy	Finance	Cabinet / Council	January 2016	<p>Key decision</p> <p>Considered by Cabinet on 18 January and then Council on 27 January 2016</p> <p>Call-in not applicable</p>
Community Infrastructure Levy Governance Framework	Regeneration and Development	Cabinet	January 2016	<p>Key decision</p> <p>Considered by Cabinet on 18 January 2016</p> <p>Not called in</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Write off National Non-Domestic Rates	Revenues and Benefits	Cabinet	January 2016	Key decision Considered by Cabinet on 18 January 2016 Not called in
Property Investment Strategy	Regeneration and Development	Cabinet / Council	January 2016	Key decision Considered by Cabinet on 18 January and then Council on 27 January 2016 Call-in not applicable
Joint Venture Housing Company	Regeneration and Development and Community and Customer Services	Cabinet	January 2016	Key decision Due to be considered by Cabinet on 18 January 2016 Not called in

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Heritage Buildings in Watford	Regeneration and Development	Cabinet	January 2016	Key decision and Part B The report is covered by Paragraph 3, Schedule 12A, as it contains commercially sensitive information. Considered by Cabinet on 18 January 2016 Not called in
Progress on the Green Spaces Strategy Action Plan	Corporate Strategy and Client Services	Cabinet	February 2016	Key decision Considered by Cabinet on 8 February 2016 Not called in
Skillmakers – start up loan and board membership	Regeneration and Development	Cabinet	February 2016	Key decision Considered by Cabinet on 8 February 2016 Not called in
Cemetery Strategy	Corporate Strategy and Client Services	Cabinet	February 2016	Key decision Considered by Cabinet on 8 February 2016 Not called in

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Leasing of Regent Lodge, Watford for homeless households	Regeneration and Development	Portfolio Holder for Regeneration and Development		<p>Key decision and Part B</p> <p>The report is covered by Paragraph 3, Schedule 12A, as it contains commercially sensitive information.</p> <p>The Chairman of the Council, in the absence of the Chair of Overview and Scrutiny Committee, agreed that the decision could be dealt with in accordance with Access to Information Procedure Rule 16 of the Constitution, "Special Urgency".</p> <p>Considered by the Portfolio Holder on 8 March 2016</p> <p>Call-in not applicable</p>
Lease of the first floor annexe Town Hall complex to Hertfordshire County Council	Regeneration and Development	Portfolio Holder	February 2016	<p>Key decision and Part B</p> <p>The report is covered by Paragraph 3, Schedule 12A, as it contains commercially sensitive information.</p> <p>Considered by the Portfolio Holder for Regeneration and Development on 10 March 2016.</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Local Development Scheme	Regeneration and Development	Cabinet / Council	March 2016	Key decision Considered by Cabinet on 7 March and then Council on 16 March 2016. Call-in not be applicable
Skyline – Taller building Supplementary Planning Guidance	Regeneration and Development	Cabinet	March 2016	Key decision Considered by Cabinet on 7 March and then Council on 16 March 2016. Call-in not applicable
Right to Build Register – change to the Executive scheme of delegation	Regeneration and Development	Cabinet	March 2016	Key decision Considered by Cabinet on 7 March 2016 . Not called in
Management of Conservation Areas Task Group – Final report	Democracy and Governance	Cabinet	March 2016	Key decision Considered by Cabinet on 7 March 2016 . Not called in In addition reviewed by Overview and Scrutiny Committee on 3 March 2016 .

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Recyclable Material Consortium Contract	Corporate Strategy and Client Services	Cabinet	March 2016	Key decision Considered by Cabinet on 7 March 2016 . Not called in
Temporary Accommodation Placement Policy	Community and Customer Services	Cabinet	March 2016	Key decision Considered by Cabinet on 7 March 2016 . Not called in
Council's vision, priorities, values and Corporate Plan for 2016-2020	Corporate Strategy and Client Services	Cabinet	March 2016	Key decision Considered by Cabinet on 7 March 2016 . Not called in



Executive Decision Progress Report

May 2016 – May 2017

Contact Officer: Sandra Hancock
Committee and Scrutiny Officer

Telephone: 01923 278377

Email: legalanddemocratic@watford.gov.uk

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Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Sale of the freehold interest in the Teardrop site, Waterfields Way, Watford	Regeneration and Development	Regeneration and Property Section Head	May 2016	Awaiting decision
Gaelic Football Club relocation – allocation of s106 funds	Corporate Strategy and Client Services	Portfolio Holder for Housing and Property		<p>Key decision</p> <p>In accordance with the Access to Information Procedure Rule 15 the Chairman of Watford Borough Council was notified that the decision was to be taken by the Portfolio Holder for Housing and Property.</p> <p>Considered by the Portfolio Holder for Housing and Property on 19 May 2016</p> <p>Not called in</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
Purchase of property in Northamptonshire	Regeneration and Development	Portfolio Holder for Housing and Property		<p>Key decision and Part B</p> <p>The Chair of Overview and Scrutiny Committee, agreed that the decision could be dealt with in accordance with Access to Information Procedure Rule 16 of the Constitution, "Special Urgency".</p> <p>It is covered by Paragraph 3, Schedule 12A, as it relates to commercially sensitive information.</p> <p>Agreed by the Portfolio Holder for Housing and Property on 2 June 2016.</p> <p>Call-in not applicable</p>
Watford Borough Council's reviewed vision, priorities and values and the Corporate Plan 2016-20	Corporate Management	Cabinet	June 2016	<p>Considered by Cabinet at its meeting on 6 June 2016</p> <p>Due to be considered by Council on 5 July 2016</p>
Changes to the Residential Design Guide	Regeneration and Development	Cabinet	June 2016	<p>Considered by Cabinet at its meeting on 6 June 2016</p> <p>Call-in deadline 14 June 2016</p>

Decision	Department	Decision maker	Date Key Decision to be taken (as shown on the Notice of Executive Decisions)	Status
The future of ICT	Corporate Management	Cabinet	June 2016	Considered by Cabinet at its meeting on 6 June 2026 Call-in deadline 14 June 2016
5-year business plan for the Housing Joint Venture Company	Community and Customer Services	Cabinet	July 2016	
Improved accessibility and modernisation of Watford Borough Council's play offer	Community and Customer Services	Cabinet	July 2016	
Exemption process for the award of contracts: Voluntary programme to assist refugees	Community and Customer Services	Cabinet	July 2016	
For the Council to underwrite loan that Herts LEP have agreed to give to Skillmakers	Regeneration and Development	Cabinet	September 2016	

PART A

Report to: Overview and Scrutiny Committee
Date of meeting: 16 June 2016
Report of: Committee and Scrutiny Officer
Title: Membership for the Neighbourhood Forum Task Group

1.0 **Summary**

1.1 This report asks the Scrutiny Committee to approve the membership of the Neighbourhood Forum Task Group.

2.0 **Recommendations**

2.1 that Overview and Scrutiny Committee approves the membership for the Neighbourhood Forum Task Group.

Contact Officer:

For further information on this report please contact: Sandra Hancock,
Committee and Scrutiny Officer
telephone extension: 8377, email: sandra.hancock@watford.gov.uk

Report approved by: Carol Chen, Head of Democracy and Governance

3.0 **Detailed Proposal**

3.1 At the last meeting of Overview and Scrutiny Committee on 3 March 2016 it was agreed to set up a Task Group to review Neighbourhood Forums. The scrutiny suggestion had been submitted by the Head of Democracy and Governance following discussions with the Mayor.

3.2 On 17 May 2016 the Committee and Scrutiny Officer emailed all councillors informing them of the new task group and seeking expressions of interest in being considered to be a member. A reminder was sent to all non-executive councillors on 3 June.

3.3 Following these emails the following councillors responded as being interested in being a member of the task group –

- Councillor Anne Rindl
- Councillor Stephen Cavinder
- Councillor Kareen Hastrick
- Councillor Anne Joynes

3.4 The Scrutiny Committee is asked to review the nominations and agree the final membership. The Chair will be elected at the Task Group's first meeting. The Chair will provide regular updates to Overview and Scrutiny Committee.

4.0 **Implications**

4.1 **Financial**

4.1.1 The Head of Finance comments that the costs of this Group will be met from existing budget provision.

4.2 **Legal Issues** (Monitoring Officer)

4.2.1 The Head of Democracy and Governance comments that there are no legal implications.

4.3 **Potential Risks**

4.3.1 No risks have been identified.

Appendices

There are no appendices.

Background Papers

No papers were used in the preparation of this report.

File Reference

None

PART A

Report to: Overview and Scrutiny Committee
Date of meeting: 16 June 2016
Report of: Committee and Scrutiny Officer
Title: Scrutiny Proposal – The Parking Strategy (Year 1 recommendations)

1.0 **Summary**

1.1 This report provides the scrutiny committee with details for a new Task group.

2.0 **Recommendations**

2.1 That Overview and Scrutiny Committee considers the scrutiny proposal submitted by the Head of Regeneration and Development, attached at Appendix 1, and decides whether to establish a new task group.

2.2 That Overview and Scrutiny Committee agrees the membership for the task group. However if an insufficient number of councillors come forward to participate in this review prior to the meeting, delegated authority be granted to the Head of Democracy and Governance, in consultation with the Chair, to approve the final membership.

Contact Officer:

For further information on this report please contact: Sandra Hancock,
Committee and Scrutiny Officer
telephone extension: 8377 email: Sandra.hancock@watford.gov.uk

Report approved by: Carol Chen, Head of Democracy and Governance

3.0 **Detailed Proposal**

3.1 The Head of Regeneration and Development has submitted a scrutiny proposal form indicating that officers would appreciate non executive members input prior to the recommendations being presented to Cabinet in September. The aim is to carry out the review within two or three meetings, all being held before the end of July. The proposal is attached at Appendix 1.

- 3.2 The Parking Strategy covers car, bicycle, powered two wheeler, coach, taxi and freight parking and use of on-street space. The policies contained within the parking strategy address existing parking problems, challenges and opportunities. Year one of the recommendations concentrates on the Town Centre area inside the Ring Road.
- 3.3 On 24 May 2016 the Committee and Scrutiny Officer emailed all councillors informing of the proposed scrutiny suggestion and sought expressions of interest in participating in this review, if agreed by Overview and Scrutiny Committee. A further reminder was sent to all non-executive councillors on 3 June.
- 3.4 At the time of writing this report three councillors have expressed an interest in taking part in the review –
- Councillor Anne Joynes
 - Councillor Sohail Bashir
 - Councillor Kareen Hastrick

The Committee and Scrutiny Officer will provide a further update at the meeting.

- 3.5 Overview and Scrutiny Committee is asked to review the attached proposal and decide whether to establish a task group.
- 3.6 If Overview and Scrutiny Committee is minded to agree to the task group and insufficient members have been identified at the meeting, the scrutiny committee is asked to delegate authority to the Head of Democracy and Governance in consultation with the Chair, to approve the final membership. An update will be provided at the next meeting.

4.0 **Implications**

4.1 **Financial**

- 4.1.1 The Head of Finance comments that costs for this Group can be met from existing budget provision.

4.2 **Legal Issues (Monitoring Officer)**

- 4.2.1 The Head of Democracy and Governance comments that there are no legal implications in this report

4.3 **Potential Risks**

- 4.3.1 No potential risks have been identified. Officers will consider any potential risks if they move forward with the recommendations.

Appendices

Appendix 1 – Scrutiny proposal form from the Head of Regeneration and Development

Background Papers

None

File Reference

None

Selection of topics and issues for scrutiny by councillors, officers or members of the public

Anyone wishing to suggest a topic for scrutiny must complete Section 1 of this form.

1. Sources

The following are sources of ideas for the work programme:

- Performance indicators, both national and internal.
- Views of Cabinet and Leadership Team especially in relation to policy subjects.
- The Council's surveys, such as the annual residents' survey.
- The Complaints Report which is compiled annually by the Customer Service Centre.
- Service complaints more widely; although individual cases will not be taken up if a large volume of complaints is received about a single issue then it may be appropriate to pursue the topic.
- Reports of external inspections of services.
- The views of the Council's partners.
- Issues picked up by ward councillors in their locality.
- The Council's Forward Plan

2. Outcomes

Success indicators could include:

- Having identified local needs;
- Having evaluated alternative ways of working/how a service could improve and making recommendations to the Executive or the Council's partners;

- Having developed an awareness of any contractual, economic, legal or structural constraints on Council's or its partners approach.

3. Criteria

To qualify for consideration the topic must meet the following criteria:

- Affect a group or community of people. Scrutiny will not normally look at individual service complaints.
- Relate to a service, event or issue in which Watford Borough Council has a significant stake.
- Not be an issue that Scrutiny has covered during the last year.
- Not be a planning or licensing issue, or any other matter dealt with by another council committee.
- To match one or more of the Council's current priorities.
- To be feasible and able to be completed within the timescale projected for the work.
- There must be availability within the relevant department/service to support the review.
- Be a topic that members wish to scrutinise.

On completion please return to Sandra Hancock, Committee and Scrutiny Officer

By email – sandra.hancock@watford.gov.uk

By post – Legal and Property Services, Watford Borough Council, Town Hall, Watford, WD17 3EX

Suggestions for topics to be scrutinised – evaluation table

A Member, Officer or member of the public suggesting a topic for scrutiny must complete Section1 as fully as possible. Completed tables will be presented to Overview & Scrutiny for consideration.

Section 1 – Scrutiny Suggestion: The Parking Strategy - Year 1 Recommendations	
Proposer: Councillor/Officer/Member of public Jane Custance	
<p>Topic recommended for scrutiny:</p> <p><i>Please include as much detail as is available about the specific such as;</i></p> <ul style="list-style-type: none"> • <i>areas which should be <u>included</u> in the review.</i> • <i>areas which should be <u>excluded</u> from the review.</i> • <i>Whether the focus should be on past performance, future policy or both.</i> 	<p><i>Give details</i></p> <p>In July 2014 Watford Parking Strategy Scoping Report was produced by Arup’s who are one of the Council’s Framework Consultants. The scoping report was presented to The Highways Forum Members in October 2014. In July 2015 The Watford Parking Strategy Report was produced and the report provides a framework and set of policies for parking in Watford. The Strategy has been accepted by the Council.</p> <p>The parking strategy is multi-modal and covers car, bicycle, powered two wheeler (PTW), coach, taxi and freight parking and use of on-street space. The parking strategy framework will enable fair and objective-led decision making on all types of parking and use of on-street space now and in the future.</p> <p>The policies contained within the parking strategy address existing parking problems, challenges and opportunities. The parking strategy is based on local, regional and national policy, stakeholder input and objectives from local policy and best practice guidance. The development of the parking strategy included stakeholder meetings, a public consultation questionnaire and meetings with Watford Borough and Hertfordshire County Council officers and Councillors.</p>

Year one of the recommendations concentrates on the Town Centre area inside the Ring Road.

Key parking problems identified include:

- The constrained space available in the town centre for different uses;
- A lack of parking at key locations for Blue Badge holders, motorcycles and bicycles;
- A lack of parking for coaches;
- A lack of ranking and drop-off/pick-up space for the high number of taxis operating in Watford;
- Problems with some of the town centre car parks including problems with quality and the pricing structure and payment methods available;
- Constrained space for residential parking in several areas of Watford;
- Constrained space for workplace parking at several locations in Watford; and
- Problems for other road users which are caused by parking.

A key aspect of the parking strategy is the Watford street type hierarchy matrix, a framework for decision-making which has been based on work carried out for Transport for London by the Road's Task Force,¹ adapted for Watford. The street type hierarchy matrix enables the classification of streets in Watford depending on their characteristics. The map based plan indicate what the priorities for each street should be and so what kind of policies for parking should be pursued on each street. In addition to the Watford street type hierarchy matrix, a number of specific parking policies to address identified problems are included. The main parking policies which are included in the strategy are to:

- Optimise the use of space in the town centre (including the use of space for pedestrians, cyclists, buses, taxis, Blue Badge holders, freight and other vehicles) by applying the principles of the street type matrix. Improve the existing car parking offer in the town centre;
- Identify and dedicate space for short stay town centre parking;
- Introduce modern payment methods in the town centre car parks and other pay-and-display

	<p>locations;</p> <ul style="list-style-type: none"> • Continue reviewing options for the use of the multi-storey car parks; • Ensure any revenue generated from parking is used for transport; • Develop a town-wide Travel Plan and other measures to relive pressure on workplace parking and generate other benefits from reduced peak car travel; • Improve the residential parking situation; • Improve Blue Badge parking provision; • Increase cycle and PTW parking; • Provide a secure cycle parking facility in the town centre; • Pilot a scheme for implementing secure residential cycle parking; • Improve taxi ranking and drop-off/pick-up facilities; • Implement improvements to signage associated with different types of parking and taxi facilities; • Provide coach parking facilities; and • Pilot a Delivery and Servicing Plan within the Council. <p>A set of actions and targets for each policy has been developed together with an outline timeframe for delivery . This will enable the objectives of the parking strategy to be met. It is intended that the parking strategy be regularly reviewed to ensure it remains up-to-date and relevant. A monitoring and review process has been developed which involves assessing progress against policy targets.</p>
<p>Why have you recommended this topic for scrutiny?</p>	<p>Officers would appreciate non executive members input prior to the recommendations being presented to cabinet</p>

What are the specific outcomes you wish to see from the review?

Examples might include:

- *To identify what is being done and what the potential barriers are;*
- *To review relevant performance indicators;*
- *To compare our policies with those of a similar authority;*
- *To assess the environmental/social impacts;*
- *To Benchmark current service provision;*
- *To find out community perceptions and experience;*
- *To identify the gap between provision and need*

To seek non executive members views on the proposed reallocation of parking opportunities in Watford town centre area.

<p>How do you think evidence might be obtained?</p> <p><i>Examples might include</i></p> <ul style="list-style-type: none"> • <i>Questionnaires/Surveys</i> • <i>Site visits</i> • <i>Interviewing witnesses</i> • <i>Research</i> • <i>Performance data</i> • <i>Public hearings</i> • <i>Comparisons with other local authorities</i> 	<p>All back ground information including in the Parking Strategy Summary Report together with the Designers explanatory notes and plans.</p>
<p>Does the proposed item meet the following criteria?</p>	
<p>It must affect a group or community of people</p>	<p>All users of the Town Centre</p>
<p>It must relate to a service, event or issue in which the council has a significant stake</p>	<p>Links to the Parking Service and Green Travel Plan 2010-15</p>

<p>It must not have been a topic of scrutiny within the last 12 months</p> <p><i>There will be exceptions to this arising from notified changing circumstances. Scrutiny will also maintain an interest in the progress of recommendations and issues arising from past reports.</i></p>	<p>The Parking Strategy has not been to scrutiny before.</p>
<p>It must not be an issue, such as planning or licensing, which is dealt with by another council committee</p>	<p>N/A</p>

<p>Does the topic meet the council's priorities?</p>	<ol style="list-style-type: none"> 1. Making Watford a better place to live in 2. To provide the lead for Watford's sustainable economic growth 3. Promoting an active, cohesive and well informed Town 4. To operate the Council efficiently and effectively <p style="text-align: center;"><i>Please confirm which ones</i></p> <p>One and two above.</p>
<p>Are you aware of any limitations of time, other constraints or risks which need to be taken into account?</p> <p><i>Factors to consider are:</i></p> <ul style="list-style-type: none"> • <i>forthcoming milestones, demands on the relevant service area and member availability:</i> • <i>imminent policy changes either locally, regionally or nationally within the area under review.</i> 	<p>The Officers report needs to be presented to Cabinet in September 2016</p>
<p>Does the topic involve a Council partner or other outside body?</p>	<p>No</p>

<p>Are there likely to be any Equality implications which will need to be considered?</p> <p><i>Protected characteristics under the Equality Act 2010 are:</i></p> <ul style="list-style-type: none"> • <i>Age</i> • <i>Disability</i> • <i>Gender reassignment</i> • <i>Pregnancy or maternity</i> • <i>Race</i> • <i>Religion or belief</i> • <i>Sex</i> • <i>Sexual orientation</i> • <i>Marriage or civil partnership (only in respect of the requirement to have due regard to the need to eliminate discrimination)</i> 	<p>Equality implications will be considered as part of any formal Traffic Regulation Order taken forward.</p>
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<p>Sign off <i>(It is expected that any Councillor proposing a topic agreed by Overview and Scrutiny Committee will participate in the Task Group)</i></p>	
<p>Officer Jane Custance and Andy Smith</p>	<p>Date May 2016</p>

Part A

Report to: Overview and Scrutiny Committee
Date of meeting: 16 June 2016
Report of: Committee and Scrutiny Support Officer
Title: Management of Conservation Areas Task Group – Cabinet response

1.0 **Summary**

1.1 This report asks Overview and Scrutiny Committee to note Cabinet's response attached as Appendix 1 to this report

2.0 **Recommendation**

2.1 that the Overview and Scrutiny Committee reviews Cabinet's response to the Management of Conservation Area Task Group's recommendations.

2.2 that Overview and Scrutiny Committee considers when it wishes to review the recommendations.

Contact Officer:

For further information on this report please contact: Sandra Hancock,
Committee and Scrutiny Officer
telephone extension: 8377, email: legalanddemocratic@watford.gov.uk

3.0 **Detailed proposal**

3.1 At Cabinet on 7 March 2016 the Task Group's recommendations were reviewed. The minutes are attached as appendix 1 to this report.

3.2 Overview and Scrutiny Committee is asked to review Cabinet's response and then agree when it wishes to review the recommendations.

Appendix

Appendix 1 Extract of minutes from Cabinet on 7 March 2016

Background Papers

None

File Reference

None

CABINET (Extract)

7 March 2016

Present:

Mayor Dorothy Thornhill	(Strategic partnerships/ external relationships and community safety)
Cllr Scudder	(Deputy Mayor and Portfolio Holder for Corporate Strategy and Client Services)
Cllr Johnson	(Portfolio Holder for Housing)
Cllr Sharpe	(Portfolio Holder for Regeneration & Development)
Cllr Taylor	(Portfolio Holder for Community & Customer Services)
Cllr Watkin	(Portfolio Holder for Democracy and Governance and Shared Services)

Also present:

Councillor Nigel Bell (Labour)
Councillor Binita Mehta (Conservative)
Councillor Rabi Martins (Liberal Democrat)

Officers:

Managing Director
Head of Finance
Head of Corporate Strategy and Client Services
Head of Regeneration and Development
Head of Community and Customer Services
Planning Policy Section Head
Legal and Democratic Section Head
Communications and Engagement Section Head
Housing Section Head (Interim)
Client Manager Waste, Recycling and Streetcare
Democratic Services Manager

58. **MANAGEMENT OF CONSERVATION AREAS TASK GROUP – FINAL REPORT AND RECOMMENDATIONS**

Cabinet received a report of the Committee and Scrutiny Officer regarding the final report and recommendations of the Management of Conservation Areas Task Group.

Councillor Rabi Martins, Chair of the Task Group, attended the meeting and introduced the report. The Task Group comprised Councillors Martins, Collett, Joynes, Haley and Topping.

Councillor Martins commented that the Council had always taken pride in the town and in conservation areas. The first conservation area was created in 1973, since that time the Council had continued to look at parts of the town and nominate them to be conservation areas e.g., an area of Oxhey in 2013.

Councillor Martins stated that he had requested the scrutiny task group as there was a conservation area in his ward, Central, where it had been noticed that some properties were beginning to ignore that they were in a conservation area and had made inappropriate modifications. Following this he consulted with other wards and felt that there was a problem so the task group was set up to see what could be done better. The work of the task group took place over three months and met on four occasions and held a public drop-in session. There was engagement with officers from Watford Borough Council and from other councils. The final report was a document which addressed the issues and looked to improvements for the future.

The task group's main recommendations were around communication. In areas such as Central Ward there had been a change in ratio from owner-occupier properties to a greater number of rented properties. The survey carried out showed that only 10% of landlords knew or told their tenants that they were living in a conservation area. There needed to be greater communication to the public, councillors and staff about conservation areas.

With regards to recommendations around legislation there was a changing environment in this area with an increase in permitted developments. The task group recommended that a review of Article 4 directions should be undertaken regularly to reflect changes in legislation and to address the impact of changes in technologies such as solar panels.

Councillor Martins continued that there were plenty of examples in planning where the conservation team had made comments on significant developments. He commented that the conservation team needed to be consulted on the impact of developments

adjacent to conservation areas as this issue had arisen in a recent application.

In conclusion, Councillor Martins stated that three months had not been sufficient time to complete the work and that the task group should reconvene to continue at a future date.

Councillor Sharpe thanked Councillor Martins and the members of the task group. He commented that the report made constructive suggestions. In the management of conservation areas the council had led the way compared to other authorities. Last year the council had been short listed for planning awards. The council had also been proactive in identifying where there was a threat to an area and responding to this e.g., MacDonnell gardens and the King Street area. With regards to the Met quarter it could be seen in action that without a conservation area the whole area would have faced demolition or fundamental change. The council had benefited from a truly inspirational officer who was a Senior Planner (Design and Conservation) who had successfully brought in funding for war memorials and worked to declutter the conservation areas. The officer had now left the council but Councillor Sharpe hoped that the new recent appointment would be able to continue the work.

Councillor Sharpe continued that the recommendations gave suggestions for immediate action and others were pause for thought. With regards to the suggestion for roundels on street lamps for somewhere in the Oxhey conservation area it may be seen as divisive. For an area such as MacDonnell Gardens it was already a clearly defined area. However, he could see that it might be of use in Central ward. The Article 4 directions were an important strategy and kept under review for reasons set out by the task group.

Councillor Sharpe stated that there would be engagement with all the recommendations to see what could be implemented by letter or spirit. There was a conservation area management plan which was designed to last for five years. This was due to be reviewed and updated in 2018, if scrutiny was engaged with the process in updating the plan that would tie into a specific piece of work.

Councillor Bell welcomed the report and was disappointed that there had not been greater input from all the councillors to the survey. He commented that the Conservation Area Task Group could continue its work as legislation changed.

The Mayor commented that with regards to the recommendation on communication it was important that landlords knew whether they had a property in a conservation area and it could not be assumed that this knowledge would be there. It was therefore important to be proactive. Residents needed to be reminded what it meant to live in a conservation area.

Councillor Martins responded that communication was key and the task group's recommendation regarding the roundels was to remind people that they lived in a conservation area and to take care.

The Head of Regeneration and Development commented that whilst she did not disagree with comments about the impact of rented accommodation, it was the case that rented properties were less likely to have additions/alterations than owner-occupier properties. The most interesting part of the task group was the survey of residents and businesses which had been promoted through posters and social media. There had been a good number of responses and this was something that could be looked at as an additional way of consulting on planning policies in the future.

The Head of Regeneration and Development continued that there had been roundels placed on lampposts in conservation areas which were largely unnoticed. The council would need to look at each area and make a decision on whether they would be effective. People were made aware that they were in a conservation area when they bought properties. The council would look to use the website to make information more available. They were also looking at making Facebook groups for those in a conservation area. The time for the task group to reengage would be when there was a review of the conservation area management plan in 2018, so that the recommendations could feed into something tangible.

The Mayor thanked the scrutiny task group.

RESOLVED

That Cabinet agrees to consider the Task Group recommendations below to inform the review of the conservation area management plan.

Task Group Recommendations:

Communication

1. Include information about conservation areas in annual council tax and business rates notices for properties with postcodes in these areas.
2. Introduce a symbol on lamp columns or existing street furniture to show that the street or neighbourhood is in a designated conservation area.
3. Improve access to comprehensive information about conservation areas on Watford Borough Council's website, including guidance to residents about living or owning property there.
4. Encourage Councillors to play an active role in raising awareness of conservation areas, for example through public meetings, promoting local history projects, arranging for officers to speak at local meetings etc.

5. Consider alternative ways to engage with residents and businesses about the need for planning permissions for certain alterations in conservation areas. This might include utilising social media to sign post them to the Council's website for comprehensive information.

Legislation, Council policy and procedures

6. Review current Article 4 directions to reflect changes in the General Permitted Development Orders and consider whether other classes should be included.
7. Ensure that procedures remain in place to undertake regular reviews of Watford Borough Council's Article 4 directions in order to address the potential impact of changes in technology or legislation.
8. Continue with the regular review of Watford Borough Council's toolkit of documents ensuring that these remain relevant.
9. Ensure that Watford Borough Council's development management officers continue to consult with the conservation and policy team when considering applications adjacent to conservation areas, in order to minimise the impact of new developments on properties within those areas.

Council resources

10. Continue to assign conservation area management responsibility to a designated officer and commit to providing adequate council resources to continue the excellent work that has been done to manage Watford's conservation areas and protect the character of Watford's built environment and street scene, particularly within designated conservation areas.

Training

11. Include conservation, design and enforcement issues in the induction and development management training for Councillors to establish a comprehensive training programme.

*PART A

Report to: Overview and Scrutiny Committee
Date of meeting: 16 June 2016
Report of: Committee and Scrutiny Officer
Title: Community Safety Partnership Task Group Membership 2016/17

1.0 SUMMARY

1.1 Overview and Scrutiny Committee is required to agree the membership of the Community Safety Partnership Task Group.

2.0 RECOMMENDATIONS

2.1 that the Overview and Scrutiny Committee agrees the maximum number of members for the Community Safety Partnership Task Group.

2.2 that Overview and Scrutiny Committee agrees the names of those Councillors appointed to the Community Safety Partnership Task Group.

Contact Officer:

For further information on this report please contact: Sandra Hancock,
Committee and Scrutiny Officer
telephone extension: 8377 email: legalanddemocratic@watford.gov.uk

Report approved by: Carol Chen, Head of Democracy and Governance

3.0 DETAILED PROPOSAL

Background

3.1 The Community Safety Partnership Task Group is a permanent Task Group reporting to Overview and Scrutiny Committee. The Council has a statutory duty to scrutinise the crime and disorder partnership, known in Watford as the Community Safety Partnership.

- 3.2 The appointment of the Task Group's membership is delegated to Overview and Scrutiny Committee; however the Chair is elected at the Task Group's first meeting. The Chair will be expected to attend Overview and Scrutiny Committee, if they are not already a member of that committee, and provide an update on the Task Group's work.
- 3.3 The Community Safety Partnership Task Group does not have to be politically balanced and is open to all non-Executive Councillors. Substitutions are not usually permitted on Task Groups; however an exception is made for Community Safety Partnership Task Group as it is not carrying out an ongoing review. Meetings are generally open to the public and the date, agenda and minutes are published on the Council's website.
- 3.4 In 2015/16 the Community Safety Partnership Task Group comprised the following seven non-executive Councillors –
- Councillor Seamus Williams (Chair)
 - Councillor Sohail Bashir
 - Councillor Stephen Bolton
 - Councillor Rabi Martins
 - Councillor Binita Mehta
 - Councillor Mo Mills
- 3.5 **Committee Membership 2016/17**
- Following the elections on 5 May 2016, the Democratic Services Manager emailed the political groups on the council for nominations to all committees. She included the Community Safety Partnership Task Group and noted that the membership would be agreed by Overview and Scrutiny Committee.
- 3.6 The following Members were listed for membership of the Task Group –
- Councillor Stephen Bolton
 - Councillor Aga Dychton
 - Councillor Amanda Grimston
 - Councillor Rabi Martins
 - Councillor Jagtar Singh Dhindsa
 - Councillor Matt Turmaine
- 3.7 As the Task Group can have up to seven members, on 1 June 2016 the Committee and Scrutiny Officer emailed all non-executive councillors seeking any further expressions of interest in the Task Group. At the time of publication there has been one response, which was from Councillor Stephen Cavinder expressing an interest. Any further updates will be provided at the meeting.

3.8 Overview and Scrutiny Committee is asked to consider the appropriate number of Members for the Task Group and agree the membership for the Community Safety Partnership Task Group, based on the information in paragraph 3.7 and any updates provided at the meeting. It is recommended that Task Groups comprise no more than five Councillors, however for the last few years it has been agreed by Overview and Scrutiny Committee that the Community Safety Partnership Task Group comprises seven Councillors.

3.9 The Task Group's Chair will be elected at the first meeting on Thursday 13 October 2016.

3.10 **Work Programme**

The timetable of meetings for 2016/17 agreed at Annual Council on 24 May 2016 indicates three meetings, which are

- Thursday 13 October 2016
- Thursday 26 January 2017 (if required)
- Wednesday 22 March 2017

3.11 The first meeting, in October is likely to carry out a six month review of the Community Safety Partnership's Plan. The third meeting in March would usually carry out an annual review of the current year's plan and consider the draft plan for the new year. Further discussions will need to take place with relevant officers and the Task Group to confirm the full work programme for the year

4.0 **IMPLICATIONS**

4.1 **Financial**

4.1.1 The Head of Finance comments that any costs arising out of the task group can be contained within existing budgets.

4.2 **Legal Issues (Monitoring Officer)**

4.2.1 The Head of Democracy and Governance comments that there are no legal implications in this report.

Appendices

None

Background Papers

Responses from the political groups

File Reference

None

Agenda Item 12

Overview and Scrutiny Committee Rolling Work Programme

2016/17

Committee Membership:

Chair **Councillor Kareen Hastrick**
Vice-Chair **Councillor Jagtar Singh Dhindsa**
Councillors **Joe Fahmy, Asif Khan, Rabi Martins, Anne Rindl, Nasreen Shah, Darren Walford and Tim Williams**

Date of Meeting	Item for agenda	Officer
16 June 2016	Community Safety Partnership Task Group – membership to be agreed	Committee and Scrutiny Officer
	Neighbourhood Forum Task Group membership	Committee and Scrutiny Officer
	Scrutiny proposal – Parking Strategy (Year 1 recommendations)	Committee and Scrutiny Officer
	Management of Conservation Areas – Cabinet response	Committee and Scrutiny Officer
	Work Programme	Committee and Scrutiny Officer
22 June 2016	Call-in only	
21 July 2016	Call-in	
	Q4 2015/16 Performance report	Partnerships and Performance Section Head
28 September 2016	Call-in	
	Quarter 1 2016/17 Performance report (TBC)	Partnerships and Performance Section Head

7 June 2016

Date of Meeting	Item for agenda	Officer
27 October 2016	Call-in only	
24 November 2016	Call-in	
	Quarter 2 2016/17 Performance report (TBC)	Partnerships and Performance Section Head
21 December 2016	Call-in only	
19 January 2017		
2 February 2017	Call-in only	
23 February 2017	Call-in only	
23 March 2017	Call-in	
	Quarter 3 2016/17 Performance report (TBC)	Partnerships and Performance Section Head

The future programme for forthcoming meetings does not include the standing items

- Executive Decisions Progress Report
- Hertfordshire County Council's Health Scrutiny Committee update
- Updates from Chairs of Scrutiny Panels and Task Groups
- Dates of Next Meetings