



ENVIRONMENT & ECONOMY SELECT COMMITTEE

Date: Monday, 3 July 2017

Time: 6.00pm,

Location: Shimkent Room - Daneshill House, Danestrete

Contact: Guy Moody - Tel 01438 242332

Members: Councillors: M Downing (Chair), M Hurst (Vice-Chair), J Brown,
J Fraser, A McGuinness, D Bainbridge, R Broom,
L Chester, L Harrington and J Lloyd

AGENDA

PART 1

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

2. TERMS OF REFERENCE

To note the Terms of Reference of the Environment & Economy Select Committee approved by Annual Council on 17 May 2017.

Terms of Reference attached pages 3 – 4

3. MINUTES - 1 MARCH 2017

To approve as a correct record the Minutes of the Environment & Economy Select Committee held on 1 March 2017.

Minutes attached pages 5 – 8

4. EXECUTIVE PORTFOLIO RESPONSE TO ALLOTMENTS REVIEW

To consider the Executive Member response to the recommendations made by the Committee following the review into Allotments.

Report attached pages 9 – 12

5. DRAFT SCOPING DOCUMENT & PRESENTATION - SCRUTINY REVIEW INTO THE INDOOR MARKET

To consider the draft scoping document and to receive a presentation by officers. Members are invited to amend or alter the scoping document so that it addresses the issues they wish to undertake in the review.

Report attached pages 13 – 16

6. ENVIRONMENT & ECONOMY SELECT COMMITTEE WORK PROGRAMME AND MEETING SCHEDULE FOR 2017-18

To note the Work Programme and meeting schedule for the Environment & Economy Select Committee for 2017-18.

Report attached pages 17 – 24

7. URGENT PART 1 BUSINESS

To consider any Part 1 business accepted by the Chair as urgent.

8. EXCLUSION OF PUBLIC AND PRESS

To consider the following motions –

1. That under Section 100(A) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as described in paragraphs 1 – 7 of Part 1 of Schedule 12A of the Act as amended by Local Government (Access to Information) (Variation) Order 2006.

2. That Members consider the reasons for the following reports being in Part II and determine whether or not maintaining the exemption from disclosure of the information contained therein outweighs the public interest in disclosure.

9. URGENT PART II BUSINESS

To consider any Part II business accepted by the Chair as urgent.

Agenda Published 22 June 2017

ENVIRONMENT AND ECONOMY SELECT COMMITTEE

1. Membership - 10 (not Members of the Executive)
2. Quorum - 3
3. Terms of Reference
 - 3.1 To determine a Scrutiny work programme to examine the spending, policies and administration of the Council's services within the purview of the Assistant Director (Regeneration), Assistant Director (Stevenage Direct Services), Assistant Director (Housing Development) and Assistant Director (Planning & Regulatory) and relationships with partners and external agencies involved with these services, together with a timetable and method of study for each topic.
 - 3.2 To determine formal recommendations in relation to scrutiny studies undertaken for reporting to the Council, Executive, other Committees, Officers and / or partner agencies as appropriate.
 - 3.3 To review the Forward Plan of Key Decisions in relation to services within the purview of the Assistant Director (Regeneration), Assistant Director (Stevenage Direct Services), Assistant Director (Housing Development) and Assistant Director (Planning & Regulatory), considering if it wishes to make any input to policy issues contained in the Plan and if so, how. In undertaking this work the Committee may call upon the relevant Executive Member and/or the Assistant Director to provide a briefing or take part in discussion.
 - 3.4 To consider any policy issues within the remit of the Select Committee referred by the Executive and raising any other issues it considers appropriate.
 - 3.5 To work with the other Select Committee or the Overview & Scrutiny Committee, as appropriate when considering cross-cutting scrutiny studies and policy development when both Committees have so agreed.
 - 3.6 To consider matters referred to the Committee under the procedure for the Councillor Call for Action in relation to matters within the purview of the Assistant Director (Regeneration), Assistant Director (Stevenage Direct Services), Assistant Director (Housing Development) and Assistant Director (Planning & Regulatory).
 - 3.7 In accordance with the Petitions Scheme, consider Petitions, Petition Reviews and interview Senior Council Officers (as requested by a Petition) in relation to matters within the purview

of the Assistant Director (Regeneration), Assistant Director (Stevenage Direct Services), Assistant Director (Housing Development) and Assistant Director (Planning & Regulatory).

- 3.8 In conjunction with the other Select Committee and the Overview and Scrutiny Committee, responsibility for the on-going development of the Policy Development and Scrutiny function of the Council.
- 3.9 To report to the Executive, other committees or Council, as appropriate.

STEVENAGE BOROUGH COUNCIL

ENVIRONMENT & ECONOMY SELECT COMMITTEE MINUTES

Date: Wednesday 1 March 2017

Time: 6:00 pm

Place: Shimkent Room, Daneshill House, Danestrete, Stevenage

Present: Members: M Downing (Chair), M Hurst (Vice-Chair), J Brown
L Chester, J Fraser and E Harrington.

Start/End Time: Start Time: 6:00 pm
End Time: 6.15 pm

1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Councillors D Bainbridge, R Broom and A McGuinness.

There were no declarations of interest.

2. MINUTES – 18 JANUARY 2017

It was **RESOLVED** that the Minutes of the meeting of the Environment and Economy Select Committee held on Wednesday 18 January 2017 are approved and signed by the Chair.

3. UPDATE ON THE PROVISION OF PUBLIC TOILETS IN THE TOWN

The Strategic Director presented a report giving an update to Members on the provision of public toilets across the Town. The report covered:

- The possibility of forming a Community Toilet Scheme in Stevenage and details of the scheme currently in operation at East Herts District Council;
- Increasing the provision and times when toilets are open to the public at Fairlands Valley Park, in particular during the summer months;
- Improving toilet provision visibility on the SBC website;
- The possibility of public funded buildings including community centres and council buildings to provide toilets accessible to the public.

The Chair advised that he had been on a visit with officers to East Herts District Council (EHDC) to obtain more information regarding the community toilet scheme which was run in their area. Officers advised that EHDC would be providing further clarification in relation to the fees payable to the participants of the scheme.

The Chair advised that the purpose of the review however, was not to replace existing provision but to fill in the gaps that currently existed. It was suggested that the views of the Businesses in the Town could be sought through the Business

Partnership to see if there was any interest in taking part in a community toilet scheme. Conversations also needed to be held with community centres around use of toilets in the centres but it was recognised that there had been issues in the past with regard to the misuse and vandalism of toilets inside community centres. It was also noted that public access could also be an issue if playgroups or children's groups were held in the centres.

In relation to the provision at Fairlands Valley, the consensus was that as part of the consideration of the Committee's work programme, Officers should be requested to undertake a separate piece of work to take a wider look at all facilities at the Valley including options available for toilet provision. Currently toilets were available at the Sailing Centre and the café but only when these facilities were open.

Concern was expressed by Members regarding the lack of facilities at high footfall retail areas such as the Roaring Meg shopping area.

In respect of the Old Town, the view of the Committee was that the opening hours of the public facilities should be extended if there was a major event going on in the High Street.

It was **RESOLVED** that a further progress report incorporating the issues raised at the meeting be brought back to this Committee in due course.

4. 2017/18 SCRUTINY WORK PROGRAMME

The Scrutiny Officer presented a report seeking Member's approval for the Scrutiny Work Programme for the new Municipal Year.

The Scrutiny Officer had canvassed all Members involved in the scrutiny process, responses had been received from a number of Members commenting on the current scrutiny arrangements. A number of topics were also suggested as potential scrutiny items.

It was **RESOLVED**

1. That Scrutiny Members' feedback on ideas for improving Scrutiny (see section 4 of the Scrutiny Officer's report) be noted.
2. That having considered ideas put forward by individual Members, and from the public (see section 5), the Committee determine the following subject matters to be added to a 'long list' work programme of potential Scrutiny reviews items for 2017/2018:
 - Open Spaces – including the use and facilities at Fairlands Valley Park;
 - Flood Risk Management;
 - Stevenage Indoor Market;
 - Neighbourhood Area Maintenance
 - Buses – including possible joint working with the Stevenage Bus User Group;
 - Town Twinning – potential cross cutting review with the

Community Select Committee on the economic and cultural value of town twinning to the Town;

- Cycleways – lighting and maintenance;
3. That the comments regarding the Future Town Future Council programme and the relationship between Scrutiny and the officer Senior Leadership Team (see section 5.4 & 5.5 of the report respectively) be noted.
 4. That the following matters be revisited for monitoring:
 - Inward Investment Opportunities and Business Support;
 - Allotments
 5. That the following subjects be agreed to go forward as areas for Policy Development work for the Committee:
 - Refuse and Recycling Services
 - Car Parking Strategy
 - Green Travel Plan – refresh in 2018
 - Town Centre Manager's Annual Report
 - Business Relationship Manager's Annual Report

4. URGENT PART I BUSINESS

None.

5. EXCLUSION OF PRESS AND PUBLIC

Not Required.

6. URGENT PART II BUSINESS

None.

CHAIR

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Executive Member Response To Allotments Scrutiny Review

Date Recommendations agreed by Scrutiny Select Committee:

Environment & Economy Select Committee, Wednesday 18 January 2017
(circulated 28 February 2017)

Date responses should be made by:

Executive responses on behalf of the Executive Portfolio Holders for Environment & Regeneration should be received by Monday 24 April 2017

Recommendations:

1. That Members and officers work with the Stevenage Gardens and Allotments Association and local schools to establish ways to encourage young people to take up gardening and keeping allotments, as a way of widening the demographics of allotment users.

Executive Response:

The emerging strategy includes actions to promote the benefits of allotment gardening for the whole community, and to investigate opportunities for community plots.

Officers will work with SGAA to consider opportunities to encourage involvement with children and young people.

Action: Assistant Director Stevenage Direct Services (To be appointed) & Environmental Performance & Development Manager, Julia Hill	
<p>2. That officers explore the possibility of working with Stevenage Gardens and Allotments Association to explore the possibility of Community Ownership of Allotments.</p> <p>Action: Assistant Director Stevenage Direct Services (To be appointed) & Environmental Performance & Development Manager, Julia Hill</p>	<p>Stevenage Gardens and Allotment Association currently manage the administration function of the allotment service on behalf of the Council. The Executive Members, of the Association, have previously expressed an interest in taking on additional maintenance responsibility in the future, but have concerns about their capacity to do so at the present time.</p> <p>The emerging strategy includes an action for SGAA and officers to develop proposals for future governance opportunities.</p>
<p>3. That officers revisit the current Appeals arrangements to improve and speed up the process.</p> <p>Action: Assistant Director Stevenage Direct Services (To be appointed) & Environmental Performance & Development Manager, Julia Hill</p>	<p>The Appeals process has been reviewed, and revised, by officers and approved by SGAA. The process will now take a maximum of 45 working days.</p>
<p>4. That officers discuss with Stevenage Gardens and Allotments Association ways in which overgrown allotments might be tidied up (without using a cultivator that spread weeds) to encourage new allotment hirers to take on new allotment strips.</p> <p>Action: Assistant Director Stevenage Direct Services (To be appointed) & Environmental Performance & Development Manager, Julia Hill</p>	<p>In 2017 we propose to work with SGAA to provide appropriate materials to use on vacant plots to suppress the weeds. These can be installed by Site Agents and removed as new plot holders start working their plot.</p> <p>This arrangement will be reviewed to assess the effectiveness.</p> <p>SGAA will also promote the availability of similar material at the allotment shop to assist plot holders struggling to keep larger plots weed free.</p>

<p>5. That officers work with the Stevenage Gardens and Allotments Association to consider ways in which new allotment hirers could be trained to gain the basic understanding and knowledge to work an allotment successfully.</p> <p>Action: Assistant Director Stevenage Direct Services (To be appointed) & Environmental Performance & Development Manager, Julia Hill</p>	<p>The emerging strategy includes actions for officers and SGAA to develop an introduction pack to assist new plot holders, and also to develop a series of seasonal advice sheets to assist all plot holders in making the most of their plot.</p>
<p>6. That officers consider what measures can be taken to direct allotment holders to publicly available toilets in the area, as any further onsite provision is not viable within the current budgetary restraints, but better information such as a map would be helpful.</p> <p>Action: Assistant Director Stevenage Direct Services (To be appointed) & Environmental Performance & Development Manager, Julia Hill</p>	<p>Over 56% of allotment sites now have toilet facilities available. Officers will consider the opportunities for access to other existing publicly available toilet facilities. Public toilets are limited to the town centre and Middle Row, Old Town.</p>
<p>7. That, building on the achievements already made, officers consider along with Stevenage Gardens and Allotments Association, ways in which the security can be improved and vandalism designed out of the allotment sites.</p> <p>Action: Assistant Director Stevenage Direct Services (To be appointed) & Environmental Performance & Development Manager, Julia Hill</p>	<p>An extensive capital programme of improvements has been undertaken in consultation with SGAA, which has included the installation of security fencing to all sites. The incidents of vandalism and theft has decreased significantly, following these works, and there have only been 2 incidents during the past 12 months.</p> <p>Officers will continue to work with SGAA to ensure that site security is maintained, and will provide advice to plot holders about securing their own property stored on the allotment sites.</p>
<p>8. That a detailed breakdown of the internal service charges be provided to Members of the E&E Select Committee in order</p>	

<p>that they can better understand why this makes up the largest proportion of the Allotment services overall costs.</p> <p>Action: Assistant Director Stevenage Direct Services (To be appointed) & Environmental Performance & Development Manager, Julia Hill</p>	
<p>9. That improved facilities for disabled plot holders will be monitored by Members when they revisit the review at a future meeting of the Environment & Economy Select Committee.</p> <p>Action: Assistant Director Stevenage Direct Services (To be appointed) & Environmental Performance & Development Manager, Julia Hill</p>	<p>The emerging strategy does include actions to support a review of the need for allotment facilities accessible to disabled or less-abled plot holders.</p>

Template Scoping Document

<u>Environment & Economy Select Committee</u>	
<u>Scrutiny Review Title:</u>	Indoor Market
<u>Background issues</u> to review – rationale for scrutinising this issue:	Members raised the issue of scrutinising the indoor market when the committee agreed items for the work programme in March 2017. When Members scrutinised the activities and performance of the Business Technology Centre they were keen for developing the support on offer to small business start-ups and existing small market traders and businesses located in the neighbourhood shops and the indoor market. Members are therefore keen to link this to activities in the Corporate Strategy regarding supporting local businesses.
Is the issue highlighted as one of the Council's corporate aims and objectives of the Council's <u>Corporate Strategy</u> , – 'Sharing the Dividends'? If so which one:	There is a commitment in the 2013-18 Corporate Strategy, 'Sharing the Dividends', with regard to "A Vibrant Town - Improve the economy and encourage financial resilience, "Support local businesses and develop and attract new businesses to the town"
Is this issue covered by the Future Town Future Council Programme ?	There are no specific references in the Future Town Future Council programme. However, the plans to regenerate the town centre are also linked to encouraging a vibrant shopping experience including a useful and affordable indoor market for local people.
Is this issue one that raises interest with the public via complaints or Members' surgeries or with Officers?:	There is no history of complaints regarding the indoor market. However, the market traders do raise issues about the location and support provided by the Council.
<u>Focus of the review:</u> (State what the review focus will be)	<p><i>To be identified by the Committee at the scoping meeting. Officers have suggested the following possible Options:</i></p> <p><i>Suggested areas to cover:</i></p> <ul style="list-style-type: none"> • Members to establish with officers what the current financial position is with the market/income/financial commitments • Looking at the current support structures provided by the Council and

establishing if these are adequate to support the small businesses based at the indoor market?

- Looking at what scope there could be for further improvements to the market
- Look at the current plans for the market
- What is the current and future viability of the indoor market?
- Will the Town Centre Regeneration offer any possible solutions to a new venue or improved current location?
- How does the market compare with other indoor markets?
- Does the quality of the offer have an impact on the number of users?
- Is the range of traders the right mix?
- Is the market too large?
- Are there any alternative venues for the market?
- What are the successes of the indoor market and where can things be improved? Can officers invite some case studies from a range of traders, long established, new niche markets etc.?
- The Traders cite the cost of parking as an issue to attracting shoppers. How much does the cost of parking effect the number of potential customers?

Some questions that Members may wish to ask:

- What is the long term viability of the indoor market?
- Is the current location the best location, if not in its current location where else would be suitable?
- How well is the market used?
- Is the provision meeting a need?
- How well does the market operate as a business incubation venue, are there examples of businesses that have grown from the Indoor Market and are now in a different commercial setting?
- What can be done to stimulate footfall to the Market?
- Are there any offers that can be provided to indoor market customers regarding parking?

Timing issues: Are there any timing constraints to when the review can be carried out?	Officers will advise at the meeting if there are any timing issues to consider. The review will have to fit in with the timing of the other Select Committee review work programme items.
The Committee will meet on (provide dates if known):	Dates: Day/Month/Time/Venue Monday 3 July 2017 – agree draft scope & receive presentation from officers Interviews with witnesses Monday 11 September and Monday 2 October 2017. Site visit to indoor market – date to be agreed Date to be agreed – agree recommendations & final report
SBC Leads (list the Executive Portfolio Holders and SD's Heads of Service who should appear as witnesses):	<i>Officers have suggested the following people:</i> <ul style="list-style-type: none"> • <i>Executive Portfolio Holder(s) for Resources, Cllr Mrs Joan Lloyd, Economy & Enterprise and Transport, Cllr Ralph Raynor and Environment & Regeneration</i> • <i>Strategic Director Environment, Tom Pike</i> • <i>Assistant Director, Clare Fletcher</i> • <i>Garages and Markets Manager, Carlo Perricone</i> • <i>CCTV & Car Parking Manager, Keith Moore</i>
Any other witnesses (external persons/critical friend)?:	To be identified by the Committee at the scoping meeting. <i>Possible options identified by officers:</i> <ul style="list-style-type: none"> • <i>Critical Friend – Would it be appropriate for this review to invite an officer from another local authority or from the NABMA (National Association of British Market Authorities) to speak as a “critical friend”? Officers to approach NABMA to invite them to take part.</i>
Allocation of lead Members on specific individual issues/questions:	To be identified by the Committee at the scoping meeting. Members will ask questions on the following areas (list the issues to address during the interviews):

Any other Questions Members wish to cover:	<u>Equalities & Diversity Issues</u> – Are there any specific E&D issues to consider in this review? – Are there any specific access arrangements for characteristic groups compared with other members of the community?
<u>Site visits and evidence gathering in the Community</u>	A site visit to the Indoor Market to meet with Market Traders.
<u>Equalities and Diversity issues:</u> The review will consider what the relevant equalities and diversity issues are regarding the Scrutiny subject that is being scrutinised	<i>To be identified by the lead Member – Cllr XXX</i>
<u>Constraints</u> (Issues that have been highlighted at the scoping stage but are too broad/detailed to be covered by the review):	<i>To be identified by the Committee at the scoping meeting 3 July 2017 (These issues can be captured and dealt with via other means – Briefings/email/officer action etc)</i> Any other matters that are not directly linked to the review into the indoor market should be directed to officers.
<u>Background Documents/data</u> that can be provided to the review	<i>As identified by the Committee at the draft scoping meeting 3 July 2017:</i>
<u>Agreed Milestones and review sign off</u> -To be agreed by Members and officers	<i>Formal response from Executive Portfolio Holder (Executives have a Statutory requirement to respond to Scrutiny review recommendations two months after receiving a final report and recommendations of a review: Date Executive Portfolio responses are expected (dependent on the final report & executive portfolio response template publishing date): DD MM YY</i> <i>Date for monitoring implementation of recommendations – final sign off (typically one year from completion of the review): DD MM YY (Close to this date the Select Committee will receive a report at a Committee meeting to agree the final sign off of the review recommendations)</i>

Lead AD	AD (Stevenage Direct Services) Vacant
Deputy	AD Planning & Regulatory
Chair	Cllr Michael Downing

Environment & Economy Select Committee Scrutiny Work Programme 2017-18

Scrutiny Review items 2017/18: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2017/18)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/ Deputy	SD/AD Comment - Likelihood of being delivered in 2017/18?	Chair/ Vice-Chair Preference & Priority
Indoor Market (High priority & suitable for scrutiny in 2017/18)	SD Tom Pike, AD Clare Fletcher (lead officers Julie Herbert/Carlo Perricone) Portfolio Holder for Economy, Enterprise & Transport, Cllr Ralph Rayner	Review start Monday 3 July 2017 (to be confirmed) Further dates to be confirmed from the generic Select Committee dates for 2017/18	(i) Would require a number of meetings, to be determined – (typically this would be 4 – 6 meetings) (ii) Full scope required (iii) Consider data on the market, current and historical & business case. Interviews with Market Traders Assoc. Market Holders (iv) The first meeting could agree the scope and receive a presentation from Carlo Perricone re the current service and recent developments. Members want to look at the long term viability.	Comment from SD Tom Pike - We have taken a number of steps in March 2017 to support the Market. A review of this, options for further improvement and longer-term direction would be welcomed. Propose to commence from summer onwards.	High – strong contender for main review item	Chair – First choice priority

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Scrutiny Review items 2017/18: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2017/18)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/ Deputy	SD/AD Comment - Likelihood of being delivered in 2017/18?	Chair/ Vice-Chair Preference & Priority
<u>Open Spaces - specifically facilities at Fairlands Valley Park</u> (High priority & suitable for scrutiny in 2017/18)	SD Tom Pike, AD Stevenage Direct Services (Vacant)/ Portfolio Holder for Environment & Regeneration, Cllr John Gardner		(i) Would require a number of meetings, to be determined – (typically this would be 4 – 6 meetings) (ii) full scope required (iii) Officer report/presentation leading to interview with officers/Exec Member/Users (iv) Include 26 Sep 2017 Member Briefing as background data	Comment from SD Tom Pike - Note this will link with review of SLL contract. Timing should align with that if possible.	Medium	Chair – Second choice priority
<u>Flood Risk Management</u> (Medium priority & suitable for Scrutiny in 2017/18)	SD Tom Pike, AD Zayd Al-Jawad, Portfolio Holder for Environment & Regeneration, Cllr John Gardner	Date to be confirmed.	(i) Potentially could be covered by one meeting (ii) simple scope (iii) Receive a report from the AD Zayd Al-Jawad re Sustainable Drainage Systems. Issues in an urban area (iv) Members comment on the AD's report, which could lead to further scrutiny -Invite Portfolio Holder.	Comment from SD Tom Pike & AD Zayd Al-Jawad - Early briefing note in Summer is recommended and deliverable	This is a one off – High	Chair – Flood defence is an important issue and should be routinely reviewed (by officers).
<u>Buses</u> (Medium priority & suitable for Scrutiny in 2017/18)	SD Tom Pike, AD Zayd Al-Jawad, Portfolio Holder for Environment & Regeneration, Cllr John Gardner		(i) Ideally this would be covered in a one-off joint discussion meeting with <u>BUGS</u> (ii) simple scope (iii) Joint meeting with BUGS (date to be agreed) (iv)	Comment from SD Tom Pike – The Council wishes to support bus users. However, the scope of the review is likely	Unknown	Chair - The Council can offer support to GUGS re buses

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Scrutiny Review items 2017/18: (Priority of potential scrutiny review items High/Medium/Low and suitability in 2017/18)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting & (iv) other details	Comment by lead Assistant Director/ Deputy	SD/AD Comment - Likelihood of being delivered in 2017/18?	Chair/ Vice-Chair Preference & Priority
			Scrutiny Officer Comment - Essentially this joint meeting would be about establishing what more the Council can do (beyond its current backing) to support Bus users in Stevenage	to be limited given the authorities narrow role in this area, as such officers are looking to Members to be clear what they would be scrutinising.		
<p>2019</p> <p>Neighbourhood Maintenance</p> <p>(Recommended item remain on the work programme but may need to be deferred until 2018/19)</p>	SD Tom Pike, AD Communities & Neighbourhood (position vacant) Portfolio Holder for Environment & Regeneration, Cllr John Gardner	Potential to plan for a start date in <u>Feb/March 2018</u> when the first phase of the Community Neighbourhood Management should be implemented, but any further work would likely roll into 2018/19.	(i) <u>Would require a number of meetings</u> , to be determined – (typically this would be 4 – 6 meetings) (ii) Full scope (iii) Officer report presentation leading to interviews with officer Neighb'hood Wardens/ Exec Member and local businesses/ Shops (iv) Neighbourhood Maintenance involving friends of groups and residents taking on their own patch. Focus on lessons learned from first phase of CNM programme	Comment from SD Tom Pike - As lessons learned from first phase of CNM programme in key wards this could be picked up by Scrutiny in early 2018 and roll into or start of 2018/19 Municipal Year.	Low – aim for 2018	

Monitoring of Previous Recommendations/Actions							
Scrutiny items: (Follow up in 2017/18)	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/Style of meeting	Scoping details (whether full scope or simple scope required)	Other details	Comment by lead Assistant Director/ Deputy
<u>Allotments – Consider Exec Member Response</u>	AD Stevenage Direct Services (Vacant) / Portfolio Holder for Environment & Regeneration, Cllr John Gardner	Monday 3 July 2017 (to be confirmed)	<u>Yes, covered in one meeting</u>	This will feature as an item on the agenda of a meeting combined with other items being revisited	Not applicable	Opportunity for Members to consider Exec Member response	Comment from SD Tom Pike - Suggest we take in early spring
<u>Promotion of publicly available toilets – Progress Report on policy options</u>	Stevenage Direct Services (Vacant) AD Andy Sowden Acting HoS / Portfolio Holder for Environment & Regeneration, Cllr John Gardner	Date in Sep/Oct 2017 (to be confirmed)	<u>Yes, covered in one meeting</u>	This will feature as an item on the agenda of a meeting combined with other items being revisited	Not applicable	Officer report on final settled Policy Options which Members comment on.	
<u>Inward</u>	SD Tom Pike, AD		<u>Potentially one</u>	Data provided by	Discuss with	<u>Matter could be</u>	Comment from SD

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Investment Opportunities & Business Support – revisit to previous review (completed 2012 & revisited 2015) (Low priority re resources)	Zayd Al-Jawad, Portfolio Holder for Economy, Enterprise & Transport, Cllr Ralph Raynor		meeting if it can be combined with the Business Relationship Manager's Annual Report Policy Dev item.	officers for Members to discuss.	AD Planning & Regulatory	addressed at Policy Dev meeting. Cllr J Brown wishes to address info on avg income for SG residents who live and work in town	Tom Pike - Take as a PD item with the Annual Business Relat. Mgt. Report. New AD/team comment on direction for Business Relationship & refer back to previous review work.
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Policy Development Items:	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/Style of meeting	Scoping details (whether full scope or simple scope)	Other details	Comment by lead Assistant Director/ Deputy
Car Parks Strategy	Tom Pike SD/ Zayd Al-Jawad AD /Robert Woodisse, Exec Portfolio for Environment & Regeneration, Cllr John Gardner	Date in Oct/Nov 2017 for Policy Development meeting. (Date to be agreed with all parties)	Ideally one meeting	Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss content and shape of a Policy document before it is finalised in order to shape the final outcome		These meetings are informal, not clerked by Constitutional Services so ADs would need to arrange support from own team. Con Services will help with meeting set up i.e. room booking & invites but not agenda/notes	Comment from SD Tom Pike - Take in autumn 2017 pre-budget cycle
Town Centre Manager's Annual Report	Tom Pike SD, Zayd Al-Jawad AD, (Julie	Date in Jan/Feb 2018 for Policy	Ideally one meeting	Opportunity for Executive Portfolio Holder to meet		These meetings are informal, not clerked by Constitutional	Comment from AD Zayd Al-Jawad suggests a Jan/Feb

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Policy Development Items:	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/Style of meeting	Scoping details (whether full scope or simple scope)	Other details	Comment by lead Assistant Director/ Deputy
	Herbert/Carlo Perricone) Exec Portfolio for Economy, Enterprise & Transport, Cllr Ralph Raynor	Development meeting. (Date to be agreed with all parties)		with officers and Scrutiny Members to discuss content and shape of a Policy document before it is finalised in order to shape the final outcome		Services so ADs would need to arrange support from own team. Con Services will help with meeting set up i.e. room booking & invites but not agenda/notes	2018 date to review current work and events.
Business Relationship Manager's Annual Report	Tom Pike SD/ Zayd Al-Jawad AD Exec Portfolio for Economy, Enterprise & Transport, Cllr Ralph Raynor	Date in Jan/Feb 2018 for Policy Development meeting. (Date to be agreed with all parties)	Ideally one meeting	Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss content and shape of a Policy document before it is finalised in order to shape the final outcome		These meetings are informal, not clerked by Constitutional Services so ADs would need to arrange support from own team. Con Services will help with meeting set up i.e. room booking & invites but not agenda/notes	Comment from AD Zayd Al-Jawad - suggest a Jan / Feb 2018 date to review current work.
Refuse & Recycling – Options for future direction	Tom Pike SD/ Vacant AD/ Interim Lead Kevin Basford/Exec Portfolio for Environment &	Date in March 2018 for Policy Development meeting. (Date to be agreed with all parties)	Ideally one meeting	Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members to discuss content and shape of a		These meetings are informal, not clerked by Constitutional Services so ADs would need to arrange support from own team. Con	Comment from SD Tom Pike – This issue could be considered later in the 2017/18 year should a proposal come forward from

Item 6

Policy Development Items:	Strategic Director, Assistant Director, Lead Officer(s) & Portfolio Holder	Provisional meeting date(s) identified	Number of meetings item can be covered in?	Expectation/Style of meeting	Scoping details (whether full scope or simple scope)	Other details	Comment by lead Assistant Director/ Deputy
	Regeneration, Cllr John Gardner			Policy document before it is finalised in order to shape the final outcome		Services will help with meeting set up i.e. room booking & invites but not agenda/notes	the new AD
Green Travel Plan Refresh 2018-2023	T Pike SD/ Zayd AD /R Woodisse, Portfolios for Env & Regen, & Econ Ent & Travel	Not to be scheduled in 2017/18.	Ideally one meeting	Ditto above		Ditto above	Comment from SD Tom Pike – Recommend that we do this at the start of 2018/19

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