



## ENVIRONMENT & ECONOMY SELECT COMMITTEE

Date: Tuesday, 25 June 2019

Time: 6.00pm,

Location: Shimkent Room, Daneshill House, Danestrete

Contact: Ian Gourlay (01438) 242703

Members: Councillors: M Downing (Chair), A Mitchell CC (Vice-Chair),  
D Bainbridge, S Barr, S Booth, A Brown, J Brown,  
T Callaghan, D Cullen, J Hanafin and L Rossati

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### AGENDA

#### PART 1

**1. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

**2. MINUTES - 28 FEBRUARY 2019**

To approve as a correct record the minutes of the Environment & Economy Select Committee meeting held on Thursday 28 February 2019.

Pages 3 – 6

**3. MINUTES - 13 MARCH 2019**

To approve as a correct record the minutes of the Environment & Economy Select Committee meeting held on Wednesday 13 March 2019.

Pages 7 – 10

**4. TERMS OF REFERENCE**

To note the Terms of Reference for the Select Committee, as agreed at Annual Council on 22 May 2019.

Pages 11 – 12

**5. WORK PROGRAMME 2019/20**

To receive an updated version of the Select Committee's Work Programme for 2019/20.

Pages 13 – 20

**6. LOCAL NEIGHBOURHOOD CENTRES REVIEW - SCOPING DOCUMENT**

To consider a scoping document for the Select Committee's review of Local Neighbourhood Centres.

Pages 21 – 24

**7. REVIEW OF LOCAL POST OFFICE SERVICES IN STEVENAGE - SCOPING DOCUMENT**

To consider a scoping document for the Select Committee's review of Post Office Services in Stevenage.

Pages 25 – 28

**8. URGENT PART 1 BUSINESS**

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

**9. 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.

**10. URGENT PART II BUSINESS**

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

**Agenda Published 17 June 2019**

## STEVENAGE BOROUGH COUNCIL

### ENVIRONMENT & ECONOMY SELECT COMMITTEE MINUTES

Date: Thursday, 28 February 2019

Time: 6.30pm

Place: Autun Room - Daneshill House, Danestrete

**Present:** Councillors: Michael Downing (Chair), Lloyd Briscoe, Jim Brown, Lizzy Kelly, Andy McGuinness and Adam Mitchell CC.

**Also Present:** Councillor Ralph Raynor (Portfolio Holder for Economy, Enterprise & Transport)  
Mr Phil Hutchinson (Head of Strategic Planning, Govia Thameslink Railway)  
Mr Paul Codd (Stakeholder Manager, Govia Thameslink Railway)  
Mr Neil Henry (Head of Operations South, Network Rail)  
Mr Ken Mason (Infrastructure Projects Manager, Network Rail)

**Start / End Time:** Start Time: 6.30pm  
End Time: 7.55pm

#### 1 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Councillors Jamie Fraser, Sarah-Jane Potter and Simon Speller (due to a Mayoral commitment).

It was also noted that apologies for absence had been submitted by the Stevenage Rail user Group.

There were no declarations of interest.

#### 2 **MINUTES - 31 JANUARY 2019**

It was **RESOLVED** that the Minutes of the Environment & Economy Select Committee meeting held on 31 January 2019 be approved as a correct record and signed by the Chair.

#### 3 **STEVENAGE RAIL STATION SERVICE UPDATE**

The Govia Thameslink Railway (GTR) and Network Rail representatives gave a presentation on performance statistics, enhanced services (including the summer timetable), proposals for the future, and the plans for the Stevenage Turnback Facility.

The Select Committee was informed that GTR operated the Southern, Thameslink, Great Northern and Gatwick Express services. There were over 1 million journeys per day, on 3,600 trains. GTR employed over 7,000 staff. In delivering the

enhanced Thameslink Programme, GTR had implemented a management contract for the Department of Transport, in order to transform north-south travel, which included 20 trains per hour in both directions through the London core.

The GTR representatives drew attention to a number of performance statistics, including 87% of all services running at the Public Performance Measure target of service arriving at final destination within a 5 minute window; and 59% of all services arriving exactly on time at every station. The May 2019 timetable was being tuned for punctuality, in line with a new right time railway initiative with an ambition of 70%+ trains arriving on time at every station.

In terms of the Summer (May) 2019 timetable, the GTR representatives advised that there would be an additional 31 new weekday train services, including 28 extra Brighton to Cambridge services (an additional 1 or 2 trains per hour in both directions). There would be approximately 180 new train services on Saturdays and approximately 100 new train services on Sundays (precise details were summarised in two powerpoint slides).

Building on the delivery of the improved Winter 2018 timetable, the GTR representatives stated that 2,000 smartphones would be issued to station team members; timetables would be available online and in print; passenger awareness campaigns, including posters, web updates, e-mails and wider marketing; and introduction of station support volunteers.

In respect of the Stevenage Turnback Facility (5<sup>th</sup> Platform), the Network Rail representatives advised that this would result in more trains per hour and improved reliability on the Hertford Loop, building on the benefits of the new 717 fleet of trains, and increasing connectivity at Stevenage for destinations on the East Coast Main Line.

The Select Committee noted that replacement bus services would be essential during the Turnback works, although it was hoped to escalate the programme of works to meet a completion date of late 2020 or possibly earlier (currently scheduled for a September 2021 completion).

The Network Rail representatives explained that journeys from Watton-at-Stone to Hertford North and further south would not be affected, but there would be 2 replacement buses per hour each way between Stevenage and Hertford North and 1 replacement bus per hour each way between Stevenage and Watton-at-Stone. Details of the replacement buses to be used on both routes were provided, together with the bus stops to be used at all 3 stations.

In terms of passenger communications regarding the Turnback Facility works, the Select Committee was informed that details were currently on the website and posters had been displayed. Leaflets and advertising was pending, as were drop-in sessions at Hertford North station and public engagement through social media and wider marketing channels.

During the course of the presentation, the following issues were considered:

- The Cambridge Rail User Group had engaged effectively with Network Rail and GTR over network/timetabling issues; Network Rail / GTR had arranged two meetings with the Stevenage Rail User Group, but unfortunately the Group had been unable to attend on both occasions.
- Pocket size fold out timetables would be produced, but there were no plans to produce timetable booklets.
- The regrettable problems experienced following the introduction of the May 2018 timetable had largely been addressed, including the issue of driver training and operatives being in the right place at the right times.
- The GTR representatives would respond to Members of the Committee regarding a query raised in respect of the 82% Public Performance Measure relating to the percentage of trains which had run to schedule.
- With particular reference to Finsbury Park station, the Network Rail/GTR representatives acknowledged the difficulties caused by last minute platform changes. They explained the reasons for such changes, and would be working to improve communications so that the process in future was much slicker.
- The Select Committee was advised of ticketing promotions, such as Key Go / Key Card / Oyster Card, together with the possibilities for extending the use of these forms of ticketing.
- It was noted that the King's Cross Signalling facility was over 40 years old, and that plans were in progress for the remodelling of this facility, which would entail disruptive weekend works from late June 2019, with peak disruption from December 2020 to March 2021.
- In terms of the works relating to the Stevenage Turnback facility, the GTR representatives undertook to respond to Select Committee Members on the possibility for the replacement buses to be adapted to take full size bicycles, and possible discounted fares for those using replacement buses during the construction works, and to clarify the situation with regard to the use of replacement buses during weekends throughout that period.

It was **RESOLVED**:

1. That, notwithstanding the absence of representatives from the Stevenage Rail User Group, the developments in the timetabling of trains be noted, and it be hoped that Network Rail and Govia Thameslink Railway's continue consultation with users and SBC Members over future timetabling development.
2. That Network Rail's plans for the Stevenage Turnback Facility (5<sup>th</sup> Platform), including the temporary replacement bus services whilst works take place and the escalated plans for completion of the project, be noted.
3. That the Select Committee continue to take note of events and outcomes relating to GTR timetabling issues and the Stevenage Turnback Facility.
4. That the GTR representatives provide responses for circulation to Select Committee Members in respect of the following outstanding issues:
  - Public Performance Measure (PPM) Targets and actual performance;

- Buses – possible adaptation to take full size bicycles;
- Fares – possible discounted fares for those using replacement buses during the construction works on the Stevenage Turnback Facility; and
- Clarity with regard to the situation with the use of replacements buses during weekends throughout the construction works on the Turnback Facility.

4 **URGENT PART 1 BUSINESS**

None.

5 **EXCLUSION OF PUBLIC AND PRESS**

Not required.

6 **URGENT PART II BUSINESS**

None.

**CHAIR**

## STEVENAGE BOROUGH COUNCIL

### ENVIRONMENT & ECONOMY SELECT COMMITTEE MINUTES

Date: Wednesday, 13 March 2019

Time: 6.00pm

Place: Shimkent Room, Daneshill House, Danestrete

**Present:** Councillors: Michael Downing (Chair), Matthew Hurst (Vice-Chair), Lloyd Briscoe, Jim Brown, Lizzy Kelly and Adam Mitchell CC.

**Start / End** Start Time: 6.00pm  
**Time:** End Time: 7.15pm

#### 1 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for Absence were received from Councillors Sarah-Jane Potter and Simon Speller.

Councillor Michael Downing declared a non-pecuniary interest in Item 2 – Environment and Economy Select Committee – Work Programme – Paragraph 5.1.6 relating to the Transport Strategy as Chairman of the Bus User Group (BUGS).

#### 2 ENVIRONMENT AND ECONOMY SELECT COMMITTEE - WORK PROGRAMME

The Committee considered a report by the Council's Scrutiny Officer, which invited the Committee to agree its Scrutiny Work Programme for the 2019/2020 Municipal Year. The report highlighted Members responses to a Scrutiny survey, suggestion by Members and residents for future Scrutiny Reviews, Monitoring Reviews of Recommendations and Policy Development Scrutiny work to be undertaken by Portfolio Holder Advisory Groups. With regard to suggestions by residents, Members were informed that responses had been provided to the respective residents.

Members discussed the suitability of the topics proposed and whether the Committee was of the view that the scrutiny process could add value to their consideration.

It was **RESOLVED**:

1. That Scrutiny Members' feedback on ideas for improving Scrutiny as set out in section 4 of the report be noted.
2. That having considered ideas put forward by individual Members, the following matters be added to the list for consideration, prioritisation and scoping as possible Environment and Economy Select Committee Scrutiny Work Programme items for 2019/2020:

- **Post Office Provision across the Town:** The review should

include coverage across the Town, ownership, the relationship between post offices and the shop operators, consideration of where the Post Office would be in five years time. Members also agreed it would be useful to speak to affected staff about how terms/conditions and training had changed.

- **Fairlands Valley Park:** it was agreed that this item should be taken in conjunction with the review of leisure facilities and parks detailed at paragraph 5.1.2 of the officer's report. The Assistant Director (Direct Services) suggested that the broader, strategic scrutiny could be undertaken by the Environment and Economy Select Committee with the more detailed Fairlands Valley Park scrutiny being undertaken by the Community Select Committee. The link with other Council strategies such as the Healthy Stevenage Strategy should also be considered.
- **Impact on Brexit on the Local Economy:** It was noted that the Senior Leadership Team was monitoring this on a daily basis and that the Council was actively tracking the developments on a Business Continuity basis so it would not be suitable to include the issue in the Committee's Work Programme.
- **Town Centre Regeneration/SG1 Project:** Agreed that this was in the remit of the Planning and Development Committee.
- **Emerging Transport Strategy:** The Planning Policy Manager advised that the consultation on the Strategy had been extended until the end of March. Responses would then be evaluated and a report would be submitted to the Executive and then on to the Overview and Scrutiny Committee in the Summer. An update on the Strategy could be provided to the Committee at a later date.
- **Outcome of the Local Plan:** Agreed that this was in the remit of the Planning and Development Committee.
- **Climate Change:** The Planning Policy Manager agreed to circulate to Members the Climate Change Strategy that was produced by the Council in 2009. The Assistant Director (Direct Services) suggested that this issue could be aligned with the Corporate Asset Management Strategy.
- **Non-Domestic Rate Income:** it was agreed that this should be suggested as a scrutiny item for the Overview and Scrutiny Committee.
- **Impact on Schools of the Academisation Programme:** it was agreed that this should be suggested as a scrutiny item for the Overview and Scrutiny Committee.
- **Local Neighbourhood Centres:** It was agreed that this be the Committee's main review item for the year commencing in the Autumn 2019.
- **Fly-tipping of Bulky Goods:** officers agreed to ask the Assistant Director (Housing and Investment) to circulate the relevant policy to Members.
- **Offer from Govia Thameslink Railways:** agreed that this should be an ongoing issue for the Committee including the involvement of London North Eastern Railway (LNER).



- **Play Areas:** An update will be provided to the Committee on the unsupervised Area Play Equipment Programme which was currently underway.
  - **Cycling:** officers confirmed that this would be linked to the Transport Strategy along with other relevant plans and strategies.
3. That the following items which were the subject of previous studies be included in the work programme for an update on the issues:
- Maintenance of trees, hedges and shrub beds linked to fly tipping;
  - Business Technology Centre Review;
  - In relation to the review of open spaces, it was noted that this would be included in the review referred to in recommendation 2 above.
4. That the following issues be included in the work programme for the Portfolio Holder Advisory Group (PHAG) meetings to carry out policy development work for 2019/2020 (Paragraph 7.1 to the report referred):
- Review of Bring Back Recycling Sites scheduled for Executive in July 2019, PHAG meeting in June 2019
  - Design Guide Supplementary Planning Document (SPD) to be scheduled for Executive in 2019/20, PHAG meeting to be scheduled in 2019/20
  - Parking Supplementary Planning Document (SPD) to be scheduled for Executive in 2019/20, PHAG meeting to be scheduled in 2019/20
  - Economic Development Strategy to be scheduled for Executive in 2019/20, PHAG meeting to be scheduled in 2019/20
  - Town Centre Parking Strategy to be scheduled for Executive in 2019/20, PHAG meeting to be scheduled in 2019/20.

3 **URGENT PART 1 BUSINESS**

None.

4 **EXCLUSION OF PUBLIC AND PRESS**

Not Required.

5 **URGENT PART II BUSINESS**

None.

**CHAIR**

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## **ENVIRONMENT AND ECONOMY SELECT COMMITTEE – TERMS OF REFERENCE**

1. Membership - 11 (not Members of the Executive)
2. Quorum - 4
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 Strategic Director (Environment), 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 Strategic 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 Community 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 Strategic Director (Environment).
  - 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 Strategic Director (Environment).

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

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| <b>Lead AD</b> | <b>AD (Stevenage Direct Services) Craig Miller</b>                              |
| <b>Deputy</b>  | <b>AD (Planning &amp; Regulatory) (Interim - Chris Berry)<br/>Zayd Al-Jawad</b> |
| <b>Chair</b>   | <b>Cllr Michael Downing</b>                                                     |

**Environment & Economy Select Committee Scrutiny Work Programme 2019-20**  
(Including main review items, one-off meetings, statutory and standing items, review revisits and policy development items)

| <b>Scrutiny Review items 2019/20:</b><br>(Priority of potential scrutiny review items High/Medium/Low and sustainability in 2019/20)                                                                        | <b>Strategic Director, Assistant Director, Lead Officer(s) &amp; Portfolio Holder</b>                              | <b>Provisional meeting date(s) identified</b> | <b>Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting &amp; (iv) other details</b>                                               | <b>Comment by lead Assistant Director/Deputy</b> | <b>SD/AD Comment - Likelihood of being delivered in 2019/20?</b> | <b>Chair/ Vice-Chair Preference &amp; Priority</b>            |
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| (High Priority)<br><u>Local Neighbourhood Centres</u> – A review would provide an opportunity to align the Asset Management Strategy, which is working through the Locality Reviews, with the same process. | SD Tom Pike, ADs Finance & Estates, Housing Development, Communities & Neighbourhoods & Stevenage Direct Services. | Start in the Autumn 2019. (Sep/Oct)           | (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 | This could be the main review for the year.      | Yes will be delivered in 2019/20                                 | The Chair has agreed that this would be the main review item. |
| (Medium Priority)                                                                                                                                                                                           | AD Stevenage                                                                                                       | Possibly                                      | (i) Would require a number                                                                                                                                                                                          | This work would link                             | Yes, could be                                                    | The Chair is                                                  |

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| <b>Scrutiny Review items 2019/20:</b><br>(Priority of potential scrutiny review items High/Medium/Low and suitability in 2019/20)                                                                                               | <b>Strategic Director, Assistant Director, Lead Officer(s) &amp; Portfolio Holder</b>                                                                                                                                                     | <b>Provisional meeting date(s) identified</b>                                                                                                                                                             | <b>Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii)Expectation/ style of meeting &amp; (iv) other details</b>                             | <b>Comment by lead Assistant Director/Deputy</b>                                                                                                                                                                                                                      | <b>SD/AD Comment - Likelihood of being delivered in 2019/20?</b>                                                                                                                      | <b>Chair/ Vice-Chair Preference &amp; Priority</b>                                                                                                                                          |
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| <p>Leisure Facility and Parks at <u>Fairlands Valley Park - linked to Parks &amp; Open Space Strategy - To provide a progress report following the proposed improvements to Fairlands Valley Park offer in summer 2019.</u></p> | <p>Direct Services, Craig Miller, AD Communities &amp; Neighbourhoods Rob Gregory, Portfolio Holder for Children, Young People and Leisure Cllr Richard Henry, Portfolio Holder for Environment &amp; Regeneration, Cllr John Gardner</p> | <p>conducted over 2 meetings. 1<sup>st</sup> meeting in Nov 2019 and a further meeting in Feb 2020</p>                                                                                                    | <p>of meetings, to be determined (ii) full scope required (iii) Officer report/presentation leading to interview with officers/Exec Member/Users(if identifiable)</p>                            | <p>to the Parks and Open Space Strategy to be progressed by the E&amp;E Select Committee and the discreet area of FVP to be progressed by the CSC. A strategic view of the town's leisure facilities and parks including its formal and informal users and groups</p> | <p>delivered in 2019/20. This piece of work would need to co-ordinate with the wider review that the CSC are undertaking into Sports &amp; Leisure Opportunities across the town.</p> | <p>keen to pursue this issue.</p>                                                                                                                                                           |
| <p>(Medium Priority) Rail Timetable and 5<sup>th</sup> Platform Update for Stevenage Rail Station.</p>                                                                                                                          | <p>AD Planning &amp; Regulatory Chris Berry/Zayd Al-Jawad – Portfolio Holder for Econ , Enterprise &amp; Travel, Cllr Lloyd Briscoe</p>                                                                                                   | <p>Possibly late July 2019 following the May 2019 timetable upgrade (but dependent on getting GNER specifically &amp; the other parties' availability).<br/><br/>Date options under consideration 23,</p> | <p>(i) This would be carried out in one meeting, (ii) a formal scope would not be required (iv) representation from GNER would be required along with GTR, Network Rail &amp; HCC Transport.</p> | <p>This meeting would provide a further opportunity to keep dialogue open with the rail companies regarding local services and updates on the 5<sup>th</sup> platform and temporary bus service for the Hertford Loop.</p>                                            |                                                                                                                                                                                       | <p>The Chair is keen to follow up the session held in Oct 2018. The initial reason was to support a rail user group, this is now unlikely but the importance of these rail developments</p> |

| <b>Scrutiny Review items 2019/20:</b><br>(Priority of potential scrutiny review items High/Medium/Low and suitability in 2019/20) | <b>Strategic Director, Assistant Director, Lead Officer(s) &amp; Portfolio Holder</b>                                                 | <b>Provisional meeting date(s) identified</b>                                                              | <b>Other details: i.e. (i) Number of meetings item can be covered in? (ii) Whether scoping required? (iii) Expectation/ style of meeting &amp; (iv) other details</b>                                                                                                                 | <b>Comment by lead Assistant Director/Deputy</b>                                                                                      | <b>SD/AD Comment - Likelihood of being delivered in 2019/20?</b>                   | <b>Chair/ Vice-Chair Preference &amp; Priority</b>      |
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|                                                                                                                                   |                                                                                                                                       | 25 or 29 July 2019.                                                                                        |                                                                                                                                                                                                                                                                                       |                                                                                                                                       |                                                                                    | are strategically important to the town.                |
| <u>(Medium Priority) Post Office provision across the town</u><br><br>Page 15                                                     | SD Tom Pike, AD Stevenage Direct Services, Craig Miller/ Portfolio Holder for Environment & Regeneration, Cllr John Gardner           | Summer 2019 – Scrutiny Officer to liaise with Sub Post Offices and WH Smith regarding attending a meeting. | (i) Chair and Lead AD with Scrutiny Officer to determine whether scrutiny could be achieved in single meeting or whether further meetings would be required, (ii) scope depends on outcome of (i). Agreed that this should be a single meeting with scope presented to E&E Committee. | Tom Pike Strategic Director has stated that this is an issue of interest to Members and local residents but is not a Council service. | This can be achieved so long as the relevant parties can attend a one-off meeting. | The Chair is keen to have a one off meeting in 2019/20. |
| <u>(Medium Priority) Emerging Transport Strategy (to include an update on the cycling strategy)</u>                               | SD Tom Pike, AD (Planning & Regulatory) Chris Berry/Zayd Al-Jawad, Portfolio Holder for Environment & Regeneration, Cllr John Gardner | Summer 2019                                                                                                | (i) This could be covered in one meeting, (ii) no specific scrutiny scope required                                                                                                                                                                                                    |                                                                                                                                       | Should be considered in 2019/20.                                                   |                                                         |
| (Priority unclear as item was considered at an Extraordinary                                                                      | Assistant Director (Planning & Regulatory), Chris                                                                                     | ?                                                                                                          | As this issue is now being considered at an extraordinary meeting of                                                                                                                                                                                                                  | A copy of the 2009 Council Climate Change document                                                                                    |                                                                                    |                                                         |

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| <b>Scrutiny Review items 2019/20:</b><br>(Priority of potential scrutiny review items High/Medium/Low and suitability in 2019/20) | <b>Strategic Director, Assistant Director, Lead Officer(s) &amp; Portfolio Holder</b>                                                      | <b>Provisional meeting date(s) identified</b>                                      | <b>Other details: i.e.</b><br>(i) Number of meetings item can be covered in?<br>(ii) Whether scoping required?<br>(iii) Expectation/ style of meeting &<br>(iv) other details | <b>Comment by lead Assistant Director/Deputy</b>                                                                                              | <b>SD/AD Comment - Likelihood of being delivered in 2019/20?</b>                                                                                                   | <b>Chair/ Vice-Chair Preference &amp; Priority</b> |
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| Council meeting in June 2019) Item on Climate Change Strategy                                                                     | Berry/Zayd Al-Jawad, Portfolio Holder for Environment & Regeneration, Cllr John Gardner                                                    |                                                                                    | Council any resulting actions will be picked up by officers and partners. Members are invited to consider if a separate E&E review is now helpful.                            | will be circulated to Members and will be discussed at a future meeting.                                                                      |                                                                                                                                                                    |                                                    |
| (Low Priority) Update on Review of Maintenance of Trees, Hedges and Shrub beds                                                    | Assistant Director (Stevenage Direct Services) Craig Miller, Portfolio Holder for Environment & Regeneration, Cllr John Gardner            | Q3 – (to be scheduled in Oct/Nov/Dec)                                              | Likely to be a single meeting or an item on an agenda                                                                                                                         | The Assistant Director can supply an update as an item on an agenda                                                                           | Lower Priority but will be delivered in 2019/20                                                                                                                    |                                                    |
| (Low Priority) Update on the 2016 Business Technology Centre Review                                                               | Assistant Director (Planning & Regulatory) Chris Berry/Zayd Al-Jawad, Portfolio Holder for Economy , Enterprise & Transport, Lloyd Briscoe | Possible January 2020 – considering delivery of the new WENTA contract (July 2019) |                                                                                                                                                                               | The Assistant Director (Planning & Regulatory) can update Members on the agreed contract renewal and expected outputs from the new contracts. | Lower Priority but will be delivered in 2019/20. With prior arrangement with WENTA they can be invited to collect this data to bring to a meeting in January 2020. |                                                    |



| 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 |
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| Design Guide Supplementary Planning Document (SPD) (Scheduled for Executive in July 2019) | Tom Pike SD/ Zayd Al-Jawad AD /Robert Woodisse, Exec Portfolio for Environment & Regeneration, Cllr John Gardner | A date to be agreed in 2019 for Policy Development meeting. | 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, however Constitutional Services will now clerk these meetings, but will need prior notice and input from the ADs in advance of these meetings. |                                            |
| Parking Supplementary Planning Document (SPD) to be scheduled for the                     | Tom Pike SD, Zayd Al-Jawad AD, Exec Portfolio for Economy,                                                       | A date to be agreed in 2019 for Policy Development meeting. | Ideally one meeting                        | Opportunity for Executive Portfolio Holder to meet with officers and Scrutiny Members                                                                                                              |                                                      | These meetings are informal, however Constitutional Services will now                                                                                                       |                                            |

| 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 |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| Executive in 2019/20                                                          | Enterprise & Transport, Cllr Lloyd Briscoe                                                                                |                                                                  |                                            | to discuss content and shape of a Policy document before it is finalised in order to shape the final outcome                                                                                       |                                                      | clerk these meetings, but will need prior notice and input from the ADs in advance of these meetings.                                                                       |                                            |
| Review of Bring Back Recycling Sites – (Scheduled for Executive in July 2019) | Tom Pike SD/ AD Stevenage Direct Services, Craig Miller/ Exec Portfolio for Environment & Regeneration, Cllr John Gardner | A date to be agreed in June 2019 for Policy Development meeting. | 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, however Constitutional Services will now clerk these meetings, but will need prior notice and input from the ADs in advance of these meetings. |                                            |
| Economic Development Strategy to be scheduled for the Executive in 2019/20    | Tom Pike SD, Zayd Al-Jawad AD, Exec Portfolio for Economy, Enterprise & Transport, Cllr Lloyd Briscoe                     | A date to be agreed in 2019 for Policy Development meeting.      | 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                   |                                                      | These meetings are informal, however Constitutional Services will now clerk these meetings, but will need prior notice and input from the ADs in advance of                 |                                            |

8/10/19

| 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 |
|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
|                                                                           |                                                                                                       |                                                             |                                            | the final outcome                                                                                                                                                                                  |                                                      | these meetings.                                                                                                                                                             |                                            |
| Town Centre Parking Strategy to be scheduled for the Executive in 2019/20 | Tom Pike SD, Zayd Al-Jawad AD, Exec Portfolio for Economy, Enterprise & Transport, Cllr Lloyd Briscoe | A date to be agreed in 2019 for Policy Development meeting. | 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, however Constitutional Services will now clerk these meetings, but will need prior notice and input from the ADs in advance of these meetings. |                                            |

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**Template Scoping Document**

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| <b>Community Select Committee</b>                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b><u>Scrutiny Review Title:</u></b>                                                                                  | <b>Review of the local Neighbourhood Centres</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b><u>Background issues</u></b> to review – rationale for scrutinising this issue:                                    | Members raised the issue of reviewing the facilities and condition of the Local Neighbourhood Centres when the committee agreed items for the work programme in March 2019.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Is this issue covered by the <b>Future Town Future Council Programme</b> ?                                            | (i) <u>Co-operative Neighbourhood Management</u> - “Work with our communities to improve our neighbourhoods” – “Better understand our communities’ needs and priorities” to “Work with our residents to design and deliver services” and to Invest in and improve our neighbourhoods.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Is this issue one that raises interest with the public via <b>complaints</b> or Members’ surgeries or with Officers?: | The appearance and offer of the Neighbourhood Centres shops and facilities have generated some comment and complaints over the years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>Focus of the review:</u></b> (State what the review focus will be)                                              | <p><u>That the review would establish whether the current offer of shops, facilities and community centres meet the needs of local residents and where each centre sits in the Asset Management Strategy and the Locality Reviews</u></p> <ul style="list-style-type: none"> <li>• <i>Establish if the facilities meet the needs of local residents?</i></li> <li>• <i>Identify any deficiencies that can be addressed by the Asset Management Strategy and Locality reviews</i></li> </ul> <p>Aims:</p> <ul style="list-style-type: none"> <li>• To provide a view from Scrutiny Members on the current provision of facilities at the Neighbourhood Centres – are they fit for purpose; in a good state of repair; is the offer of shops and facilities what local residents require; do the Community Associations/Centres offer relevant facilities and activities for local needs?</li> </ul> |

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|                                                                                                                          | <ul style="list-style-type: none"> <li>To scrutinise the plans to modernise and improve the offer at the Neighbourhood Centres.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <p><b>Timing issues:</b><br/>Are there any timing constraints to when the review can be carried out?</p>                 | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <p>The Committee will meet on (provide <b>dates</b> if known):</p>                                                       | <p>Dates: Day/Month/Time/Venue<br/>?? September 2019 – Discuss daft scoping document with AD Stevenage Direct Services &amp; Communities &amp; Neighbourhoods who will lead the review on the officer side supported by the Scrutiny Officer.<br/>Dates to be agreed in July/Aug for site visits<br/>?? 2019 – Presentation from Officers on the neighbourhood centres in Stevenage<br/>?? Sep 2019 / ?? October 2019 – Interview Witnesses and gather evidence<br/>Date to be agreed to agree recommendations &amp; final report – likely to be in late November/December 2019.</p>                                                                                                                                                                    |
| <p><b>SBC Leads</b> (list the Executive Portfolio Holders and SD's Heads of Service who should appear as witnesses):</p> | <p><i>Officers have suggested the following people:</i></p> <ul style="list-style-type: none"> <li><i>Executive Portfolio Holder(s) for Neighbourhoods and Co-operative Working, Cllr Rob Broom and Environment and Regeneration, Cllr John Gardner</i></li> <li><i>Assistant Director Communities &amp; Neighbourhoods, Rob Gregory (Co-operative Neighbourhood Management, Jane Konopka)</i></li> <li><i>Assistant Director Stevenage Direct Services, Craig Miller (Operations Manager, Lloyd Walker)</i></li> <li><i>Assistant Director Planning &amp; Regulatory, Zayd Al-Jawad (Engineering Services Manager, Rob Woodisse)</i></li> <li><i>Assistant Director Finance and Estates (Corporate Property Manager, Stuart Longbottom)</i></li> </ul> |
| <p>Any <b>other witnesses</b> (external persons/critical friend)?:</p>                                                   | <p>To be identified by the Committee at the scoping meeting. <i>Possible options identified by officers:</i></p> <ul style="list-style-type: none"> <li>?</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>Allocation of lead Members</b> on specific individual issues/questions:</p>                                        | To be identified by the Committee at the scoping meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| Any other Questions Members wish to cover:                                                                                                                                                | Members will ask questions on the following areas (list the issues to address during the interviews):<br><br><i>Depending on what major strands are identified in the scope these can be allocated to lead Members.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b><u>Site visits and evidence gathering in the Community</u></b>                                                                                                                         | Site visits to the Neighbourhood Centres would be helpful to the review. This can be carried out during the summer 2019.<br>Some suggested areas for a site visit are as follows: ?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b><u>Equalities and Diversity issues:</u></b><br>The review will consider what the relevant equalities and diversity issues are regarding the Scrutiny subject that is being scrutinised | To be identified by the lead Member – Cllr ?<br><br><u>Equalities &amp; Diversity Issues</u> – Are there any E&D issues to consider in this review? –                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b><u>Constraints</u></b> (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 ? 2019</i> (These issues can be captured and dealt with via other means – Briefings/email/officer action etc)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b><u>Background Documents/data</u></b> that can be provided to the review                                                                                                                | <i>As identified by the Committee at the draft scoping meeting ? 2019:</i><br>Evidence requested:<br>•                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b><u>Agreed Milestones and review sign off</u></b> -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: <b>Date Executive Portfolio responses are expected</b> (dependent on the final report &amp; executive portfolio response template publishing date): <b>DD MM YY</b></i><br><b>Date for monitoring implementation of recommendations – final sign off (typically one year from completion of the review): <b>DD MM YY</b></b> (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) |

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## Template Scoping Document

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| <b>Environment &amp; Economy Select Committee</b>                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Scrutiny Review Title:</b>                                                                                         | <b>Post Office services in Stevenage</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Background issues</b> to review – rationale for scrutinising this issue:                                           | Members raised the issue of reviewing the Post Office service offer in Stevenage when the committee agreed items for the work programme in March 2019.                                                                                                                                                                                                                                                                                                                                                                 |
| Is this issue covered by the <b>Future Town Future Council Programme</b> ?                                            | (i) <u>Co-operative Neighbourhood Management</u> -<br>“Work with our communities to improve our neighbourhoods” – “Better understand our communities’ needs and priorities” to “Work with our residents to design and deliver services”<br>This priority is not directly linked to an external service provider like the post office, but there is an indirect link regarding understanding our communities needs and more broadly acting as community advocates to safeguard an important community service           |
| Is this issue one that raises interest with the public via <b>complaints</b> or Members’ surgeries or with Officers?: | The status of local Post Offices is not a matter of direct control for the Council. However, when the Post Office moved from the Westgate Shopping Centre to WH Smith shop this raised concern with local residents. In a similar way the town centre regeneration of Queensway could have an impact on access to the store and post office.                                                                                                                                                                           |
| <b>Focus of the review:</b> (State what the review focus will be)                                                     | <u>The one off meeting should establish how well served the town is currently with post offices? What the pressures are on maintaining the current number of post offices including the main and sub-post offices is the neighbourhood centres? Establish with the post office providers how well used their facilities are? To understand ways that local people can be encouraged to use their post offices to safeguard their future provision. Attempt to find out what users think about the current service?</u> |
| <b>Timing issues:</b>                                                                                                 | Officers will advise at the meeting if there are any timing issues to consider. The review will have                                                                                                                                                                                                                                                                                                                                                                                                                   |

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| Are there any timing constraints to when the review can be carried out?                                                      | to fit in with the timing of the other Select Committee review work programme items.                                                                                                                                                                                                                                                                                                                                                                        |
| The Committee will meet on (provide <b>dates</b> if known):                                                                  | Dates: Day/Month/Time/Venue<br>Date of the one-off session to be agreed.                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>SBC Leads</b> (list the Executive Portfolio Holders and SD's Heads of Service who should appear as witnesses):            | <p><i>Officers have suggested the following people:</i></p> <ul style="list-style-type: none"> <li>• <i>Executive Portfolio Holder(s) for Neighbourhoods and Co-operative Working, Cllr Rob Broom &amp; Economy, Enterprise &amp; Transport, Cllr Lloyd Briscoe</i></li> <li>• <i>Assistant Director Planning &amp; Regulatory, Zayd Al Jawad/Chris Berry</i></li> <li>• <i>Assistant Director Communities &amp; Neighbourhoods, Rob Gregory</i></li> </ul> |
| Any <b>other witnesses</b> (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"> <li>• <i>Peter Hall, National Federation of Sub Post Offices</i></li> <li>• <i>Chris Newbitt, Manager Symonds Green Co-op sub-post office</i></li> </ul>                                                                                                                                                       |
| <b>Allocation of lead Members</b> on specific individual issues/questions:<br><br>Any other Questions Members wish to cover: | To be identified by the Committee at the scoping meeting.<br><br>Members will ask questions on the following areas (list the issues to address during the interviews):<br><br><i>Depending on what major strands are identified in the scope these can be allocated to lead Members.</i>                                                                                                                                                                    |
| <b>Site visits and evidence gathering in the Community</b>                                                                   | Members may wish to visit their local sub-post offices and talk to residents about the local service.                                                                                                                                                                                                                                                                                                                                                       |
| <b>Equalities and Diversity issues:</b>                                                                                      | To be identified by the lead Member – Cllr ?                                                                                                                                                                                                                                                                                                                                                                                                                |

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| <p>The review will consider what the relevant equalities and diversity issues are regarding the Scrutiny subject that is being scrutinised</p> | <p><u>Equalities &amp; Diversity Issues</u> – Are there any E&amp;D issues to consider in this review? –</p> <p>Access to local post office services for residents is desirable especially older people with mobility issues who may not wish or be able to access services on-line.</p>                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>Constraints</b> (Issues that have been highlighted at the scoping stage but are too broad/detailed to be covered by the review):</p>     | <p><i>To be identified by the Committee at the scoping meeting 25 June 2019 (These issues can be captured and dealt with via other means – Briefings/email/officer action etc)</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <p><b>Background Documents/data</b> that can be provided to the review</p>                                                                     | <p><i>As identified by the Committee at the draft scoping meeting 25 June 2019:</i></p> <p>Evidence requested:</p> <ul style="list-style-type: none"> <li>The Scrutiny Officer has invited responses from the public via the Council’s social media accounts and is canvassing some older people’s groups in the town to try to gather views.</li> </ul>                                                                                                                                                                                                                                                                                                                                                      |
| <p><b>Agreed Milestones and review sign off</b> -To be agreed by Members and officers</p>                                                      | <p><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: <b>Date Executive Portfolio responses are expected</b> (dependent on the final report &amp; executive portfolio response template publishing date): <b>DD MM YY</b></i></p> <p><b><i>Date for monitoring implementation of recommendations – final sign off (typically one year from completion of the review): DD MM YY</i></b> (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)</p> |

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