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Jeff Hughes
Head of Democratic and Legal
Support Services

MEETING : EXECUTIVE
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : TUESDAY 7 JULY 2015
TIME : 7.00 PM

MEMBERS OF THE EXECUTIVE

| | |
|-----------------------------------|---|
| Councillor Linda Haysey | - Leader |
| Councillor Eric Buckmaster | - Executive Member for Health and Wellbeing |
| Councillor Tony Jackson | - Ambassador and Executive Member for Shared Services |
| Councillor Gary Jones | - Executive Member for Economic Development |
| Councillor Graham McAndrew | - Executive Member for Environment and the Public Space |
| Councillor Suzanne Rutland-Barsby | - Deputy Leader and Executive Member for Development Management and Council Support |
| Councillor Geoffrey Williamson | - Executive Member for Finance and Support Services |

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DISCLOSABLE PECUNIARY INTERESTS

1. A Member, present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, with a Disclosable Pecuniary Interest (DPI) in any matter to be considered or being considered at a meeting:
 - must not participate in any discussion of the matter at the meeting;
 - must not participate in any vote taken on the matter at the meeting;
 - must disclose the interest to the meeting, whether registered or not, subject to the provisions of section 32 of the Localism Act 2011;
 - if the interest is not registered and is not the subject of a pending notification, must notify the Monitoring Officer of the interest within 28 days;
 - must leave the room while any discussion or voting takes place.
2. A DPI is an interest of a Member or their partner (which means spouse or civil partner, a person with whom they are living as husband or wife, or a person with whom they are living as if they were civil partners) within the descriptions as defined in the Localism Act 2011.
3. The Authority may grant a Member dispensation, but only in limited circumstances, to enable him/her to participate and vote on a matter in which they have a DPI.

4. It is a criminal offence to:

- fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register;
- fail to notify the Monitoring Officer, within 28 days, of a DPI that is not on the register that a Member disclosed to a meeting;
- participate in any discussion or vote on a matter in which a Member has a DPI;
- knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.

(Note: The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a councillor for up to 5 years.)

Audio/Visual Recording of meetings

Everyone is welcome to record meetings of the Council and its Committees using whatever, non-disruptive, methods you think are suitable, which may include social media of any kind, such as tweeting, blogging or Facebook. However, oral reporting or commentary is prohibited. If you have any questions about this please contact Democratic Services (members of the press should contact the Press Office). Please note that the Chairman of the meeting has the discretion to halt any recording for a number of reasons, including disruption caused by the filming or the nature of the business being conducted. Anyone filming a meeting should focus only on those actively participating and be sensitive to the rights of minors, vulnerable adults and those members of the public who have not consented to being filmed.

AGENDA

1. Apologies

To receive apologies for absence.

2. Leader's Announcements

3. Minutes (Pages 5 - 14)

To approve the Minutes of the meeting held on 8 June 2015.

4. Declarations of Interest

To receive any Member(s) declaration(s) of interest.

5. Issues Arising from Scrutiny (Pages 15 - 18)

6. Joint Working with North Herts Council on Waste and Street Cleansing (Pages 19 - 96)

Note - Essential Reference Paper 'B' contains exempt information as defined in paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972. As such, it is enclosed for Members only.

7. Shared Ownership Local Priorities Cascade (Pages 97 - 102)

8. Tewin Conservation Area Appraisal and Management Plan (Pages 103 - 168)

9. Urgent Business

To consider such other business as, in the opinion of the Chairman of the meeting, is of sufficient urgency to warrant consideration and is not likely to involve the disclosure of exempt information.

MINUTES OF A MEETING OF THE
EXECUTIVE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
MONDAY 8 JUNE 2015, AT 7.00 PM

PRESENT: Councillor L Haysey (Chairman/Leader)
Councillors E Buckmaster, G Jones,
G McAndrew, S Rutland-Barsby and
G Williamson.

ALSO PRESENT:

Councillors D Andrews, M Casey,
Mrs R Cheswright, I Devonshire, M Freeman,
J Goodeve, J Jones, P Kenealy, P Moore,
D Oldridge, M Pope, P Ruffles, S Stainsby
and M Stevenson.

OFFICERS IN ATTENDANCE:

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|------------------|---|
| Simon Drinkwater | - Director of Neighbourhood Services |
| Philip Gregory | - Head of Strategic Finance |
| Martin Ibrahim | - Democratic Services Team Leader |
| Henry Lewis | - Head of Customer Services and Business Improvement |
| Adele Taylor | - Director of Finance and Support Services |
| Ben Wood | - Head of Business Development |

47 **ADOPTION OF THE BISHOP'S STORTFORD NEIGHBOURHOOD PLAN FOR SILVERLEYS AND MEADSWARDS**

The Leader of the Council submitted a report advising the Executive of the outcome of the referendum on the Bishop's Stortford Neighbourhood Plan for Silverleys and Meads wards. She invited the Executive Member for Economic Development, who had chaired the neighbourhood planning team, to update Members.

The Executive Member referred to the referendum result as detailed in the report submitted, and stated that, following the overwhelming vote in favour, the Council could now adopt the Plan formally, as part of the Development Plan for East Herts.

The Executive supported the recommendation as now detailed.

RECOMMENDED – that the Bishop's Stortford Neighbourhood Plan for Silverleys and Meads Wards, as detailed at Essential Reference Paper 'B' to the report submitted, be formally 'made' and used as part of the Development Plan.

48 **RISK MANAGEMENT STRATEGY**

The Executive Member for Finance and Support Services submitted a report reviewing the Council's Risk Management Strategy. The Strategy had been reviewed by the Audit Committee, at its meeting held on 18 March 2015, and some minor amendments had been proposed. These were set out in the report now submitted.

The Executive supported the updated Strategy as now detailed.

RECOMMENDED – that (A) the comments of Audit Committee be received; and

(B) the updated Risk Management Strategy be approved.

49 **DELIVERY STUDY UPDATE REPORT**

The Executive considered and supported the recommendations of the District Planning Executive Panel meeting held on 19 March 2015, on the Delivery Study Update.

RECOMMENDED – that the Update Report, including the slow progress with Local Plans across England, and the risks of proceeding without sufficient evidence to meet the requirements of the National Planning Policy Framework and Planning Practice Guidance, be noted.

(see also Minute 60)

50 **APOLOGIES**

An apology for absence was submitted on behalf of Councillor Jackson.

51 **LEADER'S ANNOUNCEMENTS**

The Leader welcomed new Members to the meeting and reminded them and the public that the meeting was being webcast.

52 **MINUTES**

RESOLVED – that the Minutes of the Executive meeting held on 3 March 2015 be approved as correct record and signed by the Leader.

53 **ISSUES ARISING FROM SCRUTINY**

The Executive received a report detailing those issues referred to it by the Scrutiny Committees, which were noted.

Issues relating to specific reports for the Executive were considered and detailed at the relevant report of the Executive Member.

RESOLVED – that the report be received.

54 **BRAUGHING PARISH NEIGHBOURHOOD AREA DESIGNATION**

The Leader submitted a report regarding an application for the designation of a Neighbourhood Area by Braughing Parish. She stated that this was the first stage in the local parish designation process.

The Executive supported the application, as now detailed.

RESOLVED – that the application for the designation of a Neighbourhood Area, submitted by Braughing Parish Council, be supported.

55 **STANDON PARISH NEIGHBOURHOOD AREA DESIGNATION**

The Leader submitted a report regarding an application for the designation of a Neighbourhood Area by Standon Parish. She stated that this was the first stage in the local parish designation process.

The Executive supported the application, as now detailed.

RESOLVED – that the application for the designation of a Neighbourhood Area, submitted by Standon Parish Council, be supported.

56 **THE USE AND IMPLEMENTATION OF THE ANTI SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014 IN EAST HERTS**

The Executive Member for Environment and the Public Space submitted a report advising that the new Anti-Social Behaviour (ASB) Crime and Policing Act had come into effect. The Act

had introduced new powers in regards to ASB, dangerous dogs, forced marriage, sexual harm and illegal firearms used by gangs and in organised crime. It also included changes to improve the provision of services to victims and witnesses.

The Executive Member advised on how the powers had already been used in East Herts and made recommendations on how they could be used in future to ensure the best use of resources and outcomes.

The Executive noted that Community Scrutiny Committee, at its meeting held on 10 March 2015, had supported the proposed recommendations.

The Executive approved the proposals now detailed.

RESOLVED - that (A) authority for setting Fixed Penalty Notice (FPN) fee rates be delegated to the Director of Neighbourhood Services in consultation with the Executive Member for Environment and the Public Space;

(B) to avoid duplication, records of use of these powers be kept by the Anti-Social Behaviour (ASB) Officer; and

(C) East Herts District Council lead on Closure Notices and Orders for Housing Association properties.

57

TUDOR WAY CAPITAL ASSET TRANSFER

The Executive Member for Health and Wellbeing submitted a report seeking approval to release a capital asset at Tudor Way, Hertford, for the provision of affordable homes to be delivered by Riversmead/Network Housing Associations.

The Leader advised Members that Essential Reference Paper 'B' of the report submitted, included exempt information as defined by paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972. She expressed her wish to consider the matter in the public arena as far as possible. However, if

Members wished to ask detailed questions relating to this document, the meeting could exclude the press and public.

The Executive Member detailed the current property situation and suggested that the proposed disposal was the best course of action available to the Council, in view of the affordable housing that would be provided within the new development. He clarified that the Council would have nomination rights in perpetuity.

The Executive approved the proposals now detailed.

RESOLVED - that (A) the Council agree to the transfer for £1 to Riversmead/Network Housing Associations the capital asset identified at Tudor Way, Hertford in exchange for nomination rights to lettings in perpetuity; and

(B) the Council agree to the transfer in (A) above on the condition that the new affordable dwellings on Tudor Way have a mix of tenure of rental and shared ownership family dwellings.

58

EAST HERTS IT STRATEGY

The Executive Member for Finance and Support Services submitted a report proposing an ICT Strategy for 2015-18. The proposals had been considered and supported by the Corporate Business Scrutiny Committee, at its meeting held on 17 March 2015.

The East Herts ICT Strategy for 2015-2018, as detailed in Essential Reference Paper 'B' of the report submitted, reflected the work of the new Shared Service covering ICT and Print and Graphic Design Services, which had been established in August 2013. During the first eighteen months of operation, the ICT Service had implemented a range of new systems and services that were urgently required by the Council. ICT Service Managers had also talked at length to managers and staff across the Council to understand how ICT could support the Council's key priorities for the future. The

Executive Member acknowledged the input of Councillor P Phillips in this work during his time as the ICT portfolio holder.

The Executive approved the recommendation as now detailed.

RESOLVED - that the Council's ICT Strategy as detailed in Essential Reference Paper 'B' of the report submitted, be approved.

59 GENERAL FUND REVENUE AND CAPITAL OUTTURN 2014-15

The Executive Member for Finance and Support Services submitted a report advising the Executive on the General Fund Revenue Outturn for 2014/15, which included explanations for the significant variances against the approved budget. He also advised Members of the financing arrangements for the 2014/15 Capital Outturn and the planned financing of the updated 2015/16 capital budget allowing for the approved slippage from 2014/15.

The Director of Finance and Support Services reminded Members that the final outturn was subject to external audit and the final audited accounts would be presented for approval to the Audit Committee in September 2015.

The Executive approved the proposals as now detailed.

RESOLVED - that (A) the General Fund Revenue Outturn as set out in paragraph 2.2 for 2014/15 be noted;

(B) the future use of the New Homes Bonus Priority Fund budget as set out in paragraph 2.7 and Essential Reference Paper 'D' be agreed;

(C) the transfer of the underspend in Contingency budget for 2014/15 to the Transformation Reserve as set out in paragraph 2.8 be agreed;

- (D) the level of Reserve Balances at 31 March 2015 as set out within the report be noted;
- (E) the Capital outturn for 2014/15 as set out in paragraph 4.2 be noted;
- (F) capital slippage as set out in paragraph 4.3 be approved; and
- (G) the Capital Programme for 2015/16 to 2017/18 as set out in paragraph 4.6 be noted.

60 **DISTRICT PLANNING EXECUTIVE PANEL: MINUTES - 19 MARCH 2015**

RESOLVED – that the Minutes of the District Planning Executive Panel held on 19 March 2015 be received.

(See also Minutes 49 and 61 – 62)

61 **DRAFT APPENDIX TO THE DISTRICT PLAN CONCERNING VEHICLE PARKING STANDARDS**

The Executive considered and approved the recommendations of the District Planning Executive Panel meeting held on 19 March 2015, on the Draft Appendix to the District Plan Concerning Vehicle Parking Standards.

RESOLVED - that (A) the draft District Plan Appendix concerning Vehicle Parking Standards be noted, with a decision on its final content being deferred and considered alongside the rest of the District Plan; and

- (B) a replacement Supplementary Planning Document on Vehicle Parking be prepared alongside the District Plan which will include updated guidance on design issues.

(see also Minute 60)

62 **DRAFT DISTRICT PLAN CHAPTERS 15 AND 16:
RESPONSE TO ISSUES RAISED DURING PREFERRED
OPTIONS CONSULTATION AND DRAFT REVISED
CHAPTERS**

The Executive considered and approved the recommendations of the District Planning Executive Panel meeting held on 19 March 2015, on the Draft District Plan Chapters 15 and 16: Response to Issues Raised During Preferred Options Consultation and Draft Revised Chapters.

RESOLVED – that (A) the issues raised in respect of Chapters 15 and 16 of the Draft District Plan Preferred Options, as detailed at Essential Reference Papers B and C to the report submitted, be received;

(B) the Officer response to the issues referred to in (A) above, as detailed in Essential Reference Papers B and C to the report submitted, be noted; and

(C) the draft revised chapters, as detailed in Essential Reference Papers B and C to the report submitted, be noted, with decision on their final content being deferred to allow consideration of further technical work and other issues.

(see also Minute 60)

63 **PERFORMANCE INDICATOR OUTTURNS 2014/15**

The Leader of the Council submitted a report setting out the performance indicators outturns for 2014/15, which would be published in the Annual Report. The Corporate Business Scrutiny Committee, at its meeting held on 26 May 2015, had received and noted the outturns.

In response to concerns expressed by Councillor Mrs R Cheswright on EHPI 155 (number of affordable homes delivered) being off target, the Leader commented that she expected performance to improve significantly this year.

The Executive noted the outturns.

RESOLVED - that the outturns for 2014/15 as detailed at Essential Reference Paper 'B' of the report submitted and the analysis in section three of the report, be noted.

The meeting closed at 7.32 pm

Chairman

Date

Agenda Item 5

EAST HERTS COUNCIL

EXECUTIVE – 7 JULY 2015

REPORT BY SCRUTINY COMMITTEE CHAIARMEN

ISSUES ARISING FROM SCRUTINY

WARD(S) AFFECTED: All

Purpose/Summary of Report

- This report details the comments and recommendations made by the Scrutiny Committees since the last meeting of the Executive and should be read in conjunction with reports of the Executive Members found elsewhere on the agenda.

RECOMMENDATION FOR DECISION:

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| (A) | That the report be received. |
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1.0 Background

1.1 Scrutiny meetings have been held recently as follows:

Environment Scrutiny Committee – 9 June 2015
Community Scrutiny Committee – 16 June 2015
Health and Wellbeing Scrutiny Committee – 23 June 2015

2.0 Report

2.1 **Joint Working with North Herts Council on Waste and Street Cleansing (Agenda Item 6)**

The Environment Scrutiny Committee agreed to recommend to the Executive that the Council proceed to the next stage, and that an Outline Business Case for a Shared Waste and Street Cleansing Service with North Herts District Council (NHDC) be developed.

2.2 **Updating the Shared Ownership Local Priorities Cascade (Agenda Item 7)**

The Community Scrutiny Committee supported the proposed minor changes to the Shared Ownership Local Priorities Cascade.

3.0 **Implications/Consultations**

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None

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Councillor N Symonds, Chairman, Health and Wellbeing Scrutiny Committee
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Marian Langley – Scrutiny Officer
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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATION

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| Contribution to the Council's Corporate Priorities/ Objectives: | This report seeks to summarise scrutiny activities, which in general terms, support all of the Council's objectives. |
| Consultation: | This report assists the wider consultation process in reporting issues arising from scrutiny to the Executive. |
| Legal: | The Constitution provides for issues arising from Scrutiny to be reported to the Executive. |
| Financial: | None |
| Human Resource: | None |
| Risk Management: | None |
| Health & Wellbeing – issues and impacts: | None |

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Agenda Item 6

EAST HERTS COUNCIL

ENVIRONMENTAL SCRUTINY COMMITTEE - 9 JUNE 2015

EXECUTIVE - 7 JULY 2015

REPORT BY AMBASSADOR AND EXECUTIVE MEMBER FOR SHARED SERVICES AND EXECUTIVE MEMBER FOR ENVIRONMENT AND PUBLIC SPACE

STRATEGIC OUTLINE CASE FOR JOINT WASTE AND STREET CLEANING SERVICES FOR NORTH AND EAST HERTFORDSHIRE DISTRICT COUNCILS

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

- For Members to consider and comment on this report and the Strategic Outline Case (SOC), presented as a confidential appendix at Essential Reference Paper B.

RECOMMENDATIONS FOR ENVIRONMENT SCRUTINY

COMMITTEE: That:

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| (A) | Members consider, scrutinise and comment upon the report |
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| (B) | The Committee recommends to the Executive that the Council proceed to the next stage, to develop an Outline Business Case for a Shared Waste and Street Cleansing Service with North Herts District Council (NHDC) |

RECOMMENDATIONS FOR EXECUTIVE: That:

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| (A) | The Executive agree that the Council proceed to the next stage, to develop an Outline Business Case for a Shared Waste and Street Cleansing Service with North Herts District Council (NHDC) |
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1.0 Background

- 1.1 In December 2014 NHDC and EHC decision making bodies (Cabinet and Executive respectively) agreed that both authorities jointly undertake a project to consider whether there were benefits in developing a joint contract and shared service for waste collection and street cleansing services. This project has now progressed to the point of a further review and decision whether to proceed. A confidential Strategic Outline Case (SOC) is provided as **Essential Reference Paper “B”**. This is a confidential “Part 2 report” due to its commercial sensitivity. The contracts for both Councils now terminate on the same day in May 2018 to allow for a joint contract if this is the preferred way forward.
- 1.2 The strategic driver for the project is that both Councils are likely to have increasing financial pressures on their budgets in future years. New ways of working therefore need to be explored to determine what improvements and efficiencies can be achieved.
- 1.3 Continued environmental and legislative requirements and significant changes to our domestic waste stream over the past decade have led to more harmonisation of services provided by local authorities.
- 1.4 At the meeting of the Executive on 2 December 2014 it was agreed that a report be brought back in Spring 2015 with an outline Business Case. The objective being to obtain approval of both Council's to proceed to the next stage of jointly procuring these services and specifically on how this joint project will be controlled and managed; and also the governance arrangements once the joint contract has been awarded. It was intended that this should include:
 - Potential additional savings in joint contracts.
 - Potential savings in client overheads.
 - Governance and management proposals.
 - Project and change management proposals.
 - Jointly agreed policies that will inform the development of a joint specification.

1.5 It was agreed that a Project Board would be set up to represent Senior Officers and Councillors of both authorities and would consider the following matters:

- The tasks to be undertaken to complete the work.
- Develop a joint Communication Plan throughout the project and information provided to stakeholders.
- Review existing service arrangements; current service policies and opportunities for both authorities to make changes.
- Determine the options available and the potential savings.
- Review the draft SOC in preparation for reporting to both authorities appropriate committees for approval.

2.0 Report

2.1 A Project Board representing both councils has been assembled and has met on a number of occasions. There has also been consultation with Councillors from both authorities which indicated overall support in principle to joint working, as the provision of services is very similar.

2.2 In progressing the project, it was agreed to undertake the work in accordance with UK Government's best practice guidance for preparing business cases (Treasury Green Book: A Guide to Investment Appraisal in the Public Sector). The guidance outlines three key stages in the development of a business case and details the actions required to ensure that the requisite information is provided within the business case to properly inform the final decision on a major project.

2.3 The first stage is to produce a 'Strategic Outline Case' (SOC), which clarifies the strategic context for the proposal and includes a high level assessment of likely risks, costs, savings and outcomes from the realistic options short-listed for further evaluation. If the high level assessment indicates favourable outcomes, the second stage is to prepare an 'Outline Business Case'(OBC). The OBC will include a much more detailed economic appraisal of all the short-listed options, as well as lay out all the procurement arrangements and management implications of proceeding with the 'preferred option' recommended within the OBC. The final stage, the presentation of the Full Business Case, updates the estimated costings in the

Outline Business Case with the confirmed costs following the procurement of the required services.

- 2.4 The SOC explores if there are sufficient benefits for both councils to warrant any changes to existing arrangements.
- 2.5 The options considered during the development of the SOC for a shared waste service for East and North Herts have indicated that there are significant savings to be achieved through joint working, although some potential efficiencies are limited by the geographical size of the districts and the dispersed population through many small towns and villages.
- 2.6 The 'Preferred Way Forward' recommended in the SOC at Essential Reference Paper B seeks to optimise the use of resources for the client, contractor and infrastructure elements of the service.
- 2.7 It is proposed to move to a single client team covering both authorities' waste and cleansing services. The aggregate number of staff employed by both councils in managing the current contracts is approximately 16 Full Time Equivalents (FTE). The 'Preferred Way Forward' assumes an approximate reduction of up to 25% in total client staff. The precise nature of the staffing structure however needs further consideration to minimise risks associated with the transition and implementation of a new contract.
- 2.8 Efficiencies in contract operations, plant and management are expected to be delivered by integrating the two waste and cleansing services into a single contract.
- 2.9 Further efficiencies should be deliverable through reviewing and rationalising operating bases and transfer stations.
- 2.10 Governance arrangements are still being discussed but in principle such arrangements will still allow each authority independence and choice on service provision and an equitable share of costs appropriate to each council's requirements.
- 2.11 The 'Preferred Way Forward' needs to be explored further and assessed against other realistic alternatives in progressing to the next phase of the project, the Outline Business Case (OBC). This will confirm that this does indeed represent the best option.

2.12 The SOC currently presents the following *annual* revenue savings from the ‘Preferred Way Forward’, deliverable from 2019.

| NHDC Annual Revenue Savings | EHC Annual Revenue Savings | Total Annual Revenue Savings |
|------------------------------------|-----------------------------------|-------------------------------------|
| £262,064 | £142,064 | £404,128 |

2.13 The above table indicates that the value of savings likely to be achieved by EHC is less than NHDC. The NHDC savings total includes estimated contractual savings that NHDC could achieve independently without a joint contract. With the total annual expenditure of both Councils for these services in the region of £9.5m, the overall level of savings is 1- 2%.

2.14 Details of the costs and savings identified can be found in **Essential Reference Paper B** on page 29.

2.15 The process of developing the SOC has shown that the vast majority of the Waste & Street Cleansing Services provided to the local residents of both Councils are very similar, with performance and satisfaction generally being high. A review of policies and practice is shown within the SOC at Appendix A.

2.16 There are areas for future consideration for both councils in terms of service delivery where there could be an increased cost or saving to the individual authority depending on the quality of service required.

2.17 Both Councils waste and street cleansing contracts terminate at the same time in May 2018. Due to the size and nature of these contracts, procurement of these services now needs to commence in terms of developing and agreeing the scope and policies so that the detailed specification for the contract can commence. By Autumn this year a decision on the Outline Business Case (OBC) needs to be finalised and the preferred option determined.

2.18 The most significant constraint is time as there is no tolerance on the May 2018 deadline for the current contracts if a joint procurement is to proceed as NHDC is not able to extend its contract beyond this date.

2.19 A formal Inter Authority Agreement will need to be developed if the next stage is agreed as beyond the OBC it is likely there would be a negative impact on both authorities if one party withdrew.

3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

Background Papers

None

Contact Members: Councillor Tony Jackson, Ambassador and Executive Member for Shared Services
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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

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| Contribution to the Council's Corporate Priorities/ Objectives (delete as appropriate): | <p>People – Fair and accessible services for those that use them and opportunities for everyone to contribute</p> <p>This priority focuses on delivering strong services and seeking to enhance the quality of life, health and wellbeing, particularly for those who are vulnerable.</p> <p>Place – Safe and Clean</p> <p>This priority focuses on sustainability, the built environment and ensuring our towns and villages are safe and clean.</p> <p>Prosperity – Improving the economic and social opportunities available to our communities</p> <p>This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic opportunities and delivering cost effective services.</p> |
| Consultation: | <p><i>There has been close working between officers of the two authorities throughout the development of this report including technical advice and support from Senior Finance Officers.</i></p> <p><i>Project oversight and direction has been carried out by a Project Board, involving both authority's Leaders, Portfolio Holders and Senior Managers</i></p> <p><i>Member Briefing Sessions have been held at both authorities to which all Councillors were invited.</i></p> |
| Legal: | <p><i>There are no legal implications of this report.</i></p> <p><i>Should the project proceed beyond the OBC stage legal and procurement advice will be sought to ensure full compliance with EU and UK procurement law and any agency agreement between authorities meets with best practice.</i></p> |
| Financial: | <p><i>Financial implications of this report and estimated future savings are contained within the confidential Strategic Outline Case (SOC) document attached as Essential</i></p> |

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| | <p><i>Reference Paper B.</i></p> <p><i>The SOC shows the summary financial implications for each of the realistic options that have been short-listed. The economic case for all three short-listed options will be subject to further analysis in the Outline Business Case.</i></p> <p><i>At this initial stage, total net revenue savings from a joint service and contract are estimated as £2.66m over the life of a 7 year contract, shared between the two authorities. This figure includes estimated additional one-off revenue costs incurred to facilitate the transition to a joint contract.</i></p> <p><i>This translates to revenue savings of £142k per annum for EHC deliverable from 2019 onwards, with the total EHC revenue saving over the life of a seven year contract estimated to be £943,000.</i></p> <p><i>To progress the project to the next stage it is proposed that a sum of £60,000 is set aside as a provision to allow external technical support to be procured to develop the project and confirm savings in more detail for the Outline Business Case. This would be shared equally by both authorities with EHC allocating £30,000 from the Council's Transformation Reserve.</i></p> |
| Human Resource: | <p><i>There are no staffing implications for this report.</i></p> <p><i>The SOC indicates a possible saving in client resources of between 2.25 and 4.25 FTE shared between the two authorities.</i></p> <p><i>This will be deliverable from 2019. Given the length of the project it is believed that any staff reductions can be achieved through natural wastage.</i></p> <p><i>Staff within Environmental Services that are involved in waste related functions have been fully briefed on the project to date.</i></p> <p><i>Informal discussions have been undertaken with UNISON and this will continue should Members agree to proceed to the next stage.</i></p> |

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|---|---|
| <p>Risk Management:</p> | <p><i>The project approach and methodology include a risk plan which is regularly reviewed and updated by the Project Board. Risks to date are limited to the officer time spent on the project and the need to avoid any delays that could impact upon the timing of procuring a new contract.</i></p> <p><i>Project risks increase beyond this point with the expenditure of further officer time, external support and potential delays in procurement should authorities not agree or pull out. These risks will be carefully managed through a formal risk plan and be reported regularly to the Project Board and through the Council's Corporate Risk Management reporting approach.</i></p> |
| <p>Health and wellbeing – issues and impacts:</p> | <p><i>There are none for this report.</i></p> |

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Agenda Item 7

EAST HERTS COUNCIL

COMMUNITY SCRUTINY COMMITTEE – 16 JUNE 2015

EXECUTIVE – 7 JULY 2015

REPORT BY EXECUTIVE MEMBER FOR HEALTH AND WELLBEING

UPDATING THE SHARED OWNERSHIP LOCAL PRIORITIES CASCADE

WARD(S) AFFECTED: All

Purpose/Summary of Report

- To report to Members proposed amendments to the Council's Shared Ownership Local Priorities Cascade.

RECOMMENDATIONS FOR COMMUNITY SCRUTINY COMMITTEE

That:

| | |
|-----|---|
| (A) | the revised Shared Ownership Local Priorities Cascade be scrutinised ; and |
| (B) | the Executive be advised of any comments or recommendations |

RECOMMENDATION FOR EXECUTIVE

That:

| | |
|-----|--|
| (A) | any comments and recommendations from Community Scrutiny are considered |
| (B) | the revised Shared Ownership Local Priorities Cascade be agreed. |

1.0 **Background**

- 1.1 Affordable Housing in the District consists of rental and shared ownership properties.

- 1.2 The rental properties are owned by Registered Providers and the Council holds the Housing Needs Register from which nominations to the properties are given. The rental properties are only available to persons registered on the Housing Needs Register.
- 1.3 The Shared Ownership properties are owned partly by the Registered Provider and partly by the occupant. They are part buy/part rent properties. To be eligible for a property you do not need to be registered with the Council on the Housing Needs Register.
- 1.4 Shared Ownership properties are allocated by the Registered Provider through a financial eligibility test, a housing needs aspect and the Council's Local Priorities Cascade.
- 1.5 The current Local Priorities Cascade for the Council for Shared Ownership is as follows:
 1. Joint 1st Priority – Social housing tenant living in East Herts. MOD personnel living in East Herts or had lived in East Herts before being posted elsewhere.
 2. Applicant currently resident in East Herts; 1st priority non home owner, 2nd shared owners needing to move to larger accommodation; 3rd relationship breakdown where a person cannot afford to buy on the open market.
 3. Applicant with a local connection, for example with past residence or close family association, to East Herts but not currently living or working in the district.
 4. Applicant permanently employed in East Herts, but resident outside of East Herts.

2.0 Report

- 2.1 The report will highlight proposed amendments to this cascade. The changes are proposed to align the Shared Ownership Local Priorities with the Allocations Policy of the Council to ensure that those with a local connection and housing need are prioritised at point of sale.
- 2.2 The first priority is set by Government regarding a current social housing tenant and Ministry of Defence personnel receiving

priority. The suggested change in bold italics is to add in a timescale of 1 year to provide alignment with the Council's Housing Allocations Policy which gives priority through points to residents who have been in the district for one year continuous residency.

- 2.2.1 Joint 1st Priority – Social housing tenant living in East Herts **continuously for 12 months preceding**. MOD personnel living in East Herts or had lived in East Herts before being posted elsewhere.
- 2.3 The second priority identifies those currently resident in East Herts and seeking home ownership or due to family circumstances more suitable accommodation. In bold italics the amendment includes for current private market home owners who need to move to larger accommodation as they can not afford to achieve this in the private market but may be financially eligible for shared ownership once their property has been sold.
- 2.3.1 Applicant currently resident **and has done so continuously for 12 months preceding** in East Herts; 1st priority non home owner, 2nd shared owners needing to move to larger accommodation; **home owners needing to move to larger accommodation**; 3rd relationship breakdown where a person cannot afford to buy on the open market.
- 2.4 The third priority is for applicants with a local connection to East Herts. Again, the bold italic amendments is to make the wording align with the Councils Housing Register and Allocations Policy and therefore be more specific and tangible by providing timescales for this priority.
- 2.4.1 Applicant with a local connection, for example with past residence (**have lived in the district for 5 years**) or close family association (**parent/siblings/adult children who have lived continuously in the district for the last 5 years**), to East Herts but not currently living or working in the district.
- 2.5 The final priority relates to applicants employed in the District and is aligned to the Council's Housing Register and Allocations Policy. The proposed amendments are in bold italic.

2.51 Applicant permanently and currently employed **for at least 1 year preceding for over 16 hours per week** in East Herts, but resident outside of East Herts

2.6 Local Authorities in Hertfordshire have set their own local cascades for Shared Ownership and by way of example below is the St Albans local cascade:

1. Existing social housing tenants living in the district
2. First time buyers who live or work in the district
3. Other people who live or work in the district which includes people who may already be owner occupiers / shared owners but who cannot afford to move to an open market home suitable for their needs

3.0 Implications/Consultations

3.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper 'A'**.

4.0 Conclusion

4.1 Members agree the amended wording of the Shared Ownership Local Priorities Cascade.

Contact Member: Cllr Eric Buckmaster, Executive Member for Health and Wellbeing
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Contact Officer: Simon Drinkwater, Director of Neighbourhood Services.
Simon.Drinkwater@eastherts.gov.uk

Report Author: Louise Harris, Housing Strategy and Development Manager
Louise.Harris@eastherts.gov.uk

ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

| | |
|---|---|
| Contribution to the Council's Corporate Priorities/ Objectives (delete as appropriate): | <p>People – Fair and accessible services for those that use them and opportunities for everyone to contribute</p> <p>This priority focuses on delivering strong services and seeking to enhance the quality of life, health and wellbeing, particularly for those who are vulnerable.</p> <p>Place – Safe and Clean</p> <p>This priority focuses on sustainability, the built environment and ensuring our towns and villages are safe and clean.</p> <p>Prosperity – Improving the economic and social opportunities available to our communities</p> <p>This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic opportunities and delivering cost effective services.</p> |
| Consultation: | <i>Internal only.</i> |
| Legal: | <i>None for the Council</i> |
| Financial: | <i>None for the Council</i> |
| Human Resource: | <i>None for the Council</i> |
| Risk Management: | <i>None</i> |
| Health and wellbeing – issues and impacts: | <i>None.</i> |

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Agenda Item 8

EAST HERTS COUNCIL

EXECUTIVE - 7 JULY 2015

REPORT BY DEPUTY LEADER AND EXECUTIVE MEMBER FOR
DEVELOPMENT MANAGEMENT AND COUNCIL SUPPORT

TEWIN CONSERVATION AREA APPRAISAL AND MANAGEMENT
PLAN

WARD(S) AFFECTED: HERTFORD RURAL SOUTH

Purpose/Summary of Report

- To enable Members to consider the Tewin Conservation Area Appraisal following public consultation.

RECOMMENDATIONS FOR EXECUTIVE: That

| | |
|-----|--|
| (A) | the responses to the public consultations be noted and the Officer responses and proposed changes to the Tewin Conservation Area Appraisal be supported; |
| (B) | authority be delegated to the Head of Planning and Building Control, in consultation with the Deputy Leader and Executive Member for Development Management and Council Support, to make any further minor and consequential changes to the Appraisal which may be necessary; |
| (C) | the Tewin Conservation Area Appraisal be supported for adoption; |

RECOMMENDATIONS FOR COUNCIL: That:

| | |
|-----|---|
| (A) | the responses to the public consultation be noted and the Officer responses and proposed changes to the Tewin Conservation Area Appraisal be agreed; |
| (B) | The Tewin Conservation Area Appraisal be adopted. |

1.0 Background

- 1.1 East Herts has a rich environmental heritage which includes 42 Conservation Areas. The East Herts Local Plan commits the Council to review its Conservation Areas, a requirement which is also set out in national legislation.
- 1.2 The review of Tewin's Conservation Area is the one in a series of reviews being undertaken. These reviews can now be presented for Members consideration. In each case a report will be presented when a public consultation exercise has been undertaken in relation to each individual settlement.
- 1.3 Each document identifies the special character of the respective Conservation Area together with the elements that should be retained or enhanced and those which detract from the identified character. Existing boundaries are reviewed and, where appropriate, practical enhancement proposals are suggested.
- 1.4 Once Members have considered each Appraisal, and the document has been adopted by the Council, they will become a 'material consideration' in the process of determining planning applications.

2.0 Tewin Conservation Area Appraisal

- 2.1 Tewin's Conservation Area was designated in 1981. The Tewin Conservation Area Appraisal was undertaken in 2014 and was originally scheduled to be presented to Members on 4 November 2014. However consideration was deferred to enable further discussions to take place with the Parish Council (PC) and selected persons submitting representations. These have now occurred. The original Appraisal has been amended to reflect a number of the changes requested.
- 2.2 There was a period of public consultation from July until August 2014. A public meeting was held on 14 July 2014 at which about 35 members of the public were in attendance. Responses were received from the Parish Council and from others and issues were raised at the public meeting. There was a further mini consultation exercise 18 March -14 April 2015 with the PC and owners in respect of a minor additional officer proposal to extend the Conservation Area to the east of no. 13 Hertford Road to include the remainder of a small but visually important roadside green etc.

The headline issues are set out in the following paragraphs.

2.3 General content of Appraisal: The Appraisal sets out revisions to the Conservation Area boundary to

(a) Extend the boundary to include the curtilage of The Old Hay Barn. The current boundary does not reflect boundaries on the ground and subsequent development and

(b) Following a further mini consultation, extend the boundary to include the remainder of a small but visually important roadside green and associated hedge, trees and narrow strip of paddock land to the east of no. 13 Hertford Road (northern side). The current boundary bisects this roadside green and it is considered it would be more appropriate to include the entirety as opposed to only part of it.

Note: the original Appraisal due to be considered by Members on 4th November 2014 proposed the exclusion of land to the east of 24a Hertford Road on the basis that it did not reflect physical boundaries, essentially being part of a large field. This is no longer proposed.

2.4 The Appraisal identifies key environmental features and the manner in which they can be controlled. In relation to Tewin the most relevant ones are: Listed Buildings; a number of important non listed buildings of quality worthy of protection; other unlisted distinctive features worthy of protection and important open spaces.

2.5 *Listed buildings and structures in their curtilages:* These are protected by legislation and have been identified in the Appraisal.

2.6 *Non listed buildings of quality worthy of protection:* A considerable number have been identified that make a positive contribution to the Conservation Area and these should be retained through the planning process.

2.7 Some of the above non listed buildings have individual architectural features that are important to these buildings character that should be retained. Their formal protection by legislation could be achieved via the introduction of an Article 4 Direction. A report relating to the general principle of introducing Article 4 Directions will be presented to Members, hopefully in the near future.

2.8 *Important open land and spaces:* The Appraisal has identified the centrally located and highly important Lower Green and a number of verges and the roadside green etc. to the east of no 13 Hertford Road as being important open spaces that materially contribute to the character or appearance of the Conservation Area that should be protected.

Note: the original Appraisal due to be considered by Members on 4th November 2014 identified other areas as being important open land which are no longer included in the revised document because on reflection they are not considered to be sufficiently important landscape features contributing to the general spatial and visual importance of the Conservation Area.

2.9 *Enhancement proposals to deal with detracting elements:* The Appraisal has identified discordant signage and uncharacteristic fencing as being the elements which detracts. Also damaged edges to Lower Green are in need of repair. Also other improvements and resolution of damaged surface to the eastern roadside green (some recent work undertaken). It is accepted that such improvements are most likely to be carried out with the co-operation of owners and other local bodies and organisations. However the District Council may have a role to play in some instances, for example by offering technical advice; by determining applications and where appropriate offering grant assistance.

3.0 Consultation Feedback

3.1 First consultation. The PC responded raising strong objection to the proposed boundary change, namely removing land from the Conservation Area at the eastern end of Hertford Road (southern side). Other respondents also objected to this proposed boundary change. The PC and others also raised a number of detailed points. Another respondent objected to land being identified as important open space on the basis that it was a rear garden not visible from the public realm.

3.2 Second Mini consultation. No objections were received from the PC or Hertfordshire CC who own the roadside green but a detailed representation was received from the owner of the adjacent strip of paddock land.

3.3 Comments received through the consultation process and officer

responses are set out in the table included as **Essential Reference Paper B**.

- 3.4 **Essential Reference Paper C** is a copy of the Tewin Conservation Appraisal and Management Plan as it appeared at the consultation draft stage with track changes in red showing principle changes.
- 3.5 In summary it is recommended that the Tewin Conservation Area Appraisal and Management Plan be adopted.

4.0 Implications/Consultations

- 4.1 Information on any corporate issues and consultation associated with this report can be found within **Essential Reference Paper A**

Background Papers

None

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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

| | |
|--|---|
| Contribution to the Council's Corporate Priorities/ Objectives | <p><i>Place – Safe and Clean</i></p> <p>This priority focuses on sustainability, the built environment and ensuring our towns and villages are safe and clean.</p> <p><i>Prosperity – Improving the economic and social opportunities available to our communities</i></p> <p>This priority focuses on safeguarding and enhancing our unique mix of rural and urban communities, promoting sustainable, economic opportunities and delivering cost effective services.</p> |
| Consultation: | Community consultation has been undertaken as set out in the report |
| Legal: | Preparation of the Appraisal fulfils statutory requirements. |
| Financial: | <p>Costs associated with the preparation of the Appraisal are met from within existing staffing and operational budgets.</p> <p>The Appraisal suggests works and actions which could be undertaken to enhance the character and appearance of the Conservation Area and remove detracting elements. The Council is not committed to undertaking these further actions. There will be potential revenue and capital costs associated with doing so – which can be further assessed on reaching a decision whether to undertake further action.</p> |
| Human Resource: | No additional staffing implications |
| Risk Management: | No significant risk issues |
| Health and wellbeing – issues and impacts: | None directly identified |

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Essential Reference Paper B

Initial consultation on the Tewin Conservation Appraisal was undertaken in 2014. Further consideration, a mini consultation on an additional boundary issue and further discussion with the Parish Council has now taken place. A number of revisions have been made to the original document as a result.

| Issue | Representations made | Officer comment |
|---|--|--|
| Changes to the eastern extremity of the Conservation Area (CA) boundary, south side of Hertford Road. Removal of a narrow strip of land | <p>The Parish Council (PC) has a 'very strong objection'. Representations fall within three broad categories.</p> <p>Firstly some consider removing the area from the CA leaves the roadside hedge at risk.</p> <p>Secondly the PC considers the reason for the removal of this small area has not been properly addressed. Others consider its removal does not preserve or enhance the CA, rather it weakens it. Another considers the land to be integral to the rural character.</p> <p>Thirdly its removal could encourage future development. The PC advises some residents regard the proposed change 'with great suspicion'. Such representations include reference to possible future</p> | <p>Whilst trees above a certain size (including trees in hedgerows) are afforded some protection in a CA this does not apply to hedgerows whose removal/retention would be determined by interpretation of the Hedgerow Regulations.</p> <p>The land in question is a hedgerow to the south of which is a small strip of grassland that is part of an extensive field visually forming part of open farmland. It is true its removal does not preserve the CA and indeed it is integral to the general overall rural character. On balance officers consider that its removal or indeed its retention is little or no strategic importance.</p> <p>It is a common misconception that land in a CA is protected from the principle of development but this is not the case. Whilst the emerging District Plan identifies Tewin as a Group 2 village, development is limited to up to 5 dwellings within the built up area</p> |

| | | |
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| | <p>loss of allotments and provision of an access to future housing. Some perceive this to be enhanced by Tewin's designation as a Group 2 village.</p> | <p>and local decisions can influence the outcome. Current and emerging plans show the land within the Green Belt and beyond the village boundaries, thus affording considerable protection.</p> <p>At least one similar small area elsewhere has remained as part of another CA. Should Members decide to retain it within the CA attaching greater importance to the strong level of local opposition expressed at consultation then the integrity of the CA will not be compromised by the retention of such a small parcel of land within it.</p> |
| Changes to the eastern extremity of the Conservation Area (CA) boundary, north side of Hertford Road. Extension proposed to include all of roadside green. Subject to a subsequent mini consultation with the PC, Herts. CC and landowner of the adjacent paddock. | <p>The Parish Council have no objections or comments.</p> <p>HCC who own the roadside verge have no comments.</p> <p>The landowner of the paddock (no. 13 Hertford Road) has no objection to the inclusion of trees and hedge but considers the fence (which he advises requires regular maintenance and replacement) that immediately abuts the hedge together with narrow parallel strip of paddock land should be excluded. He suggests the</p> | <p>This mini consultation also identified potential improvement which could include removal of surplus vegetation, some tree crown lifting and resolution of a parking/passing issue that has resulted in a muddy and unattractive area on part of the green. If such improvements could be implemented it would be an environmental gain.</p> <p>The fence and hedge are in immediate proximity to each other and distinguishing one from the other on a map would be very difficult indeed. In circumstance such as this where features (in this case trees) are afforded protection by CA legislation it is considered justifiable to extend the boundary slightly beyond the feature/s in question so as to avoid any future ambiguity in</p> |

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| | boundary should follow 'natural readily identifiable boundaries' - in this case the hedge. | interpretation. Maintenance improvement or alteration of the fence would be Permitted Development and would not require permission subject to height considerations. It is believed subsequent discussion with the landowner of the paddock has overcome his concern. Note the revised Appraisal plans identify additional trees and hedgerows. |
| Other boundary issues north side of Hertford Road. | <p>The PC drew attention to differences of boundary alignment as shown on various EHDC publications, particularly drawing attention to the manner in which the CA was interpreted on the consultation Appraisal document as compared with the Conservation Area Statement produced in 1995 and the emerging District Plan.</p> <p>The owners of no. 13 Hertford Road point out the boundary to NW of their house appears to have been 'moved slightly'.</p> | <p>Some publications do indeed have variations in alignment. For example the outer boundary edge on the emerging District plan extends into the paddock (see above) whilst that of the adopted local plan in part is related more to the hedge alignment. Translating boundaries on small scale plans can sometimes be problematic. The alignment shown on the revised Conservation Appraisal document is an interpretation of that on the emerging District Plan and extended to include remainder of roadside green etc. for reasons previously expressed.</p> <p>The detail of this NW boundary is an issue associated with 'variations in alignment' referred to above and is appropriately shown on the Appraisal document in the correct position as subsequently discussed with the owner.</p> |
| Important open spaces | The PC and others refer to original para 6.30 which described an area of land as | Whilst this may have been true at the time of original survey, the site is now being developed for a |

| | | |
|--------------------|--|--|
| | <p>being an area of mixed woodland (now being developed).</p> <p>Rear garden area to 16 Hertford Road. The owner objects to its designation as an important open space as it is not within the public realm and is surrounded by houses.</p> <p>Other areas identified as being important open space in the original Appraisal. A number of such spaces were identified in the original draft. Two larger areas, including land to the south of Hertford Road (part of which included site referred to above) and another between the rear properties of Lower Green and Harwood Close and a number of other smaller areas were shown on the original Appraisal.</p> | <p>dwelling and because of these changed circumstances it is agreed that reference to the woodland be deleted.</p> <p>The garden in question forms part of the domestic curtilage and is to the rear of properties. Following site visit and access to the land it is not considered to be an open space which contributes to the general spatial quality and visual importance of the CA and that its designation as an important open space be deleted.</p> <p>The larger areas are to the rear of properties and on re consideration are not deemed to be open spaces which contribute to the general spatial quality and visual importance of the CA. Many of the smaller areas originally so identified are best described as incidental, some being to the rear of properties.</p> <p>The effect of the above exclusions leaves the important Lower Green and selected verges/green swards adjacent to roads as those identified as important open spaces.</p> |
| Other minor points | <p>A number of typing errors were identified. Also an historic reference to Tewin Memorial Hall. Several trees have been referred to in the text as no longer existing and it is pointed out that the village shop is erroneously</p> | <p>The typing errors etc have been rectified and the track changes in red shown in the new document now before Members only relate to the more significant changes. Several additional viewpoints have been added, new references made to damage caused by</p> |

| | | |
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| | <p>identified as a listed building. Reference has also been made to several viewpoints. The PC note the Tewin Conservation Area Statement of 1995 has not been referred to.</p> | <p>vehicles to edges of greens, property details added to the management section to be consistent with other parts of the Appraisal text and necessary administrative actions identified.</p> |
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TEWIN CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

DRAFT FOR CONSULTATION

2014/15



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East Herts District Council
Pegs Lane, Hertford, SG13 8EQ

CONTENTS

| | Paragraphs | Pages |
|---|------------|-------|
| 1. Introduction | 1.1- 1.11 | 4-6 |
| 2. Legal and Policy framework | 2.1- 2.18 | 6-11 |
| 3. Origins and historic development | 3.1- 3.8 | 11-15 |
| 4. General Designations and criteria used to identify Important Features | 4.1- 4.11 | 15-18 |
| 5. General Character and Setting Of Tewin | 5.1- 5.6 | 18-19 |
| 6. Detailed Character Analysis | 6.1- 6.41 | 19-38 |
| General Overview | 6.1 | 19 |
| 7. Management Proposals | 7.1-7.16 | 39-43 |
| EHDC Contact details | 7.3 | 39-40 |
| Schedule of Enhancement Proposals | 7.14 | 42 |
| Appendix 1- <u>Selection List</u> of Guidance notes available from EHDC | | 43 |

Character Analysis Plan and Key

Management Plan and Key.

LIST OF FIGURES

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| Figure | Description | Page |
|-----------|---|------|
| Figure 1 | Images of England. Church of St Peter | 12 |
| Figure 2 | Ordnance Survey Map 1874 | 12 |
| Figure 3 | Ordnance Survey Map 1897 | 13 |
| Figure 4 | Ordnance Survey Map 1920 | 14 |
| Figure 5 | Ordnance Survey Map 1963 | 14 |
| Figure 6 | Nos. 8 and 9 Lower Green | 20 |
| Figure 7 | The Old Bakery, 16 and 18 Hertford Road | 21 |
| Figure 8 | 10 Lower Green | 22 |
| Figure 9 | Rose and Crown Public House | 23 |
| Figure 10 | 30 Lower Green | 24 |
| Figure 11 | Tewin Memorial Hall | 25 |
| Figure 12 | 1 – 4 Lower Green | 26 |
| Figure 13 | 4 to 10 Hertford Road | 27 |
| Figure 14 | 13 to 19 Lower Green | 28 |
| Figure 15 | 22 to 25 Lower Green | 28 |
| Figure 16 | 2 Hertford Road | 29 |
| Figure 17 | The Old Red Barn | 30 |
| Figure 18 | 28 and 29 Lower Green Road | 31 |
| Figure 19 | View of the north corner of Lower Green, including the shelter. | 31 |
| Figure 20 | View west down Hertford Road | 33 |
| Figure 21 | View of Lower Green | 33 |
| Figure 22 | Trees in the front garden of 10 Lower Green | 35 |
| Figure 23 | View from Lower Green down Upper Green Road | 36 |
| Figure 24 | Collection of road signage | 36 |
| Figure 25 | Chain-link fence on Cannons Meadow | 37 |
| Figure 26 | Land to the rear of 42 Lower Green to 11 Hertford Road | 38 |

TEWIN CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

DRAFT FOR CONSULTATION

2014/15

This Appraisal has been produced by Officers of East Hertfordshire District Council to assess the current condition of the Tewin Conservation Area, to identify where improvements can be made and to advise of any boundary changes that are appropriate. The document is in draft form and will be subject to public consultation and agreement by District Council Members.

1. Introduction

1.1. The historic environment cannot be replaced and is a resource that is both fragile and finite. Particularly in an age when society and its needs change with rapidity, the various historic and architectural elements of Conservation Areas can be perceived to interact in a complex manner and create a 'unique sense of place' that is appreciated by those lucky enough to reside in such special places and by the many interested persons who appreciate and visit them.

1.2. East Hertfordshire District has a particularly rich and vibrant built heritage, featuring 42 Conservation Areas and approximately 4,000 fine listed buildings displaying a variety of styles representative of the best of architectural and historic designs from many centuries. Generally and very importantly the clear distinction between built form and open countryside has been maintained.

1.3. The District is situated in an economically buoyant region where an attractive environment, employment opportunities and excellent transport links, road rail and air, make it a popular destination to live and work. In addition to London a short commuting distance away, the District is influenced by other factors beyond its administrative area, such as Stansted Airport and the towns of Harlow and Stevenage. With such dynamics it is inevitable that

the historic environment will be subject to pressures which emphasize the need to protect it.

1.4. The East Hertfordshire Local Plan Second Review, adopted in April 2007, recognised these facts and committed the Council to review its Conservation Areas and their boundaries. The production of this document is part of this process.

1.5. Conservation Areas are environments which are considered worthy of protection as a result of a combination of factors such as the quality of design and setting of the buildings or their historic significance. In addition to the individual qualities of the buildings themselves, there are other factors such as the relationships of the buildings with each other, the quality of the spaces between them and the vistas and views that unite or disrupt them. The relationship with adjoining areas and landscape, the quality of trees, boundary treatments, advertisements, road signage, street furniture and hard surfaces, are also important features which can add to or detract from the Conservation Area.

1.6. This Appraisal recognises the importance of these factors and will consider them carefully. Once approved this document will be regarded as a 'material consideration' when determining planning applications. If appropriate the document will put forward simple and practical management proposals that improve the character of the Conservation Area and which are capable of being implemented as and when resources permit.

1.7. The recommendations concerning non-listed buildings and structures are normally formed by the field workers observations made from the public realm and seldom involve internal inspection or an assessment of their structural condition. Therefore recommendations contained in this Appraisal might be subject to reconsideration through the planning application process, where that is necessary, and which would involve the submission of additional information. Similar considerations may apply to estimating dates of buildings.

1.8. This Conservation Appraisal will:

- Identify the special character of Tewin;
- Identify elements that should be retained or enhanced;
- Identify detracting elements;
- Review the existing boundary;
- Put forward practical enhancement proposals;

1.9. The document has been prepared in partnership with the local community and the Council would like to record its thanks to the Parish Council and to the members of the local community who provided useful information to officers when the survey was being undertaken.

1.10. Acknowledgement and thanks are also recorded to Hertfordshire County Council whose Historic Environment Unit has been particularly helpful.

1.11. This Appraisal is written in three parts: Part A - Legal and Policy Framework. Part B - Appraisal; Part C - Management Proposals.

PART A - LEGAL AND POLICY FRAMEWORK

2. Legal and Policy framework.

2.1. The legal background for designating a Conservation Area is set out in Section 69 of the Planning (Listed Buildings and Conservation Areas) Act 1990. This states that the Council shall from time to time designate Conservation Areas, which are defined as being 'areas of special architectural or historic interest, the character or appearance of which it is desirable to conserve or enhance'. The same section of the Act also requires that Councils undertake periodic reviews.

2.2. Section 71 of the Act requires Councils to 'formulate and publish proposals for the preservation and enhancement' of Conservation Areas and hold a public meeting to consider them.

2.3. Within Conservation Areas there are additional planning controls and if these are to be supported it is important that the designated area accords with the statutory definition and is not devalued by including land or buildings that lack special interest.

2.4. Planning permission is required for the demolition of a building in a Conservation Area but is subject to certain exceptions. For example, it does not apply to Listed Buildings which are protected by their own legislation but is relevant to other non listed buildings in the Conservation Area above a threshold size set out in legislation¹. Looking for and assessing such buildings is therefore a priority of this Appraisal.

2.5. Certain ecclesiastical buildings (which are for the time being used for ecclesiastical purposes) are not subject to local authority administration provided an equivalent approved system of control is operated by the church authority. This is known as the 'ecclesiastical exemption'. Importantly in such circumstances, church authorities still need to obtain any other necessary planning permissions under the Town and Country Planning Act 1990.

2.6. The Town and Country Planning (General Permitted Development Order) 1995 (as amended), defines the range of minor developments for which planning permission is not required (permitted development, or PD) and this range is more restricted in Conservation Areas. For example the Order currently requires that the addition of dormer windows to roof slopes, various types of cladding, satellite dishes fronting a highway and a reduced size of extensions, all require planning permission in a Conservation Area.

2.7. However, even within Conservation Areas there are many other minor developments that do not require planning permission. So as to provide

¹ The demolition of a building not exceeding 50 cubic metres is not development and can be demolished without planning permission. Demolition of other buildings below 115 cubic metres are regarded as 'Permitted Development' granted by the General Permitted Development Order, subject to conditions that may require the Council's 'prior approval' regarding methods of proposed demolition and restoration.

further protection the law allows Councils' to introduce additional controls if appropriate. Examples of such controls can include some developments fronting a highway or open space, such as an external porch, the painting of a house or the demolition of some gates, fences or walls. The removal of important architectural features that are important to the character or appearance of a Conservation Area or individual buildings within it such as distinctive porches, windows or walls or railings to non-listed properties can be subject to a more detailed assessment and if appropriate made subject to protection by a legal process known as an 'Article 4 Direction' which withdraws 'Permitted Development Rights'. The use of such Directions can only be made in justified circumstances and a clear assessment of each Conservation Area considerably assists in this respect. In conducting this Appraisal, consideration will be given as to whether or not such additional controls are necessary.

2.8. Works to Trees. Another additional planning control relates to trees located within Conservation Areas. Setting aside various exceptions principally relating to size, any proposal to fell or carry out works to trees has to be 'notified' to the Council. The Council may then decide to make the tree/s subject to a Tree Preservation Order. This Appraisal diagrammatically identifies only the most significant trees or groups of trees that make a particularly important contribution to the character of the Conservation Area. Other trees not specifically identified may still be suitable for statutory protection.

2.9. Some hedges may be protected by the Hedgerow Regulations 1997. This legislation is extremely complicated and only applies in certain situations that are determined by the location of the hedge, its age and or its historical importance, the wildlife it supports and its number of woody species.

2.10. National Planning Policy Framework. Published in March 2012, this document replaces previous advice, including PPS 5, Planning for the Historic Environment. The principle emphasis of the new framework is to promote sustainable development. Economic, social and environmental roles should

not be considered in isolation because they are mutually dependent and positive improvements in the quality of the built, natural and historic environment should be sought, including replacing poor design with better design. Whilst architectural styles should not be imposed it is considered proper to reinforce local distinctiveness.

2.11. In relation to the historic environment the new National Planning Policy Framework advises as follows:

- There should be a positive strategy in the Local Plan for the conservation of the historic environment and up-to-date evidence used to assess the significance of heritage assets and the contribution they make.
- Conservation Areas. Such areas must justify such a status by virtue of being of 'special architectural or historic interest'.
- Heritage assets. A Heritage asset is defined as 'a building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the local planning authority (including local listings)'.
- Considerable weight should be given to conserving such heritage assets and the more important they are the greater the weight. For example the effect of a development proposal on a non- designated heritage asset should be taken into account and a balanced judgment reached. Substantial harm to or loss of a grade II Listed Building should be exceptional whilst harm to heritage assets of higher status, e.g. a grade I or II* Listed Building should be wholly exceptional.
- Local Planning Authorities should look for opportunities for new development within Conservation Areas to enhance or better reveal their significance and proposals that preserve such elements should be approved.
- The use of Article 4 Directions to remove national permitted development rights should be limited to situations 'where this is necessary to protect local amenity or the well being of the area...'
- Green Areas. Such areas of particular importance can properly be identified for special protection as Local Green Spaces in selected situations.

2.12. East Hertfordshire's environmental initiatives and Local Plan Policies. East Hertfordshire is committed to protecting Conservation Areas and implementing policies which preserve and enhance them; to support their preservation through the publication of design and technical advice and to be pro-active by offering grants and administering a Historic Buildings Grant Service. With regard to the latter grants are awarded on a first come first served basis in relation to listed buildings and other unlisted buildings of architectural or historic interest. The maximum grant will not normally exceed £1,000.

2.13. In respect of the above the Council has produced a number of leaflets and guidance notes that are available [on line or](#) on request. Further details are provided in Appendix 1.

2.14. The Council also has a 'Buildings at Risk Register', originally produced in 2006 and updated in 2012/13. In relation to Tewin Parish there are a couple of buildings entered on the Register as being 'At Risk' including the Grimston Memorial and Railed Enclosure at St Peters Church. However no such buildings have been identified within the Conservation Area. Grant assistance not exceeding £10,000 may be available for works that lead to such structures long term security.

2.15. The East Herts Local Plan was adopted by the Council in 2007. Most of the policies set out in the plan remain in force and are relevant in relation to Conservation Area and Historic Building considerations. The Local Plan and its policies can be viewed on the Council's website or a copy can be obtained from the Council (contact details are set out in section 7).

2.16. In accordance with the requirements of the Planning and Compulsory Purchase Act 2004, the Council is in the process of preparing a planning policy document which will replace the 2007 Local Plan. This will be known as the East Herts District Plan. Once adopted, the District Plan will contain the relevant Council planning policies.

2.17. Tewin Conservation Area was designated in 1981.

2.18. A Conservation Area Character Statement was prepared by the District Council in 1995 which is now of historic interest only. However some descriptive text of this Appraisal is based on that contained in the earlier document.

Part B – APPRAISAL

3. Origins and historic development.

3.1 The Domesday Book refers to the ownership of land and taxable assets in Tewin as belonging to King Edward the Confessor in 1074; however by the mid 14th century much of Tewin was held by the Church². Subsequently Tewin was in the hands of the Prior and convent of St Batholomew and after the dissolution of the Priory in 1540 the manor of Tewin was granted to Robert Fuller. The manor changed hands 16 times over the next 200 years until 1746 when George 3rd Earl of Cowper became the owner, hence the relationship between the Cowper Family and the Village.

3.2 Although not located within the Conservation Area, The Church of St Peter (Grade I) and The Old Rectory (Grade II) are both considered to be important listed buildings within the wider setting. Nikolaus Pevsner describes the site as ‘a small church on the edge of a scattered village but with the Rectory close by’. The Church is partly of the 11th century building with the chancel being rebuilt or remodeled in the 13th century and later additions added in the 15th. Pevsner describes the Rectory as a ‘five bay, two-storeyed Georgian house’³.

² History of Tewin by the people of Tewin

³ Pevsner, N. (1977) *The Buildings of England: Hertfordshire*. Penguin. 2nd Edition.



Figure 1: Church of St Peter, Churchfield Road.

3.3 The OS Map of 1874 displays the core of the Conservation Area as being the triangular Lower Green bordered by development on all three sides. Development does extend eastwards down Hertford Road, with the last building being no. 18. The map identifies the Boys and Girls school in the South West corner of the green, the Smithy to the North and the Rose and Crown Public House North West.

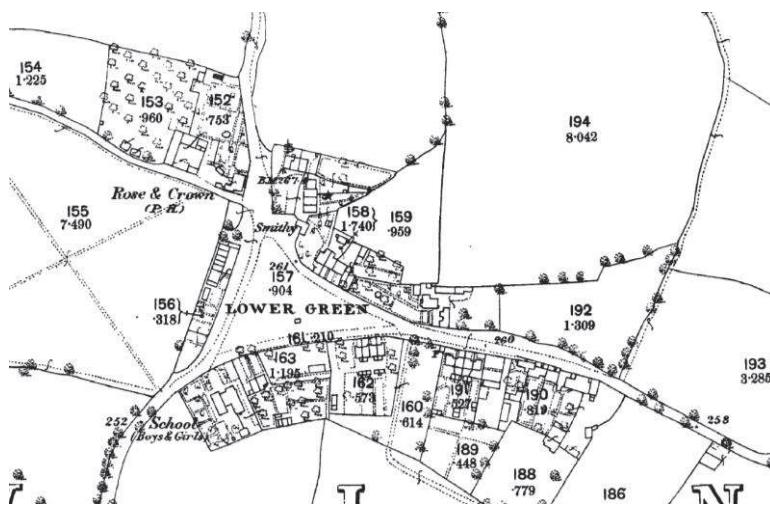


Figure 2: Ordnance Survey Map 1874

3.4 The OS Map of 1897 demonstrates that minimal development has occurred since 1874. It does however display the location of the Post Office in the row of cottages to the west of Lower Green and the new Parish Room in the south west corner of Lower Green.

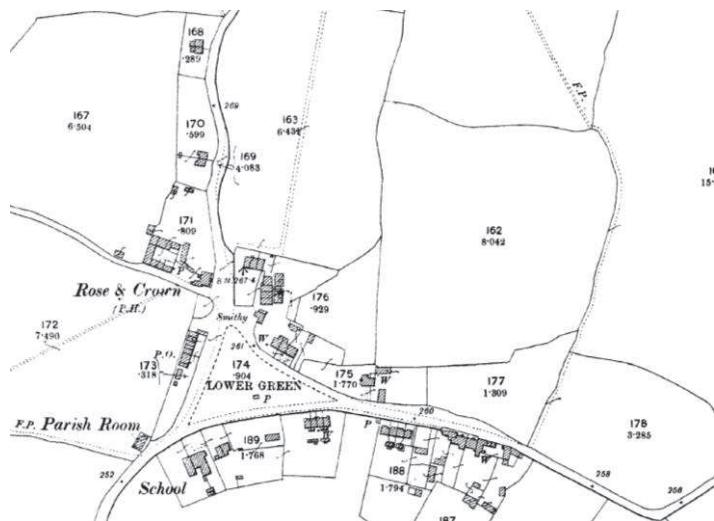


Figure 3: Ordnance Survey Map 1897

3.5 Similarly the OS map of 1920 illustrates limited development in terms of an increase in the number of buildings surrounding the green. What is evident is the row of cottages on the west were demolished and replaced with new dwellings. This is supported in the *History of Tewin*⁴. Due to the replacement buildings the map shows the Post Office was relocated to no.9 Lower Green.

⁴ The history of Tewin by the people of Tewin page 146.

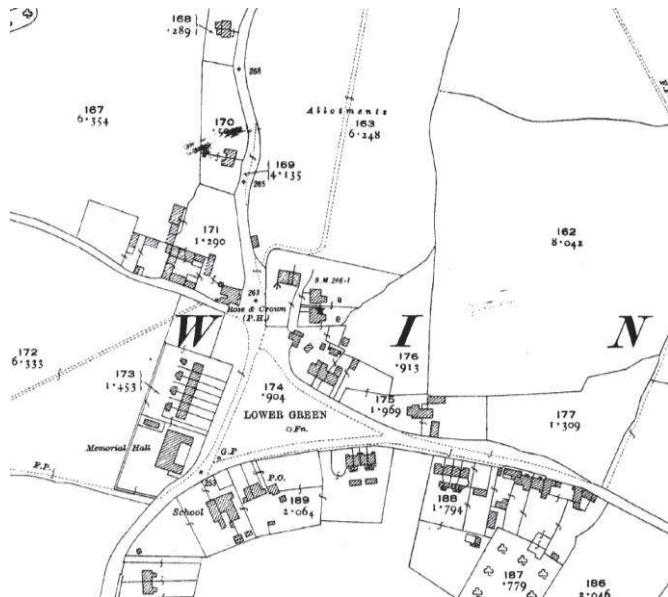


Figure 4: Ordnance Survey Map 1920

3.6 The OS map of 1963 demonstrates that the settlement expanded within the period between 1920 and 1963. Open spaces bordering the green have been developed upon. Most notably is the Memorial Hall, which replaced the Parish Room, the increased development northwards along Upper Green Road and the Cannons Meadow housing estate to the south. The map also illustrates the pathways which have been formed across the green and the location of the flagstaff and water pumps.

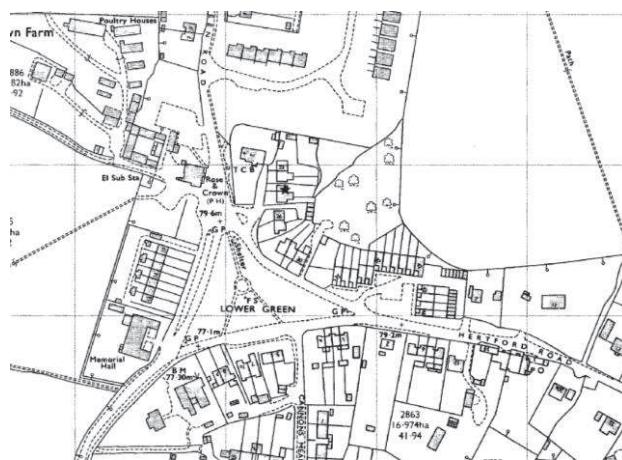


Figure 5: Ordnance Survey Map 1963

3.7 Kelly's Post Office Directory of 1874 - As entries in this Directory were subject to charge, those included may only have been partly representative of the full range of available local services at that time. Nevertheless they demonstrate that Tewin was a small community within which a number of different trades were plied and where there was a degree of self sufficiency.

3.8 *The Place names of Hertfordshire* published by Cambridge University Press refers to the following ancient names⁵: Tiwingum (944), Tywingam (1015), Tiwinga (1166), Tewing (1198) and Tuyn (1596). Reference is made to Tiwinga meaning 'worshippers of the God Tew', with Tew being a Saxon war god. This is confirmed in Halls's *Names of Places in Hertfordshire*⁶.

4. General Designations and criteria used to identify important features.

4.1 Scheduled Ancient Monuments. There are no designated Scheduled Ancient Monuments in the Conservation Area as currently drawn.

4.2 Areas of Archaeological Significance. There are no designated Areas of Archaeological Significance in the Conservation Area as currently drawn. However to the east and south, outside of the boundary, there are Areas of Archaeological Significance.

4.3 Listed buildings. Individually listed buildings have been identified, plotted and some briefly described. Full descriptions can be obtained online at Historic England's website List.HistoricEngland.org.uk or via the Heritage Gateway. Such Listed Buildings are protected from unauthorized demolition, alteration or extension. Structures, including railings and walls, within the curtilages of listed buildings if they pre-date 1948 are subject to the same controls as listed buildings.

4.4. Non-listed buildings of quality and worthy of protection from demolition. There are several non-listed buildings that make an important architectural or

⁵ Gover (J). *The Place Names of Hertfordshire*. Cambridge University Press

⁶ Hall, H. (1858) *Names of Places in Hertfordshire*. Printed by Odell and Ives.

historic contribution to the Conservation Area which have been separately identified. The basic questions asked in identifying such buildings/structures are:

- (a) Is the non- listed building/structure of sufficient architectural or historic interest whose general external form and appearance remains largely unaltered?
- (b) Does the building contain a sufficient level of external original features and materials?
- (c) Has the building retained its original scale without large inappropriate modern extensions that destroy the visual appearance particularly in respect of the front elevation?
- (d) Is the building/ structure visually important in the street scene?

4.5. Trees and Hedgerows. There are several trees and hedgerows that particularly contribute to the quality of the Conservation Area. The basic criteria for identifying such important trees and hedgerows are:-

- (a) They are in good condition;
- (b) They are visible at least in part from public view points.
- (c) They make a significant contribution to the street scene or other publicly accessible areas.

4.6. Open spaces or gaps of quality that contribute to the visual importance of the Conservation Area where development would be inappropriate have been identified. The basic question asked in identifying such areas is does the open space or gap form an important landscape feature contributing to the general spatial quality and visual importance of the Conservation Area? Private open spaces forming an important setting for an historic asset and unkempt spaces that have the potential to be enhanced are candidates for selection subject to complying with the principle question.

4.7 Any other distinctive features that make an important visual or historic contribution are noted and shown diagrammatically. In relation to walls and railings those above prescribed heights (1m fronting a highway including a

footpath or bridleway, water course or open space or 2m elsewhere) are protected and require permission for their demolition).

4.8. Reference has previously been made to the potential of introducing Article 4 Directions in justified circumstances and the criteria for their selection in relation to features associated with selected non listed properties is as follows:

- In relation to chimneys, these need to be in good condition, contemporary with the age of the property, prominent in the street scene and complete with chimney pots. Exceptionally particularly important chimney stacks without pots may be selected.
- In relation to selected windows, these need to be on front or side elevations, fronting and visible from the street/s, contemporary with the age of the property and where the majority of windows of respective elevations retain their original characteristics and have not been replaced by modern glazing units.
- In relation to walls or railings in a Conservation Area, those selected need to be below the prescribed heights (those fronting a highway including a footpath or bridleway, water course or open space 1m or 2m elsewhere require permission for their demolition), be prominent in the street scene and make a positive architectural or historic contribution to its visual appearance.
- In relation to other features, these may include good quality architectural detailing to non-listed buildings, constructed of wood, metal or other materials.
- It may also be appropriate to introduce Article 4 Directions to retain quality buildings below the prescribed threshold where permission for demolition in Conservation Areas is not required.

4.9. Features that detract from the character of the area or which are in poor repair have been identified.

4.10. Important views are identified and are described below.

4.11 In suggesting any revisions to the Conservation Area boundary, consideration has been given as to whether or not the land or buildings in question form part of an area of special architectural or historical interest whose character or appearance should be conserved. The extent of the Conservation Area can include open land that has historical associations with the built form. This may particularly be the case if such open land is environmentally important and visually forms part of the Conservation Area's setting and is distinct from open farmland.

5. General Character and Setting of Tewin.

5.1 Wider setting – Tewin is a scattered village of 16th to 20th century houses around a pleasant elongated green. In the Councils Landscape Character Analysis Tewin village is recognized as being ancient but strongly influenced by the Cowper family, who owned the Panshanger Estate and much of this farmland from 1720 to 1953. The bulk of the Cowper Estates in Tewin was sold in 1953 to pay death duties. Visual continuity is derived from the unified style and colour of the 19th century estate cottages within and beyond the settlement. Yellow brick estate dwellings and red brick farmhouses often bear the Cowper family crest and their date of construction.

5.2 General immediate setting – The setting of the Conservation Area, except where modern development abuts it, is open farmland with a rolling character. The edge of the area is generally clearly defined by mature trees and hedges on rising ground, with the buildings not completely visible except for chimneys and roof forms. To the west the setting is more open with the village visible across the fields. To the north-west the setting becomes almost Arcadian, with the village scarcely visible through the mature trees which dot pasture land in this direction.

5.3 There are 37 listed buildings in Tewin Parish as a whole, one of which is Grade I and two of which are Grade II*. The remaining 34 are Grade II listed. There is also a Grade II Historic Park and Garden within the Parish; Tewin Water which is situated 2km north-east of the centre of Welwyn Garden City.

5.4 Of these listed buildings only a handful (described below) are situated within the Conservation Area, some having been divided into multiple properties. Here buildings from the 17th to 19th centuries are represented.

5.5 As set out below this Appraisal identifies other buildings and structures of quality that are not individually listed.

5.6 In summary the character of the Conservation Area derives from the relationship the built environment has with open land. Historically, the association with the Cowper family and the Panshanger estate generates a social as well as architectural connection within the village; with the built environment providing a physical record of this connection.

6. Detailed character analysis.

6.1 General overview. The Conservation Area consists of the locale around the triangular Lower Green and the portions of the approach roads, mainly Upper Green Road and Hertford Road. The essential form of the Conservation Area is a band of frontage development around the three sides of the green and the approach roads. This form has been blurred by modern development to the south in Cannons Meadow and to the north.

6.2 Lower Green is a contained, ~~triangular open~~ space defined by a variety of buildings dating from the mid 17th century to the late 20th century. The green has a pleasant semi-rural appearance due to the large grassed area in the centre, the large number of mature trees and hedge around the green and the wide grassed verge on the western side. However certain edges to the Green have been damaged by parked/passing vehicles and means of redressing this should be explored and considered further.

6.3 The area around Lower Green produces a sense of containment, which appears to have been deliberately strengthened by the siting of several late 19th and early 20th century buildings. The deliberate effect of containment is

most noticeable on the western side where open fields lie directly behind the band of early 20th century buildings which define the green.

6.4 Scheduled Ancient Monuments - There are none in the Conservation Area.

6.5 Archaeological Sites - There are no designated Areas of Archaeological Significance in the Conservation Area although it is worth noting that there are Areas of Archaeological Significance to the east and south of the Conservation Area.

6.6 Individually Listed Buildings. The Listed Buildings within the Conservation Area are described briefly below, with the characteristic and distinguishing architectural features identified. The full listing description can be sourced from Historic England.

6.7. Nos. 8 and 9 Lower Green, were originally one house and are now two dwellings. Dating from early to mid 17th century the buildings are of timber frame construction on a red brick base and plastered. To the rear there are 18th and 19th century additions including single storey attic wings to the centre and right.



Figure 6: Nos. 8 and 9 Lower Green

6.8 The Old Bakery, 16 and 18 Hertford Road, dates from the early 18th century and has 19th and 20th century extensions. Two storeys with attics red brick buildings, whitewashed with a tiled roofs. Each house has paneled doors to the centre, a plat band to the first floor and cambered heads to all openings. On a historical note the Old Bakery, No. 16 and Cheyne Cottage were a single property called The Long House. When they were owned by Peter Howells in the 1970s they were separated and the Old Bakery and No. 16 were converted back into one house. By the late 1970s the shop housed the bakery.



Figure 7: The Old Bakery, 16 and 18 Hertford Road. Shop is not part of formal LB description.

6.9 10 Lower Green is currently 2 dwellings, having been built in 1839 following a bequest from H. Cowper to form the Cowper Endowed School. The building is of yellow stock brick with white brick dressings and a pantile roof; materials which are uncommon in this area therefore supporting the fact that the building is a result of patronage. The building has aan H plan form, with 2 broad gables to the front. The building is characterised by its casement windows and doors, which have either 2 or 3 lights or decorative glazing bars.



Figure 8: 10 Lower Green (Cowper Hall)

6.10. 11 Lower Green (nos. 10/11) form part Historic England's composite LB description) occupies the former Cowper Endowed School. Built in 1839 following a bequest from H. Cowper the building is of yellow stock brick with white brick dressings and a pantiled roof. The building was converted into residences in the 20th century when it was also re-roofed. The building is single storey with attics with the front elevation facing west. The right gabled block was the master's house and it has tall mullion casement windows with hexagon and diamond patterned panes and chamfered white brick surrounds. Positioned centrally within the front elevation sits a cross axial stack with a central square and outer diagonally set shafts with 5 octagonal pots. There is a 20th century gabled entrance porch on the western elevation and a 2 light gabled dormer.

6.11. Rose and Crown Public House, Upper Green Road. The building has a 17th century cross range incorporated into a mid 18th century rebuilding which has since been extended and altered. The early core is timber framed and has been rebuilt in red brick with burnt headers. A five bay building of two storeys and attic main block with early 2 cell cross range to rear left. There is

a plat band to the first floor and 5 two light casements with flush frames. The extensions include a 20th century wing to the rear and a 20th century lean-to on the left end.



Figure 9: Rose and Crown Public House

6.12. 30 Lower Green. Early to mid 18th century red brick house with a steeply pitched tiled roof. The building is two storeys with three bays. The building has glazing bar casement windows with moulded flush frames, dentilled brick eaves and internal end chimney stacks.



Figure 10: 30 Lower Green

6.13 Buildings and structures not individually listed but within the curtilages of Listed Buildings. There are none identified in the Conservation Area.

6.14 Other non-listed buildings that make an important architectural or historic contribution. These are non-listed buildings of quality and worthy of protection as they make an important architectural or historic contribution to the Conservation Area.

6.15 Tewin Memorial Hall. The Memorial Hall is a bold building in English arts and crafts style, influenced by the architecture of Sir Edwin Lutyens, erected in 1922 as a war memorial. A local source notes that the Hall's architect, Sir Herbert Baker, is one of only four Royal Gold Medalist architects buried in Westminster Abbey. The hall has an attractive symmetrical composition, with two gabled wings protruding forward to enclose a small courtyard. The symmetry of the design is accentuated by two yew bushes in the entrance courtyard and by four prominent 'Tudor' chimneys. The detail of the building is subordinated to a steeply pitched roof in brown / red clay tiles, which is in

sympathy with the warm red brickwork of the lower parts. The building does not directly front the green but is slightly withdrawn behind a mature hedge which continues the line of the field hedge in School Lane.



Figure 11: Tewin Memorial Hall

6.16. Five groups of 'model' cottages were erected around the green by the Cowper Estate between 1873 and 1903. These groups are similar in their materials but the later groups show an increasing boldness in scale and architectural inventiveness.

6.17.1- 4 Lower Green. The earliest group is typical in its use of gault brickwork, steeply pitched red/brown plain-tiled roof with overhanging eaves and verges, large brick chimneys, punctuating gabled dormers and casement windows with small lights. The rear gardens of these houses have a pleasant domestic appearance with neat vegetable plots, small tile and gault brickwork outbuildings. Selected features are candidates for protection by possible Article 4 Direction subject to further consideration and notification.



Figure 12: 1 – 4 Lower Green

6.18. 4 to 10 Hertford Road. These buildings date from 1876 and display architectural characteristics of the Cowper cottages, namely the yellow brickwork, pitched roof which are more steeply accentuated, prominent two-storey gables jutting forward and grander chimneys. No. 10 displays the Cowper Crest which provides the date of the buildings. Selected features are candidates for protection by possible Article 4 Direction subject to further consideration and notification.



Figure 13: 4 to 10 Hertford Road

6.19. 7 to 9 Upper Green Road. Situated to the north end of the green dating from 1896, as shown by the Cowper Crest. The buildings are of yellow brick with pitched roofs, central chimneys and distinguishable porches. Selected features are candidates for protection by possible Article 4 Direction subject to further consideration and notification.

6.20. 13 to 19 Lower Green. Seven cottages on western side of the green dating from 1903 are of fundamental importance to the character of Lower Green itself as they define its western boundary. The elevation to the green is a bold regular pattern of gabled dormers and large decorative chimneys which contrast with a generous expanse of roof. Windows are side hung casements with glazing bars, with arched heads in contrasting red brickwork. The individual houses are subordinated to a strong architectural whole. Vehicular access to these houses is available from the rear as the intrusion of out-buildings into the front gardens and run-ins across the wide verge would detract from the appearance of these houses. Selected features are candidates for protection by possible Article 4 Direction subject to further consideration and notification.



Figure 14: 13 to 19 Lower Green

6.21. 22 to 25 Lower Green. These two groups of semi-detached cottages are typical of the Cowper Cottages. Single storey with attics and of yellow brick with steep pitched roofs, the buildings have prominent chimney stacks and dormers. They benefit from rear gabled extensions which appear to have been included in the original design. Selected features are candidates for protection by possible Article 4 Direction subject to further consideration and notification.



Figure 15 - 22 to 25 Lower Green

6.22. Lime Cottage, 2 Hertford Road. The building is a two storey brick built building with a red tile roof and gabled porch. On a historical note the Compton family is the only family to occupy the building. Built in 1925 for Mr. Boston Compton by (architect) Andrew Grey. Mr. Compton was police constable in Tewin from 1919-24.



Figure 16: 2 Hertford Road

6.23. Cheyne Cottage, 14 Hertford Road was built in the 18th century and was built or refurbished for Panshanger Estate. The building is brick built with a tiled roof and has chimneys with pots. On a historical note the building is named after Cheyne Walk in Chelsea where the former residents previously lived. Selected features are candidates for protection by possible Article 4 Direction subject to further consideration and notification.

6.24. The Old School House. The building is of red brick construction with a steeply pitched roof and chimneys. It has historical and architectural importance as it was built at the same time and by the same hand as the Rose and Crown.

6.25. The Old Red Barn. The building is of red brick with a red tile roof. Now functioning as a residential dwelling, the building has modern additions and fenestrations associated with its use; however the conversion has been sympathetic to the former design and form. The Cowper Plaque is present on the eastern gable end, dating 1878.



Figure 17: The Old Red Barn

6.26. The Old Hay Barn. Currently in an L-plan form, the building sits to the west of The Old Red Barn. The building is red brick with an old tile roof and weatherboarded sections. The building is being extended to form an additional wing to the north.

6.27. 28 and 29 Lower Green Road. A pair of cottages, rendered with red tile roof. Central chimney, two gabled porches and two gabled dormers on the front elevation. The cottages display features which are common to the immediate setting.



Figure 18: 28 and 29 Lower Green Road

6.28. Other distinctive features that make an important architectural or historic contribution. On the North corner of Lower Green is a shelter, which can be traced back through historic maps to 1963.



Figure 19: View of the north corner of Lower Green, including the shelter.

6.29. To the north of Lower Green on the eastern side of Upper Green Road is a K6 Telephone box. It appears in good condition and is considered to contribute to the character and appearance of the village. Such structures are often formally listed but this one is not.

6.30. Important open land and open spaces Green verges and banks augment the grassed expanse of the green itself, creating a spacious green heart inside the enclosure of buildings. Verges and banks which make a particular contribution to the character of the area include the verge outside the model cottages and Memorial Hall on the western side of Lower Green and the grassed banks outside No. 32 to 46 Lower Green, where the row of trees contributes to the village character. The small Green at the eastern extremity of the village to the east of no. 13 Hertford Road is an extension of the green spaces along the northern side of Hertford Road and is an important landscape feature that would benefit from improvement. In this respect edges to this Green (some repairs very recently undertaken) and also to Lower Green have been damaged by parked/passing vehicles. It is suggested means of overcoming these problems should be explored and considered further.

~~6.30 A small area of mixed woodland within the conservation area have an important role in that it contributes to the sense of enclosure whilst providing a contrast to the built forms; this woodland area is located adjacent to no 30 lower green.~~



Figure 20: View west down Hertford Road

6.31. On a historical note, in 1953 the Parish Council, as a way of marking the coronation of Queen Elizabeth II, moved the Well House to its present site. The green was ploughed and re-seeded with grass, the footpaths were put in and the flag pole erected.



Figure 21: View of Lower Green

6.32. Particularly important trees and hedgerows. Hedges. Hedges: On both sides of Upper Green Road, those at the end of the green and the hedges in front of the model cottages on the west of the green, bordering The Old School House and hedges and bushes on the north side of Hertford Road (opposite village shop). As diagrammatically shown. Hedges contribute significantly to the environmental qualities of the Conservation Area particularly in relation to the approaches where they provide a sense of enclosure. Some hedges may be protected by the Hedgerow Regulations 1997. This legislation is complicated and only applies in certain situations that are determined by the location and extent of the hedge, its age and or its historical importance, the wildlife it supports and its number of woody species. The Regulations do not apply to domestic garden hedges.

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6.33. Trees: existing trees are of particular importance as they often frame and balance views and, in this respect, the yews in the front garden of 10 Lower Green, the mature oak tree in the garden of 30 Lower Green and the mature elms at the north western corner of the green adjacent to the Rose and Crown public house are particularly important and are all protected by TPOs A selection of those considered to be important to the setting of the Conservation Area are shown diagrammatically.



Figure 22: Trees to the front garden of 10 Lower Green

6.34. Other notable trees include the evergreens on the road frontage of Nos. 30-46 Lower Green and the Scots pine in the garden opposite the village shop.

6.34. Important views. ~~The long view out, south down School Lane towards Tewin Church, is of particular importance. As diagrammatically shown.~~

6.35. The approach to Lower Green via Upper Green Road has a semi-rural serpentine character with the road falling quite strongly towards the green, between hedges neat grassed banks and verges.



Figure 23: View from Lower Green down Upper Green Road

6.36. Similarly, the approach to Lower Green from Hertford Road has a winding rural character before the open space is reached.

6.37. Detracting Elements. On the two southern corners of Lower Green collections of road signs are considered to visually detract from the open character of the green as there are multiple poles and the signs are worn.

There may be opportunity for some rationalization/reduction.



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Figure 24: Collection of road signage, could the necessary signs be accommodated on less poles?

6.38. The eastern edge of Cannons Meadow has a chain-link fence which defines the property boundary. It is considered that this boundary approach is uncharacteristic of the area and therefore detracts from the character and appearance of the Conservation Area.



Figure 25: Chain-link fence on Cannons Meadow

6.39. Opportunities to secure improvements. The opportunities to secure improvements will normally be achieved with the co-operation of owners with whom discussions should take place.

6.40. Suggested boundary changes. ~~It is proposed to adjust the conservation area boundary at the eastern end of Hertford Road to exclude the land south of the road; instead the conservation area boundary will follow the curve of the road. It is proposed (following a second 'mini consultation with the PC and owners) to extend the Conservation Area to the east of no. 13 Hertford Road on the north side to include the remaining part of the roadside Green previously excluded, adjacent boundary hedge/trees and continuation of the narrow strip of paddock land.~~ It is also ~~suggested that~~proposed that the Conservation Area boundary be extended behind the Old Hay Barn so that the curtilage of the building is included.

6.41. It is recognised that the Conservation Area boundary appear to cut through the rear gardens of 42 Lower Green to 11 Hertford Road and therefore it appears

that the entire curtilage of the buildings is not included in the Conservation Area. However, as the use of the land beyond the boundary is classed as grazing land it is considered that it forms part of the open countryside and is does not warrant being included in Conservation Area.



Figure 26: Land to the rear of 42 Lower Green to 11 Hertford Road

PART C – MANAGEMENT PROPOSALS

7. Management Proposals.

7.1. Conservation Area Boundary. The revised boundaries include the following amendments:

(a) Extend the boundary at the eastern extremity of Hertford Road, north side, to include the whole of the roadside Green, adjacent boundary hedge/trees and continuation of narrow strip of paddock land.

(b) Extend the boundary to include the curtilage of The Old Hay Barn. The current boundary does not reflect boundaries on the ground and subsequent development.

~~(b) Exclude land to the east of 24a Hertford Road. The existing boundary does not reflect physical boundaries on the ground as it currently cuts through a large field.~~

7.2. General Planning Control and Good Practice within the Conservation Area. All planning policies are contained in the East Herts Local Plan Second Review adopted in April 2007. It is currently against this document and the National Planning Policy Framework that the District Council will process applications.

7.3. Applicants considering submitting any application should carefully consider the relevant policies and if necessary contact Council Officers to seek pre-application advice. For further details including advice on Planning Applications, Conservation Areas, Listed Buildings, Landscaping, and other general administrative advice please contact the Planning Department for assistance.

Telephone no. 01279 655261

E-mail planning@eastherts.gov.uk

Or write to E.H.D.C. Wallfields, Pegs Lane, Hertford SG13 8EQ

7.4. Applicants may also wish to refer to one of the several Guidance Notes referred to in Appendix 1 below.

7.5. Planning Control - Potential need to undertake an Archaeological Evaluation. (this text Included because of proximity of sites of Archaeological Significance to Conservation Area) Within areas designated as being a Scheduled Ancient Monument or within the Area of Archaeological Significance the contents of Policies BH1, BH2 and BH3 are particularly relevant. English Heritage's Guide for Owners and Occupiers states that if a person wishes to carry out any works that will affect a scheduled monument 'whether above or below ground, you must apply to the Secretary of State for prior written permission.' Applicants are strongly recommended to contact the regional Historic England's office for early discussions. The local contact details are Historic England 24 Brooklands Avenue Cambridge CB2 2BU. Telephone 01223 582700.

7.6. Listed Building Control and Good Practice. Those buildings that are individually listed are identified. Other pre 1948 buildings, structures or walls within the curtilage of a Listed Building are similarly protected in law.

7.7. Listed Buildings are the most a significant factor in contributing to the quality of Tewin's built environment. It is essential that their architectural detailing is not eroded nor their other qualities and settings compromised.

7.8. Planning Control – Other Unlisted Buildings that make an Important Architectural or Historic Contribution. Within the Conservation Area several such unlisted buildings have been identified that are considered to have such qualities to be described thus... These are: Tewin Memorial Hall, 1 to 4 Lower Green, 13-19 Lower Green and 4-10 Hertford Road, 1- 4 Lower Green, 4 -10 Hertford Road, 7- 9 Upper Green Road, 13 -19 Lower Green, 22- 25 Lower Green, Lime Cottage 2 Hertford Road, Cheyne Cottage 14 Hertford Road,

The Old School House, The Old Red Barn, The Old Hay Barn and 28/29

Lower Green Road. Any proposal involving the demolition of these buildings is unlikely to be approved.

7.9. Proposed Article 4 Directions. There are some distinctive features that are integral to some of the unlisted buildings identified above that make an important architectural or historic contribution. In some situations protection may exist through existing planning controls but in other cases additional protection could only be provided by removing Permitted Development Rights via Article 4 Direction. The latter legislation is complex. Should the Council consider such a course of action appropriate there would be a process of notifying the affected owners separately at a later date. This would be associated with further detailed consideration and possible refinement.

7.10. Planning Control – Other Unlisted distinctive features that make an Important Architectural or Historic Contribution. The Appraisal identifies the shelter on Lower Green and Telephone Kiosk as distinctive ~~features which makes~~features which make a positive contribution to Tewin's character and appearance.

7.11. Planning Control – Important open land, open spaces and gaps. This Appraisal has identified the following important spaces: triangle of open land comprising of Lower Green and associated grass verges; grass verges on Upper Green Road; Grass verges on Hertford Road and roadside green at the eastern extremity of Hertford Road. ~~the green verges outside Tewin Memorial Hall and the model cottages and outside 32 to 46 Lower Green.~~

These represent open spaces and other landscape features within the Conservation Area that materially contribute to its character or appearance and will be protected.

7.12. Planning Control – Particularly important trees and hedgerows. Only the most significant trees are shown diagrammatically. Subject to certain exceptions all trees in a Conservation Area are afforded protection and a person wanting to carry out works has to notify the Council. Trees that have

not been identified may still be considered suitable for protection by Tree Preservation Orders. Owners are advised to make regular inspections to check the health of trees in the interests of amenity and Health and Safety. As previously advised some hedges may be protected by the Hedgerow Regulations 1997.

7.13. Planning Control –Important views. The most important views within and out of the Conservation area are diagrammatically shown. Policy BH6 is particularly relevant.

7.14. Enhancement Proposals. The Appraisal has identified a ~~couple of several~~ elements that detract that are summarised in the Table below together with a proposed course of action. Within the staff and financial resources available, Council Officers will be pro-active and provide assistance. It must be recognized that such improvements will frequently only be achieved with the owners co-operation.

| Detracting Element | Location | Proposed Action |
|---|---|--|
| Discordant signage | Southern corners of Lower Green | Discuss potential for improvement with Highways |
| Fencing | Cannons Meadow | Discuss potential for improvement with owner |
| <u>Damaged edges</u> | <u>Lower Green</u> | <u>Discuss means of securing permanent improvement</u> |
| <u>Damaged surface and environment that would benefit from landscape improvement.</u> | <u>Roadside verge, eastern extremity of Hertford Road</u> | <u>Discuss potential for improvements with Highways and Parish Council. (Damaged surface now improved – may need ongoing repair until properly established).</u> |

7.15. Other Actions. Advise Historic England regarding minor factual amendments to Listed Building address relating to the Old Bakery. Amend EHDC mapping in respect of shop adjacent to Old Bakery(not part of formal LB description; amend EHDC mapping records in respect of no. 30 Lower Green to include part to rear.

7.16. The features identified above are shown on accompanying Plans.

Appendix 1. Selection of Guidance Notes produced by East Hertfordshire District Council. The following represent useful technical information and can be obtained via the details provided above.

1. Brick Repointing and Repair.
2. Conservation Areas.
3. Cleaning Historic Brickwork.
4. Farm Buildings.
5. Flint and Flint Wall Repair.
6. Hard Landscaping in Historic Areas.
7. Listed Buildings.
8. Rainwater Goods and Lead.
9. Shopfronts.

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MANAGEMENT PLAN KEY

All 'saved' Local Plan Policies and Government planning policies set out in the 'National Planning Policy Framework' (NPP) currently apply as appropriate.

A new District Plan (DP) is being prepared that when adopted will contain the relevant DP planning policies.

REVISED CONSERVATION AREA BOUNDARY: Local Policies BH5-BH6 particularly apply



INDIVIDUALLY LISTED BUILDINGS/STRUCTURES: NPP policies apply



UNLISTED BUILDINGS TO BE PROTECTED FROM DEMOLITION



**OTHER DISTINCTIVE FEATURES TO BE PROTECTED FROM DEMOLITION
WITHIN PARAMETERS OF EXISTING LEGISLATION:**

Shelter

S

Telephone Kiosk

T

**SELECTED FEATURES ON UNLISTED BUILDINGS WHERE ADDITIONAL
CONTROLS ARE PROPOSED SUBJECT TO FURTHER CONSIDERATION AND
NOTIFICATION (by Article 4 Direction)**

See
text

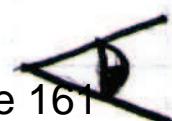
IMPORTANT OPEN SPACES TO BE PROTECTED



**GENERAL LOCATION OF IMPORTANT TREES/HEDGEROWS TO BE
PROTECTED WITHIN PARAMETERS OF LEGISLATION**



SELECTED IMPORTANT VIEWS TO BE PROTECTED



Page 161

PROPOSED ENHANCEMENTS

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CHARACTER ANALYSIS KEY

EXISTING CONSERVATION AREA BOUNDARY



PROPOSED EXTENSIONS TO THE CONSERVATION AREA



INDIVIDUALLY LISTED BUILDINGS/STRUCTURES



UNLISTED BUILDINGS THAT MAKE AN IMPORTANT ARCHITECTURAL
OR HISTORIC CONTRIBUTION



OTHER DISTINCTIVE FEATURES THAT MAKE AN IMPORTANT
ARCHITECTURAL OR HISTORIC CONTRIBUTION

Shelter

S

Telephone Kiosk

T

IMPORTANT OPEN SPACES



GENERAL LOCATION OF IMPORTANT TREES/HEDGEROWS



IMPORTANT VIEWS



ELEMENTS OUT OF CHARACTER WITH THE
CONSERVATION AREA

D

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