



MEETING : EXECUTIVE
VENUE : COUNCIL CHAMBER, WALLFIELDS, HERTFORD
DATE : TUESDAY 5 APRIL 2016
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	- Deputy Leader and Executive Member for Economic Development
Councillor Graham McAndrew	- Executive Member for Environment and the Public Space
Councillor Suzanne Rutland-Barsby	- Executive Member for Development Management and Council Support
Councillor Geoffrey Williamson	- Executive Member for Finance and Support Services

CONTACT OFFICER: Martin Ibrahim
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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
2. Leader's Announcements
3. Minutes (Pages 5 - 12)

To approve as a correct record the Minutes of the meeting held on 8 March 2016.

4. Declarations of Interest

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

5. Planning and Enforcement Review (Pages 13 - 36)
6. Asset Management Plan 2016/17 (Pages 37 - 72)
7. Thundridge and Wadesmill Conservation Area Appraisal and Management Plan (Pages 73 - 128)
8. Request for Area Designation for Neighbourhood Planning - Watton-at-Stone Parish (Pages 129 - 142)
9. Request for Area Designation for Neighbourhood Planning - Sele Ward (Pages 143 - 158)
10. Restrictive Covenant on Gladstone Road, Ware (Pages 159 - 164)
11. Corporate Healthcheck - Quarter 3 December 2015 (Pages 165 - 220)
12. 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.

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MINUTES OF A MEETING OF THE
EXECUTIVE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
TUESDAY 8 MARCH 2016, AT 7.00 PM

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

ALSO PRESENT:

Councillors M Allen, R Brunton, M Freeman,
J Goodeve, M McMullen, P Moore, T Page,
P Ruffles and N Symonds.

OFFICERS IN ATTENDANCE:

Louise Harris	- Housing Strategy and Development Manager
Martin Ibrahim	- Democratic Services Team Leader
Adele Taylor	- Director of Finance and Support Services
Liz Watts	- Chief Executive
Ben Wood	- Head of Business Development

624 **HOUSING AND HEALTH STRATEGY 2016-2021**

The Executive Member for Health and Wellbeing submitted a report detailing the consultation feedback and amendments to the draft Housing and Health Strategy 2016 – 21, and seeking support for its adoption by Council.

The Housing and Health Strategy 2016 - 21 was not a

statutory document, but it sought to set out the current position, issues and tasks for the Council in delivering a sustainable housing offer to residents.

The Executive noted the reasons for the review undertaken as the current Housing Strategy concluded in 2016. The Community Scrutiny Committee had considered and supported the revised Strategy for the purposes of public consultation. The Executive Member highlighted the responses received in Essential Reference Paper 'C' of the report submitted.

He also referred to a late response that had been submitted jointly from East and North Herts Clinical Commissioning Group and NHS England, which referred to the important contribution housing made towards the overall health and wellbeing of residents. He asked the Executive to accept this submission as an additional comment for inclusion within Essential Reference Paper 'C' of the report submitted. This was supported.

The Executive supported the recommendations as now detailed.

RECOMMENDED – that (A) the Housing and Health Strategy 2016-21, as now submitted, be adopted as a key document; and

(B) the joint submission received from East and North Herts Clinical Commissioning Group and NHS England, be accepted for inclusion within Essential Reference Paper 'C' of the report submitted.

625 **HERTFORD TOWN CENTRE URBAN DESIGN STRATEGY FEBRUARY 2016**

The Executive considered and supported the recommendations of the District Planning Executive Panel meeting held on 25 February 2016, on the Hertford Town Centre Urban Design Strategy, February 2016.

RECOMMENDED – that (A) the Hertford Town Centre Urban Design Strategy, February 2016, be approved as part of the evidence base to inform and support the East Herts District Plan;

(B) the Hertford Town Centre Urban Design Strategy, February 2016, be approved to inform Development Management decisions; and

(C) a Steering Group be set up, including representatives from East Herts Council, Hertfordshire County Council and Hertford Town Council, to agree an action plan to bring forward appropriate projects in the short, medium and long term for the improvement and enhancement of the County Town, with a report on an action plan and identified projects being submitted to the Executive.

(see also Minute 634)

626 **BISHOP'S STORTFORD NORTH S106 SPORTS INVESTMENT STRATEGY, DECEMBER 2015**

The Executive considered and supported the recommendations of the District Planning Executive Panel meeting held on 25 February 2016, on the Bishop's Stortford North S106 Sports Investment Strategy, December 2015.

RECOMMENDED – that (A) the project prioritisation criteria be approved;

(B) the Steering Group, in conjunction with the Executive Member for Health and Wellbeing, be empowered to consider and make recommendations on future investments to Council following consultation with the Sounding Board; and

(C) the Bishop's Stortford North S106 Sports Investment Strategy, December 2015, be agreed as part of the evidence base to inform and support preparation of the East Herts District Plan and for Development Management purposes.

(see also Minute 634)

627 **STRATEGIC LAND AVAILABILITY ASSESSMENT**

The Executive considered and supported the recommendations of the District Planning Executive Panel meeting held on 25 February 2016, on the Strategic Land Availability Assessment (SLAA) Round 3 site assessments.

RECOMMENDED – that the SLAA Round 3 site assessments, and the ongoing process for completing the SLAA, be noted.

(see also Minute 634)

628 **DUTY TO CO-OPERATE UPDATE REPORT**

The Executive considered and supported the recommendations of the District Planning Executive Panel meeting held on 25 February 2016, on the Duty to Cooperate Update Report.

RECOMMENDED – that (A) the notes of the Member-level meetings held with neighbouring local authorities be received; and

(B) the Head of Planning and Building Control, in consultation with the District Planning Executive Panel Members, be authorised to prepare, agree and sign Memoranda of Understanding with neighbouring local authorities, and other bodies, as appropriate.

(see also Minute 634)

629 LEADER'S ANNOUNCEMENTS

The Leader welcomed Members and Officers to the meeting and reminded everyone that the meeting was being webcast.

630 MINUTES

RESOLVED – that the Minutes of the Executive meeting held on 2 February 2016, be approved as correct record and signed by the Leader.

631 ECONOMIC DEVELOPMENT VISION AND ACTION PLAN

The Executive Member for Economic Development submitted a report seeking approval for the Economic Development vision and action plan. This was detailed in Essential Reference Paper 'B' of his report now submitted.

The Executive Member also detailed the key stages of development that had resulted in the vision and action plan now submitted. The Executive noted that its implementation would require effective cooperation with partners such as the Local Enterprise Partnership, Hertfordshire County Council, WENTA, the London Stansted Cambridge Consortium and others.

The Executive approved the proposals now detailed.

RESOLVED - that the Economic Development vision and action plan as now submitted, be adopted.

632 2016/17 SERVICE PLANS

The Executive Member for Finance and Support Services submitted a report presenting the Service Plans which outlined the key activities the Council intended to undertake between 2016/17 – 2019/20. These plans sat underneath the Corporate Strategic Plan and were the result of the new integrated finance and business planning process that had commenced in the summer of 2015.

The Executive noted that the joint meeting of Scrutiny Committees had considered and supported the Service Plans now detailed.

The Executive approved the Service Plans as now submitted.

RESOLVED - that the 2016/17 – 2019/20 Service Plans, key actions and performance measures as detailed in Essential Reference Paper 'B' of the report submitted, be approved.

633 BUNTINGFORD AND SAWBRIDGEWORTH CAR PARKS -
CONTINUED SUBSIDY

The Executive Member for Economic Development submitted a report seeking approval for the continuation of an internal subsidy to the Council's Buntingford and Sawbridgeworth car parks.

The Executive recalled that, it had agreed to subsidise 'pay and display' charges in its Buntingford and Sawbridgeworth car parks in 2015/16, funded from the Council's New Homes Bonus Priority Fund. This had been deemed appropriate on the basis that a two year trial including reduced 'pay and display' tariffs had begun in Hertford, Bishop's Stortford and Ware in September 2014.

The Executive approved the continued subsidy as now detailed.

RESOLVED - that East Herts New Homes Bonus funding is used to subsidise 'pay and display' charges in the Council's Buntingford and Sawbridgeworth car parks in 2016/17.

634 DISTRICT PLANNING EXECUTIVE PANEL: MINUTES - 25
FEBRUARY 2016

RESOLVED – that the Minutes of the District Planning Executive Panel held on 25 February 2016 be

received.

(see also Minutes 625 – 628)

The meeting closed at 7.20 pm

Chairman

Date

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EAST HERTS COUNCIL

EXECUTIVE – 5 APRIL 2016

REPORT BY CHAIRMAN OF THE PLANNING ENFORCEMENT REVIEW TASK AND FINISH GROUP

REVIEW OF PLANNING ENFORCEMENT

WARD(S) AFFECTED: All

Purpose/Summary of Report

- To report the outcome of the consideration of the Planning Enforcement Policy by a Task and Finish Group set up by the Environment Scrutiny Committee.

<u>RECOMMENDATIONS FOR EXECUTIVE: That:</u>	
(A)	the revised Planning Enforcement Plan be endorsed;
(B)	changes to the delegation to Officers in relation to the serving of Enforcement and related notices be made as set out in paragraph 2.5 of this report;
(C)	new PIs and targets be established for the service for the 2016/17 year onwards as set out in paragraphs 2.9 – 2.12 of this report; and
(D)	a business case to establish if further resources should be provided to enable the implementation of pro-active site monitoring be submitted to a future Executive meeting.

1.0 Background

- 1.1 At its meeting of 9 July 2015 the Environment Scrutiny committee resolved that the Performance Indicators (PIs) associated with the delivery of the planning enforcement service, should be reviewed. Following further consideration, at the meeting of 8 September

2015, the committee agreed to widen out the review to the policy under pinning the delivery of the service.

- 1.2 A Task and Finish Group was set up with Councillor Tim Page as Chairman. The Group has met four times in the intervening period and has reviewed the under pinning planning enforcement policy (now to be identified as a planning enforcement plan), the PIs associated with the service and the resources to enable it to be delivered.
- 1.3 The National Planning Practice Guidance now advises the production of an Enforcement Plan. Such a Plan would cover the same matters as those covered in the Council's current Policy. It has been determined then that, on completion of this review process, the Policy will now be identified as the Councils Planning Enforcement Plan.
- 1.4 The Planning Enforcement Plan which has been drafted following the work of the Task and Finish Group is attached to this report as **Essential Reference Paper B**.
- 1.5 The work of the Task and Finish Group was reported back to the Environment Scrutiny Committee at its meeting of 23 February 2016. The committee received the report and endorsed the work of the Task and Finish Group along with its recommendations. Unchanged recommendations are now provided here for the Executive.

2.0 Report

- 2.1 **General policy matters:** The Task and Finish Group felt that the policy needed to be updated to reflect changes in legislation since it was last reviewed in 2010. In addition, it was considered that the existing policy contained a range of material which, whilst of interest, did not assist customers to easily understand the operation of the service.
- 2.2 This additional commentary material has been removed from the Plan. Where technical details are still considered to be of assistance, these are to be retained as an appendix to the Plan.
- 2.3 **Benchmarking:** The operation of the service was considered alongside statistics setting out the operation of the service in the planning authorities across Hertfordshire and the Local Government Association 'most similar group' of authorities.

Comparison of policy content was also undertaken in relation to others nationally. No significant differences were identified with regard to the scope of the operation of the service – range and extent of activity. However, it was noted that, in many of the other authorities, there was a greater range of delegation to Officers of decisions in relation to formal action.

- 2.4 **Delegation:** Officers are currently delegated to issue Breach of Condition and Untidy site Notices. In urgent circumstances, they can issue Enforcement Notices and temporary Stop Notices, subject to subsequent reporting to the Development Management (DM) committee. Officers are also delegated to reach a decision with regard to the expediency of undertaking formal enforcement action. However, there is no general delegation with regard to the issue of Enforcement Notices in non-urgent cases and none at all in relation to Listed Building Enforcement Notices, and authority needs to be sought from the DM committee for their service.
- 2.5 The Task and Finish Group reached the view that, as reporting of these matters can result in a delay in the progress of an enforcement case, a general delegated authority should be granted to officers to serve all Enforcement and related notices. In order to maintain oversight, a report in relation to all notices served will be provided to the next meeting of the DM committee.
- 2.6 **Anonymous reporting:** The Task and Finish Group considered the issue of anonymous reporting of potential breaches of planning control. The service currently operates on the basis that the details of any party submitting a request anonymously to investigate a matter will not be made available. The Group considered the current safeguards in place should any party still remain sensitive to providing their details. It was concluded that the arrangements set out in the current Policy for dealing with anonymous submissions remain valid.
- 2.7 These arrangements are that, if a dialogue is possible with the party who wishes to raise a matter anonymously (for example they have contacted the Council in person or by phone) then they can be referred to either their local Ward Member or Parish/Town Council, to submit the matter on their behalf. Where a dialogue is not possible, for example an anonymous letter is received, then officers will refer the matter to the local Ward Member or Parish/Town Council. These arrangements will remain unchanged in the revised Plan.

- 2.8 **Performance Indicators (PIs).** The Group considered the current PIs. In relation to the PI dealing with initial site inspections, the Group felt that the matter did not accurately reflect the attention given to urgent cases (as defined in the Plan) and, in some instances did not support the timely initial inspection of sites.
- 2.9 To address this matter the Group has concluded that the existing PI should be replaced by two new ones. Both will continue to relate to the initial inspection of sites, but one will deal with urgent cases and the other with all other cases. With regard to PIs, it was proposed that the target for site inspections be set at 100% of all urgent cases within 2 working days and at least 90% of all other cases within 15 working days.
- 2.10 There is a current indicator in relation to the service of Enforcement Notices once they are authorised by the DM committee. It was considered that this provided little monitoring information and, given the suggested change to delegation, would not serve any useful purpose in the future. It is proposed that this PI be deleted.
- 2.11 Instead, it is proposed that a new PI be introduced. This will relate to the timescale within which a decision should be reached on whether it is expedient to undertake formal action in relation to any case (or to confirm that a decision cannot currently be reached). The target for the indicator would be set at 100% of all cases within 5 weeks of the date that the matter was first raised with the Council.
- 2.12 **Proactive site inspection Resources:** The Group considered the ability of the service to undertake the proactive monitoring of sites – rather than reacting only to matters when they are raised by members of the public and others. It considered that an improvement in the quality of the service could be achieved by proactive monitoring. It acknowledged that it would not be a good use of resources to monitor all sites but that further work was required to determine where resources might be deployed in this respect, if they were available.
- 2.13 In respect of this matter the Group were of the view that additional resources in the planning enforcement team were required to allow this enhanced element of service to be achieved and considered that an additional 0.5FTE Enforcement Officer would enable this. It concluded that further work, to comprise a

business case, should be undertaken to establish what additional proactive work could be achieved if this additional resource was available.

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 Member: Cllr Tim Page, Chairman, Planning Enforcement review task and Finish Group
tim.page@eastherts.gov.uk

Contact Officer: Kevin Steptoe – Head of Planning and Building Control
Contact Tel No 1407
kevin.steptoe@eastherts.gov.uk

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IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives	<p><i>People – Fair and accessible services for those that use them and opportunities for everyone to contribute</i></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><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:	No external consultation has been undertaken through the review process
Legal:	None directly, although any enforcement actions the Council undertakes are subject to appropriate legal processes
Financial:	Current service provision will continue within the resources available. However, the Task and Finish Group has made a recommendation to increase resources if additional work is to be undertaken.
Human Resource:	This would be relevant if the recommendation for additional resources is agreed.
Risk Management:	The revised Plan seeks to strike an appropriate balance between ensuring that appropriate enforcement is undertaken and the quality and character of the environment in the district is maintained.
Health and wellbeing – issues and impacts:	None directly, although enforcement action and maintaining the quality of the environment have an impact in relation to this.

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Essential Reference Paper "B"

East Herts Council

Planning Enforcement Plan

Reviewed: Feb 2016

Introduction by Councillor Suzanne Rutland-Barsby, Executive member for development management and Council Support:

“The Council attaches significant importance to the planning enforcement function as a means to protect the built and natural environment in the district. It seeks to take appropriate and proportionate action when normal planning controls are breached. The Council acknowledges that some breaches are minor and inadvertent and, in line with national guidance, it will not undertake formal action where acceptable compromise solutions can be found. However, if those in breach are not willing to enter into a dialogue with the Council or the impact of the unauthorised development is significant and harmful, then the Council will proceed to take formal action without undue delay”

Glossary

Breach of planning control	Any development or use of buildings and/or land which have taken place without a planning (or related) consent
Councillors	Members of the District Council who represent individual wards within East Herts
Delegated/delegation	The process whereby Councillors set out which tasks Officers are able to undertake on their behalf. The details are set out in the Councils Constitution (which can be viewed on the Councils website)
NPPF	National Planning Policy Framework
NPPG	National Planning Practice Guidance
Officers	Employees of the Council who undertake the majority of the day to day tasks in relation to the services it provides – including planning enforcement
Owner	Owner of land, or, in this Plan, a person who has control over it sufficient to rectify breaches in relation to the land, or who otherwise has a legal interest in the land
PD Rights	Permitted Development rights – these are a range of forms of development that can be undertaken without the need for planning permission. The most commonly undertaken are household PD rights which, subject to a range of restrictions, allow for extensions and other alterations to residential properties to be undertaken.

1.0 What is Planning Enforcement

- 1.1 Planning Enforcement is concerned with works which have taken place in breach of normal planning controls. This Plan sets out the approach that East Herts Council (the Council) will take when this situation occurs.
- 1.2 Generally, a breach of planning control happens when;
 - building or engineering works are carried out without the grant of a relevant planning permission
 - a material change of the use of land or buildings occurs without planning permission;
 - there is a failure to comply with the conditions imposed on a planning permission or works which have been undertaken are not those for which permission has been granted
- 1.3 In some cases, undertaking work without the necessary permissions is a **criminal offence**. This is only the case when unauthorised works are undertaken to Listed Buildings or unauthorised adverts are displayed. In other cases, where work is unauthorised, undertaking it does not initially constitute a criminal offence. It does become one though if the Council requires action to be taken (in relation to the work) and this requirement is not complied with.
- 1.4 The legal basis for planning enforcement is set out in the Town and Country Planning Act 1990 (as amended). Further guidance and advice is set out in the National Planning Policy Framework (NPPF) and the National Planning Practice Guidance (NPPG). These set out the discretionary basis of the provision of the service and provide further background and guidance in relation to the delivery of the service. The guidance in the NPPG sets out that a Planning Enforcement Plan, rather than a Policy, as previously, should be produced by the Council.
- 1.5 The planning enforcement service can only deal with matters which are covered by planning legislation. There are a range of other matters which can have an impact in relation to visual and environmental amenity but which the planning enforcement service cannot deal with. These include, for example, the impact of construction works on adjacent buildings, matters which are controlled by private covenants, land ownership and any alleged transgressions or violations in relation to that ownership.

2.0 East Herts Planning Enforcement Service

- 2.1 **The service is discretionary** – as indicated, the operation of the Planning Enforcement service discretionary – that is, the Council can decide if it

- wants to undertake planning enforcement action or not.
- 2.2 At East Herts, planning enforcement is seen as an important service to ensure that the amenity and character of the district is maintained. Every potential planning enforcement case that is reported to it will be subject to initial inspection and consideration. Information can be shared between the Planning Enforcement and Building Control services to assist this initial consideration. A decision will then be made as to whether further action should be taken. Officers are delegated to make these decisions on behalf of Councillors.
- 2.3 **Action to be taken is proportionate** - the action that can be taken as part of the service must be proportionate to the harm that is being caused by the breach of planning control. In some cases, whilst uses or works may be in breach of planning control, the impact of them may be very minor. In such cases, after investigation, the Council may decide to take no further action.
- 2.4 In all other cases, where some further action is warranted, this will be implemented taking into account the degree of harm caused by the unauthorised works or uses.
- 2.5 **How cases can be logged with the Council** - potential cases where planning enforcement action may be required can be reported to the Council in person, by phone, by e-mail or by using our on line reporting form. Contacts with the Council to investigate potential planning breaches are referred to in this Plan as 'requests to investigate'.
- 2.6 Contact details are set out at the end of this document
- 2.7 **Anonymous matters** - the Council does not release the identity of those who have requested it to investigate a matter to those who are under investigation. Only in very advanced stages of an investigation, for example where court action is being pursued, would it potentially be of assistance if the person who had raised the matter with the Council be identified, for example to submit evidence on behalf of the Council. However, the Council will not make any persons identity known without their prior agreement.
- 2.8 As a result, any party who wishes to submit a request to investigate is encouraged to provide their name and contact details so that feedback can be provided, or further information sought.
- 2.9 If the party who wants to submit a request to investigate still wishes to remain anonymous, they will be asked to approach their local Ward Councillor or Parish/Town Council, to submit the matter on their behalf. If

- requests to investigate are received anonymously (for example and unnamed/ unaddressed letter), Officers will refer the request to the local Ward Councillor and, if necessary, the Parish/ Town Council for their support as above.
- 2.10 In the absence of that support the matter will receive no further attention.
- 2.11 **Investigation Process.** All requests will be registered on the Council's recording system and the party who has raised it with us will receive an acknowledgement setting out the name of the Officer who is dealing with the matter and a reference to quote in future communication. That Officer may seek further information from the party who submitted the request in relation to the matter.
- 2.12 Officers will visit the location of the potential breach within the timescales set out below in relation to the priority of the case. The initial assessment of the priority to be assigned to a case will be made using the information supplied by the party requesting investigation.
- 2.13 At the same time, research into the planning history of the site will be undertaken. If it is determined that planning permission is in place, further checks will be undertaken to establish whether there is any reason to believe that work is not being undertaken in accordance with the permission.
- 2.14 Where no planning permission is in place, checks will be undertaken to establish whether permitted development (PD) rights are being exercised.
- 2.15 The site visit will seek to establish the nature and extent of the works or the use which may be taking place. Often, it may be that works are still in progress, so information will be sought as to the anticipated scale of the works when complete. Whilst action will be taken to ensure that an initial site visit takes place within the timescales set out below, it may be necessary to undertake further visits where access to the site or building cannot be achieved.
- 2.16 **Next Steps.** It is necessary for the Council to determine what action should be taken next – and whether formal action is expedient. The possible courses of action are as follows:
- 2.17 **Take no action.** If the works or use being undertaken are within the scope of a planning permission that has been granted, or fall within the scope of permitted development, then no further action will be taken.
- 2.18 It is likely that no further action would also be the outcome where the works or use fall outside the scope of a planning permission or permitted

development rights, but the impact of them is very modest. Examples of this could be:

- Fences, gates or boundary walls being erected which exceed the heights allowed under a planning permission of PD rights by a modest amount
- Very minor changes to the works that have been granted planning permission – which are likely to have very little impact beyond the application site.

- 2.19 **Seek regularisation through a planning application.** Where works have taken place or a use has been commenced which does have an impact, but which, provisionally are felt to be an acceptable one within the planning policies that are applicable, then a planning application to regularise these would be invited.
- 2.20 This should not be taken as indicating that the Council will simply approve any application without due scrutiny. The application process allows the works and/or use to be considered fully against relevant planning policies. The owner of the site will be permitted a limited amount of time to make such a submission and any person who has contacted the council in relation to the matter and has left appropriate contact details, will be consulted on the submission.
- 2.21 It can take 8 weeks to deal with a planning application. If an application is approved, Officers will continue to monitor the site to ensure that the works and/or use implemented are in accordance with the permission granted. If permission is refused, the land owner has a right of appeal against this decision. If, after the expiry of the timescale within which an appeal should be made has expired and none has been submitted, the Council will then make a decision about further action which would be appropriate.
- 2.22 The Council will continue to monitor the site during this time period. It may be that, if work continues to be undertaken, the appropriate course of action will change from seeking regularisation to other steps, set out below.
- 2.23 **Undertake formal action.** Where it appears to the Council that the impact of unauthorised works and/or use of a site is unacceptably harmful and it is not appropriate to seek a planning application, formal action will be taken. The range of formal steps available to the Council, the processes relevant to each, outcomes and timescales are set out in the Appendix to this document.

- 2.24 **Outcomes you can expect if you are the owner of a site under investigation.** The Council will seek to ensure that all matters in relation to the enquiry are dealt with professionally, politely and efficiently. It will be necessary for Council Officers to attend the site. At all times Officer approach should be polite and respectful. It is often the case that Council Officers will visit without a pre-arrangement, however, they will make themselves known on arrival at a site if it possible to do so. If the time of the visit is not convenient to you, they will seek to arrange a mutually acceptable time to visit.
- 2.25 Officers will be able to advise on the purpose of the visit and what action the Council can take and what options are available to you as Owner. They can provide advice about the planning and enforcement process, but if you require specific planning advice, this should be sought independently.
- 2.26 The Council will endeavour to deal with your case quickly, ensuring that uncertainty is removed. However, we will need your co-operation and ask that, in all circumstances, you provide any information Officers request and answer questions they put to you.

3.0 Priorities and timescales

- 3.1 The Council adopts a prioritised approach to the consideration of potential enforcement matters. The identified priorities are:

Urgent Cases

- Unauthorised alterations to listed buildings;
- Unauthorised alteration to or demolition of buildings in Conservation Areas;
- Unauthorised developments having a severe and possibly irreversible impact on surroundings e.g. major unauthorised engineering works;
- Unauthorised traveller sites; felling of protected trees.
- Development causing danger to highway users.
- Activities requiring the service of an urgent Article 4 Direction (a direction removing specified “permitted development” rights.)
- Unauthorised developments which have the potential to become immune from enforcement action within a period of six months or less.

All Other Cases

- 3.2 All other unauthorised developments or changes in use of land and buildings.

Timescales

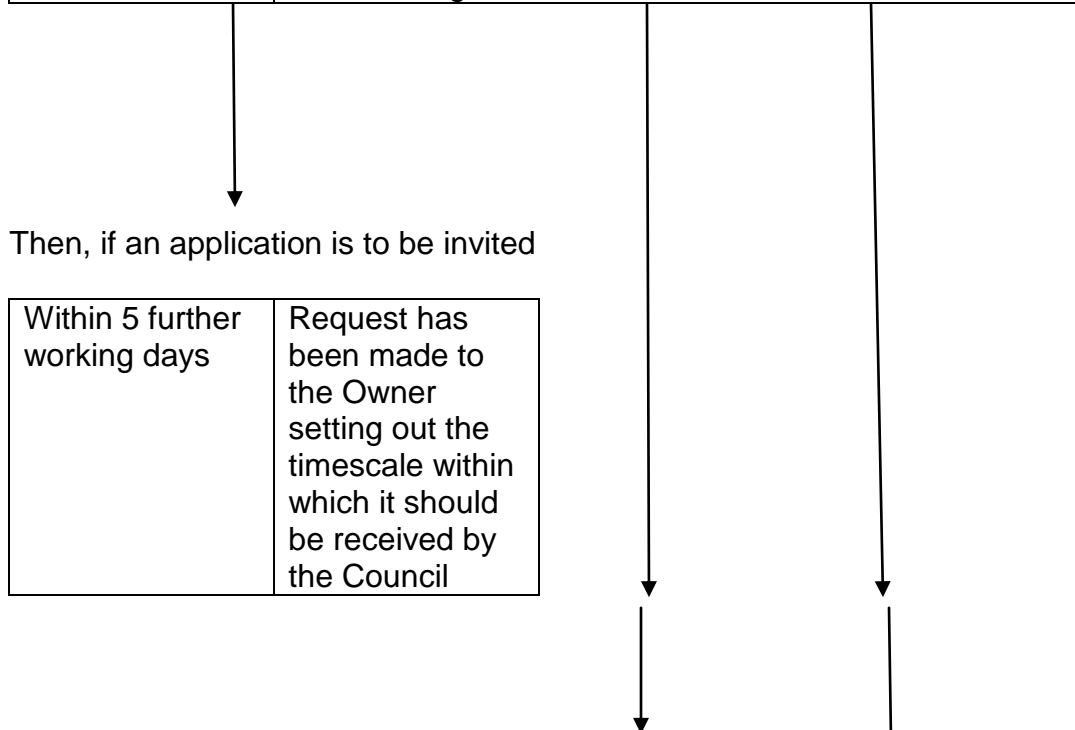
- 3.3 The following table sets out the timescale within which the Council endeavours to undertake the actions set out in this Plan. These are related to the date that the Council has received a request to Investigate. This date is identified as the 'start date' and is the first working day on which a request is received. In relation to the start date the timescales (**all of which refer to working days**) are set out as follows:

3.4 For **Urgent Cases**

Within the same or next working day	Undertake site visit in all cases. Acknowledge receipt of request to investigate.
Within 2 working days of start date	Reach a decision in relation to whether it is expedient to take action and, where necessary, commence formal action

3.5 For **All Other Cases**

Within 3 working days of start date	Acknowledge receipt of the request to investigate
Within 15 working days of start date	Undertake site visit in at least 90% of cases
Within 10 further working days	Reach a decision on the expediency of further action, or, if a decision cannot be reached, confirm the reason for not being able to.



Or, if the impact is harmful and it is expedient to serve a Notice

Within 15 further working days	Enforcement Notice served
--------------------------------	---------------------------

Or, if a decision in relation to expediency has not been reached

Every four weeks	Reconsideration of whether it is expedient to take further action at a period of no less than every further four weeks.
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4.0 Maintaining contact with the Council

- 4.1 The Council undertakes to advise those who have requested an investigation at each stage in the timescales above where decisions are to be made. The Council's preference is to be able to contact parties by email. This makes the contact process traceable.
- 4.2 Resources are not available to maintain contact and provide updates in other circumstances. However, calls can be made to Officers at any time during normal office hours to enquire about progress in any particular case. If any party is unable to provide an email contact address, please contact the Enforcement service five weeks after the matter was first raised. It should be possible at that time to provide information on any action to be taken, if none is to be taken or if it has not been possible to reach a decision.

5.0 Performance Monitoring and reporting

- 5.1 The following targets are monitored with regard to the provision of the service. Performance in relation to these targets is reported to the Council's Environment Scrutiny committee.

Site visit undertaken in relation to urgent cases	100% within 2 working days
Site visit undertaken in relation to all other cases	90% within 15 working days

Decision made on whether it is expedient to either undertake or not undertake formal action or it is determined that it is not possible to make a decision at this stage	100% within five weeks
--	------------------------

5.2 Oversight of the planning enforcement service also takes place by the Council's Development Management (DM) committee. This committee does not scrutinise the above performance indicators, but considers the general operation of the service with regard to the progression of cases and can seek further information in relation to any particular case.

5.3 Reports are submitted regularly to the DM committee and provide information in relation to the following issues:

- Number of cases received since last report
- Priority status of cases (urgent or other)
- Number of cases awaiting a site visit
- Current status of cases (awaiting site visit, awaiting decision on expediency of action, etc)
- Number of cases closed since the last report
- Number of cases on hand
- Age analysis - cases over 18 months

6.0 Complaints

6.1 If any party is dissatisfied with the service that has been received they should contact the Council and discuss it with officers first to attempt a resolution to the matter. The contact details are set out below. In that way we can seek to resolve the matter of concern.

6.2 If the concern cannot be resolved in this informal way and dissatisfaction remains, the Council has a formal complaints service. The details of this are set out in a separate customer note which is available from the Council's office receptions, on request by phone and letter or on the Council's website. Again all contact details are set out below.

6.3 From time to time the Council may approach users of the service with a post-closure customer survey, following the conclusion of a case, through which the operation of the Policy and the quality of the service provided will be monitored.

Contact Details

If you want to inform us about a potential breach of planning control that you want us to investigate, please contact us by:

Post: Planning Enforcement Service
East Herts Council
Wallfields
Pegs Lane
HERTFORD
SG13 8EQ

Phone: 01279 655261 (ask for the Planning Enforcement service)

e-mail planning@eastherts.gov.uk

Via the reporting page on our website www.eastherts.gov.uk

If you are unhappy with the service and want to discuss it informally or you want to lodge a complaint please use the number above and ask for the planning enforcement service.

Appendix

This appendix sets out further background to the planning enforcement service, the actions that can be undertaken and the procedures that the Council will follow, where appropriate.

Legal Framework

Paragraph 207 of the National Planning Policy Framework states that *“Effective enforcement is important as a means of maintaining public confidence in the planning system. Enforcement action is discretionary, and local planning authorities should act proportionately in responding to suspected breaches of planning control. Local planning authorities should consider publishing a local enforcement plan to manage enforcement proactively, in a way that is appropriate to their area. This should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where it is appropriate to do so.”*

The ability of the Council to undertake planning enforcement action is set out in primary legislation. The government has also produced a wide range of secondary legislation, policy, guidance and good practice notes that support that primary legislation and the Council are also guided by case law.

This plan follows the principles of good enforcement that are established by the Government Enforcement Concordat 1998. These are that the service should:

- Be Open in dealing with businesses and others;
- Be Helpful, courteous and efficient enforcement officers;
- Have a publicised complaints procedures;
- Take enforcement decisions in a proportionate manner;
- Have high standards of consistency in enforcement action.
- Measure performance against agreed standards;

In considering planning enforcement action the Council will take into account all primary and secondary legislation as well as national planning policy and guidance including:-

Town and Country Planning Act 1990 (as amended);
Planning (Listed Buildings & Conservation Areas) Act 1991;
Planning & Compensation Act 1991;
Planning & Compulsory Purchase Act 2004;
Police and Criminal Evidence Act 1984 ('P.A.C.E.');

Criminal Procedure and Investigations Act 1996 ('C.P.I.A.');

Protection of Freedoms Act 2012

Human Rights Act 1998;
Localism Act 2011;
Caravan Sites and Control of Development Act, 1960;
Town and Country Planning (General Permitted Development) Orders;
Town and Country Planning (Control of Advertisements) Regulations;
The Town and Country Planning (Use Classes) Orders;
The National Planning Policy Framework;
Department of the Environment, Transport and the Regions Circular 10/97
(Enforcing Planning Control);
Department of the Environment, Transport and the Regions Enforcement
Good Practice Guide

Enforcement Tools Available

In relation to planning, the Council has a number of planning enforcement “tools” available; examples include:

- notices to require the provision of information;
- planning enforcement notices;
- listed building notices;
- repairs notices;
- urgent works notices;
- stop and temporary stop notices;
- discontinuance notices;
- S106 planning obligations;
- injunctions;
- prosecution;
- direct action;
- planning enforcement orders.

RIPA/PACE

All work of the Council including investigations will be subject to prioritisation. Once started, investigations will be conducted in a timely manner, in accordance with the requirements of relevant legislation, including the Police

and Criminal Evidence Act 1984 (PACE), Regulation of Investigatory Powers Act 2000 (RIPA), Criminal Procedure and Investigation Act 1996, Human Rights Act 1998 and Protection of Freedoms Act 2012. Regard will also be had to the requirements of associated Codes of Practice and Guidance. Investigations will be brought to a timely conclusion where possible.

It may be necessary to undertake surveillance to assist with an investigation. Any surveillance covered by the definitions contained in RIPA will be conducted in accordance with that Act as amended by the Protection of Freedoms Act 2012, appropriate guidance, corporate policy and Codes of Practice. Covert Surveillance will only be undertaken:

- if it is in the interests of preventing crime
- if the use of covert surveillance is necessary and proportionate to the potential offence being investigated
- if it has been authorised by a Council authorising officer and the authorisation has been brought into effect by a magistrate.

It is sometime necessary to conduct an interview with a person (or duly authorised representative of a corporate body) suspected of committing an offence. These interviews will be conducted in accordance with the PACE Codes of Practice. Wherever possible, recorded interviews with persons will generally take place at the Council Offices. So called “interviews by letter may be undertaken”, but each case will be judged on its own merits.

Officer Identification

All officers wear a picture identification card at all times and authorised Officers have been provided with a Council Employee Identification Card, a warrant style card summarising the powers they are able to exercise with regards to the entry to land and buildings granted through the Planning Acts. These contain a picture of the officer. Upon request, or where statute demands, officers will produce appropriate and necessary identification.

Photography

As part of any investigation it may be necessary to take digital photographs to assist with the case. The authority will provide the equipment for this purpose and procedures are in place to ensure the evidential continuity of any images made.

Immunity

Breaches of planning control become immune from enforcement action, and lawful, if they have been in existence for a given length of time. The relevant time limits are:

- 4 years for operational development (physical development of the land such as buildings, extensions and fences);
- 4 years for changes of use of an existing building to a single dwellinghouse; and
- 10 years for any other breaches of planning control. These are mainly material changes of use of land and breaches of planning conditions.

However, Section 124 of the Localism Act 2011 has introduced a new power for local planning authorities which overrides the above time limits in certain circumstances. If the apparent breach of planning control, has (to any extent) been deliberately concealed by any person or persons the Council may apply to the local Magistrates for a planning enforcement order. Such an order gives the Council a further year (known as a 'the enforcement year') to issue and serve a planning enforcement notice irrespective of the time limits referred to above.

Freedom of Information

The personal details of any party who has requested an investigation and the files relating to each case are confidential. This situation has not been altered by publication of the Freedom of Information Act 2000 or the Environmental Information Regulations 2004. However, depending upon individual circumstances, the Council or the Information Commissioner may decide that access to a file is appropriate.

Retrospective Applications

When it is considered that a breach of planning control may be acceptable or lawful, a planning application or an application for a certificate of lawful use or development may be invited to allow the local planning authority to fully consider the full detail of the case leading to a formal decision. However, this does not imply that planning permission will be granted as with any other application.

Permitted Development

The government has granted 'deemed' planning permission for many developments, generally referred to as 'permitted development rights'. These range from building a small scale shed to the rear of the property to extending the main house. Advice on what may be permitted development is available on the government planning portal website located at <http://www.planningportal.gov.uk/permission/>. The council will not be able to take any action against such authorised developments.

Prosecution/Direct Action

Following the service of an enforcement notice that requires works to be carried out to remedy or remove the breach and those works/actions have not been undertaken within the timeframe given via the notice, it is open to the authority to pursue a prosecution in the courts for the non-compliance of the notice.

If it is considered that prosecution would not satisfactorily resolve the breach of planning control, it is open to the authority to take direct action by way of employing contractors to carry out the works required by the notice and seek payment for those works from the owner of the land/property or by placing a legal charge on the land/property.

Level of Delegation

This section to be completed once the full delegated powers are known.

EAST HERTS COUNCIL

EXECUTIVE – 5 APRIL 2016

ASSET MANAGEMENT PLAN 2016/17

REPORT BY THE EXECUTIVE MEMBER FOR FINANCE AND SUPPORT SERVICES

WARD (S) AFFECTED: All

Purpose/Summary of Report:

- This report sets out aims and objectives for the management of the Council's assets contained within the Asset Management Plan.

<u>RECOMMENDATIONS FOR EXECUTIVE:</u> That:	
(A)	the comments of the Corporate Business Scrutiny Committee on the Asset Management Plan, be received;
(B)	the Asset Management Plan, included at Essential Reference Paper B, be approved; and
(C)	the proposed annual review period for the Asset Management Plan, be approved.

1 Background

1.1 This report sets out the purpose of asset management planning and the approach that East Herts Council takes in this regard.

1.2 This report considers how the property assets held by the council can be considered as corporate resources used in the delivery of services.

1.3 The land and property assets of the council must serve a purpose in the achievement of the council's aims and objectives and must be

aligned to the council's priorities and Corporate Strategic Plan.

2 Report

- 2.1 The Asset Management Plan is included in **Essential Reference Paper B**. This document sets out the strategic objectives of asset management, the goals and ambitions and the operational arrangements for the management of the council's land and property assets.
- 2.2 Included with the Asset Management Plan are appendices which list each land and property asset and how each asset contributes to the corporate priorities of the council.

3 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 Member: Councillor Geoff Williamson – Executive Member for Finance and Support Services
geoffrey.williamson@eastherts.gov.uk

Contact Officer: Adele Taylor – Director of Finance and Support Services, Ext: 1401
adele.taylor@eastherts.gov.uk

Report author: Philip Gregory – Head of Strategic Finance
Ext: 2050
philip.gregory@eastherts.gov.uk

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/Objectives:	<p><i>People – Fair and accessible services for those that use them and opportunities for everyone to contribute</i></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><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:	Discussions have taken place with the Corporate Management Team and the Asset Management Working Group in the development of the Asset Management Plan.
Legal:	There are no legal implications.
Financial:	Financial implications are included in the body of the report.
Human Resource:	There are no Human Resources implications.
Risk Management:	The Asset Management Plan documents key risks arising from land and property assets and sets out the mitigation of those risks.
Health and wellbeing – issues and impacts:	There no Health and Wellbeing issues raised as part of this report.

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ASSET MANAGEMENT PLAN

2016/17 – 2019/20

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Executive Summary

The council owns a diverse range of land and property assets that contribute to achieving the corporate objectives of the organisation. The proactive and efficient management of these assets is of vital importance in our ambition to deliver frontline services to our local taxpayers and to allow for the changing requirements of customers, staff and legislation.

As at 31 October 2015, the council had 195 'Operational Assets'. These are the land and buildings that the council uses for service delivery purposes. In addition, the council has a range of 'Non-Operational Assets' including community assets, surplus assets and those held as investments, such as shops, offices and industrial units. The number of 'Non-Operational Assets' at 31 October 2015 was 62. The assets held as investments are forecast to generate an annual income in the region of £856k in 2015/16.

The content of this Asset Management Plan has been produced in accordance with the latest Guidelines on Property Asset Management issued by the Royal Institute of Chartered Surveyors (RICS) in 2012.

Purpose of Asset Management Planning

There are three strands which together form the property asset planning framework. These are detailed below and provide a clear statement of the purpose and performance levels expected from the property portfolio. The framework will have a medium term lifespan but will require an annual review as part of the Finance and Business Planning process.

1. **Property Asset Strategy.** This is a business planning and communication summary which assesses the operational and financial contribution that property makes as a corporate resource. The strategy evaluates whether our property matches the aspirations of our corporate priorities and helps achieve our vision of *"improving the quality of people's lives and preserving all that's best in East Herts"*.
2. **Property Asset Management Policy.** The policy is designed to make sure that the strategy is reflected in decisions made across the organisation. It sets out the 'rules of behaviour' for property related decision-making in order to deliver the strategy.
3. **Property Asset Management Plan.** The plan determines how each property asset supports service delivery and corporate objectives. The plan sets out a strategy for each asset taking into account the operational, financial and physical contribution made. This will identify which assets are to be retained, used as community assets, redeveloped or earmarked for disposal.

The Property Asset Strategy

This strategy considers how the property assets held by the council can be considered as corporate resources used in the delivery of services. The land and property assets must serve a purpose in the achievement of the council's aims and objectives and must be aligned to the council's priorities and Corporate Strategic Plan. The council primarily holds assets that are necessary to deliver corporate priorities and services and aims to do this in an efficient and effective manner. In addition to this the council holds property assets for financial rather than service requirements with the focus on maximising financial return on investment.

The aims of the asset strategy are:

1. To hold and use property, freehold or leasehold, that is necessary to maintain and support the delivery of corporate priorities and services or which has strategic significance in the regeneration of the District.
2. To ensure that all property assets are fit for purpose, sustainable and well-maintained.
3. To ensure that the investment property portfolio is well managed and delivers an optimised return on investment for the Council.
4. To work with others in the public, voluntary and private sectors to make the most efficient and effective use of property assets.

Sources of information:



How the asset strategy is aligned with other corporate strategies and policies

East Herts Council has a co-ordinated approach to strategic planning focused on the outcomes of each service which in turn deliver the corporate priorities agreed by Council underpinning the corporate vision. The finance and business planning framework integrates corporate, directorate and service planning over the course of the medium term financial plan. The annual review cycle of finance and business planning provides an opportunity to review the fit of the asset strategy in the overall direction of the Council.

Service and crosscutting strategies have been developed for the delivery of East Herts Council services and the asset management strategy should be read in conjunction with the following documents:

- Sustainable Community Strategy 2009-2024
- East Herts District Plan, Part 1 Strategy 2016-2031
- East Herts Health and Wellbeing Strategy 2013-2018
- The Homelessness and Homelessness Prevention Strategy 2013-18
- Housing Strategy 2013-2016
- Park and Open Spaces Strategy 2013-2018
- Public Engagement Strategy (under review)
- Economic Development Strategy
- Parking Strategy
- Empty Homes Strategy
- Contaminated Land Strategy
- Medium Term Financial Plan
- Investment Strategy

Strategies and service plans are assessed to take into account any property requirements and ensure that any opportunities are understood, co-ordinated and planned for the benefit of services and to make the best use of property assets.

The council's goals, objectives and drivers

What the council is seeking to achieve

The Council's vision is "to preserve the unique character of East Herts and ensure it remains one of the best places to live and work". The vision is promoted, in partnership with the Local Strategic Partnership, through three priorities and 8 outcomes.

The corporate priorities are:

1. Improve the health and wellbeing of our communities
2. Enhance the quality of people's lives
3. Enable a flourishing local economy

The outcomes the Council is aiming to see are:

Priority	Outcome
Improve the health and wellbeing of our communities	Residents living healthy and active lives
	Support for vulnerable families and individuals
	Communities engaged in local issues
Enhance the quality of people's lives	Attractive places
	Future development best meets the need of the district and its residents
Enable a flourishing local economy	Support for our businesses and the local economy
	Vibrant town centres
	Working with others, to have achieved the right infrastructure for our businesses and communities

From an asset management perspective each of the Council's assets are aligned with these priorities and outcomes. We want to ensure that our buildings are operated in an efficient manner and take opportunities, where possible, to minimise our impact on the environment. Appendix 1 documents how each asset contributes to the corporate priorities.

Key objectives

There are a number of key asset management priorities which influence the decisions taken in relation to the Council's property assets. These are:

- Improving town centre sites and infrastructure through the use of our strategic land holdings, planning powers and in line with the District Plan.
- Improving the provision of parks and play facilities
- Respond to changing housing needs through planning for future needs and working with partners to plan and facilitate new supply
- Enabling public sector partners and community groups to have access to appropriate community assets
- Exploring opportunities to work with the private sector to deliver better public services
- Securing an income stream for the Council to continue to be financially sustainable

Financial context

Overall financial position of the council

As at 31 March 2015 the Council had Long Term Assets of £50.9m as scheduled in the table below. At the same time the Council had reserves and balances of £20.6m of which:

- £13.8m were earmarked by policy for service purposes
- £5.2m were General Fund balances available to protect the Council from contingencies
- £1.6m were available capital receipts and grants

Schedule of Long Term Assets at 31 Mar 2015

	£m
Land and buildings	30.8
Vehicles, plant, furniture and equipment	6.1
Infrastructure assets	3.0
Community assets	1.8
Investment properties	8.7
Intangible assets	0.5
TOTAL:	50.9

Since 31 March 2015, the Council has significantly increased the value of its investment properties through the acquisition of Old River Lane in Bishop's Stortford for £19.55m. This acquisition has increased the value of Long Term Assets by 38% and is expected to generate a return on investment in the region of 5-7%.

Financial outlook

The Medium Term Financial Plan anticipates a contraction in the amount of funding received through Revenue Support Grant throughout the period to 2019/20. There are likely to be further adjustments to the funding received from central government over the same period which will place additional demands on the resources of the council. In this context of reducing amounts of central government funding it is imperative that the council seeks to protect, and identify opportunities to grow, alternative sources of funding including income from the investment property portfolio.

Financial context for asset decision making

The property assets of the Council are valued each year on a rotational basis in order to be included in the Statement of Accounts at fair value. These valuations are subject to external audit each year, for which the council has received an unqualified opinion. In addition, the council has received a value for money conclusion from the external auditor confirming that proper arrangements are in place to secure economy, efficiency and effectiveness.

The full details of the total capital budget can be found in the Budget Report, however the capital budget allocated to asset management priorities is shown below:

	2015/16 £'000	2016/17 £'000	2017/18 £'000	2018/19 £'000	2019/20 £'000
Operation Buildings capital PPM rolling programme	250	250	250	250	250
Hertford Theatre	92	19	-	-	-
Wallfields glazing, lighting & furniture	29	-	-	-	-
Buntingford Service Centre air conditioning	15	-	-	-	-
Swimming Pool improvement works	239	185	-	-	-
Old River Lane acquisition	20,495	-	-	-	-
Charringtons House vacant suite refurbishment	-	300	-	-	-
TOTAL:	21,120	754	250	250	250

Asset goals and ambitions

The goals and ambitions in terms of asset management vary dependant on the type of asset. These are described in more detail in the following paragraphs.

Administrative offices and Service Centres: The goal is to offer a well maintained environment for council staff and visitors to work in. These assets will be fully compliant with all relevant legislative requirements. Where feasible these assets will contribute to reducing the council's carbon footprint and energy consumption.

Other operational assets (incl. car parks): The goal is that these assets are well maintained in order to continue to deliver local taxpayers with the facilities that they require to support their local community. These assets are used to facilitate the vision and priorities of the council and contribute to the delivery of many of the objectives of the council. These assets will continue to be assessed by the contribution they make to local communities and the vision of the council.

Community Lettings: These assets utilise council land and buildings to deliver benefits to the community through Voluntary and Community Services (VCS) organisations. These assets are subject to leases which are subsidised by the council in order to realise the benefits for the community provided by VCS organisations. A community lettings policy is currently being consulted on in order to demonstrate transparency in the way these lettings are provided.

Investment Properties: These assets are held in order to generate a return on investment for the council. The investment property portfolio generates a source of income for the council which makes a significant contribution to the ongoing financing of council services, ensuring the financial sustainability of the council as government funding reduces. These assets are subject to a review process to ensure that the return on investment is maximised and opportunities for development are actively explored to secure these returns in the medium to long term. Where opportunities to acquire further investment properties occur, these will be explored, subject to the relevant due diligence processes. The council will also seek to hold investment properties in the most suitable structure including joint venture/partnership arrangements or wholly-owned local authority trading companies.

Gap analysis

This section highlights the key issues, gaps in asset provision and opportunities for change and improvement that have been highlighted in Service Plans through the Finance and Business Planning process.

The identified issues and gaps include:

- Wallfields: Surveys have been completed to assess compliance with legislation and guidelines, specifically in relation to equality and Health and Safety obligations. The actions from these surveys are being programmed into a schedule of works in order to ensure that the building is fit for purpose.
- Leisure facilities: The contract with the current leisure provider is due to be re-tendered in 2018. A review of the council's leisure strategy is underway to ascertain whether the current assets can continue to deliver adequate leisure facilities over the period of the next contract.
- Public conveniences: The council currently operate public conveniences in three towns; Buntingford, Hertford and Sawbridgeworth. The continuing provision of these services is under review.
- Custom and Self Build Regulations: The identification of land that could be made available for self-builders must be published in 2016/17. The council will be required to identify land and publish a register of interest for prospective self-builders.
- Old River Lane, Bishop's Stortford: The potential options for future development are under consideration and will require extensive stakeholder consultation within this process. There is currently no target date for any development to begin and the return on investment from the site in its current form is good.
- Other land and buildings are currently under review. These assets are identified in Appendix 1.

- There is a continued need to understand the asset management strategies of partner organisations to identify opportunities to make best use of public sector assets (e.g. Hertfordshire County Council, Hertfordshire Police etc.).

In order to progress the aims of the asset management plan it will be necessary to establish a continuous development and review plan. This plan will be developed and may include the acquisition and disposal of assets to ensure that the overall asset portfolio is fit for purpose for present needs but also taking into account the future direction of travel of service provision.

Critical Success Factors

The council's Key Improvement Priorities are detailed below and are the primary way in which we demonstrate that our property portfolio is contributing to the corporate priorities of the Council over the period of the Medium Term Financial Plan (2016/17 – 2019/20).

Key Improvement Priorities	Service Outcomes	Key Milestones	Timescales	Corporate Priority
Responding to changing Housing needs	Plan for current and future housing need. Work with partners to plan and facilitate new housing supply.	Review existing housing stock and other assets. Identifying suitable sites for new housing. Work with partners to facilitate housing schemes. Use of sites, where appropriate, for social housing purposes. Explore opportunities to work as a developer and landlord.	Ongoing, until 2019/20	All
Improving public spaces, facilities and infrastructure	Improving the provision of parks and play facilities. Improving town centre sites and infrastructure. Consider the provision of car parks throughout the district	Follows Parks planning priorities and timescales. Agreement of schemes to meet local needs. Review parking needs on a regular basis	Ongoing, until 2019/20	All
Influencing and generating the development of our Towns	Using our strategic land holdings, planning powers and vision to influence the development of our town centres	Planning permission and development agreements are likely to be forthcoming for sites in all the main towns.	Ongoing, until 2019/20	All
Reviewing and rationalising office needs and usage associated with changing workforce needs	Improving business and building efficiency and to reduce overall costs for the council as new ways of working develop. Maintaining local access and customer service.	Implementation of new technology to support remote working.	Ongoing, until 2019/20	Enhance the quality of people's lives
Working with Others to provide better services	Enabling community organisations to take ownership of appropriate community assets. Enabling public sector partners to use and share appropriate facilities. Working with the private sector to deliver better public services.	Encourage local partners and community groups to take on community ownership or management of community halls. All redundant buildings considered for use by partners and community groups. These groups are assisted in taking on the management of facilities. Taking opportunities to include public facilities in new/existing buildings.	Ongoing, until 2019/20	Enable a flourishing local economy Enhance the quality of people's lives

Resource implications of the asset strategy

The ongoing portfolio review process has resulted in the redeployment or sale of many assets since 2000. In previous years a significant amount of land and property assets have been sold where they were not used for operational purposes or were not judged to provide a strategic benefit.

The future contribution of the property portfolio to provide capital receipts is expected to be relatively small. Nevertheless, where the council holds assets which are not strategically important, e.g. land which can influence and promote town centre developments, disposal may be considered as one option amongst others. Disposal will only take place after an asset has been considered surplus through the use of the decision tree included in Appendix B. The disposal list is regularly reviewed by the both the Strategic Asset Management Group of officers and the Member/officer Asset Management Working Group. Where potential sites are identified for disposal, sales are programmed as capital receipts in a 3 year programme.

Where council owned assets are utilised for the benefit of the community, it is proposed that this is documented in a formal rent relief policy in order to demonstrate transparency to local taxpayers. This policy is currently being drafted and will form an addendum to the asset management plan once formally accepted.

Investment properties are held by the council as a class of investment and provide limited operational benefit for the council other than as a source of income. The site at Old River Lane, Bishop's Stortford, was purchased in October 2015 including the following constituent parts; Charringtons House offices, 1 The Causeway offices, The Causeway car park, the Waitrose car park and 3 residential dwellings. The council also owns a number of small shops on former council estates, retained following the disposal of housing stock in 2002, to ensure the provision of services to local residents. Other miscellaneous properties are held by the council as residues of ownership and are held to help manage land uses in some areas.

Performance Management for assets

The council has a responsibility to ensure that assets are fit for purpose, provide value for money and are still required by the organisation. In preparing the Asset Management Plan in conjunction with Service Plans the council is able to assess whether the council has the right assets and plan how assets are managed throughout the year.

The Asset Management Plan and Strategy are approved by the Strategic Asset Management Group, the Asset Management Working Group, the Corporate Management Team, the Executive and Full Council.

Performance measures

The performance of the council is assessed in a variety of ways, including through the Healthcheck reports. The Healthcheck report is presented to the Corporate Management Team each month. The council performance data is reported:

- To Executive and Corporate Business Scrutiny each quarter
- Based on the performance of each directorate in line with the relevant performance measures
- Clearly identifies where exceptions have occurred and what action is being taken
- Where appropriate using RAG ratings to highlight performance issues
- Provides clear recommendations for future action
- Based on the most recent data available

Individual schemes are initiated by service managers and subsequently managed using the project management toolkit developed internally. Schemes are accepted into the capital programme only after the business case and project initiation document (PID) have been accepted by the Portfolio Holder, Corporate Management Team and Executive followed by ratification by Council.

Monitoring of the Capital Programme is carried out by Corporate Business Scrutiny and the Executive. The performance of the property portfolio and all actions agreed through the portfolio review process is carried out by the Portfolio Holder for Finance and Support Services and the Asset Management Working Group.

Major investment decisions are subject to an option appraisal using whole life costing techniques. Projects which involve the investment of more than £500k in property assets are subject to appraisal by independent, external consultants. Where investment property is purchased there is a formal checklist (Appendix C). Progress monitoring is undertaken against Project Milestones and Financial Commitment by the Corporate Management Team and Executive.

Any decision to dispose of an asset or a key decision in relation to a property asset is formally approved by the Executive.

The revenue budget for the repair and maintenance of built assets is programmed to allow for regular maintenance and survey work to take place for all assets. Capital bids are approved by the Strategic Asset Management Group for works involving replacement or enhancement of operational assets.

Maintenance programmes are kept under review to respond to changing priorities and needs. Recent surveys have been undertaken to ensure that the council's assets are compliant with relevant legislation. These assessments are recorded and an action plan for each asset is established and monitored to mitigate the council's exposure to risk. Stakeholder consultation and user satisfaction surveys are considered as part of the continuous performance review of operational buildings.

Organisational arrangements for assets

Structure issues

The council's strategic asset management function is undertaken by the Assets and Estates section within the Strategic Finance service of the Finance and Support Services directorate. The function is supported by the Property Services section and the Facilities Management section.

Roles and responsibilities

The role of Corporate Property Officer is undertaken by the Director of Finance and Support Services ensuring consideration of the key strategic areas documented within the asset management plan.

The Corporate Property Officer is a member of the Corporate Management Team and is responsible for advising the Portfolio Holder for Finance and Support Services and the Executive on asset strategy matters.

The Assets and Estates Manager carries out the day-to-day role of property management, acquisition and disposal reporting to the Head of Strategic Finance. Maintenance and improvement programmes are managed by the Property Manager also reporting to the Head of Strategic Finance.

Governance and decision making

New capital schemes are considered at Member briefings for the Portfolio Holder for Finance and Support Services and the Portfolio Holder for the relevant service prior to a report being submitted to Executive. The Executive consider all proposals for investment in assets and disposals.

The Asset Management Working Group will meet quarterly, or as required, to discuss asset management matters. The Group will be chaired by the Portfolio Holder for Finance and Support Services and attended by the Director of Finance and Support Services, the Head of Strategic Finance, the Assets and Estates Manager and other members and officers as appropriate. The Group will monitor progress on decisions arising from the ongoing review of the property portfolio, review agreed strategies for individual properties and monitor investment decisions and the disposal programme.

The Strategic Asset Management Group (SAMG) will meet quarterly, or as required, to discuss asset management and the overall capital programme on a service by service basis. The SAMG will be chaired by the Head of Strategic Finance and attended by Heads of Service whose services directly use operational assets and/or manage capital schemes. The group will lead on the development of the future requirements of the capital programme, appraise capital Business Cases and ensure the Asset Management Plan is in line with corporate and service objectives. The SAMG will also evaluate property disposal proposals prior to submission to CMT and Executive.

The Asset Management Plan is approved by the Asset Management Working Group, the Corporate Management Team, the Executive and Council. Progress is subject to scrutiny by the appropriate Scrutiny Committee. The following diagram shows the levels of accountability in the Asset Management process.



Relationships with key stakeholders

The Assets and Estates and Property functions of the council involves consultation with all council departments and the role of the Strategic Asset Management Group is to provide a forum to facilitate an effective dialogue on asset management issues within the council and our partners. The Asset Management Working Group provides a forum for council members to ensure that the needs of the local community are adequately considered in asset management decisions taken.

The council undertakes a biennial residents survey seeking views on the services delivered by the council. The outcomes of the survey inform the development of policy and priorities. The council is keen to engage with the local community and consultation with the community will take place formally on individual issues where appropriate.

The council has a number of key partners who work together on strategic asset management issues (e.g. neighbouring District Councils, HCC, Herts Police, East and North Herts NHS Trust). Strategic local partners are consulted through the operation of the Local Strategic Partnership.

Data management

The record of ownership and use of the property and the asset register is maintained on the Northgate/MVM Terrier System. This software is scheduled to be replaced during 2016 with Asset Management solution from Uniform/IDOX in order to provide enhanced reporting functionality and synergy with other systems across the council.

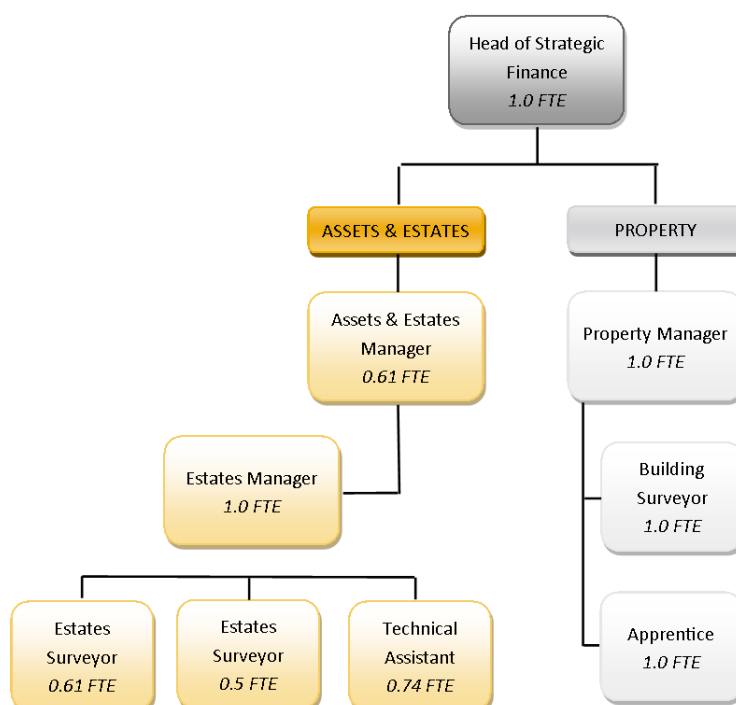
Plans of all ownership and property transactions are available through a combination of systems which provides a record of land ownership, as required by the Department for Communities and Local Government. The council's property information is shared with other public authorities in Hertfordshire, e.g. Hertfordshire County Council, Hertfordshire Constabulary, East and North Herts NHS Trust and other district and borough councils.

The results of condition surveys and maintenance works are held within the Compliance 365 system. This allows officers to identify outstanding issues and plan a programme of works.

Capacity management

Asset management is largely undertaken by the Assets and Estates team within Strategic Finance, supported by Property Services. The in-house resources are supplemented as appropriate by the appointment of specialist external consultants, for example in providing asset valuations each year.

The Structure of the team is shown in the diagram below:



Asset Management Plan Review

The success of the property asset plan measured by the reaction of customers to service delivery and on the bottom line operating costs. Reviews against pre-agreed performance metrics will take place regularly and recommendations made about changes to enhance service delivery to customers as well as improvements in property asset efficiency.

Investment properties will be reviewed over the period of the asset management plan to safeguard the return on investment for the council.

Opportunities to acquire or dispose of investment properties will be taken as appropriate to the development of the portfolio. Strategic opportunities to develop new income streams for the council through land and buildings, including development of land held or acquired and operating through local authority trading companies, will be explored subject to relevant legislation.

The asset management plan will be subject to annual review.

Risk analysis

An assessment of the risks associated with the property assets, either immediate term or longer term, for example, inappropriate property assets due to technological service delivery developments or demographic changes.

A risk assessment of other resource inputs including financial/budgetary cutbacks and shortage of property management expertise and the management of all shortfalls.

Contact details

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PROPERTY PLANT AND EQUIPMENT (PPE)

ASSET NO	ASSET	CORPORATE PRIORITY	REASON FOR HOLDING	CONDITION OF ANY BUILDINGS	SITE AREA	GROSS INTERNAL AREA	DESCRIPTION AND COMMENT
ADMINISTRATION CENTRES							
928	Ground Floor South, Charringtons House, The Causeway, Bishop's Stortford	1,2 & 3	Customer Service Centre	Good	N/A	430 sqm	Customer Service Contact for Bishop's Stortford part of larger freehold investment asset which is currently under review
178	Wallfields Pegs Lane, Hertford	1,2 & 3	Main administrative offices and customer service centre	Good	4.3 acres	2,800 sqm	Refurbished as principal office base in 2011
929	Buntingford Service Centre	2 & 3	Administrative offices for some council services and operating base for Contract Services	Good	2.6 acres	3,300sqm	Service Centre for front line services. Accommodation for waste service under review
CAR PARKS							
754	Car Park Bowling Green Lane, Buntingford	1 & 3	Provide public car parking	Satisfactory	0.9 acres	N/A	Surfaced car park fulfilling service requirement managed by Town Council
33	Basbow Lane Car Park, Bishop's Stortford	1 & 3	Provide public car parking	Satisfactory	0.5 acres	N/A	Surfaced car park fulfilling service requirement
36	Jackson Square Multi Storey Car Park Bishop's Stortford	1 & 3	Provide public car parking	Good	2.2 acres	17,800 sqm	2 decked car park within shopping centre fulfilling service requirement
39	Crown Terrace Car Park, Bishop's Stortford	1 & 3	Provide public car parking	Good	0.4 acres	N/A	Surfaced car park fulfilling service requirement
41	Elm Road Car Park, Bishop's Stortford	1 & 3	Provide public car parking	Good	0.2 acres	N/A	Surfaced car park fulfilling service requirement
615	Car Park, The Causeway, Bishop's Stortford	1 & 3	Provide public car parking	Satisfactory	1.5 acres	N/A	Surfaced car park which is part of Old River Lane revelopment site. Asset will remain as car parking in short term but development likely to come in the medium term.
42	Car Park, Northgate End, Bishop's Stortford	1 & 3	Provide public car parking	Satisfactory	1 acre	N/A	Surfaced car park fulfilling service requirement may form part of larger redevelopment when Old River Lane site comes forward.
622	Rye Street Car Park, Bishop's Stortford	1 & 3	Provide public car parking	Satisfactory	0.8 acres	N/A	First car park off Rye Street. Surfaced car parked fulfilling service requirement
	Link Road Car Park, Bishop's Stortford	1 & 3	Provide public car parking	Satisfactory	0.6 acres	N/A	Surfaced car park fulfilling service requirement
917	Car Park, Rye Street, Bishop's Stortford adj football pitches	1 & 3	Provide public car parking	Good	0.7 acres	N/A	Car park adj to leisure centre. Surfaced car park fulfilling service requirement for possible redevelopment.
905	Apton Road Car Park, Bishop's Stortford	1 & 3	Provide public car parking	Good	0.5 acres	N/A	Surfaced car park fulfilling service requirement
175	Gascoyne Way Car Park, Hertford	1 & 3	Provide public car parking	Good	0.8 acres		Multi-storey car park and parking office base. Refurbishment undertaken 2011 incl car park office & stores
194	St Andrews Street Car Park, Hertford	1 & 3	Provide public car parking	Good	0.75 acres	N/A	Surfaced car park fulfilling service requirement
193	Hartham Lane Car Park, Hertford	1 & 3	Provide public car parking	Satisfactory	1.55 acres	N/A	Surfaced car park. Fulfilling service requirement
197	London Road Car Park, Hertford	1 & 3	Provide public car parking	Good	0.6 acres	N/A	Surfaced car park refurbished in 2012 fulfilling service requirement but possible under review in conjunction with adjacent fire station
609	Car Park, Port Vale, Hertford	1 & 3	Provide public car parking	Good	0.4 acres	N/A	Surfaced residents car park fulfilling service requirement
226	Bell Street Car Park, Sawbridgeworth	1 & 3	Provide public car parking	Satisfactory	1.6 acres	N/A	Surfaced car park fulfilling service requirement
301	Priory Street Car Park, Ware	1 & 3	Provide public car parking	Good	0.15 acres	N/A	Surfaced car park fulfilling service requirement
303	Kibes Lane Car Park, Ware	1 & 3	Provide public car parking	Satisfactory	1.1 acres	N/A	Surfaced car park. Fulfilling service requirement
304	Broadmeads Car Park & Rest Facilities, Ware	1 & 3	Provide public car parking	Good	0.6 acres	N/A	Surfaced car park and small buiding used as base for car park staff. Fulfilling service requirement
305	Car Park, High Street, Ware	1 & 3	Provide public car parking	Good - improvement needed to small area at front	0.75 acres	N/A	Surfaced car park fulfilling service requirement
503	Car Park, High Street, Stanstead Abbots	1 & 3	Provide public car parking	Good	0.5 acres	N/A	Surfaced car park fulfilling service requirement
906	Car Park, Baldock Street, Ware	1 & 3	Provide public car parking	Good	0.6 acres	N/A	Surface car park fulfilling service requirement
PUBLIC CONVENIENCES							
19	Public Conveniences, Buntingford	1	Public facilities	Good	N/A	37 sqm	Male, Female, disabled toilets and baby changing facilities. Fulfilling service requirement - refurbished 2008/9

KEY
Action is underway or imminent
Under review but not imminent maybe awaiting other actions.
No action planned during this period - asset fulfilling requirement

PROPERTY PLANT AND EQUIPMENT (PPE)

ASSET NO	ASSET	CORPORATE PRIORITY	REASON FOR HOLDING	CONDITION OF ANY BUILDINGS	SITE AREA	GROSS INTERNAL AREA	DESCRIPTION AND COMMENT
563	Public Conveniences Castle Gardens, Bishop's Stortford		Under review	Satisfactory	N/A	60 sqm	Closed - future to be reviewed
184	Public Conveniences Hartham Common, Hertford	1	Public facilities	Satisfactory	N/A	45 sqm	Male, female, disabled toilets and baby changing facilities. Provision under review by service
222	Public Conveniences, Bell Street, Sawbridgeworth	1	Public facilities	Satisfactory	N/A	50 sqm	Unisex and disabled toilets fulfilling service requirement - Part used for storage. Possible management arrangement with Town Council being considered
SPORTS & LEISURE FACILITIES							
574	Hartham Leisure Centre, Hartham Common, Hertford	1, 2 & 3	Providing public sport and leisure facilities	Good	30 acres	2500 sqm	Indoor swimming pool and leisure centre; football pitches; bowling green and tennis courts located on large common with other informal recreation. Leisure centre leased to service provider
156	Hartham Pavilion, Hertford - changing rooms & refreshment kiosk	1, 2 & 3	Providing public sport and leisure facilities	Good	N/A	135 sqm	Ancillary facility for football on Hartham open space together with adj seasonal refreshment kiosk. Under review for possible upgrade
27	Grange Paddocks Leisure Centre, Rye Street, Bishop's Stortford	1, 2 & 3	Providing public sport and leisure facilities	Good	30 acres	1200 sqm	Indoor swimming pool and leisure centre; football pitches and changing rooms leased to service provider
701	Ward Freman Pool, Bowling Green Lane, Buntingford	1, 2 & 3	Providing public sport and leisure facilities	Good	N/A	854 sqm	Swimming pool adj to school. The asset is partly owned by Herts County Council and both councils share costs and use. Leased to service provider
704	Fanshawe Pool & Fitness Centre, Park Road, Ware	1, 2 & 3	Providing public sport and leisure facilities	Good	N/A	1077 sqm	Swimming pool adj to school. The asset is partly owned by Herts County Council and both councils share costs and use. Leased to service provider
703	Leventhorpe Pool & Gym, London Road, Sawbridgeworth	1, 2 & 3	Providing public sport and leisure facilities	Good	N/A	730 sqm	Swimming pool adj to school. The asset is partly owned by Herts County Council and both councils share costs and use. Leased to service provider
43	Sports Ground, Cricketfield Lane,	1, 2 & 3	Providing public sport and	Good	9 acres	N/A	Cricket, hockey and tennis facilities let to community sports trust
323	Presdales Pavilion & Recreation Ground, Walnut Tree Walk, Ware	1, 2 & 3	Providing public sport and leisure facilities	Good	44 acres	N/A	Large recreation ground with new pavilion lease being considered to community sports trust
325	Wodson Park Sports Centre, Wadesmill Road, Ware	1, 2 & 3	Providing public sport and leisure facilities	Good	28 acres	N/A	Large indoor and outdoor sports facility offering variety of activities. Long ground lease to community sports trust
COMMUNITY & CULTURAL FACILITIES							
176	Hertford Theatre, The Wash, Hertford	1, 2 & 3	Provides leisure, community and cultural facilities	Good	0.6 acres		Refurbished 2011 providing theatre, function rooms dance studio and café in town centre
879	Havers Community Centre, Waytemore Road, Bishop's Stortford	1, 2 & 3	Provides community facilities	Good	0.35 acres	280 sqm	Community hall within housing estate leased to Town Council led Community Trust
310	Drill hall, Amwell End, Ware	1, 2 & 3	Provides community facilities	Good	0.27 acres	900 sqm	Function hall within town centre leased to Community Trust
582	Bishops Park Community Centre, Bishop's Stortford	1, 2 & 3	Provides community facilities	Good	0.3 acres	375 sqm	Community hall leased to Town Council led Community Trust
100	Pinehurst Community Centre, Birdie Way, Hertford	1, 2 & 3	Provides community facilities	Good	0.04 acres	128 sqm	Community hall to be reviewed as part of larger ownership
839	St.Michaels Mead Community Centre, Bishop's Stortford	1, 2 & 3	Provides community facilities	Good	0.24 acres	400 sqm	Community hall leased to Town Council led Community Trust
177	Hornsmill Community Centre, Cecil Road, Hertford	1, 2 & 3	Provides community facilities	Good	0.1 acres	190 sqm	Community hall leased to residents association
919	Corn Exchange, Fore Street, Hertford	1, 2 & 3	Provides cultural and entertainment facilities	Fair	0.1 acres	300 sqm	Currently used as entertainment venue but leasing arrangements under review - proposals due early 2015
660	Sele Farm Community Centre, Hertford	1, 2 & 3	Provides community facilities	Good	0.6 acres	210 sqm	Community hall leased to trustees
HOSTELS							
918	Cedar Cottage, Thele Avenue, Stanstead Abbotts	1	Provides temporary housing for vulnerable	Good	0.6 acres	45 sqm	House used as additional hostel accommodation

PROPERTY PLANT AND EQUIPMENT (PPE)

ASSET NO	ASSET	CORPORATE PRIORITY	REASON FOR HOLDING	CONDITION OF ANY BUILDINGS	SITE AREA	GROSS INTERNAL AREA	DESCRIPTION AND COMMENT
571	Hillcrest Hostel, Spellbrook	1	Provides temporary housing for vulnerable	Good	1.15 acres	500 sqm	Large house converted to provide self contained flats for homelessness provision needs
RESIDENTS CAR PARKS							
588	Residents Car Park, Port Vale, Hertford	1 & 2	Provides local resident car parking	Satisfactory	0.14 acres	N/A	Flat surfaced car park. Provides for local car parking need
590	Residents Car Park, Calton Avenue, Hertford	1 & 2	Provides local resident car parking	Satisfactory	0.17 acres	N/A	Flat surfaced car park. Provides for local car parking need
810	Residents Car Park, Appleton Avenue, Wareside	1 & 2	Provides local resident car parking	Satisfactory	0.18 acres	N/A	Flat surfaced car park. Provides for local car parking need
597	Residents Car Park, Chapelfields, Stanstead Abbots	1 & 2	Provides local resident car parking	Satisfactory	0.12 acres	N/A	Surfaced car park. Provides for local car parking need
765	Residents Car Park, Ridgeway, Little Hadham	1 & 2	Provides local resident car parking	Satisfactory	0.1 acres	N/A	Small car park provides for local car parking need
659	Car Park, Huntsman Close, Puckeridge	1 & 2	Provides local resident car parking	Satisfactory	0.18 acres	N/A	Surfaced car park. Provides for local car parking need - leased to Parish Council.
868	Residents Car Park, New Road, Ware	1 & 2	Provides local resident car parking	Good	0.06 acres	N/A	Flat surfaced car park. Provides for local car parking need
38	Residents Car Park, Portland Road, Bishop's Stortford	1 & 2	Provides local resident car parking	Good	0.14 acres	N/A	Surfaced car park. Provides for local car parking need leased out on commercial basis
204	Residents Car Park, Crouchfields, Bengoe	1 & 2	Provides local resident car parking	Good	0.1 acres	N/A	Small residents car park part of larger asset that includes shops. Provides for local car parking need and for shoppers to neighbourhood shops
PARKS & OPEN SPACES							
BUNTINGFORD							
17	Formal Gardens, Layston Gardens	1 & 2	Provide green open spaces for recreational, educational and amenity purposes		1.6 acres	N/A	Formal Gardens. Managed by Town Council
BISHOP'S STORTFORD							
23	Thorley Wedge Public Open Space and Playground, off Lower Park Crescent/Norfolk Way/Kent Crescent	1 & 2	Provide green open spaces for recreational, educational and amenity purposes	N/A	16 acres	N/A	Large public open space; includes playgrounds which runs through residential areas. Managed on Grounds Maintenance Contract
29	Public Open Space and amenity land, Town Meads	1 & 2	Provide green open spaces for recreational and amenity purposes	N/A	17 acres	N/A	Informal amenity land between Castle Gardens and Grange Paddocks (incl former town tip).
30	Formal Park, Castle Gardens	1 & 2	Provide green open spaces for recreational, educational and amenity purposes	N/A	5.3 acres	N/A	Formal landscaped gardens which includes Grade I listed site of Waytemore Castle and tennis courts.
31	Public Open Space, Cannons Mill Lane	1 & 2	Provide green open spaces for recreational and amenity purposes	N/A	4 acres	N/A	Large informal open space and meadowland. Managed on Grounds Maintenance Contract
40	Land in Parsonage Lane,	1 & 2	Provide green open spaces for recreational and amenity purposes	N/A	3.65 acres	N/A	Public open space and play area. Managed on Grounds Maintenance Contract
44	Recreation Ground, Cricketfield Lane	1 & 2	Provide green open spaces for recreational and amenity purposes	N/A	2.2 acres	N/A	Recreation and play area. Managed on Grounds Maintenance Contract
45	Open Green, Mary Park Gardens	1 & 2	Provide green open spaces for recreational, educational and amenity purposes	N/A	0.7 acres	N/A	Open amenity space. Managed on Grounds Maintenance Contract
46	Open space adj Park Avenue	1 & 2	Provide green open spaces for recreational and amenity purposes	N/A	2.14 acres	N/A	A large ribbon of public open space running through residential areas. Managed on Woodland Management Programme

PROPERTY PLANT AND EQUIPMENT (PPE)

ASSET NO	ASSET	CORPORATE PRIORITY	REASON FOR HOLDING	CONDITION OF ANY BUILDINGS	SITE AREA	GROSS INTERNAL AREA	DESCRIPTION AND COMMENT
49	Land at Cannons Mill Lane/Rye Street	1 & 2	Preserve amenity land used for seasonal grazing	N/A	19 acres	N/A	Informal area managed as conservation area with seasonal grazing to help maintenance
50	Land of Jervis Road	1 & 2	Provide green open spaces for recreational and amenity purposes	N/A	0.6 acres	N/A	Play area. Managed on Grounds Maintenance Contract
560	Open Space The Firs, Scott Road	1 & 2	Provide green open spaces for recreational and amenity purposes	N/A	3.2 acres	N/A	Woodland belt with footpath access. Managed on Grounds Maintenance Contract. Land on both sides of Scott Road
743	Amenity Land Ward Crescent	1 & 2	Provides green amenity space	N/A	0.8 acres	N/A	Public open space. Managed on Grounds Maintenance Contract
745	Amenity Land adj 2 - 12 Elizabeth Road	1 & 2	Provides open green amenity space fronting houses	N/A	0.3 acres	N/A	Amenity land in housing estate. Managed on Grounds Maintenance Contract
747	Land r/o 61 Northolt Avenue	1 & 2	Provide green open spaces for recreational and amenity purposes	N/A	0.26 acres	N/A	Wooded area managed on Woodland Management Programme
748	Land r/o 179 - 185 Northolt Avenue	1 & 2	Provide green open spaces for recreational and amenity purposes	N/A	1.8 acres	N/A	Public open space and play area. Managed on Grounds Maintenance Contract
749	Land at Dimsdale Crescent	1 & 2	Provide green open spaces for recreational and amenity purposes	N/A	0.96 acres	N/A	Open Green. Managed on Grounds Maintenance Contract
751	Land at Burley Road	1 & 2	Provide green open spaces for recreational and amenity purposes	N/A	0.68 acres	N/A	Recreation Ground. Managed on Grounds Maintenance Contract
830	Landscape Belt , Cricket Field lane	1 & 2	Provide green open for amenity purposes	N/A	0.5 acres	N/A	Landscape belt. Managed on Grounds Maintenance Contract
831	Open space junction of Elizabeth Road and Norfolk Way	1 & 2	Provides amenity land in front of shop parade	N/A	0.16 acres	N/A	Grassed area and shrub beds managed on Grounds Maintenance Contract
833	Allotment & amenity Land London Road	1 & 2	Provide green open spaces for recreational, educational and amenity purposes	N/A	0.6 acres	N/A	Allotments managed by Town Council remainder tree maintained on Woodland Management Programme
835	Amenity land Plaw Hatch Close	1 & 2	Provides amenity strip on edge of housing	N/A	0.1 acres	N/A	Grassed verge managed on Grounds Maintenance Contract
836	Play Area Cannons Close	1 & 2	Provides green open space for recreational and amenity purposes	N/A	3.5 acres	N/A	Public open space and playground. Managed on Grounds Maintenance Contract
841	Southern Country Park, St James Way	1 & 2	Provides green open space for recreational, educational and amenity purposes	N/A	55 acres	N/A	Areas of formal and informal recreation. Provides open space, play areas, balancing pond and picnic areas. Managed on Grounds Maintenance Contract and using seasonal grazing.
898	Northern Parkland, Oriole Way,	1 & 2	Provides green open space for recreational and amenity purposes	N/A	27 acres	N/A	Open space providing informal recreation. Managed under grounds maintenance contract
886	Open Space, Bishop's Park, Burghley Avenue	1 & 2	Provides open space for recreational and amenity purposes	N/A	14 acres	N/A	Open space providing informal recreation. Managed on grounds maintenance contract
842	Amenity Land Windhill	1 & 2	Provide amenity land	N/A	0.06 acres	N/A	Small amenity verge. Managed on Grounds Maintenance Contract
844	Amenity land, Yeoman's close, Thorley ,	1 & 2	Provide land for amenity purposes	N/A	0.03 acres	N/A	Licensed and maintained by resident
846	Land corner of Lindsey Road	1 & 2	Unused area of land with restricted access	N/A	0.03 acres	N/A	Not on contract but maintained when required

PROPERTY PLANT AND EQUIPMENT (PPE)

ASSET NO	ASSET	CORPORATE PRIORITY	REASON FOR HOLDING	CONDITION OF ANY BUILDINGS	SITE AREA	GROSS INTERNAL AREA	DESCRIPTION AND COMMENT
848	Open Space The Ridings	1 & 2	Provide green open spaces for recreational and amenity purposes	N/A	1.25 acres	N/A	Informal open space managed on grounds maintenance contract
838	Amenity Land Stansted Road	1 & 2	Provides land for amenity purposes at road junction	N/A	0.3 acres	N/A	Grassed area managed on Grounds Maintenance Contract
875	Open space, Rhodes Avenue	1 & 2	Provides open space for recreational and amenity purposes	N/A	0.25 acres	N/A	Play area. Managed on Grounds Maintenance Contract
578	Allotments and Open space, Piggott's Way	1 & 2	Provide land for recreational, educational and amenity purposes	N/A	3.8 acres	N/A	Part managed by allotment holders playground on maintenance contract
914	Amenity Land, Mill Street,	1 & 2	Provide land for amenity purposes	N/A	0.05 acres	N/A	Small wooded area fronting housing. Maintained on Woodland Management Programme
915	Amenity Land Anchor Street/John Dyde Close	1 & 2	Amenity land adj to River	N/A	0.14 acres	N/A	Small area of amenity land on Grounds Maintenance Contract
HERTFORD							
854	Castle Gardens, castle Street	1 & 2	Provide green open spaces for recreational, educational and amenity purposes	N/A	3.6 acres	N/A	Formal gardens and playground adj to The Castle. Managed on Grounds Maintenance Contract
96	The Pines Woodland rear of Burleigh Road,	1 & 2	Provides woodland walks for recreational, educational and amenity purposes	N/A	2.44 acres	N/A	Woodland where improvements have been made as part of a joint project with Hertfordshire Groundwork and Herts County Council to improve public access.
97	Hartham Common	1 & 2	Provide green open spaces for recreational, educational and amenity purposes	N/A	32 acres	N/A	Hertford's premier park which provides formal and informal recreation and forms part of a network of river walks, footpaths and cycleways. Managed on Grounds Maintenance Contract.
561	The Warren and Hartham Meadow	1 & 2	Provide green open space for amenity and recreation purposes	N/A	23 acres	N/A	Woodland belt north of Hartham Common and River Beane which is maintained on Woodland Management Programme. Hartham Meadow adj to church which is seasonally grazed and managed as a wildlife habitat and woodland pasture.
181	Land at Sacombe Road	1 & 2	Provide green open space for amenity purposes	N/A	3.4 acres	N/A	Public open space and play area. Managed on Grounds Maintenance Contract
183	Open Space, The Knoll	1 & 2	Provide green open spaces for recreational and amenity purposes	N/A	1.8 acres	N/A	Public open space with scheduled ancient monument. Managed on Grounds Maintenance Contract
185	Playground at Bentley Road	1 & 2	Provide green open space for recreational and amenity purposes	N/A	0.5 acres	N/A	Playground and recreation areas. Managed on Grounds Maintenance Contract
187	Land adj River Mimram, Willowmead	1 & 2	Provide green open spaces for recreational, educational and amenity purposes	N/A	3.8 acres	N/A	Leased to Herts and Essex Wildlife Trust as nature reserve.
192	Land at Kingsmead, Mead Lane	1 & 2	Provide green open spaces for recreational, educational and amenity purposes	N/A	45 acres	N/A	Public open space and football pitches adj to Hartham Common managed on Grounds Maintenance Contract and area beyond used for seasonal grazing.
200	Allotments, West Street	1 & 2	Provide green open spaces for recreational, educational and amenity purposes	N/A	2.2 acres	N/A	Area of allotments and woodland maintained on Grounds Maintenance Contract and Woodland Management Programme

PROPERTY PLANT AND EQUIPMENT (PPE)

ASSET NO	ASSET	CORPORATE PRIORITY	REASON FOR HOLDING	CONDITION OF ANY BUILDINGS	SITE AREA	GROSS INTERNAL AREA	DESCRIPTION AND COMMENT
201	Open space west side of Cecil Road	1 & 2	Provide green open space for recreational and amenity purposes	N/A	2.5 acres	N/A	Public open space with play and recreation areas. Managed on Grounds Maintenance Contract
202	Land at Watermill Lane North	1 & 2	Provide green open spaces for recreational and amenity purposes	N/A	3.3 acres	N/A	Public open space, play area and woodland. Managed on Grounds Maintenance Contract currently being considered for new scout building on small area
655	Open space at The Ridgeway	1 & 2	Provide green open spaces for recreational and amenity purposes	N/A	1.9 acres	N/A	Public open space and multi-use play area. Managed on Grounds Maintenance Contract
777	Amenity Land, Revels Close	1 & 2	Provide green open spaces for recreational and amenity purposes	N/A	0.15 acres	N/A	Amenity land in housing estate. Managed on Grounds Maintenance Contract
778	Playground Burleigh Road	1 & 2	Provide green open spaces for recreational purposes	N/A	0.13 acres	N/A	Playground managed on Grounds Maintenance Contract
781	Landscape Belt, Links Avenue	1 & 2	Provide green open space for amenity purposes	N/A	1.16 acres	N/A	Amenity area on edge of housing area. Managed on Grounds Maintenance Contract
784	Amenity Land Campfield Road	1 & 2	Provide green open spaces for recreational and amenity purposes	N/A	0.95 acres	N/A	Open space and amenity land managed on Grounds Maintenance Contract
787	Land east side Cecil Road	1 & 2	Provide green open spaces for recreational and amenity purposes	N/A	2 acres	N/A	Strip of amenity land runs end of Cecil to rear of community centre. Managed on Grounds Maintenance Contract
790	Amenity Land 1-7 Hutton Close	1 & 2	Provides green open space for amenity purposes	N/A	0.3 acres	N/A	Amenity green managed on Grounds Maintenance Contract
791	Amenity Land 9-15 Hutton Close	1 & 2	Provides green open space for amenity purposes	N/A	0.3 acres	N/A	Amenity green managed on Grounds Maintenance Contract
779	Play area adj Divot Place, Pinehurst	1 & 2	Provide green open spaces for recreational and amenity purposes	N/A	0.17 acres	N/A	Play area managed on Grounds Maintenance Contract
783	Play area adj 57 Hamels Drive	1 & 2	Provide green open spaces for recreational and amenity purposes	N/A	0.23 acres	N/A	Play area managed on Grounds Maintenance Contract
816	Land at Cherry Tree Green	1 & 2	Provides green open space for amenity purposes	N/A	0.6 acres	N/A	Amenity green managed on Grounds Maintenance Contract
817	Amenity Land, Windsor drive	1 & 2	Provides green open space for amenity purposes	N/A	0.66 acres	N/A	Amenity land managed on Grounds Maintenance Contract
818	Land adj 16 Welwyn Road	1 & 2	Amenity land	N/A	0.02 acres	N/A	Small area of land maintained as required
819	Land adj to 5 Lawrence Close	1 & 2	Provides green open space for amenity and recreational purposes	N/A	0.58 acres	N/A	Play area managed on Grounds Maintenance Contract
855	Land at Farm Close	1 & 2	Provide green open spaces for recreational, educational and amenity purposes	N/A	5.3 acres	N/A	Large area of informal recreation and woodland. Managed on Grounds Maintenance Contract
856	Land at The Folly	1 & 2	Provide green open spaces for recreational and amenity purposes	N/A	0.12 acres	N/A	Area of open space adj to River Lea managed on grounds maintenance contract
857	Land at Corner of Hertingfordbury Rd	1 & 2	Provides land for amenity purposes	N/A	0.04 acres	N/A	Area of green verge managed on grounds maintenance contract
861	Land adj 16 Tower Street	1 & 2	Provides green open spaces for amenity purposes	N/A	0.03 acres	N/A	Not on contract but maintained when required
586	Allotments at Norwood Close	1 & 2	Provides amenity land	N/A	0.57 acres	N/A	Managed on Grounds Maintenance Contract

PROPERTY PLANT AND EQUIPMENT (PPE)

ASSET NO	ASSET	CORPORATE PRIORITY	REASON FOR HOLDING	CONDITION OF ANY BUILDINGS	SITE AREA	GROSS INTERNAL AREA	DESCRIPTION AND COMMENT
872	Landscape belt adj to Welwyn Road	1 & 2	Provides green open spaces for amenity purposes	N/A	0.4 acres	N/A	Amenity land maintained on grounds maintenance contract
820	Land adj. 29 Lawrence Close	1 & 2	Residue of ownership	N/A	0.17 acres	N/A	Area of unused land future use to be reviewed
821	Foxholes Woodland	1 & 2	Provides areas of woodland, recreation and amenity areas around housing area	N/A	20 acres	N/A	Area of woodland managed on Woodland Management Programme.
889	Land at Millmead Way	1 & 2	Provides areas of woodland, recreation and amenity areas around housing area	N/A	6 acres	N/A	Area of open space, woodland and play areas managed on Grounds Maintenance Contract
815	Land off Bramfield Road	1 & 2	Residue of ownership which provides a landscape belt on edge of housing area	N/A	0.5 acres	N/A	Grass verge split into 2 strips managed on Grounds Maintenance Contract
	Playground, Brookside	1 & 2	Provides recreation area	N/A	0.7 acres	N/A	Playarea leased from Herts County Council maintained on Grounds Maintenance Contract
	Playground, Iron Drive	1 & 2	Provides recreation area	N/A	0.16 acres	N/A	Playarea leased from Herts County Council maintained on Grounds Maintenance Contract
	Playground, Rowleys Road	1 & 2	Provides recreation area	N/A	0.6 acres	N/A	Playarea leased from Thames Water Authority maintained on Grounds Maintenance Contract
SAWBRIDGEWORTH							
213	Amenity Land Sheering Mill	1 & 2	Provides green open space for recreational and amenity purposes	N/A	0.9 acres	N/A	Recreation ground managed on Grounds Maintenance Contract
216	Amenity Land, Harlow Mill	1 & 2	Originally held for drainage purposes now amenity woodland	N/A	2.5 acres	N/A	Small woodland within agricultural land limited pedestrian access only.
217	Landscape Belt, Cambridge Road	1 & 2	Provides green open spaces for amenity purposes	N/A	0.46 acres	N/A	Green verge along road. Managed on Grounds Maintenance Contract
218	Playground off Lawrence Avenue and Reedings Way	1 & 2	Provides green open space for recreational and amenity purposes	N/A	0.57 acres	N/A	Play area managed on Grounds Maintenance Contract
224	Pishiobury Park, Harlow Road	1 & 2	Provides green open space for recreational, educational and amenity purposes	N/A	88 acres	N/A	Grade II listed enclosed park for informal recreation. Managed under 5 year management programme and seasonally grazed.
225	Recreation Ground, Vantorts Close	1 & 2	Provides green open space for recreational and amenity purposes	N/A	2.54 acres	N/A	Play and recreation space recently improved managed on Grounds Maintenance Contract
871	Land at Fairway and Elmwood	1 & 2	Former tip now heavily wooded and overgrown with no public access	N/A	3.5 acres	N/A	Land currently under review to rectify encroachments and consider future management
WARE							
253	Buryfield Open Space, Park Road, Ware	1 & 2	Provides green open space for recreational and amenity purposes	N/A	2.8 acres	N/A	Recreation ground managed on Grounds Maintenance Contract
262	Land at Heath Drive, Ware	1 & 2	Provides green open space for amenity purposes	N/A	0.25 acres	N/A	Amenity area with footpath to school to rear. Managed on Grounds Maintenance Contract
314	Open Space & Playground Lower Bourne Gardens, Ware	1 & 2	Provides green open space for recreational and amenity purposes	N/A	7.8 acres	N/A	Managed on Grounds Maintenance Contract
316	Land adj 81 Kingsway, Ware	1 & 2	Provides green amenity space	N/A	0.1 acres	N/A	Managed on Grounds Maintenance Contract

PROPERTY PLANT AND EQUIPMENT (PPE)

ASSET NO	ASSET	CORPORATE PRIORITY	REASON FOR HOLDING	CONDITION OF ANY BUILDINGS	SITE AREA	GROSS INTERNAL AREA	DESCRIPTION AND COMMENT
317	Recreation Field, King George's Field	1 & 2	Provides green open spaces for recreational and amenity purposes. Gifted as part of national scheme on behalf of King George	N/A	5.5 acres	N/A	Multi-use games area and recreation land managed on Grounds Maintenance Contract
616	Amenity Land off Rolleston Close and Delcroft, Ware	1 & 2	Provides green amenity space.	N/A	0.08 acres	N/A	Open space. Managed on Grounds Maintenance Contract
319	Land adj 100 High Street, Ware	1 & 2	Small amenity area within High Street	N/A	0.01 acres	N/A	Area of hard landscaping within high street
321	Scott's Grotto, Scott's Road, Ware	1 & 2	The Council acquired Grotto in 1974 to protect it and together with the Ware Society have carried programme of restoration.	N/A	0.25 acres	20 m	Created in 1760s by poet John Scott it is a Grade I listed structure consisting of 6 underground chambers lined with flint and shells. It is managed and maintained as required by Property Section
322	Area of woodland, Post Wood, Ware	1 & 2	Woodland providing recreational, educational and amenity facility and preserving habitat for woodland plants and wildlife.	N/A	27 acres	N/A	Also known as Presdales Wood. Area of ancient woodland managed under Woodland Management Programme
326	Land corner of Garland Road, Ware	1 & 2	Provides small green amenity space within built up residential area	N/A	0.04 acres	N/A	Green verge managed on Grounds Maintenance Contract
331	The Bourne, High Oak Road, Ware	1 & 2	Provides large open spaces for recreational and amenity purposes	N/A	6.5 acres	N/A	Informal play, recreation area and woodland managed on Grounds Maintenance Contract
814	Open Space Presdales Drive	1 & 2	Provides green open space for recreational and amenity purposes	N/A	1.5 acres	N/A	An informal play and recreation area on both sides of Presdales Drive managed on Grounds Maintenance Contract
302	Town Square, Ware	1 & 2	Provides amenity area within town centre	N/A	0.18 acres	N/A	Pedestrianised area within shopping area. Lease to Ware Town Council being considered.
811	Land r/o 32 Southall Close	1 & 2	Residue of ownership which provides green amenity space within residential area	N/A	0.06 acres	N/A	Small grassed area currently managed by resident future use under review
862	Recreation Ground Beacon Road, Ware	1 & 2	Provides open space for recreational and amenity purposes	N/A	1.2 acres	N/A	Informal recreation and play area managed on Grounds Maintenance Contract
866	Flower Beds Crib Street	1 & 2	Residue of ownership provides visual amenity within built up area	N/A	0.03 acres	N/A	Raised flower beds managed on Grounds Maintenance Contract
867	9 Hampden Hill Ware	1 & 2	Small amenity area	N/A	0.01 acres	N/A	Maintained by resident
870	Land adj St Mary's Church, West St Ware	1 & 2	Provides visual amenity within town centre area	N/A	0.14 acres	N/A	Landscaped area at front of church managed on Grounds Maintenance Contract
RURAL							
439	Play Area, Off Tanners Way, Hunsdon	1 & 2	Provides green open space for recreational and amenity purposes	N/A	2.2 acres	N/A	Leased and managed by Parish Council
	Closed Church Yard, Holy Trinity Church Hertford Heath	2	Statutory requirement to maintain closed churchyards	N/A	N/A	N/A	Managed as required

PROPERTY PLANT AND EQUIPMENT (PPE)

ASSET NO	ASSET	CORPORATE PRIORITY	REASON FOR HOLDING	CONDITION OF ANY BUILDINGS	SITE AREA	GROSS INTERNAL AREA	DESCRIPTION AND COMMENT
	Closed Church Yard, St Dunstons Church, Hunsdon	2	Statutory requirement to maintain closed churchyards	N/A	N/A	N/A	Managed as required
	Woodland, Mount Pleasant, Hertford Heath	1 & 2	Woodland belt with public access	N/A	0.41 acres	N/A	Managed as required
450	Land off London Road, Hertford Heath	1 & 2	Provides open space for recreational, educational and amenity purposes	N/A	9 acres	N/A	Two areas of adj woodland within farmland. Managed by Groundwork Herts
481	Land at London Road/Spellbrook Lane East	1 & 2	Provides green amenity space	N/A	0.32 acres	N/A	Grassed area on junction of main road. Managed on Grounds Maintenance Contract
513	Waterford Marsh, Vicarage Lane, Waterford	1 & 2	Provides informal recreation area and preserves wildlife habitat	N/A	27 acres	N/A	Large informal recreation area along river. Managed as part of Grounds Maintenance Contract
479	Land at Ducketts Lane, Green Tye	1 & 2	Residue of ownership. Woodland area	N/A	0.7 acres	N/A	Managed on Woodland management Programme
758	Amenity land adj 69 Nutcroft, Datchworth	1 & 2	Residue of ownership possible potential for development in future	N/A	0.5 acres	N/A	Grassed area managed on Grounds Maintenance Contract
759	Land adj 66 - 72 Nutcroft, Datchworth	1 & 2	Residue of ownership. Provides green open space for recreational and amenity purposes	N/A	1 acre	N/A	Play ground and amenity area managed on Grounds Maintenance Contract
617	Landscaped area, The Willows, Spellbrook Lane	1 & 2	Provides green open space for recreational and amenity purposes	N/A	0.24 acres	N/A	Grassed area managed on Grounds Maintenance Contract
765	Land at Ridgeway, Little Hadham	1 & 2	Residue of ownership. Provides green open spaces for recreational and amenity purposes	N/A	0.15 acres	N/A	Managed on Grounds Maintenance Contract
766	Land r/o 6-9 Ford Field, Little Hadham	1 & 2	Residue of ownership. Provide green open spaces for recreational and amenity purposes	N/A	0.36 acres	N/A	Managed by Parish Council and allotment holders
767	Land adj 1-5 ford Field, Little Hadham	1 & 2	Residue of ownership. Provides amenity space maybe some potential for further development	N/A	0.11 acres	N/A	Managed on Grounds Maintenance Contract
775	Open space, Great Innings South, Watton at Stone	1 & 2	Provides green open space within housing area for recreational and amenity purposes	N/A	0.6 acres	N/A	Managed on Grounds Maintenance Contract
776	Land off Station Road, Watton at Stone	1 & 2	Residue of ownership which provides landscape belt around housing area	N/A	0.9 acres	N/A	Managed on Grounds Maintenance Contract
618	Little Marsh, Vicarage Lane, Waterford	1 & 2	Provides open space for recreational, and amenity purposes	N/A	0.9 acres	N/A	Village green managed on Grounds Maintenance Contract
774	Playground Gt. Innings North, Watton at Stone	1 & 2	Provides green open space for recreational and amenity purposes	N/A	0.9 acres	N/A	Play and recreation area managed on Grounds Maintenance Contract

PROPERTY PLANT AND EQUIPMENT (PPE)

ASSET NO	ASSET	CORPORATE PRIORITY	REASON FOR HOLDING	CONDITION OF ANY BUILDINGS	SITE AREA	GROSS INTERNAL AREA	DESCRIPTION AND COMMENT
804	Amenity Land, Clusterbolts, Stapleford	1 & 2	Residue of ownership which provides open amenity space?	N/A	0.5 acres	N/A	Managed on Grounds Maintenance Contract
822	Graveyard Froghall lane Walkern	1 & 2	Obligation for closed graveyards	N/A	0.09	N/A	Small graveyard.
823	Amenity Woodland, White Stubbs Lane, Bayford	1 & 2	Formerly cottage purchased under statutory powers	N/A	0.23 acres	N/A	Small ownership within larger woodland area. No active maintenance
755	Land at Windy Rise, Dane End	1 & 2	Residue of ownership possible potential for development in future	N/A	0.23 acres	N/A	Leased by Parish Council for parking for adj hall
756	Playground Gladstone Road, Dane End	1 & 2	Provides green space for recreational purposes	N/A	0.12 acres	N/A	Play area managed on Grounds Maintenance Contract
757	Amenity Land Gladstone Road, Dane End	1 & 2	Residue of ownership provides green amenity space	N/A	0.08 acres	N/A	Amenity area managed on Grounds Maintenance Contract
796	Land off Chaplefields Stanstead Abbots	1 & 2	Residue of ownership which provides green amenity space and recreational area	N/A	0.6 acres	N/A	Grassed and wooded area. Managed on Grounds Maintenance Contract
797	Land adj 1 Chaplefields, Stanstead Abbots	1 & 2	Residue of ownership provides small open amenity space within housing estate.	N/A	0.04 acres	N/A	Grassed area managed on Grounds Maintenance Contract
798	Landscape belt, Folly View, Stanstead Abbots	1 & 2	Residue of ownership which provides green open amenity space for recreational use	N/A	3 acres	N/A	Landscaped area and play area adj. to river managed on Grounds Maintenance Contract
799	Land r/o 46-56 Gilpins Gallop, Stanstead Abbots	1 & 2	Residue of ownership which provides green open space in housing estate for recreational and amenity purposes	N/A	0.1 acres	N/A	Open green managed on Grounds Maintenance Contract
800	Green Hillside Crescent, Stanstead Abbots	1 & 2	Residue of ownership which provides green open space within housing estate	N/A	0.4 acres	N/A	Open green managed on Grounds Maintenance Contract
803	Land r/o New River Avenue, Stanstead Abbots	1 & 2	Residue of ownership provides 2 small amenity spaces in housing estate. May have potential for future small development.	N/A	0.16 acres	N/A	Small verge areas managed on Grounds Maintenance Contract
806	Land off Ware Road, Tonwell	1 & 2	Residue of ownership provides small amenity area but may have potential as small building plot	N/A	0.08 acres	N/A	Future to be reviewed
808	Land adj 16 Dellfield Wadesmill	1 & 2	Residue of ownership. Provides green open space for amenity purposes	N/A	0.16 acres	N/A	Managed on Grounds Maintenance Contract

PROPERTY PLANT AND EQUIPMENT (PPE)

ASSET NO	ASSET	CORPORATE PRIORITY	REASON FOR HOLDING	CONDITION OF ANY BUILDINGS	SITE AREA	GROSS INTERNAL AREA	DESCRIPTION AND COMMENT
809	Land adj 46 Kingham Road, Wareside	1 & 2	Provides green open space for recreational and amenity purposes	N/A	0.2 acres	N/A	Managed on Grounds Maintenance Contract
810	Land off Appleton Avenue, Wareside	1 & 2	Residue of ownership provides amenity space	N/A	0.6 acres	N/A	Managed on Grounds Maintenance Contract
826	Amenity Land 1-4 Rose cottages Meesden	1 & 2	Residue of ownership may give access to any development to rear	N/A	0.04 acres	N/A	Small access to land to the rear retained as possible ransom strip
828	Amenity Land ,Watton Green, Watton at Stone	1 & 2	Provide green open spaces for recreational and amenity purposes	N/A	0.7 acres	N/A	Open green on edge of village. Managed on Grounds Maintenance Contract
738	Land at Ashdene Road, Bayford	1 & 2	Residue of ownership now used as conservation meadow	N/A	0.24 acres	N/A	Amenity area managed by resident on licence as wildlife meadow

INVESTMENT PROPERTIES

ASSET NO	ASSET	CORPORATE PRIORITY	REASON FOR HOLDING	CONDITION OF ANY BUILDINGS	SITE AREA	GROSS INTERNAL AREA	DESCRIPTION AND COMMENT
INDUSTRIAL & COMMERCIAL GROUND LEASES							
18	Watermill Industrial Estate, Buntingford - 2 plots of industrial land	3	Improving asset value - prospective disposal	N/A	1 acre in 2 parcels	N/A	Plots on industrial estate. Residue of larger historic ownership negotiations in progress for sale or long lease
35	Jackson Square, Bishop's Stortford - shoppers multi-storey car park	3	Strategic value	Good	4 acres	N/A	Covered shopping centre. Good investment currently performing well. Rent shown is a minimum figure
22	Land for Shoppers Car Park, Old River Lane, Bishop's Stortford	3	Revenue Income	Good	1.06 acres	N/A	Good investment acquired as part of Old River Lane Site. Discussions under way with Tenant to consider future options
572	Land at The Thorley Centre, Bishop's Stortford	3	Held for strategic reasons to influence development of Thorley	N/A	0.24 acres	N/A	Land for local shopping and children's nursery. Good investment performing well
199	Land, Warehams Lane, Hertford - industrial land	3	Potentially surplus viability tested periodically	N/A	0.35 acres	N/A	Industrial storage land. Good investment currently performing well
188	Land at The Golden Griffin, Hertford	3	Potentially surplus - possible marriage value scenario in future	N/A	0.6 acres	N/A	Ground lease for public house. Very secure low rent tied into long lease
221	Doctors Surgery, Bell Street, Sawbridgeworth	3	Part of larger ownership	N/A	0.23 acres	N/A	Land for doctors surgery. Good investment currently performing well but under review for possible expansion of premises
260	Church St Car Park, Ware	3	Strategic value	N/A	0.8 acres	N/A	Shoppers car park. Good investment performing well
509	Warrenwood Industrial Estate, Stapleford - 7 plots of industrial land	3	Potentially surplus viability tested periodically	N/A	4.2 acres	N/A	Industrial estate divided into 7 ground leases. Good investment currently performing well
SHOPS							
25	39 - 51 Elizabeth Road, Bishop's Stortford	1 & 3	Provision of local services	Satisfactory	0.45 acres	660 sqm (total)	Parade of 7 shops & 3 flats above. Reasonable investment scope for redevelopment when leases fall in
204	17 - 19 Crouchfield, Hertford	1 & 3	Provision of local services	Satisfactory	0.18 acres	340 sqm (total)	2 shops and 2 flats above. Reasonable investment currently performing well.
206	2 - 34 Fleming Crescent, Hertford	1 & 3	Provision of local services	Good	0.31 acres	575 sqm (total)	Good parade of 8 shops, community office, 1 flat and stores performing well and providing good service
207	1 - 5 Birdie Way, Hertford	1 & 3	Provision of local services	Satisfactory	0.06 acres	460 sqm (total)	1 shop and 2 flats above. Reasonable investment periodic review
299	111 - 125 Cromwell Road, Ware	1 & 3	Provision of local services	Satisfactory	0.19 acres	372 sqm (total)	Parade of 3 shops one shop marginal kept on periodic review.
416	19 Birch Green	1 & 3	Asset under review	Satisfactory	0.04 acres	75 sqm	Shop within housing block. Marginal investment will be reviewed when leases terminates
558	21 Bullfields, Sawbridgeworth	1 & 3	Provision of local services	Satisfactory	0.07 acres	88 sqm	Shop, flat and garage. Marginal investment will review when break occurs
MISCELLANEOUS							
928	Charrington's House, the Causeway, Bishop's Stortford		Provide revenue income for Council and part of larger land use in Town Centre	Good	0.7 acres	3,700 sqm	Newly acquired asset in 2015 as part of Old River Lane site. Under review to maximise rental income
930	1 - 3 Old River Lane, Bishop's Stortford		Provide revenue income for Council and part of larger land use in Town Centre	Good	0.1 acres	N/A	Newly acquired asset in 2015 as part of Old River Lane site. Under review as new asset
573	Bungalow, Castle Gardens, Bishop's Stortford	1 & 3	Part of larger ownership - former employee accommodation	Good	0.16 acres	90 sqm	Bungalow secure residential tenancy rents reviewed annually in line with housing association rents
611	6 Water Lane, and Water Lane House, Hertford	1 & 3	Adj Castle grounds - former employee accommodation and residue of operational asset.	Satisfactory	0.06 acres	255 sqm	House let on secure residential tenancy rents reviewed annually in line with housing association rents and adj former stable building used for storage which is held on a lease.

KEY
Action is underway or imminent
Under review but not imminent maybe awaiting other actions.
No action planned during this period - asset fulfilling requirement

INVESTMENT PROPERTIES

ASSET NO	ASSET	CORPORATE PRIORITY	REASON FOR HOLDING	CONDITION OF ANY BUILDINGS	SITE AREA	GROSS INTERNAL AREA	DESCRIPTION AND COMMENT
99	Vale House, Hertford	1 & 3	Investment property and supports health and wellbeing objective.	Currently being refurbished	0.32 acres	530 sqm	New lease granted Jan 2015 for addiction centre
608	Courtyard Arts, Port Vale, Hertford	1 & 3	Supported service	Good	0.05 acres	155 sqm	Arts Centre and venue. Lease under discussion with Tenant
186	Pinders Lodge, Hertford	1 & 3	Part of larger ownership	Good	0.18 acres	200 sqm	Children's nursery adj to larger ownership. Good investment currently performing well
196	Maidenhead Yard, Hertford	1 & 3	Strategic value	N/A	0.18 acres	N/A	Let on long ground lease for private parking in conjunction with new development
245	Southern Maltings, New Road, Ware	1 & 3	Residue of larger ownership	Fair	0.38 acres	620 sqm (total)	Former maltings which is to be let to community group as an arts centre.
311	Meade House, High Street, Ware	1 & 3	Strategic value - Residue of larger ownership	Good	0.04 acres	200 sqm	Office accommodation within larger ownership. Good investment working with partners to provide services

COMMUNITY LETTINGS

ASSET NO	ASSET	CORPORATE PRIORITY	REASON FOR HOLDING	CONDITION OF ANY BUILDINGS	SITE AREA	GROSS INTERNAL AREA	DESCRIPTION AND COMMENT
585	Land for Scout Hut, Heathrow, Bishop's Stortford	1 & 2	Residue of ownership provides community facility	N/A	0.3 acres	N/A	Community facility on ground lease
21	Scout building, Thorley Lane, Bishop's Stortford	1 & 2	Currently providing community facility due for review at end of lease in 2015	Satisfactory	0.25 acres	N/A	Community facility to be reviewed towards end of lease (2016) to fulfil potential
568	ATC Hut, Waytemore Road, Bishop's Stortford	1 & 2	Residue of ownership provides community facility	N/A	0.11 acres	N/A	Community facility on ground lease
40	Parsonage Community Hall Parsonage Lane, Bishop's Stortford	1 & 2	Community facility within open space	N/A	0.31 acres	N/A	Community facility on long ground lease on open space
572	Thorley Manor Residents Ass, Friedberg Avenue, Bishop's Stortford	1 & 2	Community facility adj open space	N/A	0.90 acres	N/A	Community facility on long ground lease adj to open space
570	Bishop's Stortford Community Football Club, Friedberg Avenue, Thorley	1 & 2	Community facility within open space	Satisfactory	5.4 acres (clubhouse and open space)	140 sqm	Football changing rooms with shared use of open space for pitches. Lease currently under review with Engagement and Partnership Team
182	Bowling Green & Pavilion, Pegs Lane, Hertford	1 & 2	Part of larger ownership providing community facility	Good	0.4 acres	120 sqm	Club facility with public use reserved adj to Wallfields Council offices - Lease extended until 2017
97	Bowling Club, Hartham Common, Hertford	1 & 2	Community facility within open space	Good	0.6 acres (clubhouse and green)	50 sqm	Small club building on public open space - under review
97	Tennis Club, Hartham Common, Hertford	1 & 2	Community facility within open space	Satisfactory	0.9 acres	45 sqm	Club facility on public open space
97	Canoe Club, Hartham Common Hertford	1 & 2	Community facility within open space	Satisfactory	0.04 acres	100 sqm	Club facility on public open space
202	Land for Scout Hut, Watermill Lane, Hertford	1 & 2	Community facility adj to open space	N/A	0.25 acres	N/A	Community facility adj. to public open space - site under review
792	Scouts at Keynton Court, Hertford	1 & 2	Residue of ownership provides community facility	N/A	0.17 acres	N/A	Community facility in housing estate - asset recently reviewed new lease to be granted.
894	WRVS, Baker Street, Hertford	1 & 2	Residue of ownership provides community facility	N/A	0.4 acres	N/A	Long ground lease for community service
893	Red Cross, Baker Street, Hertford	1 & 2	Residue of ownership provides community facility	N/A	0.13 acres	N/A	Long ground lease for community service
208	Hertford Football Club, West Street, Hertford	1 & 2	Community facility adj public amenity area	N/A	7.5 acres	N/A	Long ground lease granted 2014 for football and ancillary use
349	Bowling Club, Brookfield, Aston	1 & 2	Residue of ownership provides community facility	N/A	0.32 acres	N/A	Community use on ground lease
504	Open space r/o High Street, Stanstead Abbots	1 & 2	Residue of ownership provides community facility	N/A	0.80 acres	N/A	Community facility in Green Belt
864	Scout and TA Huts, Broadmeads Ware	1 & 2	Residue of ownership provides community facility	N/A	0.7 acres	N/A	Community facilities under review to rationalise use of site
314	Scout hut Lower Bourne Gardens, Ware	1 & 2	Community facility adj to open space	N/A	0.3 acres	N/A	Community facility site adjacent to public open space
309	Bowling pavilion, The Priory, Ware	1 & 2	Community facility	Good	1.82 acres	100 sqm	Club facility with public use reserved

KEY
Action is underway or imminent
Under review but not imminent maybe awaiting other actions.
No action planned during this period - asset fulfilling requirement

COMMUNITY LETTINGS

ASSET NO	ASSET	CORPORATE PRIORITY	REASON FOR HOLDING	CONDITION OF ANY BUILDINGS	SITE AREA	GROSS INTERNAL AREA	DESCRIPTION AND COMMENT
252	82 Park Road, Ware	1 & 2	Acquired after rationalising nearby ownerships to accommodate community facility	Good	0.14 acres	147 sqm	Community facility lease due to be reviewed
916	Land for Scout Building, Reedings Way, Sawbridgeworth	1 & 2	Residue of ownership provides community facility	N/A	0.45 acres	N/A	New ground lease for provision of scout building
541	Land at Kingham Road, Babbs Green	1 & 2	Residue of ownership provides community facility	N/A	9 acres	N/A	Due to be leased to Parish Council as Play area
439	Land at Tanners Way, Hunsdon	1 & 2	Residue of ownership provides community facility	N/A	2.2 acres	N/A	Leased to Parish council as play and recreation area
504	Land at rear of High Street, Stanstead Abbots	1 & 2	Residue of ownership provides community facility	N/A	0.52 acres	N/A	Leased to Parish council as play and recreation area
	Land for Scout Building, Mount Pleasant, Hertford Heath	1 & 2	Community facility adjacent to amenity woodland	N/A	0.46 acres	N/A	Lease to scout group

SURPLUS ASSETS

ASSET NO	ASSET	CORPORATE PRIORITY	REASON FOR HOLDING	CONDITION OF ANY BUILDINGS	SITE AREA	GROSS INTERNAL AREA	DESCRIPTION AND COMMENT
928	Vacant building purchased in 2015 as part of Old River Lane Site	Under review whether to refurbish and let or demolish and redevelop	Purchased as part of larger investment	Poor	0.49 acres	1600 sqm	Newly acquired asset in 2015 as part of Old River Lane site. Building vacant and in poor condition future under review. Change in use likely rather than sale
559	22 Great Innings North, Watton at Stone	No longer fulfilling priorities identified as surplus to requirements	Formerly investment property	Poor	0.3 acres	N/A	Site vacant sale been on hold because of market conditions - review 2016.17
880	Land at King George Road Ware	No longer fulfilling priorities identified as surplus to requirements	Residue of ownership	N/A	0.2 acres	N/A	Site vacant suitable for affordable housing currently under review with housing association
853	Land at Braziers Field, Hertford	No longer fulfilling priorities identified as surplus to requirements	Residue of ownership	N/A	1.45 acres	N/A	Site vacant suitable for possible residential development feasibility needed review 2016.17
409	Land at Amwell lane, Stanstead Abbots	No longer fulfilling priorities identified as surplus to requirements	Formerly investment property	Poor	0.47 acres	N/A	Vacant site with pumping station within site. Surveys needed to ascertain location of services and suitability for development.
738	Land at Ashdene Road, Bayford	No longer fulfilling priorities identified as surplus to requirements	Residue of ownership	N/A	0.24 acres	N/A	Site let on licence for conservation use. May have potential for small development but need to assess impact of conservation areas - review 2016
764	Land at Widford Road, Hunsdon	No longer fulfilling priorities identified as surplus to requirements	Residue of ownership	N/A	0.1 acres	N/A	Vacant site. Suitable for residential development sale been on hold because of market conditions review 2016.17
569	Land at Poplar Close, High Cross	Holding until asset value improves	Residue of ownership	N/A	1.4 acres	N/A	Currently agricultural land maybe relaxation in planning constraints in future
219	Land at Reedings Way, Sawbridgeworth	Potential for asset to improve in value	Residue of ownership	N/A	2.2 acres	N/A	Grazing/amenity land. Planning consent for development not likely in immediate future so in best use at the moment part recently been leased for new scout building
395	Land at Park Cottages, Eastwick	Potential for asset to improve in value	Residue of ownership	N/A	0.65 acres	N/A	Land used for agricultural/grazing use. Maybe potential longer term.

KEY
Action is underway or imminent
Under review but not imminent maybe awaiting other actions.
No action planned during this period - asset fulfilling requirement

EAST HERTS COUNCIL

EXECUTIVE - 5 APRIL 2016

REPORT BY EXECUTIVE MEMBER FOR DEVELOPMENT MANAGEMENT AND COUNCIL SUPPORT

THUNDRIDGE AND WADESMILL CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

WARD(S) AFFECTED: Thundridge and Standon

Purpose/Summary of Report

- To enable Members to consider the Thundridge and Wadesmill Conservation Area Appraisal and Management Plan following public consultation.

<u>RECOMMENDATIONS FOR COUNCIL:</u> That	
(A)	the responses to the public consultation be noted and the Officer responses and proposed changes to the Thundridge and Wadesmill Conservation Area Appraisal and Management Plan be supported;
(B)	authority be delegated to the Head of Planning and Building Control, in consultation with the Executive Member for Development Management and Council Support, to make any further minor and consequential changes to the document which may be necessary; and
(C)	the Thundridge and Wadesmill Conservation Area Appraisal and Management Plan 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 Thundridge and Wadesmill Conservation Area is one of a series of reviews being undertaken and this is the latest one for consideration.
- 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 document and it has been adopted by the Council, it becomes a 'material consideration' in the process of determining planning applications.
- 2.0 The Thundridge and Wadesmill Conservation Area Appraisal and Management Plan
- 2.1 The Thundridge and Wadesmill Conservation Area was designated in 1988. The document was completed in 2015 and went through a period of public consultation from 13 January 2016 until 24 February 2016, with a public meeting held on 13 January 2016 which about 25 persons attended. The headline issues are set out in the following paragraphs:
- 2.2 *General content:* The draft document considers the conservation area boundaries to be appropriately drawn and no changes to it are proposed. The document identifies the key environmental features and the manner in which they can be controlled. In relation to Thundridge and Wadesmill the most relevant ones are: Listed Buildings including structures in their curtilages; non listed buildings of quality worthy of protection; other unlisted distinctive features worthy of protection and important open land and spaces.
- 2.3 *Listed buildings and structures in their curtilages:* These are protected by legislation and have been identified.
- 2.4 *Non listed buildings of quality worthy of protection:* Several

have been identified that make a positive contribution to the Conservation Area and these should be retained through the planning process. Some non-listed residential buildings have good quality architectural features of high quality whose formal protection could be achieved through the introduction of an Article 4 Direction which is a course of action the Council has yet to consider.

- 2.5 *Other unlisted distinctive features worthy of protection:* A number have been identified and include walls and railings which are important to the character of the village. Included are some structures on the Council's Heritage at Risk Register where, without prejudice, grant assistance may potentially be available.
- 2.6 *Important open land and spaces:* Several important open spaces that materially contribute to the character or appearance of the Conservation Area that should be protected through the planning process have been identified. One such area is bounded by the access running due east from South Lodge and extending to the River Rib which provides an important setting to the historic core to the north dominated by the church tower on the sky line.
- 2.7 *Enhancement proposals to deal with detracting elements:* Some have been identified and include untidy areas in need of improvement. It is accepted that such improvements will often only 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 Responses were received from the Parish Council who fully support the draft proposals and additionally suggest an assessment be undertaken for the nearby village of High Cross. Other responses were received from local residents including one general response of support and another being an objection from the owners of No. 3 Ermine Street concerning the possible proposal to make their property

subject to an Article 4 Direction.

- 3.2 A summary of comments received through the consultation process and officer responses are set out in the table included as **Essential Reference Paper B**.
- 3.3 **Essential Reference Paper C** is a copy of the Great Amwell Conservation Appraisal and Management Plan as it appeared at the consultation draft stage with any track changes to text and alterations to plans that incorporate any necessary changes. Further minor changes will be incorporated reflecting the status of the final document once Members have considered it for adoption.
- 3.4 **Conclusion.** In summary, and for reasons set out in **Essential Reference Paper B**, it is considered appropriate that the reference to the potential of an Article 4 Direction in respect of No. 3 Ermine Street remain in the document. It is recommended that the Thundridge and Wadesmill Conservation Area Appraisal and Management Plan be adopted and be used in the process of determining planning applications.
- 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

Contact Member: Councillor S Rutland-Barsby, Executive Member for Development Management and Council Support
suzanne.rutland-barsby@eastherts.gov.uk

Contact Officer: Kevin Steptoe – Head of Planning and Building Control
kevin.steptoe@eastherts.gov.uk

ESSENTIAL REFERENCE PAPER A

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives:	<p>Place This priority focuses on sustainability, the built environment and ensuring our towns and villages are safe and clean.</p> <p>Prosperity 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 which would generally be the responsibility of individual owners. Other actions such as the possible introduction of an Article 4 Direction might result in additional cost but the Council is not committed to undertaking such further action. Such costs can be further assessed should such a decision be reached.</p>
Human Resource:	No additional staffing implications.
Risk Management:	No significant risk issues.
Health and Wellbeing issues and impacts:	Securing and improving the local environment.

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Essential Reference Paper B

Issue	Representations made	Officer comment
General support.	<p>The Parish Council advise that the Council 'fully supports the proposals'.</p> <p>Another response is interpreted as endorsing the document and comments 'the area should be preserved for the future.</p>	<p>Noted and appreciated.</p> <p>Noted and appreciated.</p>
<p>Other general representation.</p> <p>Request for an Appraisal to be carried out in relation for the community of High Cross which lies elsewhere within the parish.</p>	<p>The Parish Council have so formally requested.</p>	<p>Once the existing programme to assess those communities currently having conservation areas has been completed, High Cross will be carefully considered, along with other candidate communities. The time period within which this will occur is difficult to assess as the preparation of these documents is subject to a number of variables.</p>
Representation of objection.	<p>The owners of the Haven No.3 Ermine Street object to the suggestion their property is a candidate for an Article 4 Direction. They are essentially concerned about an action they consider to be heavy handed, which lacks transparency, strategy and resources and which may have pecuniary effect.</p> <p>They add they are sympathetic to the intentions and that they love the period features of the building and intend to maintain them.</p>	<p>The property is part of a pair of attractive unspoilt late 19th early 20th century cottages. There are two such pairs in close proximity. The properties are constructed of tradition material appropriate to their period and have good quality architectural features worthy of retention.</p> <p>In the District as a whole there are many examples where the exercise of Permitted Development has reduced the quality of conservation areas to vary degrees. This is sometimes most destructive on terraces or pairs where on owner my implement one design</p>

		<p>solution and the neighbour, another one.</p> <p>An Article 4 Direction would withdraw specific householder permitted development rights and provides a mechanism whereby the Council would require planning permission for alterations that would not normally require permission. It enables a Council to consider such a proposal in detail before determining the application for which there is no fee.</p> <p>It is a mechanism widely used by other authorities to commonly control alterations such as the insertion of modern windows, the erection of some porches and the change of materials, for example.</p> <p>The wording in the appraisal document carefully advises <i>An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification. Also 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.</i></p> <p>Members have yet to consider their stance and it is anticipated a report will be presented for consideration in the near future. This will consider, inter alia, resource implications. Until such time</p>
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		<p>as Article 4 Directions may be initiated on a community by community basis, owners continue to enjoy their permitted development rights and can exercise them until such time as they might be formally introduced.</p> <p>With regard to the issue of perceived lack of transparency officers consider the public consultation exercise and the response it generated in this case demonstrates the opposite is true. Should such a Direction be introduced owners would be formally contacted as set out above.</p> <p>As to comments relating to pecuniary effect, the respondents may be referring to the expense of maintenance and lack of financial assistance. However their sympathy and appreciation of the buildings undoubted qualities is noted as is their intention to maintain them.</p> <p>In summary it is considered the document remain unaltered and the reference to potential of an Article 4 Direction remain.</p>
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**THUNDRIDGE AND WADESMILL CONSERVATION AREA
APPRAISAL AND MANAGEMENT PLAN**

DRAFT FOR CONSULTATION

2015



18th century milestone for Wadesmill Turnpike Trust in need of repair. Included on the Council's Buildings at Risk Register.

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

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Existing Conservation Area on historic map dating from 1874-1894.

Character Analysis Plan.

Management Plan.

THUNDRIDGE AND WADESMILL CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN

DRAFT FOR CONSULTATION

2015

This Appraisal [and Management Plan](#) -has been produced by Officers of East Hertfordshire District Council to assess the current condition of the Thundridge and Wadesmill 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.

The contents of Appraisals written from 2015 which include this paragraph differ slightly from predecessor documents. Selected revisions have been incorporated to reflect changes in legislation, the emerging District Plan, nomenclature, consolidation and other improvements resulting from experience gained to date.

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 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, recognises these facts and commits 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. The document also puts forward simple practical management proposals that would 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 discussions with owners. Thus such 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 apply to estimating dates of buildings.

1.8. This Conservation Appraisal will:

- Identify the special character of Thundridge and Wadesmill Conservation Area.**
- Identify elements that should be retained or enhanced;**
- Identify detracting elements;**
- Review the existing boundaries;**
- Put forward practical enhancement proposals;**

1.9. The document will be prepared in partnership with the Parish Council and the local community through the consultation process.

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

1.11. This document 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 areas accord with the statutory definition and are 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 legislation*. Looking for and assessing such buildings is therefore a priority of this Appraisal.

* 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.

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 2015, defines the range of minor developments for which planning permission is not required 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 other minor developments associated with many non listed buildings that do not require planning permission. So as to provide further protection the law allows Councils to introduce additional controls if appropriate.

Examples of such controls can commonly include some developments fronting a highway or open space, such as an external porch or the demolition of some gates, fences or walls. The removal of existing important architectural features that are important to the character or appearance of a Conservation Area such as chimneys, traditional detailing or materials, distinctive porches, windows and doors or walls or railings 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 needs to be made in justified circumstances where a clear assessment of each Conservation Area has been made. In conducting this Appraisal, consideration will be given as to whether or not such additional controls are appropriate.

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 whether 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 an important contribution to the character of the Conservation Area, particularly when viewed from the public realm. Other trees not specifically identified may still be suitable for statutory protection. For information some trees within the Conservation Area have already been made subject to Tree Preservation Orders.

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 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.

2.10. National Planning Policy Framework. The principle emphasis of the 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. Of particular relevance to this document, the 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 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 an application affecting 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 an Historic Buildings Grant Service. With regard to the latter grants are awarded on a first come first served basis in relation to works which result in the maintenance of listed buildings and other unlisted buildings of architectural or historic interest. ~~The maximum grant will not normally exceed £1,000.~~ [Details are available on the Council's web site.](#)

2.13. In respect of the above the Council has produced a number of leaflets and guidance notes that are available on line and on request. These guidance notes on the preservation and repair of historic materials and buildings provide useful information relevant to the preservation and enhancement of Conservation Areas. They will be updated as resources permit.

2.14. The Council also has a '[BuildingsHeritage](#) at Risk Register', originally produced in 2006 and updated in 2012/13. This document is available on the Council's website. In relation to Thundridge and Wadesmill there are several such buildings/structures identified as being 'At Risk' in the Parish. These are remains of old church of St Mary and All Saints, Old Church Lane and also associated curtilage remains of wall in same location; curtilage wall to Rennesley Farmhouse Anchor Lane Wadesmill and milestone on the Cambridge Road. The latter two items are within the Conservation Area. The register is available on the Council's website. Grant assistance ~~not exceeding £10,000~~ may be available for necessary works that lead to such structures long term security.

2.15. The East Herts. Local Plan was adopted by the Council in 2007. The 'saved' 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 6).

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 (DP). Once adopted the DP will contain the relevant Council planning policies. As currently drafted this emerging District Plan advises that development in Conservation Areas should, inter alia, conform with the content of the Appraisals.

2.17. Thundridge and Wadesmill Conservation Area was first designated in 1991.

Part B - APPRAISAL

3. Origins and Historical Development

3.1. There are 17 records within or close to the existing Conservation Area held by the County Archaeologist. These represent an extensive historical period from Roman times through to the 20th century and the Second World War. Interesting records include the site of a watermill, historic period uncertain; common land; the Clarkson Obelisk; the early 19th century Wadesmill Bridge; various Listed Buildings dating from the 16th through to 19th centuries; site of a tollhouse owned by the trustees

of the Wadesmill Turnpike Trust; milestone probably mid 18th century;
Second World War Spigot Mortar Base, front garden of the Elms.

3.2. Roman settlement. The main north/ south road through the settlement is Ermine Street, the Roman highway from London to York believed to have been constructed AD 43-45. A Roman coin identified as being that of Claudius has been found. The Youngsbury Roman barrows in the Parish are testament to permanent Roman settlement in the area.

3.3. The Domesday Book was a census commissioned by William I in 1086. In relation to Thundridge (no reference Wadesmill was found?) it states *In Thundridge Hugh de Grandmelnil holds 1 hide of the bishop. There is land for 4 ploughs. In demense is 1 (plough) and there can be another. There 4 villans with 3 bordars have 2 ploughs. There are 2 slaves and 1 mill rendering 5s...woodland for 16 pigs. The land is worth 30s; when received 40s. Alnoth, a man of Archbishop Stigand held this manor and could sell.* Source: Domesday Book a complete translation, Aleto Historical Associations Penguin Books 2002.

3.4. Interpretation: A 'Hide' was a standard unit of land measurement interpreted to be about 120 acres. A 'villan' was a peasant legally tied to land he worked on and of higher economic status than a 'bordar' or 'cottar'. The latter occupied a cottage in return for services provided. 'Demesne' essentially means land belonging to the lord of the manor.

3.5. A further 5 records relating to Thundridgebury in and around the remains of the ruined church of St Mary and All Saints are testament to medieval occupation. This important site lies beyond the Conservation Area along Old Church Lane. It is recorded that the church probably dates from the late 11th century with the upstanding remains of the tower dating from the 15th century. The church may have been built by Hugh de Grandmesnil. The body of the church was demolished in 1853. To the north of the church is a moated site or earthwork enclosure the origins of which seem to be unclear. Further north-west is the possible site of a medieval manorial site. Further north there was also a post medieval house first recorded in 1535 that was the seat of the Gardiners family and this is recorded as being demolished circa 1811. Interestingly to the south east of the church a medieval pilgrim's silver pendant souvenir from Santiago de Compostela in Spain, was found.

3.6. A picture of the settlement as it can be recognised today is set out in Kelly's Directory of 1874 which refers as follows: *Thundridge and Wade's Mill* (note spelling)...*The church of St Mary ... on a lofty and commanding eminence was erected in 1853, at the sole expense of Robert Hanbury...it is a stone edifice...The Tower of the old church still remains in a valley near the present church...Here is a Free school for boys and girls...The charities are of about £45 yearly value...The soil is various; subsoil, gravel. The chief crops are wheat, barley and oats...the population in 1871 was 455.*

Wade's Mill is a village, situated half a mile west from Thundridge on the river Rib...

3.7. Kelly's Directory of 1874 lists commercial entries which, in addition to farmers, lists these as being miller, carpenter and post-master, blacksmith, shopkeeper, millwright, beer retailers (2) butcher and shoemaker. Public Houses identified are the Anchor, the Bull, the White Swan and the Sow and Pigs PH.

3.8. The publication, Place Names of Hertfordshire, Cambridge University Press 1970 advises of several names, a selection of which are included thus: Tonrinch (1086); Thanrugge (1277); Thunderidge (1533); the name possibly derives from Thunur Ridge; reference Anglo Saxon god Thunor.

3.9. Wadesmill may be associated with a William Wade (1287). Earlier names: Wadesmein (1294); Wadesmyle (1397); Wadgemill (1674).

3.10. Mapping from 1874 shows a Chalk pit at High eCross Hill and gravel pits to the south of the church. There was a Corn Mill (now demolished and replaced by Water Mill House, a sensitive development dating from the late 1970's) north of Old Church Lane. There was a large area of allotment gardens, still in existence on mapping from 1951, on what is now Millfield housing estate. There was a school for Boys and Girls (now The Old School) and an Infants school elsewhere (now site of existing primary school). The map from this date identifies the locations of three public houses, namely The Angel, The Feathers and The Bull. Mapping from 1897 shows a nursery was established to the east of Ermine Street (no longer shown by 1920). Mapping dated 1963-1979 shows a garage once existed on what is now Eleanor's Close.

3.11. Plan 1 shows the existing Conservation Area boundary approximately imposed on mapping dating from 1874-1894.

4. ENVIRONMENTAL DESIGNATIONS AND CRITERIA USED TO IDENTIFY OTHER IMPORTANT ENVIRONMENTAL FEATURES.

4.1. Scheduled Ancient Monuments. A National designation. There are none in the Conservation Area.

4.2. Areas of Archaeological Significance. Designated locally by EHDC on advice from HCC. Any areas identified by this Appraisal include areas as shown either in the adopted Local Plan and/or the emerging DP because the identification and refinement of such areas is an ongoing process.

4.3. Listed buildings. A National designation. Individually listed buildings have been identified, plotted and a selected few are briefly described, such abbreviated descriptions being based on the national

list, occasionally with additional comments *in italics* by the fieldworker. Full descriptions can be obtained on line at Historic England's website or Heritage Gateway website List.HistoricEngland.org.uk Listed Buildings are protected from unauthorised demolition, alteration or extension. Structures, including railings and walls, within the curtilage of listed buildings, if they are pre-1948, are subject to the same controls as listed buildings.

4.4. Non listed buildings of quality and worthy of protection. Such other non-listed buildings and structures that make an important architectural or historic contribution to the Conservation Area are identified by this Appraisal. The basic questions asked in assessing 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 visually important in the street scene?**

4.5. Important Trees and Hedgerows are identified by this Appraisal. The basic criteria for identifying 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 are identified by this Appraisal. 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. Other distinctive features that make an important visual or historic contribution are identified by this Appraisal. In relation to walls and railings those at and above prescribed heights in a Conservation Area

(1m fronting a highway including a public 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. The Appraisals undertaken to date have identified that many historic architectural features of quality remain unaltered on some non listed buildings but on the other hand, the exercise of Permitted Development Rights have eroded other parts of some Conservation Areas. Should Members decide to proceed with such an initiative such important historic detailing including features as identified below could justifiably be retained and inappropriate alterations to them controlled.

- Chimneys in good condition, contemporary with the age of the property, prominent in the street scene and generally complete with chimney pots.
- Selected windows on front or side elevations, fronting and visible from the street/s, generally contemporary with the age of the property or of a sympathetic historic design and where the majority of windows of respective elevations retain their original characteristics and have not been replaced by disruptive modern glazing units.
- Other features might include good quality architectural materials and detailing constructed of wood, metal or other materials.
- Walls or railings which make a positive architectural or historic contribution to the visual appearance of the Conservation Area.
- It may also be appropriate to introduce Article 4 Directions to retain quality buildings below the prescribed Permitted Development threshold.

4.9. Features that are out of character with the Conservation Area and detract or are in poor repair are identified.

4.10. Important views are identified.

4.11. Conservation Area boundaries. In suggesting any revisions to the Conservation Area boundaries, principal consideration is given as to whether or not the land or buildings in question form part of an area of special architectural or historic interest whose character or appearance should be conserved. 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. CHARACTER ANALYSIS.

5.1. General Landscape Setting. In terms of its wider setting, the Landscape Character Assessment produced in 2007 as a Supplementary Planning Document, describes the Middle Rib valley as having steep valley slopes with an undulating narrow valley landform and little woodland. There are no significant settlements except Thundridge and Wadesmill which is described as having been a fording point on the river and a staging post on the old A10.

5.2. General overview. Thundridge and Wadesmill is a linear village straddling Ermine Street and traversed by the River Rib at the valley bottom. The historic core extends from the church to include Ermine Street and historic buildings principally tightly grouped at the valley bottom. 20th century housing estates have been built in peripheral locations beyond the designated Conservation Area.

5.3. Scheduled Ancient Monuments. There are none in the Conservation Area.

5.4. Areas of Archaeological Significance. The emerging District Plan shows much of the Conservation Area to be so designated.

5.5. Individually Listed Buildings. There are 23 Listed Buildings within the Conservation Area. Of this total, 3 date from the 16th century; 2 from the 17th century; 9 from the 18th century and 9 from the 19th century (nearly 40%). All are Grade II.

5.6. As previously indicated several Listed Buildings or curtilage Listed [buildingsstructures](#) have been identified as being 'At Risk' for which grant assistance may be available. These are identified in more detail below.

5.7. A selection of Listed Buildings with abbreviated descriptions based on the National list is provided below.

5.8. Milestone on south corner of track to Athena Cottage Grade II. Circa 1742 for Wadesmill Turnpike Trust, inscription covered by iron lettered plate circa 1804 possibly to design of McAdam. White freestone with cast iron front plate. A low square pillar of stone with large front plate of iron. Segmental curved top and raised bead all round plate. Inscription reads "LONDON/23/WARE/2/BUNTINGFORD/8". The first and last words are raised in segmental arcs. The milestone is on the Council's [BuildingsHeritage](#) at Risk Register.



Picture 1. 18th century milestone for Wadesmill Turnpike Trust in need of repair. Included on the Council's Buildings at Risk Register.

5.9. Clarkson Memorial High Cross Hill - Grade II . Commemorative monument, standing on the west side of Cambridge Road. Erected 9 October 1879 for Arthur Giles Puller of Youngsbury. A tall obelisk with chamfered arises raised on a square inscribed pedestal with chamfered plinth and capping. Overall, this original portion of the monument stands about 2 metres high. The front of the pedestal is inscribed with the words: 'On the spot / where stands this monument, / in the month of June, / 1785, / Thomas Clarkson / resolved / to devote his life / to bringing about the / abolition / of the slave / trade.' The monument was restored in the 1950s by members of US Air Force stationed nearby. In 1972 the monument was moved north-west in road widening. A further project of restoration was completed November 2007.



Picture 2. The Clarkson Memorial, erected 1879, commemorating Thomas Clarkson's contribution to the abolition of slavery.

5.10. Nos. 20 to 29 Cambridge Road - Grade II. Terrace of houses. Late 18th century. Grey/yellow brick with old red tile roof, hipped at ends. 2-storeys. Each house has a door remote from the shared chimney and one front window to each floor. 2-light casement windows set flush. Doors and windows on each floor have segmental arches.



Picture 3. 20-29 Cambridge Road. Terrace of Listed Buildings dating from late 18th century. Whilst doors and windows are in original openings, a more pleasing result would have been achieved had common designs been applied (see picture below).



Picture 4. A terrace not local to Thundridge and Wadesmill: the purpose of this photo is to illustrate the importance of design detail. The retention of detail of an historic listed terrace depends on simple repetitive detailing, including original windows and doors. Expression of ownership can be provided by painting doors different colours. Compare with previous picture.

5.11. Wadesmill Bridge over River Rib in middle of village - Grade II. Road bridge over River Rib. 1824-5 by Mr Robson for Cheshunt Turnpike Trustees: contractors Brough & Smith of London. Grey/yellow brick with grey granite columns, string course, and haunched beams and reused

limestone copings. 2 semi-circular arches of 25 foot span, resting centrally on a row of 6 unfluted Greek Doric columns, each of 2 drums of grey granite, with an angled haunching of granite at the springing of each arch. The chamfered stone coping and pier cappings were probably reused from the 1767 repairs to the previous bridge. The original iron latticed side rails to the central spans were replaced to a simpler pattern after being damaged in 1966. An unusual Neo-Classical design. Branch Johnson notes that it is one of the best bridges in the county.



Picture 5. Listed road bridge over River Rib. Considered to be very fine in some of its detailing.

5.12. No. 31 Cambridge Road. Grade II. 'D G 1797' on wall plaque over door. Grey/yellow brick with old red tile roof. A 2-storeys small house set in a contemporary row of similar houses now altered. Dentilled brick eaves courses and segmental brick arches to door, on right, and the 2-windows, one to each floor. 2-light flush wooden casements. Small rectangular date plaque with raised surround.



Picture 6. 31 Cambridge Road. The centrally located house with the plaque is listed. Others in the terrace described as having been 'altered' demonstrate the conflicting problems of resolving a good environmental solution to small historic properties versus providing additional accommodation.

5.13. Parish Church of St Mary Grade II. -1853 by Benjamin Ferrey for Robert Hanbury. Squared coursed Kentish ragstone with freestone dressings and red tiled roof with ridge cresting of pierced trefoiled tiles. Early English style, consisting of a chancel, nave, south timber porch and tall, buttressed western tower with octagonal south west projecting stair turret carried higher than the unbattlemented parapet. Late 18th century mural monuments. 19th century mural monuments by Bedford and Theed (Caroline Hanbury died 1883: R C Hanbury 1867). Victorian stained glass. Commanding position high on a hillside overlooking the valley and village.



Picture 7. Church of St Mary's built in 1853 to replace the old medieval church in the valley that had fallen into disrepair by the mid 19th century. Certain monuments, the Royal Arms and the bells were taken from the old church and installed here in the new one.

5.14. Important buildings within the curtilages of Listed Building. The issue of deciding whether or not a building is 'curtilage listed' can be problematic and there is no exact legal definition of a building's curtilage. The main tests relate to the physical layout of the land surrounding the main building/s at the date of listing, the physical layout and functional relationship of structures to each other; ownership, past and present and use or function, past and present. Structures need to be ancillary or subordinate to the main Listed Building and form part of the land and not be historically independent. Protection is granted to such objects or structures within the curtilage of a Listed Building if they were built prior to July 1, 1948. In determining the extent of a Listed Building and its curtilage, a key assessment will be to examine the situation at the time of listing.

5.15. South Lodge. Despite its distance from the main building, perhaps a kilometre from Youngsbury, this building is located at the entrance to the Grade II* Park and Garden identified on Historic England's national list. South Lodge is identified on late 19th century mapping and is described in the park and garden listing description under 'west drive entrance and approaches' thus: *The west drive, designed by Brown, approaches the park off the A10 in the centre of the village of Wadesmill, entering at a single-storey, stuccoed lodge in Tudor style standing 1km south-west of the house. A pair of stone piers supporting iron gates flank the entrance to the drive, close to which on the north side stands the lodge, with the River Rib close by to the south.*



Picture 8. South Lodge - single storey rendered Lodge, tiled roof slate ridge and later metal windows. Whatever its status in law (i.e. curtilage listed or not) it is a building that is worthy of retention.

5.16. Other non listed buildings that make an important architectural or historic contribution. This Appraisal identifies other buildings of high quality that are not listed but that should be retained. These principally date from the late 19th/early 20th century and are an important to the environmental quality of the Conservation Area. Any Important architectural features they possess and worthy of retention are identified.

5.17. 11-13 Ermine Street. Pair of cottages, two storey. Brick to ground floor, pebble dash to upper floor. Tiled roof. Prominent central chimney stack with pots. Two number porches each with tiled roofs and decorative wooden detailing. Late 19th/early 20th century. Fine small pane window detailing with rubbed brick lintel detailing. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 9. 11-13 Ermine Street - fine late 19th/early 20th century cottages with much original detailing.

5.18. The Haven - no. 5 Ermine Street as above. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.

5.19. The Limes, Ermine Street - a late 19th century large detached residence of brick construction with pyramidal slate roof and two prominent chimney stacks with pots. Three range windows with vertical sliding sashes to first floor. 2 no. bay windows with slate roofs above to ground floor. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 10. The Limes Ermine Street - a late 19th century detached residence worthy of retention.

5.20. Nos.17-23 Ermine Street. Group of late 19th/ early 20th century cottages of brick construction with tiled roofs and chimneys, some of which are tall, with pots. Properties have been individually modified where a variety of modern doors and windows have created an overall uncoordinated design solution. No. 23 retains original windows.



Picture 11. Nos.17-23 Ermine Street - had the various treatments of surfaces, windows and doors been coordinated the result would have been more pleasing.

5.21. Nos. 35-37 Ermine Street/ corner of Old Church Lane. Two storey render with old tiled roof and 2 no. chimneys with pots. Modern windows. The roofscape of this group adds to the quality of this strategic corner location. An Article 4 Direction to provide protection for selected features may be appropriate subject to further consideration and notification.



Picture 12. Good quality roofscape on strategic corner location of Ermine Street and Old Church Lane that should be retained.

5.22. Thundridge school - Ermine Street. Single storey red brick building with tiled roof. Original stone window and door detailing. Entrance door and wooden barge board detail assumed to be original. Plaque to front reads *National School for Infants Thundridge Parish Erected 1894. H A Mason Vicar E G Hanbury Treasurer*. As it is important to retain selected features in their original form on this school building an Article 4 Direction may be appropriate subject to further consideration and notification.



Picture 13. School building Ermine Street. An important component of the Conservation Area both in terms of visual and historic importance. Some fine original features that should be retained.

5.23. Thundridge Village Store/ no. 39. Early 20th century two storey of red brick construction. Good quality rubbed brick lintols, bay window detailing and decorative wooden porch. Fine tall chimney stacks, one with 3 no. diagonal stacks. Also pantiled outbuildings to rear. Plaque reads E S H A H 1909. Important features worthy of retention, planning legislation protects virtue of commercial use.



Picture 14. Attractive decorative wooden detailing to Thundridge Village store/no. 39.

5.24. Trinity Barn and associated outbuildings. The main building is two storey weather boarded with slate roof. Associated buildings are single storey with tiled and slate roofs. Assumed to have previously been part of Rennesley Farm complex (although not processed as being curtilage listed). A well detailed and sympathetic conversion. The brickwork to one ancillary building believed to form part of the complex needs repair.



Picture 15. Ancillary building assumed to form part of Trinity Barn complex whose brickwork is in need of repair.

5.25. Other distinctive features that make an important architectural or historic contribution. Walls and railings are protected to varying degrees virtue of exceeding specified height relevant to the Conservation Area

legislation or by being within the curtilage of a Listed Building unless otherwise noted.

5.26. Wall surrounding churchyard constructed of brick with slate triangular section capping detail. Also curious iron gates and associated low metal railings in need of repair.



Picture 16. Curious iron gates probably contemporary with the church in need of repair - a challenge but nevertheless possible.

5.27. Railings to front of entrance in vicinity of the War Memorial exceed 1 m in height with distinctive decorative support posts with finial detailing.

5.28. Walls at Rennesley Farmhouse. One brick wall in deteriorating condition and included on the Council's [Heritage Buildings at Risk Register](#). It may be possible for the Council to assist and it is recommended the owner approach the Conservation Team in this respect and seek further advice.



Picture 17. 19th century wall at Rennesley Farmhouse in urgent need of repair. The potential of grant assistance from EHDC exists.

5.29. Iron Gates near South Lodge. Large pair of decorative metal gates supported by substantial piers each surmounted by ball finials. Provides interesting historic feature on drive entrance accessing Youngsbury Grade II* historic Park and Garden.



Picture 18. Decorative iron gates and piers on entrance drive to Youngsbury - a grade II* historic Park and Garden.

5.30. K6 Telephone Kiosk. Many are listed although this one is not. Looking at mid 20th century mapping, it would appear to be in original position. Designed 1935 by Sir Giles Gilbert Scott. Made by various contractors. Cast iron.



Picture 19. K6 Telephone kiosk, well maintained and in good condition, now an information point.

5.31. War Memorial. Stone tapered octagonal shaft surmounted by cross on stepped octagonal base commemorating those from Thundridge who gave their lives in both World wars.



Picture 20. War Memorial well maintained and in good condition.

5.32. Miscellaneous gravestones in churchyard including vault to Robert Hanbury and family who built and endowed the church.



Picture 21. Vault of Robert Hanbury and family who built and endowed the church.

5.33. Important Open Spaces. The area bounded by the access running due east from South Lodge and extending to the River Rib is an enclosed area of low lying arable land. Enclosing it on its eastern boundary is the bottom of the landscaped embankment to the A10. Within this area are several groups of trees. Although an agricultural parcel of land it does not form part of the open countryside due to its enclosure. Most importantly it provides an important setting to the historic core to the north dominated by the church tower on the sky line.



Picture 22. Looking across the area of low lying arable land referred to above. Its enclosure means it does not form part of the wider open countryside beyond and it provides an important buffer area between Wadesmill and Thundridge. The Victorian church tower at Thundridge can just be seen in this photograph above the tree line.

5.34. St Mary's churchyard and the entrance to it is an important open space surrounded by a wall with several mature trees of typical churchyard species including Irish Yew and Cedar of Lebanon. It is well cared for with a variety of gravestones dating from the 19th century when the church was built.



Picture 23. St Mary's churchyard - a traditional churchyard dating from the 19th century.

5.35. Important Water features. The River Rib in the valley bottom is an important environmental feature.



Picture 24. The River Rib is an important environmental feature adding significantly to the quality of the Conservation Area. Its character varies. This photograph was taken at a location near to Old Church Lane in the east.

5.36. Historic Park and Garden Youngsbury is an important grade II* ~~listed~~**Registered** park and garden principally located to the east of the village but gaining access off the main road near South Lodge in the centre of the village and intruding into the Conservation Area in two locations. Capability Brown (1716-1783) is credited with producing an updated design for the park believed to have been produced in the 1760's. A full description can be found on Historic England's National Heritage List. Local planning authorities must consult Historic England where a planning application affects a Grade I or II* registered Park or Garden.

5.37. Wildlife Site. A wildlife site intrudes into the north- west corner of the Conservation Area, west of Wellcroft. This is the southern tip of *The Bourne, Wadesmill to Sacombe Green described thus Large deeply incised bourne cutting through Boulder Clay into the Chalk with a chalky gravelly bed. The steep sides are lined with ancient Hornbeam... woodland fragments, which are present as coppice, standards and pollards....The ground flora supports ancient woodland species ..field evidence suggesting an ancient origin;*

5.38. Particularly important trees and hedgerows. Those trees **and** **hedgerows** that are most important are shown very diagrammatically on the accompanying plans.

5.39. Important views. A selection as shown on accompanying plans. One of particular note is the view from the access commencing at South Lodge looking across the valley to the River Rib and the historic settlement beyond.

5.40. Elements out of character with the Conservation Area. Area of open land to east of commercial premises north of Rennesley Farm. This is an untidy area of small buildings and open storage that would benefit from improvement.

5.41. Garden frontage to no. 8 Ermine Street. It is considered modest improvements could secure a significantly improved environment to the local street scene.

5.42. Utility poles. There are a number throughout the Conservation Area whose presence is perhaps most intrusive on Ermine Street detrimentally affecting the appearance of some important buildings. In the first instance it is suggested the appropriate utility company be approached with a view to seeking their long term co-operation in reducing the visual impact of some of this overhead infrastructure.



Picture 25. Utility poles detract from the high quality of the Conservation Area in this location on Ermine Street. The potential of resolving the situation could be explored with the utility company.

5.43. Opportunities to secure improvements. Discuss potential of improving area of open land to east of commercial premises north of Rennesley Farm. Repair curtilage wall at Rennesley Farm. Discuss potential of improving frontage to no. 8 Ermine Street. The Parish Council may wish to approach the utility company and explore the potential of reducing the visual impact of selected utility poles at Ermine Street.

5.44. Suggested boundary changes. No revisions to the Conservation Area are proposed. There is a small triangle east of The Paddocks and adjacent to Old Church Lane that forms part of the open countryside. Its southern boundary is a well used footpath. On balance it is recommended this remain in the Conservation Area as it is well defined and affords protection to trees on two of its boundaries.

5.45. Other actions. Contact HCC and seek repairs to 18th century milestone on the Cambridge Road. Amend EHDC mapping on District Plan documents relating to Youngsbury Park and Garden. Amend EHDC and Historic England mapping in respect of the Clarkson Memorial.

5.46. Overall summary. Thundridge and Wadesmill Conservation Area is of high quality and is worthy of its designation as such. There are strong historic associations over a very long period. A variety of historic buildings and other distinctive features, both those which are listed and others this Appraisal has identified as being of significant environmental importance, in combination with important open spaces, river feature and tree cover, contribute to its continued status as a Conservation Area *'the character or appearance of which it is desirable to conserve or enhance'*.

PART C - MANAGEMENT PROPOSALS.

6. MANAGEMENT PROPOSALS.

6.1. *Conservation Area Boundaries.* No formal revision of the Conservation Area boundary has been made.

6.2. *General Planning Control and Good Practice within the Conservation Area.* All 'saved' 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 (NPP) that the District Council will process applications. The NPP is supplemented by Planning Practice Guidance. One such guidance note of particular relevance is 'Conserving and Enhancing the Historic Environment'. In due course the 2007 local Plan will be replaced by the District Plan whose policies will then be relevant.

6.3. Applicants considering submitting any application should carefully consider the relevant policies and if necessary contact Officers to seek pre-application advice.

Telephone no. 01279 655261 (For development proposals ask for Development Management. For general conservation advice ask for a Conservation Officer)

E-mail: planning@eastherts.gov.uk

Website: www.eastherts.gov.uk

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

6.4. Applicants may also wish to refer to one of the several Guidance Notes previously referred to which will be updated as resources permit.

6.5. *Planning Control - Potential need to undertake an Archaeological Evaluation.* Within the sites designated as being within an Area of Archaeological Significance, the contents of policies BH1, BH2 and BH3 are particularly relevant.

6.6. *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.

6.7. Listed Buildings are a significant asset in contributing to the quality of the Conservation Area. It is essential that their architectural detailing is not eroded nor their other qualities and settings compromised.

6.8. *Planning Control – Other Unlisted Buildings that make an Important Architectural or Historic Contribution.* Within the existing Conservation Areas this Appraisal has identified 8 unlisted buildings/ groups of buildings that are considered to have sufficient qualities to be described thus. These are: Ermine Street: nos.11-13; The Haven-no.5; The Limes; nos. 17-23; 35/37 corner Old Church Lane; Thundridge School. Also Thundridge Village Store and adjoining no. 39; also Trinity Barn and associated outbuildings north of Rennesley farm, Anchor Lane. Any proposal involving the demolition of these buildings is unlikely to be approved.

6.9. *Planning Control – Other unlisted distinctive features that make an Important Architectural or Historic Contribution.* This Appraisal has identified some walls and railings that make a particular contribution to the character of the Conservation Area. These are protected from demolition virtue of exceeding the specified heights relevant to Conservation Area legislation or by Listed Building legislation. Any proposal involving their demolition is unlikely to be approved. Removal of other PD rights involving alteration is also an available option. Other distinctive features that contribute to the quality of the environment are also identified. These should be protected within the parameters of existing legislation.

6.10. There are other distinctive features that are integral to some of the important unlisted buildings identified in paragraph 6.8 above that make an important architectural or historic contribution, including selected chimneys, windows and other architectural detailing. In some situations protection already exists through existing planning controls but in other cases protection could only be provided by removing Permitted

Development Rights via an Article 4 Direction. The associated 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.

6.11 *Planning control - Wildlife Site.* Any development that adversely affects wildlife species occupying such sites will not normally be permitted and would need clear justification. Proposals will be considered against Policies ENV 14 and ENV 16.

6.12. *Planning Control – Historic Park and garden.* Youngsbury is an important grade II* [listed/registered](#) park and garden, a small part of which lies within the Conservation Area. Local planning authorities must consult Historic England where a planning application affects a Grade I or II* registered park or garden. Proposals that significantly harm such gardens special character will not be permitted and will be considered against Policy BH16.

6.13. *Planning Control – Important open land, open spaces and gaps. Water feature.* This Appraisal has identified the following particularly important open spaces: The area bounded by the access running due east from South Lodge and extending to the River Rib which provides a setting for the historic village to the south west; also St Mary's churchyard and entrance area ; also the River Rib. These open spaces and water feature will be protected.

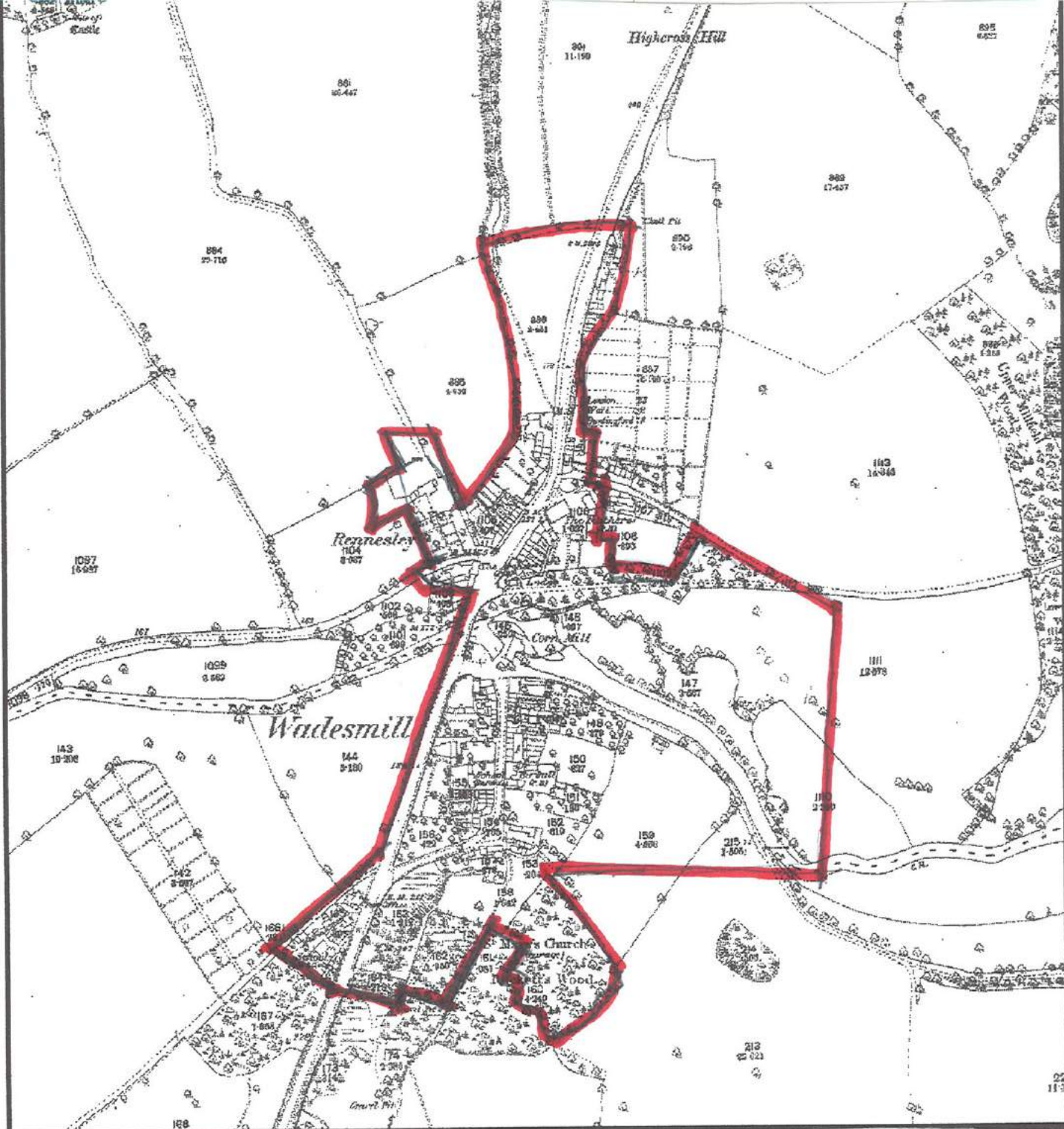
6.14. *Planning Control – Particularly important trees and hedgerows.* Only the most significant [trees](#) are shown diagrammatically. It has not been possible to plot trees on inaccessible land. Subject to certain exceptions all trees in a Conservation Area are afforded protection and a person wanting 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.

6.15. *Planning Control - Important views.* Views of A selection of general views are diagrammatically shown. Policy BH6 is particularly relevant.

6.16. *Enhancement Proposals.* The Appraisal has identified a number of elements that detract which are summarised in the Table below together with a proposed course of action; other actions are also identified. Within the staff and financial resources available, Council Officers will be pro-active and provide assistance. It must be recognized that such improvements will generally be achieved only by the owner's co-operation.

Detracting element	Location	Proposed Action.
Untidy open storage area.	East of commercial premises to north of Rennesley Farm.	Discuss potential of improvements with land owner.
Untidy garden area.	No.8 Ermine Street.	Discuss potential of securing improvements with owner.
19 th century brick wall in urgent need of repair.	Rennesley Farm.	Seek owner's co-operation in initiating repairs possibly in association with assistance from the Council.
Utility poles.	Particularly on Ermine Street.	Parish Council may wish to discuss with the utility company the potential of reducing impact in selected location/s.
Other Actions.		
Contact Hertfordshire County Council and seek repairs to 18 th century milestone on the Cambridge Road.		
Amend EHDC mapping on District Plan documents relating to grade II* Youngsbury park and garden.		
Amend EHDC mapping in respect of the Clarkson Memorial.		
Advise Historic England regarding mapping error relating to Clarkson Memorial.		

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THUNDRIDGE AND WADESMILL CONSERVATION AREA APPRAISAL AND MANAGEMENT PLAN.

Draft for Consultation 2015.

Historic plan from 1874-1894 with existing Conservation Area boundary approximately plotted. © Crown copyright and database right 2014. Ordnance Survey 100018528

Website: www.eastherts.gov.uk
E-mail: planning@eastherts.gov.uk
Phone: 01279 655261 (ask for the Conservation Officer)

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

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CHARACTER ANALYSIS KEY

EXISTING CONSERVATION AREA BOUNDARY



AREAS OF ARCHAEOLOGICAL SIGNIFICANCE



INDIVIDUALLY LISTED BUILDINGS/STRUCTURES



OTHER INDIVIDUALLY LISTED FEATURES

Memorial Cross (abolition of Slavery)



Milestone Marker



LISTED BUILDINGS 'AT RISK' OR OTHER CURTILAGE LISTED BUILDINGS/STRUCTURES IN NEED OF REPAIR / REFURBISHMENT



IMPORTANT BUILDINGS IN THE CURTILAGES OF LISTED BUILDINGS



UNLISTED BUILDINGS THAT MAKE AN IMPORTANT ARCHITECTURAL OR HISTORIC CONTRIBUTION



OTHER DISTINCTIVE FEATURES THAT MAKE AN IMPORTANT ARCHITECTURAL OR HISTORIC CONTRIBUTION

Walls/railings/gates



Tombstones



War Memorial



Telephone Kiosk



IMPORTANT OPEN SPACES



IMPORTANT WATER FEATURE



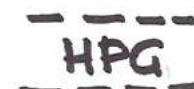
GENERAL LOCATION OF IMPORTANT TREES/HEDGEROWS



WILDLIFE SITE



IMPORTANT HISTORIC PARK AND GARDEN



IMPORTANT VIEWS



ELEMENTS OUT OF CHARACTER WITH THE CONSERVATION AREA

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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.

CONSERVATION AREA BOUNDARY: Local Policies BH5- BH6 particularly apply



AREAS OF ARCHAEOLOGICAL SIGNIFICANCE: Local Policies BH1- BH3 particularly apply



INDIVIDUALLY LISTED BUILDINGS/STRUCTURES: NPP policies apply



OTHER INDIVIDUALLY LISTED FEATURES: NPP policies apply

Memorial Cross (abolition of slavery)



Milestone Marker

LISTED BUILDINGS 'AT RISK' OR OTHER CURTILAGE LISTED BUILDINGS/STRUCTURES IN NEED OF REPAIR/ REFURBISHMENT



IMPORTANT BUILDINGS IN THE CURTILAGES OF LISTED BUILDINGS: NPP policies apply



UNLISTED BUILDINGS TO BE PROTECTED FROM DEMOLITION



OTHER DISTINCTIVE FEATURES TO BE PROTECTED FROM DEMOLITION WITHIN PARAMETERS OF EXISTING LEGISLATION: (includes features within the curtilage of Listed Buildings and walls/railings above the specified heights)

Walls/railings



Tombstones



War Memorial



Telephone Kiosk



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



IMPORTANT OPEN SPACES TO BE PROTECTED



IMPORTANT WATER FEATURE TO BE PROTECTED



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



WILDLIFE SITE TO BE PROTECTED: Local policies Env 14 and Env 16 particularly apply



IMPORTANT HISTORIC PARK AND GARDEN TO BE PROTECTED: Local policy BH16 particularly applies



SELECTED IMPORTANT VIEWS TO BE PROTECTED



PROPOSED ENHANCEMENTS

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EAST HERTS COUNCIL

EXECUTIVE – 5 APRIL 2016

REPORT BY THE LEADER OF THE COUNCIL

REQUEST FOR AREA DESIGNATION FOR NEIGHBOURHOOD PLANNING: WATTON-AT-STONE PARISH

WARD(S) AFFECTED: WATTON-AT-STONE

Purpose/Summary of Report

- To enable the consideration of an application for the designation of a Neighbourhood Area.

<u>RECOMMENDATION FOR EXECUTIVE:</u> That:	
(A)	the application for the designation of a Neighbourhood Area, submitted by Watton-at-Stone Parish Council, be supported.

1.0 Background

1.1 Watton-at-Stone Parish Council (PC) submitted an application for the designation of a Neighbourhood Area to the Council on 25th February 2016. Agreement to the designation of a Neighbourhood Area is required by the Council as Local Planning Authority (LPA) before a Neighbourhood Plan can be formulated.

1.2 The application was made in the form of a letter from Watton-at-Stone PC with an attached plan setting the area to which the application relates. The letter and plan form **Essential Reference Paper 'B'** to this report.

2.0 Consultation

2.1 The Council has undertaken the appropriate consultation with regard to the application submission.

- 2.2 Comments have been received in response to the area designation application. There are no formal objections to the area designation however there are concerns in regard to the timing of producing a neighbourhood plan with an out-of-date Local Plan. These comments form **Essential Reference Paper 'C'** to this report.
- 2.3 The comments also include the key neighbourhood planning requirements for the parish and District Council, including:
- the National Planning Policy Framework (NPPF) neighbourhood planning requirements;
 - conformity with Local Plans; and
 - the Strategic Environment Assessment process.
- 3.0 Considerations
- 3.1 Two main areas of consideration to be taken into account when determining an application for the designation of a Neighbourhood Area are set out in Schedule 9 of the Localism Act 2011. One of these is that the authority determining the application must have regard to the desirability of maintaining the existing boundaries of neighbourhood plan areas already designated.
- 3.2 No weight needs to be given to this consideration in this case as no other Neighbourhood Areas are currently designated in the Watton-at-Stone parish area.
- 3.3 The other area of consideration is the desirability of designating the whole of the area of a parish council as the Neighbourhood Area.
- 3.4 In this case, the area proposed covers the entire parish area, a known and existing boundary which does not conflict with neighbouring parish boundaries.
- 3.5 In response to the comments received during the consultation, these are not considered to impact upon the decision of the neighbourhood area application. Neighbourhood plans can be developed alongside the emerging District Plan and is not considered to be detrimental to the development of the neighbourhood plan.

3.6 The Council understands and encourages neighbourhood plans to be developed in a positive and proactive manner in order to support the strategic objectives of the emerging District Plan. It is the Council's role to advise and support neighbourhood plans as they progress. It is also recognised that it is within the Parish Council's interests to work with and alongside the emerging District Plan.

4.0 Conclusion

4.1 Neighbourhood planning is now an integral part of the planning system with legislative backing through the Localism Act. The LPA is charged with determining applications for the designation of Neighbourhood Areas. In this case, designation of a parish area for neighbourhood planning purposes is supported.

5.0 Implications/Consultations

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

Background Papers

None

Contact Member: Linda Haysey – Leader of the Council
linda.haysey@eastherts.gov.uk

Contact Officer: Kevin Steptoe – Head of Planning and Building Control
01992 531407
kevin.steptoe@eastherts.gov.uk

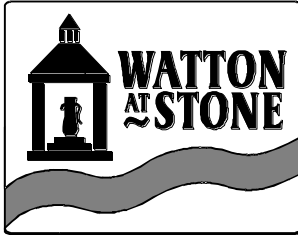
Report Author: Isabelle Haddow – Senior Planning Officer, Planning Policy
isabelle.haddow@eastherts.gov.uk

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IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives :	<p><i>People – Fair and accessible services for those that use them and opportunities for everyone to contribute</i></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><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:	The application for the designation of a Neighbourhood Area was the subject of consultation.
Legal:	The formulation of a Neighbourhood Plan is established in the Localism Act 2011.
Financial:	The formulation of a Neighbourhood Plan, if it progresses to the stages of referenda and adoption will lead to costs for the Council.
Human Resource:	There will be a requirement for Planning Officers to provide advice and guidance in relation to the formulation of any Neighbourhood Plan.
Risk Management:	The issues which are favourable or otherwise to the formulation of a Neighbourhood Plan are considered in the report.
Health and wellbeing – issues and impacts:	The link between planning and health has long been established. The built and natural environments are major determinants of health and wellbeing.

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Parish Council

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Clerk: Mrs Jane Allsop

Chairman: Mr. Michael Smith
Council Offices: 9 Beane Road
Watton-at-Stone
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19th February 2016

Isabelle Haddow
Senior Planning Officer
Planning Policy Team
East Hertfordshire District Council
Wallfields, Pegs Lane
Hertford
Herts SG13 8EQ

Dear Isabelle,

Neighbourhood Plan – Watton at Stone Parish Council

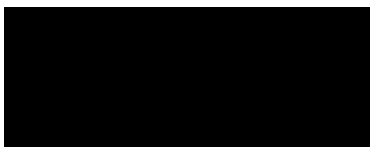
Following a recent public meeting, Watton at Stone Parish Council has appointed a Neighbourhood Plan Steering Committee. The forthcoming plan will cover the full area of the Watton at Stone Parish (map enclosed) within its statutory parish boundary which the Parish Council understands to be an appropriate area. The Parish Council has made this decision as it considers that it has responsibilities for all the residents within the parish boundaries.

Watton at Stone Parish Council is understood to be a "relevant body" under section 61G of the 1990 Act.

Please progress the registration of the Parish as the area for the Watton at Stone Neighbourhood Plan.

Thank you.

Yours sincerely,



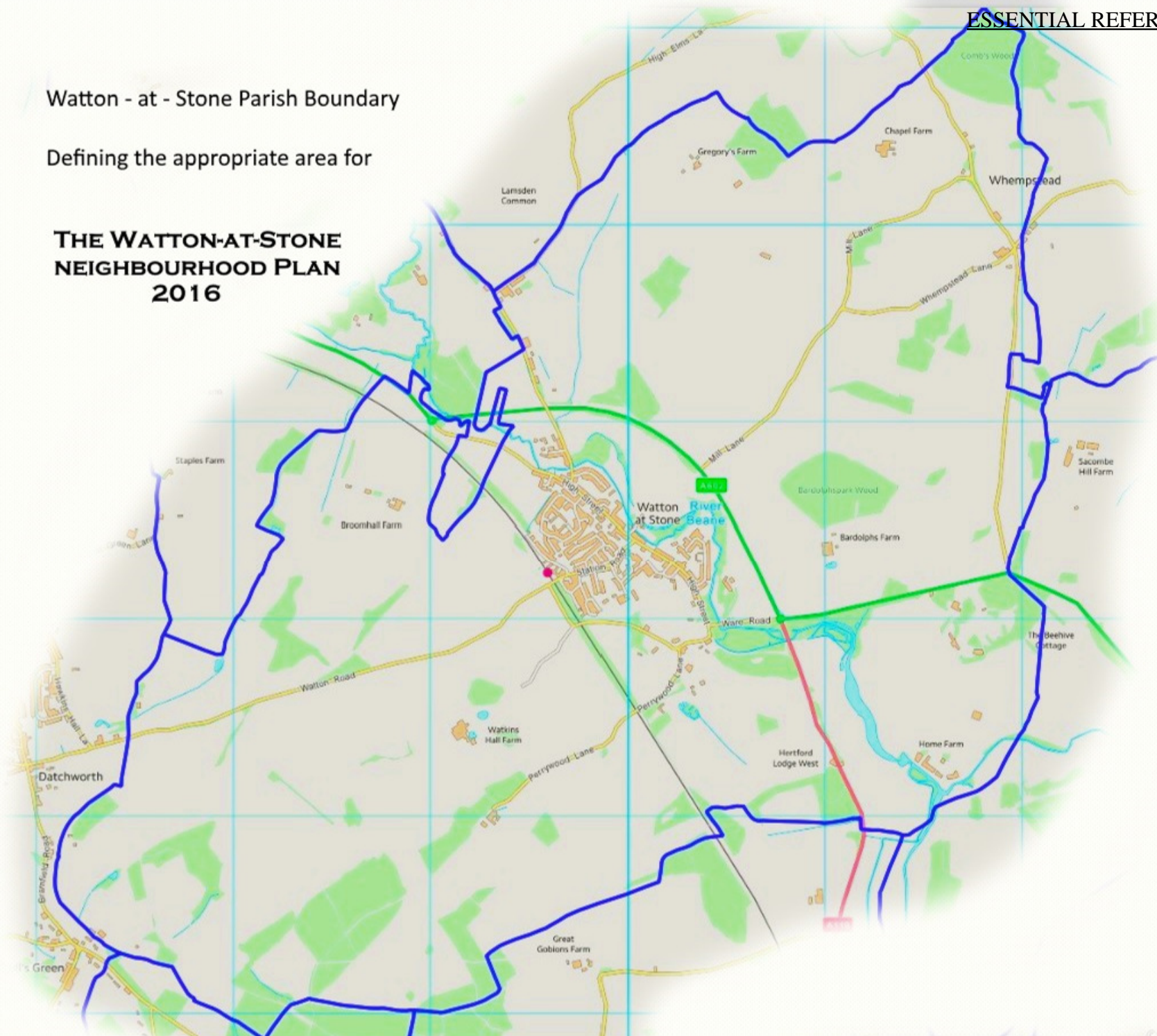
Michael Smith

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Watton - at - Stone Parish Boundary

Defining the appropriate area for

THE WATTON-AT-STONE NEIGHBOURHOOD PLAN 2016



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East Hertfordshire Council
Wallfields
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Hertford
SG13 8EQ

(Representations submitted by email to planningpolicy@eastherts.gov.uk)

9th March 2016

Re: Watton-at-Stone Neighbourhood Development Plan – Application for Neighbourhood Area Designation

Dear Sirs,

This letter provides **Gladman's** representations on the application made by Watton-at-Stone Parish Council for the designation of a Neighbourhood Area, for the purposes of preparing a Neighbourhood Development Plan.

At this stage Gladman have no specific comments to make on the application for the Neighbourhood Area designation. However, as the first formal stage of preparing a Neighbourhood Plan, Gladman would like to take the opportunity to comment on the Watton-at-Stone Neighbourhood Area application to highlight a number of key requirements to which the development of the emerging Neighbourhood Plan should have regard. **Gladman wish to participate in the Neighbourhood Plan's preparation and to be notified of further developments and consultations in this regard.**

Gladman would also like to offer their assistance in the preparation of the neighbourhood plan and invite the Parish Council to get in touch regarding this.

Neighbourhood Plans - Guidance and Legislation

The National Planning Policy Framework (The Framework) sets out the Government's planning policies for England and how these are expected to be applied. In doing so it sets out requirements for the preparation of neighbourhood plans and the role these should take in setting out policies for the local area. The requirements set out in the Framework have now been supplemented by the guidance contained in the Neighbourhood Planning chapter of the PPG.

Paragraph 16 of the Framework sets out the positive role that Neighbourhood Plans should play in meeting the development needs of the local area. It states that:

"The application of the Presumption (In Favour of Sustainable Development, set out in paragraph 14 of Framework) will have implications for how communities engage in neighbourhood planning. Critically it will mean that neighbourhoods should:

- *Develop plans that support the strategic development needs set out in Local Plans, including policies for housing and economic development;*
- *Plan positively to support local development, shaping and directing development in their area that is outside of the strategic elements of the Local Plan"*

Further guidance on the relationship between Neighbourhood Plans and strategic policies for the wider area **set out in a Council's Local Plan is included** in paragraph 184 of the Framework:

*"The ambition of the neighbourhood should be aligned with the strategic needs and priorities of the wider local area. Neighbourhood Plans must be in general conformity with the strategic policies of the Local Plan. To facilitate this, local planning authorities should set out clearly their strategic policies for the area and ensure that an up-to-date plan is in place as quickly as possible. Neighbourhood Plans should reflect these policies and neighbourhoods should plan positively to support them. **Neighbourhood Plans...should not promote less development than set out in the Local Plan or undermine its strategic policies**".*

Before a Neighbourhood Plan can proceed to referendum it must be tested against the Neighbourhood Plan Basic Conditions, set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990 and further detailed in paragraph 065 of the Neighbourhood Plan PPG. These Basic Conditions are:

- a) Having regard to national policies and advice contained in guidance issued by the Secretary of State it is appropriate to make the neighbourhood plan*
- b) Having special regard to the desirability of preserving any listed building or its setting or any features of special architectural or historic interest that it possesses, it is appropriate to make the order*
- c) Having special regard to the desirability of preserving or enhancing the character or appearance of any conservation area, it is appropriate to make the order*
- d) The making of the neighbourhood plan contributes to the achievement of sustainable development*
- e) The making of the neighbourhood plan is in general conformity with the strategic policies contained within the development plan for the area of the authority*
- f) The making of the neighbourhood plan does not breach, and is otherwise compatible with, EU obligations*
- g) Prescribed conditions are met in relation to the plan and prescribed matters have been complied with in connection with the proposal for the neighbourhood plan*

If a Neighbourhood Plan is not developed in accordance with the Neighbourhood Plan Basic Conditions there is a real risk that it will fail when it reaches Independent Examination.

Relationship with Local Plans

To meet the requirements of the Framework and the Neighbourhood Plan Basic Conditions, Neighbourhood Plans should be prepared to conform to up-to-date strategic policy requirements set out in Local Plans. Where an up-to-date Local Plan has been adopted and is in place for the wider authority area, it is the strategic policy requirements set out in this document that a Neighbourhood Plan should seek to support and meet. When a Local Plan is emerging or is yet to be found sound at Examination, there will be lack of certainty over what scale of development a community must accommodate or the direction the policies in the Neighbourhood Plan should take.

The East Hertfordshire District Local Plan (EHDLP) was adopted in April 2007. A number of policies contained **in the EHDLP were saved following the Secretary of States 'Saving Direction' in April 2010**. The EHDLP was prepared in accordance with a different era in national policy and therefore pre-dates the approach to plan making set out in the Framework, which includes assessments of the relevant housing market and land availability. The EHDLP sets **out the Council's land use policies covering the period to 2011**. The EHDLP is therefore time expired and out-of-date against the requirements of the Framework.

The Council is in the process of preparing its emerging Local Plan which will cover the period to 2031. The East Hertfordshire District Plan (EHDP) is only at an early stage in preparation with the Council having consulted on its preferred options consultation in May 2014. The Council anticipate that a pre-submission consultation of the EHDP is expected to take place in spring 2016.

The progression of the Neighbourhood Plan needs to be progressed in alignment with the emerging Local Plan and allow for a sufficient degree of flexibility to react to changes in the market i.e. in the event of an undersupply of market and affordable housing or the development requirements for the village change through future iterations of the Local Plan.

Woodcock judgment

The recent Woodcock High Court judgment demonstrates the implications for progressing a neighbourhood plan where there is no local plan in place nor a five year housing land supply. In summary, this High Court judgment demonstrates the following key points:

- That §14 and §49 of the Framework in regard to five year housing land supply and the weight to be given to extant housing land supply policies applies equally to both emerging **and 'made' neighbourhood plans as other development plan documents otherwise** adopted and/or emerging by the local planning authority.
- There is nothing in policy or statute that elevates neighbourhood planning to a level above the wider development plan that enables special consideration.
- Neighbourhood plans must respect national policy and the core planning principles outlined within the Framework.
- Prematurity must be assessed against the whole of the requirements of the PPG. In neighbourhood planning, there is no requirement for planning bodies to produce an objective assessment of housing needs, as there is no requirement to consider the effectiveness or justification of a plan.

Given the recent Woodcock Judgment, in the event the Council are unable to identify a 5 year housing land supply, the housing policies contained in the Neighbourhood Plan will also be found out-of-date. The Parish Council should therefore ensure that it allows sufficient degree of flexibility to ensure housing needs are delivered in full.

Neighbourhood Plan Policies and Proposals

In accordance with the Neighbourhood Plan Basic Conditions, Neighbourhood Plan policies should align with the requirements of the Framework and the wider strategic policies for the area set out in **the Council's Local Plan**. Neighbourhood Plans should provide a policy framework that complements and supports the requirements set out in these higher-order documents, setting out further, locally-specific requirements that will be applied to development proposals coming forward.

The Framework is clear that Neighbourhood Plans cannot introduce policies and proposals that would prevent development from going ahead. They are required to plan positively for new development, enabling sufficient growth to take place to meet the strategic development needs for the area. Policies that are clearly worded or intended to place an unjustified constraint on further sustainable development taking place would not be consistent with the requirements of the Framework or meet the Neighbourhood Plan Basic Conditions.

Communities should not seek to include policies in Neighbourhood Plans that have no planning basis or are inconsistent with national and local policy obligations. Proposals should be appropriately justified by the findings of a supporting evidence base and must be sufficiently clear to be capable of being interpreted by applicants and decision makers. Policies and proposals should be designed to add value to policies set out in Local Plan and national guidance, as opposed to replicating their requirements. The community should liaise **with the Council's planning team to seek advice on the appropriateness of the Neighbourhood Plan's** proposals.

Sustainability Appraisal/Strategic Environmental Assessment

The preparation of a Neighbourhood Plan may fall under the scope of the Environmental Assessment of Plans and Programmes Regulations 2004 (SEA Regulations) that require a Strategic Environmental Assessment (SEA) to be undertaken where a **Plan's proposals would be likely to have significant environmental effects**. The **requirement to undertake an SEA will be dependent on a Neighbourhood Plan's proposals**, but is likely to be necessary where a Plan is proposing specific allocations or site designations.

In accordance with Schedule 1 of the SEA Regulations, a Screening Assessment of a Neighbourhood Plan's proposals should be completed to assess whether an SEA must be prepared. Where an SEA is required this should be commenced at the earliest opportunity, alongside the preparation of the emerging Neighbourhood **Plan, to ensure the Neighbourhood Plan's proposals have been properly considered** through the SEA process, and appropriately justified against other reasonable alternatives. Where an adequate SEA has not been undertaken a Neighbourhood Plan is unlikely to meet the Neighbourhood Plan Basic Conditions.

Although Neighbourhood Plans do not require a Sustainability Appraisal (SA) of their proposals, preparing an SA can help to show how a Neighbourhood Plan will contribute to the achievement of sustainable development, a Neighbourhood Plan Basic Condition. Where an SEA is required, extending this assessment to the preparation of an SA is unlikely to require significant additional input.

The Council's planning team will be able to advise on the likely need for an SEA of the Neighbourhood Plan's proposals. To be compatible with EU obligations, further appraisals, such as a Habitats Regulations Assessment, may also be required depending on local circumstances.

Yours faithfully

A black rectangular box redacting the signature of the person representing Gladman Developments Ltd.

Gladman Developments Ltd

EAST HERTS COUNCIL

EXECUTIVE – 5 APRIL 2016

REPORT BY THE LEADER OF THE COUNCIL

REQUEST FOR AREA DESIGNATION FOR NEIGHBOURHOOD PLANNING: SELE WARD, HERTFORD TOWN COUNCIL

WARD(S) AFFECTED: HERTFORD SELE

Purpose/Summary of Report

- To enable the consideration of an application for the designation of a Neighbourhood Area

<u>RECOMMENDATION FOR EXECUTIVE:</u> That:	
(A)	the application for the designation of Sele Ward Neighbourhood Area, submitted by Hertford Town Council, be supported.

1.0 Background

- 1.1 Hertford Town Council (TC) submitted an application for the designation of a Neighbourhood Area to the Council on 28th January 2016. The Neighbourhood Area consists of Sele ward within Hertford Parish. Agreement to the designation of a Neighbourhood Area is required by the Council as Local Planning Authority (LPA) before a Neighbourhood Plan can be formulated.
- 1.2 The application was made in the form of a letter from Hertford Town Council (TC) with an attached plan setting the area to which the application relates. The letter and plan form **Essential Reference Paper 'B'** to this report.

2.0 Consultation

- 2.1 The Council has undertaken the appropriate consultation with regard to the application submission.
- 2.2 Comments have been received in response to the area designation application. There are no formal objections to the area designation however there are concerns in regard to the timing of producing a neighbourhood plan with an out-of-date Local Plan.
- 2.3 The comments also include the key neighbourhood planning requirements for the parish and District Council, including:
- the National Planning Policy Framework (NPPF) neighbourhood planning requirements;
 - conformity with Local Plans; and
 - the Strategic Environment Assessment process.
- 2.4 Comments have been received from Hertfordshire County Council's (HCC) Minerals and Waste department. In terms of minerals, HCC outline that the area proposed is within the Sand and Gravel Belt, as identified in the Hertfordshire Minerals Local Plan and would advise against any unnecessary sterilisation of minerals from non-mineral development. HCC also identify that Panshanger Park is partially within the area designation boundary. This is identified in the Hertfordshire Minerals Local Plan as a site to meet the county's need for land-won aggregate. This is an active extraction site, with permission to extract sand and gravel until 31st December 2030. HCC also identify two historical extraction sites which are now inactive, Bramfield Road and Waterford Pit. For these reasons, HCC wish to be consulted upon throughout the neighbourhood plan process.
- 2.5 In terms of Waste Sites, HCC confirm that there are no Allocated Waste Sites in the proposed area designation.
- 2.6 These comments form **Essential Reference Paper 'C'** to this report.

3.0 Considerations

- 3.1 Two main areas of consideration to be taken into account when determining an application for the designation of a Neighbourhood Area are set out in Schedule 9 of the Localism Act 2011. One of these is that the authority determining the application must have regard to the desirability of maintaining the existing boundaries of neighbourhood plan areas already designated.
- 3.2 No weight needs to be given to this consideration in this case as no other Neighbourhood Areas are currently designated in Hertford parish.
- 3.3 The other area of consideration is the desirability of designating the whole of the area of a parish council as the Neighbourhood Area.
- 3.4 In this case, the area proposed only covers Sele ward of the parish, a known and existing boundary which does not conflict with neighbouring parish boundaries. This has been proposed by Hertford Town Council and this does not preclude any further neighbourhood plans coming forward in other areas across the parish in the future.
- 3.5 In response to the comments received during the consultation, these are not considered to impact upon the decision of the neighbourhood area application. Neighbourhood plans can be developed alongside the emerging District Plan and is not considered to be detrimental to the development of the neighbourhood plan.
- 3.6 The Council understands and encourages neighbourhood plans to be developed in a positive and proactive manner in order to support the strategic objectives of the emerging District Plan. It is the Council's role to advise and support neighbourhood plans as they progress. It is also recognised that it is within the Town Council's interests to work with and alongside the emerging District Plan.
- 3.7 HCC Minerals and Waste have identified the main issues in regard to waste and minerals sites and have not objected to the neighbourhood plan area designation. It is recognised that

neighbourhood plan policies cannot cover waste and minerals matters. HCC will continue to be consulted upon as the neighbourhood plan progresses.

4.0 Conclusion

- 4.1 Neighbourhood planning is now an integral part of the planning system with legislative backing through the Localism Act. The LPA is charged with determining applications for the designation of Neighbourhood Areas. In this case, designation of a ward area for neighbourhood planning purposes is supported.

5.0 Implications/Consultations

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

Background Papers

None

<u>Contact Member:</u>	Linda Haysey – Leader of the Council linda.haysey@eastherts.gov.uk
<u>Contact Officer:</u>	Kevin Steptoe – Head of Planning and Building Control 01992 531407 kevin.steptoe@eastherts.gov.uk
<u>Report Author:</u>	Isabelle Haddow – Senior Planning Officer, Planning Policy isabelle.haddow@eastherts.gov.uk

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives:	<p><i>People – Fair and accessible services for those that use them and opportunities for everyone to contribute</i></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><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:	The application for the designation of a Neighbourhood Area was the subject of consultation.
Legal:	The formulation of a Neighbourhood Plan is established in the Localism Act 2011.
Financial:	The formulation of a Neighbourhood Plan, if it progresses to the stages of referenda and adoption will lead to costs for the Council.
Human Resource:	There will be a requirement for Planning Officers to provide advice and guidance in relation to the formulation of any Neighbourhood Plan.
Risk Management:	The issues which are favourable or otherwise to the formulation of a Neighbourhood Plan are considered in the report.
Health and wellbeing – issues and impacts:	The link between planning and health has long been established. The built and natural environments are major determinants of health and wellbeing.

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Isabelle Haddow
Senior Planning Officer
Planning Policy
East Herts District Council
Wallfields
Pegs Lane
HERTFORD SG13 8EQ

29th January 2016

Dear Isabelle,

Proposed Neighbourhood Plan for Sele Ward Hertford – Application for Designation of a Neighbourhood Area

Further to recent e-mail correspondence on this matter, I am pleased to write to you to apply for designation of the Sele Ward, Hertford as a neighbourhood area.

To assist with this application, I am pleased to confirm the following:

- The enclosed plan identifies the area to which this application relates.
- A Neighbourhood Plan for the Sele Ward would allow the local community to have a direct say about proposed development in this area. This includes the proposed redevelopment at the Ridgeway. The purpose of the Neighbourhood Plan will be to help ensure that development makes a positive and beneficial contribution to the wider community and is supported by improvements to local services and infrastructure.
- Hertford Town Council is a relevant body for the purposes of Section 61G of the 1990 Planning Act.

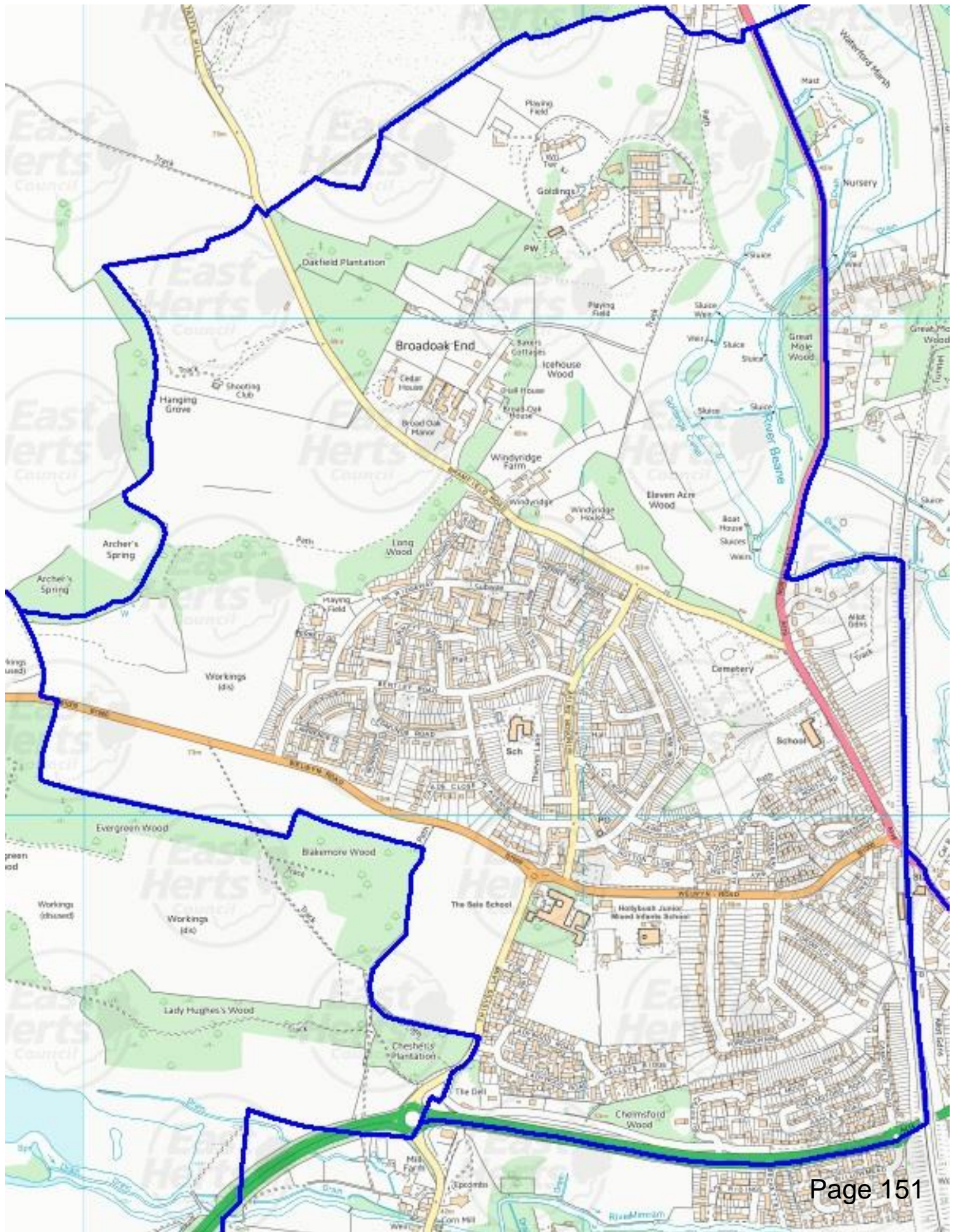
Yours sincerely

Joseph Whelan
Town Clerk
Hertford Town Council

Enc.

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Neighbourhood Plan – Application for Designation of Neighbourhood Area



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(Representations submitted by email to planningpolicy@eastherts.gov.uk)

9th March 2016

Re: Sele Ward Neighbourhood Development Plan – Application for Neighbourhood Area Designation

Dear Sirs,

This letter provides **Gladman's** representations on the application made by Hertford Town Council for the designation of a Neighbourhood Area, for the purposes of preparing a Neighbourhood Development Plan.

At this stage Gladman have no specific comments to make on the application for the Neighbourhood Area designation. However, as the first formal stage of preparing a Neighbourhood Plan, Gladman would like to take the opportunity to comment on the Sele Ward Neighbourhood Area application to highlight a number of key requirements to which the development of the emerging Neighbourhood Plan should have regard. **Gladman wish to participate in the Neighbourhood Plan's preparation and to be notified of further developments and consultations in this regard.**

Gladman would also like to offer their assistance in the preparation of the neighbourhood plan and invite the Parish Council to get in touch regarding this.

Neighbourhood Plans - Guidance and Legislation

The National Planning Policy Framework (The Framework) sets out the Government's planning policies for England and how these are expected to be applied. In doing so it sets out requirements for the preparation of neighbourhood plans and the role these should take in setting out policies for the local area. The requirements set out in the Framework have now been supplemented by the guidance contained in the Neighbourhood Planning chapter of the PPG.

Paragraph 16 of the Framework sets out the positive role that Neighbourhood Plans should play in meeting the development needs of the local area. It states that:

"The application of the Presumption (In Favour of Sustainable Development, set out in paragraph 14 of Framework) will have implications for how communities engage in neighbourhood planning. Critically it will mean that neighbourhoods should:

- *Develop plans that support the strategic development needs set out in Local Plans, including policies for housing and economic development;*
- *Plan positively to support local development, shaping and directing development in their area that is outside of the strategic elements of the Local Plan"*

Further guidance on the relationship between Neighbourhood Plans and strategic policies for the wider area **set out in a Council's Local Plan is included** in paragraph 184 of the Framework:

*"The ambition of the neighbourhood should be aligned with the strategic needs and priorities of the wider local area. Neighbourhood Plans must be in general conformity with the strategic policies of the Local Plan. To facilitate this, local planning authorities should set out clearly their strategic policies for the area and ensure that an up-to-date plan is in place as quickly as possible. Neighbourhood Plans should reflect these policies and neighbourhoods should plan positively to support them. **Neighbourhood Plans...should not promote less development than set out in the Local Plan or undermine its strategic policies"**.*

Before a Neighbourhood Plan can proceed to referendum it must be tested against the Neighbourhood Plan Basic Conditions, set out in paragraph 8(2) of Schedule 4B of the Town and Country Planning Act 1990 and further detailed in paragraph 065 of the Neighbourhood Plan PPG. These Basic Conditions are:

- a) Having regard to national policies and advice contained in guidance issued by the Secretary of State it is appropriate to make the neighbourhood plan*
- b) Having special regard to the desirability of preserving any listed building or its setting or any features of special architectural or historic interest that it possesses, it is appropriate to make the order*
- c) Having special regard to the desirability of preserving or enhancing the character or appearance of any conservation area, it is appropriate to make the order*
- d) The making of the neighbourhood plan contributes to the achievement of sustainable development*
- e) The making of the neighbourhood plan is in general conformity with the strategic policies contained within the development plan for the area of the authority*
- f) The making of the neighbourhood plan does not breach, and is otherwise compatible with, EU obligations*
- g) Prescribed conditions are met in relation to the plan and prescribed matters have been complied with in connection with the proposal for the neighbourhood plan*

If a Neighbourhood Plan is not developed in accordance with the Neighbourhood Plan Basic Conditions there is a real risk that it will fail when it reaches Independent Examination.

Relationship with Local Plans

To meet the requirements of the Framework and the Neighbourhood Plan Basic Conditions, Neighbourhood Plans should be prepared to conform to up-to-date strategic policy requirements set out in Local Plans. Where an up-to-date Local Plan has been adopted and is in place for the wider authority area, it is the strategic policy requirements set out in this document that a Neighbourhood Plan should seek to support and meet. When a Local Plan is emerging or is yet to be found sound at Examination, there will be lack of certainty over what scale of development a community must accommodate or the direction the policies in the Neighbourhood Plan should take.

The East Hertfordshire District Local Plan (EHDLP) was adopted in April 2007. A number of policies contained **in the EHDLP were saved following the Secretary of States 'Saving Direction' in April 2010**. The EHDLP was prepared in accordance with a different era in national policy and therefore pre-dates the approach to plan making set out in the Framework, which includes assessments of the relevant housing market and land availability. The EHDLP sets **out the Council's land use policies covering the period to 2011**. The EHDLP is therefore time expired and out-of-date against the requirements of the Framework.

The Council is in the process of preparing its emerging Local Plan which will cover the period to 2031. The East Hertfordshire District Plan (EHDP) is only at an early stage in preparation with the Council having consulted on its preferred options consultation in May 2014. The Council anticipate that a pre-submission consultation of the EHDP is expected to take place in spring 2016.

The progression of the Neighbourhood Plan needs to be progressed in alignment with the emerging Local Plan and allow for a sufficient degree of flexibility to react to changes in the market i.e. in the event of an undersupply of market and affordable housing or the development requirements for the village change through future iterations of the Local Plan.

Woodcock judgment

The recent Woodcock High Court judgment demonstrates the implications for progressing a neighbourhood plan where there is no local plan in place nor a five year housing land supply. In summary, this High Court judgment demonstrates the following key points:

- That §14 and §49 of the Framework in regard to five year housing land supply and the weight to be given to extant housing land supply policies applies equally to both emerging **and 'made' neighbourhood plans as other development plan documents otherwise** adopted and/or emerging by the local planning authority.
- There is nothing in policy or statute that elevates neighbourhood planning to a level above the wider development plan that enables special consideration.
- Neighbourhood plans must respect national policy and the core planning principles outlined within the Framework.
- Prematurity must be assessed against the whole of the requirements of the PPG. In neighbourhood planning, there is no requirement for planning bodies to produce an objective assessment of housing needs, as there is no requirement to consider the effectiveness or justification of a plan.

Given the recent Woodcock Judgment, in the event the Council are unable to identify a 5 year housing land supply, the housing policies contained in the Neighbourhood Plan will also be found out-of-date. The Parish Council should therefore ensure that it allows sufficient degree of flexibility to ensure housing needs are delivered in full.

Neighbourhood Plan Policies and Proposals

In accordance with the Neighbourhood Plan Basic Conditions, Neighbourhood Plan policies should align with the requirements of the Framework and the wider strategic policies for the area set out in **the Council's Local Plan**. Neighbourhood Plans should provide a policy framework that complements and supports the requirements set out in these higher-order documents, setting out further, locally-specific requirements that will be applied to development proposals coming forward.

The Framework is clear that Neighbourhood Plans cannot introduce policies and proposals that would prevent development from going ahead. They are required to plan positively for new development, enabling sufficient growth to take place to meet the strategic development needs for the area. Policies that are clearly worded or intended to place an unjustified constraint on further sustainable development taking place would not be consistent with the requirements of the Framework or meet the Neighbourhood Plan Basic Conditions.

Communities should not seek to include policies in Neighbourhood Plans that have no planning basis or are inconsistent with national and local policy obligations. Proposals should be appropriately justified by the findings of a supporting evidence base and must be sufficiently clear to be capable of being interpreted by applicants and decision makers. Policies and proposals should be designed to add value to policies set out in Local Plan and national guidance, as opposed to replicating their requirements. The community should liaise **with the Council's planning team to seek advice on the appropriateness of the Neighbourhood Plan's** proposals.

Sustainability Appraisal/Strategic Environmental Assessment

The preparation of a Neighbourhood Plan may fall under the scope of the Environmental Assessment of Plans and Programmes Regulations 2004 (SEA Regulations) that require a Strategic Environmental Assessment (SEA) to be undertaken where a **Plan's proposals would be likely to have significant environmental effects**. The **requirement to undertake an SEA will be dependent on a Neighbourhood Plan's proposals**, but is likely to be necessary where a Plan is proposing specific allocations or site designations.

In accordance with Schedule 1 of the SEA Regulations, a Screening Assessment of a Neighbourhood Plan's proposals should be completed to assess whether an SEA must be prepared. Where an SEA is required this should be commenced at the earliest opportunity, alongside the preparation of the emerging Neighbourhood **Plan, to ensure the Neighbourhood Plan's proposals have been properly considered** through the SEA process, and appropriately justified against other reasonable alternatives. Where an adequate SEA has not been undertaken a Neighbourhood Plan is unlikely to meet the Neighbourhood Plan Basic Conditions.

Although Neighbourhood Plans do not require a Sustainability Appraisal (SA) of their proposals, preparing an SA can help to show how a Neighbourhood Plan will contribute to the achievement of sustainable development, a Neighbourhood Plan Basic Condition. Where an SEA is required, extending this assessment to the preparation of an SA is unlikely to require significant additional input.

The Council's planning team will be able to advise on the likely need for an SEA of the Neighbourhood Plan's proposals. To be compatible with EU obligations, further appraisals, such as a Habitats Regulations Assessment, may also be required depending on local circumstances.

Yours faithfully

A black rectangular box redacting the signature of the person.

Gladman Developments Ltd

**Chief Executive and Director of
Environment: John Wood**



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

**Spatial Planning & Economy Unit
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Telephone : 01992 556404
Minicom : 01992 556611
Contact : David Hodbod
My ref : SPEU/DH/NP

Emailed to planningpolicy@eastherts.gov.uk

Date : 22 February 2016

Dear Isabelle Haddow,

Re: Sele Ward Neighbourhood Plan Area Consultation

I am writing in response to the consultation regarding Hertford Town Council's application for the designation of the Sele Ward as a Neighbourhood Plan Area to provide comments in relation to minerals and waste planning matters.

In terms of minerals matters, the proposed Neighbourhood Plan Area sits entirely within the Sand and Gravel belt, as identified in the Hertfordshire Minerals Local Plan (adopted March 2007). As such, the county council, as Minerals Planning Authority, would raise concerns for any unnecessary sterilisation of minerals from non-mineral development.

A small section of the proposed Neighbourhood Plan Area, alongside Welwyn Road, forms part of the northern edge of Panshanger Quarry which is identified by Policy 3 of the existing Hertfordshire Minerals Local Plan as a site which should be used to meet the county's need for land-won aggregate. This remains an active extraction site and has permission to extract sand and gravel until 31 December 2030 and restore the land with inert landfill.

The north of the proposed Area has two historical extraction sites. Bramfield Road received permission for mineral extraction in 1948 and again in 1963 and was subsequently used for landfill until 1989. Waterford Pit received permission for mineral extraction in 1950 and 1977 and was also used for landfill, with the last input being 1986. Both sites are now inactive and fully restored though a second phase of restoration is being undertaken on part of the site adjacent to Tattle Hill just outside of the proposed Neighbourhood Plan Area.

Further details of applications and historic landfill data can be provided during the Neighbourhood Plan preparation.

With regards to waste matters, the proposed Neighbourhood Plan Area does not contain any of the county council's Allocated Waste Sites, as shown in the Waste Site Allocations document (adopted June 2014) and does not contain any safeguarded waste operations.

When areas for development are identified during the preparation of the Neighbourhood Plan the county council should be consulted so that further detailed comments can be provided in relation to minerals.

Although Neighbourhood Plans cannot include policies that cover minerals or waste development, it should be noted that when the Parish Council develops its vision and objectives for shaping development and growth, minerals and waste matters will need to be taken into account as Minerals and Waste Local Plans form part of the Development Plan. This particular proposed Neighbourhood Plan Area contains a history of operations relating to the county council responsibilities and therefore the county council would like to be consulted at future stages in the production of the Neighbourhood Plan.

Yours sincerely

David Hodbod

David Hodbod

Planning Officer - Minerals and Waste Policy

EAST HERTS COUNCIL

EXECUTIVE – 5 APRIL 2016

REPORT BY EXECUTIVE MEMBER FOR HEALTH AND WELLBEING

REMOVAL OF RESTRICTIVE COVENANTS ON No 67-89 and 101 – 133 GLADSTONE ROAD AND 12-26 PRIORY STREET, WARE

WARD(S) AFFECTED: WARE ST MARY'S

Purpose/Summary of Report

- To seek the Executive's approval to remove restrictive covenants placed upon the title deeds by the Council on Nos. 67 – 89 & 101 – 113 Gladstone Road, and 12 – 26 Priory Street, Ware when they were transferred to Riversmead Housing Association Limited in 1999.

<u>RECOMMENDATION FOR DECISION:</u> That:	
(A)	the deletion of certain of the restrictive covenants placed upon the Transfer and Deed of Nomination Rights by the Council in the sale of Nos. 67 – 89 & 101 – 113 Gladstone Road, and 12 – 26 Priory Street, Ware to Riversmead Housing Association in 1999, be approved.

1.0 Background

- 1.1 No 67s -89 and 101-113 Gladstone Road and 12-26 Priory Street, Ware was transferred to Riversmead in 1999. This land and development had restrictive covenants placed upon the title deed for this specific piece of land which was not unusual practice with individual land transfers at the time.
- 1.2 Within this transfer agreement of 1999 with Riversmead Housing Association there was a restrictive covenant placed on No 67-89 and 101-133 Gladstone Road and 12-26 Priory Street, Ware by East Herts Council. The Restrictive Covenants are listed from the document below:

- (a) not to use the Property or any part of it for any purpose other than as residential housing accommodation following completion of the Works;
 - (b) not to use the Property for any housing accommodation unless the Property is let on a periodic tenancy save that the provisions of this clause 3.1 (b) shall not bind any mortgagee of the Property exercising any of its powers by or pursuant to its mortgage or anyone deriving title from such a mortgagee
 - (c) not to use the Property or any part of it for any noxious or offensive activity or for any purpose which is or might be a nuisance or annoyance to the Transferor;
 - (d) not at any time to obstruct or impede in any way the surface water drainage from the Retained Land through the Property (whether through any existing drains under or across the Property or through any drains that are substituted for them within the Perpetuity Period);
- 1.3 Furthermore, within Schedule 5 of the transfer agreement, there was specific reference to the Nomination Rights to the 36 units at 67-69 and 101-113 Gladstone Road, and 12-26 Priory Street, Ware. The Nomination Rights listed would prevent Riversmead from introducing any Shared Ownership units on any future scheme.
- 1.4 The Officers understand that the covenants and specific nominations agreement may have been put in place as part of the transfer as the affordable housing scheme operating on the site at the time was for a specific client group for a specific time period of occupancy with a supporting move-on programme.
- 1.5 Gladstone Road has been decanted by Riversmead and they have desires to redevelop the site and intend to submit a scheme seeking planning permission.
- 1.6 Whilst the planning application is going through the planning process seeking a determination Riversmead have approached the Council to seek to amend and vary the restrictive covenant placed on the title deed for 67-69 and 101-113 Gladstone Road and 12-26 Priory Street, Ware.

2.0 Proposed Amendments

2.1 The proposed amendments will allow Riversmead the opportunity to produce a mixed tenure scheme which is fit for purpose for East Herts residents and the Housing Team supports the redevelopment of this vacant site.

2.2 The Executive is asked to consider the following amendments to the original transfer agreement of 1999 specifically for 67-69 and 101-113 Gladstone Road and 12-26 Priory Street, Ware.

(a) To remove the clause to only allow the housing to be let on a periodic tenancy.

(b) The removal of this clause would allow a mixed use tenure scheme to be developed, ie, the inclusion of shared ownership.

(c) To amend the nomination rights that are related specifically to this title deed and to replace with the District Wide Nomination Agreement in place with Riversmead.

(d) The nominations to this scheme were originally from specific client group referrals. The District Wide Nomination Agreement will allow for general needs housing which can be allocated through the Choice Based Letting System.

3.0 Summary

3.1 The Housing Team support Riversmead intentions to redevelop this currently vacant site for much needed affordable housing in the District.

3.2 The Housing Team understand that the restrictive covenants appear to be in place from a historical housing project which no longer operates on the site. The amendments/variation to these covenants on the title will provide the opportunity to redevelop the scheme into affordable housing fit for purpose.

4.0 Implications/Consultations

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

Contact Member: Cllr Eric Buckmaster – Executive Member for Health and Wellbeing
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Contact Officer: Liz Watts – Chief Executive, Ext 1650
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Report Author: Louise Harris – Housing Development and Strategy Manager

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives :	<p><i>People – Fair and accessible services for those that use them and opportunities for everyone to contribute</i></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><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:	Internal Only
Legal:	There will be a need to issue legal documents.
Financial:	None for the Council
Human Resource:	None for the Council
Risk Management:	None
Health and wellbeing – issues and impacts:	Will provide the opportunity to redevelop a derelict site for much needed affordable housing.

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EAST HERTS COUNCIL

EXECUTIVE – 5 APRIL 2016

QUARTERLY CORPORATE HEALTHCHECK – QUARTER 3 DECEMBER 2015

REPORT BY THE EXECUTIVE MEMBER OF FINANCE AND SUPPORT SERVICES

WARD (S) AFFECTED: All

Purpose/Summary of Report:

- To provide a report on finance, performance and strategic risk monitoring for East Herts Council for 2015/16 as at December 2015.
- The revenue budget for 2015/16 is £14.544m. The forecast position as at 31 December 2015 shows an underspend of £677k in 2015/16. The main contributory factors are underspends against service budgets of £348k and underspends against corporate items totalling £329k.
- The capital budget for 2015/16 is £2.718m. The forecast position shows a variance of £32k overspent, this is made up of a £509k overspend and £477k to be slipped into the 2016/17 capital programme.
- All 12 performance indicators in the Executive's basket (that have a target) are either on target or exceeding their target as at December/Quarter 3 for 2015.
- Ten out of 18 performance indicators are showing an improving short term trend when performance is compared to the previous period. Three indicators have maintained the same level of performance and five have declined.
- Four of the 18 indicators have been flagged as showing a declining long term trend for this reporting period and further analysis behind each can be found in paragraph 7.3.

<u>RECOMMENDATIONS FOR EXECUTIVE:</u> That:	
(A)	the revenue budget forecast underspend of £677k, as detailed at paragraph 2.1 of the report submitted, be noted;
(B)	<p>proposed slippage on the following capital schemes:</p> <ul style="list-style-type: none"> • Hertford Theatre, £13k (paragraph 3.2) • The Bourne Ware, £41k (paragraph 3.3) • Wallfields solar panel, £45k (paragraph 3.4) • Environmental enhancements to town centres, £28k (paragraph 3.5) • Market improvements, £22k (paragraph 3.6) • Community Capital Grants, £41k (paragraph 3.7) • Operational Building Rolling Programme, £74k (paragraph 3.8) • North Drive Ware, £12k (paragraph 3.9) • Print investment, £20k (paragraph 3.10) • HR & payroll system, £55k (paragraph 3.11) • Electoral management software, £75k (paragraph 3.12) • Historic Building Grants, (£13k) (paragraph 3.13) • Energy grants, £38k (paragraph 3.14) • Land Management Programme, £26k (paragraph 3.15) <p>be noted; and</p>
(C)	the reported performance for the period October 2015 to December 2015 be noted.

1 BACKGROUND

- 1.1 This is the finance and performance monitoring report for the council.
- 1.2 In February 2015 Council agreed a balanced budget for the 2015/16 financial year. This report sets out the financial position for the year to date and provides forecasts for the outturn position.
- 1.3 In 2014 Council approved the performance measures that would be monitored. This report sets out the year to date performance against those targets.

2 REVENUE BUDGET

- 2.1 The Council is forecast to underspend in 2015/16 by £677k. Table 1 below shows the current forecast outturn position as at 31 December 2015 by directorate.

Table 1: Revenue forecast outturn

Revenue	ORIGINAL BUDGET £'000	FORECAST OUTTURN £'000	VARIANCE £'000
Customer and Community Services	6,574	6,461	(113)
Neighbourhood services	3,053	3,261	208
Finance and Support services	5,255	4,812	(443)
Net cost of Services	14,882	14,534	(348)
Priority Spend Budget	150	150	-
Contingency Budget	370	41	(329)
Contributions to/(from) reserves	(858)	(858)	-
Total	14,544	13,867	(677)

- 2.2 The main variances in the forecast outturn are set out below by Directorate and can be found in **Essential Reference Paper B.**
- 2.3 The key service budget month on month variances in the forecast outturn are summarised below in Table 2:

Table 2: Month on month service budget variances.

Quarter on Quarter Variance	Variance £'000
Pay and Display income	(43)
Hertford Theatre, Panto & Cinema	(31)
Enforcement Contract	12
HCC contribution to district plan	(49)
Safestyle income	10
Flood Grant	(40)
Rent Deposit	(7)
Building Control Joint Venture contribution	(23)
Summons costs recovered	(47)
Other small variances	(39)
Total Variance	(257)

Customer and Community Services

2.4 The forecast outturn position shows an underspend of £113k. This is £46k higher than previously reported. Table 3 below shows the breakdown by service.

Table 3: Customer and Community Services forecast outturn

Community & Customer Services	ORIGINAL BUDGET £'000	FORECAST OUTTURN £'000	VARIANCE £'000
Chief Executive and Director of Customer & Community	151	107	(44)
Business Development	360	431	71
Communications, Engagement & Culture	928	848	(80)
Customer Services & Parking	(474)	(608)	(134)
Environmental Services	5,609	5,683	74
Total:	6,574	6,461	(113)

Key variances arising this month:

- 2.4.1 Salaries within Customer and Community are expected to be £40k overspent. This is a £4k variance from the position reported in October.
- 2.4.2 The income at Hertford Theatre generated from the Pantomime and cinema ticket sales will be £31k higher than budgeted, due to increased ticket sales.
- 2.4.3 An additional £43k pay and display income is reported due to increased usage of the Council car parks.
- 2.4.4 The Enforcement contract is expected to fully spend against budget, resulting in expenditure being £12k higher than previously predicted. This is still within budget for 2015/16.

Key variances previously reported:

- 2.4.5 The cost of printing pay and display tickets will be £8k below 2015/16 budget due to a better price being negotiated with the suppliers.
- 2.4.6 An increased customer base in Commercial Waste has resulted in anticipated additional income of £67k in 2015/16. This forecast income has not changed from the variance reported in August 2015.
- 2.4.7 The contribution from Herts Council linked to Recycling (Alternate Financial Model – AFM) is expected to be lower than budget by £60k.
- 2.4.8 Following the community right to challenge the management fee to Bishops Stortford Town council for running the Market will exceed the approved budget by £47k. This is currently being managed as a pressure within the service
- 2.4.9 Following the sale of the lease for Bircherley Green Car Park in Hertford at the end of March 2015, the Council is no longer responsible for the running of the car park. Therefore a net overspend of £126k is reported mainly due to lost income. This is currently being managed as a pressure within the service.
- 2.4.10 Use of the RingGo pay by phone service in the pay and display car parks is expected to increase by 30% in 2015/16. The cost to the motorist of using this council are passed on to the Council, an additional cost of £14k is predicted. This is currently being managed

as a pressure within the service.

2.4.11 The consultation for Bishop's Stortford Parking Futures has been expanded in agreement with the Portfolio holder, with additional costs of £7k in 2015/16. This is currently being managed as a pressure within the service.

2.4.12 Sawbridgeworth and Buntingford town Councils will no longer be subsidising Pay and Display parking, resulting in a £25k reduction in income. As approved by Executive on 8th June 2015, this is to be funded through use of the New Homes Bonus Priority Spend budget.

2.4.13 A rent review of the Causeway car park in Bishop's Stortford has been completed, this will increase the rental cost to the Council by £58k per year. This is currently being managed as a pressure within the service.

Neighbourhood Services

2.5 The forecast outturn position shows a £208k overspend which is £105k less than previously reported. Table 4 below shows the breakdown by service.

Table 4: Neighbourhood Services forecast outturn

Neighbourhood Services	ORIGINAL BUDGET £'000	FORECAST OUTTURN £'000	VARIANCE £'000
Director of Neighbourhood	112	104	(8)
Corporate Support Team	108	107	(1)
Community Safety and Health	1,197	1,304	107
Housing Services	567	555	(12)
Planning and Building Management	1,069	1,191	122
Total:	3,053	3,261	208

Key variances arising this month:

2.5.1 The salary budget within Neighbourhood services is predicted to be £106k overspent. Additional funding for salaries is approved to come from Contingency (£8k) and from additional income (£60k); a total of

£68k reducing the budget pressure to £38k. Use of the Local Plan reserve will be £19k less than budget due to a contribution from HCC (paragraph 2.5.2)

2.5.2 A contribution from Herts County Council of £49k has been received in respect of on the Local Plan, the use of the Local Development Framework Reserve will be lower as a result. This is reflected in the contribution to/from reserves figure in table 2.1.

2.5.3 Based on current trends the Building Control income received from Safestyle will be £50k lower than budget, due to a lower number of applications than expected. This is an increase of £10k from that previously reported and is currently being managed as a pressure within the service.

2.5.4 The use of the Flood Grant Reserve will be £39.5k less than previously reported. Surveys and preliminary works need to be completed before further works are carried out. The £39.5k will be spent in 2016/17 once these initial works are completed.

2.5.5 The ODPM Rent Deposit budget will underspend by £7k as it is increasingly difficult to find landlords who will accept applicants on benefits or rents that are affordable.

Key Variances previously reported:

2.5.6 It is expected that an element of the 2015/16 local plan expenditure in the Planning Policy service will slip into 2016/17, although the amount is still uncertain at this stage of the financial year. This is funded through the Local Development Framework reserve therefore there will be a reduction in the amount drawn down in 2015/16.

2.5.7 £30k additional income is anticipated in the Development Management Service from pre application fees to be received in February 2016 in relation to the Bishop's Stortford Goods Yard Site. This will be offset by increased agency staff costs as detailed above.

2.5.8 An additional £19k of S106 income is anticipated in Development Management.

2.5.9 The second receipt of £100k from Herts County Council as a contribution towards Public Health promotions (paragraph 2.5.13) will be received in three equal instalments the first being received in January 2016. This will be transferred to reserves as expenditure is

programmed in 2016/17.

- 2.5.10 The budget for PCSO's (Police Community Support Officers) will overspend by £19k as 4 posts are being funded rather than the budgeted 3. Additional funding has been received reducing this overspend by £11k to £8k.
- 2.5.11 The appeals expenditure budget in Development Management is expected to be £40k above budget. This is due to the use of consultants at Public Inquiry to present the Council's case and the instruction from the Executive for all major residential schemes submitted from July onwards to be subject to rigorous financial assessment.
- 2.5.12 The 2015/16 budget for Planning Application fees was increased in line with historic trends. Whilst the volume of planning applications received to 31st August is consistent with previous years the size of these are small in financial value. An under achievement in income of £189k is currently forecast. This is currently being managed as a pressure within the service.
- 2.5.13 A contribution towards Public Health promotions of £100k has been received from Herts County Council. As agreed at Council on 18 February 2015 match funding of £100k from East Herts will be used to support this project funded from the New Homes Bonus priority fund.

Finance and Support Services

- 2.6 The forecast outturn position shows an underspend of £443k and increase of £106k from previously reported. Table 5 below shows the breakdown by service.

Table 5: Finance and Support Services forecast outturn

Finance and Support Services	ORIGINAL BUDGET £'000	FORECAST OUTTURN £'000	VARIANCE £'000
Director of Finance & Support	118	128	10
Business and Technology Services	1,296	1,294	(2)
Corporate Governance and Risk	1,487	1,547	60
Democratic Services and Legal	1,131	1,195	64
Human Resources and OD	328	372	44
Revenues and Benefits Shared Service	319	80	(239)
Strategic Finance	530	138	(392)
Other Corporate Budgets	46	58	12
Total:	5,255	4,812	(443)

Key variances arising this month:

2.6.1 An underspend of £6k against Salary budgets is anticipated in Finance and Support Services. Funding of £25k has been agreed from the contingency budget, £32k from reserves and £52k from other sources. A total of £109k funded from other sources resulting in a £115k underspend.

2.6.2 A contribution of £23k towards the Building Control Joint Venture has been received to offset the agency cost incurred by Strategic Finance.

2.6.3 An additional £47k income is expected in Revenues and Benefits due to an improved position in Summons costs recovered.

Key Variances previously reported:

2.6.4 The purchase of the Old River Lane site in Bishops Stortford will lead to a net increase in revenue in 2015/16. This is currently forecast to result in additional net income of £427k this financial year.

2.6.5 A collective action (APPS) was bought against the Council by

Property Search Companies relating to a dispute on the terms by which the Council provided property search information. The settlement sum due to be paid is anticipated to be no greater than £188k. A Government Grant of £110k has been received to partially offset this. The balance of £78k will be funded through the General Reserve, this is reflected in the figures shown in paragraph 2.1

- 2.6.6 The housing association lease at Charrington's House has expired and will not be renewed therefore there will be a shortfall in income of £41k in 2015/16. This is currently being managed as a pressure within the service whilst alternative tenants are identified.
- 2.6.7 External Audit fees are anticipated to be £30k lower than budget, due to a new External Auditor, EY, being appointed from 2015/16 with a lower fee agreed by PSAA (Public Sector Audit Appointments).
- 2.6.8 Worldpay transaction charges are forecast to be higher than budget, although this is offset by savings from bank charges, resulting in a £12k overspend. This is further offset by treasury management fees which are £5k lower than budget.

Non-departmental budgets

- 2.7 The Priority Spend budget for 2015/16 is £697k. As approved by Executive on 8th June 2015 £150k is allocated in 2015/16 with the remainder to be transferred to the New Homes Bonus Priority Fund Reserve. The uncommitted balance is £547k and future requests will be drawn down from the Reserve as they are approved. **Essential Reference Paper C** shows the amounts committed against the New Homes Bonus Priority Spend budget.
- 2.8 The Contingency budget of £370k allows for unforeseen events to be funded in-year. **Essential Reference Paper D** shows the amounts committed against the Contingency budget. As at 31st December the £41k funded through the contingency budget all relates to items approved by CMT prior to 1st April 2015.
- 2.9 A collective agreement was reached with Unison in September 2015 on the proposed changes to employee expenses policy with respect to car mileage rates, removing the essential lump payment of £1,239 per annum and reducing the mileage rate from 65p per mile to the HMRC rate of 45p per mile. To reach this agreement a compensation payment was agreed to be made to employees in January 2016. This has been approved by both Local Joint Panel and HR Committee.

The estimated cost of the compensation payment is £215k which will be funded from the transformation reserve, approved by Executive on 1 Dec.

3 CAPITAL PROGRAMME

- 3.1 The 2015/16 capital forecast expenditure is summarised in Table 6 below. **Essential Reference Paper E** sets out the detailed forecast on each scheme.

Table 6: Capital forecast outturn

Service	Approved budget £'000	Revised Budget £'000	Forecast outturn £'000		Proposed over/under £'000	Proposed slippage £'000
Customer and Community Services	782	955	758		(7)	(190)
Neighbourhood services	927	865	603		(211)	(51)
Finance and Support services	1,009	20,982	21,473		727	(236)
Total	2,718	22,802	22,834		509	(477)

Proposed Slippage:

- 3.2 The replacement of 6 lighting hoists at Hertford Theatre is partially complete, the remaining work is programmed for August 2016 when the Theatre will close for 2 weeks. It is requested that the £13k balance on this scheme slips into 2016/17.
- 3.3 Following a risk assessment installation of fitness and play equipment at The Bourne, Ware (£41k) will be delayed until 2016/17 due to difficulty sourcing appropriate suppliers to deliver the scheme in line with the consultation findings. It is requested that £41k is slipped into the 2016/17 capital programme.
- 3.4 The project to install solar panels at Wallfields has been delayed with a revised completion date of July 2016. Potential contractors have been asked to provide revised costings and estimated solar Feed in Tariff payback (FiT) in line with reduced FiT arrangements (confirmed

in January 2016 by Government). Slippage to 2016/17 of £45k is requested.

- 3.5 There are delays to the scheme for environmental enhancements to Ware Town Centre mainly due to granting of permissions. It is recommended that £28k is slipped into 2016/17.
- 3.6 A delay in receiving approval from HCC for EHC to lead on the Traffic Regulation Order needed for the market improvement scheme in Bull Plain has resulted in the expected completion date being delayed until September 2016. It is requested to slip £22k into 2016/17.
- 3.7 Spending against the Community capital grants budget is dependant on successful applicants being able to complete their project within the specified time frame. Take up was slow earlier in the year which resulted in the December funding round being oversubscribed. 12 applications were awarded a grant meaning that much of the budget will not be claimed until 2016/17. The balance of £41k is requested to be slipped into 2016/17.
- 3.8 It is requested that the remaining £74k budget on the operational building rolling programme is slipped into the 2016/17 capital programme to fund planned preventative capital maintenance of operational buildings in 2016/17.
- 3.9 The budget of £12k to reconstruct the road at North Drive Ware is insufficient to carry out effective surfacing of the road. It is hoped to link the upgrade of the road to private developments which are coming forward in the local area. It is requested to slip £12k to the 2016/17 capital programme.
- 3.10 It is requested to slip the £20k shared service print investment costs budget into the 2016/17 capital programme as the procurement hasn't been undertaken yet.
- 3.11 The new HR and payroll system will slip to the first quarter of 2016/17 as the procurement process is not yet complete. It is requested to slip £55k to the 2016/17 capital programme.
- 3.12 The procurement of Electoral management software was approved at CMT on 13th October 2015, this is to be drawn down from the ICT rolling programme budget. This scheme is now programmed for 2016/17 therefore it is requested to slip £75k into the 2016/17 capital programme.

- 3.13 Higher take up of Historic building grants in the 3rd quarter of 2014/15 has resulted in the previously reported slippage of £36.7k reducing. Approval for negative slippage of £13k is requested.
- 3.14 Spend against the Energy grants budget has been low to date due to other free schemes continuing until April 2017. Officers have recently been informed that 3 external funding bids which would have utilised this budget have been unsuccessful. The Fuel Poverty Strategy is going to Executive in February 2016, if agreed, measures from this strategy will require these funds. It is recommended that £38k of this budget is slipped into the 2016/17 capital programme.
- 3.15 It is requested to slip £26k of the Land management programme into 2016/17, works commenced in September 2015 and wet weather has resulted in delays.

Key variances previously reported:

- 3.16 The Decent Homes Grants budget will be £130k underspent due to an absence of referrals. Referrals from health & care partners to tackle unsuitable housing are likely to develop, which together with trends suggest that the existing 2016/17 budget is sufficient to meet demand. There is therefore no need to slip this budget.
- 3.17 Expenditure associated with the purchase of Old River Lane of £946k including legal advice, property advice and Stamp Duty Land Tax will be added to the capital cost of the acquisition of £19,550k. This will be a revenue contribution to capital and will be funded from the Commercial Property Fund and New Homes Bonus.
- 3.18 The Finance and Support Services capital budget has increased to reflect the £19.55m acquisition cost of the Old River Lane site.
- 3.19 A drawdown of £30k from the Operational Buildings budget was approved in December 2014 for air conditioning works at Buntingford Service Centre. Whilst this project was completed 5 months after the timetabled completion date a significant saving of £15k was achieved. It is requested that this is transferred back into the operational Buildings Rolling programme budget to be used for other capital projects. The uncommitted balance on this budget is £125k, a programme of minor works to improve Old River Lane is currently being developed and will result in this budget being utilised.
- 3.20 There is a forecast £10k overspend on Commercial Waste bins

capital budget due to the rise in new customers (see paragraph 2.4.10) which is offset by an increased revenue forecast. There is currently no recommendation to adjust the budget for this projected overspend at this stage in the financial year.

- 3.21 Currently £200k of the £400k capital ICT rolling programme remains uncommitted. There is currently no recommendation to adjust the budget for this projected underspend at this stage in the financial year.

4 VIREMENTS

- 4.1 There are no virements to report to date.

5 SAVINGS

- 5.1 The approved savings for 2015/16 total £107k. 100% of the 2015/16 will be achieved.

- 5.2 **Essential Reference Paper F** sets out these savings.

6 DEBTORS

- 6.1 Total Outstanding debt as at 31st December 2015 is £1.636m. This is a 17% decrease from the previous quarter. £1m of the debts outstanding are not due until the 31st of January 2016.

- 6.2 The outstanding debt over 120 days old totals £524k, an increase of £37k (7%) from the previous quarter. Of this debt, over 90% relates to disputed invoices where negotiations are ongoing to collect the debt owed. The remainder of the debts over 120 days are invoices relating to environmental health enforcement, where a charge is held against property to pay the debt once the property is sold, or housing debts where repayments are being made with a payment plan over several months.

- 6.3 **Essential Reference Paper G** analyses the profile of aged debtors

7 PERFORMANCE ANALYSIS

Performance against targets

- 7.1 Table seven shows movement in performance when compared to the

last reporting period for measures where there is a RAG status. Eight indicators are showing an improvement. One indicator has maintained the same level of performance and three indicators show a decline in performance.

Table 7:

Trend only performance indicators

Performance Indicator Short Name	Performance Status (RAG)	Movement since last reported
EHPI 10.2 – Council tax collection, % of current year liability collected	Green	Improved
EHPI 10.4 – NNDR (Business rates) collection, % of current year liability collected	Green	Improved
EHPI 157a – Processing of planning applications: Major applications	Green	Improved
EHPI 157b – Processing of planning applications: Minor applications	Green	Improved
EHPI 2.2 – Waste: missed collections per 100,000 collections of household	Green	Improved
EHPI 12c – Total number of sickness absence days per FTE staff in post	Green	Improved
EHPI 8 – % of invoices paid on time	Green	Improved
EHPI 157c – Processing of planning applications: Other applications	Green	Improved
EHPI 181 – Time taken to process Housing Benefit new claims and change events	Green	Stayed the same
EHPI 2.4 – Fly tips: removal	Green	Declined
EHPI 7.2 – Turnaround of PCN Challenges and Representations	Green	Declined
EHPI 7.3 – Percentage of appeals to the traffic penalty tribunal against the number of PCNs issued	Green	Declined

- 7.2 Table eight shows movement in performance when compared to the last reporting period for the measures where no targets have been set, i.e. only trend data is analysed.

Table 8:

Indicator (Trend only)
There were higher volumes of planning appeals in December but the number of appeals allowed has increased when compared to November for EHPI 204 (Planning appeals allowed)
Household waste has remained the same for EHPI 192 (Percentage of household waste sent for reuse, recycling and composting) since October.
There has been a slight decrease in EHPI 151 (Number of homeless households living in temporary accommodation at the end of the quarter) since Quarter 2. Hence an improving short term trend for this quarter.
Number of applicants remained the same for EHPI 152 (The number of applicants accepted as owed the main homelessness duty to secure accommodation) since Quarter 2.
There has been a slight decrease in EHPI 153 (Number of applicants that presented to the council as homeless) since Quarter 2. Hence an improving short term trend for this quarter.
There has been a slight increase in EHPI 2.6 (Percentage of residual waste (refuse) sent for disposal) since Quarter 2. Hence a declining short term trend for this quarter.

- 7.3 Table 9 shows the long term trend analysis (current value compared to the average performance for the last 12 months for monthly indicators or last four quarters for quarter indicators) for those indicators that are showing a significant long term decline.

Table 9:

Service & Indicator	Commentary
HR and Organisational Development	
EHPI 12c – Total number of sickness absence days per FTE staff in post	Long term trend for total number of sickness absence indicated a declining trend due to higher levels of long term sickness absences. Managers have been alerted to the trend and it is being discussed regularly at DMT meetings.
Housing Services	
EHPI 151 – Number of homeless households living in temporary accommodation at the end of the quarter. EHPI 152 – The number of applicants accepted as owed the main homelessness duty to secure accommodation.	See homeless profile review (paragraph 7.5) for commentary on the housing indicators.
Environment Services	
EHPI 2.6 – Percentage of residual waste (refuse) sent for disposal	This is a rolling quarter from September to November as data is reported one month in arrears. The reason for the declining long term trend is because more waste is being presented at the kerbside as the economy grows and dry recycling (paper) is reducing due to increase use of electronic media.

7.4 Please refer to performance indicator summary analysis in **Essential Reference Paper H** for full performance indicator analysis.

Homeless Profile Review for the housing indicators

7.5 A review was undertaken in 2015/16 looking at homeless caseload volume with a view to see if trends could be projected. Overall the

review concluded that homelessness cases are increasing but there is no specific pattern, as volumes of cases vary from month to month.

- 7.6 Analysis did show that there are two main factors contributing to the cause of homelessness cases – rent arrears and loss of rented tenancy (in the private rented sector). The latter reason is due to the planned welfare reform changes and as part of that the reduction in the benefit cap. This has resulted in private landlords being more risk adverse and with the housing market improving, taking the opportunity to sell their properties. The Housing Service has responded to this by establishing a dedicated post to focus on sustaining tenancies in the private sector and making use of £49,000 homelessness prevention grant to support residents with rental deposits. In addition the service is developing a flexible structure to enable more focus on housing advice, to prevent people becoming homeless.

8 RISK MANAGEMENT

- 8.1 Controls implemented for the period October to December have been recorded. Please refer to **Essential Reference Paper I** for more information.
- 8.2 All scores since the previous quarter remain unchanged, with the exception of 15-SR6. (Availability and performance of IT systems). The likelihood rating has reduced from 3 to 2 as all services are now using the hosted desktop and resilience is therefore improved.
- 8.3 One new risk was added this quarter; SR16, Old River Lane, following the acquisition in October 2015.
- 8.4 All strategic and operational risks can be viewed on the Council's performance management system, Covalent (www.covalentcpm.com/eastherts).

9 IMPLICATIONS/CONSULTATIONS

- 9.1 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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IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/Objectives:	<p><i>People – Fair and accessible services for those that use them and opportunities for everyone to contribute</i></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><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:	Discussions have taken place with Directors, Heads of Service and external partners to construct an accurate revenue and capital financial forecast and performance report.
Legal:	There are no legal implications.
Financial:	Financial implications are included in the body of the report.
Human Resource:	There are no Human Resources implications.
Risk Management:	The Healthcheck report considers emerging risks to the in-year delivery of the Council budget and performance targets and sets out the mitigation of those risks.
Health and wellbeing – issues and impacts:	There no direct Health and Wellbeing issues arising as a result of the recommendations in this report.

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2015/16 Revenue Forecast - Quarter ended December 2015

		Original Budget 2015/16 £'000	Budget to date £'000	Actual to date £'000	Variance to date £'000	Forecast outturn £'000	Variance £'000
Customer and Community Services	Chief Executive and Director of Customer and Community Services	151	112	74	(38)	107	(44)
	Environmental Services	5,609	4,330	4,617	287	5,683	74
	Customer Services and Parking	(474)	(351)	(1,477)	(1,126)	(608)	(134)
	Communications, Engagement & Cultural Services	928	723	642	(81)	848	(80)
	Business Development	360	275	343	68	431	71
	Customer and Community Services Total:	6,574	5,089	4,199	(890)	6,461	(113)
Neighbourhood Services	Director of Neighbourhood Services	112	84	94	10	104	(8)
	Corporate Support Team	108	81	79	(2)	107	(1)
	Community Safety & Health	1,197	997	697	(300)	1,304	107
	Housing Services	567	419	379	(40)	555	(12)
	Planning & Building Management	1,069	795	881	86	1,191	122
	Neighbourhood Services Total:	3,053	2,376	2,130	(246)	3,261	208
Finance and Support Services	Director of Finance and Support Services	118	88	95	7	128	10
	Human Resources & OD	328	245	277	32	372	44
	Business & Technology Shared Services	1,296	972	956	(16)	1,294	(2)
	Strategic Finance	530	351	234	(117)	138	(392)
	Governance & Risk Management	1,487	1,147	1,161	14	1,547	60
	Democratic Services & Legal	1,131	845	743	(102)	1,195	64
	Revenues & Benefits Shared Service	319	27,084	27,918	834	80	(239)
	Other Corporate Budgets	46	26	(1,329)	(1,355)	58	12
	Finance and Support Services Total:	5,255	30,758	30,055	(703)	4,812	(443)
Net Cost of Services Total:		14,882	38,223	36,384	(1,839)	14,534	(348)
Priority Spend Budget		150	150	150	-	150	-
Contingency Budget		370	370	41	(329)	41	(329)
Contributions to/ (from) reserves		(858)			-	(858)	-
Funding					-		-
Non Departmental Budgets Total:		(338)	520	191	(329)	(667)	(329)
Total:		14,544	38,743	36,575	(2,168)	13,867	(877)

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2015/16 Priority Spend Budget Commitments

	Approved Budget £'000	Forecast Spend £'000	Comment
Priority Spend Budget	697		
Budget Commitments:			
Parking Services	340	30	One-off funding to support car park pay & display income
Public Health Promotions	100	100	Match funding to support health and wellbeing funds received from Hertfordshire County Council.
Economic Development	20	20	To support Wenta business advice services
Remaining Priority Spend Budget:	237	547	Transferred to Reserves

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2015/16 Contingency Budget Commitments

	Approved Budget £'000	Forecast Spend £'000	Comment
Contingency budget	370		
Budget Commitments:			
HR - Salaries	10	10	Approved by CMT in 2014/15
Strategic Finance - Salaries	16	15	Approved by CMT in 2014/15
Environmental Health - Salaries	26	6	Approved by CMT in 2014/15
Community Protection - Salaries	2	2	Approved by CMT in 2014/15
Environmental Services - Salaries	15	-	Approved by CMT in 2014/15
Housing Needs Survey	9	9	Approved by CMT in 2014/15
Remaining Contingency Budget:	292	329	

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2015/16 CAPITAL EXPENDITURE SUMMARY DECEMBER 2015

	2015/16 Original Budget	2014/15 Slippage	2015/16 Amend ments	2015/16 Revised Budget	2015/16 Total to Date	2015/16 Forecast Spend	Variance between Forecast Spend & Revised Budget
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Customer and Community	782	90	83	955	523	758	(197)
Neighbourhood Services	927	118	(180)	865	350	603	(262)
Finance and Support Services	1,009	60	19,913	20,982	20,894	21,473	491
TOTAL	2,718	268	19,816	22,802	21,767	22,834	32

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2015/16 CAPITAL MONITORING DECEMBER 2015

Exp Code	2015/16 Approved Schemes	Project Manager	Priority	Original Completion Date	Expected Completion Date	Project RAG Status	2015/16 Original Budget	2014/15 Slippage	2015/16 Amend-ments	2015/16 Revised Budget	2015/16 Actual to Date	2015/16 Commitment to Date	2015/16 Total to Date	2015/16 Forecast Outturn	Variance between Forecast Outturn & Revised Budget	Outturn RAG Status	COMMENTS
							£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000		
	TOTAL						2,718	268	19,816	22,802	21,596	171	21,767	22,834	32		
	RP - ROLLING PROGRAMME																
	CUSTOMER AND COMMUNITY SERVICES																
72705/7531	Hertford Theatre upgrade of seating in the auditorium	W. O'Neill	People	Aug-14	Sep-14	GREEN			12	12	3		3	3	(9)	RED	Project complete.
72710/7531	Hertford Theatre replacement of 6 lighting hoists	W. O'Neill	People	Dec-15	Aug-16	RED			33	33	20	13	33	20	(13)	AMBER	Scheme agreed at CMT 8.9.15. Partly completed, however, due to timescales of events at the Theatre, the remaining work will need to be completed in August 2016 when the Theatre closes for 2 weeks. Therefore, request that balance of £13k slips.
72520/7502	Imp to common land open space - Llamas Land, Watton-at-Stone	W. O'Neill	Place	Apr-15	May-15	GREEN			4	4	4		4	4	-	GREEN	Approved at 24.2.15 CMT and fully funded from S106 monies.
	Refuse Collection & Recycling																
75165/7531	Containers Replacement Programme	D. Allen	Place	RP	RP	GREEN	100			100	86	9	95	100	-	GREEN	Budget will be fully spent.
75145/7531	Replacement Litter Bins	D. Allen	Place	RP	RP	GREEN	5	1		6	4		4	6	-	GREEN	Budget will be fully spent.
75152/7531	Commercial Waste Bins	D. Allen	Place	RP	RP	GREEN	34	5		39	10	2	12	49	10	AMBER	Projected overspend due to the number of commercial bins that will need replacing by the end of the year in addition to the rise in commercial customers. Increased revenue income of approx. £130k.
72513/7502	Bell Street, Sawbridgeworth - Modernise the public convenience facilities, in preparation for transferring the operation to Sawbridgeworth Town Council under an agency agreement	D. Allen	Place	Sep-15	Mar-16	RED			70	70	1	2	3	70	-	GREEN	Two companies are able to supply modular toilet units as requested by Sawbridgeworth Town Council. Both companies have been approached to ensure they are able to install the units. Procurement process to be completed, plan to have the project completed before the end of the financial year.
72517/7502	Hartham Pavilion Refurbishment - Replace public toilets, redevelop existing café area, create functional changing area for footballers & incorporate meeting/training room.	M. Kingsland & S. Whinnett	Place	Dec-15	Mar-16	RED	62			62	2	2	4	62	-	GREEN	Architects engaged, specification completed, out to tender.
72545/7502	Presdales Pavilion, Ware - New Paving & landscaping at the front of the pavilion	M. Kingsland	Place	Aug-12	Mar-16	RED		2		2			-	2	-	GREEN	£600 proposed spend on external boot scrapers order will be placed, £1,680 proposed spend on hardstanding for waste bins to be spent by March 2016.
72514/7502	3G Artificial Turf Pitch Development at Hartham Common, Hertford - To replace the under utilised Hartham Common tennis courts with 3 floodlit 3G 5-a-side pitches	M. Kingsland	Place	Jul-15	Mar-16	RED			85	85	83		83	85	-	GREEN	Main works completed. Investigating small remedial grounds works cost, to be looked at in Jan - March 2016.
72504/7531	Play equipment & infrastructure replacement	I. Sharratt	Place	RP	RP	GREEN	50	41		91	65	10	75	91	-	GREEN	Spend plan produced. On target.
72516/7531	Play Area, The Bourne, Ware (Phase 2) - Installation of a fitness & play facility for older children & open space access improvements	I. Sharratt	Place	Mar-16	Jun-16	AMBER	41			41			-	-	(41)	RED	Hertfordshire Groundwork Trust were unsuccessful in obtaining the external contribution of £15,000, therefore, £6,370 to be funded from Phase 1 saving as below & remaining £8,630 from New Homes Bonus. Following a risk assessment of the project process the following has been determined - there has been some difficulty in sourcing appropriate suppliers to deliver the scheme in line with the consultation findings and the technical aspects of the bespoke element of the build. There is an expectation now from the experience of the first phase and some comments from consultees that there will be challenges relating to the design in relation to fencing. The Easter holidays start early this year which limits the time period within which it is possible to construct on site. This all leads to a decision that it will be necessary to slip the project to 16/17.

Page 196 Exp Code	2015/16 Approved Schemes	Project Manager	Priority	Original Completion Date	Expected Completion Date	Project RAG Status	2015/16 Original Budget	2014/15 Slippage	2015/16 Amend-ments	2015/16 Revised Budget	2015/16 Actual to Date	2015/16 Commitment to Date	2015/16 Total to Date	2015/16 Forecast Outturn	Variance between Forecast Outturn & Revised Budget	Outturn RAG Status	COMMENTS
							£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000		
72585/7531	The Bourne, Ware - Phase 1 - Replace existing equipment with natural play equipment & installation of new fencing around the play area	I. Sharratt	Place	Mar-12	Mar-15	RED		6		6			-	-	(6)	RED	Savings achieved on main works & additional fencing works as agreed with the supplier.
72508/7531	Hartham Common, Hertford - Preliminary works associated with the development of the major play site development project to be undertaken in 2016/17 in accordance with Hartham Common Development Plan	I. Sharratt	Place	Mar-13	Mar-17	RED	25		(25)	-			-	-	-	RED	Project in early stages, have considered a tender to procure design work this year in the lead up to a public consultation in 16/17 prior to the larger project to develop play, fitness & landscape at the site in 17/18. This stage of the project however requires greater investigation to create an appropriate brief than can be undertaken alongside other project commitments and has slipped to 16/17. This will allow a combined design approach with the impending pavilion
72510/7531	Southern Country Park, Bishops Stortford - Boardwalk installation across balancing pond to improve the functionality & attractiveness of this Green Flag award winning park	I. Sharratt	Place	Sep-14	Feb-16	RED			80	80	25	48	73	80	-	GREEN	Works are under way now that the bird nesting season has finished. The boardwalk structure is up and the deck laying under way.
72509/7531	Gt. Innings, Watton-at-Stone - Installation of Multi Use Games Area (MUGA)	I. Sharratt	Place	Mar-15	Jul-15	AMBER		2		2			-	-	(2)	RED	Scheme completed, small underspend.
72507/7531	Pishiobury Park, Sawbridgeworth - Wetland Habitat Project - improvements to boardwalk/paths permitting safe access to the wetland area of the park	I. Sharratt	Place	Mar-13	Mar-16	RED			12	12			-	12	-	GREEN	Residual works from 2014/15. Osier Bed purchase has not yet been finalised, a revised deal is currently being negotiated by Asset Management, budget will be spent by March 2016 if this is successful.
72511/7531	Buryfield Recreation Ground, Ware - Installation of play area to encourage healthy activity for younger children	I. Sharratt	Place	Jul-15	Mar-16	RED	61			61		55	55	61	-	GREEN	Preliminary outline design in place, consultation with local residents is complete. The contract to design and supply the play area has been tendered & orders placed. Landscape works are currently being specified.
75168/7502	Energy Efficiency & Carbon Reduction Measures - Installation of solar panels at Wallfields, Hertford	D. Thorogood/S. Whinnett	Place	Mar-12	Jul-16	RED			45	45			-	-	(45)	RED	Discussions taken place with possible suppliers regarding initial option feasibility. Latest much reduced solar feed-in-tariff (FiT) arrangements were confirmed by Government in January 2016, although further details are still to be published by Ofgem. Potential contractors are being asked to provide revised costings and estimated Fit paybacks for the project this month, however, assuming paybacks are satisfactory delivery of scheme will not be until 2016/17.
72591/7502	Castle Weir Micro Hydro Scheme - To provide a small Hydro-electricity turbine in the river Lee at Hertford Weir. This is an invest to save project and will generate electricity providing power for Hertford Theatre and for sale to the Grid. The scheme is subject to a rigorous approval process by the Environment Agency for flood risk and protection of biodiversity.	D. Thorogood	Place	Mar-12	Not known	RED	201		(201)	-			-	-	-	RED	Scheme slipped to 2016/17. Waiting for Land drainage Team and EA to agree operating protocols following improvement works and automation of the main weir gates, which impacts upon flood risk modelling for the hydro scheme.
74105/7601	Environmental Enhancements to East Herts town centres	P. Pullin	Place	Not known	Jul-16	RED		18	20	38			-	10	(28)	RED	Hertford T C has completed a signage project, awaiting £10k invoice. Delays continue with Ware T C programme for Tudor Square. This is largely around granting of permissions., therefore, request that £28k is slipped into 16/17.
74106/7531	Market Improvement Scheme	P. Pullin	Place		Sep-16	RED	45		(22)	23	1		1	1	(22)	RED	HCC have confirmed that the remaining budget can be reallocated to Hertford and Ware for market priorities similar to those contained in the original proposal. Traffic Regulation Order lead at HCC has experienced a delay in achieving a response from HCC Legal services in signing off agreement for EHDC to lead on the Traffic Regulation Order for Bull Plain (to enable the market stalls to occupy space in Bull Plain on Saturday market days). Approval has been agreed but due to timescales, request that the balance slips into 16/17
72709/7601	'My Incubator' - this project will enable WENTA (enterprise agency for Herts & Beds) to continue to deliver support, advice and incubation and services from premises at the Ware campus of Hertford Regional College to start-up businesses in East Herts.	P. Pullin	Place	Sep-15	Sep-15	GREEN			10	10	10		10	10	-	GREEN	To be used to customise premises at Ware Campus of Hertford Regional College to deliver discreet services. Funded from New Homes Bonus Priority Spend.

Exp Code	2015/16 Approved Schemes	Project Manager	Priority	Original Completion Date	Expected Completion Date	Project RAG Status	2015/16 Original Budget	2014/15 Slippage	2015/16 Amend-ments	2015/16 Revised Budget	2015/16 Actual to Date	2015/16 Commitment to Date	2015/16 Total to Date	2015/16 Forecast Outturn	Variance between Forecast Outturn & Revised Budget	Outturn RAG Status	COMMENTS
							£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000		
71281/7531	Purchase of updated filming equipment to provide efficient & high quality digital video production services within the Council	A. McWilliams	Prosperity	May-15	Sep-15	RED	19			19	14		14	19	-	GREEN	Equipment now received, awaiting IT to charge for laptops & software licences.
71251/7531	Automated Telling Machines at Hertford & Bishop's Stortford	R. Ranford	Prosperity	Mar-10	Dec-15	RED		6		6	6		6	6	-	GREEN	Scheme completed.
72442/7601	Community Capital grants - to provide the right tools for people to get involved with projects that improve facilities such as green spaces or community buildings – inspiring ownership and pride.	C. Pullen	People	RP	RP	GREEN	139	9	(40)	108	48		48	67	(41)	AMBER	Spending this budget is always dependant on successful applicants being able to complete their project within the 1 year time frame or 6 months in case of a small capital grant. This year take up was slow but then resulted in the pot being oversubscribed in the December funding round. 21 applications were received with 12 being awarded a grant, meaning that much of the budget will not be claimed until the next financial year. Request to slip the balance.
	Customer and Community Services Total						782	90	83	955	382	141	523	758	(197)		

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Exp Code	2015/16 Approved Schemes	Project Manager	Priority	Original Completion Date	Expected Completion Date	Project RAG Status	2015/16 Original Budget	2014/15 Slippage	2015/16 Amend- ments	2015/16 Revised Budget	2015/16 Actual to Date	2015/16 Commitment to Date	2015/16 Total to Date	2015/16 Forecast Outturn	Variance between Forecast Outturn & Revised Budget	Outturn RAG Status	COMMENTS
							£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000		
	NEIGHBOURHOOD SERVICES																
74102/7601	Historic Building Grants - Enable grants to be offered to the owners of historic buildings to encourage their maintenance and upkeep.	K. Steptoe	Place	RP	RP	GREEN	55	14	(37)	32	39		39	45	13	AMBER	Claimants have 6 months from grant offer date to complete works. Maximum payment now £2,000 (hence small overspend this year). However, if a grant is approved for a property on the Buildings at Risk Register, maximum payment will be £10,000. Take up of grants in the first part of year has been limited leading to lower spend, therefore, £36,700 was slipped, but take up has now improved, therefore, negative slippage to apply at year end.
	Private Sector Improvement Grants																
72602/7601	Disabled Facilities (Govt funding of £293,126.78 rec'd for 15/16)	S. Winterburn	Place	RP	RP	GREEN	450	64	(164)	350	154		154	314	(36)	AMBER	Analysis of current cases gives confidence of spending £262k by year end, with a further £52k spend possible, depending on case progress. Unlikely to spend more than £313,800. Had hoped for a few quick showers, but referrals slowed and BC agency not able to take cases. Other agency takes longer, hence not now likely to increase spend much beyond existing cases. This additional underspend is not needed to add as slippage as there is no indication at this stage of referrals increasing to match previous trend.
72605/7601	Disabled Facilities - Discretionary	S. Winterburn	Place	RP	RP	GREEN	90		(40)	50			-	5	(45)	RED	Maximum spend on Discretionary DFG will be £5k. No other DDFGs in pipeline.
72606/7601	Decent Home Grants	S. Winterburn	Place	RP	RP	GREEN	200		(20)	180	14		14	30	(150)	RED	Spend + current commitment is around £16k. Some buffer still required for emergency works though £30K will now be sufficient, as fewer boiler enquiries received in milder weather.The impact of Housing Assessments under the new Care Act is not yet known. However, given the current absence of such referrals, and time from initial assessment to completion of works, it is not necessary to slip the predicted £150k underspend. The level of referrals from health & care partners to tackle unsuitable housing is likely to develop, which together with trends suggests the existing 16/17 DHG budget is sufficient to meet likely demand.
72604/7601	Energy Grants	S. Winterburn	Place	RP	RP	GREEN	39			39			-	1	(38)	RED	Low spend to date, as other free schemes continuing until April 2017. Officers were involved in 3 external funding bids for new schemes, which might have called upon this budget, but have recently been advised were unsuccessful. Spend of up to £1k likely. Recommend slipping all of underspend to 2016/17 as Fuel Poverty strategy going to Ecex in February, containing measures for hard to treat homes which if agreed would require these funds.
71201/7513	Capital Salaries	P. Gregory	Place	RP	RP	GREEN	26			26			-	26	-	GREEN	
75160/7502	River & Watercourse Structures - Improve, maintain & renew structures along rivers and watercourses to alleviate possible flooding throughout the district.	G. Field	Prosperity	RP	RP	GREEN	47	40		87	78	4	82	87	-	GREEN	Flood alleviation works have been identified and work is ongoing, some require EA approval. The final reports for the weir gates have been received which include recommendations for future remedial works and a programme of maintenance works. Structural remedial & maintenance works on EH owned bridges will progress throughout 2015/2016 depending on priority and budgets available
75162/7601	Repairs & Renewals Scheme (Flood Grants)	G. Field	Prosperity	Mar-15	Jun-15	AMBER			20	20	20		20	20	-	GREEN	Scheme completed, fully funded from DEFRA
75172/7502	Air Quality Capital Grant Scheme - Subway improvement works in Hertford to include bespoke artwork & signage	G. Field	Place	Jul-15	Jul-15	GREEN			31	31	29	2	31	31	-	GREEN	Works on both subways are now complete. Official opening was on Sept 10th with a final report being sent to DEFRA January. Fully funded from DEFRA.
75163/7502	Land Management Programme - Land Management Asset Register & Associated Works	G. Field	Prosperity	RP	RP	GREEN	20		30	50	1	9	10	24	(26)	RED	Survey works are progressing. £4,130 salary costs capitalised from this scheme. Request to slip £26k as work in respect of this only commenced in September and the wet weather.
75173/7531	Air Pollution Monitoring Equipment	G. Field	Prosperity							-			-	20	20	GREEN	Fully funded from contribution from HCC
	Neighbourhood Services Total						927	118	(180)	865	335	15	350	603	(262)		

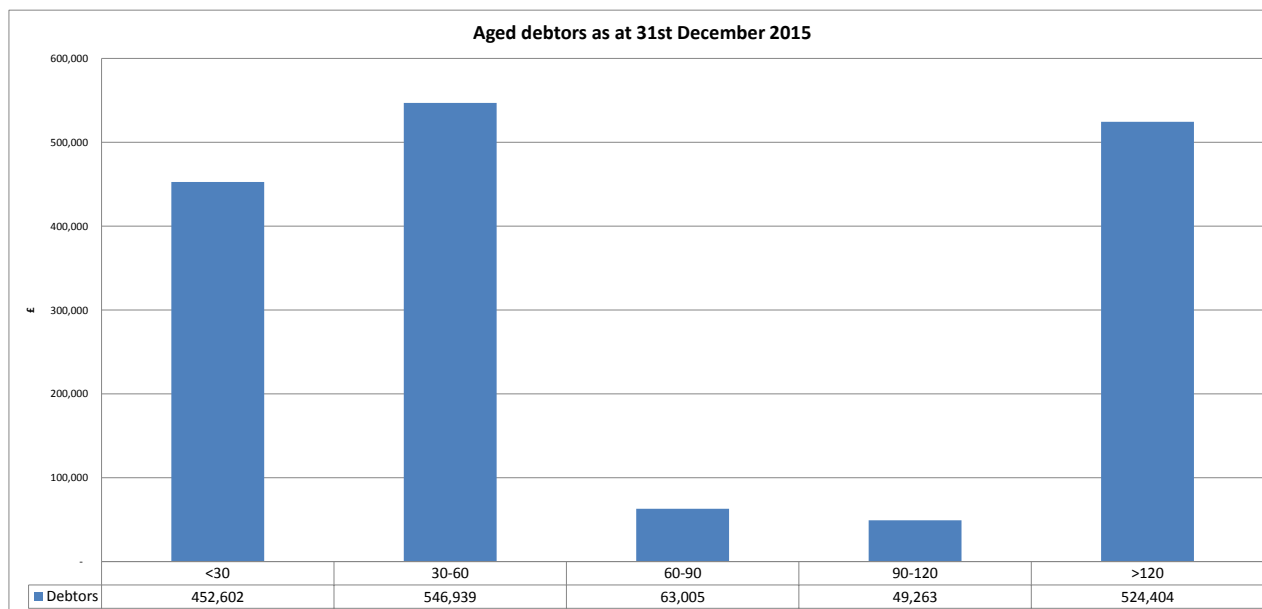
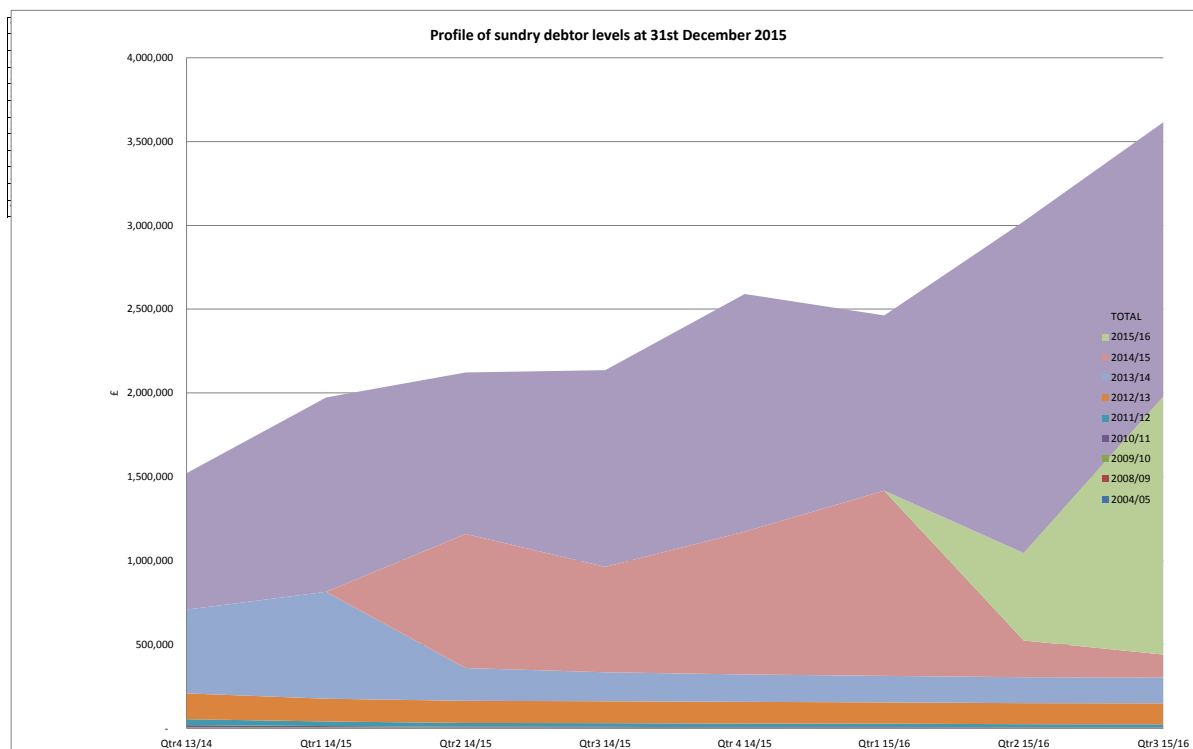
Exp Code	2015/16 Approved Schemes	Project Manager	Priority	Original Completion Date	Expected Completion Date	Project RAG Status	2015/16 Original Budget	2014/15 Slippage	2015/16 Amend-ments	2015/16 Revised Budget	2015/16 Actual to Date	2015/16 Commitment to Date	2015/16 Total to Date	2015/16 Forecast Outturn	Variance between Forecast Outturn & Revised Budget	Outturn RAG Status	COMMENTS
							£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000		
	FINANCE AND SUPPORT SERVICES																
72349/7502	Hartham Swimming Pool - Pool Hall Air Handling Renewal - to remove the existing unreliable air handling plant serving the pool hall & replace with a new energy efficient system	S. Whinnett & M. Kingsland	People	Aug-13	Jan-16	RED	135	4		139	(8)	8	-	139	-	GREEN	Completed during Xmas closure, awaiting invoices.
72353/7531	Fanshawe Swimming Pool - Joint Provision Pools (Ward Freman, Leventhorpe & Fanshawe) - Replacement Air Conditioning to Offices	S. Whinnett	People	Apr-14	Not known	RED	15		(15)	-	-	-	-	0	-	RED	Awaiting decision on joint provision capital expenditure, therefore, slipped into 16/17.
72343/7531	Grange Paddocks Swimming Pool - Renew Pool Heat Exchanger & defective pipework	S. Whinnett	People	Dec-14	Mar-16	RED			35	35	23		23	35	-	GREEN	Additional works required due to essential changes in design. Works commenced August, 95% completed. Remaining works having to be completed at night.
72355/7502	Specification stage. Reviewing design and requirements, to be completed by end of 2015/16	S. Whinnett & M. Kingsland	People	Jan-16	Mar-16	AMBER	35			35	-	-	-	35	-	GREEN	Specification stage. Reviewing design and requirements, to be completed by end of 2015/16
72351/7502	Hartham & Grange Paddocks Swimming Pool - Resurfacing & Lining. To provide clearly marked out car parking bays to enable efficient & effective parking by the public	S. Whinnett	People	Jun-15	Aug-15	AMBER	65			65	59		59	59	(6)	GREEN	Completed 28.8.15, small saving achieved.
	OPERATIONAL BUILDINGS												-				
71280/7502	Rolling programme for planned preventative capital maintenance of operational buildings	S. Whinnett & J. Earley	Prosperity	RP	RP	GREEN	250		(125)	125	-	-	-	51	(74)	RED	Balance to slip
	Hertford Theatre												-				
72706/7502	Entrance Lobby Roof - to replace the existing defective roof with new leak free, energy efficient roof and reduce overheating in the entrance lobby / foyer area in summer months	S. Whinnett & J. Earley	Prosperity	Sep-15	Aug-16	RED			1	1	1		1	1	-	RED	£20k 'drawn down' from Operational Buildings budget. Scheme agreed at CMT December 14. Request scheme to slip to 2016/17 as not considered safe to proceed this year due to a high level of other contractors & public access during the closed period in August. Spend to date relates to professional fees.
72707/7502	Energy Saving Auditorium Lighting - to replace the existing auditorium lighting with energy efficient / low maintenance LED lighting	S. Whinnett & J. Earley	Prosperity	Aug-15	Oct-15	AMBER			50	50	52		52	52	2	GREEN	£30k 'drawn down' from Operational Buildings budget. Scheme agreed at CMT December 14. Additional works are required to the emergency lighting circuit, therefore, additional £20k has been drawn down from Operational Buildings Rolling Programme budget. Completed.
72708/7502	To replace the existing defective building service control system with a new fully integrated system to ensure that the Building Services systems in the Theatre are efficiently controlled & achieve energy efficient use of the building services	S. Whinnett & J. Earley	Prosperity	Aug-15	Nov-15	AMBER			40	40	39		39	39	(1)	GREEN	£30k 'drawn down' from Operational Buildings budget. Scheme agreed at CMT December 14. Additional works are required following detailed analysis of existing systems, therefore, additional £10k has been drawn down from Operational Buildings Rolling Programme budget. Completed, some works had to be planned around bookings. Small saving achieved, therefore transferred back into Operational Buildings rolling programme for re-allocation.
71282/7502	Buntingford Service Centre - Air Conditioning to Office - to improve the working conditions for staff located in the front offices of the Service Centre by reducing temperatures in the summer months	S. Whinnett & J. Earley	Prosperity	Apr-15	Aug-15	RED			15	15	13		13	13	(2)	AMBER	Drawn down' from Operational Buildings budget. Scheme agreed at CMT December 14. Main works completed, saving achieved, therefore, balance transferred back into Operational Buildings rolling programme budget for re-allocation.
	Council Offices, Wallfields, Hertford									-			-				
71278/7502	Wallfields Offices - Refurbishment of Windows, to ensure the efficient and safe operation of the windows so as to provide a comfortable environment for staff	S. Whinnett	Prosperity	Aug-14	Dec-15	RED			15	15	1		1	15	-	GREEN	Works commenced. Further works requiring external access equipment.
71274/7502	Wallfields Offices - Boiler Room Works - refurbishment of certain elements of plant	S. Whinnett	Prosperity	-	-			(10)	10	-	-	-	-	0	-	GREEN	
71275/7502	Wallfields Offices - Refurbishment Works to Old Building, to include lighting replacement	S. Whinnett/T. Smith	Prosperity	-	-					-	1		1	1	1	RED	Small overspend due to additional works

Page 200 Exp Code	2015/16 Approved Schemes	Project Manager	Priority	Original Completion Date	Expected Completion Date	Project RAG Status	2015/16 Original Budget	2014/15 Slippage	2015/16 Amend-ments	2015/16 Revised Budget	2015/16 Actual to Date	2015/16 Commitment to Date	2015/16 Total to Date	2015/16 Forecast Outturn	Variance between Forecast Outturn & Revised Budget	Outturn RAG Status	COMMENTS
							£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000	£'000		
71203/7531	Replacement of Chairs & Desks	T. Smith	Prosperity	RP	RP	GREEN	10	(1)		9	10	2	12	13	4	AMBER	Demand led budget. Due to significant increase in the need for 'special' chairs, this budget will overspend.
71283/7503	Purchase of Old River Lane site, Bishop's Stortford	A. Taylor & S. Drinkwater	Prosperity	Oct-15	Oct-15	GREEN			19,550	19,550	20,496		20,496	20,496	946	GREEN	Completion taken place in October. Overspend in respect of fees funded from Commercial Property Fund reserve & New Homes Bonus
72568/7502	North Drive, Ware - reconstruct road & drainage	A. Osborne	Prosperity	Mar-10	Not known	RED	13	(1)		12	-	-	-	0	(12)	RED	The existing capital budget is insufficient to carry out any effective surfacing of this road so we are hoping to link the upgrade of the road to private developments that are coming forward in the local area. Negotiations currently underway. However, we are in the hands of the developers and due to the very wet weather, timings are unsure at this stage, therefore, request to slip into 16/17.
75157/7502	Footbridge over the River Stort, Bishop's Stortford	A. Osborne	Prosperity	Mar-10	Jul-15	RED		(2)	40	38	21		21	21	(17)	AMBER	Defects complete.
	ICT Schemes												-				
71414/7531	Replacement Infrastructure	P. Wain	Prosperity	RP	RP		35		9	44	1		1	44	-	GREEN	Processors purchased at a cost of £35k. Review taken place, upgrade to VMWare 7 needs to be scheduled. This is likely to require further investment in server blades. Timescales unsure & being reviewed.
71416/7531	Merging IT systems - Licensing & Env Health	B. Simmonds	Prosperity		Mar-16				68	68			-	68	-	AMBER	Licensing system is now live, Env Health project timescales being reconsidered, therefore possibility that some of budget may slip into 16/17. £15,150 salary costs being capitalised from this scheme.
71420/7531	Integrated Dev Mgt and Bldg Ctrl Systems	K. Steptoe	Prosperity					(19)	60	41	12		12	41	-	GREEN	Project completed. Awaiting final invoices. (Includes Land Charges)
71431/7531	Establishment of LES & internet links to replace MPLS	H. Lewis	Prosperity	-	Dec-15			19	44	63	12		12	63	-	GREEN	Wide area network completed & telephony to be completed February.
71435/7531	Funding for Applications	P. Tyler	Prosperity	RP	RP		16			16	2	5	7	16	-	GREEN	Budget in place to allow appropriate ICT schemes to go forward upon provision of appropriate business case.
71437/7531	Windows Server Licensing	P. Wain	Prosperity	-	-		5	5	(10)	-			-	0	-	RED	Scheme deleted and funding transferred back into Applications budget.
71439/7531	Service Desk & Utilities	H. Lewis	Prosperity	-	Mar-16		12		14	26			-	26	-	GREEN	Anticipate that project to review utilities will be complete by March 2016.
71440/7531	Shared service print investment costs 50%	H. Lewis	Prosperity	-				20		20			-	0	(20)	RED	To slip into 16/17 as procurement hasn't taken place as yet.
71441/7531	Shared service accommodation costs 50%	H. Lewis	Prosperity	-	-		7		(7)	-			-	0	-	RED	Scheme deleted and funding transferred back into Applications budget.
71442/7531	Revenues & Benefits Programme	H. Lewis	Prosperity	-	-		11		(11)	-			-	0	-	RED	Scheme deleted and funding transferred back into Applications budget.
71444/7531	BACS Software	P. Tyler	Prosperity	-	-				5	5	2		2	5	-	GREEN	
71449/7531	New Desktop Software	H. Lewis	Prosperity	-	-				5	5	1		1	5	-	GREEN	Demand led budget
71452/7531	Business Objects Licensing	H. Lewis	Prosperity	-	-			42		42	42		42	42	-	GREEN	Completed.
71451/7531	Telephony Software Licensing	H. Lewis	Prosperity	-	-			3		3			-	3	-	GREEN	
71453/7531	New HR & Payroll System	P. Tyler	Prosperity	-	-				55	55			-	0	(55)	RED	The HR & Payroll project has slipped as procurement is not yet complete. The anticipated commencement of this work is Q1 of 16/17. HL to liaise with EF regarding the timescales of the project and to provide a full update at the next ITSG meeting.
71454/7531	Liberty Telephone Platform	P. Tyler	Prosperity	-	-				20	20			-	20	-	GREEN	Scheduled to be completed before March 2016.
71455/7531	WIFI Project	H. Lewis	Prosperity	-	Nov-15				77	77	60		60	77	-	GREEN	Project completed.
71456/7531	Client Equipment	H. Lewis	Prosperity	-	-				35	35	20		20	35	-	GREEN	Rolling budget for new and replacement client equipment
71457/7531	Corporate Scanners	H. Lewis	Prosperity	-	-				19	19	19		19	19	-	GREEN	Approved by CMT - complete
71458/7531	Electoral Management Software	J. Hughes	Prosperity						75	75			-	0	(75)	RED	Scheme approved at CMT 13.10.15. To be drawn down from Rolling Programme. Scheme is now programmed for 16/17.
71450/7531	Rolling programme to be utilised on ICT projects subject to ITSG review	H. Lewis	Prosperity	RP	RP		400		(161)	239			-	39	(200)	RED	Budget in place to allow appropriate ICT schemes to go forward upon provision of appropriate business case. Currently £200k of this budget remains uncommitted. There is currently no recommendation to adjust the budget for this projected underspend at this stage in the financial year.
	Finance & Support Services Total						1,009	60	19,913	20,982	20,879	15	20,894	21,473	491		

2015/16 Savings Tracker

		Saving Target	Forecast Saving	Variance	RAG Status	Comments	HOS Responsible
		£'000	£'000	£'000			
Neighbourhood Services	Community Safety & Health						
	Land Management scheme	(2.5)	(2.5)			Savings target will be achieved	BS
	Public Sector Housing	(19.0)	(19.0)	-		Savings target will be achieved	BS
	Customer and Community Services Total:	(21.5)	(21.5)	-			
Customer and Community Services	Environmental Services						
	Customer & Community Admin	(1.1)	(1.1)	-		Savings target will be achieved	CC
	Hertford Theatre						
	Business Plan savings	(14.3)	(14.3)	-		Savings target will be achieved	WO'N
	Revenue Effects on Capital						
	Bell Street Public Conveniences modernisation	(5.6)	(5.6)	-		Savings target will be achieved	CC
	Leisure - Hertford Pavillion	(7.0)	(7.0)	-		Savings target will be achieved	WO'N
	Neighbourhood Services Total:	(28.0)	(28.0)	-			
Finance and Support Services	Democratic & Legal Services						
	Legal services - Third Party payments	(7.6)	(7.6)	-		Savings target will be achieved	JH
	Corportate & Democratic Core						
	Bad Debt Proivision	(40.0)	(40.0)	-		Savings target will be achieved	PG
	Banking contract	(10.0)	(10.0)	-		Savings target will be achieved	PG
	Finance and Support Services Total:	(57.6)	(57.6)	-			
Total:		(107.1)	(107.1)	-	100% of the 2015/16 Savings Target achieved		

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December/Quarter 3 Executive Corporate Healthcheck 2015/16



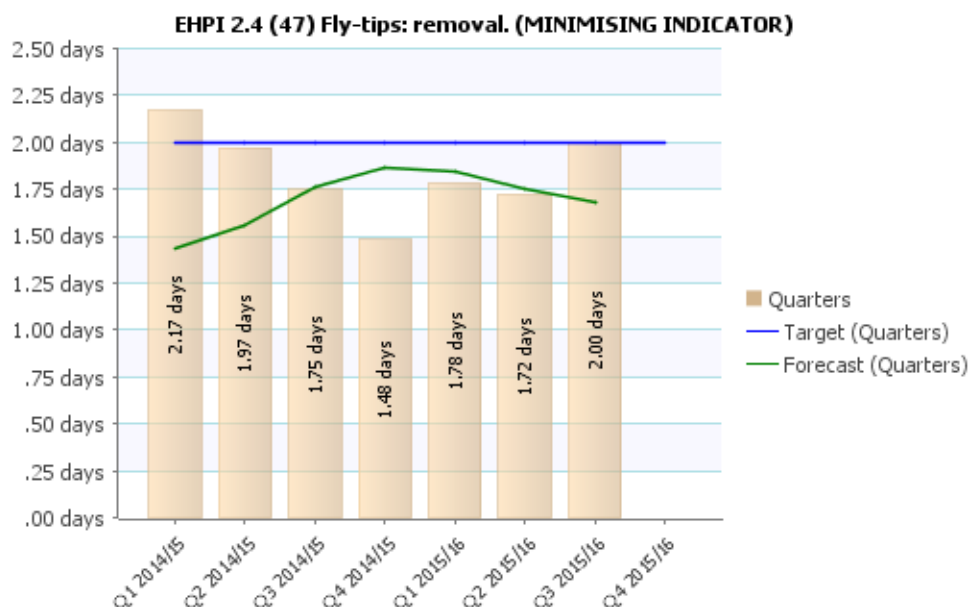
Directorate Customer and Community
Service Area Customer Services

PI Code & Short Name	EHPI 7.3 Percentage of appeals to the traffic penalty tribunal against the number of PCNs issued (MINIMISING INDICATOR)	Managed By	Andrew Pulham; Neil Sloper
		Short Term Trend Arrow	
		Long Term Trend Arrow	New indicator for 2015/16 therefore no long term trend can be analysed.
		Traffic Light Icon	
		Current Value	0.20%
		Current Target	0.35%
		Notes & History Latest Note	Performance exceeding target. 15 appeals received against a total of 6532 PCNs issued in the third quarter.
		Management Response / Action	No further management response required at this stage.

PI Code & Short Name	EHPI 7.2 Turnaround of PCN Challenges and Representations (MINIMISING INDICATOR)	Managed By	Andrew Pulham; Neil Sloper
		Short Term Trend Arrow	
		Long Term Trend Arrow	New indicator for 2015/16 therefore no long term trend can be analysed.
		Traffic Light Icon	
		Current Value	10 days
		Current Target	21 days
		Notes & History Latest Note	Performance exceeding target.
		Management Response / Action	No further management response required at this stage.

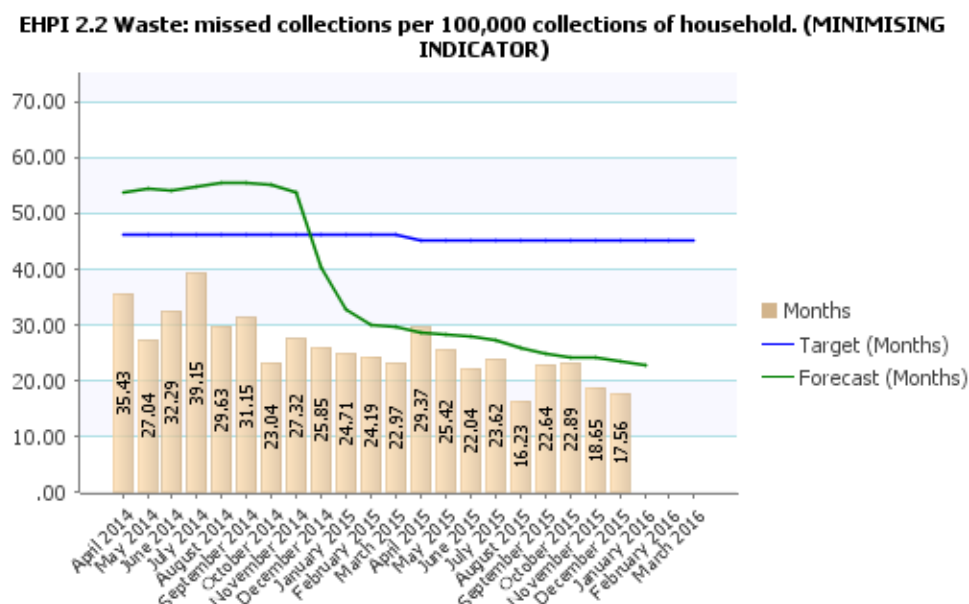
Directorate Customer and Community Services
Service Area Environmental Services and Leisure

PI Code & Short Name EHPI 2.4 (47) Fly-tips: removal. (MINIMISING INDICATOR)





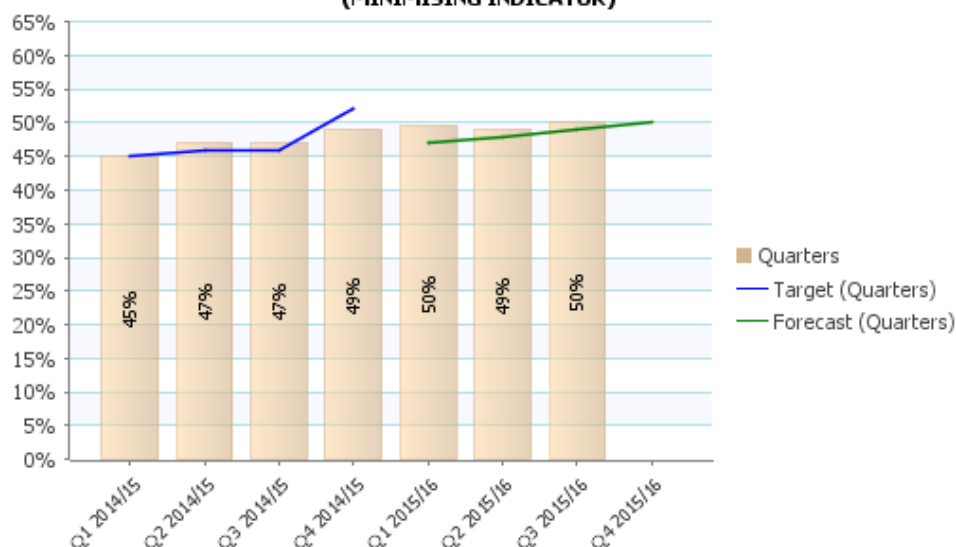
Managed By	Cliff Cardoza; Karl Chui;
Short Term Trend Arrow	
Long Term Trend Arrow	
Traffic Light Icon	
Current Value	2.00 days
Current Target	2.00 days
Notes & History Latest Note	Performance is still on target of 2 days, although performance not quite as good as previous quarter due to an increased number of fly tips removed and some larger fly tips which required specialist contractors.
Management Response / Action	No further management response required at this stage.



PI Code & Short Name EHPI 2.2 Waste: missed collections per 100,000 collections of household. (MINIMISING INDICATOR)

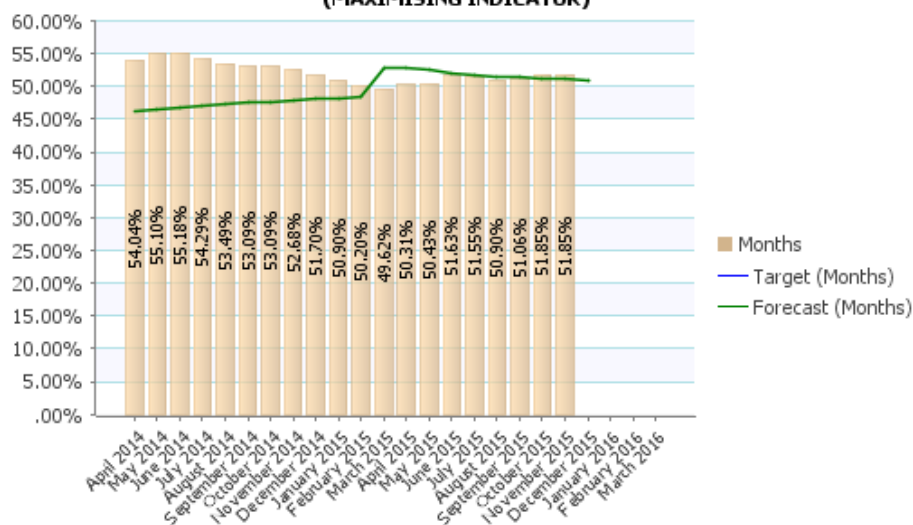


Managed By	Cliff Cardoza;
Short Term Trend Arrow	
Long Term Trend Arrow	
Traffic Light Icon	
Current Value	17.56
Current Target	45.00
Notes & History Latest Note	December generally sees missed collections fall. Well below target and also below the previous month. Anticipate an increase for January as a result of Christmas and adjusted collections.
Management Response / Action	No further management response required at this stage.

PI Code & Short Name	EHPI 2.6 Percentage of residual waste (refuse) sent for disposal out of the total collected. (MINIMISING INDICATOR)	Managed By	Cliff Cardoza;
EHPI 2.6 Percentage of residual waste (refuse) sent for disposal out of the total collected. (MINIMISING INDICATOR)		Short Term Trend Arrow	
		Long Term Trend Arrow	
		Traffic Light Icon	N/A - Trend only indicator
		Current Value	49%
		Current Target	N/A - Trend only indicator
		Notes & History Latest Note	This is a rolling period from September to November 2015. Waste is growing as the economy improves and dry recycling (paper) is reducing due to increase use of electronic media.
		Management Response / Action	No further management response required at this stage.



PI Code & Short Name	EHPI 192 Percentage of household waste sent for reuse, recycling and composting. (MAXIMISING INDICATOR)	Managed By	Cliff Cardoza;
EHPI 192 Percentage of household waste sent for reuse, recycling and composting. (MAXIMISING INDICATOR)		Short Term Trend Arrow	
		Long Term Trend Arrow	
		Traffic Light Icon	N/A - Trend only indicator
		Current Value	51.85%
		Current Target	N/A - Trend only indicator
		Notes & History Latest Note	No status note has been added.
		Management Response / Action	No further management response required at this stage.

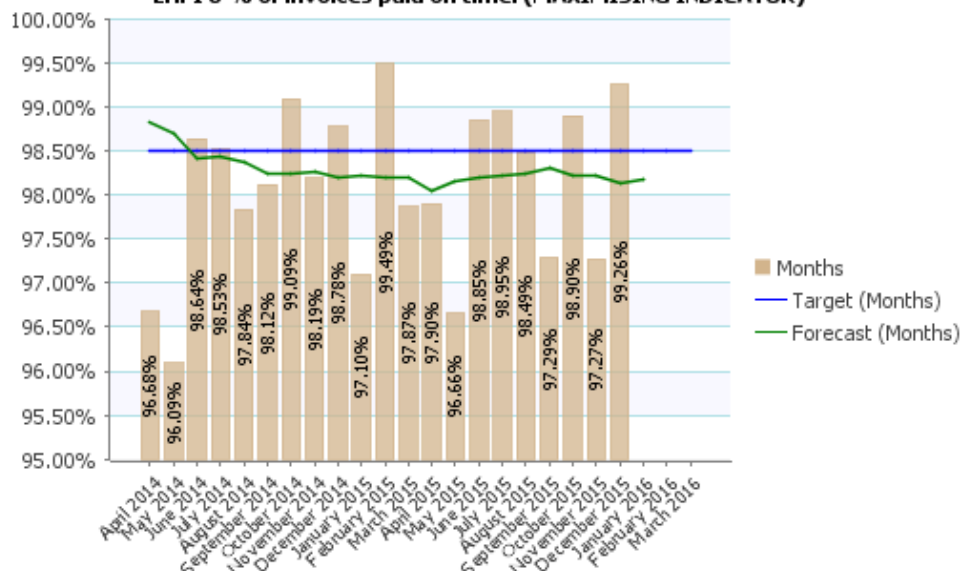


Directorate Finance and Support Services
Service Area Governance and Risk Management

PI Code & Short Name

EHPI 8 % of invoices paid on time.
(MAXIMISING INDICATOR)

EHPI 8 % of invoices paid on time. (MAXIMISING INDICATOR)



Managed By

Chris Gibson

Short Term Trend Arrow



Long Term Trend Arrow



Traffic Light Icon



Current Value

99.26%

Current Target

99.50%

Notes & History Latest Note

Target has been reached and exceeded expectations.

Management Response / Action

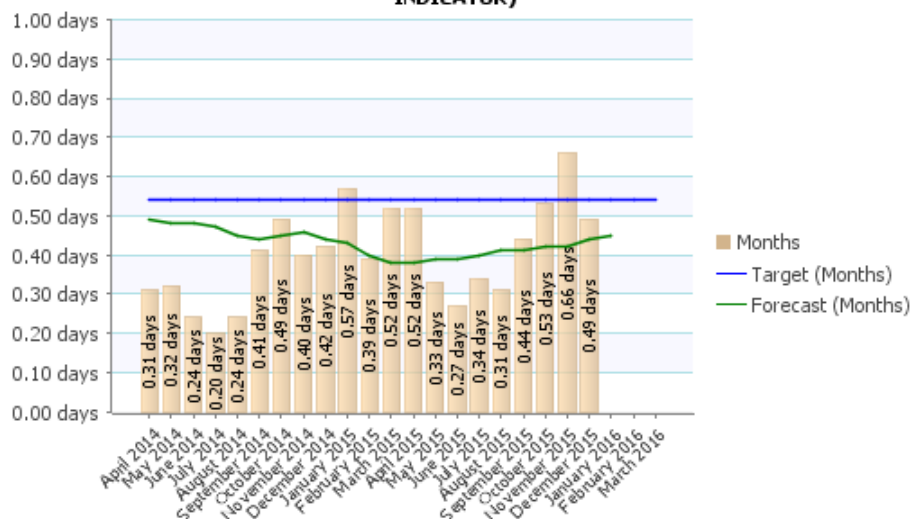
No further management response required at this stage.

Directorate Finance and Support Services
Service Area HR and Organisational Development

PI Code & Short Name

EHPI 12c Total number of sickness absence days per FTE staff in post (MINIMISING INDICATOR)

EHPI 12c Total number of sickness absence days per FTE staff in post (MINIMISING INDICATOR)



Managed By

Vicki David; Emma Freeman; Adele Taylor

Short Term Trend Arrow



Long Term Trend Arrow



Traffic Light Icon



Current Value

0.49 days

Current Target

0.54 days

Notes & History Latest Note

Total absence for the year so far is 3.86 days (end of year target is 6.5 days)

Management Response / Action

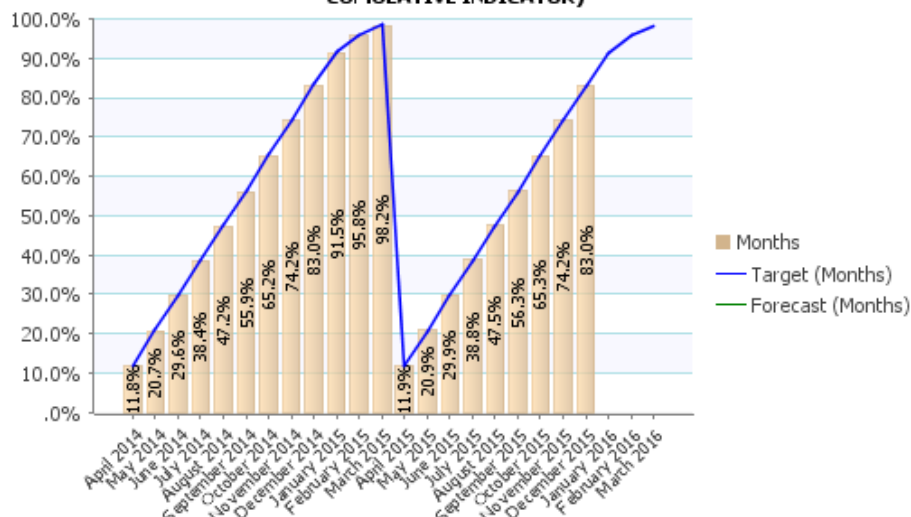
No further management response required at this stage.

Directorate Finance and Support Services
Service Area Revenues and Benefits

PI Code & Short Name

EHPI 10.2 Council tax collection, % of current year liability collected. (MAXIMISING CUMULATIVE INDICATOR)

EHPI 10.2 Council tax collection, % of current year liability collected. (MAXIMISING CUMULATIVE INDICATOR)



Managed By

Su Tarran; Adele Taylor

Short Term Trend Arrow



Long Term Trend Arrow

N/A – Cumulative indicator

Traffic Light Icon



Current Value

83.0%

Current Target

83.0%

Notes & History Latest Note

Performance on target.

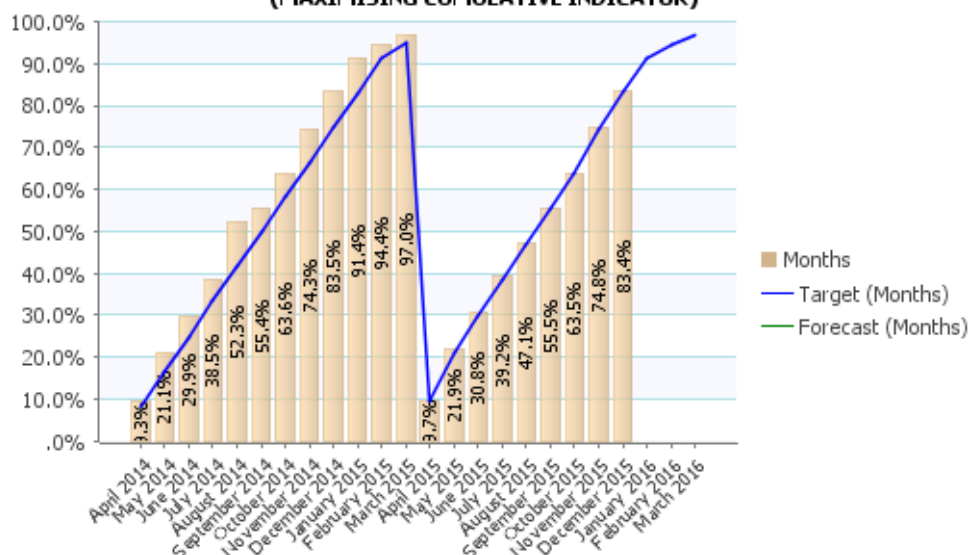
Management Response / Action

No further management response required at this stage.

PI Code & Short Name

EHPI 10.4 NNDR (Business rates) collection, % of current year liability collected. (MAXIMISING CUMULATIVE INDICATOR)

EHPI 10.4 NNDR (Business rates) collection, % of current year liability collected. (MAXIMISING CUMULATIVE INDICATOR)



Managed By

Su Tarran; Adele Taylor

Short Term Trend Arrow



Long Term Trend Arrow

N/A – Cumulative indicator

Traffic Light Icon



Current Value

83.4%

Current Target




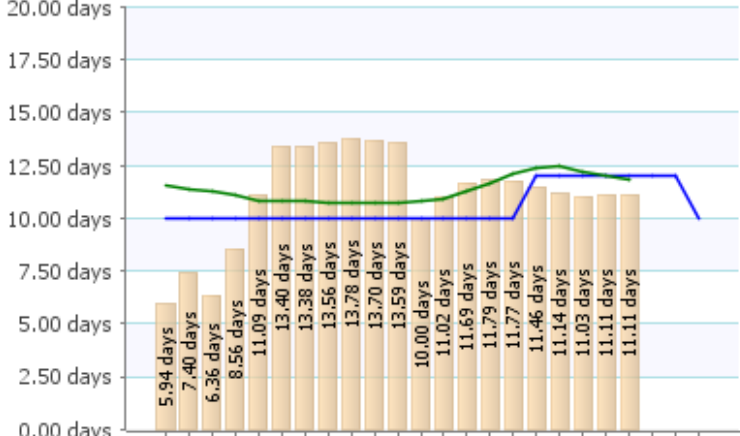
83.5%

Notes & History Latest Note

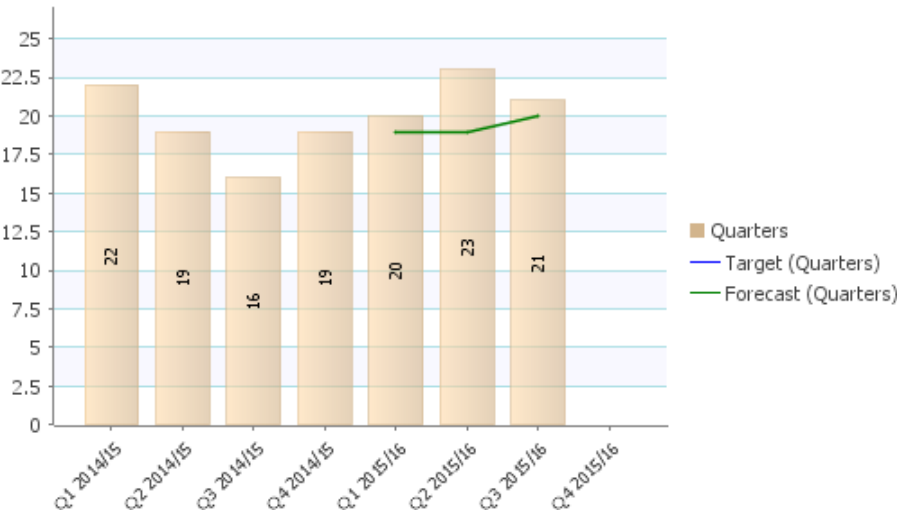
Performance on target.

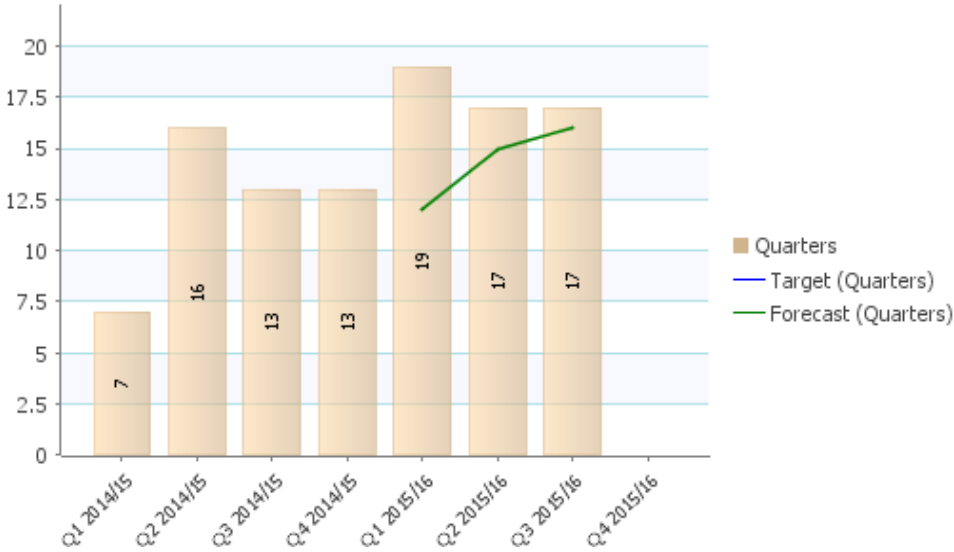


Management Response / Action

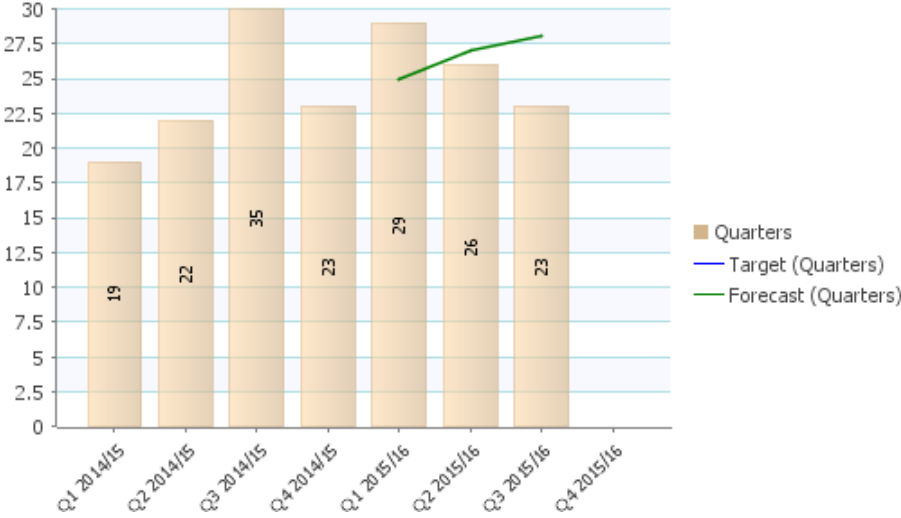


No further management response required at this stage.

PI Code & Short Name	EHPI 181 Time taken to process Housing Benefit new claims and change events. (MINIMISING INDICATOR)		Managed By	Su Tarran; Adele Taylor
EHPI 181 Time taken to process Housing Benefit new claims and change events. (MINIMISING INDICATOR)			Short Term Trend Arrow	
			Long Term Trend Arrow	
			Traffic Light Icon	
			Current Value	11.11 days
			Current Target	12.00 days
<div><p>20.00 days 17.50 days 15.00 days 12.50 days 10.00 days 7.50 days 5.00 days 2.50 days 0.00 days</p><p>April 2014 5.94 days May 2014 7.40 days June 2014 6.36 days July 2014 8.56 days August 2014 11.09 days September 2014 13.40 days October 2014 13.38 days November 2014 13.56 days December 2014 13.78 days January 2015 13.70 days February 2015 13.59 days March 2015 10.00 days April 2015 11.02 days May 2015 11.69 days June 2015 11.79 days July 2015 11.77 days August 2015 11.46 days September 2015 11.14 days October 2015 11.03 days November 2015 11.11 days December 2015 11.11 days January 2016 February 2016 March 2016</p><p>Months Target (Months) Forecast (Months)</p></div>			Notes & History Latest Note	Performance exceeding target. Performance for the Period 3 November 2015 to 1 December 2015 is 11.11 days,
			Management Response / Action	No further management response required at this stage.

Directorate Neighbourhood Services
Service Area Housing

PI Code & Short Name	EHPI 151 Number of homeless households living in temporary accommodation at the end of the quarter. (MINIMISING INDICATOR)	Managed By	Simon Drinkwater																		
		Short Term Trend Arrow	↑																		
		Long Term Trend Arrow	↓																		
		Traffic Light Icon	N/A - Trend only indicator																		
		Current Value	21																		
		Current Target	N/A - Trend only indicator																		
<div>EHPI 151 Number of homeless households living in temporary accommodation at the end of the quarter. (MINIMISING INDICATOR)</div> <div><table><thead><tr><th>Quarter</th><th>Value</th></tr></thead><tbody><tr><td>Q1 2014/15</td><td>22</td></tr><tr><td>Q2 2014/15</td><td>19</td></tr><tr><td>Q3 2014/15</td><td>16</td></tr><tr><td>Q4 2014/15</td><td>19</td></tr><tr><td>Q1 2015/16</td><td>20</td></tr><tr><td>Q2 2015/16</td><td>23</td></tr><tr><td>Q3 2015/16</td><td>21</td></tr><tr><td>Q4 2015/16</td><td>-</td></tr></tbody></table><div>■ Quarters — Target (Quarters) — Forecast (Quarters)</div></div>		Quarter	Value	Q1 2014/15	22	Q2 2014/15	19	Q3 2014/15	16	Q4 2014/15	19	Q1 2015/16	20	Q2 2015/16	23	Q3 2015/16	21	Q4 2015/16	-	Notes & History Latest Note	At the end of December there were 21 households in temporary accommodation. The council owned temporary accommodation (hostel) remains full with 12 households. Two households were in B&B, both were single applicants where a decision on the homeless duty owed has yet to be made. Six households were in temporary supported accommodation for people with mental health issues and one household was in a long-term private sector leased property.
		Quarter	Value																		
Q1 2014/15	22																				
Q2 2014/15	19																				
Q3 2014/15	16																				
Q4 2014/15	19																				
Q1 2015/16	20																				
Q2 2015/16	23																				
Q3 2015/16	21																				
Q4 2015/16	-																				
Management Response / Action	No further management response required at this stage.																				

PI Code & Short Name		EHPI 152 The number of applicants accepted as owed the main homelessness duty to secure accommodation. (MINIMISING INDICATOR)	
EHPI 152 The number of applicants accepted as owed the main homelessness duty to secure accommodation. (MINIMISING INDICATOR)			
Managed By		Simon Drinkwater	
Short Term Trend Arrow			
Long Term Trend Arrow			
Traffic Light Icon		N/A - Trend only indicator	
Current Value		17	
Current Target		N/A - Trend only indicator	
Notes & History Latest Note		The number of homeless acceptances in this quarter was 17. The cumulative total is 53 households for 2015/16 compared to 36 households for the first three quarters of 2014/15. The primary reason for the homelessness remains the end of a private sector assured short hold tenancy because the landlord requires the property back.	
Management Response / Action		No further management response required at this stage.	

PI Code & Short Name	EHPI 153 Number of applicants that presented to the council as homeless. (MINIMISING INDICATOR)	Managed By	Simon Drinkwater																	
<div>EHPI 153 Number of applicants that presented to the council as homeless. (MINIMISING INDICATOR)</div>  <table data-bbox="75 519 979 1034"><tr><th>Quarter</th><th>Value</th></tr><tr><td>Q1 2014/15</td><td>19</td></tr><tr><td>Q2 2014/15</td><td>22</td></tr><tr><td>Q3 2014/15</td><td>35</td></tr><tr><td>Q4 2014/15</td><td>23</td></tr><tr><td>Q1 2015/16</td><td>29</td></tr><tr><td>Q2 2015/16</td><td>26</td></tr><tr><td>Q3 2015/16</td><td>23</td></tr><tr><td>Q4 2015/16</td><td>28</td></tr></table>	Quarter	Value	Q1 2014/15	19	Q2 2014/15	22	Q3 2014/15	35	Q4 2014/15	23	Q1 2015/16	29	Q2 2015/16	26	Q3 2015/16	23	Q4 2015/16	28	Short Term Trend Arrow	
	Quarter	Value																		
	Q1 2014/15	19																		
	Q2 2014/15	22																		
	Q3 2014/15	35																		
	Q4 2014/15	23																		
Q1 2015/16	29																			
Q2 2015/16	26																			
Q3 2015/16	23																			
Q4 2015/16	28																			
Long Term Trend Arrow																				
Traffic Light Icon	N/A - Trend only indicator																			
Current Value	23																			
Current Target	N/A - Trend only indicator																			
Notes & History Latest Note	The third quarter recorded 23 households as presenting as homeless compared to 35 for the same quarter 2014/15. The cumulative total for 2015/16 is 78 compared to 76 for the same three quarters in 2014/15. The primary reasons remains the end of an assured short hold tenancy in the private sector where the landlord wants the property back to either sell or re-let at a higher rent.																			
Management Response / Action	No further management response required at this stage.																			

Directorate Neighbourhood Services
Service Area Planning and Building Control

PI Code & Short Name

EHPI 157b Processing of planning applications: Minor applications. (MAXIMISING INDICATOR)

Managed By

Simon Drinkwater;
Kevin Steptoe; Alison Young

Short Term Trend Arrow



Long Term Trend Arrow



Traffic Light Icon



Current Value

85.00%

Current Target

80.00%

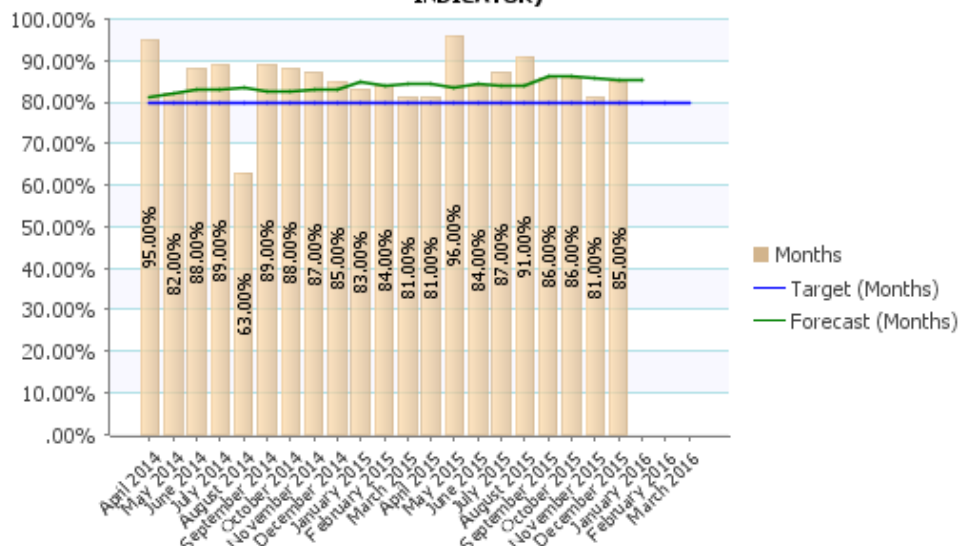
Notes & History Latest Note

Performance exceeding target with 28 out of 33 applications processed on time.

Management Response / Action

Performance in December is only 0.42% off the against the long term trend, therefore no management response required at this stage.

EHPI 157b Processing of planning applications: Minor applications. (MAXIMISING INDICATOR)



PI Code & Short Name

EHPI 157a Processing of planning applications: Major applications. (MAXIMISING INDICATOR)

Managed By

Simon Drinkwater;
Kevin Steptoe; Alison Young

Short Term Trend Arrow



Long Term Trend Arrow



Traffic Light Icon



Current Value

100.00%

Current Target

60.00%

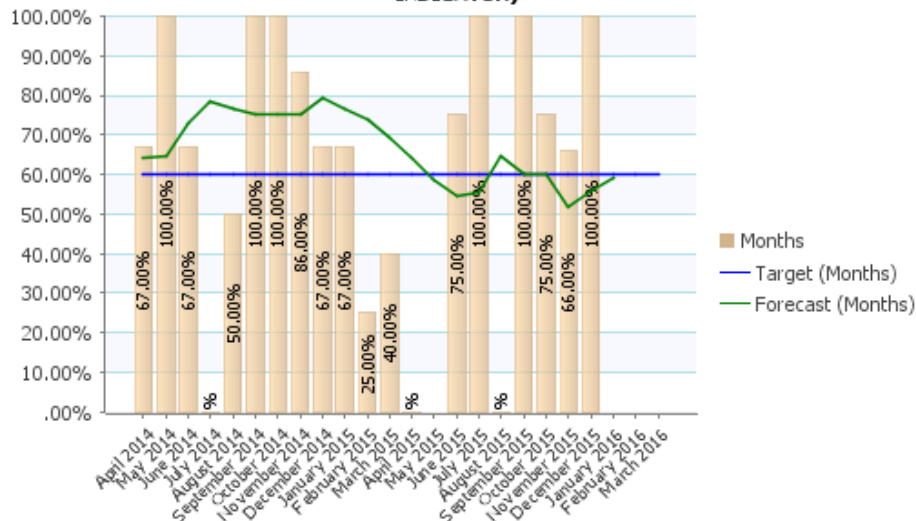
Notes & History Latest Note

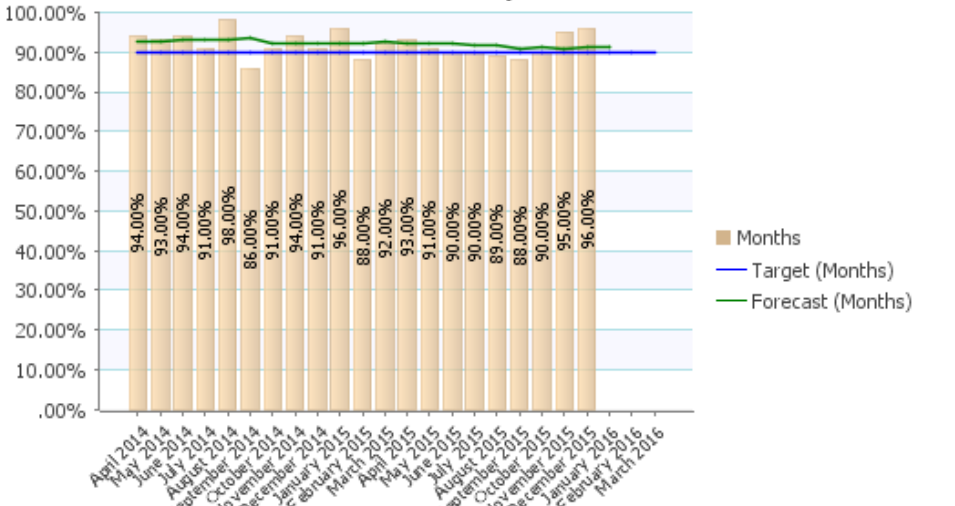
Performance is exceeding target with 5 out of 5 applications processed on time.

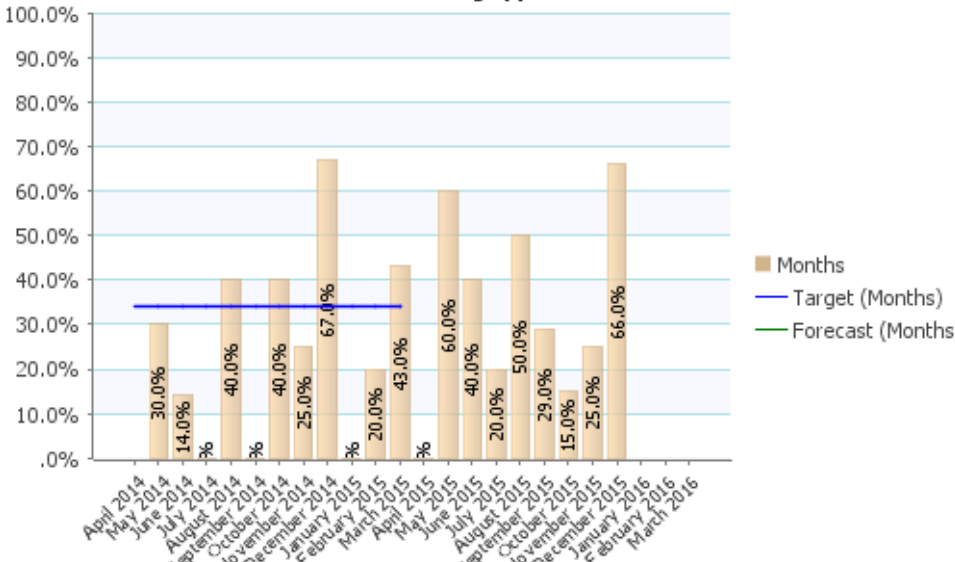
Management Response / Action


No further management response required at this stage.

EHPI 157a Processing of planning applications: Major applications. (MAXIMISING INDICATOR)



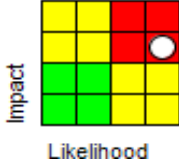
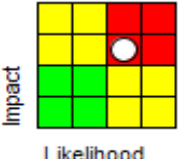
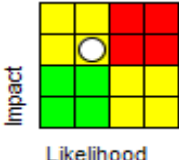
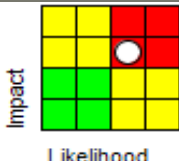
PI Code & Short Name	EHPI 157c Processing of planning applications: Other applications. (MAXIMISING INDICATOR)	Managed By	Simon Drinkwater; Kevin Steptoe; Alison Young																																																																																																				
<p>EHPI 157c Processing of planning applications: Other applications. (MAXIMISING INDICATOR)</p>  <p>Legend: Months (orange bars), Target (Months) (blue line), Forecast (Months) (green line)</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Months (%)</th> <th>Target (%)</th> <th>Forecast (%)</th> </tr> </thead> <tbody> <tr><td>April 2014</td><td>94.00%</td><td>90.00%</td><td>91.00%</td></tr> <tr><td>May 2014</td><td>93.00%</td><td>90.00%</td><td>91.00%</td></tr> <tr><td>June 2014</td><td>94.00%</td><td>90.00%</td><td>91.00%</td></tr> <tr><td>July 2014</td><td>91.00%</td><td>90.00%</td><td>91.00%</td></tr> <tr><td>August 2014</td><td>98.00%</td><td>90.00%</td><td>91.00%</td></tr> <tr><td>September 2014</td><td>86.00%</td><td>90.00%</td><td>91.00%</td></tr> <tr><td>October 2014</td><td>91.00%</td><td>90.00%</td><td>91.00%</td></tr> <tr><td>November 2014</td><td>94.00%</td><td>90.00%</td><td>91.00%</td></tr> <tr><td>December 2014</td><td>91.00%</td><td>90.00%</td><td>91.00%</td></tr> <tr><td>January 2015</td><td>96.00%</td><td>90.00%</td><td>91.00%</td></tr> <tr><td>February 2015</td><td>88.00%</td><td>90.00%</td><td>91.00%</td></tr> <tr><td>March 2015</td><td>92.00%</td><td>90.00%</td><td>91.00%</td></tr> <tr><td>April 2015</td><td>93.00%</td><td>90.00%</td><td>91.00%</td></tr> <tr><td>May 2015</td><td>91.00%</td><td>90.00%</td><td>91.00%</td></tr> <tr><td>June 2015</td><td>90.00%</td><td>90.00%</td><td>91.00%</td></tr> <tr><td>July 2015</td><td>90.00%</td><td>90.00%</td><td>91.00%</td></tr> <tr><td>August 2015</td><td>89.00%</td><td>90.00%</td><td>91.00%</td></tr> <tr><td>September 2015</td><td>88.00%</td><td>90.00%</td><td>91.00%</td></tr> <tr><td>October 2015</td><td>90.00%</td><td>90.00%</td><td>91.00%</td></tr> <tr><td>November 2015</td><td>95.00%</td><td>90.00%</td><td>91.00%</td></tr> <tr><td>December 2015</td><td>96.00%</td><td>90.00%</td><td>91.00%</td></tr> <tr><td>January 2016</td><td></td><td>90.00%</td><td>91.00%</td></tr> <tr><td>February 2016</td><td></td><td>90.00%</td><td>91.00%</td></tr> <tr><td>March 2016</td><td></td><td>90.00%</td><td>91.00%</td></tr> </tbody> </table>		Month	Months (%)	Target (%)	Forecast (%)	April 2014	94.00%	90.00%	91.00%	May 2014	93.00%	90.00%	91.00%	June 2014	94.00%	90.00%	91.00%	July 2014	91.00%	90.00%	91.00%	August 2014	98.00%	90.00%	91.00%	September 2014	86.00%	90.00%	91.00%	October 2014	91.00%	90.00%	91.00%	November 2014	94.00%	90.00%	91.00%	December 2014	91.00%	90.00%	91.00%	January 2015	96.00%	90.00%	91.00%	February 2015	88.00%	90.00%	91.00%	March 2015	92.00%	90.00%	91.00%	April 2015	93.00%	90.00%	91.00%	May 2015	91.00%	90.00%	91.00%	June 2015	90.00%	90.00%	91.00%	July 2015	90.00%	90.00%	91.00%	August 2015	89.00%	90.00%	91.00%	September 2015	88.00%	90.00%	91.00%	October 2015	90.00%	90.00%	91.00%	November 2015	95.00%	90.00%	91.00%	December 2015	96.00%	90.00%	91.00%	January 2016		90.00%	91.00%	February 2016		90.00%	91.00%	March 2016		90.00%	91.00%	<p>Short Term Trend Arrow</p> <p>Short Term Trend Arrow</p> <p>Long Term Trend Arrow</p> <p>Long Term Trend Arrow</p> <p>Traffic Light Icon</p> <p>Traffic Light Icon</p> <p>Current Value</p> <p>96.00%</p> <p>Current Target</p> <p>90.00%</p>	<p>↑</p> <p>↑</p> <p>✓</p>
Month	Months (%)	Target (%)	Forecast (%)																																																																																																				
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Notes & History Latest Note		Performance is exceeding target with 129 out of 134 applications processed on time.																																																																																																					
Management Response / Action		No further management response required at this stage.																																																																																																					

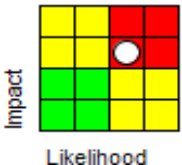
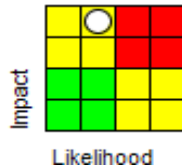
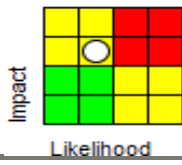
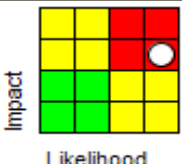
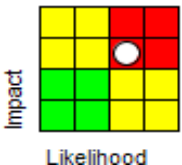
PI Code & Short Name	EHPI 204 Planning appeals allowed	Managed By	Simon Drinkwater; Kevin Steptoe; Alison Young																																																																																																				
<p>EHPI 204 Planning appeals allowed</p>  <p>Legend: Months (orange bars), Target (Months) (blue line), Forecast (Months) (green line)</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Months (%)</th> <th>Target (%)</th> <th>Forecast (%)</th> </tr> </thead> <tbody> <tr><td>April 2014</td><td>30.0%</td><td>34.0%</td><td>34.0%</td></tr> <tr><td>May 2014</td><td>14.0%</td><td>34.0%</td><td>34.0%</td></tr> <tr><td>June 2014</td><td>3%</td><td>34.0%</td><td>34.0%</td></tr> <tr><td>July 2014</td><td>40.0%</td><td>34.0%</td><td>34.0%</td></tr> <tr><td>August 2014</td><td>3%</td><td>34.0%</td><td>34.0%</td></tr> <tr><td>September 2014</td><td>40.0%</td><td>34.0%</td><td>34.0%</td></tr> <tr><td>October 2014</td><td>25.0%</td><td>34.0%</td><td>34.0%</td></tr> <tr><td>November 2014</td><td>67.0%</td><td>34.0%</td><td>34.0%</td></tr> <tr><td>December 2014</td><td>3%</td><td>34.0%</td><td>34.0%</td></tr> <tr><td>January 2015</td><td>20.0%</td><td>34.0%</td><td>34.0%</td></tr> <tr><td>February 2015</td><td>43.0%</td><td>34.0%</td><td>34.0%</td></tr> <tr><td>March 2015</td><td>3%</td><td>34.0%</td><td>34.0%</td></tr> <tr><td>April 2015</td><td>60.0%</td><td>34.0%</td><td>34.0%</td></tr> <tr><td>May 2015</td><td>40.0%</td><td>34.0%</td><td>34.0%</td></tr> <tr><td>June 2015</td><td>20.0%</td><td>34.0%</td><td>34.0%</td></tr> <tr><td>July 2015</td><td>50.0%</td><td>34.0%</td><td>34.0%</td></tr> <tr><td>August 2015</td><td>29.0%</td><td>34.0%</td><td>34.0%</td></tr> <tr><td>September 2015</td><td>15.0%</td><td>34.0%</td><td>34.0%</td></tr> <tr><td>October 2015</td><td>25.0%</td><td>34.0%</td><td>34.0%</td></tr> <tr><td>November 2015</td><td>66.0%</td><td>34.0%</td><td>34.0%</td></tr> <tr><td>December 2015</td><td></td><td>34.0%</td><td>34.0%</td></tr> <tr><td>January 2016</td><td></td><td>34.0%</td><td>34.0%</td></tr> <tr><td>February 2016</td><td></td><td>34.0%</td><td>34.0%</td></tr> <tr><td>March 2016</td><td></td><td>34.0%</td><td>34.0%</td></tr> </tbody> </table>		Month	Months (%)	Target (%)	Forecast (%)	April 2014	30.0%	34.0%	34.0%	May 2014	14.0%	34.0%	34.0%	June 2014	3%	34.0%	34.0%	July 2014	40.0%	34.0%	34.0%	August 2014	3%	34.0%	34.0%	September 2014	40.0%	34.0%	34.0%	October 2014	25.0%	34.0%	34.0%	November 2014	67.0%	34.0%	34.0%	December 2014	3%	34.0%	34.0%	January 2015	20.0%	34.0%	34.0%	February 2015	43.0%	34.0%	34.0%	March 2015	3%	34.0%	34.0%	April 2015	60.0%	34.0%	34.0%	May 2015	40.0%	34.0%	34.0%	June 2015	20.0%	34.0%	34.0%	July 2015	50.0%	34.0%	34.0%	August 2015	29.0%	34.0%	34.0%	September 2015	15.0%	34.0%	34.0%	October 2015	25.0%	34.0%	34.0%	November 2015	66.0%	34.0%	34.0%	December 2015		34.0%	34.0%	January 2016		34.0%	34.0%	February 2016		34.0%	34.0%	March 2016		34.0%	34.0%	<p>Short Term Trend Arrow</p> <p>Short Term Trend Arrow</p> <p>Long Term Trend Arrow</p> <p>Long Term Trend Arrow</p> <p>Traffic Light Icon</p> <p>N/A - Trend only indicator</p> <p>Current Value</p> <p>66.0%</p> <p>Current Target</p> <p>N/A - Trend only indicator</p>	<p>↓</p> <p>↓</p>
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February 2015	43.0%	34.0%	34.0%																																																																																																				
March 2015	3%	34.0%	34.0%																																																																																																				
April 2015	60.0%	34.0%	34.0%																																																																																																				
May 2015	40.0%	34.0%	34.0%																																																																																																				
June 2015	20.0%	34.0%	34.0%																																																																																																				
July 2015	50.0%	34.0%	34.0%																																																																																																				
August 2015	29.0%	34.0%	34.0%																																																																																																				
September 2015	15.0%	34.0%	34.0%																																																																																																				
October 2015	25.0%	34.0%	34.0%																																																																																																				
November 2015	66.0%	34.0%	34.0%																																																																																																				
December 2015		34.0%	34.0%																																																																																																				
January 2016		34.0%	34.0%																																																																																																				
February 2016		34.0%	34.0%																																																																																																				
March 2016		34.0%	34.0%																																																																																																				
Notes & History Latest Note		4 out of 6 appeals allowed.																																																																																																					
Management Response / Action		No further management response required at this stage.																																																																																																					


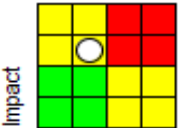
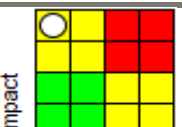
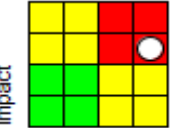
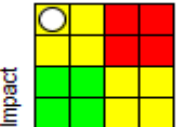
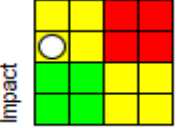
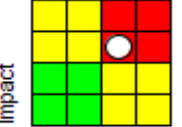
PI Status		Long Term Trends		Short Term Trends	
	Alert		Improving		Improving
	Warning		No Change		No Change
	OK		Getting Worse		Getting Worse

Strategic Risk Register - October to December 2015

Essential Reference Paper I

Code	Title	Description	Current Risk Matrix	Impact	Likelihood	Managed By	Latest Note
15-SR1	Risk of significant reduction in funding above that planned for, in particular localisation of Council Tax Support, localisation of business rates and New Homes Bonus.	There is uncertainty around future funding, both from Government and other areas such as income from commodities markets for recycled materials. There are cost pressures combined with an increased awareness and scrutiny of financial position.		3	4	Adele Taylor	October to December 2015: Finance settlement for local Government announced at end of December 2015. Medium Term Financial Plan refreshed to take in to account changes. 2016/17 budget should be balanced, but future years significant gaps have been identified.
15-SR2	Risk of not having capacity / capability and flexibility to continue to deliver service levels over time.	There are challenges around workforce planning to ensure the Council is fit for the future, in terms of workforce skills, capacity and flexibility. Also about being fleet of foot and responsiveness		3	3	Adele Taylor	October to December 2015: The action plan around the organisation development strategy is being put in to practice.
15-SR3	Risk that supplier / contractor or key third sector partner fails or fails to deliver.	A number of key services are delivered through major contracts, both directly and in consortia. This is both through private sector supply chains and in conjunction with the voluntary and third sector.		3	2	Simon Drinkwater	October to December 2015: The level of risk remains unchanged. Key services continue to be delivered by contractors and partners. Effective monitoring and contract management is in place. These mechanisms are essential to mitigate the risks combined with effective procurement and a clear understanding of the relevant market place. The joint waste project with North Herts will mean that a contractor will be appointed to provide services for both East Herts and North Herts which should generate savings. There are additional risks arising from joint working including less effective service delivery and failure of the joint arrangements. The project has its own risk register.
15-SR4	Risk that investment and effort does not deliver benefits and returns in Shared Services.	Moving more towards shared services with other public sector partners. Potential for lack of consistent political buy-in by all partners resulting in considerable effort without benefit. There is also a challenging skill set for managers due to the complexity.		3	3	Adele Taylor	October to December 2015: Shared services performing well including first prosecution across the SAFS partnership.

15-SR5	There is uncertainty around government policy and a number of changes required without accompanying resource.	Risk of policy changes by decree which we do not comply with or implement		3	3	Simon Drinkwater	October to December 2015. Pressures continue relating particularly to the budget in the form of the financial settlement from the government and the impact of the next round of welfare reform. Housing Benefits and Housing Options are likely to be most affected, but there will also be issues for Members and other services. Affordability for tenants will be a significant challenge. The Planning and Housing Bill will affect the provision of affordable housing. The reduction in government grants will affect the Council's budget in future years.
15-SR6	Availability and performance of IT systems and resources impacting on service delivery.	Reduced levels of service across the Authority. Targets may not be achieved. Staff morale and reputation of Council may suffer. Influence of ITSG should reduce risks		4	2	Adele Taylor	October to December 2015: All services now using hosted desk top. Resilience therefore improved and likelihood score reduced according.
15-SR7	Data Protection: Failure to comply with the data protection principles. The potential disclosure of personal data inappropriately.	Action may be taken by the ICO. Individuals may suffer if their personal data, particularly sensitive personal data is disclosed.		3	2	Neil Sloper; Adele Taylor	October - December 2015 One non-reportable incident in October. On-line Data protection training almost concluded. Clear desk review has been suggested by team member at Charrington's House due to compressed working space, will be undertaken in Q4.
15-SR8	Impact of welfare reform changes.	New legislation will have an adverse financial impact on a significant number of residents. Residents will require more support from services across the Council affecting staffing levels, finances, and a risk of increased aggression. There may also be difficulties in implementing Government policy, with uncertainty on timetable.		3	4	Adele Taylor	October to December 2015: A number of changes to welfare benefits were announced as part of the financial settlement. Full detail in terms of implementation timetable and application of changes to individuals is still awaited but key services are preparing staff to manage any changes.
15-SR9	Development of a District Plan that is acceptable to the community and the planning inspectorate.	Risk of not being able to agree plan in timeframe meaning: Increased costs, Lack of effective development control, Cannot bid for funding for infrastructure, lost opportunity, open to challenge in meantime, legal / reputational / political issues		3	3	Simon Drinkwater	October to December 2015: The next version of the District Plan will be published in 2016 with the intention that the plan is adopted in 2017 to meet the government's target. The evidence base is nearing completion. the risk is that the plan will be rejected by the inspector which will mean that the timetable cannot be met.

15-SR10	Bishop's Stortford - significant development proposals - ensure good quality development securing all necessary infrastructure	Poor environment, loss of development opportunity, reputational risk		4	2	Simon Drinkwater	October to December 2015: Project brief has been prepared to produce a master plan. A timetable for the project is being prepared. The master plan will involve all interested parties.
15-SR11	Health and safety compliance across the Authority.	Non-compliance with statutory responsibilities may lead to accidents, more staff absence and potentially insurance claims.		3	2	Adele Taylor	October to December 2015: Safety Committee meets regularly to consider compliance issues as well as any incidents to ensure any necessary improvements are identified. Audit programme continues. Leisure centres reviewed and safeguarding request investigated. First briefing paper to Leader and Executive Member prepared.
15-SR12	Business Continuity Planning	Failure to update the Business Continuity Plan may prevent the Council from providing critical services in the event of an incident.		4	1	Adele Taylor	October to December 2015: Work continues to update plan and graduate trainee now supporting project to bring to conclusion. All services now using hosted desk top. Planned mitigating actions: Complete by 31st March 2016 and arrange test.
15-SR13	Failure of services to develop digital service offer and channel shift targets in line with Customer Service Strategy	Step change to digital basis for service delivery will not be made within the window of invest opportunity in the next 2-3 years		3	4	Adele Taylor	October to December 2015: Focus is on developing a target operating model for the Council for services to then consider how they interact with their customers.
15-SR14	Compliance with the Childrens Act 2004.	Whilst the Council's self-assessment obtained ratings of at least 'adequate' there is a commitment to improve and thereby ensure the safety of children and vulnerable adults.		4	1	Simon Drinkwater	October to December 2015. The action plan continues to be implemented. Further training for staff is being provided. Additional work is required to deal with safeguarding adults.
15-SR15	Safeguarding adults	Maintain and develop interagency relationships, Council policy and training.		3	1	Simon Drinkwater	October to December 2015: Training has been arranged for relevant staff. Safeguarding responsibilities are specifically identified in the new management structure.
15-SR16	Old River Lane, Bishop's Stortford	Risk that the Council does not exploit the opportunity to shape the site. Investment levels must be maintained to ensure that the property remains let and that tenants are supported.		3	3	Adele Taylor	October to December 2015: Steering group is meeting on a regular basis to consider the longer term future of Old River Lane and other key sites within Bishop's Stortford. Day to day management of the site is contracted to Lambert Smith Hampton for the first year, and officers are regularly in consultation with them in regards to ensuring best value on the site.

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