

Public Document Pack

EAST HERTFORDSHIRE DISTRICT COUNCIL

NOTICE IS HEREBY GIVEN that a meeting of East Hertfordshire District Council will be held in the Council Chamber, Wallfields, Hertford on Tuesday 18th July, 2017 at 7.00 pm, for the purpose of transacting the business set out in the Agenda below, and you are hereby summoned to attend.

Dated this 6th day of July 2017

Head of Legal and
Democratic Services

Note: Prayers will be said before the meeting commences. Those Members who do not wish to participate will be invited to enter the Chamber at their conclusion

AGENDA

1. Chairman's Announcements

To receive any announcements.

2. Minutes (Pages 7 - 18)

To approve as a correct record and authorise the Chairman to sign the Minutes of the Council meeting held on 10 May 2017.

3. Declarations of Interest

To receive any Members' declarations of interest.

4. Petitions (Pages 19 - 20)

To receive any petitions.

5. Public Questions

To receive any public questions.

6. Members' questions

To receive any Members' questions.

7. Executive Report - 16 May 2017 (Pages 21 - 26)

To receive a report from the Leader of the Council and to consider recommendations on the matters below:

(A) Bishop's Stortford Town Centre Planning Framework

Minute 21 refers

8. Executive Report - 27 June 2017 (Pages 27 - 40)

To receive a report from the Leader of the Council and to consider recommendations on the matters below:

(A) Leisure Facilities Strategy Part 1: Proposed future direction of travel for Council managed leisure facilities and Part 2: Proposal to develop leisure and sports provision in Bishop's Stortford (Pages 41 - 216)

To consider a report of the Executive Member for Health and Wellbeing

(B) Furneux Pelham Conservation Area Appraisal

Minute 68 refers

(C) Council Tax Support Scheme 2018/19

Minute 69 refers

9. Environment Scrutiny Committee: Minutes - 7 March 2017 (Pages 217 - 224)

Chairman: Councillor J Wyllie

10. Health and Wellbeing Scrutiny Committee: Minutes - 14 March 2017 (Pages 225 - 234)

Chairman: Councillor A Alder

11. Licensing Committee: Minutes - 16 March 2017 (Pages 235 - 240)

Chairman: Councillor R Brunton

12. Audit and Governance Committee: Minutes - 22 March 2017 (Pages 241 - 250)

Chairman: Councillor M Pope

13. Community Scrutiny Committee: Minutes - 28 March 2017 (Pages 251 - 258)

Chairman: Councillor P Moore

14. Human Resources Committee: Minutes - 19 April 2017 (Pages 259 - 264)

Chairman: Councillor C Woodward

15. Development Management Committee: Minutes - 26 April 2017 (Pages 265 - 274)

Chairman: Councillor T Page

16. Development Management Committee: Minutes - 17 May 2017 (Pages 275 - 286)

Chairman: Councillor T Page

17. Performance, Audit and Governance Scrutiny Committee: Minutes - 23 May 2017 (Pages 287 - 298)

Chairman: Councillor M Pope

18. Scrutiny Annual Report 2016-17 (Pages 299 - 312)

To consider a report of the 2016/17 Scrutiny Chairmen.

19. Discretionary Community Grants Policy (Pages 313 - 338)

To consider a report of the Executive Member for Health and Wellbeing

20. Review of the Constitution (Pages 339 - 342)

To consider a report of the Head of Legal and Democratic Services

21. Motions on Notice

To receive Motions on Notice.

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.)

Public Attendance

East Herts Council welcomes public attendance at its meetings and will provide a reasonable number of agendas for viewing at the meeting. Please note that there is seating for 27 members of the public and space for a further 30 standing in the Council Chamber on a “first come first served” basis. When the Council anticipates a large attendance, an additional 30 members of the public can be accommodated in Room 27 (standing room only), again on a “first come, first served” basis, to view the meeting via webcast.

If you think a meeting you plan to attend could be very busy, you can check if the extra space will be available by emailing committee.services@eastherts.gov.uk or calling the Council on 01279 655261 and asking to speak to Democratic Services.

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.

MINUTES OF THE ANNUAL MEETING OF
COUNCIL HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
WEDNESDAY 10 MAY 2017, AT 7.00 PM

PRESENT: Councillor J Jones (Chairman).
Councillors D Abbott, A Alder, M Allen,
D Andrews, P Ballam, P Boylan, R Brunton,
E Buckmaster, S Bull, M Casey,
Mrs R Cheswright, K Crofton, S Cousins,
G Cutting, B Deering, I Devonshire, H Drake,
M Freeman, J Goodeve, B Harris-Quinney,
L Haysey, R Henson, Mrs D Hollebon,
G Jones, J Kaye, P Kenealy, G McAndrew,
M McMullen, P Moore, D Oldridge, T Page,
P Phillips, M Pope, L Radford, S Reed,
P Ruffles, S Rutland-Barsby, C Snowdon,
R Standley, M Stevenson, T Stowe,
N Symonds, K Warnell, G Williamson,
C Woodward and J Wyllie.

OFFICERS IN ATTENDANCE:

Martin Ibrahim	-	Democratic Services Team Leader
Lorraine Kirk	-	Senior Communications Officer
Helen Standen	-	Director
Alison Stuart	-	Head of Legal and Democratic Services
Adele Taylor	-	Director
Liz Watts	-	Chief Executive

1 CHAIRMAN'S ANNOUNCEMENTS

The Chairman (Councillor K Crofton) welcomed Honorary Aldermen, Members and the public to the meeting and reminded everyone that the meeting was being webcast.

He advised that former Councillor Eric Marshall had recently passed away. Eric had represented Parsonage ward in Bishop's Stortford from the District Council's inception in 1973 until 1987. He invited Honorary Alderman Bob Parker to address the meeting. Honorary Alderman Bob Parker spoke of his time serving with Eric Marshall as a member of the Ratepayers' Association. At all times, he had acted in the interests of representing Bishop's Stortford. Members stood and observed a minute's silence.

The Chairman welcomed Councillor Tony Stowe to his first Council meeting, following his success at the Datchworth & Aston by-election. He also welcomed Alison Stuart, the new Head of Legal and Democratic Services, to her first Council meeting.

The Chairman also referred to a questionnaire about Paperless Committee meetings which had been distributed to Members and asked them to complete this before the end of the meeting.

Reviewing recent events and the highlights of the previous year, the Chairman paid tribute to the efforts of the voluntary sector and thanked his Vice-Chairman, Councillor Jeff Jones for his support. He also thanked Officers, in particular, Esther Piper, for her continued support in managing his diary of events. He spoke of the honour of representing the District throughout the year.

The Leader of the Council congratulated the Chairman on his dedication to representing the District on a vast array of activities and praised the professional manner in which he had carried out his duties. She moved a motion that the Council place on record its thanks for his year of service. This was supported unanimously.

2 ELECTION OF CHAIRMAN OF THE COUNCIL 2017/18

It was moved by Councillor P Ruffles and seconded by Councillor P Phillips that Councillor J Jones be elected Chairman of the Council to hold office for the civic year

2017/18.

After being put to the meeting and a vote taken, Councillor J Jones was elected Chairman of the Council for the civic year 2017/18.

RESOLVED - that Councillor J Jones be elected Chairman of the Council and hold office for the civic year 2017/18.

The Chairman made the statutory Declaration of Acceptance of Office, and took the Chair.

3 APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR 2017-18

It was moved by Councillor J Wyllie and seconded by Councillor M Freeman that Councillor K Warnell be appointed Vice-Chairman of the Council to hold office for the civic year 2017/18.

After being put to the meeting and a vote taken, Councillor K Warnell was appointed Vice-Chairman of the Council for the civic year 2017/18.

RESOLVED - that Councillor K Warnell be appointed Vice-Chairman of the Council and hold office for the civic year 2017/18.

The Vice-Chairman made the statutory Declaration of Acceptance of Office. He thanked Members and looked forward to supporting the Chairman.

4 FURTHER CHAIRMAN'S ANNOUNCEMENTS

The Chairman (Councillor J Jones) thanked Members for giving him the honour of representing the District Council over the coming year. He thanked the Past Chairman, Councillor K Crofton, his consort and support staff for their outstanding service. He presented Councillor K Crofton with his Past Chairman's badge.

He looked forward to working together with Councillor K Warnell. The Chairman advised that his chosen charities for the forthcoming year would be Isabel Hospice and the Herts Air Ambulance. He also referred to supporting the East Herts Community Chest.

The Chairman stated that he would be looking for Members' support at a range of events and detailed some events that had already been scheduled. The Civic Service would be on 25 June 2017, at St Peter's Church, Buntingford. There would be a charity golf day at Hanbury Manor on 29 September 2017, followed by a dinner and auction in aid of the Herts Air Ambulance. The Civic Dinner, also at Hanbury Manor, would be held on 17 March 2018. The East Herts Got Talent competition would also be held again with the finals night on 21 April 2018.

The Chairman also referred to other days that would be commemorated and further details would be circulated.

The Chairman reminded all Members that a joint meeting of committees would be held at the conclusion of Annual Council and so all Members should remain seated until all the business had been concluded.

Finally, Honorary Aldermen, Members and Officers were invited to receive light refreshments at the conclusion of tonight's meetings.

5 MINUTES

RESOLVED – that the Minutes of the Extraordinary Council meeting held on 29 March 2017, be approved as a correct record and signed by the Chairman.

6 EXECUTIVE REPORT - 4 APRIL 2017

The Leader of the Council welcomed those Members who had been successful in the recent County Council elections and looked forward to a continued successful working relationship.

RESOLVED – that the Minutes of the Executive meeting held on 4 April 2017 be received.

(see also Minute 7)

7 WASTE AND STREET CLEANSING VEHICLES

RESOLVED – that Capital funding in the range of £3.5 million to £4 million for the purchase of vehicles required to deliver the District's waste and street cleansing service from May 2018, be approved, subject to tender evaluation indicating that option provides a substantial saving to the Council.

(see also Minute 6)

8 HUMAN RESOURCES COMMITTEE: MINUTES - 18 JANUARY 2017

RESOLVED – that the Minutes of the Human Resources Committee meeting held on 18 January 2017, be received.

9 AUDIT AND GOVERNANCE COMMITTEE: MINUTES - 25 JANUARY 2017

RESOLVED – that the Minutes of the Audit and Governance Committee meeting held on 25 January 2017, be received.

10 DEVELOPMENT MANAGEMENT COMMITTEE: MINUTES - 5 APRIL 2017

RESOLVED – that the Minutes of the Development Management Committee meeting held on 5 April 2017, be received.

11 REVIEW OF THE COUNCIL'S DECISION-MAKING STRUCTURE

The Head of Legal and Democratic Services submitted a report reviewing the Council's decision-making structure. She advised that Council was required to approve the size of the proposed committees and the allocation of seats to political groups. Council noted that, following the outcome of the Datchworth & Aston by-election, one political group of 49 Members had been formed and its nominations to the seats on committees were detailed in the report now submitted.

The Head also referred to the proposed terms of reference for the two new scrutiny committees, which were detailed on Essential Reference Paper 'C' of the report now submitted, and referred to a typing error in paragraph 6.44, where the number of Standards Sub-Committee members should have read "four" and not "three".

Council approved the proposals as now detailed.

RESOLVED – that (A) the following Scrutiny Committees, Regulatory Committees and Joint Committee be appointed, with the number of voting Members stated:

<u>Committee</u>	<u>No. of Members</u>
Overview and Scrutiny	14
Performance, Audit and Governance Scrutiny	14
Development Management	12
Human Resources	7
Licensing	12
Chief Officer Recruitment	5
East Herts Council and Stevenage Borough Council Joint Revenues and Benefits Committee (3 from	6

East Herts and 3 from Stevenage)

- (B) the membership of Scrutiny Committees, Regulatory Committees, the East Herts Council and Stevenage Borough Council Joint Revenues and Benefits Committee be as set out in Essential Reference Paper 'D' of the report submitted, with Members being appointed in accordance with the wishes of the political group to whom the seats on these bodies have been allocated, and Independent Member being appointed to Committees as now detailed;
- (C) the intention of the Leader of the Council to appoint 5 Members to the Executive (in addition to the Leader) with the portfolio responsibilities as detailed at Essential Reference Paper 'B' of the report submitted, be noted;
- (D) the programme of Council meetings, as detailed at paragraph 5.1 of the report submitted, be approved;
- (E) the Head of Legal and Democratic Services be authorised to make changes in the standing membership of committees and joint committee in (A) above, in accordance with the wishes of the political group to whom seats on these bodies have been allocated;
- (F) the action to be taken by the Head of Legal and Democratic Services, in consultation with the Leader, under delegated authority, concerning the appointment of representatives to outside bodies, be noted; and
- (G) the Monitoring Officer be authorised to make such amendments to the Council's constitution as may be necessary to account for the decisions in (A) to (F) above.

12 OUTSIDE BODIES - ANNUAL REPORT

Council considered a report reviewing the activities of outside bodies to which the Council appointed representatives. The Chief Executive advised that this was the first report of its kind and would be submitted annually. She also asked Council to note that appointments for 2017/18 would be finalised shortly.

RESOLVED – that the reports of Members, as now submitted, be received.

13 MEMBERS' ALLOWANCES - REPORT OF THE INDEPENDENT REMUNERATION PANEL

The Head of Legal and Democratic Services submitted a report detailing the recommendations of the Independent Remuneration Panel (IRP) for the Members' Allowances Scheme 2017/18. She referred to the recommendations at the head of the report and advised that two of the IRP's recommendations had been omitted. These related to the cessation of the £270 payment for Development Management Committee Members and the subsistence arrangements for overnight accommodation. She asked that these be included in Council's determination.

In response to a question from Councillor D Andrews, the Head advised that the IRP's use of the word "disapplied" meant "discontinued".

In respect of the IRP recommendation to cease the £270 payment, Councillor M Casey spoke against this on the basis that it would cost the Council more and increase the bureaucracy in managing the additional mileage claims. Other Members spoke in support of this recommendation on the basis that it was fairer, more transparent and would not penalise substitute Members.

After being put to the meeting and a vote taken, the IRP's recommendations were approved by Council. Council approved the Members' Allowances Scheme as now submitted.

RESOLVED – that (A) an increase of 1% in the basic and special responsibility allowances be supported;

(B) the Chairmen of each revised Scrutiny Committee (from 5 to 2) each receive a payment of £6,400;

(C) there be no change in the Carers and Dependents allowance;

(D) there be an amendment to the provision in relation to mileage allowance from 0.45p for the first 50 miles to 0.45p for the first 10,000;

(E) the provision relating to ‘out of district’ payments for journeys at 0.25 after the first 50 miles be discontinued;

(F) there be an amendment to remove the requirement under approved duties at point 4 of Appendix 2 of the scheme to have prior approval for attendance at meetings;

(G) the Members’ Allowance Scheme be subject to an in-depth review for 2018/19;

(H) the payment of £270 to Members of Development Management Committee, cease; and

(I) the proposed subsistence levels detailed in the report be implemented and that the subsistence scheme be amended by the inclusion of the sentence “the most cost effective” overnight accommodation.

14 PAY POLICY STATEMENT 2017-18

Council was invited to consider a recommendation from the Human Resources Committee meeting of 19 April 2017 on the Pay Policy Statement 2017/18 and pay scale points for Directors. The Chief Executive reminded Council that a Pay

Policy Statement was required to be produced annually under the Localism Act 2011.

Council approved the recommendations as now detailed.

RESOLVED – that (A) the Pay Policy Statement 2017/18 be approved; and

(B) the pay scale points for Directors be approved.

15 BUNTINGFORD COMMUNITY AREA NEIGHBOURHOOD PLAN 2014-2031

The Leader of the Council submitted a report seeking approval to adopt the Buntingford Community Area Neighbourhood Plan following the Referendum of 23 March 2017. Council noted the outcome of the Referendum with an overall 'yes' vote of 1,268 against 82 who voted 'no'. Under the Planning and Compulsory Purchase Act 2004, the Council was now able to make the Neighbourhood Plan as more than half of those voting in the Referendum had voted in favour of the Plan being used to determine planning applications in the area.

In response to a question from Councillor I Devonshire, the Chairman advised that the whole process from the early stages of preparing a plan had taken four years.

Council approved the recommendation now detailed.

RESOLVED – that the Buntingford Community Area Neighbourhood Plan, as detailed at Essential Reference Paper 'B' of the report submitted, be formally 'made' and used as part of the statutory Development Plan for the District.

16 COMMUNITY GOVERNANCE REVIEWS

Council considered a report seeking approval to a protocol whereby the payment of any New Homes Bonus (NHB) would be delayed for any ward(s) affected by a community

governance review, until the review was complete. The Chief Executive explained that, in order to ensure fairness in the allocation of NHB, where any area was undergoing a community governance review, the Council would hold in abeyance any NHB payments until the outcome of the community governance review was known and any payments would be backdated.

In response to questions, the Chief Executive advised that two community governance reviews were outstanding and that the outcome of these reviews would be implemented for the 2019 elections.

Councillor J Wyllie commented that, whatever the outcome of the community governance review in Bishop's Stortford, only one Town Council would be involved and so the NHB payment need not be delayed. The Chief Executive acknowledged this and suggested that in the absence of a form of words to agree now, the protocol could be amended to allow for the scenario detailed by Councillor J Wyllie.

Council approved the recommendation with this proviso.

RESOLVED – that any New Homes Bonus payments be held in abeyance for an area which is the subject of a Community Governance review until the outcome of the Community Governance review is complete, at which point, payments will be backdated and paid in line with the outcome of the review, subject to the proviso that the protocol could be amended to allow for the scenario detailed by Councillor J Wyllie.

17 EXTENSION OF LEAVE OF ABSENCE

The Head of Legal and Democratic Services submitted a report seeking approval for a leave of absence to be granted to Councillor J Taylor on the grounds of ill health. Council noted this was the last opportunity to consider such a request before the six month deadline from the last meeting attended would arise.

Council approved the recommendation now detailed.

RESOLVED – that a leave of absence for Councillor J Taylor on the grounds of ill health, be approved.

The meeting closed at 8.17 pm

Chairman

Date

EAST HERTS COUNCIL

COUNCIL – 18 JULY 2017

(A) PETITION – PLANNING DECISIONS ON WARE ROAD, HERTFORD

A petition on behalf of the Kingsmead Residents Action Group has been submitted as detailed below. Signatures have been collected via an online petition hosted on the Council's website and also via separate written petition. The petition is ongoing and the total number of signatures will be reported at the meeting. The petition reads:

We, the residents of Ware Road, Hertford and all roads in the surrounding area, request that East Herts District Local Planning Authority impose an immediate suspension on all planning decisions that involve residential parking provision, and call on Hertfordshire County Council Highways to complete their comprehensive traffic and parking study as soon as possible – to look in detail at the serious problems we are experiencing in relation to road safety, resulting from congestion, problem parking and speeding vehicles.

Ward: Hertford Kingsmead

(B) PETITION – SAVE LEVENTHORPE SWIMMING POOL

Elizabeth Hall, a resident of Sawbridgeworth, has submitted a petition as below. Signatures have been collected via an online petition hosted on the Council's website and also via separate written petition. The petition is ongoing and the total number of signatures will be reported at the meeting.

We the undersigned petition the Council to continue to support the funding for Leventhorpe swimming pool in Sawbridgeworth. This facility is highly valued asset to the town. EHDC are considering stopping its financial support of the Leventhorpe swimming pool in favour of an improved complex in Bishop's Stortford. However, this would have a detrimental impact upon the community of Sawbridgeworth. Our children would lose access to swimming lessons within our town. Our community would have an increased journey to access leisure facilities with would be detrimental.

Ward: Sawbridgeworth

Note:

Members are reminded that the lead petitioner is permitted to address Council for up to three minutes. The relevant Executive Member will respond to the petition. There is no provision for any general debate by Members, however, local ward Members may comment if they wish.

MINUTES OF A MEETING OF THE
EXECUTIVE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
TUESDAY 16 MAY 2017, AT 7.00 PM

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

ALSO PRESENT:

Councillors S Bull, M Casey, P Ruffles,
T Stowe and J Wyllie.

OFFICERS IN ATTENDANCE:

Isabel Brittain	-	Head of Strategic Finance and Property
Martin Ibrahim	-	Democratic Services Team Leader
Helen Standen	-	Director
Kevin Steptoe	-	Head of Planning and Building Control Services
Alison Stuart	-	Head of Legal and Democratic Services
Adele Taylor	-	Director
Liz Watts	-	Chief Executive
Ben Wood	-	Head of Communications, Strategy and Policy

21 **BISHOP'S STORTFORD TOWN CENTRE PLANNING
FRAMEWORK**

The Executive Member for Economic Development

submitted a report seeking support for the finalised Bishop's Stortford Town Centre Planning Framework.

The Executive recalled that the Council had engaged consultants, Allies and Morrison, to formulate a Planning Framework for the town centre in the early part of 2016. In their work, the consultants had analysed the historic development of the town, its current economic and commercial position and the strengths of its geographical position. Following an initial round of consultation, they had identified a number of themes around which future decisions for the town should be based. These themes, along with a more detailed approach to potential opportunities provided by three key development locations were then subject to a further round of consultation toward the end of 2016.

The Executive Member sought endorsement of the Framework and to establish that weight could now be assigned to the document in the various decisions that the Council (and others) make, including planning decisions, in relation to the town centre.

The Executive supported the recommendation now detailed.

RECOMMENDED – that the Bishop's Stortford Town Centre Framework (March 2017) be approved for Development Management decisions.

22 LEADER'S ANNOUNCEMENTS

The Leader welcomed the press to the meeting and reminded everyone present that the meeting was being webcast.

23 MINUTES

RESOLVED – that the Minutes of the Executive meeting held on 4 April 2017 be approved as a correct record and signed by the Leader.

24 DECLARATIONS OF INTEREST

In respect of some aspects of Minute 25 – Sustainable Transport – Report of the Task and Finish Group, Councillor G Williamson declared a Disclosable Pecuniary Interest in that he was employed by Hertfordshire County Council. He remained in the chamber whilst the matter was discussed, but abstained from consideration of Recommendation (K).

25 SUSTAINABLE TRANSPORT - REPORT OF THE TASK AND FINISH GROUP

The Executive considered the report of the Sustainable Transport Task and Finish Group and its recommendations, which had been supported by Environment Scrutiny Committee.

Councillor J Wyllie, as the Chairman of the Task and Finish Group, thanked everyone who had contributed to the work which had culminated in the recommendations before the Executive. He highlighted the importance of improved bus services and extending rail services to Buntingford. He also spoke of reducing congestion in Bishop's Stortford by extending rail links to Stansted Airport from Great Dunmow and Braintree.

In response to questions raised on electric charging points, the Executive Member for Environment and the Public Space outlined the good progress being made in their provision, which had been boosted by bidding successfully for DEFRA/DoT funding that had been obtained. He also referred to a pilot electric vehicle car club that would be running in Bishop's Stortford and Hertford, to promote the benefits of electric cars and to encourage greater use.

The Executive approved the recommendations now detailed.

RESOLVED - that (A) in principle, revenue funding be committed to actively promote sustainable transport platforms and campaigns within the District;

(B) in partnership with Hertfordshire Highways, the cost and benefits of a charging mechanism for use of the road infrastructure, targeting certain types of vehicles (e.g. HGVs) or journeys taking place at certain times of the day (e.g. during rush hour), be considered;

(C) a charge for use of the car park at the East Herts Council offices, alongside an incentive scheme for those who car share or use lower emissions vehicles, be considered;

(D) as part of an overall work programme supported by revenue funding, the park and stride model to schools in Hertford, Ware, Buntingford and Bishop's Stortford, be rolled out;

(E) further consultation with members of the public (building on responses already received) about what specific improvements to the current cycling and walking networks would encourage more journeys (e.g. electric charging points, cycling lanes, track improvements, etc) be undertaken;

(F) investment in minor changes to the cycling and walking networks to encourage greater use, be supported;

(G) cycling and walking networks be promoted in conjunction with the County Council and the bike and go scheme in Bishop's Stortford be pro-actively marketed;

(H) volunteering opportunities to maintain and improve cycling and walking routes be considered with East Herts Council's volunteering policy;

(I) uptake of CVS community transport options be encouraged;

(J) working in partnership with the University of Hertfordshire's Smart Mobility Research Unit to look at

mobility as a service business model for East Herts, viable on demand business models and driverless technology, be considered;

(K) the marketing and promotion of the Intalink mobile app to rural communities in East Herts, be supported;

(L) work in partnership with strategic bodies such as the County Council, LEP and LSCC to lobby the Department for Transport) for an East/ West light rail route, including a link to Buntingford and extending Stansted Airport links to Great Dunmow and Braintree, be supported;

(M) work in partnership with strategic bodies such as the County Council, LEP and LSCC for commuters to “think train” as well as lobby train service providers to “think customer”, be supported;

(N) the Council continues to ensure that, through the District Plan, travel planning and sustainable transport is an early consideration for any new development; and

(O) the Council continues to make further provision for electric car parking and charging points within its car parks and encourages their inclusion in all future housing developments.

(Note – Councillor G Williamson abstained from consideration of recommendation (K) – Minute 24 refers)

The meeting closed at 7.33 pm

Chairman

Date

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MINUTES OF A MEETING OF THE
EXECUTIVE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
TUESDAY 27 JUNE 2017, AT 7.00 PM

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

ALSO PRESENT:

Councillors A Alder, M Allen, D Andrews,
S Bull, M Casey, M Freeman, J Goodeve,
M McMullen, T Page, M Pope, T Stowe and
K Warnell.

OFFICERS IN ATTENDANCE:

Jonathan Geall	-	Head of Housing and Health
Martin Ibrahim	-	Democratic Services Team Leader
Jess Khanom	-	Head of Operations
Jane O'Brien	-	Empty Homes Officer
Helen Standen	-	Director
Kevin Steptoe	-	Head of Planning and Building Control Services
Alison Stuart	-	Head of Legal and Democratic Services
Su Tarran	-	Head of Revenues and Benefits Shared Service
Adele Taylor	-	Director
Liz Watts	-	Chief Executive
Robert Winterton	-	Financial Services Manager

ALSO IN ATTENDANCE:

Lisa Forsyth	-	Max Associates
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67 **LEISURE FACILITIES STRATEGY PART 1: PROPOSED
FUTURE DIRECTION OF TRAVEL FOR COUNCIL
MANAGED LEISURE FACILITIES AND PART 2:
PROPOSAL TO DEVELOP LEISURE AND SPORTS
PROVISION IN BISHOP'S STORTFORD**

Part 1

The Executive Member for Health and Wellbeing submitted a report which provided an overview of the proposed mix of leisure facilities to be provided by East Herts Council over the next 20 years. He outlined the options considered by the Task and Finish Group and the criteria against which these options had been assessed. Key areas of risk for the Council were also detailed.

The Executive Member thanked the Task and Finish Group, the consultants and Officers for their detailed work on all the issues now highlighted in his report. He also referred to the comments of the Overview and Scrutiny Committee, which were also outlined in the report submitted.

The Executive considered the recommendations made and supported by scrutiny within the context of a number of significant issues:

- the future population growth projections;
- evolving leisure trends;
- the doubts over continued Education Funding Agency monies and the threat this posed for the long term sustainability of the joint pools;
- the Council's health and wellbeing and physical activity strategies;
- the timing of the current contract which was due to end in 2018; and
- if approved by Council, the need for a project board to oversee the procurement, design and build of future leisure developments.

Councillor M Pope expressed his disappointment with the

proposals relating to Fanshawe and the impact this would have on residents in Ware.

The Executive Member commented that dialogue with schools would continue, but the Council needed assurances that any long-term arrangements were sustainable for the council taxpayer.

Councillor M Freeman, as Chairman of the Task and Finish Group, gave an assurance that all options had been considered very carefully.

The Executive Member for Finance and Support Services referred to the large capital investment involved and advised that the costs of this had been built into the figures detailed. If approved, the current deficit on leisure would be replaced in the long term by a small operating profit.

The Executive supported recommendations (A) – (I) and approved recommendations (J) – (L)

RECOMMENDED – that (A) the views of Overview and Scrutiny Committee, at its meeting of 13 June 2017, as set out in section 10 of the report submitted, be noted;

(B) the principles of investment and development for Grange Paddocks including costs for the submission of outline planning permission, be approved;

(C) the principles of investment and development for Hartham leisure centre including costs of the submission of outline planning permission, be approved;

(D) the principles of investment and development for Ward Freman, be approved;

(E) Option B (no long term capital investment) in

respect of Fanshawe Pool, be approved;

(F) the future direction of travel for Leventhorpe as described in paragraphs 3.75 and 3.76 of the report submitted, be approved;

(G) the Design, Build, Operate and Maintain model for Grange Paddocks Leisure Centre, be approved;

(H) the Design, Build, Operate and Maintain model for Hartham Leisure Centre, be approved;

(I) the leisure operating contract (with minor works included) model in respect of Ward Freman Centre, be approved;

RESOLVED - that it be noted that (J) the Head of Operations in consultation with the Head of Legal and Democratic Services negotiates the terms and conditions of a contract extension with the current leisure provider;

(K) the principles of the physical activity strategy being including within the vision for leisure facilities outlined in paragraphs 2.2 and 2.3 of the report submitted before a further detailed revision is produced after public consultation, be endorsed; and

(L) the extension of the Leisure Task and Finish Group to support the development of the leisure service specification in relation to key service policy considerations such as concessionary pricing policy, health and well-being and community development, be endorsed.

Part 2

The Executive Member for Health and Wellbeing submitted a report outlining proposals for facility developments at Herts and Essex School set within the

context of the emerging leisure facility requirements, physical activity strategy, and the Bishop's Stortford North Section 106 Sports Investment Strategy.

The proposal from Herts and Essex School was to develop a Sports Hub catering for a number of sports which could support the development of leisure and sports provision in Bishop's Stortford. Details, including the school's business plan, were set out in the report now submitted. The proposal was for a 20 year agreement (with scope for longer) with the development of a management committee which would include East Herts Council members and representatives of other lead partner organisations. The total sum requested was £2.75m.

In considering the proposal, the Executive noted the following issues:

- the likely timetable for the receipt of section 106 funds over a number of years;
- the sum requested representing a significant portion of the section 106 funds available that would leave little for other potential leisure investment;
- the capital financing implications and associated risks for the Council; and
- the positive impact on sports participation by women and girls, which was a Sport England priority.

The Executive Member for Finance and Support Services commented on the costs and risks associated with forward funding the project. He proposed that £1m from the Bishop's Stortford North Section 106 funds, be allocated with the balance needed being offered as a loan on a commercial basis, subject to due diligence that would safeguard the Council's position.

The Executive Member for Development Management and Council Support seconded this proposal and commented on the need to ensure that the Bishop's Stortford North

Section 106 funds were used for wider benefits and all sports.

The Leader commented that this was a prestige development and that the Council would continue its dialogue with the School to maximise community access. She stated that the recommendation made was an exceptional circumstance and that other schemes that came forward would be reviewed on a case by case basis.

The Executive supported the recommendations as now amended.

RECOMMENDED – that (A) the views of Overview and Scrutiny Committee be noted;

(B) investment to expand the leisure and sports provision in Bishop’s Stortford through the development of a sports hub at Herts and Essex School be considered; and

(C) £1m is allocated from Bishop’s Stortford North Section 106 funds, to be forward funded by the Council until such time as the Section 106 funds are received by the Council. Further, that an interest-bearing loan to the School to complete the funding requirement for the project as now presented, be approved, subject to due diligence to be carried out by the Chief Finance Officer and Monitoring Officer, in consultation with the Executive Member for Finance and Support Services and the Executive Member for Health and Wellbeing.

68 FURNEUX PELHAM CONSERVATION AREA CHARACTER APPRAISAL AND MANAGEMENT PROPOSALS

The Executive Member for Development Management and Council Support submitted a report on the Furneaux Pelham Conservation Area Appraisal following public consultation. She detailed the outcome of the public

consultation in the report now submitted.

The Appraisal identified the special character of the Conservation Area together with the elements that should be retained or enhanced and those which detracted from the identified character. Once adopted by the Council, the Appraisal would become a 'material consideration' in the process of determining planning applications. It would also link into the development of neighbourhood planning.

The Executive Member congratulated Officers for producing such a well-researched document.

The Executive supported the recommendations as now detailed.

RECOMMENDED – that (A) the responses to the public consultation be noted and the Officer responses and proposed changes to the Furneux Pelham Conservation Area Character Appraisal and Management Proposals, 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 Furneux Pelham Conservation Area Character Appraisal and Management Proposals be approved for adoption.

69

COUNCIL TAX REDUCTION SCHEME 2018/19

The Executive Member for Finance and Support Services submitted a report on the latest available information around the current local Council Tax Support (CTS) Scheme and whether any changes should be considered for 2018/19. He detailed the current progress and

proposed that no changes be made for 2018/19.

The Executive supported the recommendation now detailed.

RECOMMENDED – that no changes to the scheme design for 2018/19 be made.

70 LEADER'S ANNOUNCEMENTS

The Leader welcomed the press and public to the meeting and reminded everyone that the meeting was being webcast. She advised that in order to allow some Officers to leave early, the running order of the agenda would be changed, so that agenda items 11 and then 9 would be considered first.

She also welcomed Robert Winterton, the new Financial Services Manager, to his first Executive meeting.

71 MINUTES

RESOLVED – that the Minutes of the Executive meeting held on 16 May 2017, be approved as a correct record and signed by the Leader.

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

The Leader of the Council submitted a report seeking approval for the designation of a neighbourhood area for BengEO Ward, Hertford, as detailed on the plan attached to the report submitted.

The Executive considered the application made by Hertford Town Council and the consultation undertaken. The report submitted detailed the main areas of consideration in determining the application in accordance with Schedule 9 of the Localism Act 2011.

Councillor M McMullen supported the application and

commented on its implications for the minerals issues in the adjoining area.

The Executive approved the recommendations now detailed.

RESOLVED - that the application for the designation of a Bengoe Neighbourhood Area, submitted by Hertford Town Council, be supported.

73 REQUEST FOR AREA DESIGNATION FOR
NEIGHBOURHOOD PLANNING: THUNDRIDGE,
THUNDRIDGE PARISH COUNCIL

The Leader advised that this item had been withdrawn.

RESOLVED – that the withdrawal of this item be noted.

74 RISK MANAGEMENT MONITORING - QUARTER 4
(JANUARY - MARCH 2017)

The Executive Member for Finance and Support Services submitted a report detailing the action taken to mitigate and control strategic risks in the period January – March 2017.

It was noted that the Performance, Audit and Governance Scrutiny Committee, at its meeting held on 23 May 2017, had considered the updated register and had not forwarded any comments.

The Executive approved the recommendation now detailed.

RESOLVED - that the risk management controls implemented be approved.

75 AUTHORISATION TO MAKE A COMPULSORY PURCHASE
ORDER ON AN EMPTY HOME

The Leader reminded Members that Essential Reference Papers 'B' and 'C' of the report submitted contained exempt information as defined by paragraph 1 of Part I of Schedule 12A to the Local Government Act 1972. It was intended to

consider the matter in public, but she stated that the press and public could be excluded if Members wished to discuss any detail of the exempt information.

The Executive Member for Health and Wellbeing submitted a report seeking authority for the acquisition of an empty property in Bishop's Stortford Central ward either with the voluntary agreement of its owner or, if this was not possible, through the use of the Council's compulsory purchase powers. He outlined the housing need in the area, the current empty homes situation and the case history and work already undertaken to bring this property into residential use.

Finally, the Executive Member emphasised that a CPO would be the last resort, but that authorising this might prompt the owner's co-operation.

The Executive approved the recommendations as now detailed.

RESOLVED - that (A) the land comprising the property identified in the report submitted, be acquired by East Herts Council either with the voluntarily agreement of the owner or through a compulsory purchase process, with the purchase not proceeding only if the owner makes arrangements, to the Council's satisfaction, prior to acquisition for the property to return it to residential use, such that the full costs can be met from (i) onward disposal of the property, (ii) reimbursement from the sub-regional PLACE (Private Lease Agreements for Converting Empties) programme and (iii) existing budgets, with any future need to allocate additional resources subject to future Member approval;

(B) should a voluntary agreement to purchase the property be made, authority be delegated to the Property Manager, acting in consultation with the Head of Housing & Health, to carry out the necessary processes to acquire the property for an acceptable consideration;

- (C) should compulsory purchase be required:
 - (a) authority be delegated to the Head of Housing & Health to make a compulsory purchase order to be known as the District Council of East Hertfordshire (Property X [address to be given in the order], Bishop's Stortford) Compulsory Purchase Order, under Section 17 of the Housing Act 1985 in respect of the land and property indicated on a map marked with the name of the Compulsory Purchase Order;
 - (b) arrangements be made for the common seal of the Council to be affixed to the necessary documents;
 - (c) authority be delegated to the Head of Housing & Health in consultation with the Head of Legal and Democratic Services to make an application to the Secretary of State for confirmation of the Order;
 - (d) authority be delegated to the Head of Housing & Health in consultation with the Head of Legal and Democratic Services to confirm the Order following the passing of this responsibility from the Secretary of State;
 - (e) authority be delegated to the Head of Legal and Democratic Services to prepare for a Public Inquiry and defend the Order should objections be made and the matter requires a public inquiry to proceed;
 - (f) authority be delegated to the Property Manager, acting in consultation with the Head of Housing & Health, to acquire the necessary interests in the land and property included in the confirmed compulsory purchase order by means of a general vesting declaration, for an acceptable

consideration or on terms ordered by the Lands Tribunal; and

(D) the property, if acquired, be sold on in the open market as soon as practicable and to enable this, the Property Manager be required to (a) arrange for such essential works to the property while it is in the Council's possession so as to deal with any immediate issues of safety and security, (b) abate environmental nuisances, (c) prepare the property for marketing and (d) dispose of the freehold interest in the property, on the open market, by most suitable method to achieve best consideration on terms and conditions to be agreed with the Head of Strategic Finance.

76 URGENT BUSINESS

The Leader agreed to accept onto the agenda an item of urgent business relating to Bishop's Stortford Neighbourhood Plan for All Saints, Central, South and part of Thorley wards, in order to avoid delays in the neighbourhood planning process.

77 BISHOP'S STORTFORD NEIGHBOURHOOD PLAN FOR ALL SAINTS, CENTRAL, SOUTH AND PART OF THORLEY WARDS – EXAMINER'S REPORT AND REFERENDUM

The Leader of the Council submitted a report seeking approval for the as made by the independent examiner of the Neighbourhood Plan and to agree to proceed to Referendum.

The Leader of the Council submitted a report detailing the recommendations and proposed modifications to the Neighbourhood Plan in part according to the Examiner's recommendations (at Essential Reference Paper 'C'), but also with additional modifications from Officers (at Essential Reference Paper 'D'). As well as this, she sought agreement for the Plan to proceed to Referendum.

Councillor K Warnell expressed his appreciation for the efforts of everyone involved in the progress made to date, including

the input of Thorley Parish Council.

The Executive approved the recommendations now detailed.

RESOLVED - that (A) the recommendations and modifications made by the Independent Examiner of the Bishop's Stortford Town Council Neighbourhood Plan for All Saints, Central, South and part of Thorley, as detailed at Essential Reference Paper 'C' to the report submitted, be received and considered;

(B) the Bishop's Stortford Town Council Neighbourhood Plan for All Saints, Central, South and part of Thorley, be modified in accordance with the Examiner's recommendations as detailed in Essential Reference Paper 'C', with additional modifications recommended by Officers, as detailed at Essential Reference Paper 'D'; and

(C) the Bishop's Stortford Town Council Neighbourhood Plan for All Saints, Central, South and part of Thorley, as modified, should proceed to a referendum.

The meeting closed at 7.42 pm

Chairman

Date

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EAST HERTS COUNCIL

COUNCIL – 18 JULY 2017

REPORT BY EXECUTIVE MEMBER FOR HEALTH AND WELLBEING

LEISURE FACILITIES STRATEGY PART 1: PROPOSED FUTURE DIRECTION OF TRAVEL FOR COUNCIL MANAGED LEISURE FACILITIES

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

- To provide an overview of the proposed mix of leisure facilities to be provided by East Herts Council over the next 20 years.
- To outline the options considered by the Task and Finish Group and the criteria against which the options were assessed.
- To highlight the key areas of risk for the Council
- To enable the Council to consider the views expressed by the Community Scrutiny Committee at its meeting on 13th June and the Executive on 27th June 2017

<u>RECOMMENDATIONS FOR COUNCIL:</u> That:	
(A)	the views of the Overview and Scrutiny Committee and the recommendations of the Executive, be noted;
(B)	investment and development for Grange Paddocks as reflected in para 4.8 including costs for the submission of outline planning permission, be approved;
(C)	investment and development for Hartham Leisure Centre as reflected in para 4.8 including costs of the submission of outline planning permission, be approved;
(D)	investment and development for Ward Freman as reflected in para 4.8, be approved;

(E)	Option B (no long term capital investment) in respect of Fanshawe Pool, be approved;
(F)	the future direction of travel for Leventhorpe as described in para 3.75 and 3.76 of this report, be approved;
(G)	the Design, Build, Operate and Maintain model for Grange Paddocks Leisure Centre, be approved;
(H)	the Design, Build, Operate and Maintain model for Hartham Leisure Centre, be approved;
(I)	the leisure operating contract (with minor works included) model in respect of Ward Freman Centre, be approved; and
(J)	subject to funding approval, delegated authority to make decisions relating to the leisure development projects is provided to a leisure project board. The board will consist of the Executive Members of Health and Wellbeing and Finance and Support Services, the Head of Operations, the Chief Finance Officer, Monitoring Officer and a Director.

1.0 Background

1.1 The Council's corporate strategic plan includes an action to 'Produce a leisure strategy to determine future direction and planning for the Council's two leisure centres and the three joint use swimming pools'. This sits within the core priority to: 'Improve the Health and Wellbeing of our communities'.

1.2 At its meeting in June 2016 the Community Scrutiny Committee received a report from the Leisure Task and Finish Group and concluded that the proposed direction of travel should be endorsed. In summary this is as follows:

1.2.1 **Stream 1 – Joint use Pools**

The development of an outline business case for the management and operation of the Joint Use Facilities or if this is not feasible, alternatives based on a rationalisation proposal

1.2.2 Stream 2 - Hartham and Grange Paddocks Leisure Centres

The development of an outline business case for the management and operation of the two Council owned sites based on:

- I. Capital costs
- II. Revenue impact
- III. Contract management arrangements
- IV. Contribution to Health and Wellbeing Objectives
- V. Risk assessment

1.2.3 Stream 3 - Health and Wellbeing

The development of initiatives through the new leisure management contract which enable the operation of leisure facilities to address key issues identified within the Council Health and Wellbeing Strategy.

1.3 The main issues identified in the report were as follows:

- a. Ageing facility stock
- b. Deteriorating facilities and capital investment requirements
- c. Increased population particularly in Bishop's Stortford
- d. Changing leisure trends resulting in demand for different activities and higher customer expectations
- e. Demand for existing activities to be delivered in different ways for example the increasing popularity of all-weather floodlit pitches
- f. Increased revenue support for ageing facilities and maintenance expenditure
- g. Joint Use facilities are subject to significant financial risk arising from the potential loss of Education Funding Agency (EFA) contribution

1.4 The key conclusion reached in June 2016 was that the option of continuing to operate the existing mix of facilities was unsustainable. In particular the Joint Use facilities are subject to significant financial risk arising from the potential loss of Education Funding Agency (EFA) contribution. EFA funding covers the cost of the school's and County's contribution to the operation of the three Joint Use sites which amounts to 40% of total operating expenditure. In 2015 this amounted to £255,000. The difficulty for EHC is that the Council cannot let a long term Leisure Management contract for potentially 10+ years if the schools anticipate a withdrawal from the Joint Use Agreements. In these circumstances the Council would potentially face a very large claim for compensation from its contractors.

- 1.5 The District Council cannot absorb the schools 40% costs under the existing arrangements as the Council would effectively be funding education which could potentially be acting 'ultra vires' i.e. beyond its legal power and authority.
- 1.6 The facilities operated at Grange Paddocks (East of the District) and Hartham (West of the District) are owned by EHC and are therefore not exposed the financial risks associated with Joint Use sites. They do however require significant capital investment to reduce the deficit to the Council.
- 1.7 In July 2016 the Executive agreed to explore the future direction of travel for its leisure facilities and the joint use pools in preparation for the contract renewal for the operational management of the sites.

2.0 Report

Work streams 1 and 2

The Council has engaged leisure consultants, Max Associates to undertake a detailed appraisal of each facility and the options for each site. The brief included providing a business case that seeks to:

- Reduce the revenue costs of operating the leisure facilities
- Increase participation
- Contribute meaningfully to the Council's Health and Well-being agenda

- 2.1 In considering the future mix of leisure facilities across the Districts there are a number of variables to consider including:
- Population Growth and Demographics
 - Demand and Supply
 - Review of Current Performance
 - Travel times

This report focusses on these key considerations to determine the future facility mix for the District. Due to the technical nature of this information a summary is provided below:

- The population of East Herts is projected to increase from 143,000 to 178,000 by 2039, with the biggest increase in the 60+ age group.

- A number of studies and assessments were used to determine the following findings:
 - There is a current and future oversupply of swimming pool provision in the District, however Bishop's Stortford as a catchment will require additional provision in the future
 - There is a current oversupply of sport halls in the District however these are attached to educational or private sites which do not provide significant access for community use including casual use. As the biggest growth town, Bishop's Stortford will require a sports hall in the future to meet local need, however it is recognised that providing this directly as a Council may not be a viable option.
 - There is an urgent need for artificial (all weather) pitches across the District with further requirement for Bishop's Stortford.
 - There is demand (at varying levels) for more fitness and gym activity in all centres
 - Competitor analysis on alternative leisure provision such as Spa and trampolining suggested there could be scope to develop a climbing activity at Hartham.
- The current performance of the leisure centres was also reviewed and provided the following findings:
 - In Grange Paddocks and Hartham fitness income is greater than swimming
 - Hartham is the best performing site in relation to income fitness per station, suggesting there is further demand for this type of activity.
 - Swimming income is the greatest in Hartham followed by Grange Paddocks per m2 of water
 - Ward Freman is the least cost effective site in terms of staff and income ratio.
 - Grange Paddocks has the greatest utility costs and repairs and maintenance due the condition of the building.
 - The overall ratio of income to expenditure is greatest at Hartham, this suggests Hartham is generating more income than what it expends.
- An analysis of each site was also provided with the proposed facility mix.

2.2 In order to provide the guiding principles for the proposed direction of travel it was important to work with a vision for leisure centres across East Herts. It is proposed that the vision is one of enabling everyone to have the opportunity to participate. The Council has a pivotal role in providing pay and play opportunities which traditionally are not provided through other sectors. In this context the suggested vision is as follows:

“The Council will provide attractive facilities available to the whole community which complement the wider provision of recreation opportunities in the community and voluntary sector. In addition, it will ensure that leisure facilities contribute fully to the health and wellbeing objectives of the Council.”

2.3 The aims of the Leisure Strategy are as follows:

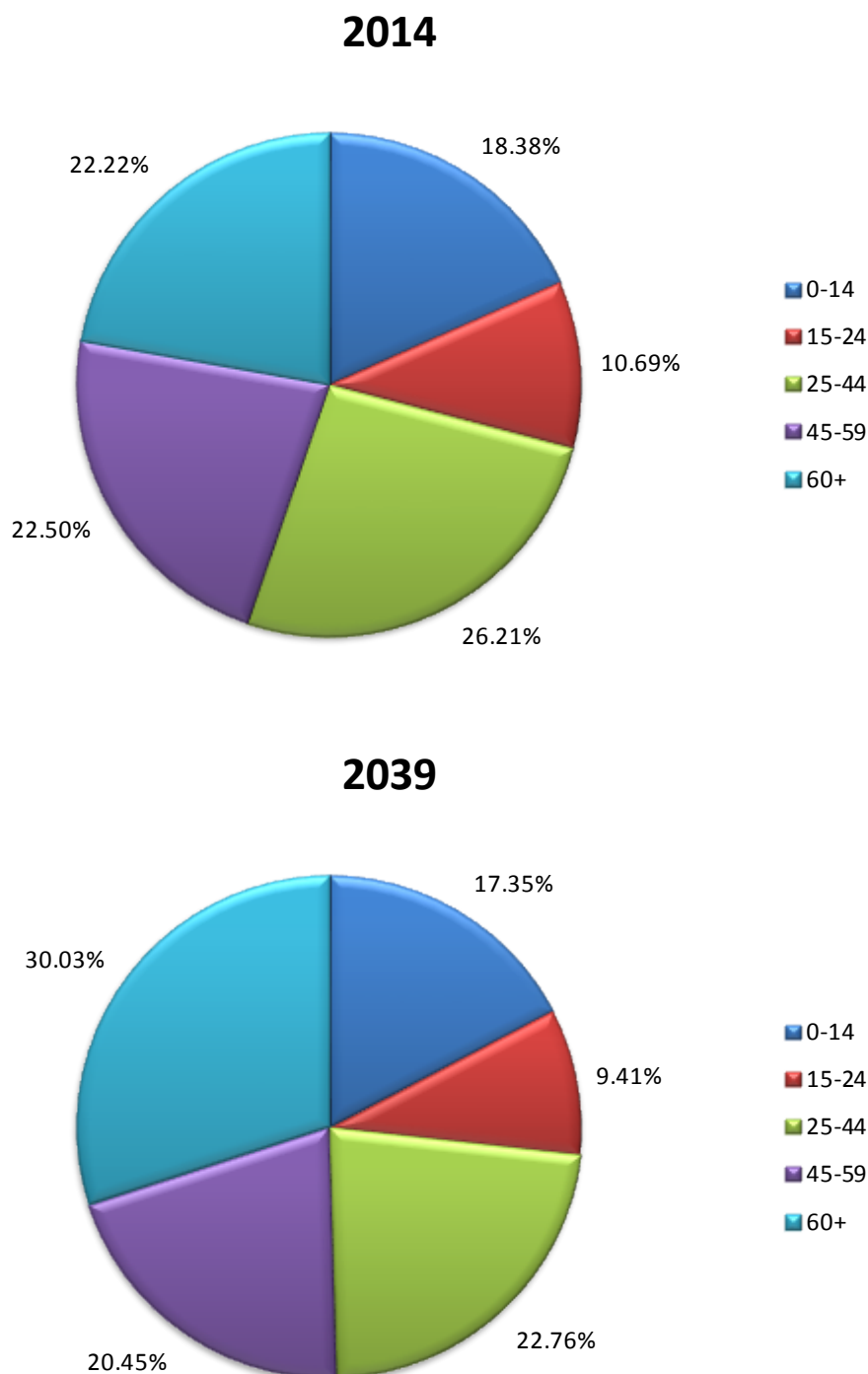
- a) To achieve closer integration with the objectives and processes of the health sector through a range of commissioning links. This will include for example electronic patient referral and delivery of specific programs where there is an identified health need such as weight reduction and mental health.
- b) To achieve closer integration with the voluntary sector, town and parish councils. The aim would be to close the gap between contract delivery and the work being carried out by the voluntary and community sector.
- c) To provide outreach programmes linking indoor leisure facilities to outdoor and community based activity, recognising the rural character of the district.
- d) To align leisure services delivery to the demographic trends and population growth recognising that the council imports and exports leisure demand to adjoining authorities.
- e) To reduce barriers to participation and improve customer satisfaction.

Population Growth and Demographics

2.4 The projected increase in population for East Herts is 34,483 up to 2039 from 143,000 to 178,000 with each age grouping showing an increase between 2k-5k, except for the 60+ which is showing an

increase of 21k, increasing the share for this group from 8% increase from 22% to 30% by 2039. The charts below highlights the increase in each age group.

Chart 1. ONS 2014-based Subnational population projections by age group



- 2.5 While the overall increase in population will add to the demand for sports facilities, the significant increase for the 60+ age group will impact the services considerably. While people are working for longer, the importance of keeping active (and healthy) is becoming more important to people as they retire or keep working as they get older.
- 2.6 The importance of swimming and fitness for older groups is demonstrated from the Sport England market segments, along with walking and cycling. Team sports are less attractive to these age groups.
- 2.7 Population growth coincides with housing development, a summary of Housing development across the District near to current leisure facilities operate can be found in Appendix A.
- 2.8 To better understand the immediate catchment for all five of the leisure centres consultants reviewed the Mosaic Reports for the local catchment within a few miles of each centres, reducing the catchment where there was an overlap to other facilities. A further review using a wider catchment of 30 minutes for both Grange Paddocks and Hartham was undertaken due to the nature of the leisure centres. The Mosaic reports categorises consumers into one of 66 types and 15 different groups. A summary of these groupings can be found in Appendix B

Leisure Demand and Supply

Swimming pool provision

- 2.9 The Sport England Facility Planning Model (SEFPM) undertaken in June 2016 identified 17 pools across 13 sites, with a total water space of 3522m². Once this has been scaled to show available hours in peak periods it equates to 2478.1m². To compare the capacity of the swimming pools with the demand the SEFPM converts the water space into 'visits per week in peak period' (VPWPP), which for East Herts the supply has been calculated at 21,485 VPWPP.
- 2.10 The demand for swimming pools, based on the existing population is 9,393 VPWPP.
- 2.11 The SEFPM suggests for a population of 144,822 there is a need for 1,559m² of water space, and with a supply of 2,478m², there is

an oversupply of 919m². This does not include the imported and exported activity, which is a net position of 422m² of water space required.

- 2.12 This therefore suggests there is an oversupply of water space in East Herts for the current population of 497m², equivalent to a standard main pool and teaching pool.
- 2.13 Concurrent to this outline business case, the Council commissioned an Open Space and Sports Facility Assessment (OSSFA), which is looking in more detail at the requirements for pools across the district.
- 2.14 Whilst there is an oversupply of water, some pools are membership only and have restricted opening due to being on educational sites. Details of the additional pools on education sites (outside of East Herts control) are highlighted in Appendix C
- 2.15 An analysis of actual pool usage was undertaken and the report has concluded that the current oversupply, by area totals 288m² as detailed below:
- Bishop's Stortford area: 44m²
 - Sawbridgeworth area: 73m²
 - Hertford and Ware area: 106m²
 - Buntingford area: 65m²

Future need for swimming pools

- 2.16 The Open Space and Sports Facility Assessment has calculated the increased number of dwellings (on the basis of the strategic sites set out in the draft District Plan) and applied a multiplier to estimate the likely additional residents. From this it assessed the increased demand for pools and offset it against the current oversupply, the table below sets out the summary of the volume of increased/decreased demand, in areas around current facilities. This suggests that additional swim pool provision is required in Bishop's Stortford and that there is still an oversupply in the other areas of East Herts.

Table1. Future pool facility requirements

Area	Future swimming facility requirements
Bishop's Stortford	+64m ²
Sawbridgeworth	-59m ²
Gilston	+273m ²

Hertford and Ware	-53m ²
East of Welwyn Garden City	+37m ²
East of Stevenage	+16m ²
Buntingford	-35m ²

Sports Halls

- 2.17 The Council has no sports halls within the two leisure centres it owns. All provision is with schools and privately managed centres. This is relatively unusual and means that decisions about investment into sports halls, opening times and access are out of the control of the Council. Educational sites, especially those that are now academies have different priorities from those of the Council. In addition, access to school sports halls for community use is limited as facilities are not always suitable for use by school children and public simultaneously (particularly during schools hours). This is due to safeguarding arrangements and quality of ancillary facilities.
- 2.18 The Sport England Facility Planning Model (SEFPM) undertaken in June 2016 identified 19 halls across 11 sites, with a total of 78.5 courts. Once this has been scaled to show available hours in peak periods it equates to 57.2. To compare the space available with the halls with the demand the SEFPM converts the hall space into 'visits per week in peak period' (VPWPP), which for East Herts the supply has been calculated at 15,617 VPWPP.
- 2.19 The demand for sports halls, based on the existing population is 8,742 VPWPP.
- 2.20 The SEFPM suggests for a population of 144,822 there is a need for 40.03 courts and with a supply of 57.2 courts, there is an oversupply of 17.17 courts. This does not include the imported and exported activity, which is a net position of an additional 5.22 courts required. This brings the suggested oversupply down to 11.95 courts.
- 2.21 This therefore suggests there is an oversupply of sports halls in East Herts for the current population.
- 2.22 The report states that the distribution of facilities is not ideal, leading to unmet demand in some areas. The areas of the authority with least good access to sports hall space at peak time are at Bishop's Stortford, Sawbridgeworth, and on the borders of

Stevenage and Welwyn Hatfield. However, as the demand is wide spread, it would not be sustainable to directly provide sports hall to address this specific issue.

- 2.23 The East Herts Built Facility Assessment identifies that nine of the eleven sport halls are located on educational sites and while they are identified as having community access, in real terms this does have some restrictions for public access as shown in Appendix C
- 2.24 It is unlikely that there will be much investment into improving sports facilities from educational resources, which could impact community use continuing to use the educational sites.
- 2.25 The OSSFA has identified the increased sports hall requirement given the housing growth and the table below sets this out.

Table2. Future additional sports hall facility requirements

Area	Future additional sports hall requirements
Bishop's Stortford	2.8 courts
Sawbridgeworth	0.3 courts
Gilston	7 courts
Hertford and Ware	1.4 courts
East of Welwyn Garden City	0.9 courts
East of Stevenage	0.4 courts
Buntingford	0.8 courts

- 2.26 The OSSFA notes that there are proposals for several new halls at existing secondary school sites, and there are also proposals for new secondary schools in some of the identified growth locations. New four court halls with some community use are currently proposed in Ware (Chauncy) - now built, Hertford (Richard Hale) and Bishop's Stortford (Hertfordshire and Essex). These facilities could help to meet the future needs of the growing communities in these areas at weekends and in the weekday evenings, so long as the community use is assured during evenings and weekends and the hire policies of the schools support high levels of use. This may need to be via appropriate planning conditions, but also critical will be appropriate design to enable and support community use.

Artificial Pitches

- 2.27 Consultation with the consultants completing the OSSFA in relation to artificial pitches revealed the following summary in relation to the centres.

- 2.28 Overall need: There is an urgent need for more third generation/ '3G' pitch provision in the district. 3G synthetic grass sports pitches are extremely popular throughout the UK and are often used as an all-weather alternative to natural grass surfacing. Due to the advancement in technology, 3G grass surfaces can be used for competitive matches and ensure that games are no longer called off due to wet weather. They require less maintenance compared with real grass, and can be used much more frequently without becoming damaged. 3G sports pitches are a rubber granule filled carpet with a 40mm pile height. 2G pitches on the other hand, are sand-based astro-turf. These suit sports such as hockey but are less favourable for football though often used for training.
- 2.29 Based on the FA's guideline of one '3G' pitch per 42 teams, there should be 8.78 pitches in the district, compared with current provision of one full-sized (Wodson Park) and one 9v9 (Birchwood HS). Therefore, provision of pitches at any of the facilities would be beneficial.
- 2.30 At Bishop's Stortford, there are currently 87 teams based there, which suggests a need for 2.07 pitches locally. However, there are several clubs considering the provision of new facilities.
- 2.31 The FA's highest regional facilities priority is to secure a fixed base for Bishop's Stortford Community FC. The club currently plays at several dispersed sites, several of which are poor quality. The club has ruled out Grange Paddocks as a suitable location. A possible solution would be anchor tenants with a long-term user agreement at a school site, possibly with a dedicated clubhouse, which would still serve their requirements.
- 2.32 Birchwood High School has an aspiration to provide a full-sized '3G' pitch at their detached playing field. At present, Bishop's Stortford Community FC makes almost exclusive use of the 9v9 '3G' pitch on the main school site outside of school hours.
- 2.33 Other school sites: The new secondary school at Bishop's Stortford North has a playing field allocation by the A120 and this could be explored as an alternative/supplementary option to Birchwood High School. Herts and Essex High School are seeking a 2G pitch on Beldham's Lane (more information provided in Part 2 of the leisure strategy report).
- 2.34 Grange Paddocks: To provide community access to an artificial pitch, provision at Grange Paddocks would be sensible. Providing

a full-sized '3G' pitch would offer the greatest flexibility, because it can be subdivided for small-sided pitches when needed.

- 2.35 There is currently less need for sand filled pitches for hockey as Bishop's Stortford Hockey Club has achieved planning consent for a new AGP at the BS Sports Trust site at Cricketfield Lane and the project was initially awarded £500k by Sport England, although this has now 'timed out'. A hockey pitch is being investigated at Herts and Essex school, however substantial funding has yet to be allocated (more information in part 2 of the leisure strategy report).

Fitness

- 2.36 The Build Facilities Assessment included a review of fitness, however consultants have commissioned a more commercial assessment of latent demand for fitness. This is due to the impact that fitness facilities have on the income able to be generated. It is critical that the size of the gyms is sufficient to maximise income generation. Appendix D provides a map that shows the Council's facilities and all public and private competition with a description of these against each of the 5 centres managed by the Council.

Latent demand for Fitness

- 2.37 In estimating the latent demand for fitness, the following populations have been used. An adjusted two mile radius of Fanshawe Pool and Gym (excluding 2 mile overlap with Hartham), a two mile radius for the Leventhorpe facility, a three mile radius for both Grange Paddocks and Hartham and a four mile radius for the Ward Freman Pool, which is the most isolated of the facilities. In each case, the number and types of people living in the area, plus competing fitness gyms have been considered.

Hartham

- 2.38 The overall demand for Hartham Leisure Centre is estimated to be 3,087. This includes allowance for 25% of the total to travel from outside the catchment area but also some negative consideration for the competition in the area (and particularly those people on the edges of the catchment who have other options closer to home).
- 2.39 The centre currently has around 2,575 members, so the estimate shows potential to increase this by 512.

Grange Paddocks

2.40 The overall demand for Grange Paddocks Leisure Centre is estimated to be 3,505. This includes allowance for 25% of the total to travel from outside the catchment area. The circa 4,000 new homes which will be built in the area, within 3 miles of Grange Paddocks have been factored in. (It is assumed that these will house around 6,000 adults). The centre currently has around 2,700 members, so the estimate shows potential to increase this by 805.

Fanshawe Pool and Gym

2.41 The overall demand for Fanshawe Pool and Gym is estimated at 961. This includes allowance for 30% of the total to travel from outside the catchment area, a larger proportion than for Hartham due to concentrating on a tighter catchment. Some negative consideration has been factored in for competition in the area as there are a number of alternative options available.

2.42 The centre currently has around 750 members, so the estimate shows potential to increase this by 211.

Leventhorpe Pool and Gym

2.43 The overall demand for the Leventhorpe Pool & Gym is estimated to be 476. This includes allowance for 30% of the total to travel from outside the catchment area but also some small negative consideration for competition, mainly to allow for the bigger gym at Leventhorpe Leisure Centre next door.

2.44 The existing centre currently has around 370 members, so the estimate shows potential to increase this by 106.

Ward Freman Pool

2.45 There is currently no gym provision on this site. The latent demand for Ward Freman Pool is estimated to be 495. This is the total number of members that could be achieved if a gym and studio were added. This includes allowance for 20% of the total to travel from outside the estimated catchment area.

Competition Analysis – Trampoline Park, Spa, Adventure Play and Clip and Climb

2.46 To determine if other complementary facilities could be included within the facility mix at Grange Paddocks or Hartham Leisure Centre a competition analysis for these alternative facilities has been undertaken, which is summarised below.

Grange Paddocks

2.47 There are six spa facilities within 30-minutes of Grange Paddocks, the nearest being Urban Spa in Bishop's Stortford, only a few minutes' drive away.

2.48 There are six adventure indoor play facilities within 30-minutes, the nearest being Adventure Play Barn in Sawbridgeworth.

2.49 There is one indoor clip n climb facility in Cambridge and a new outdoor high ropes course has recently opened in Welwyn Garden City. A new facility has for Chelmsford opened in December 2016.

2.50 There are three indoor trampoline parks within 40-minutes, the nearest being Air Space Stevenage.

2.51 Therefore, the catchment is reasonably well catered for these types of activities.

Hartham

2.52 There are six spa facilities within 20-minutes of Hartham Leisure Centre, the nearest being Hanbury Manor Hotel and Country Club in Ware.

2.53 There are two indoor trampoline parks within 30-minutes, the nearest being Gravity Force in St Albans, but Air Space Stevenage is of a similar drive time as well.

2.54 There are ten adventure indoor play facilities within 30-minutes, the nearest two being less than 15-minutes from Hartham; Get Wild in Hatfield and Soft Play City in Welwyn Garden City.

2.55 There are no Clip n Climb facilities with 30-minutes, but a new outdoor high ropes course has recently opened in Welwyn Garden City. Therefore, there is potential opportunity for a climbing type activity in Hartham.

2.56 A map illustrating commercial facilities within a 20 – 30-minute

drive of Hartham Leisure Centre can be found in Appendix E

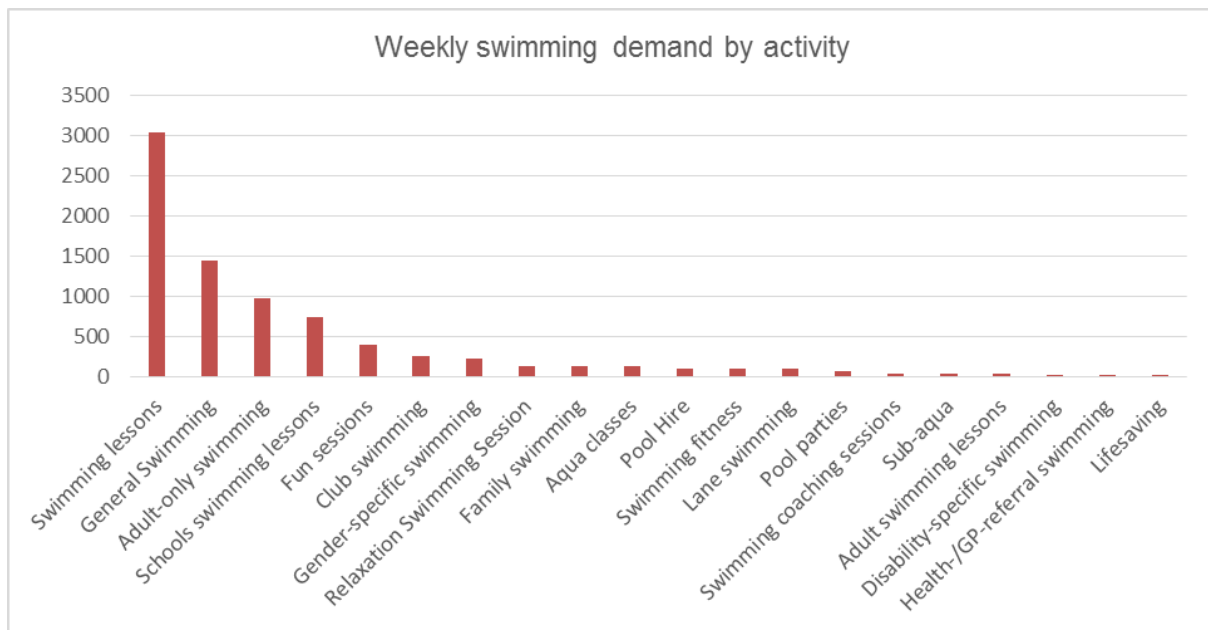
Swimming Pool Modelling - Grange Paddocks

- 2.57 The demand and supply analysis carried out by consultants demonstrated a need for further pool water at Grange Paddocks. To determine whether it would be best value for the council to improve the existing provision or build new, further analysis was undertaken to assess the likely usage of the pools by comparing the usage of comparable demographics across the country and the type of use the pool was most likely to attract. Consultation was then undertaken with stakeholders.
- 2.58 The objective was to understand the most suitable configuration of the pools to ensure it met the future needs of the whole community.
- 2.59 A ten-stage process was followed to determine the recommended pool capacity and possible pool programming:
1. Swim member 'datahub' sample (National sample of swim members by age, gender, postcode and programme);
 2. mosaic type by postcode;
 3. swim population;
 4. drive time catchments;
 5. travel time decay;
 6. local supply of pool facilities;
 7. demand;
 8. facility demand;
 9. pool capacity recommendation; and
 10. programme requirements.

The methodology is illustrated in Appendix F.

- 2.60 It is projected that there will be 8,014 swims each week and an ideal sized pool to accommodate this would total 710m².
- 2.61 The projected total weekly visits have been mapped against likely activity. This has been assessed by comparing typical visits to pools of those within the Data hub club of comparable demographics.

Graph 1. Weekly swimming demand at Grange Paddocks



2.62 Whilst this break down will need to be specific to the requirements for Grange Paddocks, it is a good starting position to help determine the optimum lay out of the pools and requirements for moveable floors.

2.63 An example of the configuration of this amount of water would be:

•8-lane main pool – 25m x 17m	425m ²
•teaching pool (larger for lessons) – 20m x 10m	200m ²
•water confidence pool – free form	100m ²
Total	725m ²

2.64 The larger teaching pool would support the demand for swimming lessons, the 8-lane pool would support adult only and club swimming and a water confidence area would provide for early years' introduction to swimming.

Sports Hall Modelling

2.65 As the Council was considering the need for a sports hall at Hartham Leisure Centre and the OSSFA suggested a need of 1.4 courts, a further review of the requirements was undertaken for the centre.

2.66 Consultants completed latent demand maps for the centre by super output area. An estimate of the unmet demand that could be

absorbed by a sports hall at Hartham was considered, considering travel time. Projected visits per week, by age and gender were considered and this provided the recommended size of hall.

2.67 In summary, the findings revealed that the centre could support a 5-7 court hall, however, this demand would be transferred from other existing sports halls in the surrounding area. If it is assumed that the demand would remain in the existing centres, the new demand would only be for 1-2 courts.

2.68 Given the proposed plans for the new sports hall at Herts and Essex school, this analysis has not been completed for Grange Paddocks.

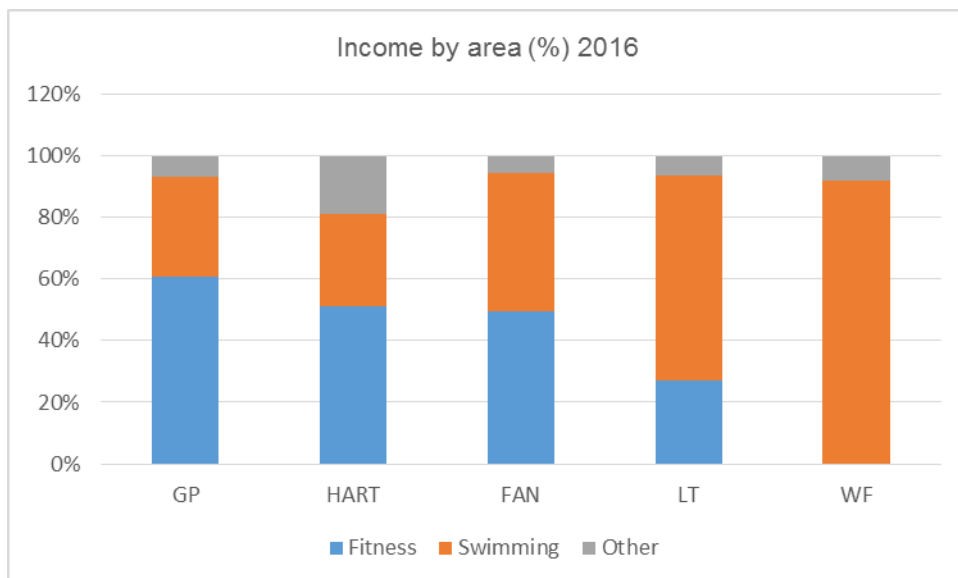
Review of Current Performance

2.69 A review of the financial performance of the five leisure centres has been undertaken to assess the current performance and to ascertain a 'base line' position to develop business plans for the development options. These have been compared to national benchmarks and have been used to assess the potential investment opportunities at the centres to increase participation whilst reducing the net cost.

2.70 The key areas of income reviewed were fitness income and swimming income, as these are the key facilities at each centre.

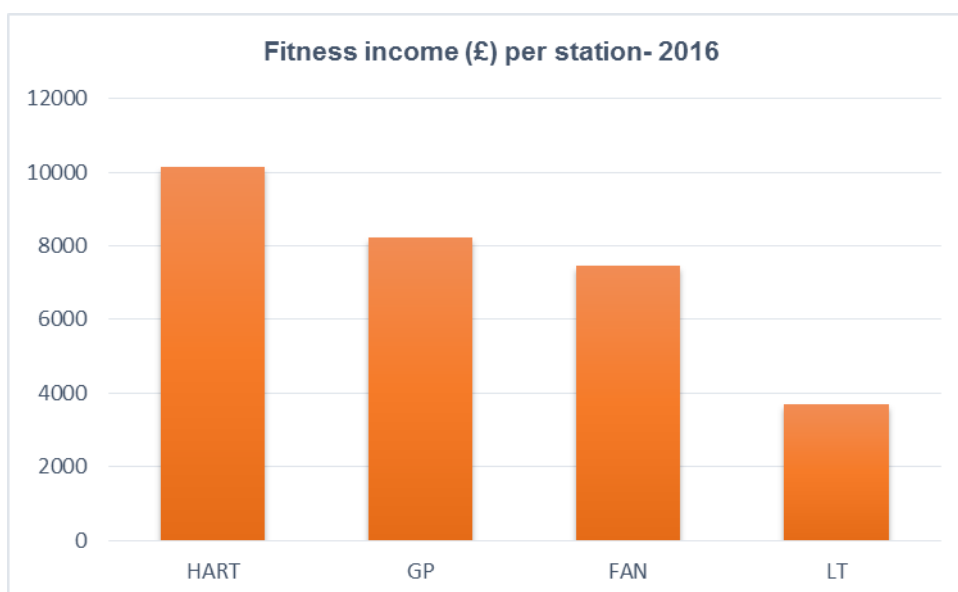
Income

2.71 The Income by facility area is set out in the chart below for each centre. Where centres have both gyms and pools, the income from the gym, (although an overall smaller area) is higher than that generated from the pools. Fitness income is over 50% of total income at Grange Paddock and Hartham. The graph below demonstrates income by area.



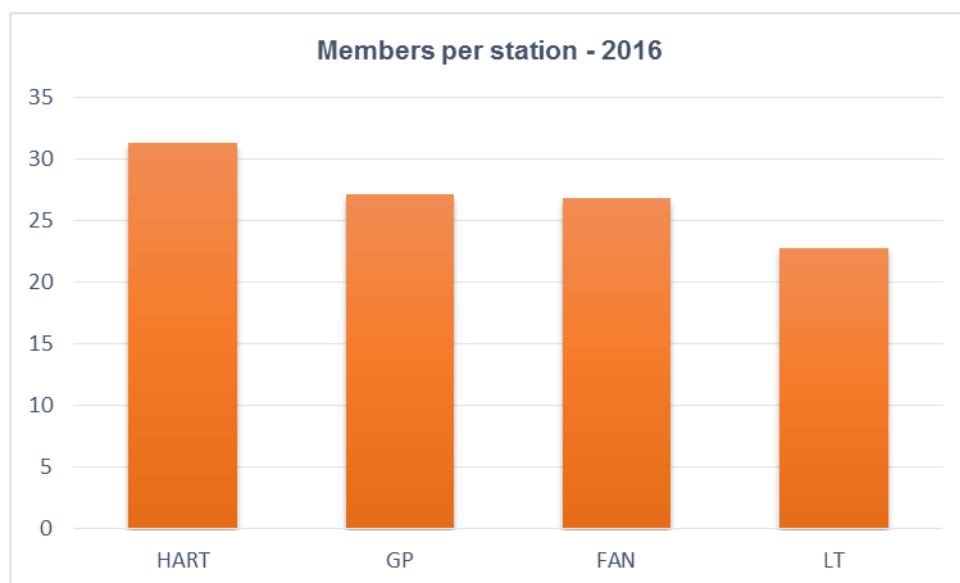
Fitness income

2.72 The graph below set outs the fitness income per station for each of the centres. Hartham is the best performing site, with fitness income in the region of £10k per fitness station. It would be expected that a well performing gym with good studio and ancillary provision would be able to achieve in the region of £10k - £15k per station, therefore there are further opportunities at each of the centres, given the latent demand (with appropriate facilities to meet customer expectations).



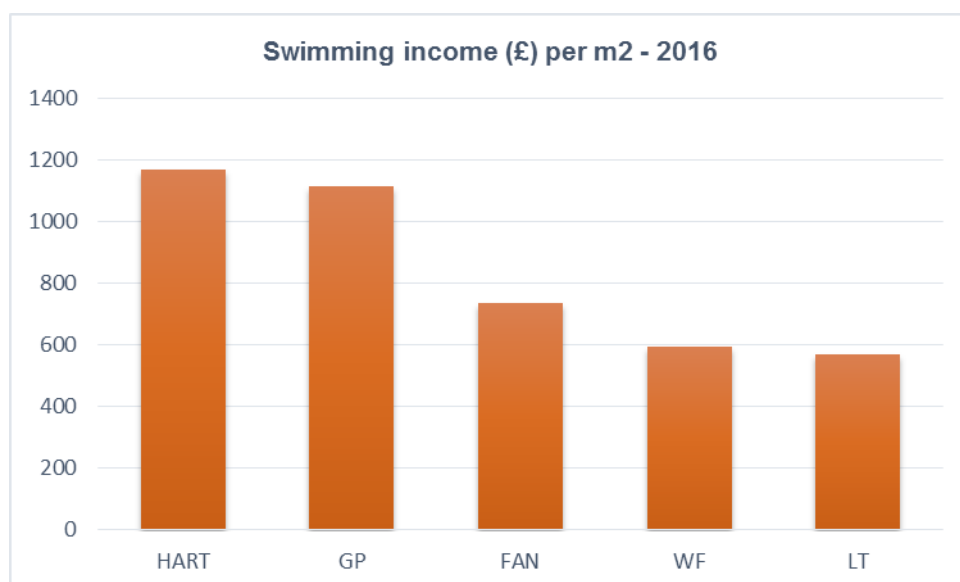
2.73 The graph below sets out the members per station at each of the centres. Centres generally operate in the region of 19 - 25 members per station. Therefore, Hartham will be operating at over capacity, with Grange Paddocks and Fanshawe at capacity levels, with the latent demand this demonstrates the requirements for

larger fitness suites at each centre except for Leventhorpe.



Swimming Income

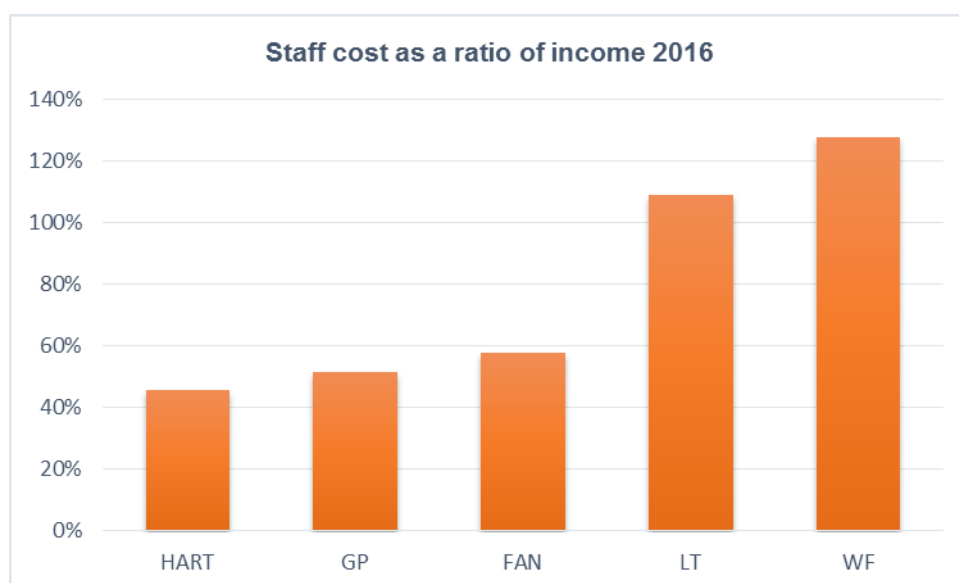
2.74 The graph below sets out the swimming income per m² for each of the swimming pools. It would be expected that a pool hall comprising a main and teaching pool could generate in the region of £1,000 - £1,500 per m². Both the main leisure centres are performing at this level, at just under £1,200 per m², with the smaller joint use centres operating at a lower level.



Staff costs

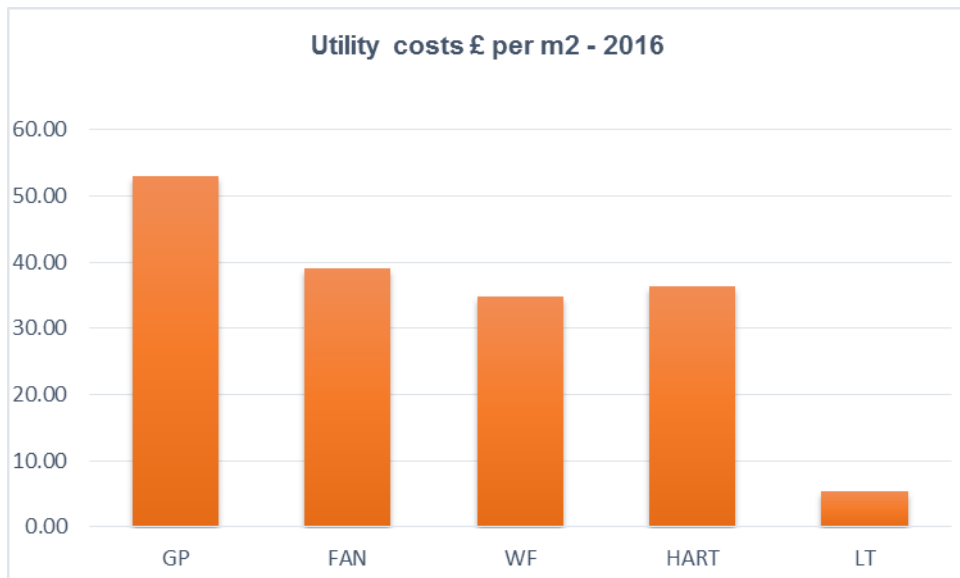
2.75 Staff costs are generally the largest expenditure cost of managing leisure centres. To assess the efficiency of staffing, total staff costs are compared to the income generated of the centre. The table below sets this ratio out for each centre. Leventhorpe and Ward

Freman have the poorest ratios, where staff costs are higher than income generated. Pools generally have high ratios, due to the lifeguarding requirements and relatively low price of swimming. Therefore, facilities such as gyms and studios are added to pools, to increase the income (without significantly increasing staffing costs).



Utility costs

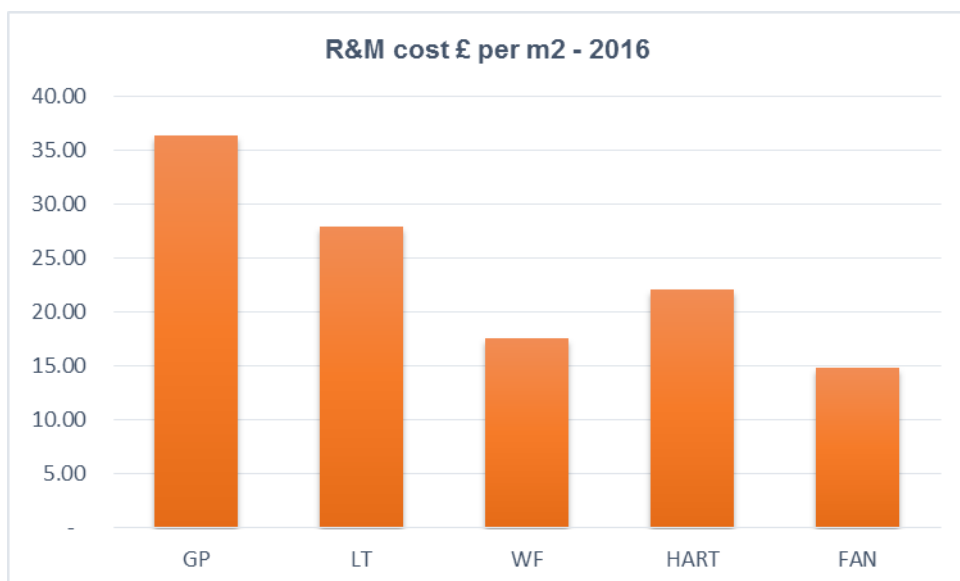
2.76 The graph below sets out the utility costs per meter square for each centre. Given that the joint use centres are only pools, (which are the largest utility consumption area), it would be expected that the joint use pools, would have the highest cost per m2. However, Grange Paddocks costs are very high at just under £53 per meter square, suggesting an inefficient building. Typical costs would be in the region of £35-£40 per m2, increasing to £45 for wet only centres.



Therefore, there are opportunities at all centres to improve energy consumption.

Repairs and Maintenance Costs

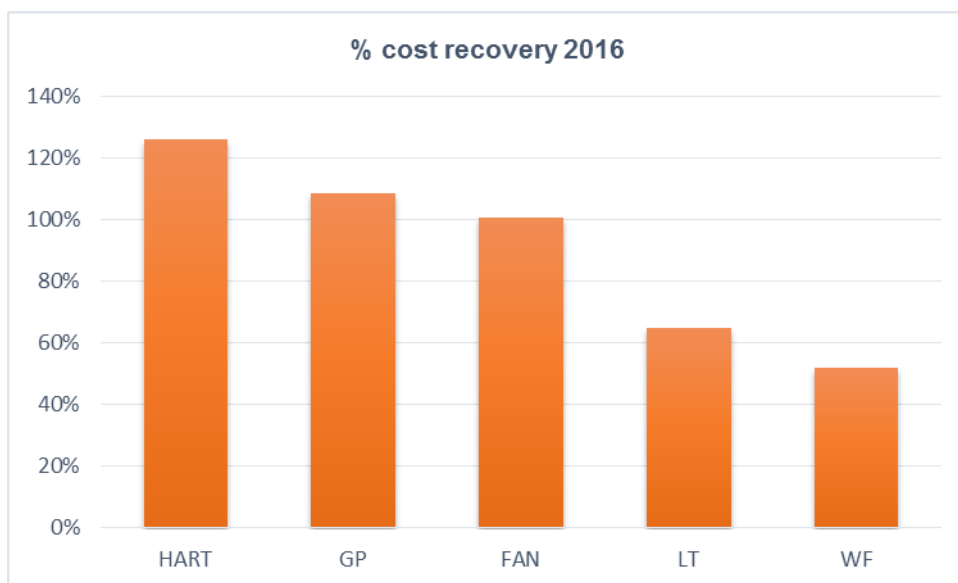
2.77 Repairs and maintenance costs range from between £15 to £36 per meter square, as shown in the graph below. Median costs as per the Sport England national benchmarking service are in the region of £18 per meter square. As the centres have small 'dry' parts to the facility and are predominantly pools, the overall costs would be higher than mixed wet and dry centres, however the costs are high, reflecting their age and condition.



Cost Recovery

2.78 The overall ratio of income to expenditure for the centres is set out

below. The median levels (as per Sport England National benchmarking) are at 108%; income more than covers expenditure so the centres operate at a surplus. Leventhorpe and Ward Freman are the two centres in East Herts requiring a subsidy.



2.79 This high-level review of the centres' current financial performance will inform the future facility considerations, particularly:

- There are opportunities at each centre to increase the fitness offer; this will meet demand and increase income the centres generate. Hartham, Grange Paddocks and Fanshawe are all at capacity for fitness members, therefore larger gyms are required.
- Swimming income is performing well at the two main facilities, but less well at the joint use pools, likely to be reflecting both the over-supply and poorer ancillary facilities.
- Staff costs as a proportion of income is good at Hartham and Grange Paddocks, however poor at Leventhorpe and Ward Freman. This KPI will be most easily improved by increasing income, as staff costs are relatively fixed due to lifeguarding requirements.
- Utility costs are higher than expected at Grange Paddocks and Fanshawe, therefore there are energy savings opportunities here.
- Repair and maintenance costs are high at all the centres, and there are significant future condition survey costs required. This reflects the age and current condition of the centres.
- Cost recovery proportions are low at the three joint use sites, reflecting the overall high staffing, maintenance and utility costs in comparison of income the centres generate.

3.0 Site Analysis and Facility Mix Options

- 3.1 Given the above analysis and stakeholder consultation, for each centre a facility mix has been identified and agreed by the Task and Finish Group. This has considered the council's strategic outcomes for the service, demand and supply analysis, competition analysis, consultation and financial performance review. The summary is set out for each centre below.

Grange Paddocks

- 3.2 The existing leisure centre at Grange Paddocks is situated in open parkland located within walking / cycling distance of Bishop's Stortford Town Centre. The existing 25m and learner pools are nearing the end of their practical lifespan, with recent refurbishment / extension of the centre to create redecorated wet change and new studio / dry sports spaces. User demand on this centre is very high, with congestion at certain times between school groups and the general public.
- 3.3 The current facility is located on the eastern bank of the river Stort, on the edge of open parkland containing a number of playing pitches. The site is accessed via a narrow access road over the river, leading to two car parks between the centre and the river.
- 3.4 The buildings are located within flood zone 1 and 2, whilst the car parks sit within flood zone 3.
- 3.5 There are residential properties on the west bank of the river that have overlooking views over the river, into the park and of the centre / pitches. Consideration will need to be given to these properties from:
- noise breakout from any new facilities
 - potential light pollution from any proposed floodlighting of pitches
 - sensitive design of new facilities in terms of visual amenity
- 3.6 The fitness latent demand suggests that a new Grange Paddocks Leisure Centre would have a demand for 3,505 members, which based on 25 members per fitness station, would require 140 stations and approximately 700m² for gym space.
- 3.7 To complement the fitness suite, additional studios to provide group exercise will provide the ability to have a balanced programme attracting a larger part of the community and to drive revenue.

- 3.8 The swimming pool modelling, based on the catchment, drive times and population growth suggests demand of approximately 8,000 visits a week, requiring 710² of water. These pools would provide total water space of 725m². Confidence water will also be provided for babies and toddlers. Design of the pools has been undertaken in consultation with the clubs and ASA. The leisure task and finish group was keen that the confidence water and larger teaching pool be provided to meet demand. Due to the requirements of a much larger pool hall and the age of the existing pool, that is nearing the end of its useful life, a new build centre was considered over and above a refurbished pool hall.
- 3.9 Given the increase in water space and fitness facilities required at Grange Paddocks, it was determined that a new build centre, would be more suitable than trying to extend the current pool tank and hall and fitness facilities.
- 3.10 Site options were assessed for the new centre at Grange Paddocks and the location of a new build within flood zone 1 was deemed the most suitable. Further surveys will be required to determine viability of location.
- 3.11 Any new replacement facility would need to consider the following:
- The sensitive nature of the open park setting
 - Location of the facility close to the river Stort
 - Location of the existing facility which currently sits within flood zone
- 3.12 The preferred facility mix is set out in Appendix G.

Hartham Leisure Centre

- 3.13 Similar to Grange Paddocks, the existing leisure centre at Hartham is situated in open parkland. This park is located on the outskirts of Hertford
- 3.14 The current facility is located between the Rivers Beane and Lea, on the southern edge of open parkland. The centre is accessed via a road running along the northern bank of the River Lea.
- 3.15 Whilst the existing centre lies within flood zone 2, the proposed options need to link in with the existing facilities. As such the proposed new construction will have to lie within the flood zone 2.

However, flood resilience can be designed into the scheme at the next stage, through the inclusion of items such as robust finishes.

- 3.16 The existing 33m and learner pools were existing external pools, until covered over with the current pool hall.
- 3.17 User demand on this centre is quite high, with congestion at certain times between school groups and the general public.
- 3.18 Any new replacement facility would need to consider the following:
- The sensitive nature of the open park setting
 - Location of the facility close to the rivers Beane and Lea
 - Location of the existing facility which currently sits within flood zone 2
- 3.19 Analysis of the demand for sports halls has demonstrated that demand isn't sufficient (given the local supply) for another four court sports hall.
- 3.20 The latent demand for this centre is lower than that of Grange Paddocks, due to the additional competition, with a total demand of just over 3,000, and when taking the existing membership into account, the estimated increase is just over 500 members. Based on 25 members per fitness station, the gym would need to be able to accommodate 120 stations, and be approximately 600m². The addition of a larger second studio, would allow for more group exercise classes and the ability to have a crèche.
- 3.21 What does stand out though is the population within thirty minutes of the site, with over 1.2m people in total, more than double that of Grange Paddocks. Furthermore the 0-9 year olds account for almost 14% of the population, which is higher than the England average of 12.5%. This younger population provides opportunities for the provision of more child friendly facilities, such as clip n climb and water based activities. Indoor soft play is well catered for within short drive times, so is not recommended to be included in Hartham Leisure Centre.
- 3.22 The existing swimming pool is in need for refurbishment, in order to be able to continue to be attractive to fitness swimmer, but particularly for families for swimming lessons and fun activities.
- 3.23 Adding in a fixed floor to the diving end of the pool will provide a second area for teaching. This will allow for further lessons,

although will impact on the current water polo use. (This will be offset within the district with new facilities in Grange Paddocks).

- 3.24 The facility mix option schedule suggests that the swimming pools would need to be retained. As such, the intention behind the options at Hartham is to retain the existing pool hall and redevelop the reception area.
- 3.25 Minor redecorations / retiling are included for the existing pool hall, with the pool tanks relined / retiled. The boom is to be fixed towards the shallow end of the main pool, diving the 33m pool into a 25m pool and 6m wide pool.
- 3.26 The existing reception is proposed to be demolished. New studios and an extension to the gym are proposed to be constructed in its place.
- 3.27 The preferred facility mix is set out in Appendix G

Fanshawe Pool and Gym

- 3.28 Fanshawe pool and gym is located on the outskirts of Ware, and is a shared facility between public and the Chauncy School (secondary school). Nearby is also St.Catherines Church of England Primary School.
- 3.29 The facility is a single storey building on the western edge of car parking serving Chauncy School.
- 3.30 Current uses located in the building are:
- Reception / staff area
 - Small fitness gym
 - Dry change areas
 - Small meeting room
 - Wet change areas
 - 25m main pool with elements of spectator seating
- 3.31 The building sits on the western edge of Chauncy School's car parking, and is surrounded by open land to the west / north, assumed to be part of the School's demise. To the south lies the access road, Park Road.
- 3.32 Lying to the west and south are residential developments, as such, there is limited / no scope for external expansion.

- 3.33 Parking for users of the facility is restrained, and becomes extremely congested at school drop-off and pick-up times.
- 3.34 The site is level and the building lies away from areas of flood risk.
- 3.35 The facility mix option schedule suggests that potential membership could be increased to over 950 members. This can be achieved through a larger fitness suite and improved changing facilities (both wet and dry).
- 3.36 The proposed option increases the fitness gym area, but reduces / refurbishes the associated dry change areas which have been deemed oversized for the member numbers.
- 3.37 Through an internal reconfiguration of the oversized wet change areas, a new studio can also be introduced.
- 3.38 The wet change, as noted, has been reconfigured / condensed, and now has group change facilities included within the layout.
- 3.39 The pool hall refurbishment works would consist of re-tiling of pool tank and hall walls.
- 3.40 Rearrangement of the car parking to accommodate more users' needs to be included through the use of kerb re-alignment / removal. This will be investigated further at the next design stage.
- 3.41 Fanshawe Pool and Gym is performing well financially and has a good catchment of over twenty thousand adults over the age of fifteen within two miles of the site. The local competition, consisting of three private clubs and one public facility suggests a good customer base for fitness facilities. With the latent demand suggesting that the existing gym membership could be increased by approximately 200, there is an opportunity to increase the size of the fitness facility at this site. With internal layout changes to increase the size of the gym, creating 40 – 50 fitness stations, along with changing rooms and welfare facilities refurbishment, this site could remain competitive in the local market and should be able to continue to generate a revenue surplus.
- 3.42 The preferred facility mix is set out in the Appendix G

Ward Freman Pool

- 3.43 Ward Freman pool and gym is located on the outskirts of

Buntingford, and is a shared facility between public and the Freman College (secondary school).

- 3.44 The facility consists of single storey changing / staff accommodation off a central reception area, opening out onto a double height pool hall with 25m pool.
- 3.45 The facility is located on the college grounds, on the western edge of car parking mostly used by and for Freman College.
- 3.46 Current uses located in the building are:
- Reception / staff areas
 - Small kitchen
 - Wet change areas
 - 25m main pool
- 3.47 The building sits on the western edge of Freman College's car parking, and is bounded to the west and north by existing Academy buildings. To the south lies Buntingford Cricket Club.
- 3.48 The car parking (and pool) is accessed from Bowling Green Road which lies to the east of the site.
- 3.49 Lying to the south-west, and separated from the College by a tree belt, are residential developments. As such, there is no scope for external expansion.
- 3.50 Parking for users of the facility is restrained, and becomes extremely congested at school drop-off and pick-up times. The site is level and the building lies away from areas of flood risk.
- 3.51 The existing swimming pool is needed for this part of the district to satisfy the demand for swimming. Refurbished changing rooms and toilets would make the swimming pool a more attractive offering for the community.
- 3.52 The catchment for this facility is much lower than the other centres and the demand for fitness is low. There is only one local private fitness competitor offering a small gym, which does also suggest there is little demand for additional fitness.
- 3.53 Reconfiguring the existing floor space at Ward Freman Swimming Pool to improve the changing rooms and to provide a small fitness room would help to satisfy the estimated local demand for this site of 495, but 100m² would be needed to be able to provide a gym

with approximately 20 fitness stations. It would be unlikely to be able to provide this amount of space within the existing footprint of the building. Consideration has been given to providing fitness on the roof of the changing rooms, but this was not considered given the capital costs and resulting impact on income.

- 3.54 The schedule of facility mix options identifies there is a latent demand for fitness of 495. This could be satisfied with a small fitness suite of approximately 25 stations.
- 3.55 With the proposed option, internal configurations of the existing change accommodation can provide a small fitness suite, and refurbished wet change areas which include group change.
- 3.56 The pool hall refurbishment works would consist of re-tiling of pool tank and hall walls.
- 3.57 The preferred facility mix is set out in the Appendix G

Leventhorpe Pool and Gym

- 3.58 Leventhorpe pool and gym is located on the outskirts of Sawbridgeworth, and is a shared facility between public and the Leventhorpe School Academy (secondary school).
- 3.59 The facility is a single storey building on the western edge of car parking mostly used by and for Leventhorpe School Academy.
- 3.60 Current uses located in the building are:
 - Reception / staff area
 - Small fitness gym
 - Dry change areas
 - Small meeting room
 - Wet change areas
 - 25m main pool with elements of spectator seating
- 3.61 The building sits on the western edge of Leventhorpe School Academy's car parking, and is bounded to the west and north by existing Academy buildings. It is surrounded by open land to the south, assumed to be part of the Academy's demise.
- 3.62 The car parking (and pool) is accessed from Cambridge Road which lies to the east of the site.

- 3.63 Lying to the south are residential developments. As such, there is limited scope for external expansion.
- 3.64 Parking for users of the facility is restrained, and becomes extremely congested at school drop-off and pick-up times.
- 3.65 The site is level and the building lies away from areas of flood risk.
- 3.66 The facility lies very close to Grange Paddocks and other facilities. As such, usage of the site is low. The building, and its finishes, has become tired and worn. Due to the limited use of the facility, the proposed option allows for minimal redecorations and creation of an external canopy for parents to view children's swimming lessons.
- 3.67 Internal redecorations would occur to the existing wet change areas.
- 3.68 The pool hall refurbishment works would consist of re-tiling of pool tank and hall walls.
- 3.69 Leventhorpe has the lowest usage of all of the facilities and has the highest usages of its users from outside of the district. The pool does not have any spectator viewing for parents, which impacts the ability to deliver swimming lessons.
- 3.70 The Leventhorpe Pool and Gym is on an educational site (Leventhorpe School) that also has a separate facility (Leventhorpe Leisure Centre), which is currently run by another provider. This facility has a sports hall, fitness suite, studio and ATP. Having two separate facilities on the same site, run by different operators is confusing for residents and is not providing the best return for investment and operational expenditure.
- 3.71 Based on the current membership and the local competition, there is very little additional demand for fitness, so improving or expanding the offer at this site would provide little overall benefit.
- 3.72 Leventhorpe is within a 15 minute drive time to Grange Paddocks, and for residents further south, Leventhorpe is only a 15 minute drive to Harlow Leisurezone. The emerging Open Space and Sports Facility Assessment is suggesting that by 2030 a new leisure centre will be required in the Gilston area, depending on the exact site, Leventhorpe would also fall within this 15-minute drive time.

- 3.73 To address the lack of swimming pool viewing, for parents during swimming lessons a simple external canopy could be constructed, to at least provide some shelter for parents viewing from the external windows. Retiling of the pool hall and refurbishment of the changing rooms could also be considered.
- 3.74 Despite the investment into the facility it is projected that usage will fall from 66,663 in 2016 to 46,664 in a mature year when a new Grange Paddocks has built and operationally working well.
- 3.75 However, for the level investment, continued capital costs and the projected decrease in customer visits, the Leisure Task and Finish Group considered rationalisation of the facilities and felt that not investing in Leventhorpe would be the most viable choice and to explore a mutually agreeable exit strategy with the school.
- 3.76 The management contract for the Leventhorpe Leisure Centre currently run by another provider could be managed with the existing portfolio of facilities under the School's control, which would allow for better use of the facilities across the whole of the school site, alternatively there maybe another community use facility better tailored for the area to explore. It is important to note that the natural migration of users to a newly developed Grange Paddocks would be the key trigger point in deploying an exit strategy. Should investment be approved it is anticipated that this migration could take place after 2022.

4.0 Capital Costs

- 4.1 Capital costs have been developed for each of the facility developments. The costs include:
- construction costs
 - abnormal and external works
 - main contractor preliminaries
 - main contractor profit and overhead
 - contingency
 - professional fees and surveys
 - inflation Q1 2017 to Q1 2019
- 4.2 The estimates exclude loose fixtures, fittings and equipment. (The costs of these are included within the revenue business plans).

- 4.3 To progress with any developments at the joint use centres, the Council must agree long term agreements with the schools / County to protect the council's investment and community use access. Officers are currently undertaking consultation with the schools and County to assess their willingness to provide mutually agreeable new agreements and disband the current agreements. If the outcomes are not positive, the Task and Finish Group recommendation is to not progress the investment into those centres.
- 4.4 To date initial conversations with HCC regarding Ward Freman are positive. The County's key concerns are in relation to safeguarding and the proposed facility mix and whether it would meet Sport England requirements and building regulations. The County will also be exploring their 'school use' requirements which may impede on community access and therefore revenue position for this site. It has been highlighted to county colleagues that the proposed facility mix provides a framework for the District's decision making body in relation to investment levels and that detailed designs will come later as part of the procurement process.
- 4.5 In relation to Chauncy School regarding Fanshawe Pool and Gym, the School have stipulated the following non-negotiable items for a new agreement:
- 4.5.1 Free use of the pool for Chauncy School pupils during the school day, determined by an annual forecast of times/dates.
 - 4.5.2 For the Council to reconfigure the School and leisure centre car parking area at no cost to the school to ensure better flow of vehicle movement during school drop off times and greater use for leisure centre members throughout the day and evenings.
 - 4.5.3 The Council to pay a fee for annual rent of approximately £5000
 - 4.5.4 The school would not pay towards ongoing repairs and maintenance costs on a newly developed site.
- 4.6 The costings below cover two options in relation to Fanshawe Pool and Gym:
- Option A – investment from the Council based on long term agreement and lease at ideally a peppercorn rate to the Council
 - Option B: No investment, continue with the provision in the current model until development at Hartham is completed and a large portion of users migrate to Hartham.

4.7 As previously mentioned, given the impact of Grange Paddocks and declining customer visits the Task and Finish Group concluded that investing in Leventhorpe was not a viable option moving forward.

4.8 The summary capital costs for each centre are set out in the table below.

Centre	New build / redevelopment	Key facilities	Capital cost
Grange Paddocks Leisure Centre	New build	<ul style="list-style-type: none"> • 8 lane 25m pool • teaching pool with moveable floor • confidence water • 140 station gym • 3 studios • café • 3G 	£21,997,939
Hartham Leisure Centre	Redeveloped dry side for enlarged fitness and climbing	<ul style="list-style-type: none"> • New dry side to create 140 station gym • 3 studios • new dry changing rooms • retile pool tanks • Redecorate pool hall • provide a fixed boom and false floor to the diving end to increase use of this water space for teaching • Fixed Shelf • Clip and climb 	£7,113,000
Ward Freman	Redeveloped internal change areas	<ul style="list-style-type: none"> • Include a 25-station gym on the ground 	£881,000

		floor <ul style="list-style-type: none"> • Refurbish / remodel changing areas • Re-tile pool surrounds • Redecorate the pool hall 	
Subtotal (without investment in Fanshawe)			£29,991,939

Fanshawe Option A and Option B

Fanshawe Option A	– Redeveloped internal change areas	<ul style="list-style-type: none"> • Extend the size of the gym and add a small studio • Refurbish changing rooms • Retile pool and redecorate the pool hall 	£1,268,000
Option B	None	None	£0
Total with Fanshawe Option A			£31,259,939

Investment in Leventhorpe Not Recommended by Leisure Task and Finish Group

Leventhorpe	Improve the pool hall and changing areas	<ul style="list-style-type: none"> • Refurbish the changing rooms. • Redecorate the pool hall • Provide external canopy for viewing 	£398,000
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4.9 It is important to note that should investment be approved for developments, the funding will be required at different stages of a new leisure contract. Also, given the timescales required for procurement it is likely that the current leisure contract will need to be extended for approximately 1year (the contract is due to expire December 2018). Therefore it is unlikely that any development and

investment will take place prior to 2020. Should funding be approved the Head of Operations in conjunction with the Head of Legal and Democratic support services will negotiate the terms and conditions of an extension with the current provider.

- 4.10 The Council will need to proceed with the submission of an outline planning application for Grange Paddocks and Hartham leisure centres prior to the procurement of a new leisure contractor. This will mitigate concerns from the leisure providers and ensure the contract is attractive to the market. In addition to the capital funding for developments, funding will be required to submit an outline planning application. Detailed costs for all surveys prior to submission will be required. It is estimated that this could be in the region of £150k.
- 4.11 The relatively minor works proposed for Ward Freman Pool may not require planning approval. The project will be discussed with the appointed leisure management contractor and brought forward as a separate project. If planning approvals are necessary, applications will be made at the appropriate time.

5.0 Revenue Business plans and whole life costs

- 5.1 Indicative revenue business plans have been developed for each of the centres considering the redevelopments and new build at Grange Paddocks. The business plans set out total income and expenditure projected for each centre from the completion of the development works.
- 5.2 A number assumptions were made to shape this work:
- To assess the overall net financial cost of the developments to the Council, the capital costs (opportunity cost), cost of borrowing, repayment and revenue position were assessed together. This has been factored into the whole life cost analysis at the rate of 2.3% for capital costs for Grange Paddocks and 2.74% on the rate of borrowing and repayment over 20yrs for the remaining facilities. It is important to note that these figures provide a framework of costs, usage and facility mix options which will be used as a base for the procurement process should investment be approved. Providers will be required to submit design, build, operating and maintenance solutions that meet the Council's requirements at a capital investment cost to the Council that

is no more than those described in para 4.8. The final investment mix will be proposed by the Head of Strategic Finance and Property in conjunction with the Executive member for finance and support services.

- To provide high level figures on the whole life costs it was assumed that the contract will be structured such that the Council will pay the capital costs. In this way, it is assumed that the VAT on the capital developments will be able to be reclaimed by the Council.
- It was assumed that the centres will be managed by an organisation similar to current incumbents, such that there are comparable VAT and NNDR benefits.
- Increases for inflation have not been included within the projections at this stage.
- Pricing for the activities and memberships were based on the existing prices, however for new activities, prices have been benchmarked with surrounding facilities and other local authority facilities
- Projections allow for growth of the developments over the first five years of a new contract, to a mature year position
- It is assumed that the Council reaches appropriate agreements with each of the relevant joint use schools to extend the community use arrangements over the next 10 – 15 years to ensure payback for the Council's investment is recovered.
- There will be a loss of income for each of the centres whilst the development works are completed and this will need to be fully assessed during the procurement process to identify the medium term financial implications for the Council. The disruption will be most significant at Hartham, where it is planned that the existing reception and gym is knocked down and replaced.

5.3 In projecting the potential income streams, consultants considered the following:

- the detailed assessment of the existing centres' performance, to understand the income each of the key facilities currently

- generates;
- future demand and supply assessments for key facilities; swimming pools and sports halls;
- latent demand for fitness for each centre, this was compared to existing members, so that the growth in each centre's memberships could be projected;
- membership pricing and average income per month each member currently generates to project future income generation;
- pricing structures for casual use; and
- a new swimming programme was developed for the pools at Grange Paddocks considering future use of clubs, swimming lessons and casual use.

5.4 Expenditure projections were based on the following:

- the detailed assessment of the existing centres' performance, to understand the current expenditure of each centre;
- existing staffing costs and structures of the centres and uplifting this taking into account new facilities;
- implications for increased maintenance, utilities and equipment costs;
- costs above the rate of inflation have been included for utilities given the volatility of the market; and
- operator overheads and surplus were included at industry averages.

5.5 A summary of the initial mature year position once each of the centres' developments are complete are set out in the tables below.

5.6 For option A approximately 70% of the income and expenditure from Leventhorpe has been absorbed into the Grange Paddocks figures.

5.7 In option B approximately 70% of swimming and 60% membership income and expenditure from Fanshawe has been transferred into the costs for Hartham.

Option A with developments at Fanshawe

New Centres	Mature Year
Fanshawe Pool & Gym	
Income	568,100
Expenditure	500,360
Net	67,740
Capital repayment	64,000
Interest on borrowing	35,000

Rent to School	5,000
Annual cost	104,000
Net benefit	-36,260
Grange Paddocks Pool & Gym	
Income	2,635,987
Expenditure	1,977,136
Net	658,851
Annual lost interest on capital	506,000
Net benefit	152,851
Hartham Leisure Centre	
Income	2,187,420
Expenditure	1,714,608
Net	472,812
Capital repayment	356,000
Interest on borrowing	195,000
Annual cost	551,000
Net benefit	-78,188
Ward Freman Pool	
Income	336,500
Expenditure	412,150
Net	-75,650
Capital repayment	45,000
Interest on borrowing	25,000
Annual cost	70,000
Net benefit	-145,839
TOTAL	
Income	5,728,006
Expenditure	4,604,254
Net	1,123,753
Annual lost interest on capital	506,000
Annual Capital repayment	465,000
Annual Interest on borrowing	255,000
Annual cost (inc rent to School)	1,231,000
Net benefit	-107,247

Option B without developments at Fanshawe

New Centres	Mature Year
Grange Paddocks Pool & Gym	
Income	2,635,987
Expenditure	1,977,136
Net	658,851
Annual lost interest on capital	506,000
Net benefit	152,851
Hartham Leisure Centre	
Income	2,527,420
Expenditure	1,804,608
Net	722,812
Capital repayment	356,000
Interest on borrowing	195,000
Annual cost	551,000
Net benefit	171,812
Ward Freman Pool	
Income	336,500
Expenditure	412,150
Net	-75,650
Capital repayment	45,000

Interest on borrowing	25,000
Annual cost	70,000
Net benefit	-145,839
TOTAL	
Income	5,499,907
Expenditure	4,193,894
Net	1,306,013
Annual lost interest on capital	506,000
Capital repayment	401,000
Interest on borrowing	220,000
Annual cost	1,127,000
Net benefit	179,013

5.8 It can be seen therefore that the total income is projected to be in the region of £5.5m -£5.7m in a mature year, with expenditure between £4.1m- £4.6m, giving a payment to the Council of £1.1m- £1.3m. Once the annual loss of interest, repayment of borrowing and interest is considered, there is a net position in the region of - £107k (deficit) to £179k (surplus).

5.9 The Council currently pays a management fee to its current operator, in 2016 this was £222k, therefore there will be an additional revenue benefit of not having to pay this fee. Therefore the net improvement on the revenue budget for leisure will be between £115k - £401k (depending on what option is approved).

5.10 These developments will allow the Council to reduce its property repairs and maintenance budget from £35k per annum to 20k once developments have been completed; this provides an additional improved net position of £15k.

5.11 To provide a greater understanding on the impact on the Council's budget assumptions has been made on that:

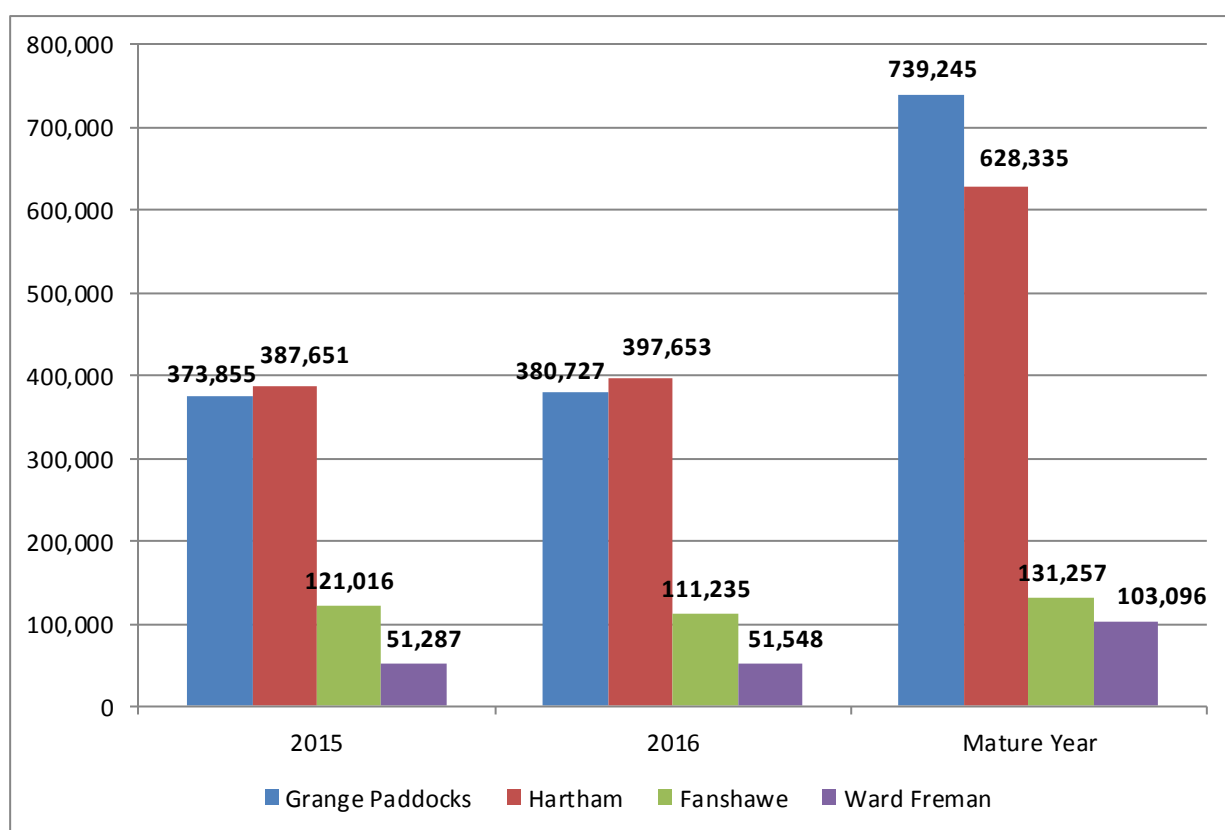
- Repairs and maintenance costs at Grange Paddocks will continue until the new leisure centre is built
- with a new build Grange Paddocks, the repairs and maintenance costs will be transferred to the new leisure operator
- capital works at each of the sites will reduce some of the capital programme requirements for the leisure centres.
- the cost of doing nothing will result in on-going revenue subsidy from the Council with increasing capital costs for major repairs and replacement of equipment as the buildings get older.

5.12 Using the conditions surveys of each site and projected capital works required over the next 5years it is anticipated that should

investment be provided, up to £700,000 of projected works over 5yrs would not be required at the centres.

6.0 Usage

- 6.1 The aim of the new facilities is to increase usage, the below chart illustrates the current and projected total visits of the centres. As mentioned previously despite the investment into the facility at Leventhorpe it is projected that usage will fall from 66,663 in 2016 to 46,664 in a mature year when Grange Paddocks has been developed and usage is up to the projected figures.



- 6.2 Current total visits are in the region of one million, it is projected that with the new Grange Paddocks centre, including the 3G and a re-developed Hartham, that the projected usage will increase to over 1.6m in a mature year. In addition of the projected 46,664 visits at Leventhorpe, if 70% of the visits transferred to a new developed Grange Paddocks this will add to the overall increase in visits by approximately 32,000 visits.
- 6.3 If option B was to be the preferred direction of travel it is anticipated that 60% of the projected visits for Fanshawe would be

transferred to Hartham once developments were completed.

7.0 Travel Times

7.1 Travel times are important because people are less likely to travel long distances if their local pool is no longer available. Sport England considers that a drive time of up to 20 minutes is acceptable. A table of drive times is shown below.

JUP Facility to nearest EHC Facility	Drive Time	Distance
Leventhorpe Pool to Grange Paddocks	13 mins	6 miles
Fanshawe Pool to Hartham	13 mins	5 miles
Ward Freman Pool* to Hartham	27 mins	15 miles

* Ward Freman is also 9 miles (15 mins) from Royston Leisure Centre in North Hertfordshire DC.

7.2 Given the drive times is it possible to provide adequate leisure provision through three public use leisure centres across the District.

8.0 Risks

There are several key delivery risks of the leisure centre developments. These are listed below.

Sites

8.1 Both Grange Paddocks and Hartham are on sites that are particularly sensitive to develop.

8.2 The key risks for the sites are;

- Planning; green belt sites, landscape impact, residential impact, loss of playing pitches (at Grange Paddocks). However, officers from leisure team are working closely with the planning team mitigate the risks before submission of an outline planning application.
- Ground conditions; flood risk, (contamination if the 3G is located on the old tip site at Grange Paddocks)

- 8.3 At this outline business case stage, consultants have undertaken initial site analysis, consultation with the environment agency, planners and landscape officers.
- 8.4 The Council is concurrently undertaking a playing pitch study to assess the future need for playing pitches across the council-area. The final recommendations of this study will impact the Grange Paddocks site. The location of the new build is sited on existing playing pitches, pitches could be lost. Therefore, the future site requirements for playing pitches needs to be determined (both number of and type), to assess whether there will be a loss of provision and whether the 3G can re-provide the provision to the satisfaction of Sport England who are a statutory consultee for planning permission.
- 8.5 Given the sensitivities of the sites and issues of playing pitch provision at Grange Paddocks, leisure officers will progress with seeking outline planning permission for the centres prior to procurement
- 8.6 Issues with either planning permission or the ground conditions could significantly impact on the capital costs of the projects.

Joint Use Centres

- 8.7 As mentioned previously, to progress with any developments at the joint use centres, the Council must agree longer term agreements with the schools / county to protect the council's investment and community use access. Officers are currently undertaking consultation with the schools to assess their willingness to provide these agreements. If the outcome is not positive, the Council is unlikely to progress the investment into the centres.

Financial Risks

- 8.8 The key financial risks to the Council are the capital and revenue costs. The two are interlinked, as a higher capital cost, will result in a higher loss of interest on capital. The largest risk in the capital costs are the ground conditions at Grange Paddocks due to the flood risk. Therefore, as part of the next stage officers will be working on the following surveys:

- Landscape and visual impact assessment;
- Flood Risk Assessment;

- Arboricultural Implication Assessment;
- Site Contamination Report (and for tip site is being considered);
- Transport Assessment / Statement;
- Travel Plan/Statement;
- Energy Assessment / Renewables;
- Light & Noise Assessments; and
- Archaeological Assessment.

8.9 The revenue cost risk to the Council is that the centres will not generate the net revenue position projected at each of the centres. However, this has been mitigated by the benchmarking and analysis of the latent demand and current performance and usage the centres are attracting. It is noted that neither Leventhorpe nor Ward Freman are contributing to the overall position. Furthermore as mentioned previously, the developments at Grange Paddocks and the other leisure centre on the Leventhorpe site, the Task and Finish group have considered and agreed the recommendation to explore an exit strategy for management of the School's leisure provision, once Grange Paddocks has been completed. This would contribute to an improved overall performance and mitigate any risk of not achieving the mature year revenue position.

8.10 The Council will still be responsible for the on-going lifecycle costs of the centres and funds should be allocated for this.

Contract Options

8.11 Should funding be approved the Executive will need to consider the preferred contract option. Traditionally, leisure contracts are described as 'leisure operating contracts' for operational management of leisure facilities. Contracts requiring some building work to be led by the leisure operator would opt for a 'leisure operating contract with minor works' for all centres apart from Grange Paddocks the two contracts above would be sufficient.

8.12 In relation to a new build Grange Paddocks, there are three potential options available which will need to be determined for preparation of tender documents. In all scenarios the Council would require a project team consisting of: Leisure, Legal, Finance, Property, Planning, Leisure Consultants. The options are described in the table below:

Option 1 Traditional Build The Council contracts a design professional/architect to design	Option 2 Design and Build The Council enters a contract with a building	Option 3 Design, Build, Operate and Maintain The Council enters a single
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<p>the facility.</p> <p>The Council then enters a separate contract to with a construction/building contractor to build the facility</p> <p>The Council in parallel would procure an Operator to manage the facility once completed (and manage the other centres)</p>	<p>contractors who takes he responsibility for both the design and construction of the facility</p> <p>Requirements are built to a particular Design stage (RIBA stage 2 or 3)</p> <p>The Council in parallel would procure an Operator to manage the facility once completed (and manage the other centres)</p>	<p>contract covering all facility requirements, technical requirements and a service specification</p> <p>Usually a consortium bid where by the consortium work together for an optimal solution in terms of design, construction and operation ensuring they balance capital costs and revenue costs.</p>
<p>Benefits</p> <p>Council would have a high level of control for design of facility</p> <p>Larger number of leisure operators available for this option (operating and maintaining a facility)</p>	<p>Benefits</p> <p>Council would have some control of the design</p> <p>Larger number of leisure operators available for this option (operating and maintaining a facility)</p>	<p>Benefits</p> <p>Revenue /Capital costs are certain from the outset</p> <p>Requires one procurement process</p> <p>The market will determine the best design to meet revenue savings / profit share arrangement and operational requirements of customers.</p> <p>One set of consultants</p> <p>Operator responsible for all snagging issues</p> <p>Repairs and maintenance passed over to Operator for Grange Paddocks</p> <p>Risk passed over to contractor in terms of programme overrunning – Council could be compensated</p> <p>Less procurement cost and officer time required</p>
<p>Risks</p> <p>Requires 3 separate procurement processes and contracts (therefore contract management of these), increased cost.</p> <p>Potentially requires 3 sets of consultants/specialist support to /shape verify spec and procurement docs.</p>	<p>Risks</p> <p>Requires 2 separate procurement processes and contracts (therefore contract management of these), increased cost.</p> <p>Council responsible for all snagging issues post works</p> <p>Resource intensive on</p>	<p>Risks</p> <p>Smaller market of operators</p> <p>Council has less control over the detailed Design of the facility</p>

<p>More resource intensive on officer time</p> <p>Council will be required to ensure programme does not overrun and therefore impact the revenue benefits and contract agreement with operator</p> <p>Council responsible for all snagging issues post works</p> <p>Uncertainty over revenue benefits against capital spend.</p>	officer time	
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8.13 The leisure market may be best placed to determine the design and build of facilities in line with industry and customer trends to ensure centres operate optimally for a mutually beneficial financial return on investment, balanced with greater number of visits and health and well-being priorities. Officers will have the opportunity through a competitive dialogue process to shape outline solutions from bidders before final solutions are submitted for evaluation. Balancing the benefits and risks and given that the drivers of this work were to:

8.13.1 Reduce the revenue costs of operating the leisure facilities

8.13.2 Increase participation

8.13.3 Contribute meaningfully to the Council's Health and Well-being agenda; the Design, Build, Operate and Maintain (DBOM) option would appear to be the best solution.

9.0 Work stream 3

9.1 During the exploration for future options of the leisure centres and joint use pools it was identified by the Leisure Task and Finish group that there is a need to draft a physical activity strategy for East Herts that would provide a set of principles that could underpin future leisure provision development. The strategy aims to demonstrate our strategic vision and commitment to shaping future physical activity opportunities. This allows us to be clear about our overarching objectives and approach to ensure future provision is appropriate and accessible to all sectors of our community. This work which sits under work stream 3 ran in parallel with the facilities development (works streams 1 and 2) and was presented at the Community Scrutiny Committee for member views ahead of public consultation on 28th March 2017. A copy of

the draft physical activity strategy can be found in **Essential Reference Paper B**.

- 9.2 After consultation with key stakeholders the strategy will be submitted to the Executive for endorsement as part of the wider health and well-being agenda.
- 9.3 Additional work is required to ensure the service specification of the contract includes the promotion of our Health and well-being objectives through physical activity. To this end the Task and Finish group would like to extend its work to the development of key service policy items for the service specification for the leisure operating contract including concessions, community development and health and well-being.

10.0 Views of the Overview and Scrutiny Committee

- 10.1 Members of Overview and Scrutiny Committee debated the proposed future direct of travel for Council Managed Leisure facilities at length and acknowledged that leisure and its contribution to the health and wellbeing of its residents was important to support. Members acknowledged the investment proposed was a large sum of money but that some of its managed facilities specifically Grange Paddocks were not currently meeting the needs of the local population currently. These problems will be amplified further as a result of Bishop's Stortford North and other proposed housing developments.
- 10.2 Concerns were expressed regarding EFA funding which would be provided via the school investment and what could happen if this was withdrawn. Members also referred to the need to consider investment in infrastructure to address the impact of traffic on Rye Street in Bishop's Stortford.
- 10.3 Members of Overview and Scrutiny Committee were fully supportive of the investment proposal with the exception of the option A in relation to Fanshawe Pool and Gym which they felt they could not support in terms of further investment. They expressed a preference for option B which does not include proposals for long term investment at Fanshawe Pool.
- 10.4 Members endorsed the view that the existing joint use facilities should remain in operation wherever possible until compensating investments had been made at Hartham and Grange Paddocks.

11.0 Conclusion

11.1 The work of the consultants in conjunction with the task and finish group and officers was a thorough analysis of the leisure facilities provision in East Herts. The proposed options present exciting and challenging opportunities for the future landscape of leisure in the District. The members of the Council's Overview and Scrutiny Committee received the report on the proposed future direction of travel for the Council managed leisure facilities on Tuesday 13th June 2017, followed by the Executive on 27th June 2017. It is important to remember that this work is about providing a sustainable leisure offer across the District not necessarily an offer in every Town. We have an opportunity to not only develop flexible and dynamic leisure facilities for the future but also to protect leisure services and secure the offer for residents long term.

12.0 Implications/Consultations

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

Background Papers
N/A

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Appendix A – Housing development

District Plan (Pre-Submission Version)

The Pre-Submission District Plan underwent public consultation during November and December 2016.

The District Plan has currently outlined the following areas of the District for housing and the necessary associated education and leisure provision.

Bishop's Stortford

The Bishop's Stortford development will accommodate 2,529 homes between 2017 and 2033 (650 home to be delivered between 2017 and 2022; 1,250 home between 20200 and 2027; and 300 homes between 2027 and 2033).

The site west of Hoggate's Wood be accommodated 850 homes, and shall include the provision for:

- a primary school (two form entry);
- a neighbourhood centre (shops and other services);
- outdoor playing pitches; and
- play areas.

The site between Hoggate's Wood and Farnham Road will accommodate 1,350 homes, and shall include the provision for:

- a primary school (two form entry);
- a secondary school (six form entry), to include indoor and outdoor sports facilities (with community use);
- a neighbourhood centre (shops, business unit's health facilities); and
- play areas and open spaces.

The site east of Farnham Road will accommodate 329 homes, and shall include the provision for:

- a primary school (one form entry); and
- public open space.

Buntingford

Since 2011 the development of 1,100 dwellings has been approved. The development strategy has identified the need for additional educational and leisure on facilities.

The educational requirements will be met by the expansion of Freman College and Millfield first and middle School, plus a new two form entry first school.

Leisure provision will be met by the additional of new playing pitches and public open space as part of the development north of the town.

Hertford

Hertford is expected to accommodate 950 new homes between 2011-2033. These developments will be spread across five locations across the town, with developments ranging from 50 dwellings to 300 in size. The Mead Lane Area has been allocated to provide 200 homes by 2017, and its location is close to the Hertford Leisure Centre, being just a short walk away. The other sites identified are further out from the town and they include enhancements to open space and the measures to improve walking, cycling and outdoor fitness.

The developments in Hertford will be required to contribute to the provision of junior football and mini-soccer pitches in Hertford and Ware.

Ware

Developments in Ware are expected to accommodate 1,000 homes between 2011 and 2033, with a further 500 post 2033. The development is expected to be on the outskirts of the North-East side of the town.

The development will include a new six form entry secondary school and a new primary school, and a neighbourhood centre with retail and healthcare services.

The development in Ware will be required to contribute to the provision of junior football and mini-soccer pitches in Hertford and Ware, and contribute to off-site sport and recreation as appropriate (according to policy). The proximity to Hertford Leisure Centre, Fanshawe Pool and Gym, and Wodson Park Sports Centre provide several options for off-site contributions to support the housing development.

Sawbridgeworth

Developments in Sawbridgeworth will accommodate 500 new homes across three sites, and will contribute to the expansion of Mandeville Primary School to a two-form entry.

Uttlesford District Council

Uttlesford District Council lies to the east of Bishop's Stortford and is in the catchment of Grange Paddocks.

The Local Plan is still in development, but 4,600 new homes are required to be built in the area up to 2033. These will be from sites that already have planning permission and the development of small sites across the district. The sites that have been identified suggest that this figure could be considerably higher; in the region of 30,000.

Potential new settlements are:

- Great Chesterford – 24 minutes from Bishop's Stortford (5,000 new residential dwellings)
- Elsenham – 12 minutes from Bishop's Stortford (4,000 new dwellings)
- Easton Park - 16 minutes from Bishop's Stortford (Great Dunmow - 10,000 new dwellings)
- Andrewsfield - 24 minutes from Bishop's Stortford (7,500 new dwellings)
- Boxton Wood - 26 minutes from Bishop's Stortford (4,500 new dwellings in total - this site is partly in Braintree, but would have 3,400 dwelling within Uttlesford)

While there will be sport and recreation, along with education facilities included within these developments if they were to go ahead, the location of most of them would mean that the Grange Paddocks site would be within a reasonable catchment. This would likely mean that the residents from these new properties may choose to use sports facilities in East Herts over the facilities in Uttlesford, as is true of some of the existing residents from this area (data from the existing membership base shows that sports centre uses are coming from outside of the East Herts District).

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Appendix B – Mosaic Summary

Fanshawe Pool and Gym

Within a two-mile radius of the Fanshawe Pool and Gym there are estimated to be just over 20,000 adults aged 15+. The largest Mosaic groups in the catchment are those which are home to thriving families who are busy bringing up children and following careers (i.e. those is group G – Domestic Success). A good proportion also fall into group B (Prestige Positions), which are likely to slightly older, but not yet retired and likely will be well established in the area living upmarket lifestyles. There is also a reasonably high proportion of younger households (under 35) within group H of Aspiring Home Makers, who are likely to full-time employed and have children.

Leventhorpe Pool and Gym

Within a two-mile radius of the Leventhorpe Pool and Gym there are estimated to be just over 11,000 adults aged 15+. The largest two Mosaic groups in the catchment are the same as for Fanshawe; those is group B and group G. The group B Prestige Position is higher than group G of Domestic Success. There is also a reasonable amount of older people (66+) on lower incomes and younger people (under 35) who will likely be renting.

Ward Freman Pool

Within a four-mile radius of the Ward Freman Pool there are estimated to be just under 10,000 adults aged 15+. While there are again well represented by the Mosaic group B (Prestige Positions) and G (Domestic Success), these are not as dominant as Fanshawe and Leventhorpe. Group C (Country Living) make up over 40% of the population, and these are likely to retired and have a high income. There is also a high representation of group D (Rural Reality) on lower incomes, but working, aged 46-55 and living alone.

Hartham Leisure Centre

There is a much larger population within a three-mile radius of Hartham, with just over 45,000 adults aged 15+. With the larger population within this catchment there is a greater mix of groups, but group G (Domestic Success) makes up about 25%; this is almost three times higher than the national average figure. 'Domestic Success are high-earning families who live affluent lifestyles in upmarket homes situated in sought after residential neighbourhoods. Their busy lives revolve around their children and successful careers in higher managerial and professional roles'.

Group B (Prestige Positions) also stands out and is represented at much higher than average levels; almost 18% are classified as such. These are some of most affluent people in society, described as 'affluent married couples whose successful careers have afforded them financial security and a spacious home in a prestigious and established residential area. While some are mature empty-nesters or elderly retired couples, others are still supporting their teenage or older children'.

Group O (Rental Hubs) also stands out but really, it's one particular type within this group: O61 (Career Builders) is the most prominent type in the catchment population (12%). They tend to be young singles and couples with good incomes and good prospects. The other group which highlights a young population is H (Aspiring Homemakers); almost 10% fall into this group and again, most are in their 20s and 30s and some will have bought their first home.

Within 30 minutes' drive of Hartham, there are 1,294,385 people in total, 1,039,069 of which are adults aged 15+. In terms of age, it can be seen that the number of children (in all age bands) are represented at above average levels; 0-9 year olds accounts for almost 14% of the population, compared to a figure of 12.5% in England as a whole. There is a dip when it comes to young adults though, those aged 18-29; it could be that these people are going off to university and then can't afford to move back into the area.

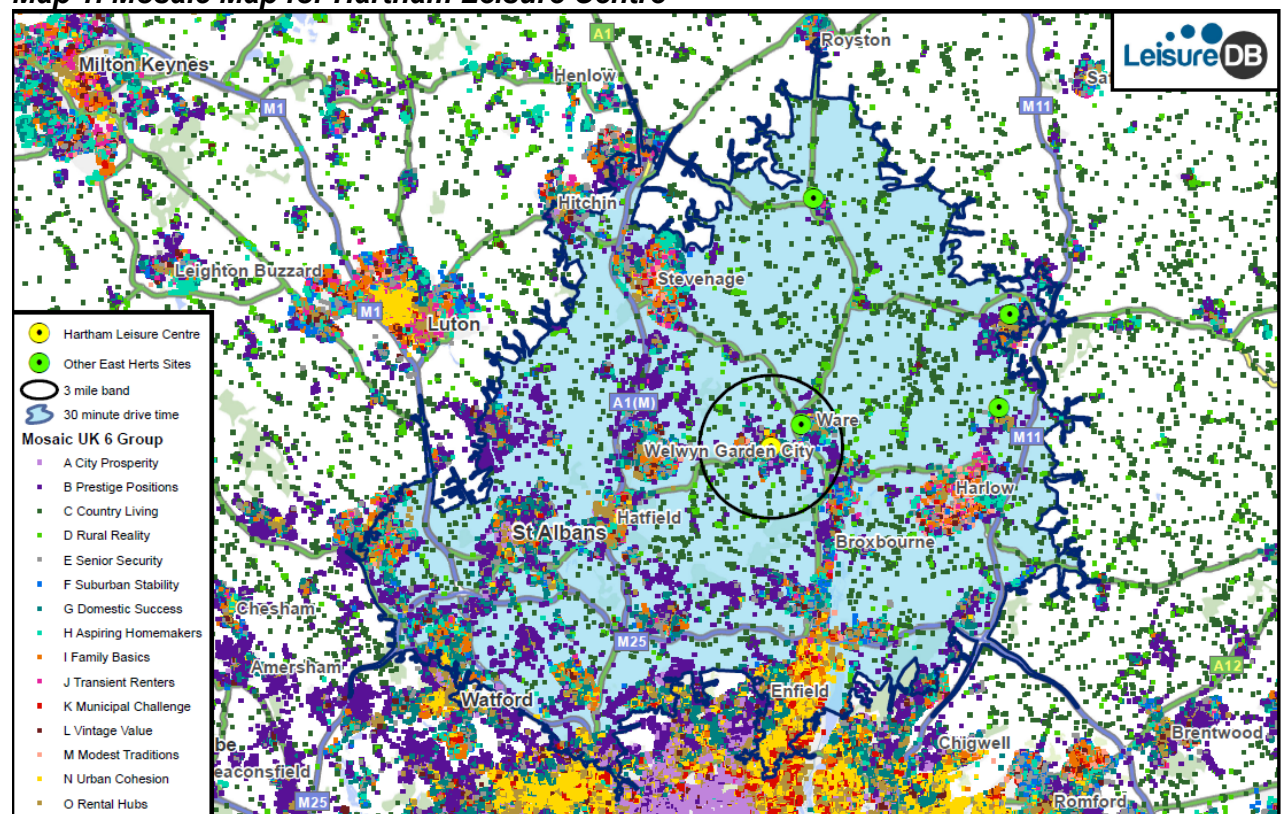
35-49 year olds are also above average which is what is expected; these are the parents of the children in the area. Numbers of people aged 60+ are below average though.

A mosaic report on a much wider catchment often dilutes the demographics because it covers a number of other towns and areas which could contain a lot of less affluent people, for example. In the case of Hartham, numbers have increased exponentially from 45k to over 1 million and yet Mosaic groups G (Domestic Success) and B (Prestige Positions) still stand out and account for almost a third of all people; this is an affluent part of the country.

Group O and in particular, type O61 (Career Builders) is also still a prominent part of the population but other groups and types also feature when you're looking at a wider area. N (Urban Cohesion) accounts for 10% of the wider population, much higher than the national average figure (less than 6%). Those in group N are described as 'settled extended families and older people who live in multi-cultural city suburbs. Most have bought their own homes and have been settled in these neighbourhoods for many years, enjoying the sense of community they feel there'. They tend to live on the outskirts of major towns and cities and you can see from the Mosaic map that most live in the southern part of the catchment, within the M25; they are represented by the yellow dots you can see around Enfield.

Mosaic type I36 (Solid Economy) is the most prominent in the 30-minute drive time, making up 9% of locals (compared to a national average of 2.5%). These are represented as orange dots on the map and are mainly found in Stevenage, Harlow and Hemel Hempstead.

Map 1. Mosaic Map for Hartham Leisure Centre



Grange Paddocks Leisure Centre

Like Hartham, Grange Paddocks has a larger population within a three-mile radius, with just over 41,000 adults aged 15+. There is a much wider mix of Mosaic groups, but again two stand out as being dominant; B (Prestige Positions) and G (Domestic Success) makes up almost 50% between them. The difference here is that the group B (Prestige Positions) is made up of a wider mix of subgroups, with a higher proportion of 'Alpha Families' which are of a younger age, most likely with on high incomes, with school aged children and likely having both parents still perusing their careers.

From the Mosaic Group O (Rental Hubs), the subgroup type O61 (Career Builders) makes 9% and these are the young singles and couples on good incomes. The young singles and couples in group H (Aspiring Homemakers) again make up 10% of the population and these are people setting up homes for the first time, some of whom will have young children.

The map overleaf shows a 30-minute drive time around Grange Paddocks Leisure Centre and also, the 3-mile radius . It can be seen from this that although 30 minutes' extends further north, it doesn't cover as wide an area as the same drive time around Hartham. It just reaches the M25 via the M11, but doesn't include any population within it. Instead, 30 minutes extends furthest to the east (reaching Braintree) and north (including Saffron Walden and Great Abington). To the west, it reaches Ware and Hertford, but not Welwyn Garden City or Stevenage.

Within 30 minutes' drive of Grange Paddocks, there are 433,218 people in total, 351,594 of which are adults aged 15+. In terms of age, it's a similar story to Hartham with the number of children (in all age bands) represented at above average levels; however, here it is the 10-15 year olds which are the most above average age group (7% of the population, compared to a figure of less than 6.5% in England). There is a similar dip when it comes to young adults; numbers of those aged 18-34 are some way below average.

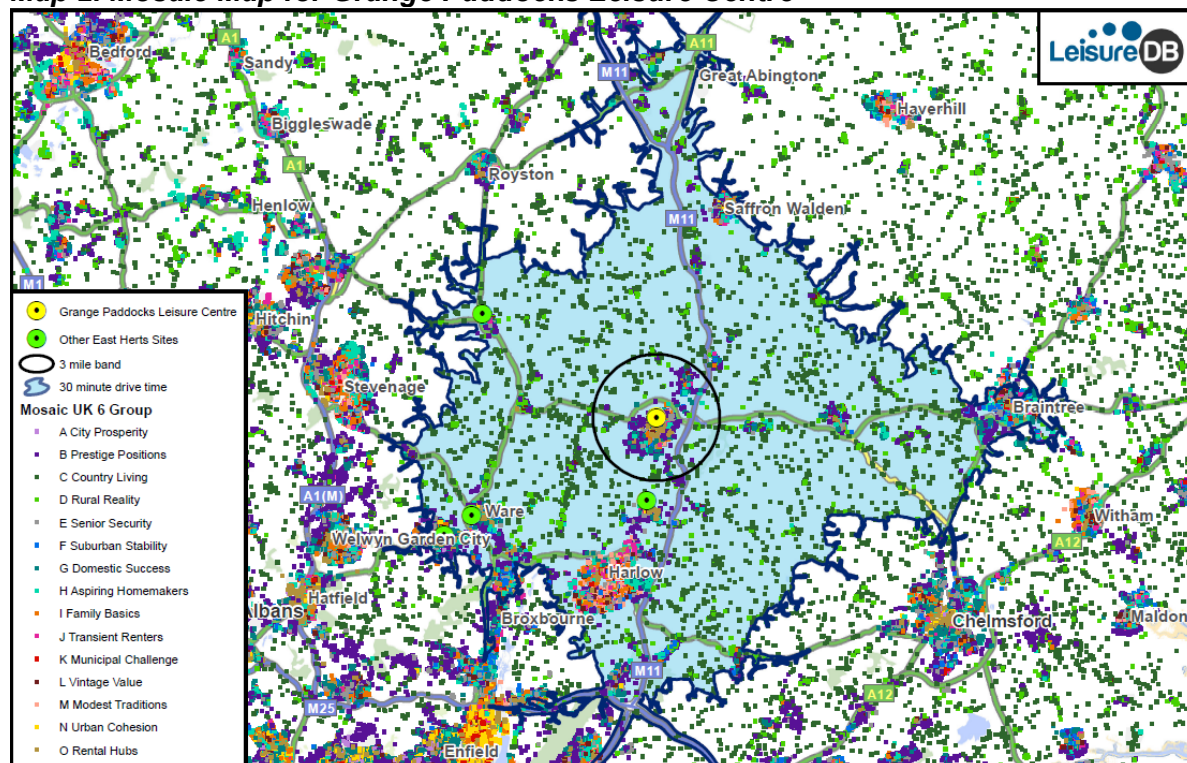
35-59 year olds are also above average which is what is expected; these are the parents of the children in the area and they are slightly older than around Hartham, in line with the older children mentioned above. Numbers of those aged 60+ are higher here than around Hartham; either higher than or close to the national average.

For Grange Paddocks, going from 3 miles to 30 minutes means that population numbers have increased from 41k to just over 350k. However, even with this population increase, the same two Mosaic groups G (Domestic Success) and B (Prestige Positions) are still the most dominant and account for almost 30% all people; lower than in the 3 mile radius but still a large proportion for a wider catchment.

Numbers in group O (Rental Hubs) are much lower but 'Aspiring Homemakers' (group H) still accounts for 10% of the wider population. One other group which comes to the fore in the wider population is C (Country Living); it accounts for over 11% of those in 30 minutes, but just 3% of those in 3 miles. These are described as 'well-off homeowners who live in the countryside often beyond easy commuting reach of major towns and cities'. Some people are landowners or farmers, others run small businesses from home, some are retired and others commute distances to professional jobs. It can be seen from the Mosaic map that these people live in the small villages in the catchment, rather than the main towns; they are represented by the dark green dots scattered all over the catchment.

Mosaic type I36 (Solid Economy) is again the most prominent in this 30-minute drive time, making up 7% of locals (compared to a national average of 2.5%). However, coming in second is type C10 (Wealthy Landowners) which makes up over 6% of the catchment population.

Map 2. Mosaic Map for Grange Paddocks Leisure Centre



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Appendix C -Swimming Pool and Sport Hall Access

Table 1. Extracted from the Build Facility Strategy 2016

Site	Pool	Availability	Access
Bishop's Stortford College	Swimming Pool (25m x 14m and 14m x 7m)	Available 17.00 - 21.00 Monday - Friday, 16.00 - 20.00 Saturday and 10.00 - 16.00 Sunday.	Available for local groups only, no casual hire, 50% peak utilisation rate but no scope to extend
Haileybury and Imperial Service College	Swimming pool (25m x 13m)	Available 07.00 - 22.00 Monday - Friday, 07.00 - 19.00 Saturday - Sunday. Times within range vary dependent on school use.	Use by members and 'pay-and-play', 80% peak utilisation rate
Hertfordshire and Essex High School	Swimming Pool (25m x 8m)	Available 18.00 - 21.00 Monday - Friday, 09.00 - 13.00 Saturday -Sunday.	Club and organisations use only, 50% peak utilisation rate.
St Edmund's College	Swimming Pool (20m x 10m)	Available 17.00 - 18.30 on Mondays	Club and organisations use only, 100% peak utilisation rate.
Site	Pool	Availability	Access
Simon Balle Academy	Swimming Pool (25m x 8m)	Available 18.00 - 21.00 Monday - Friday, 09.00 - 21.00 Saturday -Sunday.	Club and organisations use only, 50% peak utilisation rate

Sports Hall Access

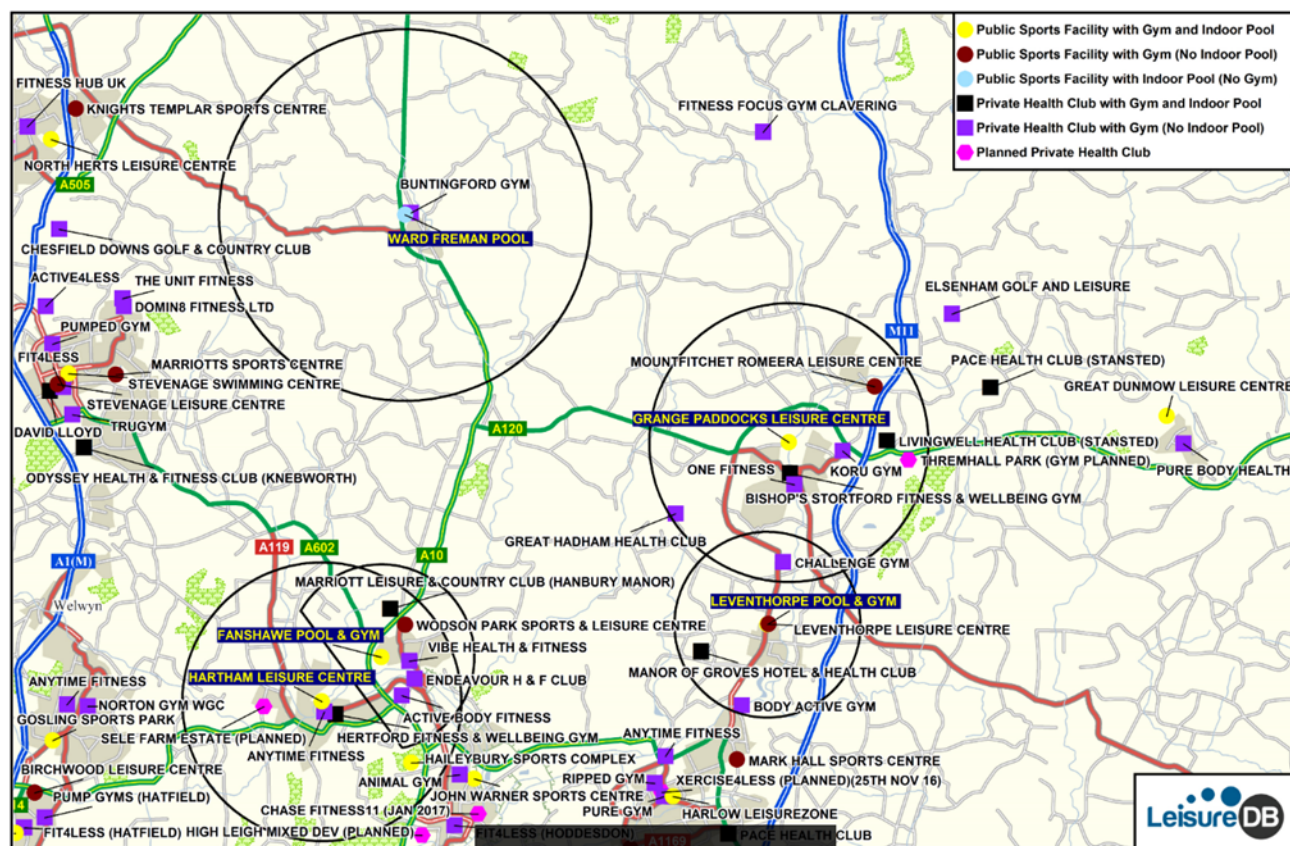
Table 2. Extracted from the Build Facility Strategy

Site	Sports Hall	Availability	Access
Birchwood High School	Sports Hall (33m x 18m)	Available 18.00 - 22.00 Monday - Friday, 08.30 - 17.00 Saturday - Sunday	Advance bookings only, 95% peak utilisation rate
Bishop's Stortford College	Sports Hall (32m x 17m)	Available 17.00 - 21.00 Monday - Friday, 16.00 - 20.00 Saturday and 10.00 - 16.00 Sunday.	Available for local groups only, no casual hire, 25% peak utilisation rate but no scope to extend
Bishop's Stortford High School	Sports Hall (41m x 21m)	Available 18.00 - 22.00 Monday - Friday, 09.00 - 18.00 on Sunday.	Available for local groups only, no casual hire, 50% peak utilisation rate
Site	Sports Hall	Availability	Access
Freman College	Sports Hall (33m x 18m)	Available 17.00 - 22.00 Monday - Friday, 09.00 -	Available for local groups only, no casual hire, 25% peak

		21.00 Saturday - Sunday.	utilisation rate
Haileybury and Imperial Service College	Sports Hall (40m x 31m)	Available 17.00 - 22.00 Monday - Friday, 07.00 - 19.00 Saturday - Sunday.	Use by members and 'pay-and-play', 80% peak utilisation rate
Leventhorpe Business and Enterprise Academy	Sports Hall (45m x 35m)	Available 17.30 - 21.00 Monday - Friday, 09.00 - 16.00 Saturday - Sunday.	Managed by Nuffield Health and Fitness. 'Pay-and-play' access, 70% peak utilisation rate
Presdales Academy	Sports Hall (33m x 18m)	Available 18.00 - 22.00 Monday - Friday, 09.00 - 15.00 Saturday - Sunday.	Club and organisations use only, 50% peak utilisation rate
St. Mary's Catholic School	Sports Hall (33m x 18m)	No public access	No public use
St Edmund's College	Sports Hall (27m x 18m)	No public access	No public use

Appendix D

Fitness facilities and competition



Hartham Leisure Centre

Aside from Fanshawe Pool and Gym, there are no other public competitors within two miles of Hartham Leisure Centre. The closest private competitor is Anytime Fitness, located on Railway Street, less than a 5-minute walk away. The 24-hour club opened at the beginning of October with a 25-station gym and studio. It has a price point of £34.95 per month and already has around 700 members and is known to have impacted usage and income at Hartham Leisure Centre.

The other option nearby is the Fitness & Wellbeing Gym operated by Nuffield Health, but with a 12-month contract price of £71, its main target will be the premium end of the market (over 2,500 members).

Around two miles to the north east, there are a cluster of private independent gyms on the other side of the A10, these are closer to Fanshawe Pool & Gym.

The two public options in the catchment are found close to the edge of the three-mile radius; Wodson Park Sports & Leisure Centre to the north east and Haileybury Sports Complex to the south east. The latter is based at the Haileybury College in the village of Hertford Heath. Its 30-station gym and 25m pool are open outside of school hours (500 members, £31 per month).

There is one planned facility in the catchment at Sele Farm Estate. Plans have been submitted for a club including a gym, indoor & outdoor pool, indoor tennis centre and golf course; the decision on this is currently still pending.

Grange Paddocks Leisure Centre

Just over half a mile to the south is the Fitness & Wellbeing Gym in the centre of Bishops Stortford, operated by Nuffield Health. The club offers a 100-station gym, 20m indoor swimming pool, spa area and studios. Monthly membership is £48 for a 12-month contract (c. 2,200 members).

Other close options include two independent private gyms. Just under a mile to the south is One Fitness, which has a c. 50 station gym and studio for £28.99 per month. Alternatively, Koru Gym, just over a mile to the east on the outskirts of town, has a 30 station gym for £35 per month.

Slightly further out, is the LivingWell Health Club at Stansted, on the eastern side of the M11 (around 500 members, £37 per month), or on the fringes of the catchment to the south west is the Great Hadham Health Club. It has just over 500 members and charges £35 per month.

The closest public facility is Mountfitchet Romeera Leisure Centre operated by 1Life on behalf of the council (just over 2 miles to the north east). However, the gym is small with only 40 stations and there are no wet facilities available

Fanshawe Pool and Gym

Just under a mile to the north east is the only public competitor in the catchment; Wodson Park Sports and Leisure Centre. Operated by the Wodson Park Trust, it offers a large range of indoor and outdoor facilities; 45 station gym, sports halls, studio, running track, outdoor courts and 3G pitch. Monthly membership is around £40 and we believe it has just under 1,000 members.

The main private options in Ware come from three independent clubs; Vibe Fitness, Endeavour Health & Fitness Club and Active Body Fitness. They all offer 20-30 station gyms for between £40 - £45 per month. We believe all have fewer than 500 members.

Alternatively, just over a mile to the north, is the Marriott Club at Hanbury Manor. Indoor facilities include a 30-station gym, 17m indoor swimming pool and studio (around 500 members) and it also has a golf course and tennis courts.

Leventhorpe Pool and Gym

The main competition comes from the Nuffield Health operated Leventhorpe Leisure Centre, also located at The Leventhorpe School. Its dual use facilities include a 35-station gym, studio, sports hall and artificial turf pitch. It charges £28 per month and we believe has just over 400 members.

Alternatively, there are two private independent gyms within the catchment; Challenge Gym located to the north and Body Active Gym to the south. Both offer large gyms and classes to their members for £35 per month. Between them they have over 2,500 members.

The only other competitor within two miles is the health club at the Manor of Groves Hotel, just over a mile and a half to the west. It offers wet and dry facilities (75 station gym, studio, 20m indoor swimming pool, spa area and golf). This premium health club charges over £60 per month (1,500 members).

Around three miles to the south is Harlow town centre which has a few fitness options including the large LeisureZone, Pure Gym and Xercise4Less which is due to open imminently.

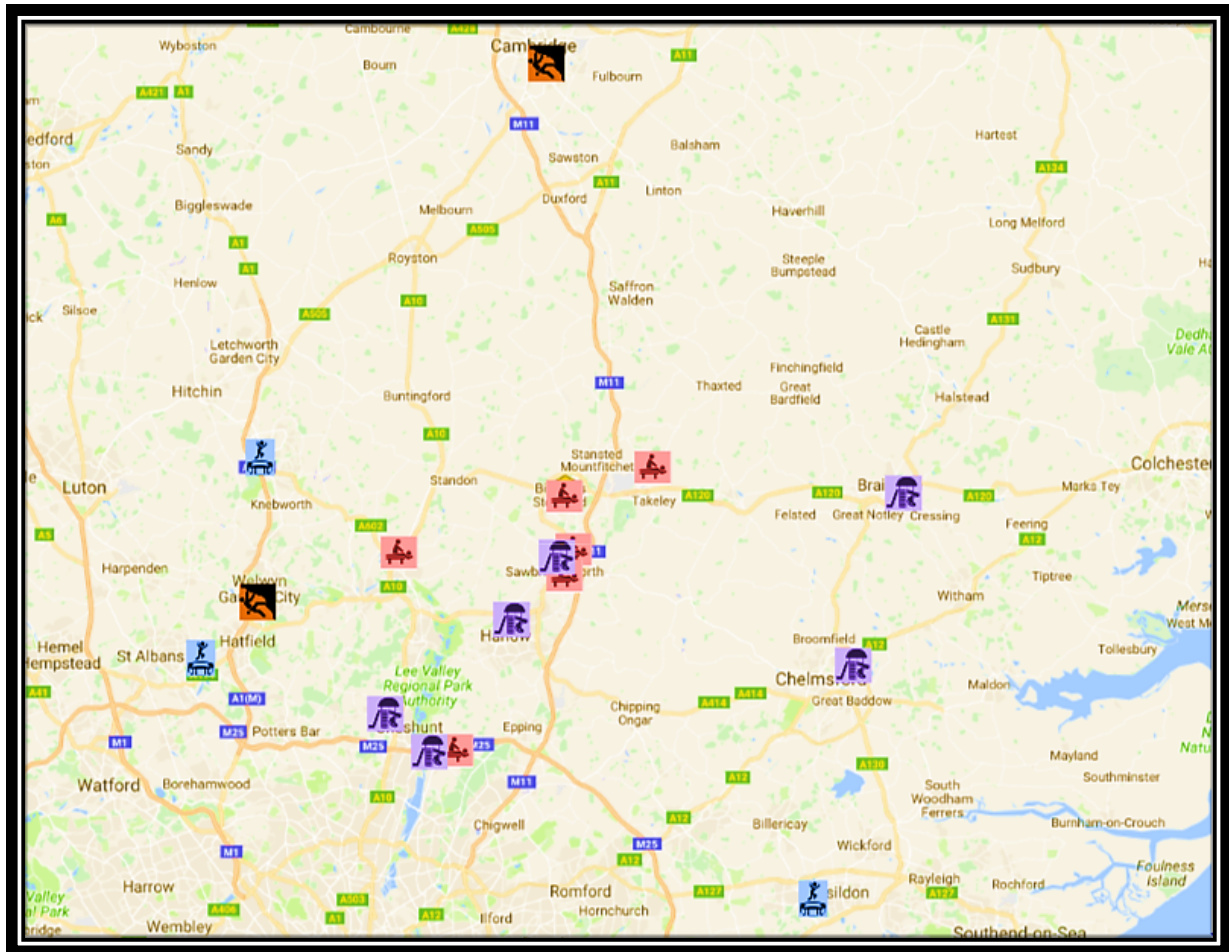
Ward Freman Pool

There is just one fitness gym in the catchment area; Buntingford Gym, a small private independent club. Based at the Park Farm Industrial Estate, it offers a small 10 station gym for £40 per month. We believe it has fewer than 500 members.

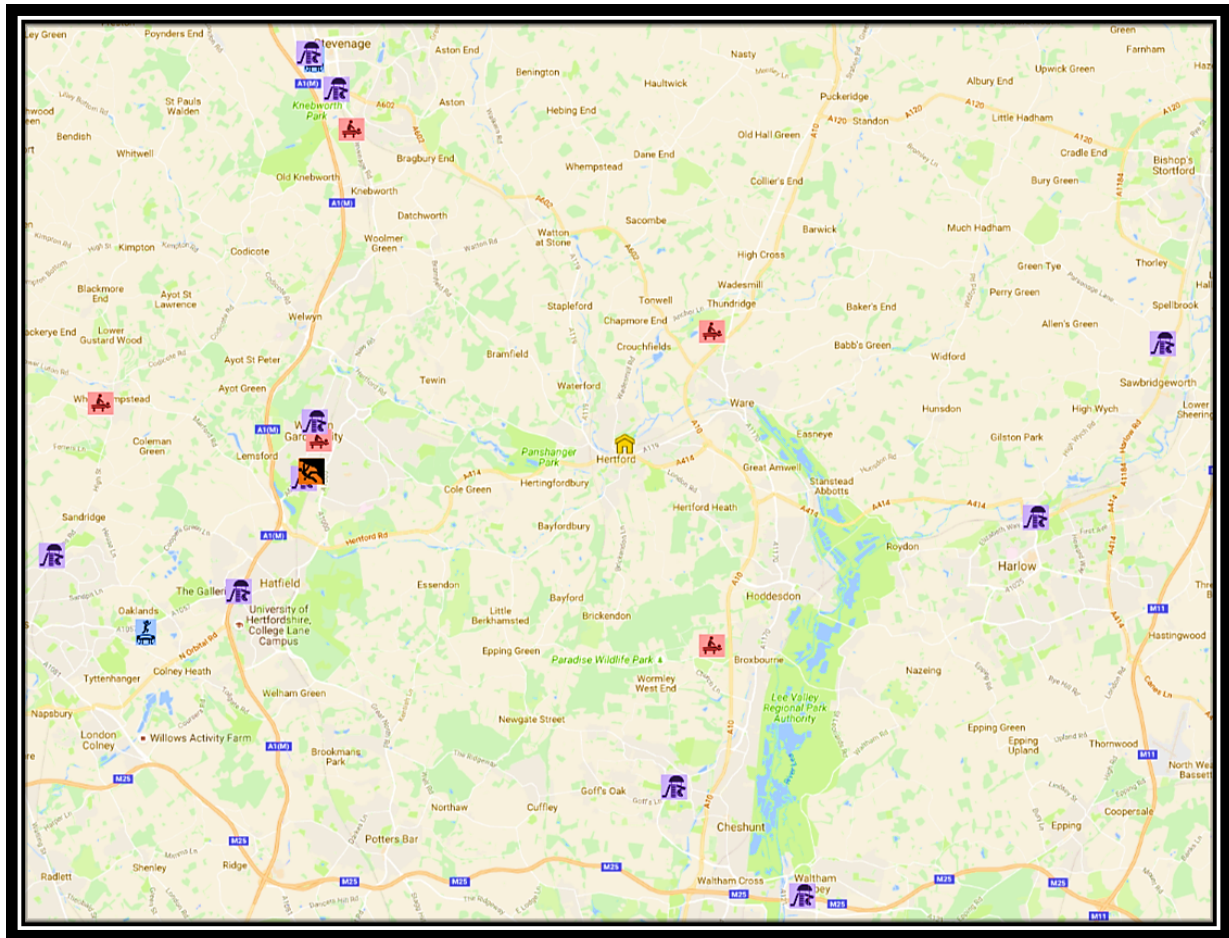
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Appendix E

Leisure Competitors Spa, Adventure Play within 30 minutes and Trampoline Park, Clip n Climb within 40 minutes' drive from Grange Paddocks

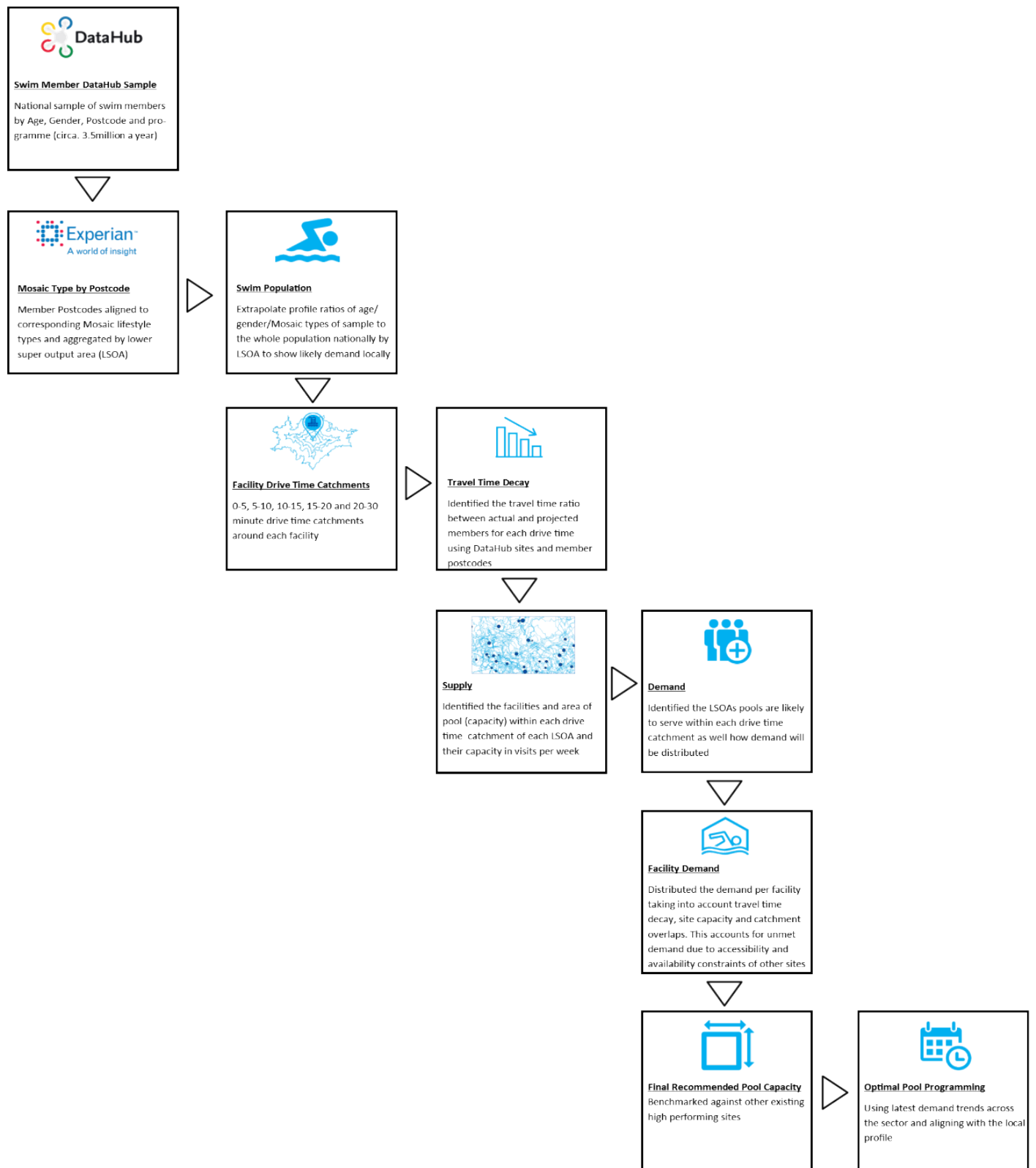


Spa within 20 minutes and Trampoline Park, Adventure Play and Clip n Climb within 30 minutes' drive



Appendix F

Demand for swimming methodology at Grange Paddocks



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Appendix G

Grange Paddocks Proposed Facility Mix

Grange Paddocks Leisure Centre				
Existing Facility	Size	New Build	Size	Notes
Main Swimming Pool	25m x 12.5m	8 lanes competition pool. No moveable floor Minimum depth 1m	25m x 17m	The additional population growth for Bishop's Stortford and the condition of the existing pool, combined with a lack of changing at the site, suggests the need for a new pool. A larger pool will satisfy the increased demand, and will make swimming a more attractive offer, which will increase participation. The moveable floor will provide a flexible approach to programming and use by clubs. The size and configuration of pools is supported by the ASA. (Although it is noted ideally a 21m width pool would be provided)
Teaching Pool	12.5m x 7.5m	Teaching Pool Moveable floor	20m x 10m	
		Fun / confidence pool - Free form	100m ²	
		Pool spectator seating	250	
Fitness Suite	100 station	Fitness Suite	700m ² / 140 stations	Fitness demand is high for this area, which is shown by the existing membership. Based on the latent demand, it is suggested that the membership could increase by 800 further members to a total of 3,500. At an average of 25 members per station, a 140 station gym will be required with accompanying studios and quality dry changing. Judo requirements to be provided for at the school - or in the multi-purpose rooms in the centre.
Studio		Studio 1	160m ²	
		Studio 2 (spin studio)	75m ²	
		Studio 3 - multipurpose room / studio	150m ²	
Crèche		Separate crèche (as currently)		

Changing rooms / toilets		Separate wet and dry changing (including wet side group changing to accommodate schools)		
Reception		Reception area		
Football change	7 units	Football changing provision to replace existing (male and female toilets and showers, and consider adult and junior provision being accessible at the same time)		Football changing to be part of the main building - but separate entrance.
		Café – ground floor, opening onto the park		
		Secure cycling storage	30 units	
		Staff room for leisure centres and health hub staff		
		Health Hub (to be located next to gym) to include consultation room and small administration office		

Grange Paddocks Leisure Centre				
Existing Facility	Size	New Build	Size	Notes
Outdoor pitches	Grass pitches	Artificial pitches	1 x full size 3G floodlit football pitch 2 x small sided floodlit football pitches	To meet the current under supply of pitches in Bishop's Stortford. Resulting grass pitches (depending on site layout)

Hartham proposed Facility Mix

Hartham Leisure Centre				
Existing Facility	Size	Proposed additions / works	Size	Notes
Main Pool	25m x 13m	Refurbish existing pool, retaining current pool dimensions	As is	The Swimming pools are providing for the catchment in and around Hartham and would need to be retained, as the second main swimming facility in the district. Further provision is not required. Improvements as set out by the swimming club.
Teaching Pool	12m x 6m	Replacement of pool liners in main pool and teaching pool. (As existing or tiled) Option to improve viewing onto the teaching pool.	As is	
Diving Pool	13m x 8m	Retiling of pool surround and spectator areas for swimming pools. Option to provide a fixed boom and new floor to provide additional teaching space.	As is	
Pool Hall		Redecoration of pool hall		
Fitness Suite	85 stations	Larger Fitness suite include areas for functional training	750m ² / 150 stations	The latent demand for fitness suggest the existing membership could be increased by a further 500 members, as there is the demand for over 3000. At 25 members per station, this equates to 120 stations, plus space for functional and strength training.
Studio		Studio 1 – suitable for 50 people	200m ²	
		Studio 2 - suitable for 30 people	120m ²	
		Studio 3 - suitable for 30 people / crèche during day	120m ²	
Strength Room		Within new gym		
Changing rooms / toilets		Wet change refurbishment		

		Larger fitness change (based on increased gym capacity)		
		Clip n Climb - clip n climb reception point and briefing room	16-20 units	The demographics for this area support activities for the younger age group, and with the lack of provision locally, an indoor climbing facility would add to the commercial potential of the site.
		Catering provision (part of reception to offer hot drinks and prepacked snacks only – no hot food prep)		Only a small catering provision would be needed, due to the existing local outlets in Hartford.
		Health Hub (to be located next to gym) to include small consultation room		
Outdoor		Provide secure cycle provision to encourage more cycle use	30 units	
		Reconfiguring of existing car park, to create more spaces (possibility at rear of building). Remove the existing 'mound'.		

Fanshawe proposed Facility mix

Fanshawe Pool and Gym				
Existing Facility	Size	Proposed additions / works	Size	Notes
Main Swimming Pool	25m x 10m	Retiling of pool tank and walls		A good performing site, with potential to increase membership to over 950, based on the latent demand. A larger fitness suite and improved fitness changing facilities would be needed. While the site's catchment is crossing over with Hartham, the site is performing well and could be improved further with an improved swimming offer.
Fitness Suite	30 stations	Internal reconfiguration to create larger fitness suite	225m ² / 45 stations	
Multi Activity Room		Internal reconfiguration to create studio	depending on space	
Wet changing rooms		Wet changing room refurbishment (new lockers)		
Dry changing rooms		New dry changing room created		
		Refurbishment reception area, and improved external entrance area		
		Additional car parking (reconfiguration of existing and removal of curbs)		

Ward Freman proposed facility mix

Ward Freeman Swimming Pool				
Existing Facility	Size	Proposed additions / works	Size	Notes
Main Swimming Pool	25m x 10m	Retiling of pool tanks and walls		The existing pool is needed to satisfy the demand for swimming in this area.
		Wet change refurbished		
Reception Area		Reception refreshed		
Changing rooms and toilets		Dry change		
		Ground Floor fitness suite / studio	125m ² gym	The demand for fitness is quite low, but there is a latent demand for fitness in is 495, which could be satisfied with a small fitness suite of approximately 25 stations. Consider whether a small gym can be provided for in the ground floor.

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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS –

Leisure Strategy Part 1 – Proposed Direction of travel for Council managed leisure centres.

Contribution to the Council's Corporate Priorities/ Objectives:	<p>Priority 1 – Improve the health and wellbeing of our communities</p> <p>Priority 2 – Enhance the quality of people's lives</p>
Consultation:	<p>This report was prepared in consultation with the members of the leisure Task and Finish Group.</p> <p>Schools and County as owners of the joint use pools have been informed of the possible direction of travel.</p> <p>In addition, key stakeholders to consultation were swimming clubs, Judo club and our current leisure contractor.</p>
Legal:	<p>The key legal implications to this report relate to the risks surrounding the joint use agreements. Future educational funding for the 40% of operating, repairs and maintenance costs which the schools and County currently pay is uncertain after Aug 2019. Re-negotiation of these agreements will be key in securing the future direction of travel for leisure.</p>
Financial:	<p>The Capital costs for this project total approximately £30m -£31.2m at current estimations.</p> <p>Funding for the project would need to be a combination of reserves currently held by the authority with an element of PWLB borrowing.</p> <p>The cost of funding this project has been calculated below.</p> <p>The modelling performed is based on a number of assumptions including;</p> <ul style="list-style-type: none">• the current PWLB rates,• the return on current investment• a combination of both borrowing and use of

reserves

This modelling was based on the capital costs of development being charged over the lifetime of the final assets.

In reality these assumptions could change over the life of the project and may affect the overall financial outcomes.

<u>Leisure Strategy</u>	Option A	Option B
<u>Cost of Investment</u>		
Approx. Total Capital cost	31,200,000	30,000,000
Interest Cost	255,000	220,000
Principal repayment	465,000	401,000
Loss of Interest	506,000	506,000
Rent to School	5000	0
Total Annual cost	1,231,000	1,127,000
Additional income	(1,123,753)	(1,306,013)
Total Additional Annual income	(1,123,753)	(1,306,013)
(Surplus) Deficit	£107,247	(179,013)

However, based on the assumptions referred to and the improved income position of the refurbished and rebuilt Leisure facilities it can be assumed that there will be a net positive impact on the revenue income of approx. **£180k.**

As with most financial modelling the assumptions may change over time and the impact of the development on the revenue budget may cause additional pressure or generate additional receipts.

For option B our modelling has included sensitivity analysis based the following changes; 0.25% increase in PWLB interest rate, 5% variations in revenue income and a 80/20 split resulting in a higher proportion of borrowing required.

Each of these examples of sensitivity resulted in a negative variation to the net income stream but always within the breakeven point.

Human Resource:	N/A
Risk Management:	<p>A project risk register has been produced. Key areas are:</p> <ul style="list-style-type: none"> - Public perception - Legal agreements with JUPs - Ongoing revenue and capital costs of leisure facilities
Health and wellbeing – issues and impacts:	<p>Under the National Health Service Act 2006, each local authority has a duty to ‘take such steps as it considers appropriate for improving the health of the people in its area’. Further subsections set out the wide-ranging steps which may be taken to fulfil this duty, including providing information and advice, and making available the services of any person or any facilities.</p>

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Draft East Herts Physical Activity Strategy 2017 -2022



Introduction

East Herts Council is committed to improving the health and well-being of its community and enhancing the quality of people’s lives. We recognise that sport and physical activity is key to achieving this. We want every member of our community to have the opportunity to participate in physical activity in the way they wish. Whether that is, walking in open spaces, cycling to work, playing sport with friends or in a gym.

We introduce this Sport and Physical Activity Strategy to demonstrate our aspirations and commitment to this vision.

Background: Our District

The population of East Herts is approximately 145,000. Approximately, 20.5% people are currently physically inactive. People who are inactive have a much higher risk of long term conditions including cardiovascular disease, diabetes, osteoporosis and some cancers. In addition they are more likely to suffer from depression loneliness and dementia.

The average age of East Herts residents is marginally over 40, which is slightly above the average age of England at 39.6 but lower than that of East England. Its demographic is predominantly ‘White British’ with over 95% which is far higher than both the East of England and England as a whole. The ageing population in East Herts very much mirrors patterns found across England. The rural nature of the District coupled with an aging population may cause bigger problems than that are found in other, more urban, Districts with social isolation likely to be an issue. Car usage is very high in the District.

The key health statistics for East Herts are as follows:

- Excess weight in children (reception) 18.4%
- Excess weight in children (Year 6) 23.9%
- Excess weight in adults 63.6%
- Physically active adults 64.5%
- Physically inactive adults 20.5%
- 4.9% of recorded cases of diabetes (17yrs +)
- 3433 (per 100,000) injuries due to falls for 80yrs+ (males)
- 5981 (per 100,000) injuries due to falls for 80yrs+ (females)

Physical activity is essential for overall health and well-being. It benefits both mental and physical health directly and indirectly. It is associated with a reduction in mortality, long term conditions and diseases such as diabetes, heart disease and bones disease. It also positively impacts mental health, stress, depression, excess weight, community cohesion and promotes a positive outlook on life.

Adults in England should aim to take part in at least 150 minutes of moderate intensity physical activity each week, in bouts of 10 minutes or more, according to physical activity guidelines for adults from the UK Chief Medical Officers.

Physical Activity can include some or all of the following activities.

Physical Activity			
Active Living	Active Travel	Active Recreation	Active Sport
Housework	Walking	Exercise	Organised participation
Gardening	Cycling	Dance	Structured competitive activity
Walking	Jogging	Gym	Informal sport
Cair based activities		Swimming	Swimming
		Active play	

Our Vision

Everyone in East Herts will have the opportunity to be physically active through work, travel or participation in sport and leisure.

Our objectives:

To work with partners to ensure appropriate and accessible physical activity provision and information is available for:

- a) children and young people to support the reduction in excess weight and promote physical activity as part of a healthy lifestyle
- b) adults and older people to achieve a year-on-year increase in adult participation in physical activity 2017 – 2022*
- c) adults and older people to achieve a year-on-year reduction in the number of adults who are inactive 2017 – 2022*

*measured via Sport England Active Lives Survey

Our Journey:

Local research in East Herts (2016) is encouraging. 51% of people surveyed about physical activity indicated that they would like to be more physically active. However, they also identified key barriers with not enough time being the most significant factor at 47%.

In order to support our residents in becoming more active and receiving the vast benefits of becoming physically active we need to take a whole system approach to physical activity which requires working in partnership with key stakeholders. The development of leisure centres alone will not create an environment that all sectors of our community wish to participate in. A whole system approach recognises that it is everybody's responsibility to encourage physical activity not just those who work within the industry of leisure and sport.

The key strategic themes that will drive the Council's approach to increasing physical activity are outlined below:

- **Active Living**, encouraging our residents to build physical activity into their everyday lives
- **Active Travel**, influence infrastructure plans to make active travel an easy and convenient option for our residents
- **Active Recreation**, investing in leisure facilities, parks and open spaces to provide our residents with a range of affordable leisure opportunities across the district
- **Active Sport**, provide a facilitation role to local sports clubs and voluntary organisations to support their Health and Well-being offer to the community.

The Council recognises that there are a number of organisations, facilities and committed volunteers delivering a vast range of sport and physical activity schemes and interventions and intends to build upon those successes in collaboration with stakeholders to ensure the health and well-being of all members of our community is improved.

In developing its action plan the Council will complement the work of national, regional and local organisations including:

- Public Health England – Everybody Active Every Day
- Department of Culture Media and Sport – Sporting Future: A New Strategy for an Active Nation
- Sport England – Towards an Active Nation
- Hertfordshire County Council – Physical Activity and Sports Framework

A detailed action plan will be produced following consultation and contributions from partners and this will be reviewed annually. A summary of the key actions are highlighted below

Theme	Key actions
Active Living	<ul style="list-style-type: none"> - Supporting national and regional campaigns promoting physical activity - Exploring social prescribing for physical activity - Member champions for physical activity/health and well being
Active Travel	<ul style="list-style-type: none"> - TBC Actions to be agreed through sustainable travel work - Actively influence partners and developers to think creatively about opportunities to encourage physical activity in terms of travel i.e. footpaths, cycle lanes - Development of a cycle hub
Active Recreation	<ul style="list-style-type: none"> - TBC Actions to be agreed through sustainable travel work - Actively influence partners and developers to think creatively about opportunities to encourage physical activity in terms of travel i.e. footpaths, cycle lanes - Development of a cycle hub
Active Sport	<ul style="list-style-type: none"> - Commit investment where funds are available (e.g Section 106) to develop the infrastructure of sports facilities and open spaces to meet the needs of a growing population as identified in the indoor and outdoor sports spaces assessment. - Work with partners across the County to seek external funding via Sport England / Herts Sports Partnership

This is not an exhaustive list, the action plan will be a working document evolving to reflect local needs.

EAST HERTS COUNCIL

COUNCIL - 18 JULY 2017

REPORT BY THE EXECUTIVE MEMBER FOR HEALTH AND WELLBEING

LEISURE STRATEGY PART 2: PROPOSAL TO DEVELOP LEISURE AND SPORTS PROVISION IN BISHOP'S STORTFORD

WARD(S) AFFECTED: WARDS WITHIN BISHOP'S STORTFORD

Purpose/Summary of Report

- To outline the proposals for facility developments at Herts and Essex School set within the context of the emerging leisure facility requirements, physical activity strategy, and the Bishop's Stortford North Section 106 Sports Investment Strategy.

RECOMMENDATIONS FOR COUNCIL: That:

(A)	the views of Overview and Scrutiny Committee and the recommendations of the Executive be noted;
(B)	£1m allocated from Bishop's Stortford North section 106 funds, to be forward funded by the Council until such time as the s106 funds are received by the Council, be approved;
(C)	an interest-bearing loan to the school to complete the funding requirement for the project as presented, be approved subject to due diligence to be carried out by the Chief Finance Officer and Monitoring Officer, in consultation with the Executive Members for Finance and Support Services and Health and Wellbeing; and
(D)	subject to funding approval, delegated authority to make decisions relating to the leisure development projects is provided to a leisure project board. The board will consist of the Executive Members of Health and Wellbeing and Finance and Support Services, the Head of Operations, the

	Chief Finance Officer, the Monitoring Officer and a Director.
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1.0 Background

- 1.1 Bishop's Stortford will see a significant increase in population over the next 10 years. Developments to the north and south of the town will comprise of some 3,500 homes and increase the population of the town by an estimated 10,000 people.
- 1.2 The increase in population will bring with it a range of opportunities and challenges for Bishop's Stortford and surrounding areas. One of these challenges will be to meet the future leisure and sports needs of a growing population.
- 1.3 In December 2015, the Council commissioned a study; the Bishops' Stortford North 106 Sports Investment Strategy (by Plozajski Lynch Consulting Ltd, PLC) to provide an initial framework for the growing population and leisure and sports requirements of Bishop's Stortford North. The strategy was received by the District Planning Executive Panel in February 2016, with recommendations to the Executive and Council to approve the project prioritisation criteria and agree that the strategy form part of the evidence base to inform and support the preparation of the East Herts District Plan and for Development Management purposes. The recommendations were approved by Council in May 2016.
- 1.4 The strategy identified a range of projects which could serve to meet the future leisure and sports needs of Bishop's Stortford. The strategy advised that these could be provided through three possible arrangements:
 1. A single sports hub
 2. A multiple sports hub or
 3. Through the enhancement of existing sites
- 1.5 The report to the District Planning Executive Panel recognised that each option provides both positive and negative considerations. These were summarised as:

1. A single sports hub would involve the creation of a new facility built to high specifications which would have the operational economies of scale and would be able to meet the majority (if not all) of facility needs in one location. However, this would require a large area of land.
 2. A multiple sports hub arrangement would involve meeting all the main facility needs in several locations, including enhancing existing sports facilities as well as providing new sites. This option may be more deliverable on a number of smaller sites that may be more feasible to obtain permission and be located more centrally.
 3. The enhancement of existing sites option would involve enhancing existing or already secured sites. This option has several advantages, namely secured land holdings, established facility management options and in most cases existing clubs, management, coaching and competitive structures, and an active membership, all of which are well placed to accommodate the needs arising from BSN subject to this enhancement.
- 1.6 The report emphasised that the strategy does not seek to determine which of the options presented in are the most appropriate, but sets out a Project Prioritisation Criteria list which the Council approved in May 2016.
- 1.7 A number of projects proposals were identified within the strategy totalling approximately £22.8 million. An overview can be found in **Essential Reference Paper B**.
- 1.8 In addition to the Bishop's Stortford North 106 Sports Investment Strategy, the Council over the last three years has commissioned a number of studies and worked with partners such as Sport England work to identify future demand and supply of leisure provision across the district and in Bishop's Stortford. These are summarised in the table 1 below:

Table 1: Leisure provision studies in East Herts

Study	Purpose
Bishop's Stortford North Section 106 Sports Investment Strategy	Identifies key priorities for a potential £3m investment arising from the Bishop's Stortford North development.

Open Space and Sports Facility Assessment (due to be completed in June 2017)	This is a district wide study which identifies current and future supply and demand for indoor leisure, playing fields and open space.
Facility Planning Model (FPM)	The FPM is a detailed analysis of provision for sports halls and swimming pools within East Herts and adjoining districts. This work is undertaken by Sport England
Leisure Facilities Strategy	This work identifies a proposed mix of facilities to be provided by EHC based on an Outline Business Case.
Physical Activity Survey	900 person survey of people across East Herts which identifies attitudes towards physical activity and potential barriers

- 1.9 The Council now has available to it very detailed information about the demand and supply for a range of facilities. These studies and assessments will allow the Council to determine the appropriate level of sport and leisure provision to be made for the future to meet the needs of its community.

2.0 Report

- 2.1 The Facility Planning Model (FPM) indicates a short fall in access to sports halls for the wider community. There are a number of sports halls across the District however these are not available for public use. Sports halls are mainly provided by schools with the exception of Wodson Park in Ware. In Bishop's Stortford, Birchwood High School is the only School that actively makes their facilities available to the public for casual users. As a consequence this facility is in very high demand.
- 2.2 The Council has no sports halls within the two leisure centres it owns. As mentioned in previous report of the leisure strategy (part 1), there is an oversupply of sports halls in District though access is restricted. The demand for access is wide spread and therefore it would not be sustainable to directly provide/invest in a sports hall within the Council owned facilities i.e. at Grange Paddocks to address this specific issue. In addition, a sports hall at Grange Paddocks would increase the footprint of the building in the greenbelt. It is however recognised that access to sport halls is

poor in the Bishop's Stortford area and therefore a partnership arrangement for a sports hall may address this access issue.

3.0 Overview of Proposal

- 3.1 Two organisations identified within the Bishop's Stortford North 106 Sports Investment Strategy, seeking new facilities were Herts and Essex High School and Bishop's Stortford Judo Club. Herts and Essex School hopes to provide a dual use facility including a sports hall, 6 netball/tennis courts and a hockey pitch at Beldams Lane. The Judo Club is seeking a dedicated Dojo as it has outgrown a number of previous facilities. The Council's leisure team brokered several meetings to bring these two organisations together to explore a possible partnership arrangement on the school's site.
- 3.2 In addition, discussions have taken place with Bishop's Stortford Hockey Club and a number of local netball clubs who would be keen to be part of a hub site proposal.
- 3.3 The proposal from Herts and Essex School is to develop a Sports Hub catering for a number of sports which could support the development of leisure and sports provision in Bishop's Stortford. As mentioned previously the development of such a hub site could provide economies of scale in terms of operational overheads whilst providing a broad offer for local people.
- 3.4 The School's Business Plan to the Council is attached in **Essential Reference Paper C** for funding consideration. In the context of the wider leisure facilities work within the District it was recommended by the Head of Operations that the proposal be brought to Overview and Scrutiny for consideration ahead of the Executive meeting and Council decision in June and July of 2017 respectively.
- 3.5 The proposal includes provision for casual use which is a key problem in terms of access to sports halls across Bishop's Stortford.
- 3.6 Herts and Essex High School is a girl's school. Participation by women and girls in sport is traditional low and is a Sport England priority. Providing such a facility with a strong programme of activities within a girls' school will provide a greater opportunity to

engage women and girls in sports provision outside of the curriculum and potentially reduce post 16 drop off in sport for this cohort in the Bishop's Stortford area. Given that the proposals link well with Sport England priorities there are good prospects for partnership funding from Sport England.

3.7 The proposal is to place the following sports facilities onto the School's land at the Beldam's lane site:

3.7.1 A Sports Hall Complex, containing:

- 3.7.1.1 A large (4 badminton court) Sports Hall.
- 3.7.1.2 A permanent matted Dojo which is sufficient to host regional competitions.
- 3.7.1.3 Three sets (three pairs) of changing rooms and associated toilet and shower facilities.
- 3.7.1.4 A club/social room adjacent to a balcony, with a catering kitchen and a bar area (upstairs).
- 3.7.1.5 A reception area and refreshment area with viewing panels into the Sports Hall (downstairs).
- 3.7.1.6 A theory classroom.
- 3.7.1.7 Staff rooms, staff changing facilities, office space and storage areas.

3.7.2 A 2G sand filled full size hockey pitch with floodlights and viewing area. This can also be used by football clubs.

3.7.3 6 x netball courts with floodlights. These can also be used as tennis courts.

3.7.4 Sufficient parking for the whole hub

3.8 The projected increase in club membership as a result of the development for each club are:

3.8.1 Bishop's Stortford Hockey: 981 members in 2021 from 589 in 2016/17

3.8.2 Bishop's Stortford Judokwai: 205 members in 2021 from 125 in 2016/17

3.8.3 Saffron Hawes and Crosskeys Netball Club: 135 in 2021 from 100 in 2016/17

3.9 It is anticipated that the sports hub will provide approximately 30% of the hours available to the local sports clubs and 47% of the hours available to the general community, totally 77% of community use.

- 3.10 The funding request from the School to the Council is £2,750,000. A summary of these costs are provided below:

Beldams Lane Funding Request to EHDC	Build cost incl. Fees
Sports Hall	
EFA funded Sports Hall, changing and support facilities	0
Additional field changing rooms and public facilities	651,000
Dojo facility including enhanced public facilities	995,000
Tennis/ netball	220,000
All weather Pitch	442,500
Other facilities	
Site clearance	0
Car Parking / coach drop off Essential	110,000
Car parking overflow	110,000
footpaths /boundary treatments	220,000
Total funding request	2,748,500

- 3.11 The proposal is for a 20yr agreement (with scope for longer) with the development of a management committee which will include EHDC members and representatives of the other lead partner organisations. It is anticipated to be a Local Governing Body.
- 3.12 Discussions have taken place with the School to explore a potential annual financial return on the Council's investment

through a portion of the surplus income generated at the site, a figure of approximately £8000 was discussed. This is based on 20% of the school's surplus being ring fenced for strategic developments and a 50:50 arrangement on the remaining income surplus. This income could support other health and well-being projects such as social prescribing. This income stream will be the only financial return on this investment should the Council decide to fund the community access aspect of the project.

4.0 Key Considerations

4.1 A key consideration for the Council is funding.

4.2 Given that these proposals were explored within the Bishop's Stortford North Section 106 Sports Investment Strategy, section 106 could be used as a potential source of funding. However there are two key issues:

4.2.1.1 This project would absorb a very large portion of the S106 funding available (£3m) to the Bishop's Stortford North area, leaving little room for other developments.

4.2.1.2 The release of BSN Section 106 funding is unlikely to be available for some years as it is linked to the house building construction programme. The first phase of funding prior to the occupation of any dwelling is likely to be in the region of £50,000 followed by £450,000 prior to the occupation of the 500th dwelling which could be 2020 at the earliest. The development of this sports hub cannot realistically be aligned with the house building programme. There is also no certainty as to when the developers will meet the trigger points for payment. As with all major developments, there remains a risk that the developers may seek to re-negotiate the 106 payments or reduce the number of dwellings developed. Indicative timelines suggest the £3m allocation could be received in phases by 2025.

4.3 In order to assist financially it could be possible for the Council to provide interim funding which could be reimbursed to the Council when the Section 106 funding becomes available.

- 4.4 Assisting such projects financially needs to be managed carefully to ensure the council achieves outcomes for local communities while mitigating potential risks.
- 4.5 The Council would need to consider its principles for providing financial assistance including:
 - 4.5.1 Securing a robust long term partnership agreement that is linked to an agreed community use and health and well-being annual service plan
 - 4.5.2 Ensuring no ongoing maintenance, operating costs or building or programme liabilities to the Council
 - 4.5.3 Consideration for a financial claw back system for under performance of community and health and well-being programmes/outcomes.
 - 4.5.4 East Herts representation on a management board /committee
 - 4.5.5 East Herts are involved in the annual review of service plan outcomes part of the planning process to forecast ongoing plans
 - 4.5.6 General public access for casual use
 - 4.5.7 Long term agreement to ensure public benefit from EHC contribution
 - 4.5.8 Partner funding streams secured
 - 4.5.9 Planning permission achieved
 - 4.5.10 Funding provided based on evidence of actual cost requirements and an agreeable payment schedule.
 - 4.5.11 A separate legal agreement in respect of forward funding
- 4.6 As the proposal does not provide the Council a significant financial return on investment, the Council would need to consider the implications of loss of interest through capital financing or

repayment via prudential borrowing. As an indication the loss of interest for £1m is £23k annually and the repayment on borrowing plus interest over 20yrs is approximately £77k annually. Should funding be approved the final investment mix will be proposed by the Head of Strategic Finance and Property in conjunction with the Executive member for finance and support services.

- 4.7 The funding request of £2.7m is significant. The Council will need to consider from the School's Business Plan, its ability to deliver on the agreed community use outcomes. In addition, the school's ability to commission and deliver both the design and construction of such a facility and track record to operate and maintain the dual use facility whilst managing a number of stakeholders. It is however, noted that 3yrs of consultancy support will be provided through the Active East Herts partnership which is a highly reputable organisation within East Herts with a good track record for delivery.

- 4.8 When considering the School's proposal against the approved prioritisation criteria set out in the Bishop's Stortford North Section 106 Sports Investment strategy the proposal does seek to meet a number of these including:

- 4.8.1 Governance arrangements
- 4.8.2 Readiness to proceed
- 4.8.3 Range of activity offer to meet needs
- 4.8.4 Sustainable running costs
- 4.8.5 External support for the project
- 4.8.6 Partner funding secured
- 4.8.7 Inclusiveness

- 4.9 Other prioritisation criteria that will need to be taken into account are:

- 4.9.1 The breadth of needs met against the scale of funding requested in terms of section 106 'value for money'
- 4.9.2 Location in relation to Bishop's Stortford North developments
- 4.9.3 Potential for attracting additional partnership funding should the Council provide a contribution towards the total funding request or no funding. It should be noted that anything less than the £2.7m will lead to a reduced facility development. The Dojo offers the school the least amount of curriculum activity

4.10 Irrespective of the potential funding source, the agreed approach to BSN 106 projects proposals where by the steering group in conjunction with the Executive member for health and well-being are empowered to make recommendations to Council on future investment opportunities has been applied where practically possible. As a result of the leadership team restructure the officer leads have changed however these are now covered by similar roles and functions. Some members of the Sounding Board established as part of the BSN 106 strategy were consulted through the work of the School. Should this proposal be agreed and funded from section 106 then consultation with the Sounding board will take place more formally.

5.0 Views of the Overview and Scrutiny Committee and the recommendations of Executive.

5.1 Members of Overview and Scrutiny Committee supported the proposal from Herts and Essex school in the development of leisure and sports provision in Bishop's Stortford. The main areas of concern were of the impact on Beldams Lane and the need to ensure the development of supportive infrastructure.

5.2 The Executive considered the report and views of overview and scrutiny on 27th June 2017. With the total funding request at £2.75m the Executive felt it would be challenging to support the future sports needs of Bishop's Stortford once section 106 funds were received as the £2.75m would absorb almost all the potential funding. The recommendation from the Executive is to in principle support the scheme with an investment mix of forward funding of £1m from the Bishop's Stortford North section 106 and an interest bearing loan for the remainder subject to due diligence to be carried out by the Chief Finance Officer and Monitoring Officer, in consultation with the Portfolio Holders for Finance and Support Services and Health and Wellbeing. Further to the requirements described in para 4.5 the Council will develop a loan agreement with the School. The high level principles of such a loan will consist of the following:

1. The school will be required to pledge an element of its asset as collateral for the loan
2. The loan will include repayment of the principal loan and interest

3. The drawdown of the loan will only be available during an agreed period.
4. The school will repay the principal loan and interest by an agreed date in line with a repayment schedule based on a revised business plan.
5. The Sports Hub/ School will agree to an open-book accounting approach
6. The Council will have Step in Rights to manage and operate the facility should the school underperform and be unable to repay the loan in line with the repayment schedule

6.0 Conclusion

- 6.1 The proposal from Herts and Essex School together with the investment proposals for Grange Paddocks will provide significant improvement to meet the facility and health and well-being needs of Bishop's Stortford. While complementary they are not a comprehensive solution. Further partnership work will be necessary to address existing shortfalls in provision such as all-weather pitches and those which will be created by an expanding population with changing needs.

7.0 Implications/Consultations

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

Background Papers

School's Business Plan and associated appendices added as **Essential Reference Paper C**

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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Leisure Strategy Part 2 – Proposal to develop leisure and sports provision in Bishop's Stortford

Contribution to the Council's Corporate Priorities/Objectives:	<p>Priority 1 – Improve the health and wellbeing of our communities</p> <p>Priority 2 – Enhance the quality of people's lives</p>
Consultation:	<p>Herts and Essex School have undertaken consultation with local sports clubs who have expressed an interest to access the proposed sports hub.</p>
Legal:	<p>Should funding be agreed all agreements would need to mitigate financial risks identified below.</p>
Financial:	<p>The amount of funding requested by Herts and Essex School is £2.7m.</p> <p>Funding for the project would need to be either from reserves or PWLB borrowing.</p> <p>The annual loss of interest for this sum would be in the region of £63k. The annual amount for £1m is approximately £23k.</p> <p>The annual cost of borrowing (based on interest rates for 20yrs at 2.74%) would be in the region of: £209k. This includes repayment of the loan and interest over 20yrs. The annual cost for £1m is £77k.</p> <p>On the basis that the Herts and Essex proposal seeks to provide East Herts Council approx. 50% of the surplus income from the sports hall estimated at £8000 per annum. The Council would require a growth in it's revenue budgets to cover the cost of this project.</p> <p>Should the Council decide to pre-fund from Section 106 monies that are due to be received in line with housing development, the Council will be liable for this costs until payments are received. The section 106 agreement signed by the Council and developers in April 2015 states that the sports investment funding would be</p>

	<p>available in the region of £3m for Bishop's Stortford North. The request for £2.7 will consume a large portion of section 106 outside the Bishop's Stortford North area leaving very little for development in BSN.</p> <p>In addition, the funding from section 106 will be received in accordance with development and occupation of dwellings, it is estimated that the full £3m for sports investment may not be received until 2025, however the timescales could be longer. The number of dwellings actually developed could potentially be below the 2200 dwellings stated, this could result in a reduced payment to the Council and therefore the Council could bear the cost of the project or a portion of the project.</p> <p>Should funding be approved the investment mix will be determined by the Head of Strategic Finance and Property in conjunction with the Executive member for finance and support services.</p>
Human Resource:	N/A
Risk Management:	Managing expectations of the School, clubs and residents of a growing population.
Health and wellbeing – issues and impacts:	Under the National Health Service Act 2006, each local authority has a duty to 'take such steps as it considers appropriate for improving the health of the people in its area'. Further subsections set out the wide-ranging steps which may be taken to fulfil this duty, including providing information and advice, and making available the services of any person or any facilities.

MEETING THE BSN DEVELOPMENT'S SPORTS NEEDS**1.1 Introduction**

This section sets out existing project proposals for sports facilities projects in Bishop's Stortford and examines the extent to which they might address the needs of the BSN development.

1.2 Current project proposals

Project promoter	Proposed development	Estimated cost	Potential funding sources	Needs addressed	Risks
Herts and Essex High School	New sports complex on 2 sites at Beldham's Lane including: <ul style="list-style-type: none"> • A sports hall. • A 25m pool • Health and fitness • Dance studio/ancillary hall • '3G' football turf pitch(es) • Tennis/netball courts • Grass football pitches • (Athletics training facility) 	£7,700,000	<ul style="list-style-type: none"> • Education Funding Authority • Sport England • Football Foundation 	<ul style="list-style-type: none"> • All the facilities proposed would meet identified needs arising from the BSN development. • Potential to accommodate club needs including BS Judo Club, BS Netball Club, BS Running Club 	<ul style="list-style-type: none"> • No funding yet secured. • Land purchase required for part of the proposed development. • Planning consents.
Bishop's Stortford Sports Trust	New facilities at the Trust's Cricketfield Lane site, including: <ul style="list-style-type: none"> • A sports hall. • 1.5 synthetic turf pitches for hockey • New pavilion • Health and fitness • Cover for 2 tennis courts • Convert 3 outdoor tennis courts to artificial clay • 1 Youth football pitch 	£3,375,000	<ul style="list-style-type: none"> • Sport England (£500,000 secured) • LTA (£70,000 secured) 	<ul style="list-style-type: none"> • Most proposed facilities would meet identified needs arising from the BSN development (no clear case for 0.5 hockey pitch or covered tennis courts). • Close proximity to the BSN development. 	<ul style="list-style-type: none"> • Planning consents for floodlights in the Green Belt. • Proposed loss of allotment land.
Birchwood High School	New facilities at the School's adjacent detached playing field site, including: <ul style="list-style-type: none"> • 1 '3G' football turf pitch. • A 1km closed road circuit for cycling and running. • New pavilion with 	£7,750,000	<ul style="list-style-type: none"> • Sport England • Football Foundation • British Cycling 	<ul style="list-style-type: none"> • All the facilities proposed would meet identified needs arising from the BSN development. • Potential to accommodate club needs including BS 	<ul style="list-style-type: none"> • No funding yet secured. • Planning consents.

	conference facilities. • Ancillary hall for BS Judo Club.			Judo Club	
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Project promoter	Proposed development	Estimated cost	Potential funding sources	Needs addressed	Risks
Herts County Council	New secondary school sports facilities on the BSN development, including: • A sports hall. • Health and fitness • 2 dance studios/ancillary halls • Tennis/netball courts • 5.5ha of grass football and cricket pitches	Unknown	Developer contributions	<ul style="list-style-type: none"> Facilities designed to serve education needs (BB98) but could be enhanced for community use. Potential to accommodate club needs including BS Judo Club, BS Netball Club, and possibly BS Community FC. 	No obvious risks
Bishop's Stortford Rugby Club	Improved provision at the Silverleys Trust/BSRFC site, including: • Converting 2 football pitches to rugby pitches and improving drainage (depending on BS Swifts FC relocating). • Extended changing and catering facilities. • Longer term plan for a new 2-storey pavilion.	£365,000	<ul style="list-style-type: none"> £106 funding from Fire Station site Club fundraising 	<ul style="list-style-type: none"> Would solve current pitch capacity problems and facilitate team expansion. Close proximity to the BSN development. 	Contingent on BS Swifts FC moving to new pitches at the BSN development.
Bishop's Stortford Swifts FC	Relocation to two grass football pitches and changing pavilion provided by the BSN developers.	Unknown	Developer contributions	<ul style="list-style-type: none"> Would solve current pitch capacity problems and facilitate team expansion. Part of the BSN development. 	No obvious risks
Bishop's Stortford Community FC	Two '3G' pitches and a clubhouse at a single site to meet all the pitch needs of BS Community FC at one of the following sites (in order of preference: • Land south of Beldham's Lane (same	£2,000,000	Football Foundation (potentially £500,000)	Would solve current pitch capacity problems and enable the club to operate from a single site.	<ul style="list-style-type: none"> No funding yet secured. Land purchase required at one site. Planning consents.

	site as Herts & Essex HS proposals). <ul style="list-style-type: none"> • Jobbers Wood playing fields. • Grange Paddocks Leisure Centre. • Birchwood High School (with addition to the existing '3G' pitch at the site. 				
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<i>Project promoter</i>	<i>Proposed development</i>	<i>Estimated cost</i>	<i>Potential funding sources</i>	<i>Needs addressed</i>	<i>Risks</i>
Bishop's Stortford Judo Club	Establishment of a permanently matted hall for the club (and other local martial arts clubs) with dedicated storage and catering capacity, as part of a wider facilities complex.	Unknown	Club (£40,000 raised)	<ul style="list-style-type: none"> • Would enable the club to develop and expand. • Designation as a Centre of Excellence for the Home Counties North. 	<ul style="list-style-type: none"> • No obvious risks. • Several other project proposals include provision for ancillary halls.
Bishop's Stortford Canoe Club	Clubhouse extension and new water access pontoon.	Unknown	Unknown	<ul style="list-style-type: none"> • Deficiency with current facilities. • Improved disabled access. 	No identified funding sources.
BMX track	Provision of a formal BMX track at Ash Grove at a site used informally at present.	Unknown	Unknown	Provision for young people.	No identified funding sources.
Bishop's Stortford Town Council	Provision of a formal BMX track at Sworders Field.	£70,000	Unknown	Provision for young people.	No identified funding sources.

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ESSENTIAL REFERENCE PAPER C

The Hertfordshire & Essex High School and Science College

BUSINESS CASE

Introduction

This Business Case for Beldams Lane Sports Hub is written on behalf of the following lead partner organisations: The Hertfordshire & Essex High School, Bishop's Stortford Hockey Club, Bishop's Stortford Judo Club, Crosskeys Netball Club and Hawks Netball Club. Other partners are included later in this Business Case.

This document is written in response to a request from East Herts District Council (EHDC). The intention behind it is to present a clear and compelling Business Case to EHDC with a view to a partnership capital investment in the new sports hub to be created at Beldams Lane, Bishop's Stortford. There are 11 appendices, all of which are important contributions to the overall content and message.

Contents of this Business Case

- A. Project summary
- B. A summary of the current financial position (capital costs)
- C. Projected usage
- D. Revenue business plan
- E. Social return
- F. Strategic review
- G. Consultation
- H. Planning considerations
- I. Risks
- J. Leadership, management and governance

A. Project summary

The project comprises two main development areas:

1. Beldams Lane Playing Field

This is a 10-acre site, currently grass sports fields. It is the property of Herts & Essex. It is in Hertfordshire and is not in the green belt.

The proposal is to place the following sports facilities onto the site:

- A Sports Hall Complex, containing:
 - i. A large (4 badminton court) Sports Hall.
 - ii. A permanent matted Dojo which is sufficient to host regional competitions.
 - iii. Three sets (three pairs) of changing rooms and associated toilet and shower facilities.
 - iv. A club/social room adjacent to a balcony, with a catering kitchen and a bar area (upstairs).
 - v. A reception area and refreshment area with viewing panels into the Sports Hall (downstairs).
 - vi. A club briefing room.
 - vii. Staff rooms, staff/officials changing facilities, office space and storage areas.
- A 2G sand filled full size hockey pitch with floodlights and viewing area. This can also be used for football.
- 6 x netball courts with floodlights. These can also be used as tennis courts.
- Sufficient parking for the whole hub.

2. Bowling Lane Field

This is an 11-acre site on the other side of Beldams Lane, opposite the Playing Field described above. It is in Essex (Uttlesford) and the green belt. It is currently the property of a local farming family. HCC holds an option for its purchase, which will go ahead in tandem with the development of Beldams Lane. Herts & Essex (and therefore the partnership) will have a 125 year lease for its use.

The following sports facilities, depending on the time of year, are planned for the site:

- Rugby pitch
- Two football pitches
- 400 metre running track
- Rounders pitch

Plans of Beldams Lane and Bowling Lane are attached as APPENDIX 1: Beldams Lane Plan. APPENDIX 2: Bowling Lane Plan

B. A summary of the current financial position (capital costs)

Capital costs:	
Construction costs (APPENDIX 3)	£5,200,000
Beldams Lane Land (as sports field)	£1,000,000 *
Bowling Lane (as sports field)	£1,100,000
Total:	£7,300,000

Funding secured	
EFA – sports hall and 6 fe expansion	£1,400,000
Herts CC – sports hall and 6fe expansion	£300,000
Herts & Essex – Beldams Lane Land	£1,000,000 *
Herts CC – Bowling Lane land purchase	£1,100,000
Sports Clubs and England Hockey	£160,000
Total secured to date:	£3,960,000

* This value for Beldams Lane is estimated from the current market value for sports fields; if sold for housing/development, the value would be in excess of £17,000,000. It is currently the property of Herts & Essex. This asset will effectively be shared with EHDC in future.

Funding applied for	
EHDC (for Beldams Lane)	£2,750,000
Sport England	£150,000
Uttlesford DC (for Bowling Lane)	£440,000
Total applied for:	£3,340,000

Funding:	
Total of secured and applied for:	£7,300,000

Some points of clarification:

- The outcome of the application to Sport England for funding will be known later in the summer.
- Any funding from Uttlesford DC will not affect the development at Beldams Lane. The request for funding to UDC will be for the development at Bowling Lane. In the meantime, one can proceed without the other.
- The funding from sports clubs and England Hockey is made up from three sources: Bishop's Stortford Hockey Club, Bishop's Stortford Judo Club and England Hockey.
- All the capital costs have been provided by two independent Quantity Surveyors. The estimates for the Dojo in particular attracted a great deal of scrutiny, because they initially appeared high. It is true to say that building costs are currently high and the dojo has been designed to level 3 competition specification. The designers have worked closely with England Judo to minimise the cost, while maximising the facility's potential.
- The two story part of the build was also subject to a great deal of debate. A hypothesis was made that building one story would be cheaper. The QS confirmed that there is a small saving to be made by building one story. This is because the extra foundations and extra roofs for one story are not quite as expensive as the staircases and lifts needed for two. However, there are several drawbacks to one story, including the fact that the foundations could not bear the weight of a further floor at a later date. Also, it would mean that a second sports hall could never be added in the future. On balance, the advantages of two stories outweigh the advantages of single story.
- All costs are indicative and subject to design and construction once work is tendered out. The school and its partners are working hard to minimise the square meterage (and therefore the overall cost), as well as ensuring that the materials chosen are durable and robust, but of minimum cost.

C. Projected usage

Usage is anticipated to be very high indeed. There is a huge amount of interest and excitement about the project in the town.

In APPENDIX 4: Sports Facilities Bookable Usage, usage has been projected. This spreadsheet includes sheets for sports hall bookings, netball/tennis courts, dojo and the astro-pitch. The calculations are prudent ones; the usage is based on usage of similar facilities elsewhere and assurances made by clubs which have already been consulted. In the view of the partner organisations in this project, this will be the absolute minimum usage of the new facilities. The spreadsheets in APPENDIX 5 show that while the lead partner organisations will use 30% of the community hours available, a further 47% will be available for smaller organisations to make bookings and for informal ‘pay and play’, drop-in and casual use.

During the period of public examinations in the summer, for approximately 3 school weeks, the sports hall would not be available to the community for 4 evenings per week. Friday evenings and weekends would proceed as usual during that period, as would the dojo and all external facilities. This would be planned and booked ahead. The school would also be required to pay for the sports hall on those evenings. Overall, given that the calculations have been as if there are 50 weeks per year, whereas the facility will be available for 51.5 weeks per year, the percentages of community use are unaffected by this. The difference the exam period makes is negligible.

Projected increases in membership numbers is attached as APPENDIX 6. All three lead partner organisations are projecting immediate increases in members from current waiting lists: Hockey from 589 to 981, Judo from 125 to 205, netball from 100 to 135. They anticipate that new local facilities will lead to significantly greater interest and participation.

D. Revenue business plan

APPENDIX 7 shows a spreadsheet which is a detailed model of income and expenditure. These are cautious figures: minimum for income and maximum for expenditure. Its summary is below:

Summary Income and Expenditure:

Income:	
Sports Hall	£59,040
Netball/tennis courts	£30,000
All weather pitch	£34,930

Dojo	£30,995
Herts & Essex contribution	£53,200
Total	£208,165

Expenditure:	
Staff costs	£92,000
Sports Hall – general running cost	£30,000
Grounds maintenance	£20,000
All weather pitch maintenance	£10,000
Netball pitch maintenance	£4,000
Sports Hall reserve	£12,000
All weather pitch reserve	£12,000
Dojo reserve	£5,000
Total	£185,000

Some points of clarification:

- The difference of approximately £23,000 is an annual projected profit figure. The expectation is that any profit will have 20% saved towards strategic developments (such as a future hard surface running track). The remainder will be split 50: 50 between reinvestment into the facility (such as upgrading current facilities) and EHDC.
- Lead partner organisations which have invested capital into the project (Judo and Hockey) benefit in this model from reduced hire charges.
- The catering aspect has neither income nor expenditure against it, because they are anticipated to contra. At the time of presenting this Business Case neither a profit nor a loss is projected for that aspect of the facility. However, if a profit is made, then it would be subject to the same division between EHDC and the facility as are the sporting aspects.

E. Social return

All lead partners (EHDC, Herts & Essex, Bishop's Stortford Hockey Club, Bishop's Stortford Judo Club and both Netball Clubs) share a keen interest in:

- Increasing participation of girls and women.
- Increasing participation of those with disabilities.
- Increasing participation of children and young people.

- Increasing the activity of those who are currently inactive.

In relation to the opening and closing times of the sports facilities, the current plan is as follows:

All facilities will be open to all partners, other clubs and casual users from 9am every day.

The outdoor facilities will close at 10pm Monday to Thursday, 9pm Friday, 7pm Saturday and 5pm Sunday.

The indoor facilities will close at 10pm on Monday to Thursday, 11pm on Friday and Saturday, and 8pm on Sunday.

The objectives of all lead partners in relation to social return, health and well-being resonate well with the Town, District, County and National aims and priorities; they also provide synergy. Sport England's priorities also match these well, so there are good prospects for partnership funding from that source.

F. Strategic review

This project meets many of the strategic requirements of local and national bodies.

EHDC

East Herts District Council's Corporate Strategic Plan for 2016-2017 to 2019-2020, has as its Priority 1: Improve the Health and Well-being of our communities. Under "Residents living active and healthy lives", the following actions are identified:

- Provide sports facilities for the over 50s in our towns and villages
- Invest in our parks and open spaces to encourage health and fitness
- Provide a leisure strategy

Bishop's Stortford Town Council

In addition, Bishop's Stortford's Neighbourhood Plan states that it aims to "increase opportunities for sport" in the town. In its vision and summary document, the need and the desire for extra sports facilities feature heavily: "there is a high demand for additional or enhanced space, both indoor and outdoor, and a relatively low public satisfaction rating for current sports facilities within the town. The competing demands for land use create real challenges in meeting the need." It states a need to "provide and enhance accessible indoor and outdoor

community facilities, compliant with Sport England standards, to meet the needs of the residents, as well as to encourage appropriate use of the town's surrounding Green Belt by the strategic location ... of new outdoor sport, leisure and community facilities”.

Sport England (SE)

SE wants to “ensure children and young people from the age of five are able to enjoy the benefits of sport and physical activity. We want them to feel more motivated, confident and able to get active – which will also increase the likelihood of being active later in life.” On the topic of disability sport, SE states that this is a key focus of their work. A national priority is to promote health and tackle inactivity. SE says that “many of the leading causes of ill health could be prevented if people were to play more sport and increase their overall levels of physical activity. Tackling inactivity is one of the key pillars of our strategy Towards an Active Nation.” In addition, SE is keen to promote women in sport. Their “Active People Survey” results show that women are less likely to take part in sport than men. They state that they “are working hard to persuade more women to get active. Not only does regular activity improve women's own physical and mental health, but women have a strong influencing role within their own families.”

HCC

The Hertfordshire Lifestyle and Legacy Partnership aims to attract investment and funding for sport, recreation and culture into the county. It is committed to the same philosophies about increasing the participation of the inactive, of women, young people, disabled people and of maximising participation rates. Its plan resonates well with that of the school, and with those of East Herts DC, Sport England and Bishop's Stortford TC (Neighbourhood Plan).

G. Consultation

A number of consultation events have occurred, which have culminated in overwhelming support for this project. Lead partners and some details around their current circumstances are described later in this section. Other supportive clubs and organisations include:

- Badminton England
- Bishop's Stortford Running Club
- Bishop's Stortford Swimming Club
- British Judo

- Crosskeys Netball Club
- England Netball
- Hadleigh Park
- Hertfordshire Archery Association
- Hertfordshire Cricket
- Saffron Hawks Netball Club
- Stortford Gymnastics
- Stortford Snipers (basketball)
- UK Ultimate

Letters of support from these partners are included as APPENDIX 8.

Lead Partners:

East Herts District Council

EHDC wants to create and/or upgrade sports facilities in the Bishop's Stortford area. The following points may help to reassure EHDC that the Beldams Lane project is an excellent opportunity:

- Jan Stock from Wodson Park is an experienced and successful Sports and Leisure Centre Manager who has agreed to provide consultancy services to the project for the next three years.
- Beldams Lane field is a valuable resource to be given to the community of Bishop's Stortford as a contribution to this partnership.
- Other lead partners will be investing capital funds.
- The combination of several different sources of capital funding is powerful in that it creates economies of scale in the initial build itself.
- All partner organisations will continue to benefit from those economies of scale well into the future, as a result of having multiple sporting opportunities on the same site.
- The aims of all the lead partners are very much in tune with EHDC's own aims.
- The participation of those who do not engage with sport already will be increased.
- There is a determination to increase participation of people with disabilities, of older people, of young people and of girls and women.
- Additional partnerships with organisations such as Grove Cottage in Bishop's Stortford, with Wheelchair Basketball, with Amwell

View and with 'Fitness for Mums' already places the partnership in a strong position in relation to achieving these aims.

- The Service Level Agreements between the various partners will be transparent and agreed by the legal advisors of the partner organisations, so that all can be sure that the contributions they are making will meet the long-term objectives of their organisation.
- A Management Board/Local Governing Body will be established, to include representation from all lead partner organisations. Its role will be to track and monitor the activities of the Sports Hub, as well as to provide strategic leadership.

Herts & Essex

- Herts & Essex is a high-performing secondary comprehensive school of 1220 students, 90% of whom are girls. The school is currently one of the most successful in the UK in terms of the progress its student make, the standards they achieve and the quality of their post-school destinations. It is oversubscribed and partly as a consequence of this and partly as a consequence of the shortage of school places in Bishop's Stortford, it has been granted £3,000,000 (£2,400,000 from the DfE and £600,000 from HCC) towards the provision of new school places. Some is needed to be spent at the school's main site. £1,700,000 has been allocated for the purpose of developing sports facilities at its Beldams Lane field.
- Benchmarking shows that the school's annual budget of over £7,000,000 is well-managed and provides excellent value-for-money.
- The school is an Academy, and is therefore independently professionally audited (by MacIntyre Hudson). The audited accounts are available for public scrutiny.
- The school's track record is not limited solely to the high quality education it provides to its students and to the careful management of its finances; it also has a long history of successfully letting out its existing sports facilities. For example, its swimming pool is let out every evening and during every weekend.
- Ofsted's judgement is that leadership and management at Herts & Essex is outstanding. EHDC can feel confident that the leaders and managers of Herts & Essex have both the experience and the capacity to deliver the Beldam's Lane sports hub project and to ensure that it meets its aims and objectives.

Bishop's Stortford Hockey Club (APPENDIX 9 and 10)

Bishop's Stortford Hockey Club (BSHC) currently operates across two sites:

1. Hockerill Anglo-European College hosts their pitch, which is jointly owned.
2. Bishop's Stortford Sports Trust at Cricketfield Lane (1.5 miles from the pitch) provides joint use of its clubhouse.

BSHC has ambitions to extend its reach. Members would like to provide opportunities for informal 'pay and play', for older participation through 'walking hockey', and for special provision for the disabled. A partnership with Grove Cottage, Bishop's Stortford's Mencap, has been forged to this end. There is also a desire to increase the participation of girls, women and children/young people. With a dedicated club room, a full engagement plan, increased parking and changing facilities and a further hockey astro pitch (2G, sand filled), these ambitions could be realised.

Bishop's Stortford Judo Club (APPENDIX 11)

The Judo Club is a large and successful organisation in the town. Membership is significant and standards are high, including a number of national and international champions. The club's requirement is a permanent matted fighting area, with a viewing area and social facilities. The matted area is very suitable for dance and gymnastics. It would be well-used by the school during school hours and by Judo during out-of-school hours. During spare time, dance, gymnastics, fitness clubs and other martial arts could make excellent use of it. The Senior Judo Coach will reinstate women's fitness classes for older women and for mothers of school-age children.

The Netball Clubs (APPENDIX 12)

Netball currently enjoys the highest participation rate of girls and women in the UK of all sports. Both the Hawks and Crosskeys Netball Clubs are Bishop's Stortford clubs. Those who run them, coach in them, and play in them are residents of the town. However, neither club is able to train or play in Bishop's Stortford. This is due to the total lack of sufficiently high quality facilities. Nonetheless, both clubs are bursting at the seams with waiting lists made up of Hertfordshire residents who want to play. In the case of the Hawks, they want to extend beyond adults to include girls' participation. Crosskeys want to introduce informal 'pay and play' and 'walking netball' for older women. Hertfordshire Netball would like to

introduce netball for disabled people; plans are also in place for the introduction of wheelchair netball.

Wodson Park

Professional sports and leisure manager, Jan Stock, has agreed to provide consultancy for three years in relation to the setting up of the facility, branding, marketing and its management. Our vision is to create a similar (albeit smaller) facility and community provision to the development led by Jan at Wodson Park.

H. Planning considerations

The Beldams Lane site

The Beldams Lane site is located in East Herts District and is within the urban area, but is designated as a school playing field in the adopted local plan (and the emerging local plan). It is currently only capable of being used in the summer months due to poor ground conditions.

Policy LRC1 (adopted plan) and Policy CFLR8 (emerging plan) protects against the loss of playing fields/community facilities unless suitable alternative facilities in terms of quantity, quality and accessibility are provided in the locality to the ones that would be lost. The proposals for Beldams Lane will intensify and improve the use of the site for sports use and so the proposals will be compliant in principle with this planning policy. Sport England has been consulted and is in support of the proposals (APPENDIX 13 – Meeting note with Sport England). Other planning and site constraints are being addressed through technical studies which will propose mitigation as necessary and which will be submitted with the planning application.

As the proposals for Beldams Lane are linked to the expansion of the school to provide additional school places, a detailed Regulation 3 planning application will be made to Hertfordshire County Council. A pre-application meeting was held with HCC planning and highway officers. East Herts planning officers have been informally consulted. There was a final pre-application meeting held on 22 May, at which the proposals were signed off prior to public exhibitions on 14/15 June.

A planning application will be submitted at the end of June.

The Bowling Lane site

The Bowling Lane site is located in Uttlesford District and is in the Green Belt being designated as such in the adopted local plan (Policy S6). As playing pitches are not “appropriate development” in the Green Belt it is necessary to demonstrate that there is a need for the development and that there are no other more suitable sites for the development.

A BB103 assessment has been undertaken which proves that the school is currently under-provided for in terms of formal grassed playing pitches. This loss will be exacerbated once the school expands to 6FE and the new sports hub is built. In qualitative terms the school will also lose the playing pitches at Beldams Lane so the additional playing pitches and athletics track are needed to make up both the quantitative and qualitative existing and proposed deficiencies, particularly for summer month sports.

An alternative sites assessment has been undertaken to assess the potential of more suitable sites within and outside the urban area. This study has concluded there are no more suitable sites and as HCC has an option to purchase this site to enable the school to meet its BB103 requirements, this is the best and most appropriate location. Other planning and site constraints are being addressed through technical studies which will propose mitigation as necessary and which will be submitted with the planning application. Sport England has been consulted and is in support of the proposals (APPENDIX 13 – Meeting note with Sport England).

As the proposals for Bowling Lane are also linked to the expansion of the school to provide additional playing pitch and athletics track requirements in accordance with BB103, a detailed Regulation 4 planning application will be made to Uttlesford District Council. A pre-application meeting with UDC went ahead on 2 May and the application proposals will be exhibited alongside the Beldams Lane proposals at the 14/15 June exhibitions.

A planning application will be submitted in parallel with the Beldams Lane application at the end of June.

I. RISKS

1. Planning Risks

There is a risk that the project will not be successful in obtaining planning permission. However, the risk is extremely small for the following reasons:

- a) The planning consultant on the project is highly experienced in this area.
- b) Every possible potential problem has been reviewed and solved. A great deal of time and money has been invested in surveys and reports. Any difficulty arising from these has been mitigated or dealt with through the detailed plans.
- c) Beldams Lane is not in the Green Belt. It could be developed for housing. Development for sports facilities is preferable for local residents to development for housing.
- d) The application is being made by Hertfordshire County Council (HCC) to HCC. Therefore, the worse-case scenario is that the application will be withdrawn. The reason the application is being made to HCC rather than EHDC is that the overarching driver for the project is the need for extra school places in Bishop's Stortford and school places are the responsibility of HCC. This development enables extra school places at Herts & Essex.

2. Revenue Funding Streams

- a) Competing Projects
There are potential developments at Grange Paddocks and at other local secondary schools. However, the Grange Paddocks plans are different from those at Beldams Lane and compliment them well. Other local secondary schools either already have sports facilities, or cannot provide the wide community use and the hub model which will be available at Beldams Lane. Therefore, this is an opportunity to combine HCC and EFA (DfE) funding for school expansion with EHDC funding for community sports facilities to create a good and cost-effective solution.

b) Insufficient usage

Clearly, the whole project is redundant if the new facilities are not well-used. The usage projections are based on the outcomes of a series of meetings with local and national sports clubs and organisations. Letters of support have been secured. Assurances and requests of bookings and usage have been numerous and are built into the usage calculations. The majority of sports clubs and organisations with which we have met have been extremely supportive and encouraging of the development. Some have decided that the facility does not quite meet their needs. Overall, however, analysis shows that the demand for the facilities is far more likely to exceed supply than to lead to under usage.

3. Capital Funding Streams

These are already certain from Herts & Essex, EFA, HCC, Hockey and Judo. They are less certain from Sport England, EHDC and Uttlesford DC.

a) Sport England (SE)

The maximum amount which can be applied for, from SE, is £150,000. The advisor from SE who supported the application described the chance of success as a 'no-brainer'.

b) EHDC

It is sincerely hoped that the combination of the following will convince EHDC members to support this application for a financial contribution:

- The need for sports facilities in Bishop's Stortford
- The financial incentive; economies of scale
- The meeting of EHDC priorities
- The involvement of EHDC members(s) on the Management Committee/Local Governing Body
- The profit-share with EHDC
- The claw-back agreement
- A robust Service Level Agreement will be in place, and will be monitored and reviewed annually by the MC/LGB

c) Uttlesford DC

Given that the funding from UDC is planned to enable the development of Bowling Lane, that part of the project can be delayed if necessary. HCC is purchasing Bowling Lane and planning permission for its conversion from Green Belt into a sports facility is highly likely. Therefore, the development of Beldams Lane can go ahead without immediate investment in Bowling Lane.

All risks have been considered carefully in the formulation of this project. There is a number of risks, but all have been mitigated.

J: LEADERSHIP, MANAGEMENT AND GOVERNANCE

Service Level Agreements, which will last for 25 years are under construction between:

Bishop's Stortford Hockey Club
Bishop's Stortford Judo Club
Hawks Netball Club
Crosskeys Netball Club
East Herts District Council
Herts & Essex

A management committee (MC) of 7 or 8 people, anticipated to be a Local Governing Body (LGB), will include:

The Chair of the Trust

EHDC members (either 1 or 2)

Representatives of the lead sports partners (1 from each of Hockey, Netball and Judo)

Trust Business Manager

Sports Centre Manager

This group will conduct an annual review of relevant service level agreements. It may be that profit shares, clawback arrangements and objectives will need to be altered annually. The whole facility will be subject to close monitoring by this committee. All members will input to its decisions and actions.



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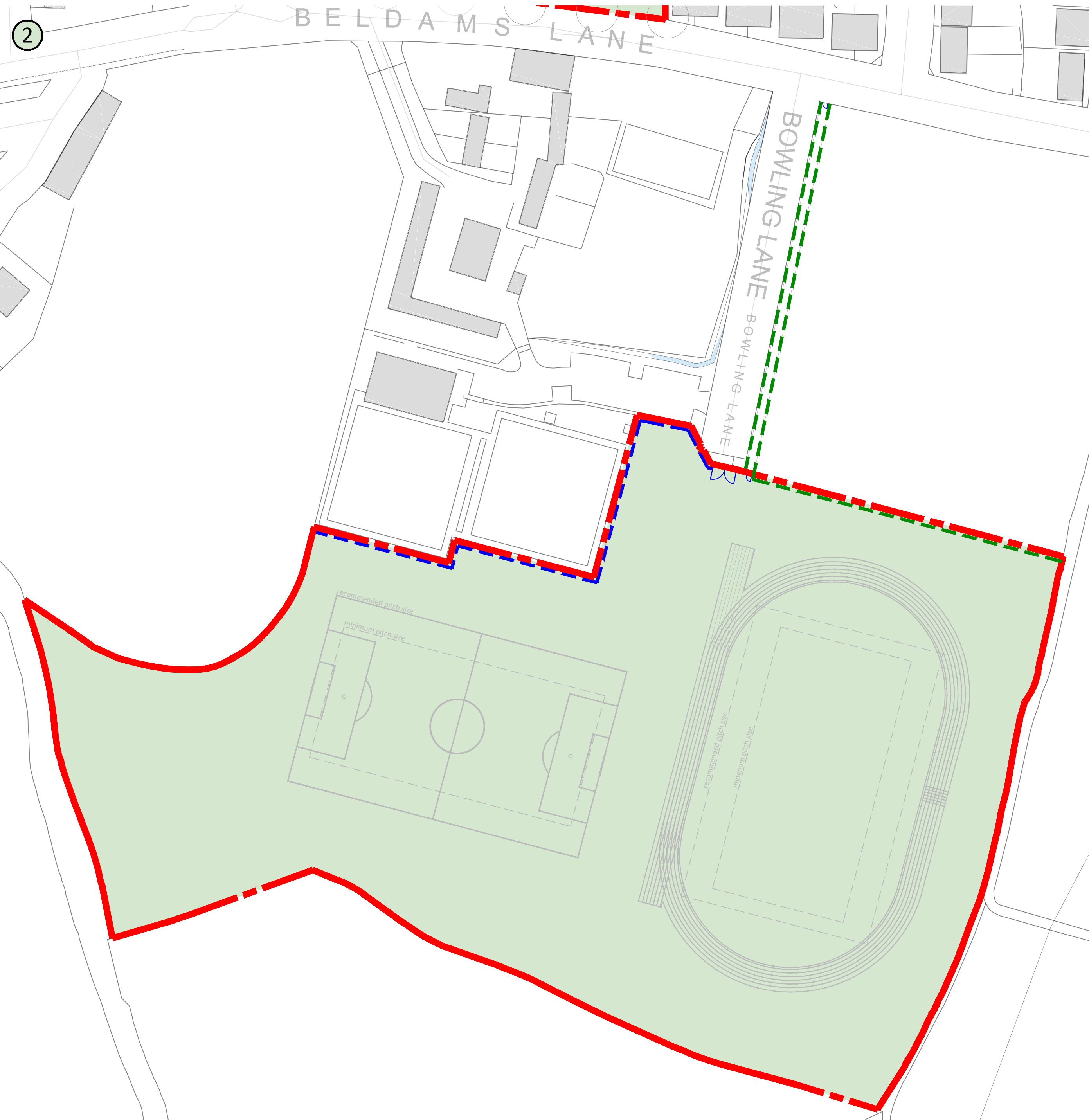
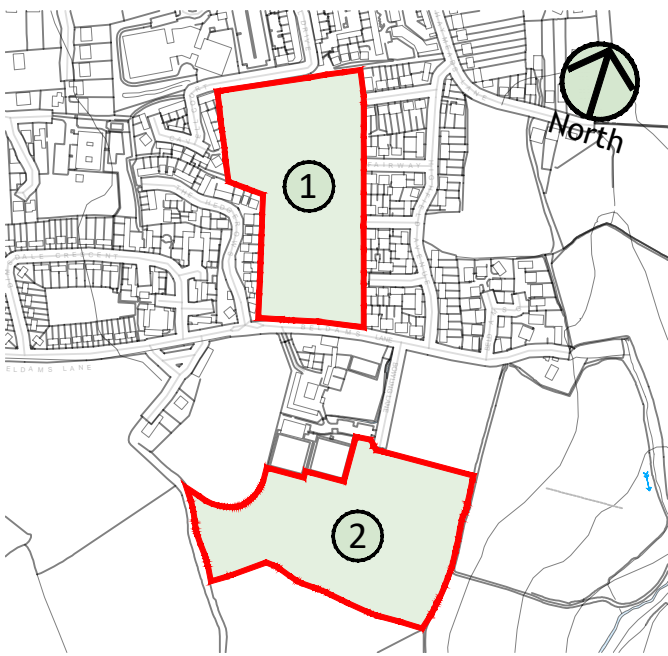


*The Hertfordshire & Essex High School
and Science College*

PROPOSED MASTERPLAN
SPORTS HALL DEVELOPMENT
DWG No. 106.1C

Playing Fields
(Proposed to the south of Beldams Lane)
- Grass Playing Fields - Athletics, Football, Rounders,
100m, 200m & 400m running tracks
- 2 x Grass football pitches
N.B. Dotted line on west pitch indicates smallest official
competition-sized pitch

Proposed Fencing Key
■ ■ ■ ■ ■ 5-6m high fencing & netting to bowling
club boundary with double gated entrance
to the playing fields
■ ■ ■ ■ ■ 2m high Weld Mesh fencing either side of
3m wide pathway with gate at either end



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Potential Funding:

Funds secured:	£	£
EFA - Sports Hall	1,400,000	
Herts C.C. - Sports hall/ 6FE expansion	300,000	
Sports clubs and England hockey	<u>150,000</u>	1,850,000
Applied for:		
EHDC	2,750,000	
Sport England	<u>150,000</u>	2,900,000
Uttlesford D.C. / shortfall		450,000
Total	£	<u>5,200,000</u>

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APPENDIX 4

Dojo Bookings

Bookable times	Monday			Tuesday			Wednesday			Thursday			Friday		
	Club	Participants	Spectators	Club	Participants	Spectators	Club	Participants	Spectators	Club	Participants	Spectators	Club	Participants	Spectators
5.15 - 6.15	Judo	30	30				Judo	30	30	Judo	30	30			
6.15 - 7.15	Judo	30	30	Dance	40	20	Judo	30	30	Judo	30	30	Dance	40	20
7.15 - 8.15	Judo	15	15	Dance	40	20	Judo	15	15	Judo	15	15	Dance	40	20
8.15 - 9.15	Judo	15	15				Judo	15	15	Judo	15	15	Dance	40	20
9.15 - 10.15															

Totals

90 90 90 80 40 90 90 90 90 120 60

APPENDIX 4

Dojo Bookings

Bookable Times	Saturday			Sunday		
	Club	Participants	Spectators	Club	Participants	Spectators
9.15-10.15	Judo	30		Judo	50	
10.15-11.15	Judo	30		Judo	50	
11.15-12.15	Judo	30		Judo	50	
12.15-1.15	Judo	30		Judo	50	
1.15-2.15	Judo	30		Judo	50	
2.15-3.15	Judo	30		Judo	50	
3.15-4.15	Judo	30		Judo	50	
4.15-5.15	Judo	30				
5.15-6.15	Judo	20				
6.15-7.15	Judo	20				
7.15-8.15	Judo	20				
8.15-9.15	Judo	20				
Totals		320	200		350	200

Analysis of facilities use between school, sports clubs and community use

Sports Hall					
Herts & Essex [38 weeks weekdays]	Sports Clubs [evenings + w/ends]	General community [school hols etc]	Total	Remarks:	
HRS	HRS	HRS	HRS	EFA funding	%
1,520	1,200	1,655	4,375	£1,700,000	71
%	%	%	%	EHDC contribution :	29
35	27	38	100	£700,000	
				Total	£2,400,000 100

Judo Hall					
Herts & Essex [38 weeks weekdays] Minor use for Dance	Judo Club [evenings + w/ends] [regional events]	General community [school hols etc]	Total	Remarks:	
HRS	HRS	HRS	HRS	EFA funding	%
580	1,400	2,395	4,375	£0	0
%	%	%	%	Judo Club contribution :	6
13	32	55	100	£60,000	
				EHDC contribution :	94
				£990,000	
				Total	£1,050,000 100

Hockey Pitch					
Herts & Essex [38 weeks weekdays]	Hockey Club [evenings + w/ends] Limited summer use	General community [school hols etc]	Total	Remarks:	
HRS	HRS	HRS	HRS	Sport England:	%
1,520	900	1,955	4,375	£150,000	27
%	%	%	%	Hockey club & Hockey England contibution:	18
35	21	45	100	£100,000	
				EHDC contribution :	55
				£300,000	
				Total	£550,000 100

Netball/ Tennis					
Herts & Essex [38 weeks weekdays]	Sports Clubs [evenings + w/ends] [regional events]	General community [school hols etc]	Total	Remarks:	
HRS	HRS	HRS	HRS	EFA funding	%
1,520	1,400	1,455	4,375	£0	0
%	%	%	%	EHDC contribution :	100
35	32	33	100	£250,000	
				Total	£250,000 100

Car parking and Site works (for community use)					
Herts & Essex	Sports Clubs [evenings + w/ends] Limited summer use	General community [school hols etc]	Total	Remarks:	
HRS	HRS	HRS	HRS	EFA funding	%
	1,600	2,775	4,375	£0	0
%	%	%	%	EHDC contribution :	100
0	37	63	100	£350,000	
				Total	£350,000 100

Summary					
Herts & Essex [38 weeks weekdays]	Sports Clubs [evenings + w/ends]	Community Public [school hols etc]	Total	Totals:	
HRS	HRS	HRS	HRS	EFA	%
5,140	6,500	10,235	21,875	£1,700,000	37
%	%	%	%	Hockey	2
23	30	47	100	£100,000	
				Judo	1
				£60,000	
				Sport England	3
				£150,000	
				EHDC	56
				£2,590,000	
				£4,600,000	100

Notes: total available hours per annum assumed to be as follows:

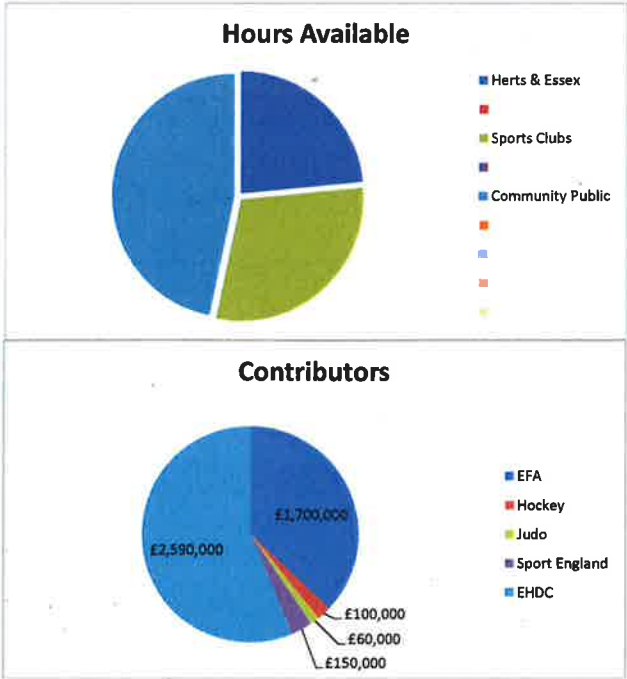
Monday - Friday 9.00 a.m. - 10.00 p.m.
Saturday 9.00 a.m. - 10.00 p.m. [differs slightly for each facility]
Sunday 9.00 a.m. - 7.00 p.m.
Total hours per annum [assuming 50 week year]
approximately 4,375 hours:
Sports Hall 4,375 hours
Judo 4,375 hours
Hockey Pitch 4,375 hours
Netball/ Tennis 4,375 hours
Total available 21875 hours

Summary:

H & E usage 23%, the community use (sports clubs + general public use) 77%, well exceeds the 56% funding we are seeking from EHDC.

Notes:

H&E contributions are from several sources including the Judo and Hockey Clubs and Hockey England



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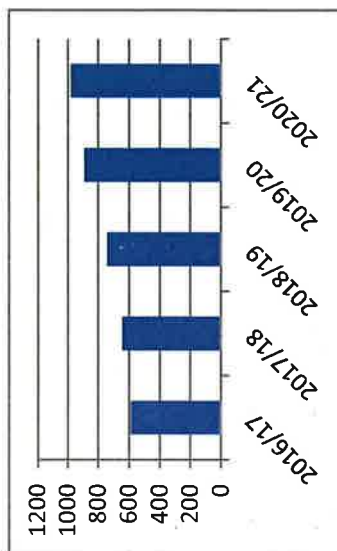
Total	£	5,200,000
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Projected increases in membership numbers

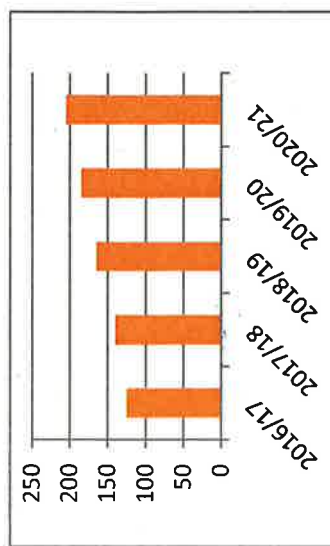
Bishop's Stortford Hockey club

	2016/17	2017/18	2018/19	2019/20	2020/21
M	238	261	300	360	396
F	351	386	443	531	585
Total	589	647	743	891	981
% increase		9%	9%	8%	10%



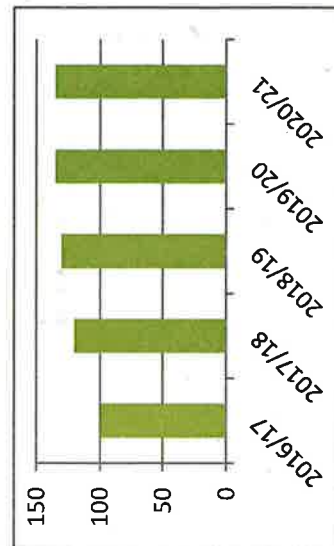
Bishop's Stortford Judokwai

	2016/17	2017/18	2018/19	2019/20	2020/21
Minis	45	50	60	70	80
Juniors	45	50	60	70	80
Seniors	35	40	45	45	45
Total	125	140	165	185	205



Saffron Hawkes/Crosskeys

	2016/17	2017/18	2018/19	2019/20	2020/21
F	100	120	130	135	135
Total	100	120	130	135	135



Final figures for netball to be confirmed

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ANNUAL EXPENDITURE									
								No	£
Hockey Club									
Hockey Pitch									
Evenings	28	2	5	280	10	2,800	90%	2,520	
Weekends	28	2	7	392	10	3,920	90%	3,528	
Summer	10	1	3	30	10	300	75%	225	6,273
Club room									
Weekends	28	2	7	392	20	7,840	90%	7,056	
Evenings	28	2	4	224	20	4,480	90%	4,032	11,088
Herts & Essex School									
Sports Hall	38	5	7	1330	20	26,600	100%	26,600	
Hockey Pitch	38	5	7	1330	10	13,300	100%	13,300	
Netball /Tennis	38	5	7	1330	10	13,300	100%	13,300	53,200
									<u>208,165</u>

ANNUAL EXPENDITURE									
								No	£
Sinking fund									
Hockey Pitch									12,000
Sports hall								0.4% of Capital cost	12,000
									<u>185,000</u>
									<u>161,000</u>

NOTE:

Income and expenditure exclude :

Bar
catering
kiosks/ vending

Beldams Lane

Sports Hall

Sports Hall		Weeks		Days/week		Hours		total hours		Rate		Per annum		Letting		Annual	
		No		No		No		No		£		£		Percentage		Income	£
Main Hall																	
Evenings		48		5		5		1200		40		48,000		81%		38,880	
Weekends		48		2		7		672		40		26,880		75%		20,160	59,040
Dojo																	
Dojo Club	Evenings	38		3		4.5		513		25		12,825		100%		12,825	59,040
Events	Weekends	38		1		8		304		25		7,600		100%		7,600	22,175
National	Weekend	10		1		7		70		25		1,750		100%		1,750	4,320
Martial Arts /Dance ?		48		1		3		144		40		5,760		75%		4,320	4,500
Holiday Club		10		5		6		300		30		9,000		50%		4,500	27,000
Netball / Tennis																	3,000
Evenings		48		5		4		960		25		24,000		75%		18,000	
Weekends		48		2		5		480		25		12,000		75%		9,000	27,000
Holiday club		10		5		6		300		20		6,000		50%		3,000	11,088
Hockey Pitch																	6,273
Community																	11,088
Evenings		30		2.5		5		375		55		20,625		75%		15,469	26,600
Weekends		10		1		7		70		40		2,800		75%		2,100	13,300
SAY																	210,000
																	137,604
ANNUAL INCOME																	
External / Community																	£
Sports Hall																	59,040
Dojo Club																	22,175
Martial Arts /Dance																	4,320
holiday Club Dojo																	4,500
Netball /tennis																	27,000
holiday club netball																	3,000
Hockey Pitch																	17,569
																	137,604
Hockey Club																	
Hockey Pitch																	6,273
clubroom																	11,088
Herts & Essex																	
Sports Hall																	26,600
Hockey Pitch																	13,300
Netball /Tennis																	13,300
																	208,165

Appendix 8

LETTERS OF SUPPORT

Badminton England

Bishop's Stortford Running Club

British Judo

Crosskeys Netball Club

England Netball

Hadleigh Park

Hertfordshire

Archery Association

Hertfordshire Cricket

Saffron Hawks Netball Club

Stortford Gymnastics

Stortford Snipers (basketball)

UK Ultimate

24 MAR 2017



21st March 2017.

Mrs C Tooze,
Headteacher,
The Hertfordshire & Essex High School and Science College
Warwick Road,
Bishop's Stortford,
Hertfordshire,
CM23 5NJ.

Dear Cathy, Re: Letter of Support for Hertfordshire & Essex High School and Science College

Many thanks for arranging the meeting last week to show us the future plans for the sports facilities at The Hertfordshire & Essex High School and Science College.

I think the planned facilities will offer the residents of Bishops Stortford a much improved set of sports and exercise facilities, which will no doubt lead to a healthier local population in due course. From the Bishop's Stortford Running Club's perspective, we can see several opportunities in the proposed facilities for our members.

Firstly I think it would help if I explain our membership profile and our activities.

Membership Profile.

We have 60+ children, boys and girls, from age 9 years to age 17 years, and we take children of all abilities. Our adult members, men and women, are from age 18 years on to 70+. We have about 130 women and 120 men members, and about 100+ members of both sexes over the age of 50. We take adults of all abilities. We have several coaches who have attained England Athletics and British Triathlon Federation qualifications.

BSRC Activities.

We are involved in both running activities and multisport activities.

The running activities include road running, cross-country, hill and fell running.

Multisport activities include Triathlon, Duathlon and Aquathon, as well as adventure events.

We have formal training sessions each week carried out by our club coaches. These sessions include junior children training, interval training, endurance training, swimming training, bike turbo and paced groups of both runners and cyclists.

We also run a Beginners Class every summer, introducing 20 to 30 adults to running.

So we are very interested in the development all your facilities, and in particular the running track and the Sports Centre.

The AstroTurf is also good for interval training, especially if it has lights during the winter.

The sports hall is ideal for conditioning (core strength, bike turbo, general gym) training.

The car parking area would also be helpful for us to use when we host races at our clubhouse.

Please feel free to come back to me with any questions you may have,

Yours Faithfully,
Ian McClymont,
Secretary BSRC.



Suite B
Technology Centre
Epinal Way
Loughborough
LE11 3GE
t: (01509) 631670
f: (01509) 631680
e: hja@britishjudo.org.uk
www.britishjudo.org.uk

1st June 2016

To Whom it May Concern

I am pleased to inform you that British Judo is fully supportive of the proposal to create a purpose built judo facility. Having discussed the plans proposed by Bishops Stortford Judo Club we believe it to be a viable project and we are willing to help by sharing our expertise as required.

We believe it will meet a strategic need for our sport and we look forward to supporting the development of the wide range of activities that the facility will provide. There is a need for the establishment of such a venue in this location and we can see many opportunities for British Judo to become involved and to use it as a Regional Centre for the delivery of a range of judo activities.

Based on our knowledge of the judo club and their excellent track record in developing the sport at all levels, we have every confidence in their ability to greatly increase participation and deliver a high quality sporting experience.

We look forward to working with you as the project develops.

If you require further information, please do not hesitate to get in touch.

Sincerely

Colin McIver
Sport Director

Sent: 18 July 2016 09:39
To: H. Jones
Subject: RE: Support for Herts & Essex

Morning Cathy & Hayley

Thank you for taking the time last Wednesday to speak to me about the very exciting, proposed development of sport at Herts & Essex. This is a long-awaited and long-overdue venture in the Bishop Stortford area.

As I said to you both, Herts & Essex support the development of netball by sending girls from your school to our club (Crosskeys) where they can train, play and develop into better players. The success heaped upon the school already is amazing with many of your girls gaining places at satellite and county academies. A Centre of Excellence for netball based at your school facilities would enable you and us to improve our provision to the club and wider community as well as "casting our net wider". Crosskeys would definitely be looking to use the centre on a regular basis and I'm sure other clubs/groups would also. Bishop Stortford League are currently looking for a better venue and I know this would also meet their needs.

I have already set the wheels in motion to see if there is any way that we can assist you with gaining funding for the project. Unfortunately responses to requests for money never seem to be hurried! I make no promises but I am very optimistic that something can be done to help.

Netball is the biggest participation sport for women in the country and runs in many different guises. I can see that from your project many varied opportunities could arise. Not just established club usage but also the building of new clubs, Back 2 Netball sessions, Play Days for younger children, Walking Netball, Tournaments, Regional Matches. The possibilities are endless!

Crosskeys NC are 100% supporting you in this and if we can be of anymore assistance to you throughout this please don't hesitate to ask. We are very excited and proud to be included in the plans for the future.

Kind regards

Marion Hooke - Chairperson of Crosskeys Netball Club

BISHOPS STORTFORD JUDOKWAI

Information/Services available from BSJK

- Letter of endorsement from Colin McIver, Director of Sport, British Judo
- £40k investment from the club

New appointment to assist in the development of the project: Leanne King – BSJK PD Coordinator. Leanne is responsible for maintaining the paper trail of the project and leading specific fund raising events within the club.

List of volunteer services and skills to support the development of the dojo:

Danny King - Electrics

Paul Husk - Plumbing

Anthony Pink - Plans/Design consultancy

Ray Barnett - His company will supply the hot water cylinders at a very good rate

John Tancock - Carpentry. Approached Jewsons to sponsor the ply wood for the sprung floor

Danial & Anna Sedgebeer - Owners on Prontaprint, will supply materials for launch etc

Andrew Clark - Works in leisure industry (BETTER, formerly GLL)

Gareth Rees - Internal wiring of phones/internet

Price Bailey Chartered Accountants - Liaising with Tracy Parker (club treasurer)

E2 County Hall
Chelmsford
Essex
CM1 1QH

15th July 2016

administration@activeessex.org
www.activeessex.org

Dear Sir / Madam

The Herts & Essex High School and Science College

I am writing to support the facility development project from The Herts and Essex High School and Science college. This development would ensure the school and community club partners, can sustain and increase the number of people taking part in Sport and physical activity in the local area.

Local insight shows the projected increases in population and additional housing requirements this bring to the local area, which will create further increased demand. Local Leisure Strategic Indoor plans and also Playing pitch plans for surrounding Essex Districts, (Uttlesford in particular) point to an under provision of facilities.

A high quality facility would address these local issues and Active Essex would be keen to see a focus on women and girls sport, as there is growing demand in the market for this.

We believe that this would be a wise investment to help increase and sustain participation in Essex, ensure that there is no drop-off from those who already participate, and ask that you would look upon this application favourably. Governing bodies of sport have also been consulted and are providing feedback to the project.

Kind Regards,

Rob Hayne
Strategic Lead Business Operations
Active Essex



17th July 2016

Dear Hayley

I write in support of the proposed development of the Herts & Essex High School and Science College sports hall. Across Hertfordshire there are 111 clubs with over 4000 affiliated members which require

The plans to develop a new 4 court sports hall will enable the following activities to develop;

- Support club development in the area for both training & matches
- Additional school activity and competition
- Courses for coaches, officials, teachers and parents
- Back to Netball sessions
- Walking Netball sessions
- Opportunities for new netball clubs to develop.

East Hertfordshire, in which the Herts & Essex High School sits, is an integral area for netball participation. From an NGB perspective, having access to a good quality indoor sports hall courts is invaluable in giving us the tools to provide countless netball opportunities to the community in the area. This facility could allow us to host 'Back to Netball' and 'Walking Netball' sessions, which are integral to re-introducing women back into the sport. Since 2010, Back to Netball has engaged over 60,000 women in the UK. An improved netball facility will undoubtedly inject some enthusiasm into the local community to engage in the NDO's work, and the indoor court will enable year round usage, which is vital for the league to run and clubs to train.

I would be delighted to provide further details if required.

Kind Regards

Sarah Beattie
East Regional Manager
England Netball
Tel: 07818 036799



Ben Wallis – Head of Development & Operations
Mobile: 07920 055996 Email: ben.wallis@hertscricket.org

Hayley Jones
Subject Leader – PE, Herts & Essex High School
Warwick Road
Bishop's Stortford
Hertfordshire
CM23 5NJ

15 July 2016

Dear Hayley,

Re: The Hertfordshire & Essex High School – Facility Development Project

Thank you for updating us on the status regarding the development of your proposed new facilities for The Hertfordshire & Essex High School. It was great to hear of your successful application for funding with regard to the project

Over the last 3 years, that school has been actively involved in Hertfordshire Cricket's Development programmes including the Chance to Shine schools programme, Lady Taverner's Schools Indoor Competition, Sport England Satellite Club programme and the Chance to Compete "Super 8's" Outdoor competition. This has allowed a vast number of students at the school to participate in both training and competition programmes.

The students are actively involved in leadership programmes, which support both the Chance to Shine and Satellite Club programmes. In 2016-2017, the school will again be participating in the above programmes across the academic year.

Looking at this potential development in the context of recreational cricket within Hertfordshire, we wholeheartedly support the school's facility aspirations and the opportunities this would develop for the local club's and organisations within the surround area and the local community.

This project clearly supports Hertfordshire Cricket's Strategic Outcomes Framework in line with our:-

Intermediate Outcomes

Increasing the level of external investment into cricket

Participants who enjoy the game

New People Playing Cricket

Enhanced satisfaction for everyone involved in the game

Service Outcomes

Facilities

Playing

Clubs

Schools and Volunteers



Hertfordshire Archery Association

The association of target archery clubs in Hertfordshire

Hayley Jones
Subject Leader – PE, Herts & Essex High School Warwick Road
Bishop's Stortford
Hertfordshire
CM23 5NJ

Dear Hayley,

Re: Letter of Support for The Herts & Essex High School and Science College

I am writing to offer support on behalf of the Hertfordshire Archery Association for the proposed plans for The Herts & Essex High School and Science College sports field and hall.

The archery community is always looking out for well maintained and secure facilities to use for archery competitions. As a county organisation, we hold a number of competitions each year and one of the biggest blocks we face is finding suitable facilities to hold events. Local clubs also face the same problems with sufficient well-maintained facilities being available.

Any new facilities that are produced within the county for use by local clubs and organisations with a view to encouraging more people to get involved in sport can only be an advantage for all the community.

Hertfordshire Archery Association is happy to put their support behind your bid for funding and look forward to future partnership working.

Good luck in your bid for funding.

Yours sincerely

Tracey Jackson

Secretary

Hertfordshire Archery Association



Saffron Hawks Netball Club

Founded 2009

Mrs H Jones
The Hertfordshire & Essex High School and Science College
Warwick Road
Bishop's Stortford
Hertfordshire
CM23 5NJ

25th October 2016

Dear Hayley,

It was lovely meeting you and Cathy Tooze. We are very excited to hear about your plans to build 6 new floodlit netball courts and confirm that we would like to use your facilities when it goes ahead.

I also confirm that we would very much look forward to working along side you in developing netball within The Herts & Essex High School and the wider community within Bishop's Stortford.

As you know, we set up our Bishop's Stortford division of our junior netball club in May 2015. Our first session saw 30 girls turn up and join, 18 months later we have now doubled that number to 60 members. We were overwhelmed with the interest and desire for children of the age of 9 years onwards to play netball. By the way, half of our members are actually students from Herts & Essex!

Unfortunately, the venue we were using, Birchwood High School, does not have adequate facilities and we have been unable to find facilities in Bishop's Stortford large enough for our training requirements. We have now had to move our training outside of Bishop's Stortford to the 1Life Mountfitchet Romeera Leisure Centre in Stansted Mountfitchet, which defeats our objective of setting up our club in Bishop's Stortford.

We cannot wait until your courts have been built and would very much like to be 'first' on the list to hire out your facilities and work alongside you in promoting netball in Bishop's Stortford.

Finally, if there is anything more we can do to help you with delivering this facility please let me know.

Yours sincerely,

Rosemarie Bannister
Saffron Hawks Netball Club

*Please see attached Hertfordshire Cricket's Strategic Outcome's Framework

The school and its development plans are clearly aligned to Sport England's Growth agenda, around increasing participation from 11 – 24 year olds as outlined in the "new" strategy *"Towards an Active Nation"*. They also clearly align to the England and Wales Cricket Board's (ECB) priority around *player retention* and *"more people playing more frequently in teams"* as outlined in *"Cricket Unleashed"* the game's new Strategy.

I hope that the funding agencies you apply to supplement this project will also see the clear sporting and community benefit this development will generate as it presents a fantastic opportunity to enhance the facilities for The Hertfordshire & Essex High School and indeed the community as a whole.

The school is extremely well run, has good governance, structure, development plans and vision in place, which clearly link into Hertfordshire Cricket's Outcomes Framework.

As the county governing body for cricket, we are very confident, that if the school is able to attract the additional funding required, it will greatly improve the local sporting offer, which will in turn support cricket aims and objectives around increasing participation and retaining current players.

Hayley, Hertfordshire Cricket will aim to support you in any way we can to help progress this project so if you require any further assistance then please do not hesitate to contact me.

Yours sincerely

Ben Wallis
Head of Development & Operations

Attached:
Hertfordshire Cricket Strategic Outcomes Framework
Sport England – Towards an Active Nation
Cricket Unleashed



Jeremy Catchpole, Head Coach
Stortford Snipers Basketball Club

stortfordsnipers@gmail.com

22 October 2016

Mrs C Tooze
The Hertfordshire & Essex High School and Science College
Warwick Road
Bishop's Stortford
Hertfordshire
CM23 5NJ

Dear Mrs Tooze

Sports Facilities – Sports Hall

It was a pleasure to meet with yourself and Hayley Jones on Monday and I am delighted that your school be building a sports hall that you would like to open for the wider Bishops Stortford community to use.

For our club to expand as we plan to we would be keen to make use of the sports hall. Currently we have had difficulty securing time slots other than late in the evening at other Bishops Stortford venues.

In the medium term we aim to start a junior section and a ladies section and enter teams in the Hertfordshire leagues. Being able to book a sports hall for regular training slots in the early evening and for matches at the weekends would be essential to these plans.

The requirements for us for sport hall dimensions would be as per the club section of the datasheet:

<https://www.sportengland.org/media/4585/basketball-data-sheet-march-2012.pdf>

In addition spectating seating would be very useful. This seating would need a minimum separation of two metres from the court. For more details please see the seating arrangements section of:

<http://img.basketballengland.co.uk/media/BasketballEnglandWeb/Docs/CoachingOfficiating/HealthSafetyGuidelines.pdf>

The club supports your wish to develop the sports hall in a way that would be of benefit to the community and will support you in this development.

Yours sincerely

Jeremy Catchpole

From: Stortford Gymnastics <enquiries@stortfordgymnastics.com>

Date: 28 March 2017 at 20:15:18 BST

To:

Subject: Herts & Essex new Sports Facilities

Dear Ms Jones

Thank you very much for meeting with me last week and for sharing with us your plans for your new Sports Hall. We are delighted to hear that this is going ahead and feel that this is most definitely a facility that is needed in Bishops Stortford, not just for gymnastics but for many different sports. We really hope that this becomes a Sports Centre that can be used by the whole community and we offer our support wholeheartedly to this project.

You have asked me to provide you with an idea of how we would possibly use the facilities. As we are still a new and growing club, having opened in January 2016, it is difficult for us to know the exact extent of our requirements. However, our club at the moment has low ceilings, and is really only suitable for children of Primary School age so we could be looking for additional premises in the near future. Also, we have extensive waiting lists, as does the other gymnastics club in Bishops Stortford and gymnastics continues to grow in popularity as our GB team go from strength to strength. As you know that Gymnastics is not only a valued sport in itself but it is a foundation sport for other sports, as it improves co-ordination, core strength, stamina and balance.

We envisage in the first instance that we may like to hire your Sports Hall for one evening a week from 4pm until 8pm. This would allow us to offer our classes to 11 upwards. This would open up gymnastics to a significant number of young people in Bishops Stortford. At the moment keen gymnasts travel to the other side of Harlow, but many other children drop the sport at this age. We have many ideas of how to keep young people active and involved in the sport, for example Cheerleading, FreeStyle Gymnastics and Tumbling so we could possibly need to hire the hall for additional evenings. We would also endeavour to introduce an apprentice scheme where older gymnasts can train to become coaches, hence ensuring that Bishops Stortford continues to provide quality gymnastics classes long into the future.

We would require gymnastics mats and Vaulting equipment as a bare minimum but would also require Uneven Bars, a Beam and an Air Track, to become a sought-after club in the area. The main consideration at this stage would be adequate storage space for this equipment.

In addition we can see an opportunity for Trampolining. We do not offer this at the moment, due to the size of our gym, but we could move into this area as many of our coaches are also qualified trampoline coaches. Alternatively we would be happy to work alongside a Trampolining Club, if there is anyone who is interested in becoming involved. The potential for this is also huge, as there are no clubs in the area at the moment. I would suggest initially one evening a week would be required, again from 4pm to 8pm in addition to a Saturday morning, 9 til 12. It would be possible to do this in quarter/half the hall space.

So in summary, we fully support your application for funding for this project. We would be interested in hiring your facilities for 1 evening a week for gymnastics classes from 4 til 8 and if we expanded into Trampolining we would need another evening a week and also a Saturday morning.

We look forward to hearing from you and to working with you on this project.



UK Ultimate Ltd

26 July 2016

Dear Ms Jones and Herts and Essex High School,

I am writing in support of the development of new sports facilities at Herts and Essex High School

The project sounds like it will be of great benefit to both the school and the local community. UKU fully supports the development and provision of additional facilities for the growth of outdoor team sports, such as Ultimate. Affordable training venues are often sought by new Ultimate clubs and teams looking for somewhere to establish regular training sessions.

I hope the campaign is a success, please keep us updated with the progress.

Kind regards,

Simon Hill
UK Ultimate

APPENDIX 9

BSHC Membership

Bishop's Stortford Hockey Club (BSHC) exists to provide good quality, structured hockey and coaching for all abilities, ages and genders in the local community. We are an inclusive club and actively encourage all aspects of the hockey including providing a social hub for all our members and seek to grow the sport for all players young and old in conjunction with local schools and organisations.

Our Membership

BSHC has a total membership of nearly 600 running 5 men's & 4 ladies sides on Saturdays in addition to several summer league, junior, mixed, veterans and indoor teams. The club has seen growth in all sections but substantial growth in junior numbers since our pitch was built at Hockerill Anglo European College (HAEC) in 1993. The club now boasts over 366 juniors from 5yrs old and 190 in the 14-25 age group.

We have seen particularly significant growth in membership numbers in the years following the London 2012 Olympics with our overall membership increasing by 35% between the 2013/14 and 2016/17 seasons. This has been most notable in the junior section which has seen a 61% increase during the same period. As a result, BSHC is now the 28th largest hockey club in England and officially recognised by England Hockey as one of 54 'Big Clubs' nationally.

	2013/14			2014/15			2015/16			2016/17		
	M	F	Total	M	F	Total	M	F	Total	M	F	Total
5-10	30	31	61	20	54	74	29	48	77	35	65	100
11-13	39	75	114	23	47	70	32	78	110	42	99	141
14-16	6	29	35	28	48	76	25	29	54	28	48	76
17-18	11	7	18	15	37	52	13	23	36	20	29	49
19-21	13	10	23	7	12	19	6	6	12	9	10	19
22-25	20	15	35	20	20	40	18	16	34	22	24	46
26-35	35	25	60	40	30	70	24	25	49	27	18	45
36-45	25	15	40	20	20	40	36	33	69	20	26	46
46+	25	25	50	20	20	40	20	15	35	35	32	67
Total	204	232	436	193	288	481	203	273	476	238	351	589

BSHC England Hockey Affiliation Numbers

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Bishop's Stortford Hockey Club
(Affiliated to England Hockey and Hertfordshire County Hockey Association)
www.bshc.hitssports.com



04 May 2017

Dear Cathy and Bob

Beldams Lane Sports Development

Thank you for your recent update on the latest proposals for the development of a new sports complex at Beldams Lane. As you know from our ongoing discussions, BSHC remains committed to securing a facility that both co-locates a home pitch and clubhouse and at the same time enables us to meet the growing demand for hockey in the town.

BSHC has already seen significant growth in recent years, attributable both to increased national prominence following Olympic success in 2012 and 2016 but also to our excellent junior programme. We are keen to expand this further both through outreach to schools in the area where hockey is not a mainstay of the PE or extra-curricular offer but also to other groups such as our new initiative in partnership with Grove Cottage to offer disability hockey for the first time.

We are extremely excited by the prospect of being a lead sport partner in these proposals and confident that they will enable us not only to sustain our increasing membership base but also to broaden our offer of community sport for all in the town and beyond. Our current facilities have served us well to this point, but the opportunities that come from co-location of our clubhouse and principal pitch, additional pitch capacity, and the synergy with other potential sport partners in the development offer the chance to grow the sport for the next generation of hockey players.

As a club, we very much look forward to our continued collaboration.

Yours sincerely

David Butcher
BSHC Chairman

Cathy Tooze, Headteacher
Bob Fielden, Chairman of Governing Body
Hertfordshire & Essex High School
Warwick Road
Bishop's Stortford
CM23 5NJ



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BISHOPS STORTFORD



JUDOKWAI

Local Infrastructure Needs for Judo

Bishops Stortford, Hertfordshire



Background

Bishops Stortford Judokwai outgrew our current provision at Birchwood High School over two years ago. With limited facilities within Bishops Stortford and the requirement of needing a sprung floor we started to consult with the local authority in structured meetings around developing a sports strategy for Bishops Stortford and East Herts.

The origins on the club started in Water Lane Church Hall, in 2012 the club had completely out grown this space and was lucky to find a new home at Birchwood High School. The school was the only option for the club, due to all size and storage required. However we had to compromise enormously on the floor, which is concrete and not suitable for high volume practices or older participants.

In 2014 the club's lead coaches, Joe and Nicole Nunn, were winners of the UK Children's Coach of the Year Award at the Sports Coach UK Coaching Awards. In 2015 Bishops Stortford Judokwai was the winner of the Club of the Year Award at the East Herts Council Community Sports Awards.

The club is thriving, with over 100 members, the coaching team and volunteer workforce has grown to support the club.

Most of the club compete at regional level with around 20% of the membership competing at a national level, with five players in the England U15 Squad, five in the U18 England Squad, one in both the England and the GB U21 GB Squad and two veteran players in the GB Masters Squad.

The club has open communication with British Judo (NGB) Active East Herts and Herts CSP, all of which support our quest to find a permanent facility.

East Hertfordshire Open Spaces and Sports Facilities Assessment

Bishops Stortford Judokwai has been referenced in the East Hertfordshire Open Spaces and Sports Facilities Assessment Technical Study – Part 2, Build Facilities Assessment, December 2016.

“The Hertfordshire and Essex High School in Bishop’s Stortford has secured £2.4 million from the Department for Education and £600,000 from Hertfordshire County Council, to provide a new sports hall at its playing fields on Beldam’s Lane. It is possible that redevelopment of its main campus will result in the closure of the existing swimming pool. The school is currently being approached by both judo and netball national governing bodies to explore the options of providing specialist facilities on site.”

“The Hertfordshire and Essex High School is already in detailed discussion with netball and judo about the design and use of the proposed hall. The outcome of these discussions will need to be taken into account before the design of the two planned sports halls on school sites at Bishop’s Stortford North and South are confirmed. However, in principle, it can be assumed that the Herts and Essex High School will operate their facility on a club booking basis, and therefore the need of the housing growth cannot be met solely by this facility. At least one of the new secondary schools should therefore have a sports hall and ancillary facilities designed for community use and appropriately located on the school site to facilitate community access.”

“This club has about 115 members, about 40 of which are minis, 40 are juniors and the 35 seniors and veterans. The minis travel up to about 20 minutes to the club but all of the other age groups travel for up to 30 minutes. About 90% of the members come from Bishop’s Stortford and its surrounding villages, and most of the remainder come from elsewhere in the district. The club has grown in the last 5 years and expects to grow further in the next 5. The club has a short waiting list for each age group which for the minis and juniors is 5-10 people, but with less than 5 on the waiting list for seniors and veterans. The club has a development plan which includes the development of a permanent dojo as the lack of access to facilities means that the club is operating at full capacity.”

“The club uses Birchwood High School’s old gym as their home site year round and 3-6 times a week, weekdays evenings and weekend daytimes. The hall is described as being in poor condition with the floor requiring repair. The floor is concrete (not sprung) so this makes it unsuitable for the sport. The club uses mats and there is storage on site for these as part of the hire agreement. The changing facilities are poor (showers are available but in a separate building) and the other ancillary facilities on site are of average condition. Car parking is an issue at peak time.”

Needs & Objectives

- To continue to progress players through the NGB pathway the club needs a permanent facility with a sprung floor, this will allow us to increase the session durations and the volume of throwing, which is essential for our performance athletes.
- The permanent mat (which should include 2 contest areas) will support a much needed local competition infrastructure within Bishops Stortford and Hertfordshire.
- To be able offer additional sessions, junior beginner, adult beginner, self-defence, inclusive delivery, judo fitness sessions. We are currently at capacity and have not advertised for over 2 years.
- To explore the school club links and increase delivery provision to primary and secondary school children.
- To be able to offer coaching for curriculum activity, lunch time, after school clubs.
- Link with British Judo to deliver regional performance sessions to support the England Programme.

Performance

Currently, there are a number of judo clubs in and around London and the Northern Home Counties who run Regional Randori sessions. These sessions are hosted by large judo clubs with good facilities for those judoka who want to improve and develop their judo own performance standards and are often run by high level performance coaches and are designed for competitive Judoka who are currently on, or aspire to be involved on The British Judo Performance Pathway.

As these sessions are held on a regional level, they often bring together a number of players and coaches from different clubs. They represent an opportunity for players from smaller clubs to engage with different training partners whilst encouraging the sharing of coaching practices and ideas.

As it stands, Bishops Stortford Judokwai have 11 players on the England Squad and our Lead Coaches, Joe and Nicole Nunn, are England Squad Support Coaches. We have the player base and the coaching quality required to host Regional Randori sessions but we do not have required standard of facilities. However; if the club was to relocate to a purpose built facility, we feel that we (geographically and performance speaking) excellently placed to host these vitally important performance sessions. This would allow our players to develop their performance level and our support coaches to develop their technical knowledge.

Disability / Inclusion

If the club was to be successful in relocating to the proposed new permanent facility, it would enable us to deliver specific standing alone Disability / VI (Visually Impaired) Inclusion sessions. In our current temporary facility we are unable to accommodate any additional participants with SEN (Special Educational Needs) or physical disabilities. Based upon discussions with our National Governing Body (BJA), we believe there is a high latent demand within the local disability for specific sessions in addition to the mainstream provision.

In order for the club to attract additional participants with physical disabilities, there is a requirement for improved facility access. In addition to this the improvement to the standard of natural and artificial lighting, will make the club even more attractive to those with visual impairments.

This Girl Can

Bishops Stortford Judokwai have proven to be very successful in recruiting, retaining and developing female participants at every level of participation. We have two players in the England U15 Girls Squad, five players in the England U18 Girls Squad and one player in both the England and GB U21 Womens Squad.

Nicole Nunn is a very experienced and successful Judo coach and player in her own right. The club has aspirations to provide 'This Girl Can' sessions, these will create a female only environment for currently inactive females from the local community to engage in physical activity. This will have a focus on engaging those who are 'Thoughtful Improvers' & 'Cautious Introvert', (Sport England – Youth Personalities Research 2016).

Bishops Stortford Judokwai also hope to reach out to the local ethnic communities and those from cultural backgrounds that will not allow females to participate unless it is within a female only environment.

British Judo Supporting Statement

Nick Shepherd, Regional Development Officer, British Judo

We are in complete support of Bishop Stortford Judokwai's relocation to the Hertfordshire & Essex High School & Science College.

Bishop Stortford Judokwai are one of the most successful Judo clubs in the United Kingdom. The club offer a complete pathway from grassroots through to national and international representation, achieving successful results at all levels.

Our insight work on Judo clubs in Temporary vs Permanent facility suggests the participation levels increase dramatically, as do levels of retention, when clubs are operating out of a purpose-built facility. The club have reached what we believe to be the ceiling on participation figures for a club in a temporary environment. It will not be possible to grow the club further and offer additional opportunity without relocating to a permanent purpose built facility.

We're able to evidence a lack of permanent dojo provision in the South East on England, as a result, we struggle for suitable coach education venues, the proposed new facility would go some way to addressing this issue and provide additional income to the school for external usage / hire.

Our development focus for the club long term, is to offer a community outreach programme, this isn't currently possible, as we don't have capacity to signpost participants into the club.

I would be pleased to offer additional insight, information in support of this proposed development.

Partnerships

- National Governing Bodies
 - Sport England
 - British Judo Association
 - Northern Home Counties (NHC) Area Committee
 - British Judo Trust
 - England Judo Programme
 - Sports Aid
- Local Authorities
 - Hertfordshire Sports Partnership (CSP)
 - East Herts Local Authority
 - East Herts Active
- School Club Links
 - Hertfordshire & Essex High School & Science College
 - Birchwood High School – Sports Partnership
 - Manor Fields Primary School, Birchwood High School
 - University of Hertfordshire – TASS Funding
- Private Sponsorship / Support
 - Estbury Basements Ltd
 - Aquatec Ltd - Plumbing
 - Dantech Ltd – Electrical
 - Jon Tancock – Carpentry

Demographics

- Population projections by local authority area (2012-2018) (000s) suggests that;
 - Due to expansion of Bishops Stortford North development, the population is expected to increase in the by approx. 20% in our target market of Under 14 years of age.
 - East Hertfordshire is projected to have a 6% population increase.

Local Sport Profile: East Hertfordshire

In some cases, a table may display an asterisk () instead of a data value. This means that the value has been suppressed due to confidentiality or reliability (sample size) issues. See [Data Guidance](#) for more information on suppressed values.*



Demographics

Demographics (000s)

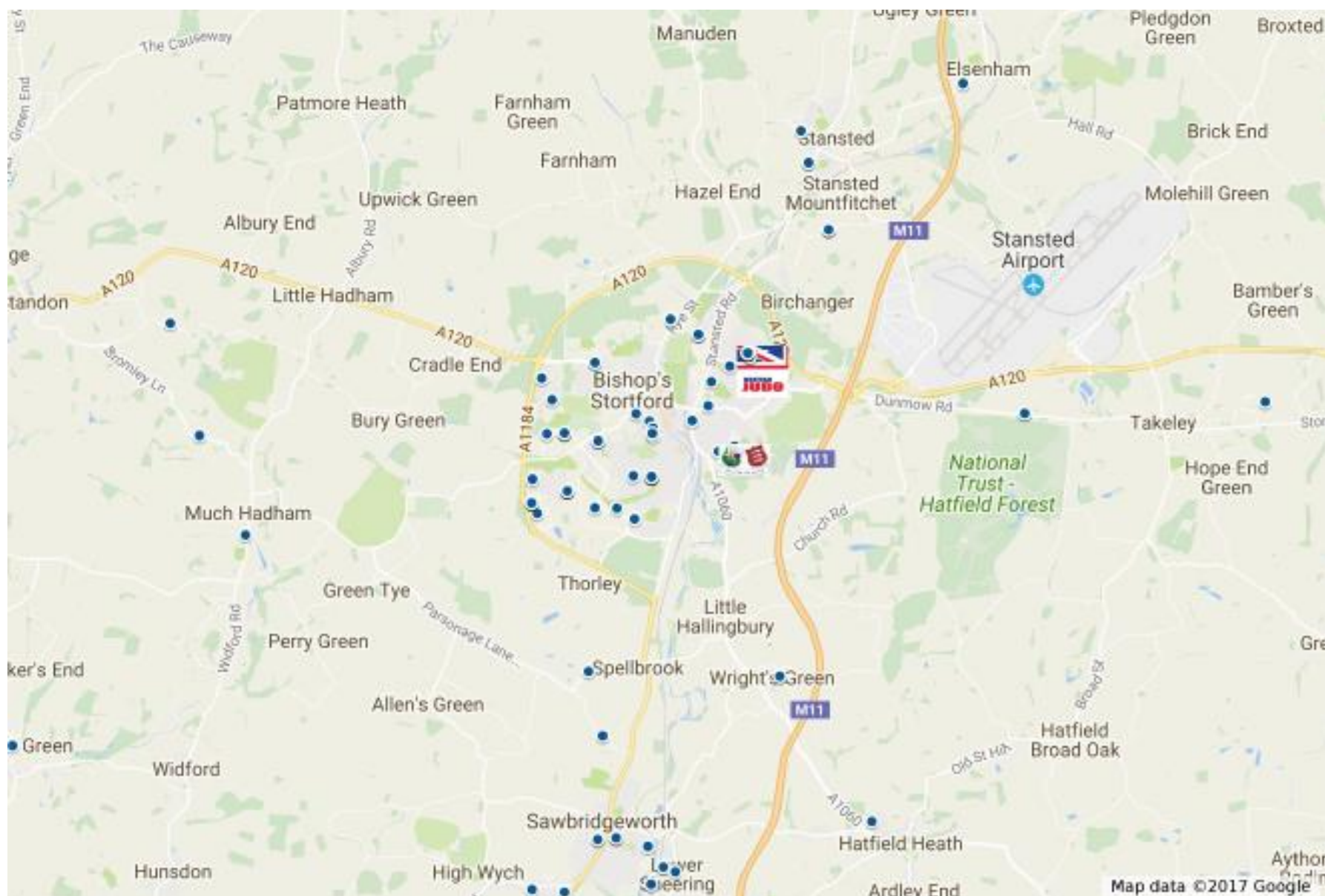
Indicator	East Hertfordshire			East of England			England		
	2008	2011	2014	2008	2011	2014	2008	2011	2014
Male	52.6	54.8	58.6	2,229.3	2,272.3	2,380.8	20,056.9	20,468.3	21,115.1
Female	56.8	57.2	57.9	2,336.4	2,369.5	2,455.0	21,028.4	21,365.1	21,874.9
0-13	23.6	23.8	24.4	944.1	965.0	1,004.6	8,405.2	8,743.5	9,068.1
14-15	3.9	3.7	3.8	141.3	144.5	138.5	1,261.1	1,286.6	1,235.4
16 to 19	5.2	6.9	4.4	284.8	277.3	266.9	2,647.5	2,581.5	2,452.2
20 to 24	5.8	5.8	5.9	340.7	335.3	352.7	3,449.5	3,554.3	3,567.0
25 to 34	21.9	20.7	21.6	689.8	712.9	784.5	6,630.4	6,912.2	7,466.3
35 to 49	31.2	29.9	33.9	1,259.5	1,254.3	1,226.2	11,283.4	11,195.4	10,818.7
50 to 64	24.6	26.3	25.6	1,059.4	1,080.8	1,117.1	9,166.7	9,356.8	9,614.3
65+	20.7	22.4	25.2	930.9	981.1	1,088.5	7,904.1	8,233.4	9,071.5
White or White British- 16+	105.8	109.3	111.6	4,259.6	4,334.2	4,482.3	36,599.9	37,052.0	37,617.8
BME - 16+	3.6	2.7	4.7	302.3	307.6	318.0	4,457.6	4,781.5	4,767.9
Both DDA & work-limiting	5.2	5.6	8.7	349.3	389.8	463.1	3,460.7	3,955.1	4,474.4
DDA only disabled	4.4	3.5	13.3	188.3	216.4	590.0	1,649.4	1,779.6	4,407.3
Work-limiting only disabled	2.8	3.8	1.1	117.2	133.2	75.5	1,014.2	1,133.9	636.3
Not disabled	76.2	76.7	92.8	2,978.0	2,921.2	3,590.1	27,043.9	26,731.5	30,996.4
Total (16+)	109.4	112.0	116.6	4,565.3	4,641.8	4,835.8	41,083.8	41,833.5	42,990.0

Source: Annual Population Survey. Measure: Total adult population (16+) by gender, age band, ethnicity, and disability (000s). Source: Mid-Year Population Estimates. Measure: Child population (000s) by age band (0-13, 14-15). Time Period(s): 2008, 2011, 2014.

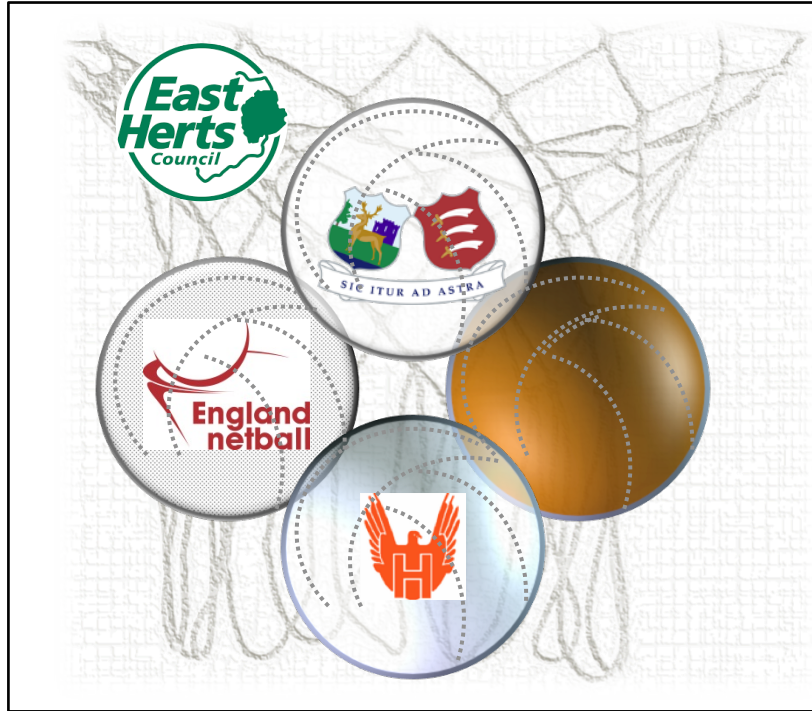
[For more information click here](#)

Current Membership location in relation to new facility

This confirms that the proposed new facility is well placed for our current members and proves that we are servicing the local community and surrounding areas.



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Junior Netball

Local Infrastructure Needs for Junior Club and School Netball

Bishop's Stortford, Hertfordshire

Local Needs Presentation – March 2017

The Hertfordshire & Essex High School and Science College

East Herts District Council

Saffron Hawks Netball Club

Current and future needs

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East Hertfordshire District Council, Bishop's Stortford North S106 Sports Investment Strategy – December 2015....

Netball Courts

Conclusion on current provision...

“Current levels of provision of netball courts in Bishop's Stortford are insufficient to allow the expansion of the game locally.”

Assessment of future provision...

“There is no effective spare capacity at the current courts”

- ☐ There are over **8,000** children aged **under 16** living in Bishops Stortford
- ☐ Bishop's Stortford North development predicted to increase U14 age population by **20%**
- ☐ Total population increase from development predicted at **6,000**

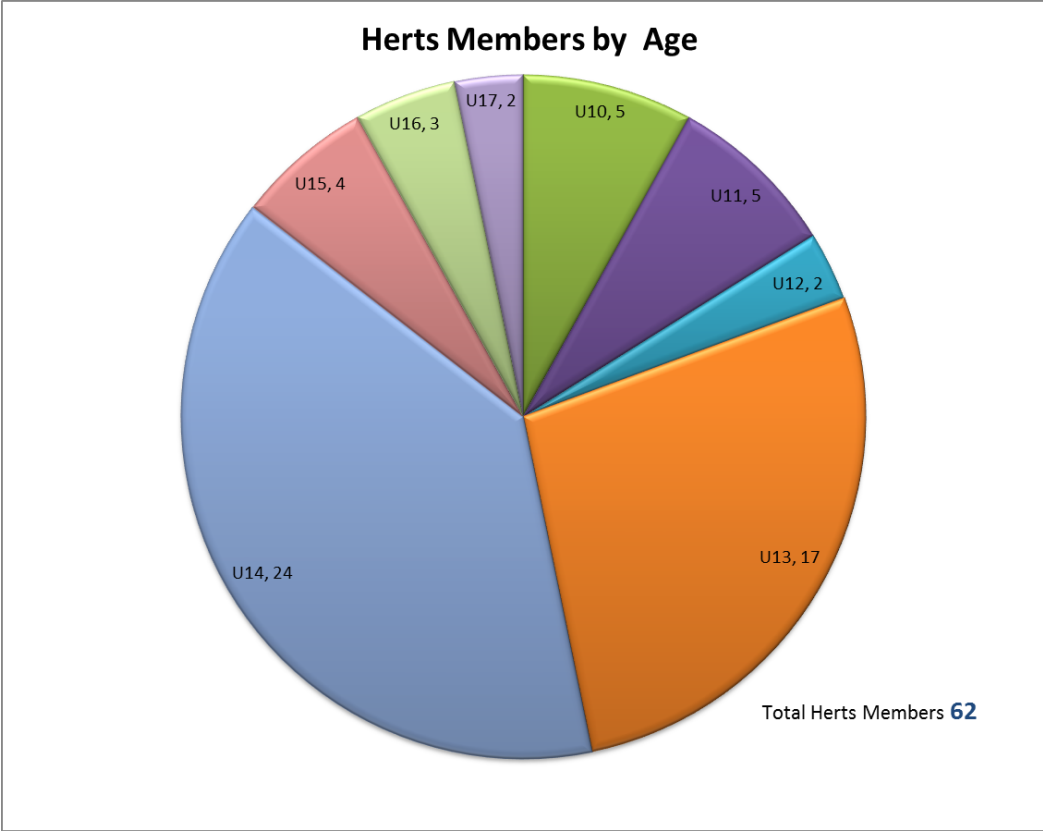
Real Evidence

- ☐ Saffron Hawks **Bishop's Stortford section** has recruited over **60 new members** age under 16 yrs.
- ☐ Due to inadequate training facilities the club has been forced to relocate training to outside of Bishop's Stortford.

Social Responsibility

- ☐ 24.6% of children aged 10-11 in East Herts are classified as overweight or obese*
- ☐ Overweight and obese children are more likely to become obese adults with current trends suggesting that 80% of children who are obese at age 10-14 will become obese adults.*

Club Demographics – Herts Members by age



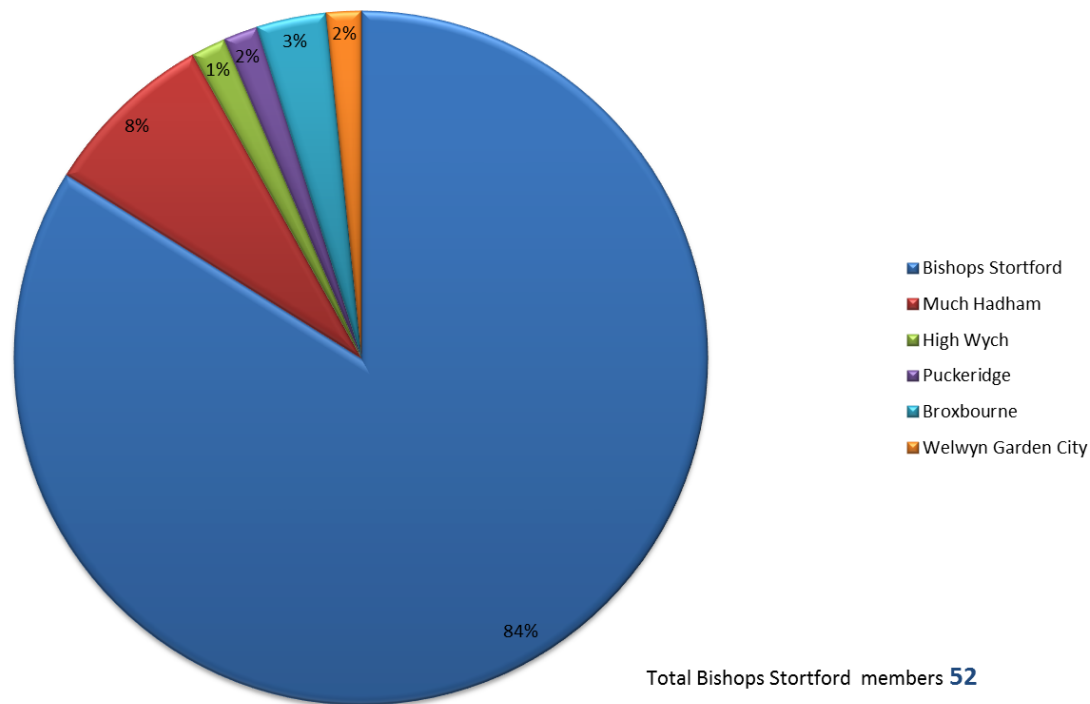
- ☐ Over the last 18 months Saffron Hawks Bishop’s Stortford section has recruited over 60 new members age under 16 yrs.
- ☐ Member waiting list due to lack of facilities
- ☐ Members from Bishops Stortford and surrounding villages travel out of the county to Essex for training

RESIDENCE		TEAM AGE GROUP											
County		U8	U9	U10	U11	U12	U13	U14	U15	U16	U17	U18	
Herts				5	5	2	17	24	4	3	2		62

Club Demographics – Herts Members by town

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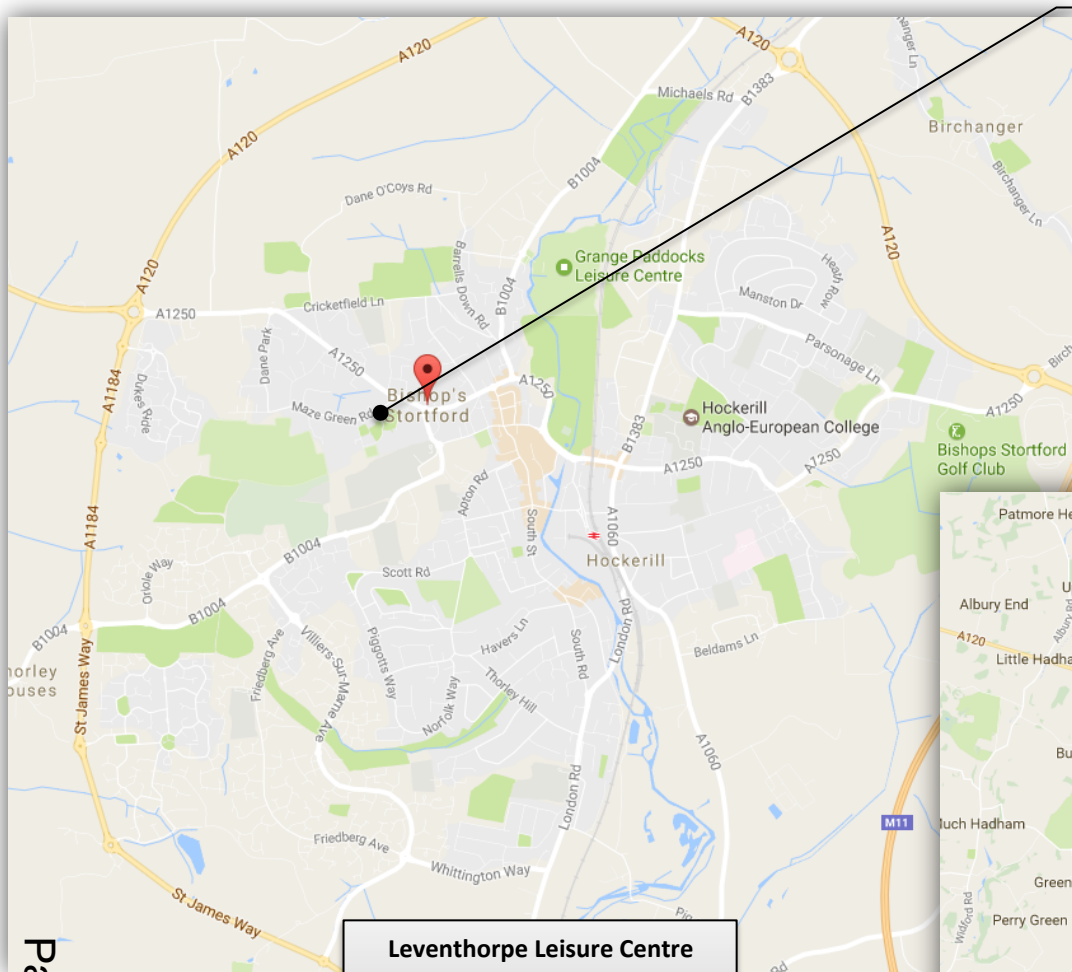
Herts Members by Residence



Town	
Bishops Stortford	52
Much Hadham	5
High Wych	1
Puckeridge	1
Broxbourne	2
Welwyn Garden City	1

- ☐ Ove 90% attending the Bishops Stortford training sessions are from within the town and surrounding villages
- ☐ Due to the lack of netball infrastructure within the town, players, parents, and coaching staff travel to Chelmsford, Cambridge, and Broxbourne for competition matches every Saturday and Sunday.
- ☐ ALL popular team sports provided for in Bishops Stortford have training and competition facilities within the town;
 - Football
 - Rugby
 - Hockey
 - Cricket
 with the exception of **NETBALL**

Netball Courts, Bishop's Stortford – local area availability floodlit courts

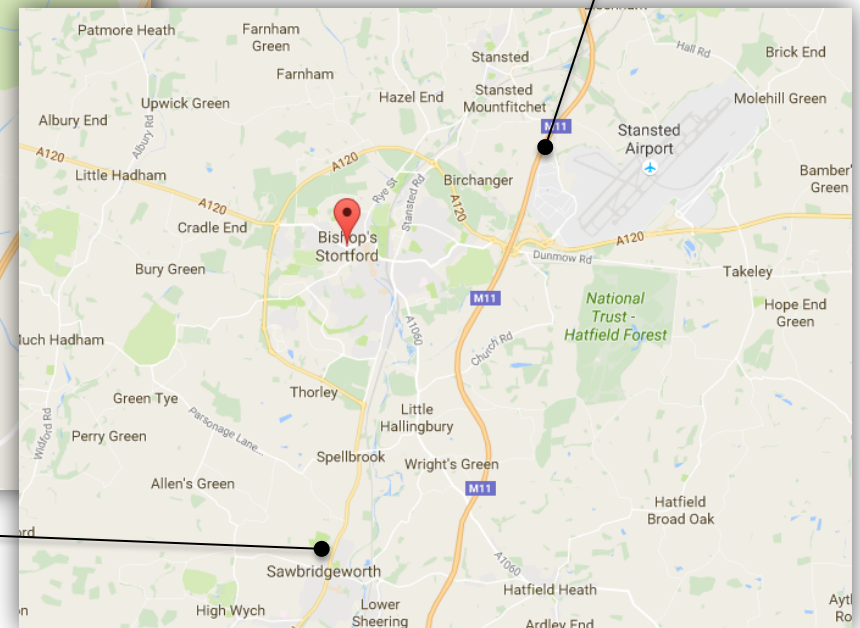


Bishop's Stortford College Bishop's Stortford

- 1 new floodlit court
- Expensive to hire
- Facilities too small

Mountfitchet Romeera Leisure Centre Stansted Mountfitchet ESSEX

- 2 floodlit courts
- Distance – 5.1 km



Leventhorpe Leisure Centre Sawbridgeworth

- 2 floodlit courts
- Distance - 5.4 km

Invitation

You are very welcome to attend and observe one of our Bishops Stortford netball training sessions.

Players, coaches and parents will be on hand to answer any questions.

Date: **Wednesday 8th March**
Time: **6.30pm-8pm**
Where: **Mountfitchet Romeera Leisure Centre**
Forest Hall Road, Stansted CM24 8TZ



“The Bishop Stortford area does not currently have the facilities to support the development of netball, be this through clubs, programs (e.g. walking netball, netball now or back to netball), junior sessions or disability sessions. The new facility at H&E School will allow for the targeted delivery of such sessions in the community.”

England Netball

“Currently across Herts there is a problem with accessible facilities and access in to clubs. Many facilities do not have the equipment or booking space to hold new sessions, an example of which is Cerebral Palsy netball, learning disability netball, and mental health netball, all of which are programs being piloted in Herts with a vision to be hosted at H&E School.”

England Netball

“This problem of access is also extended to able bodied sport and the provision of junior clubs spaces in Herts, many clubs are hugely over subscribed with long waiting lists, the development of this new centre will allow for new junior netball groups and programs aimed at youth netball.”

England Netball

APPENDIX: 13

NOTE OF MEETING WITH SPORT ENGLAND

30.11.16

Present:

Roy Warren, Sport England
Ruth Gray, Vincent +Gorbing

INTRODUCTION

RG gave an overview of the Schools vision to deliver a wider sports curriculum that provided for their own needs as well as those of the local community, setting out the deficiencies of the existing Beldams Lane facilities (summer use only) and the need to expand to 6FE with a view to 8FE in the future but not part of this planning application. RG explained technical work was underway and this would inform the site plans.

BELDAMS LANE SITE (MASTERPLAN REV D OPTION 1)

Overall the package provided on Beldams Lane would be supported by Sport England. It would be an improvement on the existing facilities. It would need to be supported by a reasoned argument that PE curriculum can be effectively delivered with the walking distance between the two sites. RG explained this has been addressed and will be covered in the application.

All Weather 2G hockey pitch

- SE would support this provision which makes sense in the context of the schools needs and would meet exception policy E5
- Look at potential realignment of pitch to make more use of the residual western area which could then be marked out for informal training in its current condition
- Potentially re-align footpath to run directly north/south
- Lux levels on a hockey pitch need to be higher but low spillage technology can assist with this – lighting assessment submitted with the application may assist
- Noise levels on a hockey pitch tend to be higher because of ball rebound – noise consultant needs to look at SE guidance on mitigation (diagrams on mitigation)
- Noise assessment + mitigation may determine levels of community use (hours/duration)
- **Action: RW to send RG link to guidance for noise consultant**

Sports Hall

- SE would support this provision which would be an exception to SE Policy E5
- Two entrances are a good solution would be supported by SE
- Two changing rooms (indoor/outdoor) would be supported by SE
- Dimensions of sports hall appear to be satisfactory for the sports listed
- Normally reception area is adjacent to office use (consider re-positioning)
- Foyer size is good and would be supported by SE

- Check on viewing into hall
- First floor Judo – check Judo club are happy with current design especially storage and obtain this in writing for planning submission
- Judo/dance – to what extent will the school use the space for Judo and dance? – meet school needs first, community needs second
- The current configuration may prejudice the long –term potential for the additional swimming pool which would effectively be segregated from main reception (and would imply the need for 2 separate receptions which could be difficult to fund and manage); consider whether reception could be re-positioned to service future swimming pool and current sports hall
- Check out affordable leisure centres design guidance by SE
- **Action: RW to send RG link to leisure centre guidance for architect**
- **Action: RG to speak to School about formal written consultation with netball and judo clubs on current scheme design ahead of a pre-application submission**
- **Action: RG to clarify extent of school use of Judo/dance**

Tennis courts

- SE would support this provision which would meet exception policy E5
- Look at marking out for netball use
- Look at floodlighting which could meet the weekday evening needs of League netball (the site has the potential to be a community hub for league netball)
- **Action: RW can consult netball facilities manager about design specification**

Conclusion: Beldams Lane

Sport England would in principle deploy exceptions policies E4 and E5 and would not object to the application taking account of the above comments. As such no off site provision would be required at Bowling Lane. However there would be increased support of the Beldams Lane proposal if the qualitative loss of the grass playing fields was re-provided at Bowling Lane. Even though SE may not object RFU and FA may object to loss of playing fields due to loss of community use potential (if the quality of the pitches were improved) – a planning authority may choose to pick this out of a sport England non-objection as a reason for refusal (this has happened elsewhere). Also, if no replacement playing field is proposed at Bowling Lane this position is subject to the school demonstrating how it will meet its grass pitch needs for athletics, football and rugby as we would need to assess how the impact will be mitigated even if our overall view is that we would not object.

BOWLING LANE MASTERPLAN

Overall the package on Bowling Lane would be supported by Sport England. It would need to be supported by a reasoned argument that PE curriculum can be effectively delivered with the walking distance between the Warwick Road site and the Bowling Lane site (with the changing facilities at Beldams Lane being a potential stopover). RG explained that this has been addressed and will be covered in the application. In particular, how will time taken to get to changing facility and then to pitches be addressed.

Running track/Rounders'/summer use

- SE would support this provision as it replaces what would be lost at Beldams Lane and recognises that it could be used for fixtures during the summer months
- Could this area be marked out for summer cricket too and used for cricket fixtures e.g. artificial wicket?
- Does the school really need the whole of the Bowling Lane site?
- What is the community need for summer use grass pitches?

- The playing fields will need to be constructed to withstand the proposed intensity of summer community use
- **Action: RG to discuss mix of summer uses and potential for community/school cricket use/ explore needs of adjoining Cricket Club – do they need extra facilities which could be shared here?**

Football pitches/winter use

- SE would support this provision as it replaces what would be lost at Beldams Lane and could be used during the winter months
- Is there a need for rugby?
- Could there be one rugby/one football?
- The playing fields will need to be constructed to withstand the proposed intensity of winter community use

Other matters:

- RG set out Green Belt issues and need for VSC which was agreed by RW
- RW explained that school curriculum need was the key to the need case in the absence of pupil numbers need
- RW supported the BB103 assessment as the means to formalising the schools 6FE quantitative and qualitative playing pitch needs plus confirmation of school pitch needs to meet curricular/extra-curricular needs which could be used for the VSC case and RW noted that other COU GB applications were being approved on this basis providing the level of GB impact was acceptable and consider landscaping scheme for visual protection
- RW considered that this could be supplemented by community need (generally and specifically)
- RW advised to beware BS Football Club – were they looking still and did they have an option to purchase this land? – what would their reaction be to a planning application by the School (they are looking for AWP + clubhouse facilities) – check this out
- **Action: RG to look at Ploszajski Lynch report (EHDC) – methodology not supported by SE but “issues” of playing pitch deficiencies may be useful supporting arguments**
- **Action: RG to speak to School about BS Football Club intent and minimise risk of objection and also consider BS Town Council (Neighbourhood Plan)**
-
- **Action: progress BB103 assessment to support qualitative argument – which will form the basis of the needs justification + potential need for landscaping**

Conclusion

Sport England would support any package of re-provision here if playing fields are properly constructed to enable the proposed level of school and community use.

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MINUTES OF A MEETING OF THE
ENVIRONMENT SCRUTINY COMMITTEE
HELD IN THE ROOM 27, WALLFIELDS,
HERTFORD ON TUESDAY 7 MARCH 2017,
AT 7.00 PM

PRESENT: Councillor J Wyllie (Chairman)
Councillors Mrs R Cheswright, K Crofton,
G Cutting, H Drake, M Freeman, R Henson,
M McMullen and S Reed.

ALSO PRESENT:

Councillors A Alder, G Jones and P Ruffles.

OFFICERS IN ATTENDANCE:

David Allen	- Waste Services Manager
Lorraine Blackburn	- Democratic Services Officer
Fiona Corcoran	- Scrutiny Officer
Emily Coulter	- Graduate Management Trainee
Jess Khanom	- Head of Operations
Louise Overington	- Assistant Waste Services Manager
David Thorogood	- Environmental Co- Ordinator
Tess Michaels	- Legal and Democratic Services Apprentice
Ben Wood	- Head of Communications, Strategy and Policy

590 APOLOGY

An apology for absence was submitted from Councillor P Boylan.

591 MINUTES

Councillor K Crofton referred to Minute 264 (Conservation Area Management Plans – Progress and Problems) and sought an update regarding whether the Head of Planning and Building Control had been given sufficient resources to ensure continued pro-activity to increase the momentum of the exercise. Officers agreed to raise the issue with the Head of Planning and Building Control.

RESOLVED - that the Minutes of the meeting held on 13 September 2016 be confirmed as a correct record and signed by the Chairman.

592 CHAIRMAN'S ANNOUNCEMENTS

The Chairman stated that this was the last meeting of Environment Scrutiny Committee following a decision to introduce new scrutiny arrangements for the next civic year.

The Chairman thanked Members and Officers for their support of the scrutiny process and wished them well. Members thanked Councillor J Wyllie for his Chairmanship of the committee and his positive contribution to the role of scrutiny.

593 REDUCING CONTAMINATION AND RECYCLING -
COMMUNICATING WITH RESIDENTS

The Waste Services Manager provided Members with a presentation on the Council's Waste Communication Strategy. He provided an overview of the issues and gave a summary of the statistics for 2015 – 2016; specifically, that the Council had:

- 60,000 residences and 50,000 kerbside collections;

- collected 54,567 tonnes of waste from the kerbside;
- sent 27,965 tonnes of waste to landfill
- collected 3,333 tonnes of paper (from the kerbside);
- processed 14,021 tonnes of compost (recycled compost in 2015 (49.62%) in 2016 this was 51.62%);
- Household waste collect per household was 455.64 kg in 2015 up 13.2% to 468.66 kg in 2016.

The Waste Services Manager provided a number of examples which showed how the Council engaged with residents to promote waste awareness / recycling.

The Waste Services Manager provided responses to questions raised by Councillor R Cheswright including the need to increase the print size on the literature, the inability to recycle plastic pots (from bedding plants), the choice of colour on literature and the need to put stickers on bins so that residents were aware what could be recycled. He explained the difficulties caused as a result of contaminants in recycled items and what steps were taken against residents who refused to observe advice. The Waste Services Manager stressed the need to rinse containers before recycling to minimise problems of contamination.

Councillor H Drake raised the issue of the time taken for large household items to be taken away and that this might be contributing to fly tipping. The Waste Services Manager explained the collection timeframes. Deterrents to fly tipping were debated.

Councillor G Cutting raised the issue of publicity to further promote recycling and suggested the Bishop's Stortford Carnival on 17 June 2017 could provide a suitable venue.

In response to a query from Councillor A Alder on items for recycling, the Waste Service Manager explained that if it could be crushed, it could be recycled. The problems of recycling and engaging with residents in properties such as flats were discussed. The Chairman suggested that recycling arrangements for flats should be discussed at the planning stage. The Waste Services Manager explained the logistics and difficulties faced by large waste collection vehicles in

accessing some locations.

The Chairman, on behalf of Members, thanked the Waste Services Manager for his presentation.

Members received the presentation.

RESOLVED – that the presentation be received.

594 SUSTAINABLE TRANSPORT - REPORT OF THE TASK AND FINISH GROUP

The Chairman of the Sustainable Transport Task and Finish Group submitted a report setting out the recommendations of the Group. The Head of Communications Strategy and Policy provided a summary of the review, the methodology and lines of enquiry undertaken. The Chairman, on behalf of Members, thanked the Officers for their help in contributing to the work of the Task and Finish group.

Councillor R Cheswright referred to the limited amount of electric cars available and of their high purchase cost. She supported greater involvement in this form of transport and that this should be encouraged further. Councillor R Cheswright stated that sometimes, there was no alternative for people to use their own vehicles, particularly in areas not supported by good public transport. Councillor H Drake supported this view adding that people did not always have the ability to buy new cars. She stated that some of the suggestions put forward by some members of the public (as detailed within the Essential Reference Paper) would be unfair to road users.

Councillor G Cutting felt that there were some “quick wins” to be had and that the cost of the electric car and its battery were expensive. He referred to the suggestion that diesel cars caused congestion and stated that some diesel cars now were far more efficient than some of the diesels used by old buses currently on the roads.

The Environmental Strategy and Development Manager provided an update on the progress being made in relation to

electric vehicles and their range. He explained that approximately 25% of all journeys were less than two miles. He added that the newest type of diesel engine (Euro 6) were in some cases 95% cleaner than older vehicles. Councillor K Crofton stated that the issue was not just about pollutants and gridlocked roads, but about encouraging bus services to provide a usable service. He commented that this could not be done by East Herts alone and needed the support and input from a countywide perspective.

Councillor H Drake suggested a number of schemes which might incentivise greater bus usage. The Environmental Strategy and Development Manager explained that the Council was particularly targeting schools in Bishop's Stortford, Hertford and Sawbridgeworth to participate in National Clean Air Day, which would be held on 15 June 2017. The initiative this year had the aim of encouraging more sustainable travel to/from school together with promoting an anti-idling campaign, highlighting the risks to health of pollution from vehicle exhausts. Councillor S Reed commented that mini-buses could be deployed on a circulating basis.

The Chairman stated that the Task and Finish Group had considered the use of yellow school buses as used in the USA, but this worked there because of the sheer size of the schools and the number of pupils attending which were widely dispersed.

The Head of Communications, Strategy and Policy stated that charging for roads in East Herts was something the Executive could do but that this needed further thought and debate. Councillor M Freeman commented that the Council could charge for certain roads which were congested and which might help pollution levels.

Members thanked the Officers for the thorough report and supported the recommendations, as detailed.

RESOLVED - that the Executive be asked to:

- (A) in partnership with Hertfordshire Highways, consider the cost and benefits of a charging mechanism for use of the road infrastructure, targeting certain types of vehicles (e.g. HGVs) or journeys taking place at certain times of the day (e.g. during rush hour);
- (B) consider a charge for use of the car park at the East Herts Council offices, alongside an incentive scheme for those who car share or use lower emissions vehicles;
- (C) invest in a fixed term role within the Council to actively promote sustainable transport platforms and campaigns within the District, supported by a Member champion;
- (D) as part of that person's work programme, assist in the roll out of the park and stride model to schools in Hertford, Ware, Buntingford and Bishop's Stortford;
- (E) undertake further consultation with members of the public (building on responses already received) about what specific improvements to the current cycling and walking networks would encourage more journeys (e.g. electric charging points, cycling lanes, track improvements, etc);
- (F) support the relevant landowners with investments to enable minor changes to the cycle networks to encourage use;
- (G) promote cycling and walking networks in conjunction with the County Council and pro-actively market the bike and go scheme in Bishop's Stortford;
- (H) ensure volunteering opportunities to maintain and improve cycling and walking routes are considered with East Herts Council's volunteering policy;
- (I) continue to encourage uptake of CVS community transport options;

(J) consider commissioning the University of Hertfordshire's Smart Mobility Research Unit to look at mobility as a service business model for East Herts, viable on demand business models and driverless technology;

(K) support the marketing and promotion of the Intalink mobile app to rural communities in East Herts;

(L) work in partnership with strategic bodies such as the County Council, LEP and LSCC to lobby the Department for Transport for an East/ West light rail route;

(M) work in partnership with strategic bodies such as the County Council, LEP and LSCC for commuters to "think train" as well as lobby train service providers to "think customer";

(N) ensure that, through the District Plan, travel planning and sustainable transport is an early consideration for any new development; and

(O) the council continues to make further provision for electric car parking and charging points within its car parks and uses the recently awarded DEFRA monies to begin a step change in the Council's approach to supporting use of electric cars.

595 ENVIRONMENT WORK PROGRAMME 2017/18

The Chairman of Environment Scrutiny Committee submitted a report on the proposed future work programme in the context of changes to the scrutiny committee system which had been approved by Council on 1 March 2017. The Scrutiny Officer asked Members to submit any draft proposals for consideration to be submitted to her by the end of March 2017.

Councillor R Cheswright asked that meetings of scrutiny be

conducted in the Council Chamber. She stated that the lights in Room 27 were too bright, that the room was hot and cramped and that the acoustics in the room and noise from the projector made things difficult to hear. The Chairman explained the background to the use of Room 27 and agreed that the acoustics were poor.

Councillor M Freeman raised the issue of planning enforcement and the management of breaches. He asked that the Head of Planning and Building Control write to all Members with an update on this. This was supported.

The Committee supported the recommendations, as now detailed.

RESOLVED – that (A) the current work programme for Environment Scrutiny Committee be included in the Scrutiny Committee work plans under the new system; and

(B) the Head of Planning and Building Control be asked to provide Members with an update in relation to planning enforcement and the management of breaches.

The meeting closed at 8.21 pm

Chairman

Date

MINUTES OF A MEETING OF THE
HEALTH AND WELLBEING SCRUTINY
COMMITTEE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
TUESDAY 14 MARCH 2017, AT 7.00 PM

PRESENT: Councillor A Alder (Chairman)
Councillors D Abbott, S Bull, S Cousins,
Mrs D Hollebon, J Jones, S Stainsby and
M Stevenson.

ALSO PRESENT:

Councillors E Buckmaster and P Moore.

OFFICERS IN ATTENDANCE:

Simon Barfoot	- Environmental Health Promotion Officer
Lorraine Blackburn	- Democratic Services Officer
Jess Khanom	- Head of Operations
Joseph Liggett	- Leisure Services Development Manager
Claire Pullen	- Engagement and Partnerships Officer (Grants)
Helen Standen	- Director
Paul Thomas-Jones	- Environmental Health Manager - Commercial
David Thorogood	- Environmental Co- Ordinator

606 APOLOGIES

Apologies for absence were submitted on behalf of
Councillors P Ballam and P Boylan.

607 MINUTES

RESOLVED – that the Minutes of the meeting held on 15 November 2016 be confirmed as a correct record and signed by the Chairman.

608 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked all Members for sending her “Get Well” cards adding that these were very much appreciated.

609 STRATEGIC VISION FOR HEALTH AND WELLBEING

The Executive Member for Health and Wellbeing submitted a report which provided an overview of the key ways in which the services of the Council could initiate work and maximise health and wellbeing outcomes. The key elements of East Herts’ current Health and Wellbeing Strategy 2013 – 2018 and the actions to address priorities were outlined.

It was noted that Essential Reference Paper “B” of the report submitted should have included the need to consult with Hertfordshire County Council (HCC) public health on large scale planning applications (of 100 plus dwellings).

The Leisure Services Development Manager explained that one aim of the health and wellbeing strategy was to increase participation in physical activity, targetting the 30,000 residents who, according to a survey, were completely inactive. He referred to the health benefits of activity in relation to heart and other diseases and explained that those not exercising were in the least affluent socio economic groups or were people with disabilities or long-term health conditions.

The Leisure Services Development Manager suggested that in a survey, 69.7% of residents said they were physically active but there was the possibility that this

might not be an accurate figure as many said they were more active than they actually were. He referred to the possible reasons why adults failed to take part in activity as highlighted in a survey by Sport for England.

The Leisure Services Development Manager stated that the Council needed to think creatively and build on its current position of strength (i.e., Forever Active). He suggested joint working with HCC and highlighted the key challenges to overcome in order to enable people to become active.

The Executive Member for Health and Wellbeing drew Members' attention to the fact that the majority of projects addressed sustainable communities, healthy lifestyles and proactive health prevention. Less work had taken place in the areas of "creating health and work together" and "healthy children start off well."

The Head of Operations provided Members with an overview of the draft physical activity strategy which aimed to bring together the Council's priorities and leisure strategies in a sustainable way. Members debated what further steps the Council could take to encourage more to exercise in terms of concessions and health mentoring champions helping to promote local community facilities.

Councillor S Cousins supported the need to promote local health initiatives and that towns and villages should be linked in. The Executive Member for Health and Wellbeing felt that this was something which should be looked at and factored in at the planning stage.

Councillor D Abbott suggested lower gym membership costs might encourage more participation in exercise. He explained that in his experience, adults with disabilities were catered for and supported to exercise as it was written into their care plans. The Leisure Services Development Manager referred to the importance of having an efficient grant system in place that was aligned to emerging health and wellbeing priorities and that a

review of the Council's community grant giving arrangements would be taking place over the next several months. The Chairman referred to the role of Members in promoting the grants programme to voluntary and community groups and raising it at meetings with town and parish councils.

The Chairman suggested that the recommendations be amended by the inclusion of wording which increased the number of projects aimed at enhancing good health in the workplace and ensuring that children were given a healthy start in life. Additionally, that staff, especially those on the front line, be encouraged to participate in Dementia Friend training and how to support and interact with people with mental health and learning disabilities. This was supported.

The Committee received the report and supported the recommendations as amended, and now detailed.

RESOLVED – that (A) Members' views on initiatives undertaken to date to maximise health and wellbeing, including increasing the number of projects aimed at enhancing good health in the workplace and new initiatives to ensure that children were given a healthy start in life, be forwarded to the Executive Member for Health and Wellbeing and the Head of Housing and Health;

(B) themes and issues identified at the meeting or thereafter, be forwarded to the Head of Housing and Health for consideration when drafting the Health and Wellbeing Strategy; and

(C) staff be encouraged to participate in Dementia Friend training and training in how to support and interact with people with mental health difficulties and learning disabilities.

610 AIR QUALITY MANAGEMENT AREAS - EFFECTS OF HEALTH AND WELLBEING

The Executive Member for the Environment and Public Space submitted a report outlining the actions taken to date to tackle air pollution in East Herts with the aim of minimising the negative impact on the health and wellbeing of local residents. The report also set out the Council's three Air Quality Management Areas, (AQMAs), and improvements in recent years in air quality at the sites identified and provided an update of work currently underway on a revised Air Quality Action Plan. The Environment Strategy and Development Manager provided a summary of the report. He advised Members that the Council has recently been successful in an Air Quality Bid to DEFRA and had been awarded £163,000 funding to install electric points and to set an electric car club. The Environment Strategy and Development Manager referred to replacement buses to service the Harlow / Bishop's Stortford area which were 95% less polluting than the current EURO 4 buses used.

Councillor D Abbott expressed the concerns of residents regarding the Hockerill junction levels of pollution and the need to do something quickly. He suggested a "cap" on certain vehicles passing through at specific times. The Environment Strategy and Development Manager explained that there were a lot of actions which could be taken but these related to highways issues which could in the long term, be costly. Additionally there was an absence of data which could identify which and what type of vehicles were responsible for the high levels of pollution in that some HGVs were less pollutant than a small family car.

The Chairman referred to the concerns raised by Bishop's Stortford Climate Group in the email circulated to all Members.

Councillor J Jones suggested that the way forward was electric cars but that their price needed to come down; ideally he felt that all East Herts Car Parks should have charging points. The Environment Strategy and Development Manager stated that there around 514 electric cars operating in the

district and that the battery range was increasing with Nissan hoped to provide a battery with a 200 mile range; a particular problem was that of sufficiency of electricity which currently took its charge from street lights. He stated that having charging points in all car parks had to be offset against the loss in revenue of two parking spaces.

The Executive Member for Health and Wellbeing referred to National Clean Air Day and gave a summary of how the Council was engaging with schools in this regard. Councillor Mrs D Hollebon asked that future events engage with adults.

Councillor M Stevenson referred to the schools buses provided to children in the USA. The Environmental Co-ordinator explained that the Task and Finish Group on sustainable transport had looked at this and explained why this would not work in East Herts.

Councillor S Stainsby referred to pollution levels and the number of homes planning for the district. The Environment Strategy and Development Manager explained that pollution levels were reducing but were increasing in respect of particulates, such as soot from tires. He referred to the District Plan and the transport framework for Bishop's Stortford which he said, was continually evolving.

RESOLVED – that (A) Members' concerns, including those of the Bishop's Stortford Climate Group on how to improve air quality be forwarded to the Executive Member for Environment and Public Space and the Head of Housing and Health; and

(B) Officers continue to move forward on the development of the Action Plan.

611 REVIEW OF DRAFT 2017/18 HEALTH AND WELLBEING STRATEGY ACTION PLAN

The Executive Member for Health and Wellbeing submitted a report seeking approval of the 2017/18 East Herts Health and Wellbeing Work plan. The Environment Health and Promotion Officer provided a summary of the

report and the four new projects selected for inclusion after consultation and a comparative assessment process. One of these projects was the Safe and Well initiative proposed by the Hertfordshire Fire and Rescue Service. Members debated the key role of fire crews in reaching vulnerable people with health, wellbeing and safety messages.

In response to a question from Councillor M Stevenson, the Environmental Health Promotion Officer said that he would provide information on suicide deaths in the District.

The Committee approved the work plan as now detailed.

RESOLVED – that (A) Members' comments regarding the East Herts Health and Wellbeing Strategy Work plan for 2017/18 be noted; and

(B) the East Herts Health and Wellbeing Strategy Work plan for 2017/18 be approved.

612 HERTFORDSHIRE COUNTY COUNCIL HEALTH SCRUTINY

The Chairman provided an update in relation to Hertfordshire Valley's Clinical Commissioning Group which had been offered funding of £8.9Million which had later been rescinded and reduced to £5.4Million. She advised Members that a further meeting would be held on 30 March 2017 and she would report later on the outcome.

RESOLVED – that the update be noted.

613 MENTAL HEALTH DAY

Councillor P Moore provided an update on Mental Health Day. She read out a number of letters from people who had enjoyed the day and provided contrasting views on how the day had been perceived.

The Committee noted the update.

RESOLVED – that the update be noted.

614 PROPOSED SCRUTINY WORK PROGRAMME FOR 2017/18

The Chairman of the Health and Wellbeing Scrutiny Committee submitted a report reviewing the Committee's programme in the context of proposed changes to the scrutiny committee system.

The Scrutiny Officer reminded Members that Council had approved a new arrangement with regard to the scrutiny process and explained how items on the work programme would be incorporated within the work programmes for the new scrutiny committees.

The Scrutiny Officer drew Members' attention to the annual report which was being prepared and asked them to let her have any comments on issues which they had been particularly proud of by the deadline of 30 March 2017.

The Chairman asked that a report on Air Quality be included within the new committee work programme. This was supported.

Councillor S Cousins referred to the fact that this was the last meeting of Health and Wellbeing Scrutiny Committee and thanked the Chairman for her work on health and wellbeing issues. The Chairman thanked Members for their contribution to the scrutiny process and hoped that the good work would continue.

Members received the report, as amended.

RESOLVED – that (A) the report be received; and

(B) items from the Health and Wellbeing Committee work programme including a further report on Air Quality, be included within the

proposed new scrutiny system.

The meeting closed at 9.10 pm

Chairman

Date

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MINUTES OF A MEETING OF THE
LICENSING COMMITTEE HELD IN THE
COUNCIL CHAMBER, WALLFIELDS,
HERTFORD ON THURSDAY 16 MARCH
2017, AT 7.00 PM

PRESENT: Councillor R Brunton (Chairman)
Councillors D Andrews, P Ballam,
Mrs R Cheswright, G Cutting, B Deering,
J Jones, M McMullen, T Page, R Standley
and N Symonds.

ALSO PRESENT:

Councillors P Ruffles.

OFFICERS IN ATTENDANCE:

Peter Mannings	- Democratic Services Officer
Oliver Rawlings	- Senior Specialist Licensing Officer

615 APOLOGY

An apology for absence was submitted on behalf of
Councillor J Taylor.

616 MINUTES – 14 JULY 2016

RESOLVED – that the Minutes of the meeting held
on 14 July 2016 be confirmed as a correct record
and signed by the Chairman.

617 LICENSING SUB-COMMITTEE – 16 AUGUST, 30
SEPTEMBER, 4 OCTOBER, 19 OCTOBER AND 4
NOVEMBER 2016 AND 11 JANUARY 2017

Councillor D Andrews referred to taxi driver cases and a
rise in revocations. He asked if Officers could report back
to Members in the event of an appeal and in particular if

an appeal was successful. The Senior Specialist Licensing Officer reminded Members that appeals could take some months to be heard at the Magistrates' Court.

Members were also reminded that even if a decision was made by the Chairman and the Head of Housing and Health to immediately revoke a taxi driver's licence, there was still a right of appeal.

The Senior Specialist Licensing Officer referred to a lack of a uniform standards being applied by Local Authorities in respect of taxi driver licensing. He referred to a recent appeal that had been upheld relating to the decision of East Herts Licensing Sub-Committee. Officers believed that the Magistrates' Court had erred in law in upholding this appeal and the authority was likely to appeal to a higher court.

The Chairman requested that the Senior Specialist Licensing Officer keep Members informed regarding the outcomes of appeals against the decisions of the Licensing Sub-Committee and Officers.

RESOLVED – that the Minutes of the Licensing Sub-Committee meetings held on 16 August, 30 September, 4 October, 19 October and 4 November 2016 and 11 January 2017, be received.

618 AMENDMENTS TO LICENSING POINTS RECORDS SCHEME

The Head of Housing and Health submitted a report to inform the Licensing Committee of minor updates to the Licensing Records Points Scheme which had been made so that it remained fit for purpose.

The Senior Specialist Licensing Officer advised that the Licensing Points Record Scheme had been in place for a number of years as an aid to compliance and as a tool for dealing with minor offences and more serious convictions.

Members were advised of incidents where private hire drivers had refused to carry passengers with assistance dogs as well as incidents of overcharging and other discrimination against these passengers. The Senior Specialist Licensing Officer advised that all East Herts Taxi Drivers were issued with guidance regarding passengers with assistance dogs.

Members were advised that, in the last 12 months, 73 drivers had received a total of 266 licensing record points between them. Given that the average number of drivers' licenses held during this period being 327, this equated to 22.3% of East Herts licensed drivers receiving licensing record points.

In response to Members' concerns regarding the attitude of taxi drivers towards passengers with assistance dogs, they were advised that assistance dogs were very well behaved and left very little hair behind. The Senior Specialist Licensing Officer confirmed that taxis drivers' actions regarding this issue often went unreported. Officers were aware that it had been reported nationally that, 8 out of 10 taxi drivers were routinely refusing to take passengers with assistance dogs.

Members felt that there were no excuses for this appalling behaviour and Councillor B Deering commented on whether there was an app for reporting this conduct to Officers. The Senior Specialist Licensing Officer confirmed that there was currently no app but the emerging digital East Herts initiative could facilitate reporting in the same way as done via an app.

The Committee received the report.

RESOLVED – that (A) the report be received;

(B) the Chairman of the Licensing Committee and the Senior Specialist Licensing Officer advise the Head of Housing and Health of Members'

comments.

619 POLICY CHANGES FOLLOWING THE WITHDRAWAL OF
THE DVSA TAXI DRIVER ASSESSMENT

The Head of Housing and Health submitted a report to inform the Licensing Committee of minor updates following the Driver and Vehicle Standards Agency (DVSA) withdrawing its Taxi Driver Assessment.

The Senior Specialist Licensing Officer advised that as the DVSA test had been withdrawn, this had necessitated policy changes and all new applicants for a taxi drivers' licence were now expected to undertake the Council approved driving test.

Officers intended to avoid a similar problem again by approving a minimum of two providers to ensure that taxi drivers can continue to be tested to the required standard without delay. Members were advised that since the change of provider, 35 individuals had taken the revised test including 31 new applicants and 3 drivers with 9 or more DVLA penalty points. 4 drivers had failed at their first attempt but had subsequently passed the test successfully.

The Senior Specialist Licensing Officer confirmed to Councillor Mrs R Cheswright that taxi drivers must be licensed where they predominantly work and should never wait at a taxi rank in a neighbouring Local Authority area. Private hire drivers were however, permitted to work across Local Authority borders as long as they were pre-booked. The Committee received the report.

RESOLVED – that the report be received.

620 TAXI LICENSING UPDATE

The Head of Housing and Health submitted a report updating the Licensing Committee of the results following the introduction of a new Convictions Policy and

mandatory training for licensed drivers. The report also covered future work in this area.

The Senior Specialist Licensing Officer summarised the decisions detailed in Essential Reference Paper 'B', all of which had been made since the new driver convictions policy had come into force in July 2016. He focussed in particular, on the decisions that had since been the subject of an appeal.

The Senior Specialist Licensing Officer reminded the Committee that taxi driver licenses could be revoked on the balance of probabilities. If a license was revoked by the Sub-Committee or immediately revoked by Officers in the most serious of cases, there was still a right of appeal. Officers had to work within the law and whilst an appeal was pending, a taxi driver was still permitted to work in East Herts.

Councillor T Page commented on whether a recommendation could be made for a stricter regime for taxi licensing. Members agreed that the Senior Specialist Licensing Officer and the Chairman should liaise with the Executive Member for Environment and the Public Space regarding this issue and the importance of the safety of the travelling public.

Members and Officers had a general debate around mandatory Licensing training being organised as a combined session for Hertfordshire Local Authorities. Councillor D Andrews commented on whether a representative from Rotherham Council could present at this training session.

The Senior Specialist Licensing Officer confirmed to Councillor T Page that enhanced Criminal Records Bureau (CRB) checks were required and other checks give an indication of Offences that had been committed in foreign countries. The Committee received the report.

RESOLVED – that (A) the report be received;

(B) the Senior Specialist Licensing Officer and the Chairman liaise with the Executive Member for Environment and the Public Space regarding a stricter regime for taxi licensing and the importance of the safety of the travelling public.

621 ATTENDANCE AT LICENSING SUB-COMMITTEE

The Executive Member for Environment and the Public Space submitted a report detailing Members' attendance at Licensing Sub-Committees including those attending as observers. Councillor G Cutting commented on whether this report should continue to be prepared given that attendance statistics for Members were already available on the Council's website.

Members questioned the usefulness of this report and expressed concerns regarding the equitability of the system currently used to select Licensing Members for Licensing Sub-Committee hearings.

Councillor P Ballam commented that Members sometimes could not be on the Sub-Committee if a premises license application was for a site in their ward. Members requested that the format of this report be reviewed and Officers report back at the July meeting of the Committee. The Committee received the report.

RESOLVED – that the report be received.

The meeting closed at 8.45 pm

Chairman

Date

MINUTES OF A MEETING OF THE
AUDIT AND GOVERNANCE COMMITTEE
HELD IN THE COUNCIL CHAMBER,
WALLFIELDS, HERTFORD ON
WEDNESDAY 22 MARCH 2017, AT 7.00 PM

PRESENT: Councillor M Pope (Chairman)
Councillors A Alder, P Boylan, B Deering,
I Devonshire, P Kenealy and W Mortimer.

ALSO PRESENT:

Councillors M Allen, M Casey, J Goodeve,
S Reed and K Warnell.

OFFICERS IN ATTENDANCE:

Isabel Brittain	- Head of Strategic Finance and Property
Peter Mannings	- Democratic Services Officer
Alison Stuart	- Head of Legal and Democratic Services

633 TRAINING ITEM – PENSIONS

The Head of Strategic Finance provided Members with a presentation on Pensions. Various Members made comments and asked questions.

The Head assured Councillor J Goodeve that a possible overpayment to the pension fund would be investigated as soon as possible. Following comments from the Chairman, the Head advised that the actual level of return compared to the assumptions made in 2013 would be circulated to the Committee.

Councillor M Casey commented on how much had been saved by the transition from a final salary to a career

average pension scheme. The Head confirmed that a written response would be issued to Members regarding savings resulting from this transition. Members received the presentation.

RESOLVED – that the training presentation be received.

634 APOLOGIES

Apologies for absence were submitted on behalf of Councillors D Abbott, S Stainsby and C Woodward and from Debbie Hanson from the Council's External Auditors, EY (Ernst Young).

635 MINUTES – 25 JANUARY 2017

Councillor A Alder commented on the 4th paragraph of Minute 545 and the lack of narrative in respect of her concerns regarding the gender balance of the Standards Sub-Committee. Councillor P Boylan expressed concerns regarding a lack of clarity in terms of where the Standards Sub-Committee would fit into the future reporting mechanisms and the two new Scrutiny Committees.

The Monitoring Officer advised that these issues would be taken into account and she would speak to the Chief Executive regarding this.

RESOLVED – that the Minutes of the meeting held on 25 January 2017 be confirmed as a correct record and signed by the Chairman.

636 COMPLAINTS SUBMITTED TO THE MONITORING OFFICER – UPDATE

The Head of Legal and Democratic Services provided updates in relation to the complaints process and two complaints that had been formally submitted to the Monitoring Officer. Members were advised that both

cases were moving forward and would be dealt with as swiftly as possible. Members noted the update.

RESOLVED – that the update be noted.

637 REVIEW OF THE CONSTITUTION

The Monitoring Officer submitted a report which provided an update on the progress in reviewing and updating the Constitution. The Monitoring Officer put it to Members that the report was for noting and the Constitution Working Group and the Leadership Team would be receiving update reports before a final report was submitted to Council on 10 May 2017.

Councillor M Allen, a Member of the Constitution Working Group, stated that better cross referencing and an improved index was discussed at the Working Group and that this should be done as it would make the Constitution simpler to navigate.

Members were advised by the Monitoring Officer that the comments raised would be fed back regarding the review of the Constitution to be considered. The Committee noted the update.

RESOLVED – that the update be noted.

638 EXTERNAL AUDITOR 2016 – 2017 AUDIT PLAN

The External Auditor submitted a report which set out how they intended to carry out their responsibilities as the external auditor. The report provided a basis on which to review the proposed audit approach and the scope for the 2016/17 audit in accordance with the requirements of the Local Audit and Accountability Act 2014, the National Audit Office's 2015 Code of Audit Practice and the Statement of Responsibilities issued by the Public Sector Audit Appointments (PSAA) Ltd and other professional requirements.

The External Auditor referred to the valuation of property assets with particular reference to Old River Lane, Bishop's Stortford. Members were reminded that the valuation of property assets was a significant accounting estimate that had a material impact on the financial statements. The valuation of property assets had to be accurate and categorised correctly in the financial assessments.

The External Auditor highlighted the risks of management override and commented on changes to the CIPFA code regarding income and expenditure statements. Regarding the value for money conclusion, the External Auditor stressed the importance of good governance as well as following internal processes.

The External Auditor advised that they had determined that overall materiality for the financial statements of the Council was £1.743m based on 2% of Gross Expenditure. The Auditors would communicate uncorrected audit misstatements greater than £87,000 to the Authority. The fees detailed on page 30 of the report submitted were set by the PSAA.

The External Auditor and the Head of Strategic Finance responded to a number of queries from the Chairman and Committee Members. Councillor M Casey commented on the tendering process for the appointment of the External Auditors. He was advised that the PSAA handled the allocations of Authorities to the various External Auditors and the fees might change up or down from one year to the next.

The Committee noted the report.

RESOLVED – that the External Auditor's approach for 2016/17, be noted.

639 UPDATE ON IMPLEMENTATION OF ANNUAL
GOVERNANCE STATEMENT ACTION PLAN

The Head of Strategic Finance submitted a report setting out the measures made in the 2015/16 Annual Governance Statement and the progress made against implementation set out within the Action plan. Essential Reference Paper 'B' of the report submitted provided a summary of what actions needed to be undertaken before confirmation could be given that adequate and effective controls were fully in place.

The Head of Strategic Finance advised Members that recent welfare changes had led to an increase in enquiries and this had resulted in a staffing cost overspend. The Head emphasised that a review of the use of agency staff as opposed to permanently employed Officers would help to ensure that staffing costs remained within budget.

Members received the report.

RESOLVED – that the progress made against implementing the action plan contained in the 2015/16 Annual Governance Statement, be noted.

640 SHARED INTERNAL AUDIT SERVICE (SAFS) POSITION
STATEMENT

The Shared Anti-Fraud Service (SAFS) submitted a report on the progress made against the Anti-Fraud Action Plan for 2016/17. The report also sought agreement to the Action Plan 2017/18. The Counter Fraud Officer apologised and corrected the erroneous title on page 49 of the 2017/18 Anti-Fraud Plan. An updated version of the East Herts Council Performance against the 2016/17 Anti-Fraud Plan was circulated to the Committee.

The DCLG and CIPFA had issued guidance which included the need for Councils to be vigilant, to recognise fraud risks and to invest resources in counter fraud activities that delivered savings. It was essential that the

Authority had a robust framework to prevent and deter fraud, as well as plans to deal with the investigation and prosecution of fraud.

Members were advised that between April and December 2016, SAFS had received over 600 allegations of fraud across all of its Partners. There had been 108 reported matters in East Herts in the year and a number of live cases had been carried forward from 2015/16. A full report on cases dealt with in 2016/17 would be provided to the Council in the summer of 2017 and the 2018/19 Anti-Fraud Action Plan would be reported to Members in March 2018.

In excess of £30k of fraud savings or losses had been identified and a number of fraud cases were currently going through the judicial process as part of ongoing successes in countering fraud. The Counter Fraud Manager detailed a number of good news stories regarding the work of the Shared Anti-Fraud Service.

The External Auditor responded to a number of queries regarding savings and the mitigation of fraud risks in East Herts. The Committee received the report.

RESOLVED – that the progress of the Shared Anti-Fraud Service in respect of the 2016/17 Anti-Fraud Action Plan be noted.

641 SHARED INTERNAL AUDIT PLAN 2017/18

The Shared Internal Audit Services (SIAS) submitted a report detailing the proposed Internal Audit Plan for 2017/18. The SIAS Officer provided a summary of the report including recent changes to secure compliance with the Public Sector Internal Audit Standards.

The SIAS Officer referred to the risks regarding the delivery of the Authority's objectives regarding local and national horizon scanning, as detailed on page 68 of the report submitted. Members were reminded that this item

had been reported to the Section 151 Officer and the Leadership Team prior to being submitted to the Audit and Governance Committee.

Members were advised that any in year changes to the SIAS 2017/18 Audit Plan would be reported to the Performance, Audit and Governance Committee which would likely cover the current work of Audit and Governance Committee). The SIAS Officer referred the Committee to Appendix B for the Audit Plan Items (April 2017 to March 2018) where start dates had been agreed with management.

The SIAS Officer referred in detail, to the estimated percentage allocation of the total number of purchased audit days in 2017/18. He referred to the sharing of good practice and invoice payment procedures. He also referred to risk management and the levels of Member involvement.

The Committee approved the proposed Internal Audit Plan for 2017/18.

RESOLVED – that the Internal Audit Plan for 2017/18 be approved.

642 SHARED INTERNAL AUDIT SERVICE – AUDIT PLAN UPDATE

The Shared Internal Audit Services (SIAS) submitted a report detailing the progress made in delivering the Council's Annual Audit Plan as at 3 March 2017. The SIAS Officer summarised the report and sought approval of a number of amendments to the Audit Plan.

The Head of SIAS advised that as at 3 March 2017, 90% of the 2016/17 Audit Plan days had been delivered and 93% of days had been delivered as of Friday 17 March 2017. Members were advised that nine projects from the 2016/17 Audit Plan had been finalised since the previous meeting on 25 January 2017.

The Head advised of two outstanding items that could be removed from the Audit Plan. The audit in respect of 'Digital by Design' had been deferred to 2017/18 to align with the progress on the Digital East Herts programme. Members were provided with updated percentages in respect of the table at paragraph 2.7 of the report submitted.

The Head concluded that sufficient audit days had been completed in order for Officers to be able to give Members a sound assurance opinion in respect of key performance indicators. Councillor W Mortimer made a number of comments and points in respect of the risks faced by the Authority with regard to cyber security. He referred to the cancelled audits in respect of the new payroll and land drainage contracts.

Members received the report and approved the recommendations, now detailed.

RESOLVED – that (A) the Internal Audit Progress Report be noted;

(B) the amendments to the Audit Plan as at 3 March 2017 be approved; and

(C) the status of high priority recommendations be noted and the removal of completed actions be approved.

643 RISK MANAGEMENT MONITORING REPORT

The Executive Member for Finance and Support Services submitted a report setting out the action to mitigate and control strategic risks during the period October to December 2016.

The Head of Strategic Finance advised that no existing Strategic Risk Register scores had been altered. There was one additional risk entitled SR16 – development of

Old River Lane, Bishop's Stortford. The Head responded to a number of queries from the Chairman and confirmed that Member training on covalent could be provided.

The Committee supported the recommendation, as now detailed.

RESOLVED – that the risk management controls implemented during the period October to December 2016, be approved.

644 RISK MANAGEMENT STRATEGY

The Executive Member for Finance and Support Services submitted a report setting out a number of minor amendments in respect of the annual review of the Risk Management Strategy. Members received the report and supported the minor amendments to the Risk Management Strategy.

RESOLVED – that (A) the report be received; and

(B) the minor amendments to the Risk Management Strategy, be supported.

The meeting closed at 8.34 pm

Chairman

Date

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MINUTES OF A MEETING OF THE
COMMUNITY SCRUTINY COMMITTEE
HELD IN THE COUNCIL CHAMBER,
WALLFIELDS, HERTFORD ON TUESDAY
28 MARCH 2017, AT 7.00 PM

PRESENT: Councillor P Moore (Chairman)
Councillors I Devonshire, M Pope, P Ruffles
and N Symonds.

ALSO PRESENT:

Councillors, A Alder, M Freeman and
G Jones.

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Fiona Corcoran	- Scrutiny Officer
Pearl Devonshire	- Licensing Officer
Jonathan Geall	- Head of Housing and Health
Jess Khanom	- Head of Operations
Nick Kirby	- Environmental Inspection Team Manager
Joseph Liggett	- Leisure Services Development Manager
Lizzie Robertson	- Community Safety Co- ordinator

ALSO IN ATTENDANCE:

Gerald McDonald	- Hertfordshire
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Constabulary

645 APOLOGIES

Apologies for absence were submitted on behalf of Councillors J Goodeve, D Oldridge and P Philips.

646 MINUTES

RESOLVED - that the Minutes of the meeting held on 27 September 2016 be confirmed as a correct record and signed by the Chairman.

647 CHAIRMAN'S ANNOUNCEMENTS

The Chairman stated that this was the last meeting of Community Scrutiny Committee. She commented that she had enjoyed the experience of working together.

The Chairman provided an update in relation to Mental Health Day which she said, would be held at The Rhodes Centre in Bishop's Stortford on 17 September 2017.

The Chairman welcomed Chief Inspector Gerald McDonald of Hertfordshire Police and other Officers to the meeting.

648 EMERGING CRIME TRENDS ASSOCIATED WITH THE NIGHT TIME ECONOMY

The Head of Housing and Health submitted a report which provided an understanding of the changing nature of crime associated with the minimisation of crime within the night time economy (NTE). The report also identified issues requiring more investigation.

Chief Inspector McDonald provided a summary of the report. He stated that despite low levels of crime generally in East Herts, crime within the NTE were highest in Bishop's Stortford and Hertford adding that police intelligence suggested that the main victims of the NTE were in their early mid-twenties and twice as many men as women. Members' attention was

drawn to a number of the proposed actions as detailed in the report, which would support the minimisation of crime associated with the NTE.

The Chief Inspector referred to the possibility of seeking accreditation of Purple Flag (a standards and management process for managing the NTE within Towns and City Centres). The Chief Inspector referred to crime within Hertford and the positive contribution made by the Taxi Marshalling Scheme. He expressed concern that this scheme would not be supported further in Bishop's Stortford and how this might impact negatively on crime figures.

The Chief Inspector referred to increasing crime figures in Buntingford usually by people coming into the area from locations such as London and Harlow and the absence of a Pub Watch in that location. He referred to the increasing use of Uber taxis which were not registered and not managed and the impact this could have on crime figures.

In response to a query from Councillor I Devonshire, the Head of Health and Housing provided an update on Scannet and advised that there were ongoing discussions with Bishop's Stortford Town Council (BSTC) in relation to the Taxi Marshalling Scheme. Councillor N Symonds expressed her concern and frustration at the action of BSTC in withdrawing funding support for the Taxi Marshalling Scheme.

Councillor P Ruffles praised the positive contribution of the Taxi Marshalling Scheme in Hertford and raised a number of queries about the NTE, crime (and alcohol related crime) in Hertford (which was very low) which Officers responded to. The advantages of Pub Watch were discussed. Officers were also trying to find ways for other pubs, not part of Pub Watch, to communicate with each other such as using WhatsApp.

In response to a query from Councillor M Pope, the Head of Housing and Health praised the use of CCTV in taxis and the need to continually promote this. He stressed the need to continually strengthen working in partnership.

In response to a query from Councillor N Symonds about restricting late licences in an effort to reduce alcohol related crime, Licensing Officers explained that applications were viewed on a case by case basis with due regard to risk factors, noise nuisance and any past anti-social behaviour.

Officers provided an update regarding the deployment of its five CCTV cameras adding that they needed to be upgraded.

Members recognised the need to promote Taxi Marshalling Schemes and CCTV within taxis in the District.

The Committee approved the report, as now submitted.

RESOLVED – that (A) themes and issues as now detailed, relating to crime associated with the night time economy be forwarded to the Executive Member for Environment and Public Space and the Head of Housing and Health;

(B) suggested actions as detailed in section 5 of the report be endorsed; and

(C) proposed actions to tackle crime and associated with the night time economy including the need to actively promote Taxi Marshalling Schemes and CCTV within taxis be forwarded to the Executive Member for Environment and Public Space and the Head of Housing and Health.

649 MARKETS - OPTIONS APPRAISAL

The Executive Member for Economic Development submitted a report outlining options for the future management of the market service. The Environmental Inspection Team Manager provided a summary of the report.

In response to a question from Councillor P Ruffles, the Environmental Team Inspection Manager explained what might happen if one town wished to manage itself and another did not. Councillor N Symonds explained how well the

process worked with regard to Bishop's Stortford market and the freedom it had to hold a variety of different promotional events. Councillor M Pope expressed concern regarding Ware Town Council's ability to manage its own market and issues associated with funding and staffing. The Environmental Team Inspection Manager explained that these issues would be reviewed carefully so that informed decisions could be made.

In response to a query from Councillor I Devonshire, the Environmental Team Inspection Manager explained why the markets services were operating at a deficit.

The Committee approved the report, as now submitted.

RESOLVED – that (A) Town Councils be approached to negotiate a way forward to manage the markets in Bishop's Stortford, Hertford and Ware as detailed in the report; and

(B) the feasibility of transferring the rights to licence other markets in the District to Town Councils be investigated.

650 DRAFT PHYSICAL ACTIVITY STRATEGY

The Head of Operations submitted a report providing an overview of the draft Physical Activity Strategy as now detailed and sought feedback on the draft strategy which would be submitted to the Executive for approval in the summary 2017. The Head of Operations explained the need to have an overarching policy which would integrate and complement with the development of the leisure strategy.

The Head of Operations provided Members with a thought provoking presentation by Dr Mike Evans on the health benefits to be accrued to individuals' in taking part in at least 30 minutes a day of daily exercise.

In response to a query from Councillor N Symonds, the Head of Operations explained that working collaboratively and in

partnership with national and local organisations on key strategic themes, would support residents and children in becoming more active, but it was recognised that it was everybody's responsibility to encourage physical activity. The Head of Operations commented that it was about improving the infrastructure and modernising the approach to physical activity, e.g. cycling and making this more popular by developing partnership working and a supportive structure.

The Leisure Services Development Manager provided a summary of the role of religious groups in terms of their contribution to the community.

In response to a query, the Head of Operations explained how the Council supported the promotion of health to its staff.

Councillor M Freeman referred to the role of the community including local businesses in supporting activity. He suggested that businesses could provide showers for e.g. cyclists. Councillor A Alder commented that going to the gym was not attractive to everyone and that it was about looking at an individual's lifestyle to see how best activity could be optimised.

The Committee approved the report, as now submitted.

RESOLVED – that (A) Members' comments now detailed on the draft Physical Activity Strategy within Essential Reference Paper "B" of the report submitted, be incorporated prior to public consultation; and

(B) the strategy be supported for submission to the Executive in summer 2017 for approval.

651 COMMUNITY SCRUTINY WORK PROGRAMME

The Chairman of Community Scrutiny committee submitted a report setting out the arrangements for the work programme in the context of changes to the scrutiny committee system.

The Scrutiny Officer referred Members to the Annual Scrutiny

Report which would be published shortly and which would provide feedback on scrutiny work and outcomes for the civic year 2016/17.

The Committee noted the work programme for Community Scrutiny Committee under the new scrutiny system.

RESOLVED – that the work programme for Community Scrutiny Committee be included in the Scrutiny Committee Work Plans under the new scrutiny arrangements.

The meeting closed at 8.42 pm

Chairman

Date

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HR

HR

MINUTES OF A MEETING OF THE
HUMAN RESOURCES COMMITTEE HELD
IN THE COUNCIL CHAMBER,
WALLFIELDS, HERTFORD ON
WEDNESDAY 19 APRIL 2017, AT 3.00 PM

PRESENT: Councillor C Woodward (Chairman)
Councillors S Bull, S Cousins, J Goodeve,
P Ruffles and M Stevenson.

OFFICERS IN ATTENDANCE:

Emma Freeman	- Head of Human Resources and Organisation Development
Peter Mannings	- Democratic Services Officer

683 PAY POLICY STATEMENT 2017/18

The Head of Human Resources and Organisation Development submitted a report seeking approval of the Pay Policy Statement 2017/18 and pay scale points for Directors. The Head summarised the salient points detailed in the report submitted. She referred to the Localism Act and data regarding senior Officers pay and remuneration compared to the rest of the organisation.

Members were advised that the Heads of Service performance increments would also apply to Directors and pay would rise and fall for them as it currently did for Heads of Service via spinal column points. The Head explained the intended system for scoring of performance for the Leadership Team involving the Executive, Directors, the Leader and the Chief Executive. She also reminded the Committee that the 2 Directors no longer had a specific title other than Director.

The Head confirmed to Councillor S Bull that Unison had agreed in principle, to the above system of performance

monitoring. The Chairman referred to the evaluation of jobs against the pay policy. The Head advised that a significant number of jobs had already been evaluated.

The Head made a number of comments regarding the content of the pay policy statement. She responded to comments from the Chairman and Councillor S Cousins regarding the Local Government Pension Scheme. She also referred to the current situation regarding the local award following comments from the Chairman.

Members supported a recommendation to Council to approve the Pay Policy Statement 2017/18 and a pay scale for Directors.

RESOLVED – that Council be advised that (A) the 2017/18 Pay Policy statement, be approved; and

(B) the pay scale points for Directors be approved.

684 MINUTES – 18 JANUARY 2017

Members requested that any questions that Officers were unable to answer in meetings of this Committee be included in the Minutes rather than Members being provided with the answers separately by e-mail. The Head of Human Resources and Organisation Development confirmed that the Dementia Friends course had been advertised by the Scrutiny Officer in the Members' Information Bulletin.

The Head confirmed that following the outcome of the diversity review there would be recommendations for the Committee to consider at the next meeting in July 2017.

Councillor M Stevenson referred to safety in Car Parks. The Head advised that the Health and Safety Officer inspected East Herts Car Parks for safety and reported back to the Health and Safety Committee.

RESOLVED – that the Minutes of the meeting held on 18 January 2017, be confirmed as a correct record and signed by the Chairman, subject to the following amendment:

Minute 531 – Management Development Programme.

Insert in second paragraph –
'Storyteller – the ability to tell a story in an effective and plausible way is crucial. Being able to fashion and communicate options for the future, however tentative or experimental, will be critical in engaging service users, citizens and staff in redesigning services. This may involve not just traditional modes of communication but increasingly, better use of new and multimedia resources'.

685 CHAIRMAN'S ANNOUNCEMENTS

The Chairman thanked Members for the opportunity to serve again as Chairman of the Committee. He also thanked Members for all their efforts in the 2016/17 civic year.

686 HUMAN RESOURCES MANAGEMENT STATISTICS –
QUARTERLY REPORT

The Head of Human Resources and Organisation Development submitted a report setting out management statistics for the period January 2017 to March 2017. The Head summarised the report and highlighted a number of key areas. She referred to the current headcount of 362 and this equated to 307 full time equivalent posts.

The Head referred to a hold on vacant posts in customer services and Members were reminded of the digital East Herts project and the plan for a single customer services centre. She referred to the use of temporary staff as required.

Members were advised that the turnover rate was under target as this had been a high turnover year due to service changes or restructures. The Head summarised the percentage of Officers that had moved on to new employers due to restructures or had chosen to leave for retirement or a career change.

The Head referred to a reportable incident involving an Officer that had required a visit to Accident and Emergency. Members were advised of current performance and targets regarding PDRs and Officers attending inductions. Members were also advised of percentages and targets regarding Black, Asian and Minority Ethnic (BAME) employees and the gender balance of the Leadership Team and the overall workforce.

The Head responded to a number of comments and queries from Members regarding targets and performance within the quarterly report. Councillor P Ruffles requested that Members be kept more informed regarding the Human Resources Management Statistics going forward. The Committee approved the report, as now detailed.

RESOLVED – that the Human Management Statistics for January 2017 to March 2017 as now submitted, be noted.

687 LOCAL JOINT PANEL – MINUTES – 15 MARCH 2017

Members noted that the Local Joint Panel meeting scheduled to take place on 15 March 2017 had been cancelled.

688 HEALTH AND SAFETY: MINUTES

The Minutes of the Health and Safety Committee held on 26 January 2017 were submitted for information.

RESOLVED – that the Minutes of the meeting held

on 26 January 2017 be received.

The meeting closed at 4.16 pm

Chairman

Date

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MINUTES OF A MEETING OF THE
DEVELOPMENT MANAGEMENT
COMMITTEE HELD IN THE COUNCIL
CHAMBER, WALLFIELDS, HERTFORD ON
WEDNESDAY 26 APRIL 2017, AT 7.00 PM

PRESENT: Councillor T Page (Chairman)
Councillors M Allen, D Andrews, R Brunton,
M Casey, B Deering, M Freeman,
J Goodeve, J Jones, D Oldridge, R Standley
and K Warnell.

ALSO PRESENT:

Councillors P Boylan, M Pope, S Reed,
P Ruffles and S Rutland-Barsby.

OFFICERS IN ATTENDANCE:

Liz Aston	- Development Team Manager (East)
Victoria Clothier	- Legal Services Manager
Paul Dean	- Principal Planning Enforcement Officer
Peter Mannings	- Democratic Services Officer
Alison Young	- Development Manager

689 CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that application 3/17/0021/OUT had been withdrawn. He advised that the fact finding trip for Members to South Cambridgeshire had been arranged for Friday 14 July 2017. Members should confirm their attendance by replying to an e-mail sent on 25 April 2017 or by replying directly to the Scrutiny Officer.

The Chairman thanked Officers for their advice and guidance during the 2016/17 civic year. He thanked

Members for entrusting him as the Chairman and in particular, he thanked the Executive Member for Development Management and Council Support for her support and advice.

690 MINUTES – 5 APRIL 2017

RESOLVED – that the Minutes of the meeting held on 5 April 2017 be confirmed as a correct record and signed by the Chairman.

691 3/16/2114/HH – SUBTERRANEAN EXTENSION TO FORM BASEMENT SWIMMING POOL AND PARKING AREA AT ROWNEYBURY, HARLOW ROAD, SAWBRIDGEWORTH, CM21 0AJ FOR MR JOHNSON

Mr Cavill addressed the Committee in support of the application.

The Head of Planning and Building Control recommended that in respect of application 3/16/2114/HH, planning permission be refused for the reasons detailed in the report now submitted.

The Head summarised the application and detailed the relevant planning history. The extra information requested by Members had been submitted and Members had been provided with a pack regarding the submitted information. The excavated material would now be removed from the site and County Highways had been consulted and had raised no objections.

The Head referred to a recent appeal decision for a significantly smaller but similar scheme in Hertingfordbury. The inspector had acknowledged the limited harm to the Green Belt but had dismissed the appeal due to policies regarding inappropriate development in the Green Belt. The Head stated that the proposed development was for a 570% increase and this was clearly inappropriate development.

Councillor D Oldridge referred to the previous scheme and the damage to the Green Belt. He referred to the 8 months of 6 trucks taking material away from the site and felt that this would cause significant harm to the Green Belt. He concluded that the harm clearly outweighed the benefits and the scheme should benefit a lot more people before it could be supported.

Councillor M Casey stated his initial sympathy for the application. He confirmed that now he had seen the precedent set by the appeal decision and the size of the scheme versus the original house, the development was disproportionate and he could not support the scheme.

In response to comments from Councillors D Andrews and R Brunton, the Head confirmed that applications for extensions in the Green Belt can only be approved if they were not disproportionate and this scheme was clearly disproportionate. The application should therefore be refused unless there were very special circumstances that outweighed the harm.

The Legal Services Manager confirmed to Councillor K Warnell that, as regards the setting of a precedent, a decision from an appeal inspector was clearly distinguishable from a decision from the Authority on a planning application. The Head advised Councillor M Allen on the government guidance regarding the size and scale of a proposed development and whether this was disproportionate to the original dwelling.

The Head responded to a query from Councillor J Jones by stating that the 570% increase was not defined in the NPPF in terms of a specifically defined extension. The issue was the size of the development rather than an increase in floor space. The proposal was for a specific purpose and Members must consider what it could be used for in future. The applicant's choice to make the application was for personal circumstances and as such this was not a material planning consideration and did not constitute special circumstances in the Green Belt.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that in respect of application 3/16/2114/HH, planning permission be refused for the reasons detailed in the report.

- 692 A) 3/17/0002/FUL AND 3/17/0003/LBC – ALTERATIONS TO AND CHANGE OF USE OF 1) MODERN AGRICULTURAL BUILDING TO B1: LIGHT INDUSTRIAL 2) WESTERN RANGE OF AGRICULTURAL BUILDINGS AND GRANARY TO B1:OFFICE AND 3) EASTERN RANGE OF AGRICULTURAL BUILDINGS TO DUAL USE OFFICE/RESIDENTIAL. DEMOLITION OF EXISTING SHEDS AND COVERED YARD. PARTIAL INFILLING AND REGRADING OF FORMER SLURRY PIT TO PROVIDE BALANCING POND AND ASSOCIATED LANDSCAPING AT WIDFORDBURY FARM, WARE ROAD, WIDFORD, SG12 8RL FOR MR NICHOLAS BUXTON
-

The Head of Planning and Building Control recommended that in respect of applications 3/17/0002/FUL and 3/17/0003/LBC, planning permission and listed building consent be granted subject to the conditions detailed in the report now submitted.

The Head summarised the application and explained that some of the buildings were curtilage listed and the eastern most group of buildings were also included on the Authority's buildings at risk register. The site was within the rural area and the western most utilitarian buildings were not curtilage listed. The application was covered by rural policy which permitted the reuse of redundant agricultural rural buildings.

Members were advised that there were no objections from statutory consultees and the Council's conservation advisor had recommended the application for approval as had Officers for all the reasons detailed in the report.

Councillor R Brunton, as the local ward Member, referred to the well written rural area policy and stated that the application had his full support.

The Head confirmed to Councillor J Jones that a footpath diversion would be required and the Countryside Access Officer had no objections. The applicant would have to apply to the Rights of Way Officer and this matter would then be for Hertfordshire County Council to resolve going forward. Following comments from Councillors M Allen, J Jones and M Freeman, the Head advised that it would be for the County Council to remedy the issue of the right of way if this was being obstructed by any boundary treatment works.

After being put to the meeting and a vote taken, the Committee accepted the recommendations of the Head of Planning and Building Control as now submitted.

RESOLVED – that in respect of applications 3/17/0002/FUL and 3/17/0003/LBC, planning permission and listed building consent be granted subject to the conditions detailed in the report.

693 3/15/0561/FUL – PART DEMOLITION OF NIGHT CLUB BUILDING (SUI GENERIS USE) TO FACILITATE THE REDEVELOPMENT WITH COMMERCIAL/RETAIL USE ON THE GROUND FLOOR AND 10 RESIDENTIAL UNITS ON THREE UPPER FLOORS AT 20 AMWELL END, WARE FOR AMWELL END LTD

Mr Kirby addressed the Committee in support of the application. Councillor M Pope addressed the Committee as a local ward Member.

The Head of Planning and Building Control recommended that, subject to the completion of a Section 106 Legal Agreement, in respect of application 3/15/0561/FUL, planning permission be granted subject to the conditions detailed in the previous report dated 14 September 2016.

The Head summarised the application and detailed the relevant planning history. Members were advised that despite meetings between the applicant and the two adjoining landowners there had been no agreement regarding access to the site for car parking.

Members were advised that the applicant was unable to include car parking within the unit as there was no right of way agreement and this would also make the development unviable by limiting the retail floor space and limiting the viability and vitality of the local shopping centre. The applicant had stated that the flats would not reduce the car parking available for the shops and Officers were aware that Members had previously expressed concerns about this.

The Head reminded Members that the parking spaces for the shops were covered by 20 minute waiting restrictions whilst the shops were open. Officers felt that the scheme would improve the appearance of the site, the retail offer at Amwell End, and also help with the Authority demonstrating a 5 year supply of housing land.

The Head concluded that this was a highly sustainable site close to the train station and other town centre amenities. Officers felt that on balance, the scheme should be supported subject to conditions and a Section 106 Legal Agreement.

Councillor J Goodeve referred to the lack of dedicated cycle storage. Councillor D Andrews commented on the unrealistic expectation that 10 residential units would not create a demand for car parking. He queried the speaker's point that deliveries to the shops worked well when he was aware that Amwell End was often gridlocked with cars parked on pavements on both sides of the road. He concluded that he was supportive of the application with considerable misgivings.

Councillor M Freeman felt that potential buyers would know the situation before buying and the lack of parking

would suit the way of life of those who did not drive and relied on public transport. Councillor D Oldridge stressed that Officers had done what they could with the developer to achieve car parking on site. He concluded that the development would not severely impact on the area and would significantly improve the look and feel of Amwell End and regenerate the area as the former night club was an eyesore.

A number of Members continued to debate the issue of car parking and the positive and negative impacts of the application on Amwell End. The Head advised that there was cycle provision for 20 bikes proposed within the building. Members were advised that the site was close to public transport and close to options for sustainable transport measures available within the town centre.

The Head confirmed that the reference to 'car free' was a planning term that meant 'car parking free'. There were many examples of this in town centres and it worked well for smaller schemes. After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that, subject to the completion of a legal agreement, in respect of application 3/15/0561/FUL, planning permission be granted subject to the conditions detailed in the previous report dated 14 September 2016.

694 3/17/0388/HH – SINGLE STOREY SIDE AND REAR
EXTENSIONS AND ALTERATIONS TO FENESTRATION AT
TARRAS, CHURCH END, LITTLE HADHAM, SG11 2DY FOR
MR AND MRS STANDEN

The Head of Planning and Building Control recommended that in respect of application 3/17/0388/HH, planning permission be granted subject to the conditions detailed in the report now submitted.

The Head summarised the application and explained that it was being reported to Members as the applicant was an Officer of the Authority. Members were advised that due to the size and scale of the proposed extensions, the application constituted appropriate development in the rural area and there would be no impact on neighbouring properties.

The Head advised that the only representation had been received from Hertfordshire County Council's historic environment unit as the site was an area of archaeological significance and they had suggested a scheme of archaeological investigation should the application be approved.

After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that in respect of application 3/17/0388/HH, planning permission be granted subject to the conditions detailed in the report.

695 3/17/0435/HH – PROPOSED SINGLE STOREY SIDE
EXTENSION (FLAT ROOF ORANGERY EXTENSION WITH
LANTERN) AT SCHUBERTS, TOWER HILL, MUCH
HADHAM, SG10 6DL FOR MR I DEVONSHIRE

The Head of Planning and Building Control recommended that in respect of application 3/17/0435/HH, planning permission be granted subject to the conditions detailed in the report now submitted.

The Head advised that the application was being reported to the Committee as the applicant was a Member of the Authority. The site was located within the built up area of Much Hadham and there was no objection in principle to the development.

Members were advised that the very limited single storey extension to the northern elevation of the building would

cause no adverse impacts for the occupiers of immediately adjacent dwellings.

The Head concluded that the development would have a limited impact on the character and appearance of the dwelling and the wider conservation area and no adverse comments had been received by Officers. After being put to the meeting and a vote taken, the Committee accepted the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that in respect of application 3/17/0435/HH, planning permission be granted subject to the conditions detailed in the report.

696 ITEMS FOR REPORTING AND NOTING

At the invitation of the Chairman, the Head of Planning and Building Control highlighted a number of recent appeal decisions and referred in detail to a number of points of interest.

RESOLVED – that the following reports be noted:

- (A) Appeals against refusal of planning permission / non-determination;
- (B) Planning Appeals lodged;
- (C) Planning Appeals: Inquiry and Informal Hearing dates; and
- (D) Planning Statistics.

The meeting closed at 8.23 pm

Chairman

Date

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MINUTES OF A MEETING OF THE
DEVELOPMENT MANAGEMENT
COMMITTEE HELD IN THE THE MITRE
SUITE, BISHOPS STORTFORD FOOTBALL
CLUB, WOODSIDE, DUNMOW ROAD,
BISHOP'S STORTFORD ON WEDNESDAY
17 MAY 2017, AT 7.00 PM

PRESENT: Councillor T Page (Chairman)
Councillors M Allen, D Andrews, P Ballam,
R Brunton, S Bull, M Casey, B Deering,
J Goodeve, J Jones and R Standley.

ALSO PRESENT:

Councillors G Cutting, G Jones, P Ruffles,
S Rutland-Barsby, N Symonds, C Woodward
and J Wyllie.

OFFICERS IN ATTENDANCE:

Victoria Clothier	- Legal Services Manager
Peter Mannings	- Democratic Services Officer
Kevin Steptoe	- Head of Planning and Building Control Services
Stephen Tapper	- Senior Planning Officer

ALSO IN ATTENDANCE:

Mark Youngman	- Hertfordshire Highways
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26 APOLOGIES

Apologies for absence were submitted on behalf of
Councillors M Freeman and K Warnell. It was noted that
Councillors S Bull and S Cousins were substituting for
Councillors M Freeman and K Warnell.

27 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed the press and public and outlined the housekeep arrangements. He stated that Councillor K Warnell had submitted his apologies to avoid any perception of bias as he had been actively involved in chairing meetings regarding the Bishop's Stortford Neighbourhood Plan.

The Chairman advised that the Committee would return to the normal schedule of meetings on 24 May 2017.

28 DECLARATIONS OF INTEREST

Councillor J Goodeve declared an interest in application 3/16/0530/OUT in the interests of transparency. She declared that her daughter was currently doing her university industrial placement year at Kier and that she had been made a verbal offer of employment upon graduation in 2018 and Kier formed part of Solum Regeneration who were the applicant. She wished to put on record this had no impact on her role as a DMC member and that she would make her judgement on the application with an open mind, listening to all the evidence.

29 3/16/0530/OUT - A HYBRID PLANNING APPLICATION FOR THE COMPREHENSIVE REDEVELOPMENT OF THE 5.82 HA GOODS YARD SITE FOR MIXED USE PURPOSES AT THE FORMER BISHOP'S STORTFORD GOODS YARD, STATION ROAD, BISHOP'S STORTFORD FOR SOLUM REGENERATION

The following addressed the Committee in objection to the application:

- Mr Rhodes (Bishop's Stortford Civic Federation)
- Mrs Goldspink
- Dr Wilson

The following addressed the Committee in support of the application:

- Mr Serginson (Solum Regeneration – Applicant)
- Mr Green (Savills – Applicant's Agent)

Councillor R Gilbert addressed the Committee in objection to the application of behalf of Bishop's Stortford Town Council. Councillors G Cutting and N Symonds addressed the Committee as local ward Members in respect of a number of concerns regarding the application.

The Head of Planning and Building Control recommended that in respect of application 3/16/0530/OUT, subject to a Section 106 agreement, planning permission be granted subject to the conditions detailed in the report now submitted.

The Chairman referred to what was a complex application with a lot of associated documents for Members to consider. He summarised the application and invited the Head of Planning and Building Control to present the report.

The Head of Planning and Building Control referred to the additional representations summary and to an online petition submitted by the local Labour party. Officers pointed out that the postal addresses of signatories were not included in the petition and that the petition did not point to any particular issues. The Head also referred to a representation from the owner of the nearby Leisure Centre. The Chairman agreed that the remaining items in the update could be taken as read.

The Head summarised a number of key issues in the report and detailed the elements of the hybrid application that were in phase 1 and the particulars of the application that were in phases 2 to 4. Members were advised that prior to the amendment to the application that converted phases 2-3 to outline, a number of aspects of the

proposed development were considered unsatisfactory: the housing typology, the quality of the planned open space and riverside and the lack of enhancement to biodiversity. The site was considered very suitable for business uses which had not been included in the application.

The Head referred to details of phase 1 including traffic modelling of the planned north/south link road and its impact on the Hockerill controlled junction. Members were advised that the alignment of this link road could be changed to enable the road to be managed as either a route for buses, taxis and cycles only or as an all traffic through route following further modelling work.

Members were also advised that the scheme would improve the bus station and taxi rank as well as the quality of footpaths and cycle links. The Head stated that these planned improvements must connect to existing routes outside the site.

The Head referred to the importance of adequate and ample car parking. He made a final key point in terms of the amount of affordable housing proposed and its dependency on the financial viability of the development. He referred to financial contributions regarding infrastructure and the applicants' agreement to future reviews of the financial viability of the development that could lead to more affordable housing and social infrastructure improvements in due course.

Councillor M Casey made a number of points including whether the application could be deferred so the applicant could resubmit a full application for the whole site. He stated that he was in favour in principle of the scheme but was surprised that the link road was for buses and taxis only.

Councillor M Casey felt that this north/south link road should be open to all traffic and was of the view that the application was not in accord with the Bishop's Stortford

Town Centre Planning Framework. He concluded that the application constituted overdevelopment and the design in particular was horrendous and would be of no benefit to Bishop's Stortford.

Councillor D Andrews felt that the scheme was overdevelopment and expressed concerns regarding the transport interchange, the north/south link road and car parking. He expressed strong concerns in respect of the 'Lego' based design of the proposed development and felt that locating the multi storey car parks underground would result in a reduction in density above ground with more open space and less of a canyon effect. Councillor D Andrews considered that residents would suffer a poor standard of amenity by having a single aspect to the north with a consequent absence of direct sunlight and an unattractive outlook over a surface car parking area and a multi-storey car park.

Councillor D Andrews referred to this site being a good location for affordable housing yet the applicant was only offering 20% on one of the most sustainable sites in East Herts. He had concerns regarding the likely quality of living on the site and this was perhaps one of the most important decisions yet faced by Members of this Committee.

Councillor B Deering expressed sympathy with what was a benchmark development and he referred to a number of issues regarding architecture and design. He commented that the suggested phasing was pushing many of the more difficult decisions into the remaining phases of the proposed scheme.

Councillor J Jones felt that the scheme was a poor design and he was uncomfortable with many elements of phase 1. He referred to poor architectural proposals for a development that was in a very prominent position. Councillor R Brunton felt that the matter of viability carried very little weight. Councillor S Cousins commented that the proposed development would not be nice to live in or

to look at.

The Head summarised the policy background with reference to the East Herts Local Plan Second Review April 2007 being non-compliant with the latest national planning policy in particular with regard to the supply of land for housing. He advised that this had to be given significant weight. He referred to non-compliance with the emerging District Plan although this had not yet been through the examination process. He referred to any unresolved objections with the District Plan and the policies that were relevant to the proposed development and this site to give a context with regard to the weight that could be given to the emerging plan.

Members were reminded of the importance of housing delivery and the Council's current non-compliance with the need to demonstrate a 5 year supply of housing land. The Head referred to the presumption in favour of sustainable development unless the harm from any development was significant and demonstrable. Members were advised not to give weight to what might follow in later phases on the site other than to take into account the outline parameters.

The Head referred to the unconventional relationship in this case between the landowner and the applicant, which was a joint venture between Network Rail and Kier Homes. He stated that consultants had carefully and thoroughly considered the value of the scheme for the residents of Bishop's Stortford. He also stated that the matter of 20% affordable housing had been thoroughly tested against viability.

Members were advised that deferral was always an option but the application had been with the Authority for over a year and an agreement had been reached that the application would be determined by 31 May 2017, thereby reducing the likelihood of an appeal. Officers could go back to see if there was a willingness to negotiate further with the Applicants. There was always a risk that the

applicant could appeal non-determination after 31 May, should the application be deferred by Members.

In response to the comments and concerns regarding Highways, Mark Youngman from HCC Highways made a number of detailed points in relation to Essential Reference Paper 'D'. He emphasised that the impact of the scheme on the public highway had not been classed as severe, which was the test in the NPPF, and the sustainable location was a key consideration with this application. Members were advised that various traffic models had indicated that turning the north/south link road into a route for private cars was not a solution to the traffic problems in Bishop's Stortford. Highways Officers were also concerned that a further traffic route in front of the station would cause a degree of severance on the site.

The Highways Officer responded to comments from Councillor P Ballam regarding the practicalities of restricting certain modes of transport from using the north/south link road.

The Head responded in detail to a point raised by Councillor D Andrews regarding viability and paragraph 9.3.9 in the report submitted regarding the hotel and improvements in its design. The Head commented on the high density of the development and the need to reach a view on the importance of housing delivery versus the risks associated with not making a decision at this time.

The Chairman commented on the balance of considerations and whether more harm than good would result from this application. He also referred to the various aspects of the Bishop's Stortford Town Centre Framework.

The Head referred to policy compliance and advised that very rarely did an application comply with all local and national planning policy. Members should bear in mind the facilities and services for residents and they should

consider whether the benefits outweighed the harm. The Head referred to the NPPF test that was quite high in terms of whether the harm was significant and demonstrable. He referred to the emerging framework and the policy aspirations of the Council in relation to the site.

The Legal Services Manager advised that Members must be very specific regarding their reasons should the Committee be minded to defer the application. She advised that a single reason should be given rather than an extensive list. She commented that deferral would be dependent on whether the applicant would be willing to extend the time beyond 31 May 2017 for further dialogue with Officers.

Councillor R Brunton proposed and Councillor D Andrews seconded, a motion that application 3/16/0530/OUT be deferred to enable Officers to engage with the applicant regarding the design, density and architecture of the application as well as car parking, the north/south road link, loss of habitat and archaeology issues.

After being put to the meeting and a vote taken, this motion was declared LOST.

Councillor M Casey proposed and Councillor B Deering seconded, a motion that application 3/16/0530/OUT be refused on the following grounds:

1. That the design and architecture of Phase 1 of the proposed development was not of the high standard anticipated by the NPPF and development plan policies. Its appearance did not reflect the heritage and character of the market town and the river corridor by reason of the height and design of the buildings and the density of residential development. It failed to create a suitably attractive and memorable gateway to the town.
2. The application proposed no affordable housing

within residential blocks S1 and S2, and only 20% across the site as a whole and this was contrary to the Council's expectation that all developments of 15 or more dwellings provide up to 40% of the housing as affordable in order to make a contribution towards meeting local housing needs.

3. The occupiers of some flats within the residential blocks S1 and S2 will suffer a poor standard of amenity by reason of having a single aspect to the north, with a consequent absence of direct sunlight and an unattractive outlook over a surface car parking area and a multi-storey car park.
4. The number of parking spaces (31) allocated to residential blocks S1 and S2 would be at a ratio of 0.25 spaces per dwelling, which was contrary to the Council's standards. This shortfall would be likely to lead to indiscriminate parking in the locality, interference with the free flow of traffic, poor amenity for occupiers and detriment to the appearance of the site and its surroundings.

The Legal Services Manager advised the Committee that before a vote was taken she wanted to remind them that if they were minded to go against the Officer recommendation they must give sound planning reasons.

After being put to the meeting and a vote taken, this motion was declared CARRIED. The Committee rejected the recommendation of the Head of Planning and Building Control as now submitted.

RESOLVED – that, in respect of application 3/16/0530/OUT, outline planning permission be refused for the following reasons:

- 1 The design and architecture of Phase 1 of the proposed development was not of the high standard anticipated by the NPPF and development plan policies. In particular, its

appearance does not reflect the heritage and character of the market town and the river corridor by reason of the height and design of the buildings and the density of residential development. It failed to create a suitably attractive and memorable gateway to the town. It was therefore contrary to paragraph 58 of the NPPF, policy ENV 1 of the East Herts Local Plan Second Review April 2007, policies DES 3 and BISH 7 of the East Herts Submission District Plan and policy GY1 of the Examination Copy of the Bishop's Stortford Neighbourhood Plan for All Saints, Central, South and Part of Thorley.

- 2 All phases of the development meets the Council's criteria for the suitability of a site to provide affordable housing but the application proposes no affordable housing within residential blocks S1 and S2, and only 20% across the site as a whole. This was contrary to the Council's expectation that all developments of 15 or more dwellings provide up to 40% of the housing as affordable in order to make a contribution towards meeting local housing needs. It is therefore contrary to policies HSG 3 and HSG 4 of the East Herts Local Plan Second Review April 2007, policies HOU 3 and BISH 7 of the East Herts Submission District Plan and policy HDP 4 of the Examination Copy of the Bishop's Stortford Neighbourhood Plan for All Saints, Central, South and Part of Thorley.
- 3 The occupiers of some flats within the residential blocks S1 and S2 will suffer a poor standard of amenity by reason of having a single aspect to the north, with a consequent absence of direct sunlight and an unattractive outlook over a surface car parking area and a multi-storey car park. This would be contrary

to policies ENV 1 of the East Herts Local Plan Second Review April 2007, policy BISH 7(j) of the East Herts Submission District Plan and policy HDP 1(d) of the Examination Copy of the Bishop's Stortford Neighbourhood Plan for All Saints, Central, South and Part of Thorley.

- 4 The number of parking spaces (31) allocated to residential blocks S1 and S2 would be at a ratio of 0.25 spaces per dwelling, which is contrary to the Council's standard, which, taking into account the location adjacent to the town centre and transport interchange, would be 55 spaces, which was a ratio of 0.45 This shortfall would be likely to lead to indiscriminate parking in the locality, interference with the free flow of traffic, poor amenity for occupiers and detriment to the appearance of the site and its surroundings. It is therefore contrary to policy TR 7 of the East Herts Local Plan Second Review April 2007, policy TRA 3 of the East Herts Submission District Plan and policy TP 8 of the Examination Copy of the Bishop's Stortford Neighbourhood Plan for All Saints, Central, South and Part of Thorley.

Note – Councillor M Allen arrived after the meeting had started and took no part in the debate or vote.

The meeting closed at 9.43 pm

Chairman

Date

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MINUTES OF A MEETING OF THE
PERFORMANCE, AUDIT AND
GOVERNANCE SCRUTINY COMMITTEE
HELD IN THE COUNCIL CHAMBER,
WALLFIELDS, HERTFORD ON TUESDAY
23 MAY 2017, AT 7.00 PM

PRESENT: Councillor M Pope (Chairman)
Councillors A Alder, P Ballam, R Henson,
J Kaye, W Mortimer, D Oldridge, L Radford,
S Reed, P Ruffles, S Stainsby, T Stowe,
C Woodward and J Wyllie.

ALSO PRESENT:

Councillors M Allen, M Freeman,
M Stevenson and G Williamson.

OFFICERS IN ATTENDANCE:

Lorraine Blackburn	- Democratic Services Officer
Isabel Brittain	- Head of Strategic Finance and Property
Fiona Corcoran	- Scrutiny Officer
Emily Coulter	- Graduate Management Trainee
Jonathan Geall	- Head of Housing and Health
Louise Harris	- Housing Strategy and Development Manager
Jess Khanom	- Head of Operations
Mark Kingsland	- Leisure Services-Manager
Claire Pullen	- Engagement and Partnerships Officer (Grants)

Alison Stuart	- Head of Legal and Democratic Services
Noel Wallis	- Information Analyst
Liz Watts	- Chief Executive
Ben Wood	- Head of Communications, Strategy and Policy

ALSO IN ATTENDANCE:

Darren Bowler	- Shared Anti Fraud Service
Nick Jennings	- Shared Anti Fraud Service

30 COVALENT DEMONSTRATION: ONLINE PORTAL FOR MEMBERS TO ACCESS PERFORMANCE DATA

The Improvement and Insight Analyst provided a demonstration on the on-line portal Covalent which provided time relevant and detailed information on the performance of the Council.

In response to a query from Councillor M Allen, the Officer explained that the information provided was “read only” and therefore could not be altered in any way.

The Head of Communications, Strategy and Policy explained that the system now used was an improvement on that used 18 months ago in that it was “live” and was a better product than in the past; used less resources and provided more timely information. He reminded Members that any issue of concern to Members could be “drilled down” for a more complete analysis and the issue explored further with the appropriate Officer.

Members received the presentation.

RESOLVED – that the presentation be received.

31 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Members and guests to the newly established Performance, Audit and Governance Scrutiny Committee.

The Chairman stated that, with Members' consent, agenda item 9 (Scott's Grotto; Asset Transfer) be considered after agenda item 5 (Declarations of Interest). This was supported.

32 APPOINTMENT OF VICE-CHAIRMAN

It was moved by Councillor J Kaye and seconded by Councillor C Woodward that Councillor J Wyllie be appointed Vice-Chairman of Performance Audit and Governance Scrutiny Committee for the Civic Year 2017/18.

RESOLVED – that Councillor J Wyllie be appointed Vice-Chairman of Performance, Audit and Governance Scrutiny Committee for the Civic Year 2017/18.

33 APOLOGIES

Apologies for absence were submitted on behalf of Councillors P Boylan and K Crofton. It was noted that Councillors C Woodward and Councillor W Mortimer were substituting for Councillors P Boylan and Councillor K Crofton respectively.

34 DECLARATIONS OF INTEREST

Councillor P Ruffles commented that although not a disclosable pecuniary interest, he asked that his membership of Ware Society be recorded and that he was also a "Champion" of the Historic and Built Environment.

Councillor P Ballam asked that her membership of Ware Society also be noted.

The Committee Chairman, Councillor M Pope asked that his membership of Ware Society and Ware Town Council be noted.

35 SCOTT'S GROTTO ASSET TRANSFER

The Executive Member for Economic Development submitted a report setting out the background of Scott's Grotto in Ware and of the options available in terms of its future management arrangements. The Head of Communications, Strategy and Policy explained that ultimately, any decision to dispose of Scott's Grotto would be taken by the Executive but welcomed the views of Scrutiny Committee Members on the issues outlined in the report. He provided a summary of the report and highlighted the options for Members' consideration, which included the establishment of a trust and transferring Scott's Grotto or a "do nothing" approach.

The National Management Trainee provided an overview of the report adding that Members' views were also being sought on the best model which could be adopted, adding that if Executive Members agreed to support the establishment of a Trust, then its governance arrangements and objectives must be appropriate and sustainable.

Three Members of Ware Society were in attendance and referred to the Society's long and harmonious relationship with the Council. A brief overview of its historical value and local interest was provided. The Society's representative explained that its "ad hoc" management arrangements were no longer adequate and that the Grotto was falling into disrepair as the recent condition survey had revealed. The Society supported the establishment of a Trust represented by both parties and urged Members to support a one-off lump sum to carry out urgent works.

Members debated the report at length, including the establishment of a Trust, and discussed in detail, the impact of this generally and financially on prospective Trustees. Members supported the concept of establishing a Trust in order to secure the advancement of Ware's heritage by

protecting the Grotto, summerhouse and the surrounding gardens and in ensuring that it continued to be available to the community.

In relation to the appointment of trustees, Members debated the liability of trustees and were of the view that if a Trust was to be established then any trustee (of at least three) should be appointed with the appropriate skills and areas of expertise to support the Trust's objectives and sustainability. Additionally, legal advice would need to be obtained on the issue of a trustee's indemnity in order to minimise their liability.

The Head of Communications, Policy and Strategy commented that the establishment of a Trust would help in securing grant funding. This was supported.

Members debated at length the best financial model to adopt, (given the condition survey) and one which might incentivise sustainability. Ware Society supported a "one-off" payment. Members were of the view that grant funding should also be explored.

The Head of Strategic Finance and Property explained that from a financial viewpoint, the preferred approach of the Council would be to support the allocation of a smaller lump sum as a means of securing match (grant) funding and to ring-fence the sum of £50,000 which would be released in agreed phases and should be subject to the provision of some form of service level agreement. This was supported.

The Head of Communications, Strategy and Policy acknowledged that any investment needed to first address urgent repair works.

Councillor P Ruffles stated that Members needed to make it clear to the Executive, that the successes of the past had been largely due to the work of Ware Society and while the Grotto did not fit within the Council's corporate priorities, the Council needed to be able to deal with "quirks" which were important to the District as a whole. Councillor P Ballam supported these comments adding that Scott's Grotto was the

largest in the country and brought community and educational benefits.

Members were of the view that the Executive be advised that Performance Audit and Governance supported the establishment of a trust, in order to secure the advancement of Ware's heritage by protecting the Grotto, its buildings and heritage and in ensuring that it continued to be available to the public. Additionally, Members acknowledged the need to appoint trustees (of at least three) with appropriate skills and areas of expertise in order to support objectives and sustainability but felt that the liability of those trustees needed further exploration to ensure the necessary safeguards were in place and to minimise their liability.

In terms of the best financial model, Members supported the allocation of a smaller lump sum (but that the sum of £50,000) be ring fenced as a means of securing match (grant) funding which would be released in agreed phases and subject to the provision of some form of service level agreement.

RESOLVED – that the Executive be advised (A) Performance, Audit and Governance Scrutiny Committee supports the establishment of a Trust, in order to secure the advancement of Ware's heritage by protecting the Grotto, its buildings and heritage and in ensuring that it continued to be available to the community as a whole;

(B) if a Trust was to be established, a minimum of three trustees be appointed with appropriate skills and areas of expertise, in order to support objectives and sustainability (once the necessary safeguards were in place to protect them and minimise their liability); and

(C) the allocation of a smaller lump sum be supported as the best financial model (but that the sum of £50,000) be ring fenced as a means of securing match (grant) funding which would be released in agreed phases and subject to the provision of some form of service level agreement.

36 SHARED ANTI-FRAUD SERVICE - MARCH 2017

The Shared Anti-Fraud Service (SAFs) submitted a report on the progress made against the Anti-Fraud Action Plan as at 31 July 2016.

The Counter Fraud Officer provided updates to the report which had been made after the report had been published. He explained that additional staff had been taken on board to add to the robustness of the service. The issue of value for money in relation to the service provided, investigation and detection of fraud was discussed and assurances provided by the Counter Fraud Officer. He explained the difficulties in trying to measure the value of the service as a deterrent but stated that as a “visible” deterrent to potential fraud, the service had value.

The Counter Fraud Officer explained that the Anti-Fraud and Corruption Policy was due for review. Members asked that the report be submitted to them for consideration.

The Counter Fraud Officer provided an update in relation to outstanding items on the action plan. Updates were also provided in relation to the “Cheater Campaign” and the value of running such a campaign in tandem with others. Councillor P Ballam asked if Fraud Awareness Training could be added to the work programme. This was supported.

In response to a query from Councillor D Oldridge regarding an excess of revenue which might be generated as a result of successful prosecutions, the County Fraud Officer assured Members that the revenue “stayed” with the Council. He explained in what circumstances and how, expenses between partner organisations were shared.

The Committee noted the progress of the Shared Anti-Fraud services and the progress made against the Anti-Fraud Action Plan 2016/17 and agreed the Anti-Fraud Action Plan 2017/18.

RESOLVED – that (A) the progress of the Shared Anti-

Fraud Service and the progress made against the Anti-Fraud Action Plan 2016/17 be noted; and

(B) the Anti-Fraud Action Plan 2017/18 be agreed.

37 ANNUAL LEISURE CONTRACT PERFORMANCE REPORT FOR 2016

The Head of Operations submitted a report on the eighth annual review of the Council's ten year leisure contract with Sport and Leisure Management Limited (SLM) trading as "Everyone Active". The Head of Operations and Leisure Services Manager provided a summary of the report which comprised two elements, performance in relation to the specification of the contract and qualitative successes and improvements.

Members sought and were provided with clarification on a number of issues including:

- Swim profiles and frequency (Hartham and Grange Paddocks swimming pools);
- Interventions to address the "drop off" in attendance in relation to the 60+ age range;
- Investment and the Council's liability;
- The curtailment of designated swimming areas for people with disabilities and whether this could be re-instated and extended to Grange Paddocks and Hartham Swimming Pools;
- Why public satisfaction levels for Grange Paddocks was only considered to be "Fair";
- Issues of cleanliness (Grange Paddocks), the aspirations of the public, monitoring and inspection levels;
- Competition from other (private) gyms and how well

SLM compared in terms of the services provided.

The Head of Operations explained that a full report would be presented to Overview and Scrutiny Committee on 13 June 2017 reviewing the future direction of travel of all leisure facilities. It was noted that the issue of equality and diversity was currently being reviewed by a Task and Finish group on leisure services issues.

The Chairman raised the issue of “Net Cost of the Leisure Service per user” and sought further information about national comparators. The Head of Operations undertook to review the figures on a county wide basis and write to Members.

The Committee received the Annual Report and asked that Members be provided with subsequent annual reports.

RESOLVED – that (A) the eighth Annual Report of the Council’s ten year leisure contract with SLM be received; and

(B) Members be provided with subsequent annual reports on the Council’s leisure contract providers.

38 HOUSING AND HEALTH STRATEGY ACTION PLAN UPDATE 2017

The Executive Member for Health and Wellbeing submitted a report setting out the progress made in 2016/17 in delivering the objectives stemming from the Housing and Health Strategy Action Plan 2016 – 2021 and future ways of achieving the objectives going forward. The Housing Development and Strategy Manager provided a summary of the report, highlighting the achievements made.

Councillor J Wyllie expressed concern that only 200 new affordable housing units had been delivered through housing associations. He felt that Planning Officers could do more to secure more affordable units and should adopt a stricter approach at the planning stage. The Housing Development

and Strategy Manager assured Members that in comparison to other districts, 200 was an achievement given the requirement to provide up to 40% on any new development relative to the density. Councillor J Kaye sought and was provided with clarification on the definition of affordable housing in relation to the elderly and vulnerable (which also included the young) and the types of accommodation which could be offered to them.

Councillor A Alder raised the issue of “downsizing” and whether this related just to tenancies. The Head of Housing and Health explained that this was being promoted across all tenures but that there was little which could be done in the private sector, although work was ongoing with Hertfordshire County Council. He provided an update on the “Safe and Well” project.

Councillor A Alder sought information in relation to the number of houses in multiple occupation and the composition of Accommodation Boards. The Housing Development and Strategy Manager provided further information on the composition of the boards and the Head of Housing and Health undertook to write to Members with further information on houses in multiple occupation.

Councillor C Woodward referred to the number of empty homes and that bringing more into use would reduce the Council’s liability. The Head of Housing and Health explained that the figure currently stood at 350 and that the target for bringing in long term problematic properties was 15. He explained that work was ongoing to categorise different types of properties.

The Committee noted the progress made in 2016/17 in delivering the objectives stemming from the Housing and Health Strategy Action Plan 2016-2021 and asked that Members’ views regarding the adoption of a stricter approach with developers on the issue of affordable housing provision be referred to the Head of Planning and Building Control.

RESOLVED – that (A) the progress made in 2016/17 in

delivering the objectives stemming from the Housing and Health Strategy Action Plan 2016-2021, be noted; and

(B) Members' views regarding the adoption of a stricter approach with developers on the issue of affordable housing provision be referred to the Head of Planning and Building Control.

39 RISK MANAGEMENT MONITORING - QUARTER 4

The Executive Member for Finance and Support Services submitted a report on the action taken to mitigate and control strategic risks during the period January to March 2017. The Head of Strategic Finance and Property provided a summary of the report.

In response to a query from the Chairman, the Head of Strategic Finance and Property explained the definition of inherent and residual risk in relation to Strategic Risk 3 (risk that supplier contractor or key third sector partner fails or failed to deliver).

Councillor D Oldridge suggested that if the inherent and residual risk matrix was the same then any controls in place were ineffective. The Chief Executive explained that in some situations such as government funding, circumstances constantly changed and would affect the matrix and might take the Council back to the same position. In relation to the Development of Old River Lane, Bishop's Stortford (SR16), the Chief Executive explained that the matrix had been affected by the appointment of property consultants and project consultants and that there was now a huge framework in place in moving the project forward.

The Committee received the report, as now detailed.

RESOLVED – that the report be received.

40 SCRUTINY WORK PROGRAMME

The Head of Legal and Democratic Services submitted a report outlining the draft future programme for Performance, Audit and Governance Scrutiny Committee. The Scrutiny Officer explained that the work programme was a draft of future projects and that Officers were looking to add more issues for scrutiny to review. She explained that support for scrutiny would be split between two Scrutiny Officers. The Scrutiny Officer explained that a special meeting would be arranged to consider what issues might be added to the draft work programme.

Councillor J Kaye suggested that many of the items appear to be “cyclical” and queried whether scrutiny would have the time and capacity to consider anything else. The Head of Strategic Finance and Property explained that the Statement of Accounts could be considered at a separate meeting.

RESOLVED – that the work programme as now detailed, be agreed.

The meeting closed at 9.37 pm

Chairman

Date

EAST HERTS COUNCIL

COUNCIL – 18 JULY 2017

REPORT BY CHAIRMEN OF SCRUTINY COMMITTEES FOR 2016/17

OVERVIEW AND SCRUTINY ANNUAL REPORT 2016/17

WARD(S) AFFECTED: None

Purpose/Summary of Report

- This cover report is to introduce the Overview and Scrutiny Annual Report 2016/17 on behalf of the Chairmen of Scrutiny Committees for that year.

<u>RECOMMENDATION FOR COUNCIL:</u> That:	
(A)	the Annual Report on the work of the East Herts Scrutiny Committees during 2016/17 be received and approved for publication.

1.0 Background

1.1 The Council's constitution states in Part 2 at paragraph 6.3 (c) that - "Scrutiny committees must report annually to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate."

1.2 To meet this requirement, an Overview and Scrutiny Annual Report is prepared each year and presented to council by the scrutiny chairmen. Reports from previous years are on the council's website <https://www.eastherts.gov.uk/article/35671/Annual-Reports>

2.0 Report

2.1 The Annual Report for 2016/17 (attached as **Essential Reference Paper 'B'**) summarises the changes to scrutiny arrangements during the past year, highlights key recommendations and sets out some of the plans for the coming year.

- 2.2 The report is written for a wide range of interested groups: those Members involved in scrutiny, those who might wish to be, and Members of the Executive (to whom the scrutiny committees act as a critical friend).
- 2.3 It is also hoped that external speakers and our partners who contributed to the scrutiny process during 2016/17 will know that their involvement is appreciated by Members.
- 2.4 Once agreed by Council, the report will be published on the Council's website and notification of its 'e-location' will be made available to members of the East Herts Strategic Partnership and to other relevant agencies. Interested community groups and residents are also welcome to comment on the process and the report.
- 2.5 As in previous years, the Annual Report will also be uploaded into the library section of the Centre for Public Scrutiny (CfPS) website.
<http://www.cfps.org.uk/library>
- 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'** which follows.

Background Papers

This report is based on the reports and minutes of all scrutiny meetings held during 2016/17 – these are available via the council's website.

Contact Members:

Councillor Tricia Moore:	Community Scrutiny Chairman 2016/17 patricia.moore@eastherts.gov.uk
Councillor Mike Allen:	Corporate Business Scrutiny Chairman 2016/17 mike.allen@eastherts.gov.uk
Councillor John Wyllie:	Environment Scrutiny Chairman 2016/17 john.wyllie@eastherts.gov.uk
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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives	<p>Any topics reviewed during the past year related to at least one of the Council's corporate priorities for that year:</p> <ul style="list-style-type: none">• Improve the health and wellbeing of our communities• Enhance the quality of people's lives• Enable a flourishing local economy <p>Effective use of the scrutiny process contributes to the Council's ability to meet one or more of its corporate objectives.</p>
Consultation:	<p>The 16/17 Scrutiny Annual Report has been drafted following consultation with all scrutiny Chairmen. All members of scrutiny committees have had the opportunity to contribute to the evaluation of the year's work. The Executive and Directors have also been given the opportunity to comment on 2016/17 scrutiny activity. 2016/17 Committee Chairmen have seen and approved the Annual Report by email.</p>
Legal:	<p>The Council's constitution states in Part 2 at paragraph 6.3 (c) that - "Scrutiny committees must report annually to full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate."</p>
Financial:	<p>The cost of circulating the report to Members can be met within existing budgets.</p> <p>Greater use will be made of signposting interested parties and partners to the Council's website to access the Annual Report which will minimise use of material resources, distribution costs and gain potential CO₂ efficiencies from on-line provision.</p>
Human Resource:	<p>none</p>

Risk Management:	Matters which may benefit from scrutiny may be overlooked. The selection of inappropriate topics for review would risk inefficient use of resources. Where this involved partners, it could risk damaging the reputation of the council and relations with partners.
Health and wellbeing – issues and impacts:	The broad remit of scrutiny is to review topics which are of concern to the public, many of which have an indirect impact on the general wellbeing of residents of East Herts.

Scrutiny Annual Report 2016-2017

What is scrutiny?

It is a process where your elected councillors, sitting in public, can review the work of the council to check that policies and services are meeting the priorities and the needs of local people. Scrutiny committees have the power of influence and are entitled to review and scrutinise the decisions and functions of the council and the Executive. Members of the committees serve as critical friends to the Executive. One of the key areas of work this year was to review the current scrutiny structure to ensure it continues to meet the needs of East Herts residents in a changing environment for local government and enables effective challenge.

How is it structured in East Herts?

Following a review in early 2017, it was proposed to:

- reduce the number of committees from five (Audit and Governance, Corporate Business, Community, Environment and Health/Wellbeing) to two – an Overview and Scrutiny Committee (OS) and Performance, Audit and Governance Committee (PAG).
 - **OS** - This committee will be ‘forward-looking’, shaping new policies at an early stage of their development, and undertaking major reviews of existing policies or service delivery models in order to make improvements, having recourse to Task and Finish Groups where appropriate.
 - **PAG** – This committee will review progress on delivery of the corporate strategic plan, the medium-term financial plan, key performance targets of the council among other topics. It will also have the opportunity to set up Task and Finish Groups where appropriate, and will also have a sub-committee to deal with Member’s Code of Conduct issues.
- improve the way scrutiny work plans are developed by establishing a longer term work plan identified by committee members themselves, giving councillors more control and generating more valuable scrutiny outcomes by focusing on issues of significance.

In February 2017, a joint scrutiny committee supported changes to scrutiny arrangements, including a new two-committee system. In addition, the creation of a Community Wellbeing Forum, made up of Members representing various public health areas such as mental health, health and social care support and physical activity, was agreed. Following agreement at Full Council on the 1st March 2017, the new arrangements were implemented 1st May 2017.

Over the course of 2016-2017, up to 35 councillors scrutinised a wide range of important topics including:

- support for the establishment of a new county-wide Home Improvement Agency (HIA) to help elderly and vulnerable persons to remain living independently at home
- emerging crime trends associated with East Herts' night time economy,
- car park fees and charges
- funding of improvements in the Hertford Urban Design Strategy,
- the feasibility and business plan of a proposed Housing Company owned by East Herts Council,
- the existing leisure facilities contract,
- waste services/street cleansing,
- business support and investment programmes in East Herts; plus
- ongoing scrutiny of the Council's performance, budgets and performance of Network Homes and Circle Anglia South Anglia Housing Associations

Given the pressure on public finances, the scrutiny committees had an increased focus on items related to new ways of delivery, generating new income streams and working with other key public sector organisations to reduce costs, share resources and improve the quality of services delivered to residents.

The annual report highlights significant recommendations made by scrutiny in 2016-2017 and sets out plans for the coming year.

Corporate Business Scrutiny (CBS) - This committee has focused on performance and the council's finances, including income via fees and charges. Under the new scrutiny arrangements, most of these topics will be considered at the new Performance Audit and Government Committee. Members of the committee considered the feasibility and business case of setting up a Housing Company to provide revenue income to offset diminishing government grants and meet the council's objectives in terms of providing quality housing opportunities on two occasions (30th August and 29th November). In November 2016, the committee recommended the item be presented to a joint meeting of scrutiny committees in January 2017 so that the proposal could be considered by all members of scrutiny.

CBS members also considered a new Community Lettings Policy on discounts awarded to voluntary and community services organisations that lease land and buildings from the council. It was recommended that a market rent policy be introduced, whereby as each lease comes up for renewal, there would be a maximum rent discount of 80% on the understanding that Officers would have discretion to make adjustments to this. The level of community use was to be monitored through leases.

Members of the committee received a report on town centre improvements in Hertford and recommended that the Council commits up to a maximum of 50% of the £1m required to implement key improvements to The Wash, Maidenhead Street and Bull Plain, Hertford, as detailed in the Hertford Urban Design Strategy, subject to other partners coming on board.

A report on car parking charges was received and Members were informed that car park charges had remained unchanged for some years and in some cases had been reduced. The committee supported a proposal to increase car parking charges by 7.5% from April 2017.

Environment Scrutiny (ES) - This committee has focused on conservation areas, waste management, climate change issues, and parks/open spaces. Under the new scrutiny arrangements, most of these topics will be considered at the new Overview and Scrutiny Committee. In June 2016, they considered a proposal to share waste services arrangements with North Herts Council and recommended the implementation of a Shared Waste and Street Cleansing Service and procurement of a joint contract. The committee agreed options for future domestic waste collection service and recommended they be incorporated into the new contract going out for tender later in 2017. Members of the committee recommended that two task and finish groups were established to look at Sustainable Transport and Climate Change and bring back reports for consideration by the committee. Fifteen recommendations from the Sustainable Transport Task and Finish Group were supported and referred to the Executive for consideration.

The committee also recommended increasing resources for proactive conservation area work; this was progressed through a wider restructure to the planning service completed in April 2017.

Community Scrutiny (CS) - This committee has focused on Hertford Theatre, community safety, licensing and leisure. Under the new scrutiny arrangements, most of these topics will be considered at the new Overview and Scrutiny Committee. In March 2017, Members of the committee looked at emerging crime trends associated with the night time economy and proposed actions to tackle this. The Committee asked for the Executive Member for Environment and Public Space and the Head of Housing and Health to:

- flag up NTE-related crime issues in the Community Safety Assessment drafted by East Herts Council on behalf of the multi-agency East Herts Community Safety Partnership
- carry out a review of East Herts CCTV to include camera locations and equipment to ensure it is fit-for-purpose with regard to maximising safety during evenings and the night time.

- ensure all town and parish councils are aware of the East Herts Safety Advisory Group (SAG) and the supportive role of partners can play when town and parish council and organised and running events.
- consider new and innovative ways to support the NTE, such as the role of Scannet / Live ID
- assess the benefits of seeking Purple Flag accreditation
- consider how best to promote taxi marshalling schemes
- consider options for promoting the installation of cameras within taxis.

The committee resolved that town councils be approached to negotiate a way forward to manage the markets in Bishop's Stortford, Hertford and Ware and look at the feasibility of transferring the rights to licence other markets in the District to Town Councils. Members also supported a new Physical Activity Strategy to be submitted to the Executive in the summer 2017 for approval.

At its meeting in June 2016, the Community Scrutiny Committee received a report from the Leisure Facilities Task and Finish Group and concluded that the proposed direction of travel should be endorsed. In summary, this is as follows:

Stream 1 - Joint use Pools: the development of an outline business cases for the management and operation of the Joint Use Facilities or if this is not feasible, alternatives based on a rationalisation model.

Stream 2 - Hartham and Grange Paddocks Leisure Centres: The development of an outline business case for the management and operation of the two Council owned sites based on:

- Capital costs
- Revenue impact
- Contract management arrangements
- Contribution to Health and Wellbeing Objectives
- Risk assessment

Stream 3 - Health and Wellbeing: The development of initiatives through the new leisure management contract which enable the operation of leisure facilities to address key issues identified within the Council Health and Wellbeing Strategy.

Health and Wellbeing Scrutiny (HWS) - This committee has focused on local health issues, fuel poverty and the Ageing Well agenda. Under the new scrutiny arrangements, most of these topics will be considered at the new Overview and Scrutiny Committee or the Member's Community Wellbeing Forum. The integration of the public health agenda into the council's core services such as planning was an important topic for the committee again this year. It was agreed officers would consult with the Public Health department at Herts County Council (HCC) on planning applications of 100+ dwelling to consider the impact on public health

services. The committee called for a further review of air quality, especially in the Air Quality Management Areas in East Herts. It also recommended a multi-pronged approach to addressing rural isolation, including greater involvement of health professionals, ward councillors and adding it as a priority for grant giving.

Joint Scrutiny - During the year, two Joint Scrutiny sessions were held to allow councillors from all committees to discuss significant financial and business/service planning issues. In January 2017, Members of the committee carefully considered a business case to create a Housing Management Company. It was recommended that the Executive give more consideration to the setting up of a housing company; and alternatives to the proposed business plan be explored. On the 4 April, the Executive resolved that in principle approval be granted to develop a property investment company, the incorporation and trading of which be subject to future approval of a full business plan for the company; and that Articles of Association and a Shareholder Agreement be drafted for consideration alongside the business plan at a future date.

Task and Finish Groups

In 16/17, three new Task and Finish Groups were set up and the work of the Leisure Facilities Group continued. Both Leisure Facilities and Waste/Street Cleansing were charged with appraising options on service design, best practice, emerging trends and limitations and considering how these impact on long-term financial sustainability. Members were able to feed in views of the residents who use Council's facilities, or are likely to. Cllr Michael Freeman, chairman of the Waste and Street Cleansing Task and Finish Group, said "Importantly, our backgrounds enabled us to understand and consider the likely financial implications of what we could be proposing, in the overall context of the Council's projected financial position in the years ahead."

- **Waste and Street Cleansing Contract**
A total of four meetings were held between March and May 2016 to inform ongoing negotiations and updates for a new shared contract with North Herts Council (2018-2024). Officers were pleased to explain the service and receive constructive, probing questions that challenged officers' proposals. In June 2016, the group recommended to Environmental Scrutiny that the council obtain quotes for service options at the procurement stage where improvements were appropriate, viable and acceptable. The group will reconvene in 17/18 to consider the outcome of these negotiations against what was recommended.
- **Developing a leisure facilities strategy for East Herts**
A total of 10 meetings were held between January 2016 and April 2017 and

evidence was obtained from the East/North Herts Clinical Commissioning Group and the chairman of the Active East Herts Community Sports Network on current and future demand for sports. Members of the group visited five leisure facilities that were examples of good practice. A principal objective has been to develop facilities that address: ageing and deteriorating stock, capital investment, decreasing use and visitor numbers, increased competition and increased revenue support for ageing facilities and maintenance expenditure. The Group worked with officers to develop an outline business case for a proposed mix of facilities to serve East Herts residents over the next 20 years and reported back to Community Scrutiny.

- **Sustainable Transport**
A total of four meetings were held between October 2016 and February 2017. Information was gathered from organisations representing highways authorities, bus and rail companies, cycling projects and school transport. The group agreed a definition of sustainable transport and recommended actions to Environmental Scrutiny, including ones on the themes of behaviour change (how to actively discourage unnecessary car journeys and promote modal shift), investing in viable alternatives (walking and cycling routes), transport for rural areas (including exploring 'on demand' options), and rail travel (improving east/west connectivity).
- **Climate Change** - It was agreed that this was an important issue for the Council to investigate more closely but it was decided to postpone work until the findings of the Sustainable Transport Group were reported. It is anticipated this group will start in the summer of 2017.

How did the committees decide what to scrutinise in 16/17?

There are some issues that local government scrutiny has a statutory duty to look at – such as reviewing at least one crime and disorder topic annually and supporting the budget setting process. However, there is flexibility on what issues Members can ask to consider. These are issues they believe to be:

- Of local public concern
- Linked to the council's corporate priorities
- Capable of being influenced
- Not being scrutinised by another body

At East Herts, Members believe it is important to spend time scrutinising issues that

- allow us to reduce risk for residents and the council,
- might incur significant costs;
- or could bring substantial savings to the council

During 2016/17, scrutiny tackled some complex and sensitive topics under all these headings.

Scrutiny uses the council's corporate priorities to focus its work. As the economic environment and local issues change, these are reviewed annually to keep them relevant. During 2016/17 and until 19/20, the council priorities are:

- Improving the health and wellbeing of our communities
- Enhancing the quality of people's lives
- Enabling a flourishing local economy

Work programme for 2017/2018

At East Herts, we look to have work plans for scrutiny to give partners and the public advance notice of topics – but there is always flexibility to review and amend them throughout the year as it is important to keep the work of scrutiny relevant and topical. Topics in the work plans include:

PAG has already agreed to	<ul style="list-style-type: none"> • Update on the Shared Anti-Fraud Service (SAFS) • Risk Management Monitoring • Asset Management • Budget Report and Medium Term Financial Plan • Treasury Management Strategy 2017-18
OS has already agreed to	<ul style="list-style-type: none"> • Leisure Facilities Strategy • Parking Enforcement – Task and Finish Group • Fuel Poverty • Integration of public health into the council's core services

Members have the ability to review any issue that affects East Herts, not just council-related services. Residents can submit suggestions for the work programme using the methods below.

How to find out more about scrutiny in East Herts

Scrutiny is strengthened by involving residents and partners. They bring expertise, local knowledge, fresh ideas and external challenge. Members of the public are welcome to attend any meeting of the new Overview and Scrutiny (OS) and Performance Audit and Governance (PAG) committees. Meetings start at 7pm and are held at the council offices in Hertford. Dates in 2017/2018 are published on the East Herts Council website.

Contact us...

Tel: 01992 531481

Email: scrutiny@eastherts.gov.uk

Agendas, reports and minutes of every council committee are posted and regularly updated – and meetings are open to the public:

<http://democracy.eastherts.gov.uk/Committees>

If you ever take part in one of our scrutiny reviews and every time you attend as an observer, we would value your feedback to help us improve the process. An on-line feedback form is available at

<http://www.eastherts.gov.uk/scrutinyfeedback>

EAST HERTS COUNCIL

COUNCIL – 18 JULY 2017

REPORT BY EXECUTIVE MEMBER FOR HEALTH AND WELLBEING

DISCRETIONARY COMMUNITY GRANTS POLICY

WARD(S) AFFECTED: ALL

Purpose/Summary of Report

- To seek approval of full Council to changes in the discretionary community grants policy in order to maximise health and wellbeing outcomes for residents in East Herts

RECOMMENDATIONS FOR COUNCIL: that:

(A)	the new grants policy as detailed in Essential Reference Paper ‘B’, be approved, including proposals listed in paragraph 2.7 to: <ul style="list-style-type: none">• open the fund up to not-for-profit organisations;• remove the requirement of match funding for building projects; and• increase the maximum revenue grant from £1,000 to £3,000
(B)	new priorities and outcomes, as detailed in Appendix 1, Essential Reference Paper ‘B’, be approved.

1.0 Background

- 1.1** The Council has allocated grants to the voluntary and community sector, towns and parish councils for many years. The purpose of this service is to take forward the vision of health and wellbeing and facilitate positive change at the local level. The Community Grants Policy is part of the Council’s Policy Framework and is determined by full Council.

- 1.2 A report from the Executive Member for Health and Wellbeing was received by Health and Wellbeing Scrutiny on the 14 March 2017 to look at the key ways in which the different services of the council can and do work towards maximising health and wellbeing outcomes and to reconsider the Council's vision. At this time, Members requested that a review of the focus for community grant giving take place.

2.0 **Report**

- 2.1 The review was led by an informal group of Members including Councillors Alder, Ballam, Moore, Hollebon, Woodward and Symonds. The Executive Member for Health and Wellbeing chaired the meetings which were held on 12th April and 24 May 2017.
- 2.2 Members of the group agreed that a review was required so that the Council's limited funds are targeted on reducing health inequalities and directed to evidenced areas of need, whether this be geographic areas experiencing income deprivation or population groups living with a particular health condition.
- 2.3 It was also important that the Council's grants policy be more closely aligned to emerging health and wellbeing priorities (including NHS Sustainable Transformation Plans and Hertfordshire County Council's new public health strategy).
- 2.4 The group considered information on emerging social demographic trends, Joint Strategic Needs Assessment (JSNA), and areas of deprivation with identified need in East Herts as there is a proven link between deprivation and health and wellbeing.
- 2.5 The main topics discussed by the group were:
- Why do we give grants
 - Who do we want to help
 - Where do we want to focus
 - What health and wellbeing outcomes do we want grant giving to achieve
 - How do we best target our resources
- 2.6 This report proposes changes to the following:
- eligibility criteria

- priorities/outcomes
- implementation and assessment

These proposals are designed to create a more proactive grant giving process that steers applicants to solve problems in their areas that further the health and wellbeing outcomes the council would like; and actively tackles problems in the most income deprived areas of East Herts.

2.7 Eligibility – In order to maximise health and wellbeing outcomes, and facilitate projects/activities in more income deprived areas, the council needs help from a range of organisations to deliver innovative projects and activities. The following proposals will enable this to happen:

- opening the fund up to not-for-profit organisations; they have a valuable role to play, especially in delivering services in areas that lack a robust volunteer infrastructure/capacity
- removing the requirement of match funding for building projects. Removing the pre-condition to have one-third of the cost of the project up front will open the pot to a wider range of organisations. How much match funding is committed voluntarily will be assessed through the new scoring system. (see para 2.12)
- increasing the maximum revenue grant from £1,000 to £3,000 (10% of available budget). It is hoped this will generate interest from health charities to submit bids for innovative, longer-term interventions that result in health behaviour lifestyle changes

2.8 Priorities for 2017/18 – It is the intent that grant giving will be more outcomes-focused. A copy of the amended grants policy and list of proposed health and wellbeing outcomes the policy is aiming to achieve are given in **Essential Reference Paper ‘B’**. Members are asked to note that several outcomes are continuing from previous years.

2.9 Applicants must demonstrate that a revenue grant or capital grant will either directly or indirectly support at least one of the priorities listed in the policy.

2.10 Implementation and assessment - It is proposed that the existing discretionary community grants scheme consisting of a split between capital grants and revenue grants (Summer Activities, Performance to Excellence, Community Activities pots) is replaced

with a single, pooled budget from 18/19; split only by definition of capital and revenue. To further streamline the process, there will be a single application form for all applications, regardless of the amount of money requested.

- 2.11 It is anticipated that the process of allocating grants will become more proactive - as the Council will take steps to raise awareness and identify need and potential additional/alternative grant funding sources. This would include working with the new Community Health and Wellbeing Forum, carrying out desktop research/consultation with residents and stakeholders in income deprived areas and holding an annual workshop with charities and other organisations working in the community.
- 2.12 All applications including those identified through the collaborative process above, council research and those that are submitted independently will be assessed on the following:
1. amount of match funding voluntarily committed or already raised (not a requirement, but those bids that have match funding will score more highly)
 2. whether the project is being delivered in a disadvantaged area of East Herts
 3. number of people that will benefit
 4. evidence that project/activity will realistically help the council deliver on at least one of our priorities/outcomes
 5. evidence of financial need
 6. evidence that consultation has taken place and the results support your project or activity
- 2.13 Applications will be judged on merit, but, unlike in the past, they will also be judged against each other and ranked in order of lowest to highest score.
- 2.14 In cases where an application's score means it would not be funded based on the bid alone, officers will consider placing additional requirements or conditions for funding such as expanding the project into areas that are known to have a high level of income deprivation.
- 2.15 Members are asked to note that the preferred way to apply for a grant is via an eform on the Council's website. However, paper copies will be made available if requested.

2.16 In addition, advice and guidance on completing the new form will be available from officers. Member Champions have agreed to help in this capacity as well.

2.17 Following a recent Equalities Impact Assessment (**Essential Reference Paper 'C'**) on these new arrangements, officers are confident that this service is open to all equally and does not disadvantage any groups or residents in East Herts.

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

A list of recently funded Summer Activities projects for 2017 can be found on the Council's website. Allocations from previous years for community activities and community capital can also be found here.

<https://www.eastherts.gov.uk/article/35614/Grants-Awarded-and-Commissioned-Services-from-Not-for-Profit-Organisations>

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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives:	<p>Priority 1 – Improve the health and wellbeing of our communities</p> <p>Priority 2 – Enhance the quality of people's lives</p> <p>Priority 3 – Enable a flourishing local economy</p> <p>Effective use of grant giving contributes to the Council's ability to obtain some of the outcomes required in one or more of its corporate objectives.</p>
Consultation:	<p>The proposed policy on awarding discretionary grants has been reviewed by a group of Members on the 12th April and 24th May. The new Community Wellbeing Forum has also been consulted.</p>
Legal:	<p>The Council must comply with equality and human rights legislation. An equalities assessment outlining officers' consideration of how the proposed revised policy may impact residents with the various protected characteristics has been carried out and is appended to this report. The equalities analysis also makes clear the ways in which the policy and means of implementation have been amended as a result of the equalities assessment to mitigate any issues identified.</p>
Financial:	<p>Revenue and capital resources available for grant giving in 2017/18 have already been identified in the council's approved budgets. Approval of the revised policy will not incur any further revenue or capital liabilities for the council.</p> <p>It is noted that successful capital schemes may incur expenditure over more than one year. This does not pose any treasury management concerns.</p>
Human Resource:	<p>None at this time</p>
Risk Management:	<p>Grant-aided projects may not go ahead and the Council's money may require re-allocating or sliding into the next financial year.</p>

<p>Health and wellbeing – issues and impacts:</p>	<p>The aim of the service is to administer the programme in a fair, consistent and transparent manner to maximise health and wellbeing outcomes for residents in East Herts and supporting those suffering from income deprivation. Funded projects have a direct or indirect impact on modifiable determinants of health, such as access to services, built environment, social support, lifestyle factors and others. Addressed throughout the report but specifically paragraph 2.8 and in ERP ‘B.’</p>
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Discretionary Community Grants Policy

East Herts Council will grant aid eligible voluntary and community groups, town/parish councils, and not-for-profit organisations that deliver projects or activities that improve health and wellbeing outcomes for residents in East Herts. It will work with Councillors to identify and agree potential themes for grants spending on an annual basis.

Eligibility: Every organisation that meets these basic eligibility criteria will be able to apply for a grant:

- Situated or delivered in the East Herts district area which includes Bishop's Stortford, Sawbridgeworth, Buntingford, Hertford, Ware and the surrounding villages. If you are unsure if your project is in our area, please contact us.
- Financially viable with its own bank account that requires two unrelated people to authorise cheques and make withdrawals. This must be in the name of the organisation applying.
- Have an open-door membership policy and provide services that are accessible to people from all backgrounds. This does not preclude single-gender organisations from applying as long as they can demonstrate - if asked - that they comply with the Equality Act 2010.
- Be volunteer led or operated on a not-for-profit basis.
- Have good governance in place including a management committee/board of directors that includes at least three unrelated individuals
- Can demonstrate financial need and that other sources and options for funding have been considered.
- Have endorsement from an East Herts Councillor representing the area from which most of the residents who benefit from the project/activity come. In cases where an East Herts Councillor is a member of the bidding organisation and there is no other ward member, then the East Herts Executive Member for Housing and Health may endorse the application.

If a project involves work on a building or outdoor space the applicant must:

- Own the freehold of the land or building or a lease that cannot be brought to an end by the landlord for at least five years after the work has been completed
- Have the relevant permissions in place (for example planning consent, permission from owner).

Priorities eligibility: Applications must evidence that the money will directly (in the case of revenue bids), or indirectly (in the case of capital) support at least one outcome identified and publicised each year (Appendix 1). Priorities and special themes will be identified annually.

Grants may be made for:

- Building works or green space improvements – we will count this as capital funding.
- Large items of sports or play equipment – we will count this as capital funding.

- Operational costs of a specific project or activity including purchase of small items of equipment, stationary and the like – we will count this as revenue funding.

The maximum grant for capital funding (principally improvements to buildings/open space or equipment) is £8,000. We will not fund projects that have already started though we may fund a later stage of a building project which is not dependent on an earlier stage.

The maximum grant for revenue funding (operational costs) is £3,000. The council will have discretion to consider larger revenue grants on a case-by-case basis. The presumption, however, is that such grants would only be awarded for long-term interventions (over a minimum six weeks' duration) that will clearly result in health behaviour change.

The council will look for innovative projects.

East Herts Council will not provide grants for:

- purchase of medical equipment
- promotion of a particular religion or political belief
- a service that the state is obligated to provide
- land or building where ownership (freehold or eligible lease) is not yet established.
- purchase of items on behalf of another
- VAT that can be recovered

Allocation process

All requests for funding must be submitted on the council's application form and contain all the required documentation (Appendix 2). There will be two bidding windows each year. The first application deadline will be the end of September and the second will be the end of December. Each application tranche will relate to half of the total pot of grants funding which will be allocated in that tranche. All applications will be judged together, relative to all other bids received during that bidding window.

The council will advertise and run an annual workshop with all eligible bidders making themselves known to the council.

Assessment and scoring

All applications for grant funding will be carefully assessed to ensure that funding is allocated to projects or activities and areas that will have the most impact on the council's priority areas.

The assessment process will use three main criteria:

- practical assessment at which time the following considerations, though not limited to these, will be addressed - will the funding be spent in East

Herts, will it be spent in the financial year, is the applicant already in receipt of a grant, has the applicant consulted the wider community?

- priority assessment at which time the following considerations, though not limited to these, will be addressed - would making the grant help the council deliver the key priorities identified for that year?
- Financial assessment at which time the following considerations, though not limited to these, will be addressed - has a clear and convincing argument been made for the funding?

Scoring will be based on answers to the following application questions:

1. amount of match funding voluntarily committed or already raised (not a requirement, but those bids that have match funding will score more highly)
2. whether the project is being delivered in a disadvantaged areas of East Herts (Appendix 3)
3. number of people that will benefit
4. evidence that project/activity will realistically help the council deliver on at least one of its priorities/outcomes
5. evidence of financial need
6. evidence that consultation has taken place and the results support the application.

All applications will be scored in a fair and consistent manner against the same assessment criteria. The assessment will take place from a set date over an agreed period of time and all applications will be assessed during this period to ensure that they are judged on merit, in relation to each other. Applications will not be considered outside of the assessment window.

Allocating funding – stage one

All applications will be ranked in order of highest to lowest score. Funding will then be allocated to those applications receiving the highest scores. Each year, the council will determine what percentage of the available budget will be distributed in this way. Up to 20% of the budget can be held back for events of national or local importance (as agreed with councillors) which are in accordance with agreed priorities and criteria or for applications with lower scores

Allocating funding – stage two

Where there are a number of lower scoring applications with similar scores and there is still funding to allocate, the council may decide to enter into a dialogue with applicants to seek further in return for mutually agreed amendments to the project or activity. The council may seek one or more of the following amendments to a lower scoring proposal as a condition of grant funding (note, this is not an exhaustive list):

- the applicant agrees to mentor volunteers in other groups so as to strengthen that group's capacity, resilience and/or ability to apply for a grant in their own right
- the applicant agrees to expand their activities/project to a nearby wards or area that is known to have a high level of income deprivation
- the applicant agrees to ensure that the activity/project will reach a minimum number of vulnerable residents or 'new' residents who would not been assumed to be involved or benefit given the terms of the application as submitted.

The council reserves the right to apply any of these conditions to any of the grants awarded under either stage one or stage two of funding allocation process.

Member involvement in implementation

All applicants will be asked to invite their ward member to the activity / event being funded or to view the project that has been funded.

Version: 5 July 2017

APPENDIX 1: PRIORITIES FOR 2017/18

The agreed priorities for discretionary grant funding for 2017/18 are listed below.

Health - physical activity and healthy nutrition, preventing and delaying the onset of illness, reducing obesity and keeping people healthy and active through:

- tackling social isolation – supporting those suffering from loneliness or social exclusion or those who find it difficult to interact the community
- supporting people who are tackling addictions
- enabling healthier lifestyles

Income deprivation (but not at the exclusion of supporting work that meets the other priorities in areas that do not suffer from deprivation):

- galvanising activities in areas with high levels of deprivation (capacity building)
- encouraging existing community groups and activities to deliver in disadvantaged areas of East Herts (Appendix 3)

Infrastructure – Improving or maintaining community buildings and assets to ensure that communities have the infrastructure to support their residents, to galvanise community activities and to drive community cohesion

- creating safer and resilient neighbourhoods

Special theme for 17/18 Excellence in Sports – the Performance to Excellence programme for young people aged 11 to 18 will continue as a theme for 17/18 but the aim is for it to become part of the main grant giving programme in 18/19 onwards.

APPENDIX 2: REQUIRED DOCUMENTATION

- Councillor endorsement
- Bank statement showing current balance
- Copy of constitution / set of rules or charity commission number
- Copy of child protection policy (if your organisation works with children)
- Evidence of planning permission (if required)
- Name and contact details of main contacts, including chair, treasurer and secretary, in your organisation
- Two quotes for capital projects

APPENDIX 3: LIST OF TOP 10 MOST DEPRIVED WARDS IN EAST HERTS

Whilst East Hertfordshire as a whole ranks above the national average on the scale on Income Deprivation (IMD¹), there are still certain wards that fall below the average IMD² ranking for both Hertfordshire and nationally.

Ward	Average IMD score for the ward	Ranking for IMD against all Hertfordshire wards (out of 690)
Much Hadham	16.3	46
Hertford Sele	14.7975	47
Mundens and Cottered	13.91	58
Hunsdon	11.635	78
Ware Trinity	10.98	80
BS Central	10.93166667	87
Braughing	10.295	88
Hertford Rural North	9.78	94
Hertford Rural South	9.67	95
Great Amwell	9.35	96

¹ The Indices of Deprivation 2015 provide a set of relative measures of deprivation for small areas (Lower-layer Super Output Areas) across England, based on seven domains of deprivation. The domains were combined using the following weights to produce the overall Index of Multiple Deprivation:

- Income Deprivation (22.5%)
- Employment Deprivation (22.5%)
- Education, Skills and Training Deprivation (13.5%)
- Health Deprivation and Disability (13.5%)
- Crime (9.3%)
- Barriers to Housing and Services (9.3%)
- Living Environment Deprivation (9.3%)

In addition to the Index of Multiple Deprivation and the seven domain indices, there are two supplementary indices: the Income Deprivation Affecting Children Index and the Income Deprivation Affecting Older People Index.

² IMD data is measured according to individual Lower Super Output Areas (LSOAs), however by taking the average IMD scores across the LSOA's within each ward we have calculated an average IMD score for each of the wards in East Herts.

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ESSENTIAL REFERENCE PAPER ‘C’

1	Identify the aims of the policy/service/function and how it is implemented.		
	Key questions	Answers / Notes	Actions required
1.1	What is the aim, objective or purpose of the policy/service/function?	To administer the discretionary community grants programme in a fair, consistent and transparent manner to help take forward the Council’s priorities in improving the health and wellbeing of residents and supporting those suffering from income deprivation	New policy to be agreed at Full Council
1.2	What outcomes do you want to achieve with this policy/service/function and for whom?	<p>Health - physical activity and healthy nutrition, preventing and delaying the onset of illness, reducing obesity and keeping people healthy and active through:</p> <ul style="list-style-type: none"> • Tackling social isolation – supporting those suffering from loneliness or social exclusion or those who find it difficult to interact with the community • Supporting people who are tackling addictions • Enabling healthier lifestyles <p>Income deprivation (but not at the exclusion of supporting work that meets the other priorities in areas that do not suffer from Indices of Multiple Deprivation (IMD):</p> <ul style="list-style-type: none"> • Galvanising activities in areas with high levels of deprivation (capacity building) • Encouraging existing community groups and activities to deliver in disadvantaged areas of East Herts • Infrastructure – Improving or maintaining community buildings and assets to ensure that communities have the infrastructure to support their residents, to galvanise community activities and to drive community cohesion <p>Excellence in sports: The Performance to Excellence</p>	

		programme for young people has been retained as a theme for 17/18.	
1.3	Who defines or defined the policy/service/function?	The existing policy has been drafted by a group of Members with the support of officers and considered by the Member's Community Wellbeing Forum. The Community Grants Policy is part of the council's Policy Framework and is determined by full Council.	Report to be presented to full Council on 18 July 2017
1.4	Who implements the policy/service/function?	Officers within the Housing and Health service, including Business Support Unit	
1.5	What factors or forces are at play that could contribute or detract from the outcomes identified earlier?	<p>Grants are allocated according to agreed policy but there is the perception by some organisations that the required information/paperwork is bureaucratic, resulting in reduced take up. The new grants process has amalgamated the original four separate grants (and 4 separate application forms) into one unified application process and form, which may possibly place additional burden on those applying for the smaller amounts of funding. To counteract this there have been improvements to the application form to make it as clear and as simple as possible and an intelligent e form has been created to help aid the application process for those applying online. A separate Performance to Excellence application form has been retained for young people applying to this specially themed fund.</p> <p>Other external factors that come into play include: lack of capacity among voluntary organisations to complete applications correctly, disinterest and perception that effort required to be awarded a grant is too much, lack of confidence in ability to be successful. There are a number of support mechanisms in place to help people struggling with the</p>	Drop in sessions will be set up during the first funding round. A consultation workshop with stakeholders will be held during the second funding tranche. This will be to share EHC research, identify potential projects and applicants and to offer support through the process.

		<p>process and these have been clearly signposted on the new application form and the guidance notes.</p> <p>In the new process there will be a more proactive approach to identifying potential projects in areas suffering from high levels of income deprivation. This will involve research into those areas most in need and a collaborative approach to working with stakeholders in these areas.</p> <p>Opening up the programme to not-for-profit groups has a positive impact on amateur community sport groups as these tend to be run by young people who were previously excluded (due to not having the organisational acumen/available income to incorporate properly at that age) so it has an additional positive impact.</p> <p>Additional conditions may now be attached to the approval of grants funding in some instances to encourage applicants to share best practice, to learn from best practice and to expand activities into deprived areas where applicable and appropriate.</p>	
1.6	Taking protected characteristics (age, disability, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion or belief, sex and sexual orientation), is there anything in the policy/service/function that could discriminate or disadvantage any of these groups?	<p>The grants process has been designed to be fully inclusive and one of the eligibility criteria for grants funding is that the applicant / organisation must embrace equal opportunities and be open to all.</p> <p>Application forms are accepted on-line and through the post. Advice and guidance on completing the forms are available from Council officers, Councillors and the Broxbourne and East Herts Councils for Voluntary Service free of charge.</p>	Information to be available on council's website, via email, East Herts Connect and Member's Information Bulletin

		<p>Applications from church halls or religious organisations may only be made where the halls are used for physical recreation, cultural, social and community benefit and where the project is to benefit the wider community with a secular aim.</p> <p>Information about grants is available through the Council's website, Link magazine, through occasional newspaper adverts, in flyers distributed to Members, libraries, leisure centres and village halls and parish/town councils, plus social media</p> <p>Announcement about deadlines is done via emails to Members, external partners and database of known community and voluntary organisation. Members are asked to refer eligible organisations to the scheme and raise awareness at any town or parish council meetings they attend.</p>	<p>A new flyer to be created and distributed to libraries and leisure centres</p>
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2 Consideration of available data, research and information			
	Key questions	Answers / Notes	Actions required
2.1	What do you already know about who uses this policy/service/function?	<p>We know that many successful applicants are groups that are in the Council's system and are repeat applicants. Most are established charities, town and parish councils, sports clubs and village halls. A considerable piece of research was carried out into the distribution of grants funding in 2015/16 to understand in detail both the nature and distribution of grants funding. This report highlighted that a number of the areas in the East Herts District that suffer from high levels of income deprivation were not getting a proportionate share of the grants funding.</p> <p>The new policy has been amended based on this research. We are committed to taking a more proactive approach to identifying and supporting applications from organisations and geographic areas that have been under-represented previously to ensure that we get a greater number of applications from all wards, including those with high levels of income deprivation. These will be assessed in a fair and transparent manner against the same criteria.</p>	
2.2	What additional information is needed to ensure that all protected characteristic groups' needs are taken into account?	<p>We have examined the pattern of previous applications although we have not recorded full details of grant recipients and participants on all the protected characteristics, so we cannot be certain that all groups have been fully able to access grants in the past.</p> <p>The implementation of the new policy will include making greater efforts to promote community grants among a wider range of groups and we will include monitoring and/or evaluation that asks about a wider range of protected</p>	Drop in sessions to help potential applicants complete forms will be arranged. These will be held in areas of deprivation if possible.

		<p>characteristics so as to enhance our approach in the future.</p> <p>We recognise that some groups, for example older people, may have lesser access to the Internet-based grant application process and so we will make paper copies of application forms available as necessary.</p>	
3	Formal consultation		
	Key questions	Answers / Notes	Actions required
3.1	Who do we need to consult with?	We have consulted with Councillors on the Community Wellbeing Forum and will continue to consult with stakeholders across the community including parish and town councils to ensure the successful roll out of the new grants programme.	Set up a meeting with town and parish councillors
3.2	What method/form of consultation can be used?	Surveys and face to face workshops / meetings	
4	Assessment of impact		
	Key questions	Answers / Notes	Actions required
4.1	Have you identified any differential impact and does this adversely affect any protected characteristic groups in the community?	<p>Older applicants and those who are less IT literate may require more support than others.</p> <p>There is no evidence to suggest that the needs of any other particular group are not being taken into account. See 1.6</p>	<p>Paper copies of application forms will be made available if requested</p> <p>Drop in sessions to help potential applicants complete forms will be arranged.</p>

			All councillors will be encouraged to raise awareness about the opportunity for financial support through their informal networks in order to reach those who do not normally engage with the process
4.2	If there is an adverse impact can it be avoided, can we make changes, can we lessen it etc?	N/A	
4.3	If there is nothing you can do, can the reasons be fairly justified?	N/A	
5	Consideration of the effect of proposed changes on other groups.		
	Key questions	Answers / Notes	Actions required
5.1	Do any of the changes in relation to the adverse impact have a further adverse affect on any other protected characteristic group?	There is no evidence to suggest that the needs of any particular group are not being taken into account. See 1.6	

INTERNAL PROCESSES FOR THE ORGANISATION			
6	Making a decision in the light of data, alternatives and consultations		
	Key questions	Answers / Notes	Actions required
6.1	The organisation's decision making process	We looked at grants allocations from 15/16 and socio demographic trends. We explored alternative solutions with councillors and consulted with the Community Wellbeing Forum and external bodies. See 1.6 and results of grants audit.	
7	Monitor in the future and publication of results of such monitoring		
	Key questions	Answers / Notes	Actions required
7.1	What have we found out in completing this EqIA? What can we learn for the future?	<p>We have identified some issues with the previous policy that may have impacted on the types of organisations that applied in the past. These were:</p> <ul style="list-style-type: none"> • Requirement for match funding meant only those organisations with financial surplus or capable of raising money were typically applying • Perception of bureaucracy meant that applications mainly came from organisations that were already engaged with the Council or its officers <p>The new grants policy and programme has now taken into account aspects of the previous policy that may have discouraged organisations from applying and has taken all reasonable and practical steps to ensure the service is accessible to individuals and groups from different educational backgrounds and experiences. Officers are confident that the</p>	Officers will monitor the equalities impact of implementation of the new policy, specifically tracking feedback regarding the single application form and take up from areas of deprivation and vulnerable communities

		new policy is fair and equitable has been designed in a fair and equitable way.	
8	Publication of results of the impact assessment Date Lead Officer		

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EAST HERTS COUNCIL

COUNCIL – 18 JULY 2017

REPORT BY HEAD OF LEGAL AND DEMOCRATIC SERVICES

REVIEW OF THE CONSTITUTION

WARD(S) AFFECTED: All

Purpose/Summary of Report

- This report is to update Members on the progress of the Review of the Constitution and seek agreement to transitional arrangements as a result of Constitutional changes which took effect on 1 March 2017.

<u>RECOMMENDATIONS FOR COUNCIL:</u> That:	
(A)	the report on the review of the Constitution be noted; and
(B)	current Members of the Standards Sub Committee remaining in place to deal with any matters presented to them before 1 March 2017, be approved.

1.0 Background

1.1 On 21 September 2016, the former Audit and Governance Committee agreed to the establishment of a Constitution Working Group to carry out a significant review of the Constitution in order to ensure that it was fit for purpose, to facilitate transparency of decision making processes and to better serve the needs of East Herts residents.

1.2 On 25 January 2017, the former Audit and Governance Committee received an interim report from the Legal Services Manager which sought agreement to the overall approach by the Constitutional Working Group in reviewing the Constitution and to seek Members' comments aimed at enhancing the transparency and usability of a revised Constitution.

- 1.3 Work has been undertaken on the Constitution and continues and substantial progress has been made. However, due to transitional arrangements, it was not possible to present a final version to Council on 10 May 2017 as first envisaged. It is anticipated that the work can be undertaken by the end of 2017. This will allow for any legislative changes which come into force during this time to be considered and provide that it is an inclusive process seeking Officers and Members' comments on the proposed changes.
- 1.4 On the 1st March 2017, Council agreed to reduce the number of scrutiny Committees from 5 to 2. The former Audit and Governance Committee was disbanded and formulated within the new Performance, Audit and Governance Committee which holds the responsibility for the appointment of a Standards Sub Committee which should be drawn from three members of the Performance, Audit and Governance Committee.
- 1.5 Prior to this change, a Standards Sub committee was in place to deal with outstanding complaints which have not yet reached a conclusion. In the interests of prudence and transparency, Council is asked to agree to the continuation of the formation of the present Standards Sub-Committee in relation to any matters presented to them prior to the change in the Constitution which took effect on 1 March 2017
- 1.6 This is beneficial in respect of the considerable time they have spent on present matters and have a familiarisation with the issues in hand. To begin this process with a new Standards Sub Committee will impede process resulting in greater costs to the Council.

2.0 Implications/Consultations

- 2.1 Information on any corporate issues and consultation associated with this report are contained within **Essential Reference Paper A**

Background Papers:

None

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ESSENTIAL REFERENCE PAPER 'A'

IMPLICATIONS/CONSULTATIONS

Contribution to the Council's Corporate Priorities/ Objectives:	Priority 1- Improve the health and wellbeing of our communities Priority 2- Enhance the quality of people's lives Priority 3- Enable a flourishing local economy
Consultation:	This will be undertaken with Officers and the Constitutional Working Group and Executive Members.
Legal:	Section 37 of the Local Government Act 2000 requires all Councils to publish and review the arrangements to discharge its functions within a constitution. Other statutes, codes and guidelines, such as the Local Government Act 1972 (meetings), the Localism Act 2011 (transparency) and the Local Government Transparency Codes 2014 and 2015 emphasise clear and transparent decision making.
Financial:	A robust Constitution is required to reduce risk in financial decision making.
Human Resource:	Not applicable
Risk Management:	A robust Constitution is required to minimise risk in decision making.
Health and wellbeing – issues and impacts:	Not applicable

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